

# MAINE STATE LEGISLATURE

The following document is provided by the  
**LAW AND LEGISLATIVE DIGITAL LIBRARY**  
at the Maine State Law and Legislative Reference Library  
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied  
(searchable text may contain some errors and/or omissions)

# **MAINE STATE GOVERNMENT ANNUAL REPORT 1975 - 1976**



**A Compilation of  
Annual Reports of  
State Departments and Agencies**

*Published at*  
**Augusta, Maine**  
**1977**

*Compiled and edited by the*  
**Department of Finance and Administration,**  
**Bureau of the Budget**  
**Otto W. Siebert, State Budget Officer**

Printed Under Appropriation Number 75060-0000-9011

*A word about copying material contained in this report . . .*

Any person may reproduce, without restriction, any or all material in this edition. When several copies of material are made for distribution credit should be given to the Maine State Government Annual Report.

When any part of the text is partially reproduced for distribution it should be noted that it is only a part and not the whole text as published. If this is followed, the problems inherent to "out of context" quotes may not deter from the information we have tried to provide on State Government agencies and their operations.

The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

**MAINE STATE  
GOVERNMENT  
ANNUAL REPORT  
1975 - 1976**

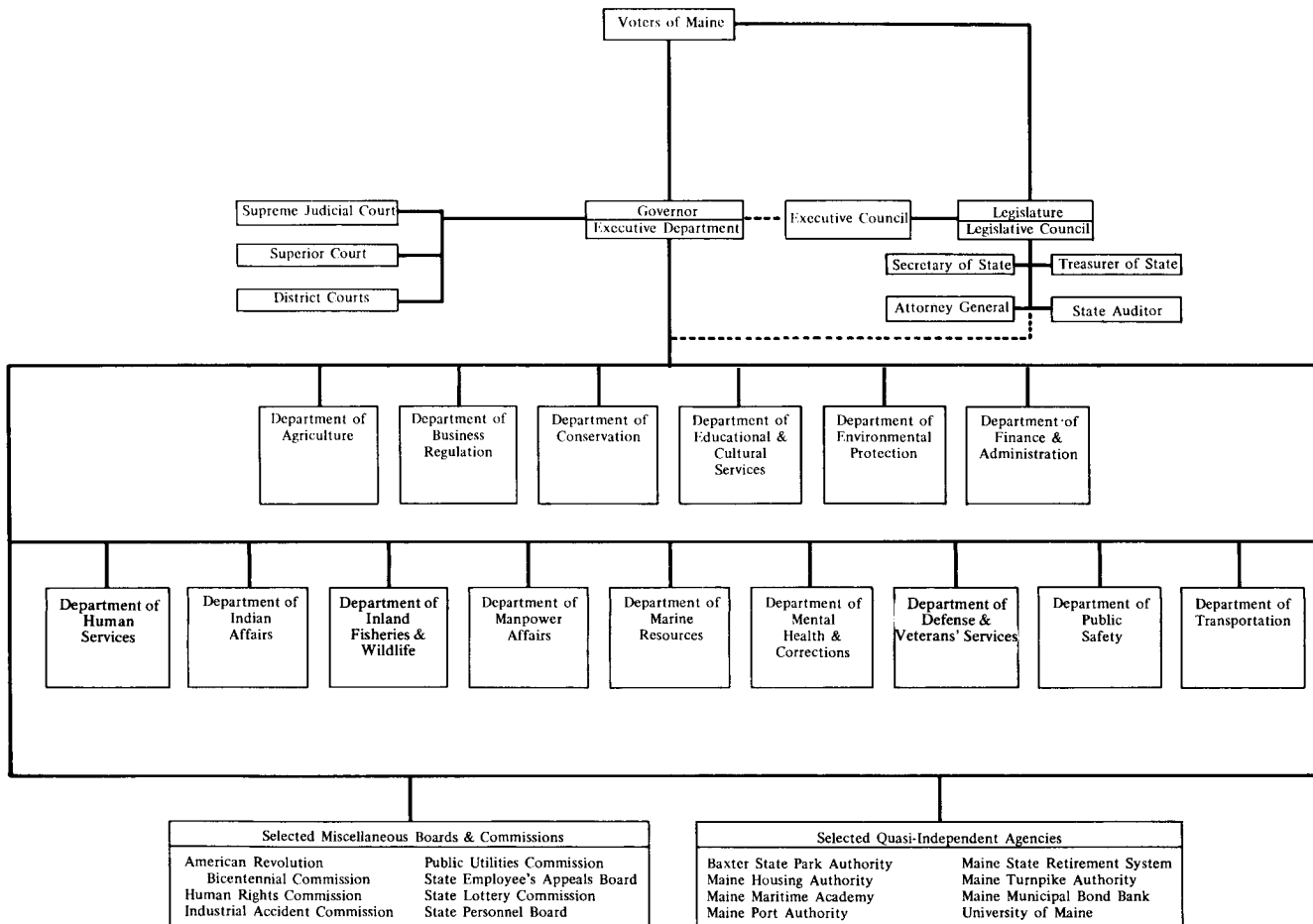


**James B. Longley**  
**Governor of Maine**

# ORGANIZATION CHART

## MAINE STATE GOVERNMENT

Based on Elective or Appointive Line of Authority





	<b>Foreword</b>	■
<b>00</b>	<b>General Government</b>	■
<b>01</b>	<b>Economic Development</b>	■
<b>02</b>	<b>Education &amp; Culture</b>	■
<b>03</b>	<b>Human Services</b>	■
<b>04</b>	<b>Manpower</b>	■
<b>05</b>	<b>Natural Resources</b>	■
<b>06</b>	<b>Public Protection</b>	■
<b>07</b>	<b>Transportation</b>	■
	<b>Index</b>	■



# 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 third annual report 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 1975-1976 fiscal period.

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 1976

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. 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.

## **Maine State Government Reference Manual Data:**

**Policy Area.** There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

- |                          |                      |
|--------------------------|----------------------|
| 00 General Government    | 04 Manpower          |
| 01 Economic Development  | 05 Natural Resources |
| 02 Education and Culture | 06 Public Protection |
| 03 Human Services        | 07 Transportation    |

**Umbrella.** In order to make the list of some 330 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each *State Department* was assigned a different 2 digit number and each unit which was, by law, determined to be a part of a Department was assigned to that 2 digit "umbrella" number. Thus all units carrying an "01" in front of their 3 digit unit number are part of the Department of Agriculture, for example.

b) The many independent units — *not* a part of a State *Department* — were assigned to one of 5 two digit umbrella numbers which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella “90” identifies those that “Regulate”, “92” those that “Advise”, etc.

Each of the 28 Umbrellas has been assigned a name and a 2-digit number as follows:

- 01 Department of Agriculture
- 02 Department of Business Regulation
- 04 Department of Conservation
- 05 Department of Educational and Cultural Services
- 06 Department of Environmental Protection
- 07 Executive Department
- 08 Department of Finance and Administration
- 09 Department of Inland Fisheries and Wildlife
- 10 Department of Human Services
- 11 Department of Indian Affairs
- 12 Department of Manpower Affairs
- 13 Department of Marine Resources
- 14 Department of Mental Health and Corrections
- 15 Department of Defense and Veterans Services
- 16 Department of Public Safety
- 17 Department of Transportation
- 26 Department of Attorney General
- 27 Department of Audit
- 28 Treasury Department
- 29 Department of The Secretary of State
- 30 Legislative Department
- 40 Judicial Department
- 90 Independent Agencies — Regulatory
- 92 Independent Agencies — Advisory
- 94 Independent Agencies — Other
- 98 Independent Agencies — Interstate Compact
- 99 Independent Agencies — Not Part of State Government

*Unit.* Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by a special Legislative Order or by Executive Order of the Governor — or, in a few cases, by a lesser authority — has been assigned its *parent’s 3 digit unit number PLUS a letter*.

*Unit Citation.* Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and memberships close by.

*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 employees, as reported by the agency, is the average of all 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.

*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.** This is a brief expression of the agency’s overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained

in its report but modified only to make the sentence structure more continuous. 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.

**ORGANIZATION.** 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.

**PUBLICATIONS.** This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

**LICENSES, PERMITS, ETC.** Many state agencies issue licenses, permits, registrations or certificates. This heading is a first-year attempt to assemble such information in a broad-interest document.

**FINANCES, FISCAL YEAR 1976.** 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, generally 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

## TABLE OF CONTENTS

### 00 GENERAL GOVERNMENT

Legislature.....	1
Senate .....	7
House of Representatives .....	8
Legislative Council.....	9
(Office of) Legislative Administrative Director.....	11
(Office of) Legislative Finance Officer .....	12
(Office of) Director of Legislative Research .....	13
Law and Legislative Reference Library .....	18
Commission on Governmental Ethics and Election Practices.....	21
Commission on Uniform State Laws .....	23
Commission on Interstate Cooperation .....	25
Commission on Intergovernmental Relations .....	26
Department of Attorney General .....	27
Office of Chief Medical Examiner for the State of Maine .....	32
Criminal Division (Attorney General) .....	33
State Fraud Division .....	36
Department of Audit .....	37
Program Evaluation & Review Division .....	40
Fraud Investigation Division (Dept. of Audit) .....	41
(Office of) Treasurer of State.....	42
Department of the Secretary of State.....	45
Division of Motor Vehicles .....	49
Maine State Archives .....	53
Archives Advisory Board .....	59
Advisory and Review Board on Driver Licensing and Vehicle Registration .....	59
Medical Advisory Committee (Re: Licensing of Drivers).....	60
(Office of) Governor .....	61
Mapping Advisory Committee.....	63
Division of Community Services .....	64
Governor's Economic Advisory Committee .....	67
Governor's Advisory Committee on Coastal Development and Conservation.....	69
Governor's Advisory Council on Business Development and Promotion .....	70
Governor's Advisory Commission on Maine-Canadian Affairs .....	70
Maine Land and Water Resources Council .....	72
Executive Council .....	72
State Planning Office .....	73
(Office of) Federal-State Coordinator.....	77
Office of Energy Resources .....	78
Coordinator of Atomic Development Activities .....	81
Maine Criminal Justice Planning & Assistance Agency .....	81
State Development Office .....	85
Department of Finance and Administration .....	90
Bureau of the Budget .....	93
Bureau of Accounts and Control .....	95
Bureau of Public Improvements .....	96
Bureau of Purchases .....	98
Review Committee for Contractual Services .....	100
Standardization Committee.....	101
Bureau of Taxation .....	101
Bureau of Central Computer Services .....	105
Bureau of Alcoholic Beverages .....	107
State Liquor Commission .....	108
Maine Insurance Advisory Board .....	110
Capitol Planning Commission .....	112
Board of Assessment Review.....	113
County Records Board .....	113

Municipal Records Board . . . . .	114
Criminal Law Advisory Commission . . . . .	115
Maine-Canadian Exchange Advisory Commission. . . . .	116
Computer Services Advisory Board . . . . .	117
Advisory Committee on State Telecommunications . . . . .	118
Maine Critical Areas Advisory Board . . . . .	119
Advisory Council on Deferred Compensation Plans . . . . .	120
Forest Land Valuation Advisory Council . . . . .	121
State Personnel Board . . . . .	122
Commission to Revise Statutes Relating to Juveniles . . . . .	123
Maine-Canadian Exchange Office . . . . .	124
Administrative Court . . . . .	125
Interstate Boundary Commission . . . . .	126
Board of Emergency Municipal Finance . . . . .	127
State Employees' Appeals Board. . . . .	128
State Energy Resources Advisory Board . . . . .	129
Commission to Prepare Legislation Revising the Trial Court System . . . . .	130
Board of Trustees, Group Accident & Sickness or Health Insurance . . . . .	131
Judicial Council . . . . .	132
State Lottery Commission. . . . .	133
Commission on Maine's Future . . . . .	134
Maine Municipal Bond Bank . . . . .	135
Municipal Valuation Appeals Board. . . . .	136
(Office of) Commissioner of Personnel. . . . .	138
Commission to Supervise the Preparation of a Probate Code for the State of Maine . . . . .	144
(Board of Trustees of the) Maine State Retirement System. . . . .	145
New England Interstate Planning Commission . . . . .	157

## 01 ECONOMIC DEVELOPMENT

Department of Agriculture . . . . .	161
(Office of) Sealer of Weights and Measures . . . . .	165
Division of Administration (Agriculture) . . . . .	165
Division of Markets (Agriculture) . . . . .	166
Division of Promotions (Agriculture) . . . . .	167
Division of Animal Industry . . . . .	169
Division of Plant Industry . . . . .	170
(Office of) State Horticulturist . . . . .	171
Division of Inspections (Agriculture) . . . . .	172
Division of Animal Welfare. . . . .	173
Maine Potato Marketing Committee . . . . .	174
Seed Potato Board . . . . .	175
Maine Milk Commission . . . . .	176
Maine Dairy and Nutrition Council Committee . . . . .	177
State Harness Racing Commission . . . . .	178
State Soil and Water Conservation Commission. . . . .	180
Maine Agricultural Bargaining Board . . . . .	181
(Animal Welfare) Advisory Board . . . . .	182
Sardine Industry Advisory Board. . . . .	182
State Board of Veterinary Medicine. . . . .	183
Maine Milk Tax Committee . . . . .	184
Maine Potato Commission . . . . .	186
Board of Pesticides Control . . . . .	187
Department of Business Regulation . . . . .	189
Bureau of Banking . . . . .	191
Home Repair Advisory Board . . . . .	194
Bureau of Insurance . . . . .	194
General Lines Agent Examination Advisory Board. . . . .	196
Life Agents Examination Advisory Board. . . . .	197
Maine State Boxing Commission. . . . .	197

State Running Horse Racing Commission . . . . .	198
State Claims Board (formerly Land Damage Board). . . . .	199
Real Estate Commission . . . . .	200
Electricians' Examining Board . . . . .	202
Oil Burner Men's Licensing Board . . . . .	203
Bureau of Consumer Protection. . . . .	204
Department of Marine Resources . . . . .	206
Advisory Council (to Maine Resources) . . . . .	220
Board of Accountancy. . . . .	221
Arborist Examining Board . . . . .	222
Maine State Board for Registration for Architects . . . . .	223
Board of Examiners for the Examination of Applicants for Admission to the Bar . . . . .	224
State Board of Barbers . . . . .	225
Board of Chiropractic Examination & Registration . . . . .	227
State Board of Cosmetology. . . . .	228
Board of Dental Examiners. . . . .	230
State Board of Registration for Professional Engineers. . . . .	231
State Board of Funeral Service . . . . .	233
Industrial Accident Commission . . . . .	234
State Board of Registration for Land Surveyors . . . . .	236
Board of Licensure of Administrators of Medical Care Facilities other than Hospitals. . . . .	237
Board of Registration in Medicine. . . . .	239
State Board of Nursing . . . . .	242
State Board of Optometry . . . . .	247
Board of Osteopathic Examination & Registration . . . . .	248
Passenger Tramway Safety Board . . . . .	250
Penobscot Bay and River Pilotage Commission . . . . .	251
Board of Commissioners of the Profession of Pharmacy . . . . .	252
Board of Examiners in Physical Therapy . . . . .	254
Plumbers' Examining Board . . . . .	255
Examiners of Podiatrists . . . . .	256
Public Utilities Commission . . . . .	257
State Board of Examiners of Psychologists. . . . .	262
State Board of Social Worker Registration. . . . .	263
Board of Certification (Water Treatment Plant Operators). . . . .	264
Blueberry Industry Advisory Board . . . . .	265
Blueberry Industry Advisory Committee . . . . .	267
Council of Advisors on Consumer Credit . . . . .	268
Maine Guarantee Authority . . . . .	269
Maine Sardine Council . . . . .	272

## 02 EDUCATION & CULTURE

Department of Educational and Cultural Services. . . . .	277
State Museum (Bureau). . . . .	283
Arts and Humanities Bureau. . . . .	288
Maine State Library (Bureau) . . . . .	290
Bureau of Vocational Education . . . . .	291
Northern Maine Vocational Technical Institute . . . . .	296
Washington County Vocational Technical Institute . . . . .	297
Eastern Maine Vocational Technical Institute . . . . .	298
Kennebec Valley Vocational Technical Institute. . . . .	300
Central Maine Vocational Technical Institute . . . . .	301
Southern Maine Vocational Technical Institute . . . . .	303
School of Practical Nursing . . . . .	305
State Board of Education . . . . .	306
Indian Scholarship Committee . . . . .	308
Maine State Commission for Higher Education Facilities Act of 1963. . . . .	309
Maine Library Commission. . . . .	310

Maine State Museum Commission . . . . .	311
(Office of) State Historian . . . . .	312
Maine State Commission on Arts and Humanities . . . . .	313
Maine Historic Preservation Commission . . . . .	315
Governor Baxter State School for the Deaf . . . . .	316
Advisory Council on Vocational Education . . . . .	318
Maine Education Council . . . . .	319
Educational Leave Advisory Board . . . . .	320
State Government Internship Program Advisory Committee . . . . .	321
Advisory Committee on Maine Public Broadcasting . . . . .	322
Maine Vocational Development Commission . . . . .	324
Post-Secondary Education Commission of Maine (PECOM) . . . . .	325
Maine State American Revolution Bicentennial Commission . . . . .	326
New England Board of Higher Education . . . . .	328
Education Commission of the States . . . . .	329
Maine School Building Authority . . . . .	330
Maine Historical Society . . . . .	331
Maine Maritime Academy . . . . .	334
Board of Trustees University of Maine . . . . .	337

### 03 HUMAN SERVICES

Department of Human Services . . . . .	345
Bureau of Health . . . . .	349
Bureau of Social Welfare . . . . .	363
Bureau of Resource Development . . . . .	364
Bureau of Maine's Elderly . . . . .	368
Division of Eye Care . . . . .	373
Bureau of Rehabilitation . . . . .	374
Office of Alcoholism and Drug Abuse Prevention . . . . .	376
Human Services Fraud Investigation Unit . . . . .	380
Maine Council on Alcohol and Drug Abuse Prevention and Treatment . . . . .	381
State Government Drug Abuse Coordinating Committee . . . . .	382
Interdepartmental Coordinating Committee (OADAP) . . . . .	382
Maine Committee on Aging . . . . .	383
Governor's Committee on Children and Youth . . . . .	385
Maine Human Services Council . . . . .	386
Advisory Board for Licensure of Ambulance Services, Vehicles and Personnel . . . . .	388
Board of Hearing Aid Dealers and Fitters . . . . .	388
Office of Dental Health . . . . .	390
Maine Dental Health Council . . . . .	392
Department of Indian Affairs . . . . .	393
Department of Mental Health and Corrections . . . . .	396
Bureau of Mental Health . . . . .	398
Committee on Mental Health . . . . .	401
Augusta Mental Health Institute . . . . .	401
Bangor Mental Health Institute . . . . .	403
Bureau of Mental Retardation . . . . .	404
Pineland Center . . . . .	406
Aroostook Residential Center . . . . .	407
Elizabeth Levinson Center . . . . .	408
Bureau of Corrections . . . . .	410
Division of Probation and Parole . . . . .	412
Maine Youth Center . . . . .	414
Maine Correctional Center . . . . .	418
State Prison . . . . .	420
Office of Advocacy (MH&C) . . . . .	422
State Parole Board . . . . .	423
State Military and Naval Children's Home . . . . .	424
Board of Sanitation Licensing & Inspection . . . . .	426

Maine Correctional Advisory Commission . . . . .	427
State Planning and Advisory Council on Developmental Disabilities	
Services Facilities Construction . . . . .	427
Advisory Council on the Status of Women . . . . .	429
Health Facilities Advisory Council . . . . .	431
Maine Medical Laboratory Commission . . . . .	432
Board of Visitors (To State Institutions). . . . .	433
Commission to Revise the Laws Relating to Medical and Hospital	
Malpractice Insurance. . . . .	434
Governor's Committee on Employment of the Handicapped . . . . .	435
Maine Health Facilities Authority . . . . .	437
Maine Human Rights Commission . . . . .	438
Maine State Housing Authority. . . . .	440
Maine Committee on the Problems of Mentally Retarded. . . . .	442
Advisory Board to the Maine State Housing Authority . . . . .	443
Penobscot Indian Housing Authority (Old Town). . . . .	444
Passamaquoddy Indian Housing Authority (Pleasant Point). . . . .	445
Passamaquoddy Housing Authority (Indian Township) . . . . .	447

#### 04 MANPOWER

Department of Manpower Affairs . . . . .	451
State Manpower Services Council . . . . .	454
Bureau of Labor . . . . .	455
State Advisory Council (To Manpower Affairs) . . . . .	457
Maine Employment Security Commission . . . . .	458
Board of Boiler Rules . . . . .	468
Stationary Steam Engineers and Boiler Operators Examining Committee . . . . .	469
Board of Elevator Rules and Regulations. . . . .	469
Board of Occupational Safety and Health . . . . .	471
Maine Labor Relations Board . . . . .	472
State Apprenticeship Council . . . . .	474
Minimum Wage Rate on Construction Projects Board . . . . .	475
State Board of Arbitration and Conciliation. . . . .	476
Panel of Mediators . . . . .	477

#### 05 NATURAL RESOURCES

Department of Conservation . . . . .	481
Bureau of Forestry . . . . .	484
(Office of) State Entomologist . . . . .	486
Bureau of Parks and Recreation . . . . .	488
Keep Maine Scenic Committee . . . . .	491
Bureau of Geology . . . . .	492
Maine Land Use Regulation Commission . . . . .	494
Administrative Services Division (Conservation). . . . .	496
Bureau of Public Lands. . . . .	498
Coastal Island Registry . . . . .	500
Maine Mining Bureau. . . . .	501
Maine Trails System Advisory Committee . . . . .	503
State Board of Certification for Geologists and Soil Scientists. . . . .	504
Maine Forest Authority. . . . .	505
Department of Environmental Protection . . . . .	506
Bureau of Land Quality Control . . . . .	510
Bureau of Air Quality Control . . . . .	513
Bureau of Water Quality Control. . . . .	517
Board of Environmental Protection . . . . .	523
Department of Inland Fisheries and Wildlife . . . . .	525
Advisory Council (Inland Fisheries & Wildlife) . . . . .	530
Division of Watercraft Registration and Safety . . . . .	531
Junior Guide Examining Board . . . . .	533

Atlantic Sea Run Salmon Commission. . . . .	533
State Board of Registration for Professional Foresters. . . . .	535
(Office of) Inspector of Dams and Reservoirs. . . . .	537
Committee on Spruce Fir Silviculture. . . . .	538
Maine Marine Resources Commission. . . . .	539
Baxter State Park Authority. . . . .	539
Forestry Appeals Board. . . . .	542
Saco River Corridor Commission. . . . .	542
Atlantic States Marine Fisheries Commission. . . . .	545
Northeastern Forest Fire Protection Commission. . . . .	546
New England Interstate Water Pollution Control. . . . .	547
<b>06 PUBLIC PROTECTION</b>	
Department of Defense and Veterans Services. . . . .	551
Military Bureau. . . . .	554
Bureau of Civil Emergency Preparedness. . . . .	555
Bureau of Veteran's Services. . . . .	558
Civil Emergency Preparedness Council. . . . .	559
State Military Defense Commission. . . . .	560
Department of Public Safety. . . . .	561
Bureau of State Police. . . . .	563
State Bureau of Identification. . . . .	572
Office of the State Fire Marshal. . . . .	573
Bureau of Liquor Enforcement. . . . .	575
Board of Trustees Criminal Justice Academy. . . . .	578
Maine Criminal Justice Academy. . . . .	579
Advisory Committee for the Training of Firemen. . . . .	581
Maine Veterans Small Business Loan Authority Board. . . . .	581
Civil Air Patrol. . . . .	583
<b>07 TRANSPORTATION</b>	
Department of Transportation. . . . .	587
Bureau of Administrative Services (Transportation). . . . .	590
Bureau of Transportation Planning and Services. . . . .	591
Legal Services Division (Transportation). . . . .	593
Bureau of Highways. . . . .	594
Bureau of Waterways. . . . .	598
Bureau of Aeronautics. . . . .	599
Maine State Ferry Advisory Board. . . . .	601
Maine Highway Safety Committee. . . . .	601
Maine Port Authority. . . . .	602
Mountain Resorts Airport Authority. . . . .	603
Vehicle Equipment Safety Commission. . . . .	603
Maine Turnpike Authority. . . . .	604
Index. . . . .	607

STATE  
POLICY 00  
AREA

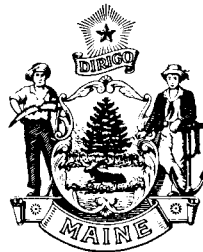
# General Government

## Legislative Department

Department of the Attorney General  
Department of Audit  
Treasury Department  
Department of the Secretary of State

## Executive Department

Department of Finance and Administration  
Other Independent Agencies, Boards and Commissions  
Including: State Lottery Commission  
(Office of) Commissioner of Personnel  
(Board of Trustees) Maine State Retirement System





## GENERAL GOVERNMENT

# LEGISLATURE

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:* 1820

*Statutory Authority:* Maine Constitution, Article IV

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 260; *Unit Citation:* Maine Constitution, Article IV

### *Organizational Units:*

Senate

House of Representatives

Legislative Council

(Office of) Legislative Administrative Director Office of Legislative Staff Assistants

(Office of) Director of Legislative Research

Legislative Information Office

(Office of) Legislative Finance Officer

Law and Legislative Reference Library

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.

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 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.

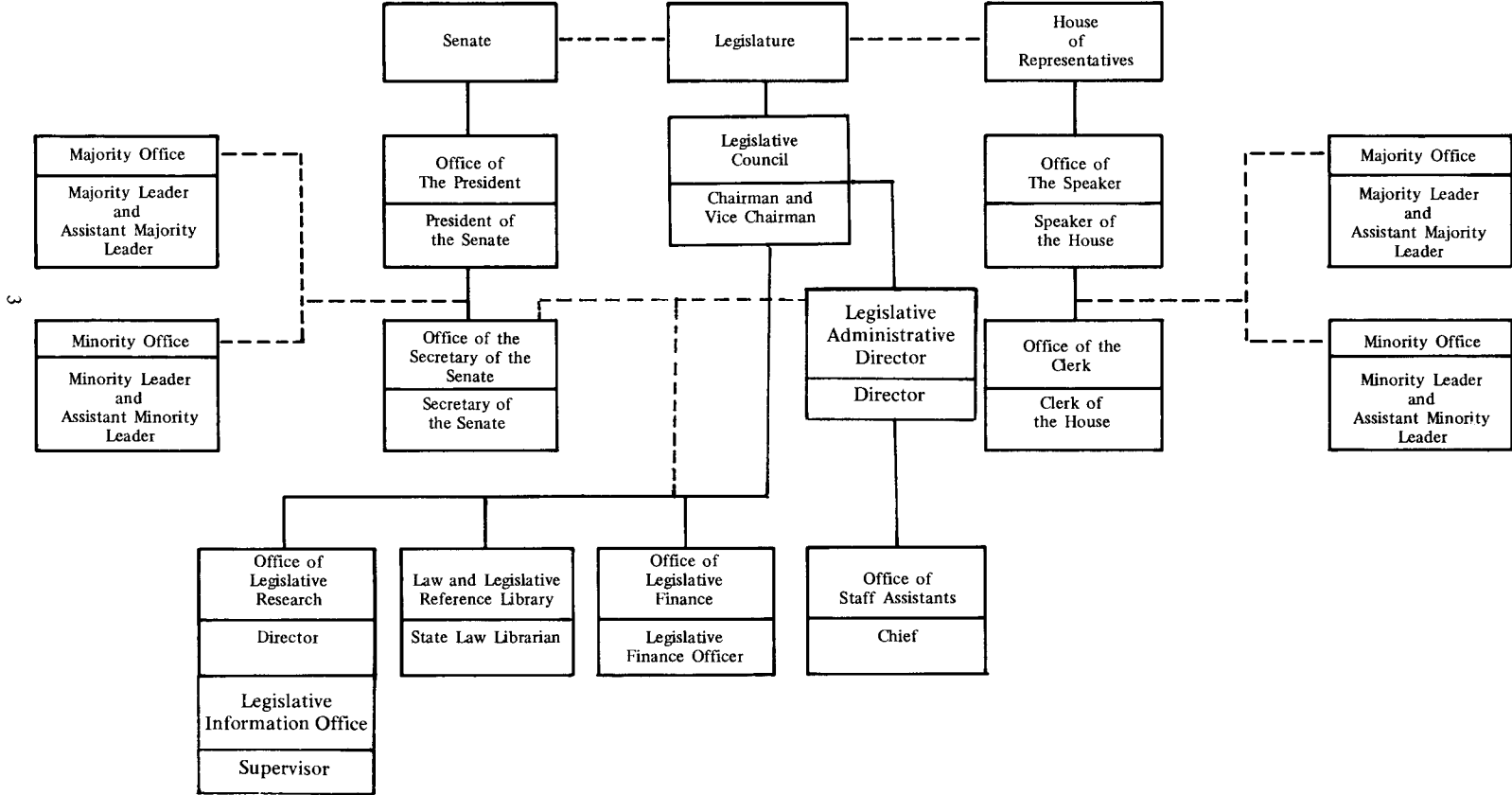


**Joseph Sewall**  
*President of the Senate*



**John Martin**  
*Speaker of the House  
of Representatives*

# ORGANIZATION CHART MAINE STATE LEGISLATURE



## GENERAL GOVERNMENT

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 FY 76, continued to be organized into the following 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 107th Legislature met in two special sessions during FY 76. The first special session was held from January 19, 1976 to April 29, 1976 and the second special session was held on June 14, 1976.

The first special session was called by the Governor to consider "Acts concerning school finance and clarification of other education laws, revisions of agency appropriations during the biennium, improving the efficiency and reducing costs of operation of Maine Government, repealing certain activities and agencies, reorganizing several agencies including the Department of Personnel, the Central Licensing Bureau, the Bureau of Corrections, amending the lobby disclosure law, energy conservation, enforcement of mandatory environmental regulations, the economy of the State of Maine, correcting errors and inconsistencies in the Banking Code, Criminal Code and other Public Laws; and a Resolve to amend the Constitution extending the time allowed the Governor for review of enacted legislation." During this session, the Legislature considered 412 bills. In addition to the topics enumerated in the Governor's call, these bills covered such important and diverse subjects as traffic statutes, the funding of the court system, the conforming of certain state statutes to the 14th Amendment, the licensing of audiologists, campaign reports and financing, current use taxation of farmland, investment tax credits and credits for new job creation, statutes relating to labor, a uniform residential landlord and tenant act, the establishment of the date of legislative sessions and the clarification of laws relating to expenses of legislators, mechanic's liens, an uninsured motorist law, a line category school budget procedure, a property tax relief circuit breaker, revision of the right-to-know law, solid waste

## GENERAL GOVERNMENT

management, spruce budworm control, the establishment of a state veterans home, workmen's compensation, the clarification of election laws, a revision of statutes governing alcoholic beverages and the regulation of public drinking water.

The first special session of the Legislature enacted 149 public laws, 39 private and special laws and 11 resolves. It also recommended for the approval of the people 4 constitutional amendments: One concerning the bonding limits of the Maine veterans mortgage loans program and of the Maine School Building Authority, one prohibiting state bonding of current expenditures, one permitting the Governor 10 days to act on legislation, instead of the current 5 days, and, one allowing judges whose terms of office expire or who reach mandatory retirement age to continue to hold office of up to 6 months until their successors are appointed. During the session the Legislature also considered 59 legislative documents which resulted from legislation studied by joint and select committees. The Legislature, before adjourning, assigned to the Joint Standing and Select Committees a total of 11 legislative studies, 9 to Joint Standing Committees and 2 to Joint Select Committees and directed that the majority be accomplished during the remainder of the 107th legislative biennium.

### FINANCES, FISCAL YEAR 1976:

LEGISLATURE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
<b>RECEIPTS</b>					
Total Legislative Appropriation/Allocation	\$2,019,816				\$2,019,816
Departmental Operations					
Transfers	(27,602)				(27,602)
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	211,904				211,904
Adjustment of Balance Brought Forward	846				846
<b>TOTAL FUNDS AVAILABLE</b>	<b>2,204,964</b>				<b>2,204,964</b>

Monies received and deposited to the credit of the State	17,900				17,900
--	--------	--	--	--	--------

<b>EXPENDITURES</b>					
Total Personal Services	1,102,325				1,102,325
Wages & Salaries	1,032,829				1,032,829
Retirement	69,496				69,496
Total All Other	1,047,401				1,047,401
Contractual Services	924,504				924,504
Rents	8,399				8,399
Computer Services	58,840				58,840
Commodities	19,058				19,058
Grants, Subsidies, Pensions	36,600				36,600
Transfers to Other Funds					
Other					
Total Capital Expenditures	3,114				3,114
Buildings & Improvements					
Equipment	3,114				3,114
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>2,152,840</b>				<b>2,152,840</b>

#### SUMMARY

Total Funds Available	2,204,964				2,204,964
Total Expenditure	2,152,840				2,152,840
<b>NET</b>	<b>52,124</b>				<b>52,124</b>
Unexpended Balance Forward	52,124				52,124
Unexpended Balance Lapsed					

FISCAL NOTE: This legislative account reports all legislative fiscal detail not covered separately in the following units: (Office of) Director of Legislative Research, Law and Legislative Reference Library, the Commission on Governmental Ethics and Election Practices, the Commission on Uniform State Laws, the Commission on Interstate Cooperation and the Commission on Intergovernmental Relations.

## GENERAL GOVERNMENT

The second special session of the 107th Legislature was held June 14, 1976, at the call of the Governor. The Legislature considered and enacted 3 bills, one of which, an appropriations act for FY 77, implemented the Hay Plan Study recommendations concerning the State Personnel System. The Legislature also overrode the Governor's veto of 6 of the 8 bills carried over from the first special session of the Legislature.

During the two special sessions, the 107th Legislature continued to provide to its members and to the public a large amount of information on the legislative process, including a list of pending legislation by subject, legislative document number, sponsor and committee of reference. In addition, the Legislature furnished a list on a project basis of all titles and sections of the Maine Revised Statutes affected by pending and enacted legislation.

### **PUBLICATIONS:**

#### **107th Legislature, State of Maine: 1975 Senate and House Registers.**

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

## GENERAL GOVERNMENT

# SENATE

JOSEPH SEWALL, PRESIDENT OF THE SENATE

MAY ROSS, Secretary of the Senate

*Central Office:* State House, Augusta, Maine 04333

*Telephone:* 289-3601

*Established:* 1820

*Statutory Authority:* Maine Constitution, Article IV, Part Second

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 261; *Unit Citation:* Maine Const., Art. IV, Part Sec.

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 2

**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:** The Senate convened in the first special session on January 19, 1976. During this session, it considered 103 legislative documents and 87 senate sponsored joint orders. Two passed study orders were also sponsored by Senators. The Senate adjourned the first special session on April 29, 1976.

The Senate convened in the second special session on June 14, 1976, primarily to consider the Senate sponsored appropriations bill and to consider 8 gubernatorial vetoes. After passing the appropriations bill, one resolve and one public law and taking action on the gubernatorial vetoes, the Senate adjourned the same day, June 14, 1976.

**PUBLICATIONS:** Senate Advance Journal and Calendar

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the Senate is included in the Financial Report of the Legislature.

## HOUSE OF REPRESENTATIVES

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

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 262; *Unit Citation:* Maine Constit., Art. IV, Part First

*Average Number of Full Time Employees:* 2

*Authorized Employee Level:* 2

**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:** The House convened in the first special session on January 19, 1976. During this session it considered 309 legislative documents and 222 House-sponsored joint orders. Nine study orders sponsored by Representatives were passed by the Legislature. The House adjourned from the first special session on April 29, 1976.

The House convened in the second special session on June 14, 1976, primarily to consider a general appropriations bill and to consider 8 gubernatorial vetoes. After passing the appropriations bill, one resolve and one public law, and after taking action on the gubernatorial vetoes, the House adjourned the same day, June 14, 1976.

**PUBLICATIONS:** (List up to 10 having general interest and price, if any).

Weekly Legislative Calendar. Edited by the Clerk of the House. It lists weekly meetings of legislative committees and the subjects those committees are considering as well as other legislative matters of interest.

House Advance Journal and Calendar

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the House of Representatives is included in the financial Report of the Legislature.

GENERAL GOVERNMENT

**LEGISLATIVE COUNCIL**  
**REPRESENTATIVE JOHN L. MARTIN, CHAIRMAN**  
**SENATOR DAVID G. HUBER, Vice Chairman**

*Central Office:* State House, Augusta, Maine 04333

*Telephone:* 289-2101

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 263; *Unit Citation:* 3 M.R.S.A., Sect. 161

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**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 agencies, departments and offices, except as otherwise provided by law, 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; each to be appointed for a term of 7 years from the date of his/her appointment and until a successor has been appointed and qualified;
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;

## GENERAL GOVERNMENT

9. 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;
10. To provide necessary furniture, stationary and other supplies and equipment for the use of the members, committees, agencies and offices of the Legislature;
11. 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;
12. To approve any transfers within the legislative appropriation;
13. To establish published rules of procedure for the conduct of the business of the council;
14. To perform such other duties and responsibilities as may be assigned to the council from time to time by the two houses; and
15. To accept, use, expend and dispose on behalf of the State funds, equipment, supplies and materials from any agency of the United States, from any private foundation and from any other private source.

**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 FY 76, the Legislative Council held 12 formal meetings accepting the reports of joint standing and select committees, approving or disapproving committee per-diem and travel requests, and overseeing both Legislative studies and the efforts of the various Legislative staff agencies. The Legislative Council also filled the previously vacant position of Legislative Administrative Director, appointed a person to be Deputy of the Law and Legislative Reference Library, monitored the state's revenue and expenditures, authorized the State Tax Assessor to have direct access to the Legislative bill status system, approved the establishment of a title and section program by Legislative Research, authorized a general salary policy for the Office of Legislative Assistants, and authorized participation in a study on Legislative Improvement to be conducted by a consultant employed by the State Legislative Leaders Foundation.

In addition, the Council also conducted investigations into the University of Maine Budget, the publication of the Maine Revised Statutes, Space Assignment in the Capitol Complex and the administration of funds allocated to the priority social services program.

**The Office of Legislative Assistants.** As the result of a study recommending the use of professional staff for legislative committees, the 106th Legislature by joint order in January, 1973, authorized the hiring of six non-partisan legislative assistants. The Office of Legislative Assistants was established by a policy directive of the Legislative Council. The Council directs the Office through the Legislative Administrative Director. The Council has appointed a Coordinator of Legislative Assistants, who plans and coordinates the work of the staff, recommends applicants for appointment as legislative assistants, and hires clerical employees.

The Office of Legislative Staff Assistants operates on a non-partisan, permanent basis to provide assistance to the joint standing committees, the Legislative Council, interim committees and individual legislators.

During legislative sessions, legislative assistants are assigned as staff to specific joint standing committees. Services offered to the committees include providing analysis of legislation before the committees, assisting in drafting bills and amendments, preparing research materials on topics of interest to the committee and monitoring the effect of enacted legislation.

When the Legislature is not in session, the assistants carry out the studies requested by the Legislative Council or ordered by the Legislature. The assistants work with the committees on these studies, providing research, preparing reports and drafting legislation. In addition, the office does research for individual legislators and assists the Office of Legislative Research in drafting bills for legislators.

## GENERAL GOVERNMENT

During the sessions of the 107th Legislature, the 8 assistants served 19 of the 22 joint standing committees and in the interim periods worked on 61 studies with 21 joint standing committees and 4 joint select committees.

### **PUBLICATIONS:**

The following list is illustrative of reports prepared by the legislative staff for the Legislature. There is no charge for these reports which are available to libraries, government agencies and offices and the general public.

1. **A Tax Policy for the State of Maine**, the Report of the Governor's Tax Policy Committee, November 1975.
2. **HEW Evaluation of the AFDC Program in Maine**, Report of the Performance Audit Committee, December 1975.
3. **Study of the State Correctional Plan**, Final Report of the Health and Institutional Services Committee, November 1975.
4. **Alternative Food Service Systems for Maine's Public Schools**, Report of the Joint Standing Committee on Education to the 107th Legislature, December 31, 1974.
5. **Replacing the Executive Council** Report of the Joint Standing Committee on State Government to the 107th Legislature, October 31, 1975.
6. **The Initiative and Referendum Process**, Report of the Joint Standing Committee on the Judiciary, December 2, 1974.
7. **Study of the Maine State Retirement System**. Final Report of the Committee on Veterans and Retirement, 106th Legislature, January 1975.
8. **The Spruce Budworm Problem in Maine**, Joint Standing Committee on Natural Resources, 106th Legislature, 1975.
9. **Solid Waste Management Act**, Joint Standing Committee on Natural Resources 107th Legislature, 1976.
10. **Role of the Trucking Industry in Maine**, Joint Standing Committee on Transportation 106th Legislature, 1975.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the Legislative Council is included in the financial Report of the Legislature.

## (OFFICE OF) **LEGISLATIVE ADMINISTRATIVE DIRECTOR** **WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR**

*Central Office:* State House, Augusta, Maine 04333

*Telephone:* 289-2491

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 264; *Unit Citation:* 3 M.R.S.A., Sect. 162

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* 1

**PURPOSE:** The duties and responsibilities of the Legislative Administrative Director as set out in 3 MRSA §163 are:

1. To act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order, he/ she must, with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases, arrange for necessary services, make all arrangements for incoming sessions of the Legislature, have general oversight of chambers and rooms occupied by the Legislature and permit State departments to use legislative property. He must, with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public

## GENERAL GOVERNMENT

Improvements. He also must approve accounts and vouchers for payment. A perpetual inventory of all legislative property shall be maintained under the supervision of the Legislative Council and an accounting thereof shall be made to the Legislature upon its request.

2. To coordinate, subject to the control of the council, the activities of the offices of the Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Clerk, the House Clerk and such other legislative agencies and offices as may be created by the Legislature.

3. To act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests.

4. To be responsible for implementing policy resulting from decisions of the council.

5. To prepare such reports as are required of the council and maintain minutes of the regular meetings of the council.

6. To appoint staff assistants to the Legislature, with the consent of the council who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them.

7. To undertake such other duties as are assigned by the council.

**ORGANIZATION:** The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973. The position remained vacant until November 20, 1975, when the Legislative Council appointed the present director to a 7-year term as Legislative Administrative Director beginning November 24, 1975.

**PROGRAM:** At the direction of the Legislative Council, the Legislative Administrative Director has coordinated the efforts of legislative staff offices and agencies during the first and second special sessions of the 107th Legislature and during the following interim period. In addition, he has advised the Council on staff needs and requests, has studied and recommended a policy governing the assignment of legislative space in the capitol complex, has overseen the summer internship program of the Office of Legislative Assistants and has carried out other assignments given him by the Legislative Council.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the (Office of) Legislative Administrative Director is included in the financial Report of the Legislature.

## (OFFICE OF) LEGISLATIVE FINANCE OFFICER

**RONALD H. LORD, LEGISLATIVE FINANCE OFFICER**

**BENT SCHLOSSER, Assistant Legislative Finance Officer**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2491

*Established:* 1962

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 265; *Unit Citation:* 3 M.R.S.A., Sect. 162

*Average Number of Full-Time Employees:* 4

*Authorized Employee Level:* 4

**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 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.

## GENERAL GOVERNMENT

**ORGANIZATION:** The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He/she was then, as now, a nonpartisan appointee whose appointment depended entirely on fitness to serve. The duties were essentially the same as they are at present, except that the Officer 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 on an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, to assist in carrying out duties, and have made the Legislative Finance Officer responsible to the Legislative Council for the performance of his/her duties.

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

**PROGRAM:** During FY 76, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations and the Legislative Council in completing 5 studies on financial policy and budget matters. 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 special sessions of 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 those sessions. 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 current 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.

**PUBLICATIONS:** Compendium of Fiscal Information: Fiscal Year 1976

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the (Office of) Legislative Finance Officer is included in the financial Report of the Legislature.

## (OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR

CHARLES R. PRIEST, Assistant Director

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2101

*Established:* 1947

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 267; *Unit Citation:* 3 M.R.S.A., Sect. 162

*Average Number of Full-Time Employees:* 11

*Authorized Employee Level:* 11

*Organizational Units:*

Office of Legislative Information

## GENERAL GOVERNMENT

**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.

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.

## GENERAL GOVERNMENT

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 based in 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:** During FY 76, the (Office of) Director of Legislative Research continued to serve four main functions: acting as a control point for the introduction of legislation, bill drafting, revising and publishing the statutes and supervising computerization of the legislative process.

Before and during legislative sessions, the office serves as a control point for the introduction of legislation and for the maintenance of a standard form for that legislation. During the first special session of the 107th Legislature all proposed legislation was first screened by the Joint Standing Committee on Reference of Bills to ensure that this legislation fell within the Governor's call, was of an emergency nature or authorized appropriate for special session consideration. The office acts as an intake point for all suggested legislation to be screened by the Committee, prepares lists by title and subject of all suggested legislation, and staffed the Reference of Bills Committee hearing which determined what legislation would be introduced into the special session.

The office also does the majority of the bill drafting requested by individual legislators and routinely carries out spot research to aid in that drafting. During the first special session of the 107th Legislature, the office drafted a total of 506 bills and resolves, of which 412 were introduced. In addition, the office drafted 895 amendments to bills, of which 693 were introduced, 313 orders and 29 resolutions. During the second special session, a one day session, the office drafted 3 bills and resolves, all of which were introduced, and 3 amendments, 2 of which were introduced.

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 set-up of the Maine Statutes maintained in the office. FY 76 was no exception. During the summer of 1975 the office published, at a cost of \$12,138, the soft-bound edition of the Public Laws of Maine passed during the regular session of the 107th Legislature. The office distributed approximately

## GENERAL GOVERNMENT

7,500 copies of this edition free of charge during the late summer and fall to legislators, various agencies of state government and to the public. The office also published the **Laws of Maine** in 2 volumes, the official hard-bound copy of laws enacted during the special session of 1974 and the regular session of 1975, at a cost of \$43,965 for 1,065 sets. In addition to setting out enactments and certain state papers, this publication contains a cumulative listing of every title and section of the Maine Revised statutes affected by legislation since 1964 and a cumulative subject listing of all legislation enacted since 1964. The **Laws of Maine** is sold to the public by the State Law Librarian. The office also serves as the primary source of information for the commercial publication pocket parts for the years 1975-76 to update the commercial edition of the Maine Revised Statutes at a cost of \$44,375.

During the first and second special sessions of the 107th Legislature, the office kept the commercial publisher of the Maine Revised Statutes abreast of all public laws passed by that Legislature so that it could publish the Maine Legislative Service and continuously sent in proofs of current enactments to the publisher of the soft-bound volume of the Acts and Resolves of the Special Session of the 107th Legislature in order to aid in early publication of those laws.

By chapter 147 of the private and special laws of the 107th Legislature, the Legislature directed the Director of Legislative Research to discontinue publication of the pocket parts for the unannotated set of the Maine Revised Statutes, and therefore updated supplements to this set will no longer be published. Discontinuance of the publication should result in substantial savings to the State.

During the first half of FY 76, the Legislative Council authorized the Legislative Research Office to hire 2 additional legislative technicians and 2 additional proofreaders to help speed the processing of the constantly increasing legislative workload. These additional persons, added to the already overcrowded working conditions of the office, required that the office acquire additional space. As the Legislature was reluctant to move the office from its present location, the office acquired another level immediately above the first, and split up its staff between both levels. While this situation is far from ideal, it aided the office in meeting the expanding needs of the Legislature.

The Legislative Indexer attached to the office supervised the development of the Title and Section Tracking Index, which the Legislative Council authorized on a project basis during the first special session of the 107th Legislature. This index lists all titles and sections affected by pending legislation, and is an invaluable tool for joint committees to use in avoiding substantive and allocation conflicts in laws enacted during the same legislative session. In addition, the Indexer continued to update and standardize the various indexes of enacted legislation contained in non-commercial publications of the State statutes and to create the index to the Legislative Record of the House and Senate.

During FY 76, the Office of Legislative Research continued its supervision of the computerized legislative bill status system. This system, located in the Legislative Information Office, provided during both special sessions, continuously updated information on all bills introduced into the 107th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor and legislative document number.

In addition to maintaining and developing the computerized legislative bill status system, the Legislative Information Office answered innumerable queries from legislators, the press, and the public about legislation introduced and enacted during recent legislatures, and it published and distributed 600 copies of the History and Disposition of Legislative Documents and Papers of the regular session of the 107th Legislature, a pamphlet printed from a computerized readout of the various status of indexes kept by the Legislative Information Office during both special sessions.

Two long-range goals of the Legislative Research Office are; first, to establish computer enhancements within the limits of available funds which will increase the speed, efficiency and accuracy of the legislative drafting process and which will aid in continuous statutory revision, and second, to revise, either on a volume by volume basis or by a bulk revision, the entire set of the Maine Revised Statutes. In either case a revision in whole or in part would not only enable legislative changes to be more clearly understood but would reinstitute the systematic updating of the State's statutory reporting system.

### PUBLICATIONS:

1. **Maine Revised Statutes Annotated** — Consisting of 18 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system.

## GENERAL GOVERNMENT

Distributed through the Law and Legislative Reference Library.

2. **Laws of Maine, 1975 (2 v)** — Contains a table of Maine Revised Statutes, titles and sections affected by post 1964 legislation and also subject index; both of which are cumulative since 1964.

Distributed through the Law and Legislative Reference Library.

3. **Acts and Resolves** as enacted by the One Hundred and Seventh Legislature of the State of Maine at the first special session, January 19, 1976 to April 29, 1976. (Contains a cross reference table of Maine Revised Statute titles and sections affected by this session's legislation as well as of subject index)

(Limited publication available without charge)

4. **Acts and Resolves** as enacted by the One Hundred and Seventh Legislature of the State of Maine at the second special session on June 14, 1976. (Contains a table of Maine Revised Statute titles and sections affected by this session's legislation as well as a subject index)

(Limited publication available without charge)

5. **Legislative Documents and Papers of the 107th Legislature**, first special session, January 19, 1976 to April 29, 1976 — History and Final Disposition. Compiled by the Legislative Information Office (with an insert containing the history and disposition of the Acts and

### FINANCES, FISCAL YEAR 1976:

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$248,053				\$248,053
Departmental Operations					
Transfers	28,197				28,197
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	122				122
Adjustment of Balance Brought Forward					
<b>TOTAL FUNDS AVAILABLE</b>	276,372				276,372

Monies received and deposited to  
the credit of the State

EXPENDITURES					
Total Personal Services	141,258				141,258
Wages & Salaries	127,856				127,856
Retirement	13,402				13,402
Total All Other	109,763				109,763
Contractual Services	105,338				105,338
Rents	3,000				3,000
Computer Services					
Commodities	1,425				1,425
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	6,189				6,189
Buildings & Improvements					
Equipment	6,189				6,189
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	257,210				257,210

#### SUMMARY

Total Funds Available	276,372				276,372
Total Expenditure	257,210				257,210
NET	19,162				19,162
Unexpended Balance Forward	9,310				9,310
Unexpended Balance Lapsed	9,852				9,852

## GENERAL GOVERNMENT

Resolves of the second special session held June 14, 1976.) Also containing the following: Paper number to page index; Public Law number to page index; Private and special law chapter number to page index; Resolve law chapter number to page index; Constitutional Resolution law chapter number to page index.

(Limited publication as information is available at Information Office)

## LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN

ALICE G. NUTE, DEPUTY LAW LIBRARIAN

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2648

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 268; *Unit Citation:* 3 M.R.S.A., Sect. 171

*Average Number of Full-Time Employees:* 6

*Authorized Employee Level:* 6

**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

## GENERAL GOVERNMENT

Librarian, who was appointed previous to the enactment of the 7-year term, was appointed to and is currently serving a term of six years. The State Law Librarian appoints a deputy law librarian, subject to the approval of the Legislative Council, for a term of seven years (effective 1976) and is permitted to employ, subject to the Personnel Law, all necessary assistants.

**PROGRAM:** During the FY 76, the Law and Legislative Reference Library continued to provide legislative and legal research facilities and service to the Legislature, its committees and staff; to the Attorney General's Office, to other state agencies, to the legal profession and to the public at large. It continued to maintain and circulate its collections and to distribute and sell the various legal publications of the State.

The Law and Legislative Reference Library took various steps to increase its usefulness and expand its clientele. The State Law Librarian participated in the State Bar Association's "Bridging the Gap" program to acquaint newly admitted members of the Bar with the resources and services of the Library, and held briefing sessions for legal and legislative staff and interns for the same purpose. During the special legislative sessions the Library continued to circulate to

### FINANCES, FISCAL YEAR 1976:

LAW AND LEGISLATIVE REFERENCE LIBRARY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$122,535				\$122,535
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	1,877				1,877
Adjustment of Balance Brought Forward	(22)				(22)
<b>TOTAL FUNDS AVAILABLE</b>	<b>124,390</b>				<b>124,390</b>

Monies received and deposited to the credit of the State	16,867				16,867
---	--------	--	--	--	--------

EXPENDITURES					
Total Personal Services	74,372				74,372
Wages & Salaries	67,317				67,317
Retirement	7,055				7,055
Total All Other	36,354				36,354
Contractual Services	13,913				13,913
Rents	942				942
Computer Services					
Commodities	22,441				22,441
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures					
Buildings & Improvements					
Equipment					
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>110,726</b>				<b>110,726</b>

#### SUMMARY

Total Funds Available	124,390				124,390
Total Expenditure	110,726				110,726
NET	13,664				13,664
Unexpended Balance Forward	4,514				4,514
Unexpended Balance Lapsed	9,150				9,150

## GENERAL GOVERNMENT

legislators and legislative staff a weekly list of Current Acquisitions related to legislative proposals and problems. Additionally, it provided the Office of Legislative Staff Assistants with more comprehensive records of acquisitions based upon its catalog entries. The Library conducted a program for over 50 members of Maine Academic and Research Libraries which outlined the library and research facilities of various State agencies including the Departments of Conservation and Human Services, the State Planning Office and the State Archives, as well as the Law and Legislative Reference Library.

The Library's collections have been maintained with the usual current additions of state and federal laws, court decisions, finding aids and commentaries; additions of topical materials this year have been primarily in the area of labor law/collective bargaining. Its cataloging/indexing tools have been expanded to cover a larger portion of its resources and refined to extract more specific information. A computer terminal has been installed giving the Library access to the LEGIST program for rapid retrieval of legislative bill-status information.

The activities of related agencies have been supported by the distribution of their publications, bringing to the Law Library much material in exchange. During the year the Library has distributed (or sold) copies of the 1975 **Maine Session Laws**, the 1975 supplements to the **Maine Revised Statutes** and the **Maine Revised Statutes Annotated**, the 1975 **Legislative Record**, and two volumes of the **Maine Reporter**. Fifteen legislative committee studies, the 415 legislative documents of the special sessions, and six issues of the **Maine Bar Bulletin** were sent to regular recipients. Slip copies of legislative enactments were provided to the Cleaves Law Library and the University of Maine Law School Library in Portland.

Other statistics for the year include:

Circulation of items (exclusive of clippings) outside the Library	6,208
Cards added to the catalog	4,926
Books added (exclusive of supplementary materials, Congressional bills, etc.)	1,318
Legislative reference collection additions (exclusive of periodicals)	1,470
Briefs and records, Maine Supreme Judicial Court (Sept. 1975-June 1976 terms) added	553

## THE COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MADELEINE R. FREEMAN, CHAIRMAN

JAMES M. BOWIE, Assistant to the Commission

*Central Office:* State House, Augusta 04330

*Telephone:* 289-3501

*Established:* 1976

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 270; *Unit Citation:* 1 M.R.S.A., Sect. 1002

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

**ORGANIZATION:** The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of Both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices, and the new commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

**PROGRAM:** The members of the Commission on Governmental Ethics and Election Practices were appointed in the latter part of April, 1976. Due to the relatively short period this part-time

## GENERAL GOVERNMENT

Commission has been in existence, its activities have primarily consisted of setting up operational procedures, selecting staff and taking care of organizational details such as ordering office supplies, finding office space and setting up a record keeping system.

The Commission has held one meeting to review the campaign reports required of all state and county candidates and all political committees supporting such candidates. The Commission, as required by law, submitted a list of all candidates and political committees that did not file the required campaign reports to the Attorney General for possible legal action.

The Commission has also begun drafting rules and regulations for future Commission hearings pertaining to election recount appeals and to legislative ethics questions, such as possible conflict of interest situations which may face individual legislators.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Commission on Governmental Ethics and Election	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,750				\$3,750
Total Expenditure	348				348
NET	3,402				3,402
Unexpended Balance Forward	3,402				3,402
Unexpended Balance Lapsed					

## COMMISSION ON UNIFORM STATE LAWS

FREDERICK P. O'CONNELL, COMMISSIONER

CHARLES R. PRIEST, Associate Commissioner

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2101

*Established:* 1955

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 271; *Unit Citation:* 3 M.R.S.A., Sect. 241

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The Commission on Uniform State Laws examines subjects on which uniformity of legislation in the different states is desirable; ascertains the best means to effect uniformity; cooperates with the commissioners of other states in the consideration and drafting of uniform acts for submission to the Legislatures of the several states; and prepares bills for introduction in the Legislature.

**ORGANIZATION:** The predecessor to the Commission on Uniform State Laws was the Board of Commissioners for the Promotion of Uniformity of Legislation in the United States, established in 1895 by Public Law, chapter 138. This board, consisting of 3 members appointed by the Governor with the advice and consent of the Council, was required to examine certain areas of the law in order to "ascertain the best means to affect an assimilation and uniformity in the laws of the states" and also required to determine whether it would be "wise and practicable" to join other states in sending representatives to a convention to draft uniform laws to be submitted to the states for enactment.

The Board of Commissioners did find it "wise and practicable" to join in forming the National Conference of Commissioners on Uniform State Laws and this conference has generally met since that time in annual meetings to consider uniform laws which may be recommended for adoption by the states.

In 1955, chapter 405 of the Public Laws repealed chapter 138 of the Public Laws of 1895 and established the Commission on Uniform State Laws in its present form. The Commission on Uniform State Laws consists of 3 members appointed to terms of 4 years by the Governor with the advice and consent of the Executive Council. The commission members serve without compensation, although they receive their actual disbursements for carrying out their duties.

The National Conference of Commissioners on Uniform State Laws has also appointed two associate members from Maine to the conference, as well as one life member commissioner.

**PROGRAM:** The commissioners attended the annual meeting August 2-8, 1975, at which time the National Conference of Commissioners on Uniform State Laws considered a number of proposed uniform acts for adoption by the states. The conference recommended that the Uniform Land Transactions Act be adopted by the states and also recommended the adoption of a number of amendments to the Uniform Probate Code.

The regular session of the 107th Legislature enacted, before its adjournment on July 2, 1975, the following acts recommended by the National Conference of Uniform State Laws:

The Uniform Disclaimer of Transfers by Will, Intestacy or Appointment Act.

The Uniform Disclaimer of Transfers under Nontestamentary Instruments Act.

The Uniform Enforcement of Foreign Judgments Act.

That session also considered but did not enact five other acts recommended by the Conference for adoption by the states. In addition, the Supreme Judicial Court, by rule, adopted the Uniform Rules of Evidence, effective February 2, 1976.

Members of the Maine commission served as Secretary to the National Conference, on the Special Committee on Uniform Exemptions Act, on the Review Committee for the Uniform

## GENERAL GOVERNMENT

Class Actions Act, on the Special Committee on Uniform Motor Vehicle Accident Reparations Act, and as Chairman of the Standing Committee on Public Information. In addition, the Legislative Director of the National Conference of Commissioners on Uniform State Laws appeared before the House Judiciary Committee on the Uniform Residential Landlord-tenant Act.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Commission on Uniform State Laws	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,067				\$5,067
Total Expenditure	5,067				5,067
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## GENERAL GOVERNMENT

# 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

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 30; Unit: 272; Unit Citation: 3 M.R.S.A., Sect. 201

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

**PURPOSE:** The 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.

**PROGRAM:** At the annual meeting of the Board of Governors of the Council of State Government, Governor James B. Longley was elected to the Executive Committee of the Council. Maine was represented at a number of national conferences this year, including the Eastern Regional Conference held in Hershey, Pennsylvania. Senator Theodore S. Curtis Jr., was elected chairman of the Committee on Fiscal Affairs and Governmental Operations of the Eastern Region.

**PUBLICATIONS:** Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.

### FINANCES, FISCAL YEAR 1976:

Maine Commission on Interstate Cooperation	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$38,954				\$38,954
Total Expenditure	32,958				32,958
NET	5,996				5,996
Unexpended Balance Forward					
Unexpended Balance Lapsed	*5,996				5,996

\*\$5,766 lapsed in error, corrected in August '76

# COMMISSION ON INTERGOVERNMENTAL RELATIONS

JOHN L. MARTIN, SPEAKER OF THE HOUSE

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2491

*Year Established:* 1963

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 30; *Unit:* 273; *Unit Citation:* 3 M.R.S.A., Sect. 271

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The function of the Commission on Intergovernmental Relations is set forth in 3 M.R.S.A. Section 274. These functions are:

1. To bring together representatives of the federal, state and local governments for the consideration of common problems;
2. To provide a forum for discussing the administration and coordination of federal and state grant programs;
3. To give critical attention to the conditions and controls involved in the administration of federal and state grant programs;
4. To make available information to the executive and legislative branches of the State and municipal government in the review of proposed and existing legislation to determine the overall effect on all levels of government;
5. To encourage discussion and study at an early stage of emerging public problems that are likely to require intergovernmental cooperation;
6. To recommend the most desirable allocation of governmental functions, responsibilities and revenues among the several levels of government;
7. To recommend methods of coordinating and simplifying tax laws and administrative practices to achieve a more orderly and less competitive fiscal relationship between the levels of government and to reduce the burden of compliance for taxpayers;
8. To recommend to the federal government changes in present federal laws and to recommend any new legislation the commission deems advisable; and
9. To work with national, state and local organizations including but not limited to the American Municipal Association, United States Conference of Mayors, the Maine Municipal Association, and other public and private organizations.

**ORGANIZATION:** The Commission on Intergovernmental Relations was originally established in 1963 by Public Law 1963, chapter 378. The organization of that commission has remained unchanged to the present time.

The Commission on Intergovernmental Relations consists of 7 regular members, 2 appointed from the Senate by the President of the Senate, 2 appointed from the House of Representatives by the Speaker of the House, and 3 appointed by the Governor, two of whom must be municipal officials and one of whom represents the public at large. Gubernatorial members serve terms of 4 years, except that the 2 appointed municipal officials serve only as long as they hold municipal office. The members from the state legislature hold office from the date of their appointment until the final adjournment of the next succeeding regular session of the Legislature following their appointment.

The Commission organizes by the choice of one of its members to be chairman. The Office of Legislative Finance serves as the secretariat to the Commission.

**PROGRAM:** The commission has been inactive during FY 76.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

## GENERAL GOVERNMENT

# DEPARTMENT OF ATTORNEY GENERAL

JOSEPH E. BRENNAN, ATTORNEY GENERAL

RICHARD S. COHEN, Deputy Attorney General

JOHN M. R. PATERSON, Deputy Attorney General

DONALD G. ALEXANDER, Deputy Attorney General

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3661

*Established:* 1820

*Statutory Authority:* 5 M.R.S.A. Sect. 191

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 26; *Unit:* 239; *Unit Citation:* 5 M.R.S.A., Sect. 191

*Average Number of Full-Time Employees:* 106

*Authorized Employee Level:* 85

*Organizational Units:*

Civil Division

Criminal Division (Attorney General)

Office of Chief Medical Examiner for the State of Maine

**PURPOSE:** The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's chief law officer and legal representative of all State agencies. In this capacity, the Attorney General insures the enforcement of the laws of the State of Maine through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

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 of such officers are questioned in State or Federal courts; 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 trusts and 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.

Beyond the general purpose discussed above, the Attorney General has a wide range of duties which the office is specifically directed to perform. Those duties include review and approval as to form and legality of all regulations of State agencies subject to the Administrative Code, all interlocal agreements, and many State contracts. The Attorney General must also review and approve all non-stock corporate charters, approve write-offs of debts owed the State, enforce standards of conduct for the legal profession and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, The Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, the Trial Court Revision Commission and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules, respectively.

**ORGANIZATION:** The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Staff Attorneys, Investigators, and Research Assistants. The Department of the Attorney General was formally organized by law in 1963 with the Attorney General as its chief executive. It is divided into two divisions, the Civil Division and the Criminal Division.

## GENERAL GOVERNMENT

**PROGRAM:** During FY 76, the Department of the Attorney General represented the State before numerous courts and administrative agencies, including the United States Supreme Court, the United States Courts of Appeals for the First Circuit and the District of Columbia, United States District Courts in Maine, the District of Columbia, the Southern District of Texas, the Maine Supreme Judicial Court, all other Maine courts, and bankruptcy courts in Maine and Texas. Major litigation in which the office participated in the year included:

1. Two suits against the State in United States District Court by the United States on behalf of the Penobscot and Passamaquoddy Tribes. Each suit requests \$150,000,000 for each tribe as damages for alleged illegal taking of property by Massachusetts and Maine from the tribes. The suits are currently being held in abeyance by the Court pending a determination by the Secretary of Interior and United States Attorney General on the merits of the claims. In the opinion of the Maine Attorney General, the chances for success by the United States government in the suit are slight. In the event that the suit proceeds forward, the Maine Attorney General will defend the litigation. Because of the importance of the suits, substantial resources of the office will be required.
2. Twenty-nine homicide cases which were tried which resulted in conviction or in which pleas were accepted. All cases tried resulted in convictions.
3. A boundary dispute with the State of New Hampshire regarding the boundary between Kittery and the Isles of Shoals in which the State's position was sustained by the United States Supreme Court.
4. A challenge to the increase in first-class postal rates from 10 cents to 13 cents. This challenge was maintained both in the courts and before the Postal Rate Commission. In addition to the public interest in the matter, the increase in postal rates cost the State \$450,000 a year. The litigation is still in progress. To date it has not been successful.
5. A suit against the State of New Hampshire for return of approximately \$3.5 million in State taxes which were diverted to New Hampshire through tax credits as a result of the New Hampshire Commuters Income Tax which was ruled unconstitutional in March of 1975. In June, 1976, the United States Supreme Court decided that it was not the appropriate forum for a direct suit by the State of Maine against the State of New Hampshire. However, the State is continuing its efforts to achieve return of the funds by other means.
6. Several suits defending the educational funding law. The State prevailed before the Maine Supreme Judicial Court in an initial challenge to the State educational funding legislation. Other challenges are continuing and will be before the Maine Supreme Judicial Court in fiscal year 1977.
7. Litigation in the United States District Court which could have significant financial implications in a matter where the adequacy of staffing and facilities to treat patients at the Pineland Center are subject to challenge. The Attorney General's Office has played a major role in trying to reach an agreement among the parties and aided in development of legislation enacted by the Legislature aimed toward achieving a settlement, resulting in improved care and treatment at reasonable cost to the State.
8. Successful defense against a challenge to the State's decision not to make AFDC payments available to unborn children.
9. Successful defense of a tax audit program which assures substantial accuracy in tax accounting and minimal leakage of sales tax revenues from businesses with annual gross sales of \$232,700,000.
10. Reversal of a federal audit exception against the State medicaid program for a savings to the state of \$1,280,000.

The Department of the Attorney General also performs many tasks in its agency and legislative advisory functions. During the fiscal year, the office issued 432 opinions, including 293 opinions to administrative agencies and 139 opinions to legislators. Most of these opinions were processed through the normal opinion drafting procedure by which one attorney prepares a draft, and that draft is reviewed by several other attorneys before final review and approval by the Attorney General.

The Department also maintains an extensive education program to assure that law enforcement officers, prosecutors and judges have the most up-to-date information available regarding new developments in criminal law.

**Civil Division.** The Civil Division is counsel to State agencies and additionally represents the interests of the State and the public in matters where the State has an interest independent of the special concerns of any State agency. In this regard, the Civil Division is responsible for all civil

## GENERAL GOVERNMENT

litigation, drafting of opinions, reviewing or drafting regulations, contracts, deeds and other legal documents and generally advising State officials and Legislators on legal matters relating to their official business. The Civil Division is divided into seven sections:

### **Civil:**

The Civil Section is responsible for all those matters not otherwise assigned to specific sections or counsel housed at specific agencies. Its work includes the large bulk of opinion writing, advising the Legislature, litigation not tied to any specific department, representation and advice to many small boards and agencies and representation of major State agencies such as the Department of Business Regulation, the Department of Agriculture, the Secretary of State, the State Retirement System, and the Department of Finance and Administration.

### **Consumer Fraud:**

The Consumer Fraud Section is responsible for administering the State Unfair Trade Practices and Anti-trust laws, taking actions to prevent and enforce penalties for violations of such laws and generally receiving and responding to consumer complaints. In FY 76, the staff of the Consumer Fraud Section was increased by one attorney.

### **Human Services:**

The Human Services Section serves as general counsel to the Department of Human Services, and is involved with significant amounts of litigation in such areas as child abuse and neglect, support enforcement, welfare matters and enforcement of health and sanitation laws. Additionally, during FY 76, the section reviewed 553 contracts for the Department of Human Services and provided other advice as needed. During FY 76, two attorneys were added to the Human Services Section as a result of federal aid provided for support enforcement activities. Additionally, legislation was enacted which provides the Human Services Section investigative capabilities to improve investigation and prosecution of frauds arising out of welfare programs.

### **Mental Health and Corrections:**

The Mental Health and Corrections Section serves as general counsel to the Department of Mental Health and Corrections. In addition to the general work arising from department activities, the section is particularly involved in hearings relating to commitment of individuals to state hospitals and matters relating to habeas corpus petitions from persons in both state hospitals and the state prison system. The section is also responsible for defense of civil rights actions brought in Federal Court by patients and inmates of the several state institutions.

### **Natural Resources:**

The Natural Resources Section generally represents those State agencies having principal responsibility in the natural resources and environmental protection area, including the Department of Environmental Protection, the Department of Conservation, the Land Use Regulation Commission, the State Planning Office, the Department of Marine Resources and the Department of Inland Fisheries and Wildlife. Additionally, the section has represented the State in environmental matters which are independent of any particular State agency interest, including boundary litigation and dealings with the Federal Government regarding outer continental shelf matters. The section is also responsible for representing the Attorney General in Public Utilities Commission rate proceedings.

### **Taxation:**

The Taxation Section serves as general counsel for the Bureau of Taxation and is responsible for litigation relating to assessment and collection of taxes, defense of the tax laws and otherwise representing the Bureau of Taxation. Additionally, the Taxation Section assumes responsibility for the Attorney General's statutory duties regarding protection of charitable trusts.

### **Employment Security:**

The Employment Security Section represents the Division of Employment Security within the Department of Manpower Affairs and is responsible for aiding administration and enforcement of the employment security and unemployment compensation laws.

During FY 76, the Civil Division represented the interest of the public and the State in over 7,100 specific matters ranging from consumer complaints and collection actions, many of which are handled administratively, to original jurisdiction suits before the United States Supreme Court. During the fiscal year, 2,940 files were closed while 4,234 remained active on July 1, 1976. Among matters pending at the end of the fiscal year were 925 tax assessments, 930

## GENERAL GOVERNMENT

employment security collections, 1,200 uniform reciprocal enforcement of support cases, 345 contested industrial accident cases, 185 collections for funds due the State, 275 consumer matters, and 76 child custody cases.

The breakdown of cases in each section is as follows:

Section	FY 1976 Actions By the State			FY 1976 Actions Against the State		
	Commenced	Closed	Pending	Commenced	Closed	Pending
Civil	391	193	255	441	68	388
Human Services	582	235	1,281	48	30	29
Taxation	914	1,153	925	10	10	21
Employment Security	540	300	930	53	38	53
Mental Health and Corrections	223	223	0	20	19	36
Natural Resources	14	11	17	14	10	24
Consumer Protection	925*	650*	275*	—	—	—
Total	3,589	2,765	3,683	586	175	551

\*Data principally for last half of fiscal year only.

Total Fiscal Year 1976 Actions:

Commenced: 4,175

Closed: 2,940

Pending: 4,234

During the course of the fiscal year, the Civil Division collected \$3,229,950.20 in funds owed the State, plus approximately \$75,000 in fines and penalties for a total of \$3,304,950.20, or approximately \$3 for every \$1 spent by the State (including federal grants) for Civil Division attorneys and support staff. Major collections in this group include \$1,000,000 from oil companies for the Coastal Protection Fund and \$615,000 for school funds. Litigation is continuing regarding additional sums to which the State is asserting a right under the school funding law.

Additionally, the Civil Division recovered approximately \$640,000 in funds which were paid over to private individuals including \$517,467.30 in support payments and \$100,000 in restitution in consumer protection cases. The Consumer Section also gained recovery or exchange of goods in 58 cases. Among the goods recovered or exchanged were diamonds, CB radios, clothing, stereo sets, watches and films.

In addition to continuing its major directions focusing on litigation and administrative representation through the various divisions, the Civil Division did undertake some changes in certain areas which are resulting in increased litigation and demands upon the time and availability of staff. Among these areas, most important are:

1. The Department has greatly increased activity relating to oversight of the various professions. In this connection, one investigator has been retained and assigned fulltime to professional regulatory agencies. Additionally, one attorney is assigned fulltime to representing professional regulatory agencies and four other attorneys are assigned to this activity part-time. The result has been a greatly increased caseload before administrative agencies and the Courts regarding enforcement of professional standards for dentists, real estate agents, the various medical professions, architects, accountants, electricians, and other such professions. Professional regulatory tasks will continue to increase as a result of changes in direction by state agencies, new legislation and the greatly increased public awareness of the right to seek state action against professionals who fail to meet proper standards of conduct.

Also in the area of regulating professions, the Attorney General has initiated efforts to revise limitations on advertising by the professions to assure that adequate information about the availability of professional services and the cost of those services is available to the public, with advertising restrictions being limited to their proper areas of false and misleading advertising.

## GENERAL GOVERNMENT

2. The Department has also begun a program of assuming responsibilities for representing agencies previously represented by private counsel. The intent of this change in direction regarding private counsel is twofold. First, it represents an attempt to save the State money, as a review by the Attorney General of performance by private counsel confirmed the previous findings of the 1973 Cost and Management Survey that services to State agencies can be provided through the Attorney General's Office at a lesser cost than by private counsel. Private counsel representation has also been curtailed out of concern that all representation of the State before the courts be properly supervised and coordinated to assure that positions are taken which truly represent the interest of the State and are consistent with the general positions maintained in litigation by the Attorney General.

### FINANCES, FISCAL YEAR 1976:

#### DETAIL

DEPARTMENT OF ATTORNEY GENERAL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,651,688	\$	\$		\$1,651,688
Departmental Operations	1,651,688				1,651,688
Transfers	51,696				51,696
Federal Grants			111,214		111,214
County & Municipal					
Private Contributions		6,326	(2,206)		4,120
Sales					
Services & Fees					
Other		415	17,855		18,270
Unexpended Balance Brought Forward		12,667	22,141		34,808
Adjustment of Balance Brought Forward	(213)	375	4		166
TOTAL FUNDS AVAILABLE	1,689,192	19,782	149,008		1,857,982

Monies received and deposited to the credit of the State	1,190				1,190
---	-------	--	--	--	-------

EXPENDITURES					
Total Personal Services	1,347,821	10,471	82,656		1,440,948
Wages & Salaries	1,236,787	10,471	81,057		1,328,315
Retirement	81,043		1,600		82,643
Total All Other	291,576	6,149	44,624		342,349
Contractual Services	264,554	4,649	36,341		305,544
Rents	1,653	.			1,653
Computer Services	52		206		258
Commodities	27,021	2	8,283		35,306
Grants, Subsidies, Pensions		2,037			2,037
Transfers to Other Funds					
Other					
Total Capital Expenditures	5,809	(539)	408		5,678
Buildings & Improvements					
Equipment	5,809	(539)	408		5,678
Purchases of Land					
TOTAL EXPENDITURE	1,645,215	16,620	127,687		1,789,522

#### SUMMARY

Total Funds Available	1,689,192	19,782	149,008		1,857,982
Total Expenditure	1,645,215	16,620	127,687		1,789,522
NET	43,978	3,162	21,321		68,461
Unexpended Balance Forward	15,885	3,162	21,316		40,363
Unexpended Balance Lapsed	28,438				28,438

Review of expenses for private legal services disclosed that in FY 76, expenditures by State agencies for private legal services are estimated to have totaled over \$200,000. Agencies making major FY 76 expenditures for private legal services included:

University of Maine.....	\$50,000 (Est.)
Maine Turnpike Authority.....	16,516 (Est.)

## GENERAL GOVERNMENT

Maine Guarantee Authority .....	28,436
Municipal Bond Bank .....	59,733
Dept. of Transportation .....	10,000 (Est.)
Milk Commission .....	3,803

During the fiscal year the Department has assumed complete responsibility for representing such agencies as the Maine Milk Commission, the Department of Manpower Affairs, and the Board of Registration of Medicine. It would be the intention of the Department to further increase its representation of agencies currently represented by private counsel. However, the capacity to do so, at a potential savings to the State, is limited by the severe time demands currently imposed on Department staff. Therefore, further takeovers of private counsel responsibilities for the State will be limited until more staff is available to the Department of the Attorney General.

3. The Department is also assuming an increasingly active role in industrial accident cases.

### **LICENSES, PERMITS, ETC.:**

Civil Division

Tax:

Excise Fee for Corp (Franchise Tax)

Certificates:

Attorney General approval of non-stock Certificates of organization of non-stock Corporations

## **OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE**

**HENRY RYAN M.D., CHIEF MEDICAL EXAMINER**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2993

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 26; *Unit:* 242; *Unit Citation:* 22 M.R.S.A., Sect. 3022

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 2

**PURPOSE:** The office of the Chief Medical Examiner within the Criminal Division coordinates the medical aspects of death investigations. As such, the Chief Medical Examiner and the State Medical Examiners, with the assistance and cooperation of various pathologists throughout the State, not only determine the circumstances under which autopsies should be performed, but also perform those autopsies necessary.

**PROGRAM:** In fiscal 1976, Dr. Charles Branch, Maine's first full-time Chief Medical Examiner, retired from long and valuable service to the people of the State of Maine. In his stead, Dr. Henry Ryan has been appointed and confirmed as Chief Medical Examiner as of May, 1976.

During fiscal 1976, the Office of the Chief Medical Examiner, under both Doctors Ryan and Branch, examined 1,839 death cases, and performed, supervised or authorized 359 medical-legal autopsies, 28 of which were homicides.

**FINANCES, FISCAL YEAR 1976:** Financial data for this unit is included within that of the Department of Attorney General.

GENERAL GOVERNMENT

**CRIMINAL DIVISION (ATTORNEY GENERAL)**

**RICHARD S. COHEN, DEPUTY ATTORNEY GENERAL**

**JOHN R. ATWOOD, CHIEF**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2146

*Statutory Authority:* 5 M.R.S.A. Sect. 200A

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 26; *Unit:* 243; *Unit Citation:* 5 M.R.S.A., Sect. 200A

*Average Number of Full-Time Employees:* 6

*Authorized Employee Level:* 6

**PURPOSE:** 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."

**PROGRAM:** During FY 76, 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 28 homicides which occurred from July 1, 1975 to June 30, 1976, and continued the investigation of 26 homicides, including 1 double homicide, which preceded July 1, 1975. Of these 54 cases, 29 were either tried or disposed of by accepting pleas, with no acquittals; 23 cases were still being investigated with no arrests, and one case was awaiting trial.

The Division investigated 19 additional death cases as possible homicides. These investigations were categorized as unattended deaths, questionable or suspicious deaths, accidental deaths, or suicides. The Division also received and processed 778 death report cards sent in by various law enforcement agencies. These cards represent deaths which those agencies have attended and which the Division reviews for suspicious circumstances.

**CRIMINAL AND NON-CRIMINAL COMPLAINTS/INVESTIGATIONS:** The Division conducted investigations and prosecutions in 250 cases in addition to homicides in FY 76. These cases involved a myriad of offenses both felonies and misdemeanors, ranging from arson to election law violations.

The Division also conducted investigations and prosecutions of cases referred by other State agencies and departments such as the Departments of Human Services, Inland Fisheries and Wildlife, the Board of Registration of Medicine, Department of Mental Health and Corrections, Secretary of State, Maine State Dental Board and others.

The Division also handled 17 attorney disciplinary cases and 41 extraditions during this period.

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. In FY 76, the Division participated in 10 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 Attorney General to determine whether it would be in the public interest for immunity to be granted by the Court.

**OTHER AGENCIES AND DEPARTMENTS:** Besides handling various criminal and 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

## GENERAL GOVERNMENT

divisions, bureaus and boards of the Department and other state law enforcement agencies in various courts. The Division handled 250 liquor hearings and appeals and 42 motor vehicle inspection cases in FY 76. Also, the Criminal Investigation Section of the Division reviewed every investigation (206) 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.

During both the regular and special sessions of the Legislature, members of the Criminal Division worked intensively with the legislature on what proved to be an unprecedented number of amendments in the field of criminal law including the new Maine Criminal Code, a comprehensive revision of the traffic laws, and the passage of the Criminal History Record Information Act.

The Criminal Division also provided 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, as with the Civil Division, is assigned to research and write opinions in answer to some of the requests made. During FY 76, the attorneys in the Division researched and wrote 37 opinions for the Legislature and various State agencies.

**INVESTIGATIONS:** During FY 76, the Criminal Investigation Section of the Criminal Division worked on 260 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 prosecuted by the Division. The Investigation Section also served 56 subpoenas and made 30 relays of legal and related case documents during the fiscal year.

**LAW ENFORCEMENT EDUCATION SECTION:** 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:**

**ALERT Bulletin:** The Alert Bulletin which was first issued in October 1970, has continued to be published monthly during FY 76. **Alert** is a criminal procedure bulletin designed for the training and education of Maine Law Enforcement officers. Over the years, **Alert** has maintained a 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 Handbook:** 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 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. Because of the increased need for legal instruction at the Criminal Justice Academy, an Assistant Attorney General was hired under a grant from the Maine Criminal Justice Planning and Assistance Agency to teach full time at the Academy.

## GENERAL GOVERNMENT

**Criminal Code Education Project:** The enactment of the Maine Criminal Code necessitated an intensive education program for Maine law enforcement officers. Since classes had to be held during the same time period at 26 locations throughout the State, the Project utilized ten videotaped lectures by the Chief Counsel to the Criminal Law Revision Commission. A typical class consisted of two taped lectures followed by a question period conducted by a prosecutor. Under this format, every officer received approximately 15 hours of instruction on the Code. With cooperation from the educational television networks, the Project showed all of the tapes on statewide television after the classes had been completed. The education program was coordinated by a Project Director, assisted by the District Attorneys and members of the Law Enforcement Education Section.

### **Services Provided to Judges and Prosecutors:**

**The Maine Prosecutor:** During FY 76, 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 a Manual on 1975 and 1976 criminal legislation in FY 76. 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. Two such conferences were conducted in FY 76. In December 1975, the Attorney General's office held a four-day training seminar for all Maine's prosecuting attorneys. Speakers from Maine and other parts of the country discussed the practical and legal aspects of criminal prosecution. The seminar was funded by a Law Enforcement Assistance Administration (LEAA) grant from the Maine Criminal Justice Planning and Assistance Agency. The Attorney General's office plans to hold such training seminars regularly in the future.

**Library Services:** Over the past five 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 FY 76.

**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. Memos, articles, cases, briefs and other interpretive materials 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.

**APPEALS:** The Appellate Section, in conjunction with the remainder of the Criminal Division, handled the following appellate matters in FY 76:

Cases on Direct Appeal to the Supreme Judicial Court of Maine	54
Cases on Report to the Supreme Judicial Court of Maine	1
State Post Conviction Habeas Corpus Cases	31
Federal Post Conviction Habeas Corpus Cases	10
United States Supreme Court Cases	1

## GENERAL GOVERNMENT

The number of direct appeals remained at the same high level as last year. However, the number of State and Federal post-conviction habeas corpus matters materially increased, principally because of a conscious decision in the Department to place primary responsibility for the handling of all post-conviction habeas corpus matters with the Appellate Section of the Criminal Division. As has been true in the past, a majority of the direct appeal cases arise from prosecutions undertaken by this Division, with a few reflecting cases taken by the Appellate Section upon the request of various District Attorneys' Offices.

The number of appellate matters handled by the Department are too numerous to be handled exclusively by the Appellate Section — a Section which presently consists of one full-time assistant attorney general. A much-needed, second, full-time assistant attorney general will be assigned to this Section this fiscal year which will help simultaneously to reduce the number of appellate matters handled outside of the Appellate Section, broaden the capability of the Appellate Section to provide legal research and advice to the trial attorneys in the Division, broaden the capability of the Appellate Section to provide legal research and advice to the various District Attorneys, and broaden the capability of the Appellate Section to take on whatever appellate matters the various District Attorneys may request that the Section handle.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for this unit is included within that of the Department of Attorney General.

## STATE FRAUD DIVISION

**RICHARD S. COHEN, DEPUTY ATTORNEY GENERAL**

**ALFRED A. HOWES, CHIEF CRIMINAL INSPECTOR**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3467

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 26; *Unit:* 307; *Unit Citation:* 5 M.R.S.A., Sect. 200C

**PROGRAM:** In April of 1976, a new section of the Criminal Division was opened — the Fraud Division. This division, created by P. L. 1975 c. 715, 5 M.R.S.A. § 200C, has the responsibility of investigating and prosecuting acts of frauds perpetrated against the State, exclusive of fraud involving the Department of Human Services (see P.L. 1975 c. 715 sec. 3). A total of 65 matters have been referred to this new division from seven different State agencies and one private source, since its inception of April of 1976. Of this total, 12 cases have been prosecuted resulting in 14 convictions, 4 non-litigated settlements, and restitution orders in favor of the State in excess of \$9,000. The remaining matters are under active investigation.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for this unit is included within that of the Department of Attorney General.

## GENERAL GOVERNMENT

# DEPARTMENT OF AUDIT

**RODNEY L. SCRIBNER, CPA, STATE AUDITOR**  
**LESLIE J. HANN, DEPUTY STATE AUDITOR**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2201

*Established:* 1907

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 27; *Unit:* 244; *Unit Citation:* 5 M.R.S.A., Sect. 241

*Average Number of Full-Time Employees:* 40

*Authorized Employee Level:* 44

*Organizational Units:*

Departmental Division  
Program Review & 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 times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for 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.

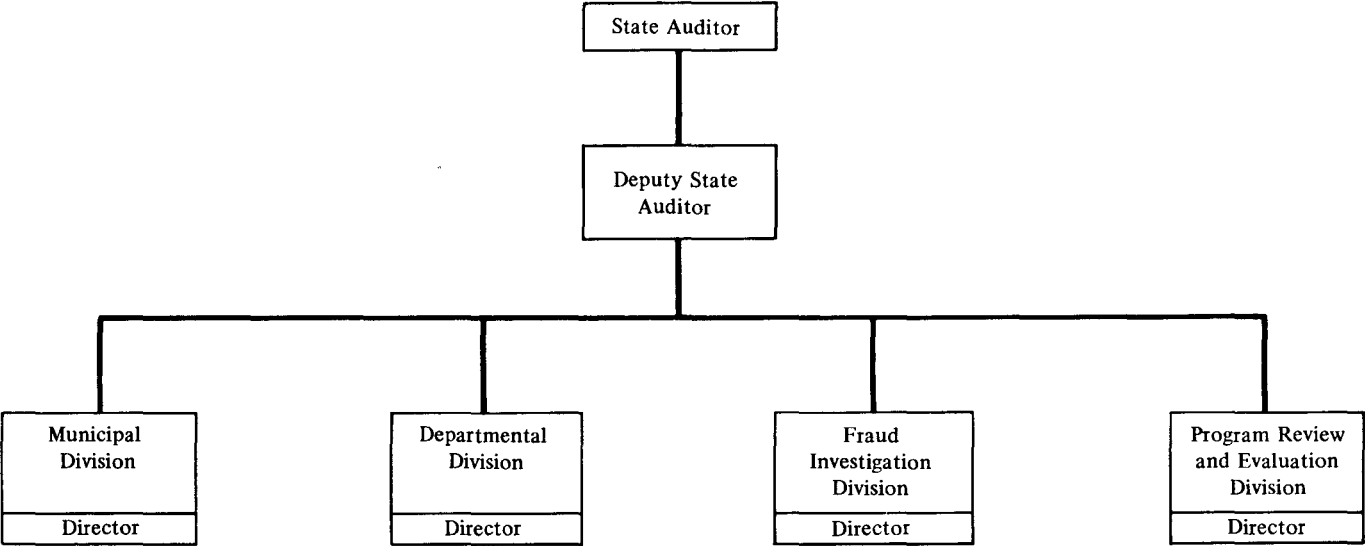
**ORGANIZATION:** The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters 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 FY 76 totaled 162. These 162 audits consisted of 85 departments, bureaus, agencies, and/or commissions, 12 institutions, 6 vocational technical institutes, one school of practical nursing, 42 examining boards and 16 public administrators. In addition to these audits, one auditor performs Federal Disaster Relief audits for approximately 9 months of the year.

ORGANIZATION CHART  
DEPARTMENT OF AUDIT



## GENERAL GOVERNMENT

Revenue realized from the Division is derived solely from charges for audit services to the State 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 disbursement for this division and represented 92% of the FY 76 expenses. There is sufficient work to enable the Division to fill two vacancies, but due to the request for departments to save money and also the moratorium on hiring the Division will have to wait until funds are made available for these vacancies and it is free to fill them. This department is continually being asked to perform audits of federally funded programs and by federal guidelines so that it is conceivable to believe that in the near future consideration will have to be given to this matter of additional staff. To implement such a program would mean approximately two more auditors and corresponding funds.

**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.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF AUDIT	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$429,565				\$429,565
Departmental Operations	428,115				428,115
Transfers	1,450				1,450
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other	(15,817)				(15,817)
Unexpended Balance Brought Forward	477				477
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	414,225				414,225

Monies received and deposited to the credit of the State	14,000				14,000
---	--------	--	--	--	--------

EXPENDITURES					
Total Personal Services	353,757				353,757
Wages & Salaries	320,015				320,015
Retirement	33,741				33,741
Total All Other	30,363				30,363
Contractual Services	27,593				27,593
Rents					
Computer Services					
Commodities	2,770				2,770
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	510				510
Buildings & Improvements					
Equipment	510				510
Purchases of Land					
TOTAL EXPENDITURE	384,630				384,630

#### SUMMARY

Total Funds Available	414,225				414,225
Total Expenditure	384,630				384,630
NET	29,595				29,595
Unexpended Balance Forward					
Unexpended Balance Lapsed	29,595				29,595

GENERAL GOVERNMENT

**PROGRAM REVIEW  
AND EVALUATION DIVISION**

**STANLEY R. SUMNER, DIRECTOR**

*Central Office: State House, Augusta 04333*

*Telephone: 289-2201*

*Established: 1974*

*Maine State Government Reference Manual Data:*

*Policy Area: 00; Umbrella: 27; Unit: 246; Unit Citation: 5 M.R.S.A., Sect. 242B*

*Average Number of Full-Time Employees: 4*

*Authorized Employee Level: 4*

**PURPOSE:** This Division was started July 1, 1974 for the purpose of examining State Government programs and their administration to ascertain whether such programs are effective, continue to serve their intended purpose, are conducted in an effective and efficient manner or require modification or elimination, and generally to assist the Legislature in providing greater control over receipt, disbursement and application of public funds.

The State Auditor, through this division, is empowered to review and analyze 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 Legislature, or upon his/her own initiative, or by order of the Legislative Council, or when requested by the Joint Standing Committee on Performance Audit.

**ORGANIZATION:** By law, the State Auditor is authorized to create a Program Review and Evaluation Division within the Department of Audit. He/she appoints a director of that division to serve at his/her pleasure. The director must be chosen without reference to party affiliation and solely on the ground of fitness to perform the duties of his office and shall have had not less than 2 years of experience as a professional accountant or auditor.

The director may employ, with the approval of the State Auditor and subject to the Personnel Law, such employees as may be necessary to carry out the duties of the division. The director must have available in the division employees who are expert in analyzing and conducting cost benefit studies of government programs.

**PROGRAM:** This division originated July 1, 1974 and it was believed, at that time, that a clerk typist II was not needed right away. In the last biennium budget Part II provisions were made for a clerk typist II position including funding but this did not get approved by the Legislature. The Division intends to ask for a clerk typist II position and funds in our Part II for the 1977-79 biennium budget requests.

The Program Review and Evaluation Division's assignments during FY 76 covering audits for effectiveness, efficiency and economy pertained to the following programs:

Absent Parent Support Program (Department of Human Services — Aid to Families With Dependent Children, AFDC); Additional AFDC Personnel Authorizations Under Chapter 441 P.L. 1975 (Department of Human Services); Rate of Placement and Generated Savings (Work Incentive Program, WIN); Information and Promotion review conducted State wide; Instructional Television in Maine; Maine State Lottery Commission — Study of its effectiveness, economy and efficiency.

**PUBLICATIONS:** Reports on the above are published and on file in the State Department of Audit. (free)

## GENERAL GOVERNMENT

### FINANCES, FISCAL YEAR 1976:

Program Review & Evaluation Division	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$67,479				\$67,479
Total Expenditure	59,122				59,122
NET	8,357				8,357
Unexpended Balance Forward					
Unexpended Balance Lapsed	8,357				8,357

## FRAUD INVESTIGATION DIVISION (DEPARTMENT OF AUDIT)

JOHN L. PARRISH, DIRECTOR

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2201

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 27; *Unit:* 247; *Unit Citation:* 5 M.R.S.A., Sect. 242A

*Average Number of Full-Time Employees:* 4

*Authorized Employee Level:* 4

**PURPOSE:** The function of this Division is to investigate incidents or acts of fraud, attempted fraud, commingling or misapplication in connection with, but not limited to the requesting, obtaining, receiving, withholding, recording, expending or handling of funds of the State.

**ORGANIZATION:** Chapter 715, Public Laws of 1975, approved April 5, 1976 as an emergency measure effective April 1, 1976 transferred the balance of funds and transferred the personnel as follows:

The director of the Fraud Investigation Division, Department of Audit, was transferred to the new Human Services Fraud Investigation Unit and the 2 investigators and the secretary of the Fraud Investigation Division, Department of Audit, were transferred to the new State Fraud Division, Department of the Attorney General.

The transfer of funds involves removing the Fraud Investigation Division from the Department of Audit and redeploying the 4 positions to the Department of the Attorney General and to the Department of Human Services.

**PROGRAM:** The program for FY 76 is reported by the Human Services Fraud Investigation Unit; Policy Area 03, Umbrella 10, and Unit Number 154.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Fraud Investigation Division	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$47,577				\$47,577
Total Expenditure	46,951				46,951
NET	626				626
Unexpended Balance Forward					
Unexpended Balance Lapsed	626				626

## (OFFICE OF) TREASURER OF STATE

LEIGHTON H. COONEY JR., STATE TREASURER

MAURICE F. STICKNEY, Deputy Treasurer

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2771

*Established:* 1820

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 28; *Unit:* 248; *Unit Citation:* 5 M.R.S.A., Sect. 121

*Average Number of Full-Time Employees:* 10

*Authorized Employee Level:* 13

**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:**

**Cash Management.** In a typical year, nearly 2,000,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

The basic unit of cash income management is the income statement. State agencies file over 29,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 2,500 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

**Investment Management.** Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A

## GENERAL GOVERNMENT

minimum uninvested balance is calculated as an inherent part of this program. This available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year, as shown on the accompanying financial statement, several million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff.

Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

**Debt Management.** Short-term and long-term borrowing is a major program. In a typical year, \$20,000,000 of temporary notes and \$20,000,000 of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly \$300,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes.

Providing informational services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

**General Management.** Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 3.58% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor. Tax assessment warrants to municipal tax assessors are processed by this office, and the annual collection of the Forestry District Tax.

### PUBLICATIONS:

**Official Statements** from recent sales of State bonds and notes, no charge.

# GENERAL GOVERNMENT

## FINANCES, FISCAL YEAR 1976:

(OFFICE OF) TREASURER OF STATE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$25,990,979	\$9,207,019			\$35,197,998
Departmental Operations	195,926				195,926
Transfers	2,085,341				2,085,341
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	227,999	853			228,852
Adjustment of Balance Brought Forward		259			259
TOTAL FUNDS AVAILABLE	28,500,245	9,208,131			37,708,376
Monies received and deposited to the credit of the State	2,463,304			3,488,552	5,951,856
EXPENDITURES					
Total Personal Services	106,583				106,583
Wages & Salaries	96,472				96,472
Retirement	10,111				10,111
Total All Other	28,198,504				28,198,504
Contractual Services					
Rents					
Computer Services					
Commodities	67,527				67,527
Grants, Subsidies, Pensions	27,630,977	9,207,694			36,838,671
Transfers to Other Funds	500,000				500,000
Other					
Total Capital Expenditures	347				347
Buildings & Improvements					
Equipment	347				347
Purchases of Land					
TOTAL EXPENDITURE	28,305,434	9,207,694			37,513,128
SUMMARY					
Total Funds Available	28,500,245	9,208,131			37,708,376
Total Expenditure	28,305,434	9,207,694			37,513,128
NET	194,811	437			195,248
Unexpended Balance Forward	151	437			588
Unexpended Balance Lapsed	194,660				194,660

## 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

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 29; *Unit:* 250; *Unit Citation:* 5 M.R.S.A., Sect. 81

*Average Number of Full-Time Employees:* 20

*Authorized Employee Level:* 20

### *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)

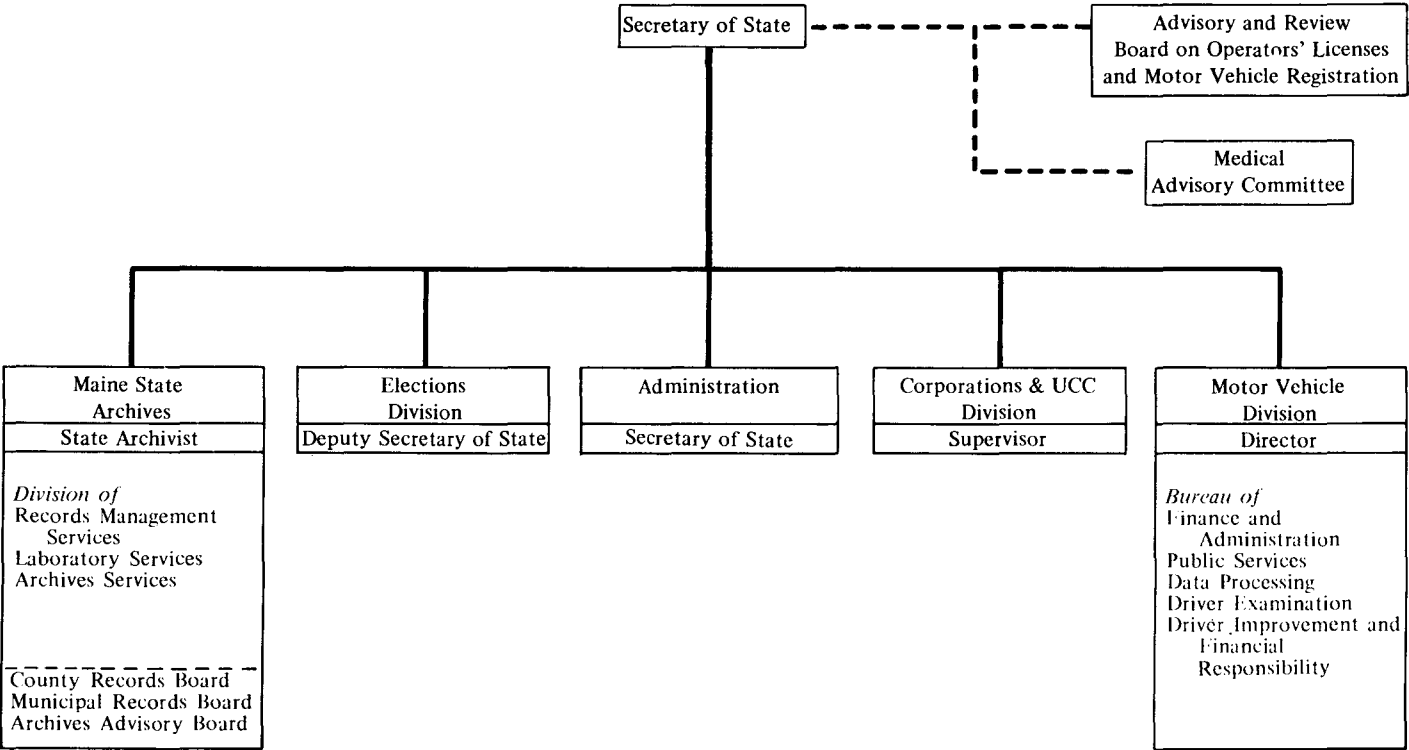
**PURPOSE:** A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to preserve all records of the State; to retain custody of the State Seal; to keep and preserve the records of all the official acts and proceedings of 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 certificate 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:**

**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

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



## GENERAL GOVERNMENT

motor vehicle operators, and to permit and develop to the greatest possible degree the safe operation of motor vehicles within the State. (See separate report for greater detail).

**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. (See separate report for greater details).

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

Significant activities of the Election Division during the past fiscal year included the continuance 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. Significant cost reductions were achieved in ballot printing and election advertising. Also, the Division continued to maintain 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. The Secretary of State worked with the newly created Election Practices Commission in organizing candidates' campaign report filings, and also in their determination of disputed ballots as a result of recounts.

The Division compiled a revised Election Law booklet, continued the study of the effects of proposed federal legislation dealing with postcard voter registration on Maine elections as well as improved methods of training municipal election officials.

Chapter 35 of the election laws relating to campaign reports and finance was repealed and replaced due to a Supreme Court decision on campaign spending. The Commission on Governmental Ethics and Election Practices was given the responsibilities formerly assigned to the Campaign Reports Committee.

**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.

### **Corporation Section:**

The volume of new corporations processed by the Corporation and UCC Division increased 8% over the last fiscal year; however, a decrease in filing fees resulted in a \$23,000 net loss in revenues estimated for the Division. The revenue received on Annual Reports met and exceeded the annual \$360,000 estimated.

### **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 8%, attributable in part to Titles now being filed with the Motor Vehicle Division and to the economy generally. The volume of terminations filed increased 2.4%.

## **LICENSES, PERMITS, ETC.:**

### **License:**

- Auctioneer
- Minister
- Itinerant Vendor
- Itinerant Photographer

### **Regulation:**

- Regulation of Trading Stamp Companies

### **Commissions:**

- Justice of the Peace
- Notary Public

## GENERAL GOVERNMENT

### Filings:

Union Label  
 Log Wood Marks  
 Trade Marks  
 Domestic Profit & Non Profit Corp.  
 Limited Partnership  
 Administrative Code  
 Foreign Corporation  
 Miscellaneous filings by State Agencies  
 Uniform Commercial Code

**PUBLICATIONS:** Election Law Booklet

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF THE SECRETARY OF STATE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$378,200				\$378,200
Departmental Operations	378,200				378,200
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other	1,268				1,268
Unexpended Balance Brought Forward	2,737				2,737
Adjustment of Balance Brought Forward	(700)				(700)
<b>TOTAL FUNDS AVAILABLE</b>	<b>381,505</b>				<b>381,505</b>

Monies received and deposited to the credit of the State	782,830				782,830
---	---------	--	--	--	---------

EXPENDITURES					
Total Personal Services	202,438				202,438
Wages & Salaries	183,349				183,349
Retirement	19,089				19,089
Total All Other	168,171				168,171
Contractual Services	57,075				57,075
Rents	5,568				5,568
Computer Services	107				107
Commodities	105,421				105,421
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	842				842
Buildings & Improvements					
Equipment	842				842
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>371,451</b>				<b>371,451</b>

#### SUMMARY

Total Funds Available	381,505				381,505
Total Expenditure	371,452				371,452
<b>NET</b>	<b>10,053</b>				<b>10,053</b>
Unexpended Balance Forward	1,517				1,517
Unexpended Balance Lapsed	8,536				8,536

GENERAL GOVERNMENT

**DIVISION OF MOTOR VEHICLE**  
**LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE**

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-2761

*Established:* 1905

*Incoming WATS:* 1-800-452-1920

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 29; *Unit:* 250A; *Unit Citation:* 29 M.R.S.A., Sect. 51A

*Average Number of Full-Time Employees:* 233

*Authorized Employee Level:* 286

**PURPOSE:** The Division of Motor Vehicle 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 eleven 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 established and operates a Driver Rehabilitation Program for individuals convicted of a first offense of Operating Under the Influence.

**ORGANIZATION:** The Division of Motor Vehicles 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. The Division was reorganized again in 1976 into the Executive Section and three Bureaus. Data Processing responsibility was placed under the Bureau of Finance and Administration. The Bureau of Driver Examination and Driver Improvement and Financial Responsibility were combined into the Bureau of Driver Licensing and Control.

**PROGRAM:** In July 1975 the Division of Motor Vehicles assumed responsibility for the Fatal Accident Reporting System (FARS) previously administered by the Department of Public Safety. This system incorporates all states submitting specialized information on fatal accidents to the federal government, who in turn consolidates and analyzes the information, subsequently furnishing each state with statistical information.

The Alcohol Safety Action Program (ASAP) that was due to terminate June 30, 1975 was granted an extension, for evaluation purposes only, by the Office of Driver and Pedestrian Programs. The purpose to determine the impact during a two year post ASAP period resulting from the discontinuance of the demonstration type countermeasure. This is a one person operation and the reports are being submitted as required. No analytical tasks are being accomplished at this time.

During this period the Division of Motor Vehicles initiated the Microfilming of all the Driver History Records. This will provide a more efficient use of floor space and filing equipment. When completed the two hundred plus, five drawer letter size file cabinets, will be reduced to three each mechanical rotary files. The System provides for a Viewer and a Reader-Printer so that office personnel are able to read the case histories and also allow for a paper copy reproduction of any portion of the case back to its normal size.

## GENERAL GOVERNMENT

Continuing in the miniturization of files, the use of computer generated microfilm was instituted, reducing approximately a dozen computer printed eleven inches by fifteen inches by two inches thick folders to one standard size notebook.

To facilitate the "look up" of an individual's history, a "paging" system was incorporated whereby with the individual's name, a search can be made of the computer file, listing out on the video display screen all individuals with that last name.

Another innovation to provide service was entered into last year when the Maine State Police and the Bangor City Police Departments were added to the Motor Vehicle System permitting direct inquiry to the Computer twenty-four hours a day, seven days a week. In addition the Maine State Police was authorized update capability in the area of stolen vehicles. This file is maintained on all vehicles reported stolen and is cross matched by vehicle identification number (VIN) with vehicle being registered. Previously enforcement was required to depend on microfilm, Hoods Registration Books, or a call to the Division. Now the police has instantaneous availability of the most recent information on drivers histories, registrations and titles.

Data Processing made a step forward in the conversion from key punch machine and tab cards to a key to tape system; (computer assisted data entry). The CADE System is a limited programmable system that permits storage of information until it is required by the manager. At that time it is transferred to tape which is used as input into the computer.

Increased costs affected several areas. The major impact was felt in the increase of first class postage where the fee went from ten to thirteen cents. The US mail is the Division's primary means of communication with the public. Operators licenses; registrations certificates and general correspondence all go first class. This increased normal divisional cost in the last half of the year from \$80,000 to \$104,000.

Another area was the increase cost of aluminum. Although the Division has not started the manufacture of license plates for a new plate issue, normal replacement costs are up due to the increased price. The last major purchase in 1975 was sixty-one cents per pound, in June 1976 it had escalated to seventy-five cents per pound, increasing the cost of license plates by approximately four cents each.

FY 76 was highlighted by the implementation and refinement of two new programs first established by the 106th Legislature. These two programs were the so-called "Stagger Registration System" which distributed the expiration date on vehicle registrations throughout the year and the local re-registration program which allows municipal tax collectors to issue certain classes of vehicle re-registrations acting as agents of the Secretary of State. Both of these programs have been well received by the public and by municipal officials. These programs represent a major change in the basic registration procedure and registration cycle that had heretofore been in effect for many years in this State.

Under the Stagger Registration System some fifty thousand automobile registrations now expire on the last day of each month. This system has proven far more manageable than the previous system whereby over a half million registrations all expired on the last day of February. Some difficulty was encountered in Division efforts to re-orient the public to remember their respective expiration month. With the cooperation of the news media this has, for the most part, been done. However, there remains a continuing requirement to remind motorists of their upcoming expiration dates.

The local re-registration program was implemented in October 1975 with one hundred fifty communities entering into the program at the outset. Under the local registration program any Maine municipality may request that the Secretary of State appoint their tax collector as an agent empowered to issue automobile re-registrations. Registrants who elect to register with a municipal agent must pay one additional dollar for this service. The additional dollar being retained by the municipality to offset the costs of providing this service.

The response to this local re-registration program has become a positive endorsement of public approval thereof. This is attested to by the fact that there are now two hundred eighty-seven Maine communities in this program and that nearly half of the total number of automobile registrations are now being accomplished by municipal agents, rather than by Division employees. Presently, municipal agents are authorized to issue re-registrations on passenger cars and pick-up trucks only. As their expertise in this field increases, it is the plan of the Motor Vehicle Division to expand their authority to allow the issuance of other categories of re-registrations, specifically, motorcycle and trailer registrations.

In June 1975 the Division of Motor Vehicles moved from 242 State Street to occupy the ground floor of the new Transportation Building on Capitol Street. Not only did this move

## GENERAL GOVERNMENT

present the obvious advantage of moving to a new, modern work environment, but it made possible a major degree of restructuring and internal relocation of both individual employees and entire sections within the Motor Vehicle Division so that they are located or positioned based upon their function as it relates to other sections. This repositioning of personnel has increased the productivity and efficiency of those involved.

Related to the relocation of the Division of Motor Vehicles was the establishment of a Motor Vehicle Branch Office at 242 State Street, in the building that the Motor Vehicle Division vacated. The new branch office provides full window service to walk-in customers as is provided by the other ten branches located throughout the State. An Augusta branch office was established to take advantage of the ample public parking that the 242 State Street location offers and also for the indirect purpose of divorcing the Division from a volume of walk-in customers who, viewed collectively, disrupted the functioning of the Division as an administrative headquarters better suited to public service through the branch offices and via mail.

One plan developed by the Division, working in cooperation with the Bureau of Taxation, that is worthy of note involves the collection of any sales tax due as a prerequisite to registration. Heretofore, individuals who had purchased a motor vehicle through a casual sale, i.e., not from a licensed Maine automobile dealer, simply filed a statement indicating the purchase price of the vehicle at the time they first registered the newly acquired vehicle. The registrant was, in turn, billed for sales tax by the Bureau of Taxation. This arrangement resulted in a significant percentage of non-payment and in turn a considerable loss of tax dollars to the State. Under the new procedure an applicant must pay any and all sales tax due to the Motor Vehicle Division at time of vehicle registration. This system only went into effect on July 29, 1976, therefore, analysis of the results, in terms of increased revenue to the Bureau of Taxation cannot be made at this time. For every sales tax collected the Division is allowed to retain one dollar which is deposited to the Highway Fund. This program is viewed as an example of how two State agencies can, through mutual cooperation, develop a system or means of accomplishing a task more efficiently.

Of high priority was the reorganization of two bureaus within the Division; namely, the Bureau of Driver Improvement and Financial Responsibility and the Bureau of Driver Examinations which were combined into one major bureau, the Bureau of Driver Licensing and Control. The uniting of these two bureaus, whose functions related closely in determining the eligibility of an individual to be licensed to drive a motor vehicle, was designed to provide better administration and direction internally and respond to the public with better service to those requiring Division services in the areas of driver examinations; hearings on violations of motor vehicle laws relating to suspension; revocation or reinstatement of driving privileges; and those who are subject to the Financial Responsibility Law.

Of major importance within the Bureau was the creation of a new program dealing directly with licensees or potential licensees who are subject to physical or mental impairments and who must possess an operator's license to sustain their livelihood. Such individuals are provided with personal attention through the Division's Social Medical Coordinator who through personal interview, medical reports and the Medical Advisory Committee determines their physical or mental fitness to be licensed, requiring such periodic medical reevaluation, medication or special adaptive equipment restrictions as necessary for safe vehicle operation. The development of much needed medical standards for driver licensing are nearing the implementation state as a short range goal.

The Division realized completion of the Classified License Program, established by law requiring examination prior to operating the larger trucks and buses, by placing into service six mobile driver testing units for use in testing applicants for Class 1 or 2 operators licenses. These specially constructed mobile testing units service twenty-one truck testing areas outside the congested urban areas and were purchased with Maine Highway Safety 402 Funds in the total amount of Thirty-Six Thousand Dollars. The use of these testing units also paved the way for implementing a more intensive school bus operator examination in the interest of Maine's Pupil Transportation Program assuring that those who transport school children are competent school bus operators both physically and possess skills of operation.

Two members of the Driver License Examination force attended a two week course at the Northwestern University Traffic Institute, Evanston, Illinois, a four unit course in Driver License Administration. This is the only educational program specializing in training driver license examining personnel available in the country.

Revision of the point system, a system of assigning demerit points for convictions of motor vehicle violations, was of significant importance to our highway safety efforts with the incorporation of the Defensive Driving Course into the point system. Completion of the

## GENERAL GOVERNMENT

Defensive Driving Course makes it possible for drivers to receive a three point reduction from accumulated points or, if no point accumulation, a three point credit on their driver records in any one year. This course is provided free of charge and Maine is the only state which makes this course available on this basis.

During the past year, the most significant change in the Driver Rehabilitation Course has been a reduction in the number of permanent staff members. Four permanent positions were eliminated and replacement was accomplished by similarly qualified contract people. This action resulted in a lowering of program cost without affecting the Driver Rehabilitation objective in dealing with the Operating-Under-the-Influence offender. Also, course availability was expanded to include sites in Kittery, Van Buren, and a second monthly session in Saco. The referral process utilized in those situations where an individual has a recognized or potential problem was strengthened as a result of working agreements having been developed with Tri-County Mental Health, Seton Hospital and Bath-Brunswick Mental Health. National Highway Traffic Safety Administration funds have made the purchase of the film "Under the Influence" possible. This film is being utilized as a teaching aid by individual instructors.

Continued progress is being made in two specific areas, (1) computer programming of driver examinations involving data entry from examination applications and subsequent scheduling of applicants by appointment which will expedite notification to applicants of driver examination dates and (2) a Periodic Driver Re-Examination Program involving vision screening and knowledge test.

### LICENSES, PERMITS, ETC.:

#### License:

- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Boat or Snowmobile Trailer
- Loaner
- Transporter
- Titles issued for 1975 and newer vehicles  
which are registered
- Bus Operator

#### Registration:

- Passenger Car
- Truck
- Motorcycle
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

#### Permit:

- Instruction (operator)
- Transit (registration allowing one way trip  
of unregistered vehicle)
- To Cross Highway (golf carts, lawnmowers, etc.)
- Short term gross weight increase
- To Operate School Bus

**PUBLICATIONS:** None

# GENERAL GOVERNMENT

## FINANCES, FISCAL YEAR 1976:

DIVISION OF MOTOR VEHICLES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation		\$2,792,149	\$		\$2,792,149
Departmental Operations					
Transfers		36,000			36,000
Federal Grants		12,605	12,175		24,780
County & Municipal					
Private Contributions					
Sales					
Services & Fees		704,231			704,231
Other					
Unexpended Balance Brought Forward		121,962			121,962
Adjustment of Balance Brought Forward			15,795		15,795
TOTAL FUNDS AVAILABLE		3,666,947	27,970		3,694,917

Monies received and deposited to the credit of the State		20,849,490			20,849,490
---	--	------------	--	--	------------

EXPENDITURES					
Total Personal Services		2,016,761	13,428		2,030,189
Wages & Salaries		1,828,930	12,208		1,841,138
Retirement		1,187,831	1,220		189,051
Total All Other		1,433,596	11,455		1,455,051
Contractual Services		982,911	10,635		993,546
Rents		161,557	46		161,603
Computer Services		255,756			255,756
Commodities		450,685	820		451,505
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures		92,109			92,109
Buildings & Improvements					
Equipment		92,109			92,109
Purchases of Land					
TOTAL EXPENDITURE		3,542,466	24,883		3,567,349

### SUMMARY

Total Funds Available		3,666,947	27,970		3,694,917
Total Expenditure		3,542,466	24,883		3,567,349
NET		124,481	3,087		127,568
Unexpended Balance Forward		68,771	3,087		71,858
Unexpended Balance Lapsed		55,710			55,710

## 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

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 29; Unit: 255; Unit Citation: 5 M.R.S.A., Sect. 4

Average Number of Full-Time Employees: 19

Authorized Employee Level: 19

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

## GENERAL GOVERNMENT

**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.

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.

**PROGRAM:** Maine State Archives activities and accomplishments during FY 76 may be summarized under the following program areas.

**Division of Records Management Services.** Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State government. A total of 69 new schedules were approved by the State Archivist and the Archives Advisory Board; such schedules will provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

The Records Management staff conducted periodic workshops throughout the year in Files Operations, Forms Management and general Records Management Principles. These were attended by 101 individuals representing 56 agencies in State government.

Divisional staff have conducted a new program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance in forms

## GENERAL GOVERNMENT

design to other State agencies.

Maine State Archives *State Records Regulations and Procedure* were issued to all agencies in the Executive Branch.

**Division of Archives Services.** Reference services for permanently valuable State records were provided to more than 2,500 in-person visitors to the Archives Search Room; upwards of 2,000 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, but public demands for service have preempted staff time available for such projects. 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 continued to provide extensive research for the Department of the Attorney General in the preparation of materials for court cases in which the State was involved.

**Division of Laboratory Services.** The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

Completed microfilm projects to reproduce the archival holdings of the State included the 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.

The Photoduplication Laboratory tested and accepted for storage 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 continued, 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. Technical assistance was provided by the Division to local government agencies as agency resources permitted.

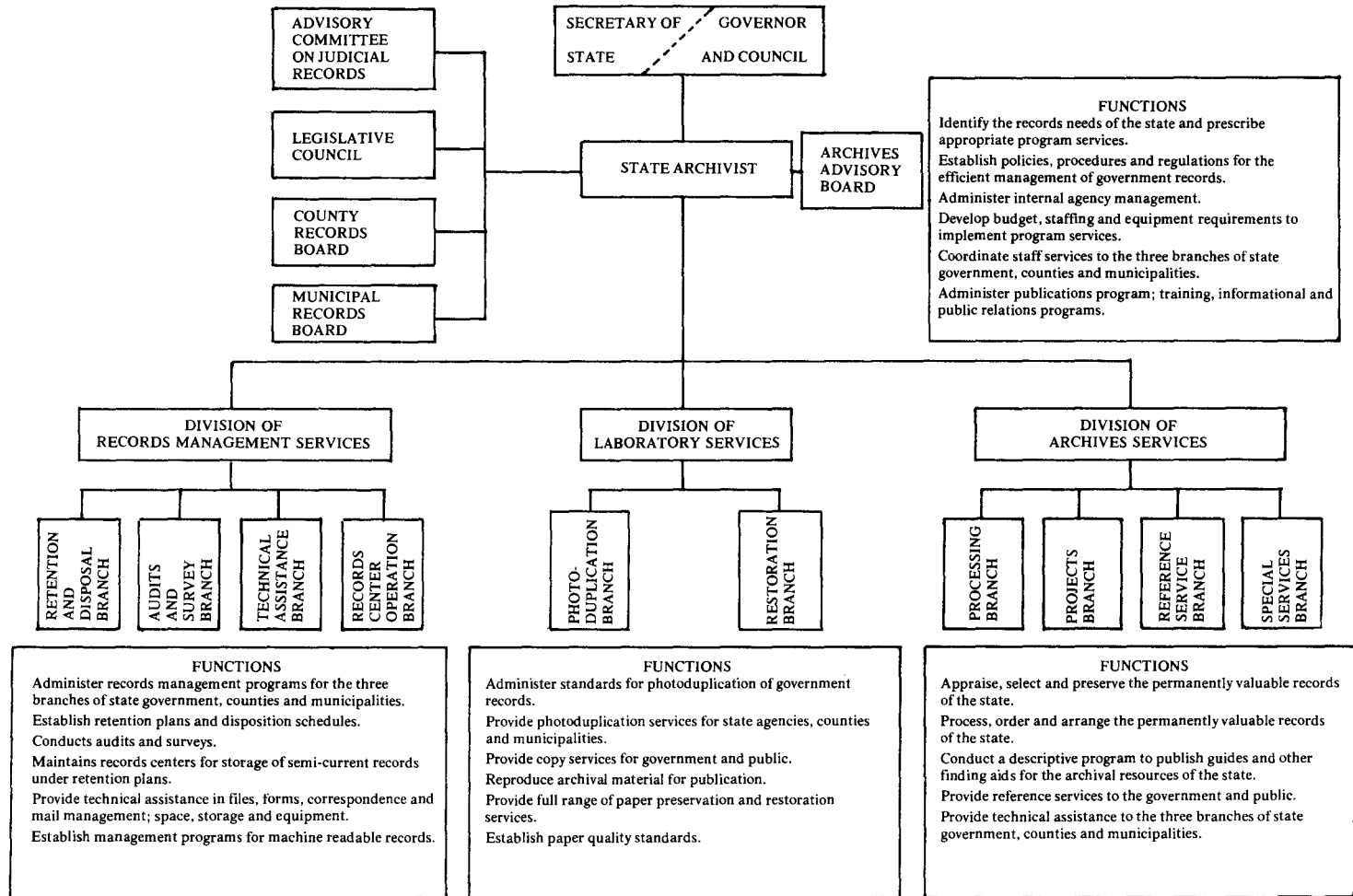
**County and Municipal Records Programs.** The Maine State Archives undertook a variety of technical assistance services to counties and municipalities as well as providing records storage for small towns and plantations that have no facilities for this purpose. Counties and municipalities continued to store security microfilm with the agency; and the Maine State Archives has also provided records storage for counties that encountered emergency space problems.

**Publications Program.** Maine State Archives publications completed during the reporting period include: *Maine State Archives Microfilm List: Maine Town Records and Maine Census Records*; and *State Records Regulations and Procedures*. The following informational brochures were revised and reprinted to meet public demand: *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*, and *Records Relating to Local History in the Maine State Archives*. Publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives*, a revised edition of *Public Record Repositories in Maine*, 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 FY 76 are reported under the activities of the photoduplication laboratory.

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

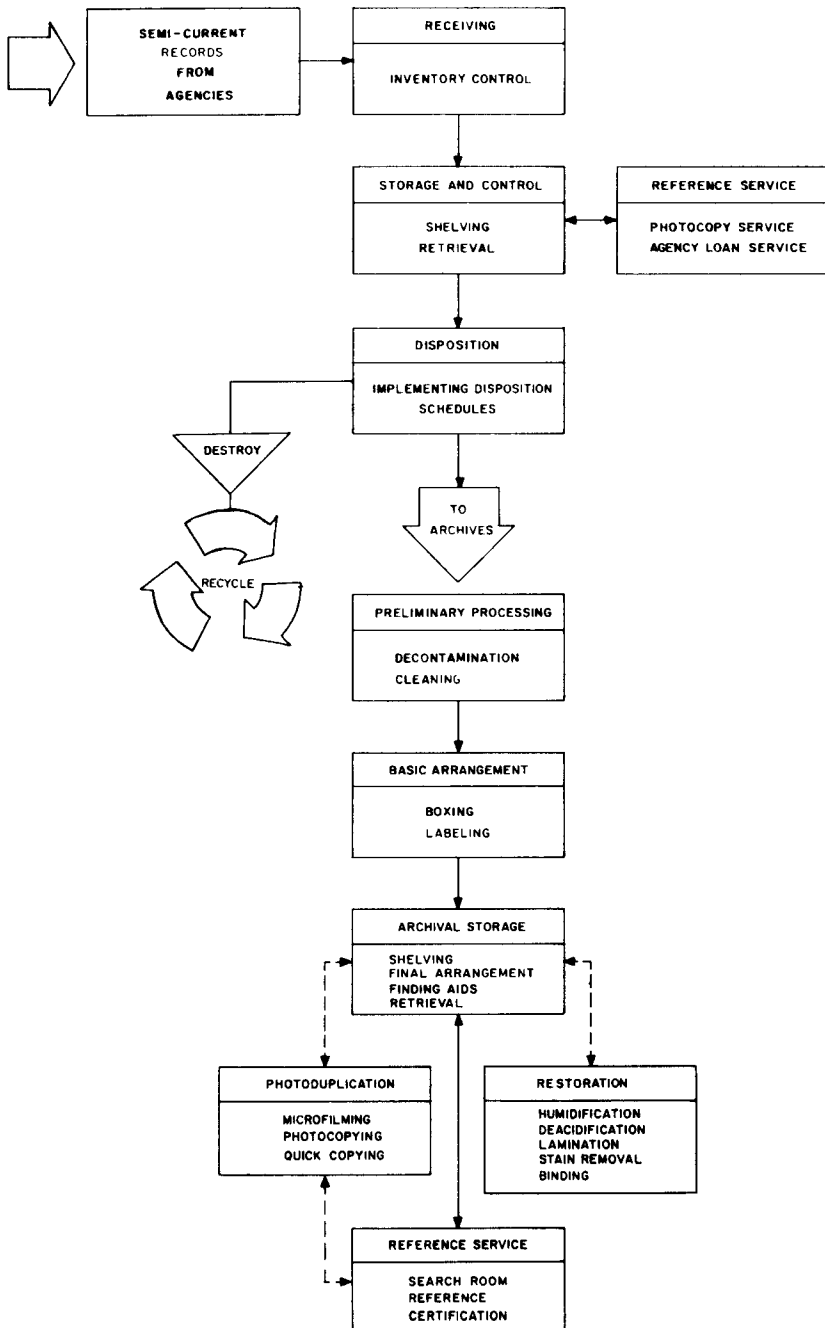
While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

MAINE STATE ARCHIVES  
ORGANIZATIONAL CHART  
JUNE 1, 1976



## GENERAL GOVERNMENT

### MAINE STATE ARCHIVES WORK FLOW AND OPERATIONS



## GENERAL GOVERNMENT

### FINANCES, FISCAL YEAR 1976:

MAINE STATE ARCHIVES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$308,746	\$			\$308,746
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales		492			492
Services & Fees		4,499			4,499
Other					
Unexpended Balance Brought Forward	14,066	13,449			27,515
Adjustment of Balance Brought Forward	(292)	1,883			1,591
<b>TOTAL FUNDS AVAILABLE</b>	<b>322,520</b>	<b>20,323</b>			<b>342,843</b>

Monies received and deposited to the credit of the State*	119				119
---	-----	--	--	--	-----

EXPENDITURES					
Total Personal Services	233,493				233,493
Wages & Salaries	211,348				211,348
Retirement	22,145				22,145
Total All Other	58,978	265			59,243
Contractual Services	38,382	265			38,647
Rents	1,912				1,912
Computer Services					
Commodities	20,596				20,596
Grants, Subsidies, Pensions					
Transfers to Other Funds (Personal Services)	8,569				8,569
Other					
Total Capital Expenditures	18,920				18,920
Buildings & Improvements					
Equipment	18,920				18,920
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>311,391</b>	<b>265</b>			<b>311,656</b>

#### SUMMARY

Total Funds Available	322,520	20,323			342,843
Total Expenditure	311,391	265			311,656
<b>NET</b>	<b>11,129</b>	<b>20,058</b>			<b>31,187</b>
Unexpended Balance Forward	1,689	20,058			21,747
Unexpended Balance Lapsed	9,440				9,440

\*Sale of scrap microfilm and information supplied under Right-to-Know Law.

### PUBLICATIONS:

#### Informational Brochures:

- (1) *Maine State Archives*
- (2) *Military Records in the Maine State Archives*
- (3) *Records Available for Genealogical Research in the Maine State Archives*
- (4) *Land Office Records in the Maine State Archives*
- (5) *Records Relating to Local History in the Maine State Archives*

#### Reference Publications:

- (6) *Maine State Archives, Microfilm List: Maine Town Records and Maine Census Records*
- (7) *Agencies of Government, State of Maine, 1820-1971*
- (8) *Public Record Repositories in Maine*

#### Operations Manuals:

- (9) *Disposition of State Records*

#### Documentary Publications:

- (10) *Dubros Times: Selected Depositions of Maine Revolutionary War Veterans* \$1.00

GENERAL GOVERNMENT

**ARCHIVES ADVISORY BOARD**

**DORRIS ISAACSON, CHAIRMAN**

**EDITH HARY, Secretary**

*Central Office:* 10 Brann Avenue, Lewiston 04240

*Telephone:* 781-3149

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 29; *Unit:* 257; *Unit Citation:* 5 M.R.S.A., Sect. 96

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Archives Advisory Board primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

**ORGANIZATION:** The board consists of 9 persons especially interested in the history of the State appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

**PROGRAM:** The Archives Advisory Board has met every other month during the fiscal year to advise the State Archivist on the destruction of records, retention schedules and on other matters of concern.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Board expenses are paid by the Maine State Archives.

**ADVISORY AND REVIEW BOARD  
ON DRIVER LICENSING  
AND VEHICLE REGISTRATION**

**LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE**

*Central Office:* Transportation Building, Child St., Augusta 04333

*Telephone:* 289-2761

*Established:* 1966

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 29; *Unit:* 258; *Unit Citation:* 29 M.R.S.A., Sect. 2246

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Advisory and Review Board on Driver Licensing and Vehicle Registration 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 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 and Vehicle Registration, 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

## GENERAL GOVERNMENT

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 met during FY 75, and revised the Maine Point System, which became effective May 21, 1976.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** The Advisory and Review Board expended \$31.00 during the fiscal year.

## **MEDICAL ADVISORY COMMITTEE (RE: LICENSING OF DRIVERS)**

**MARKHAM H. GARTLEY, SECRETARY OF STATE  
ROBERT C. BURKE, SOCIAL-MEDICAL COORDINATOR**

*Central Office:* Transportation Building, Child St., Augusta 04333

*Telephone:* 289-2879

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 29; *Unit:* 259; *Unit Citation:* 29 M.R.S.A., Sect. 547

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 Human Services.

**PROGRAM:** The Medical Advisory Committee met in June, 1976.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** The Medical Advisory Committee received and expended no funds during the fiscal year.

## GENERAL GOVERNMENT

# (OFFICE OF) GOVERNOR

JAMES B. LONGLEY, GOVERNOR

*Central Office:* State Capitol, Augusta 04333

*Telephone:* 289-3531

*Established:* Circa 1820

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 102; *Unit Citation:* 2 M.R.S.A., Sect. 1

*Average Number of Full-Time Employees:* 12

*Authorized Employee Level:* 10

**PURPOSE:** The Governor 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.

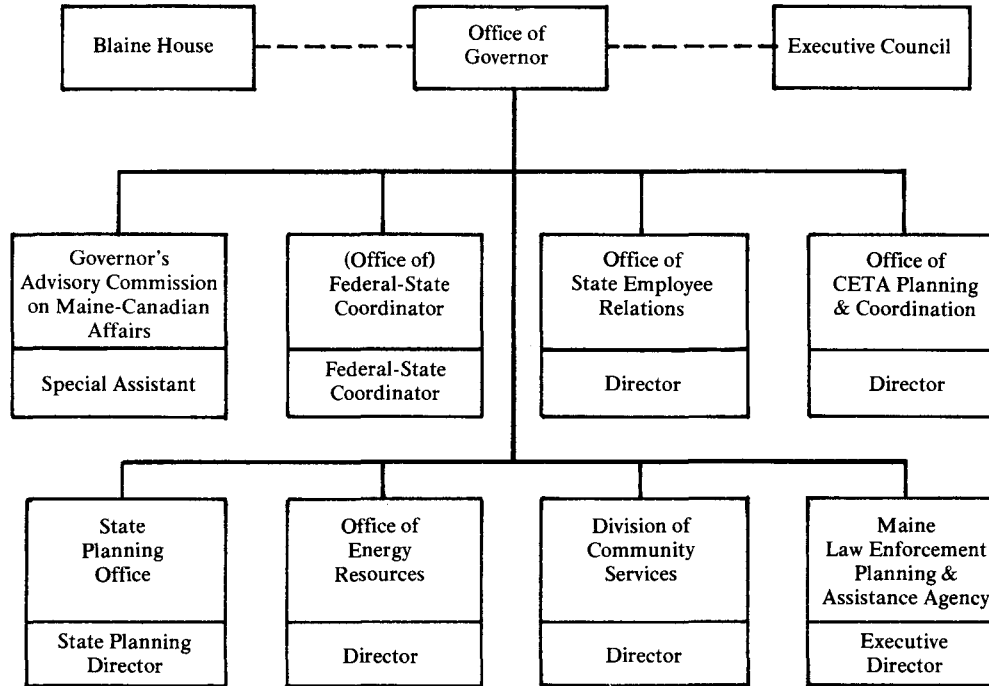
**PROGRAM:** In addition to providing for its own staff support, the office of the Governor serves to coordinate and develop the several planning responsibilities of State Government; to foster and strengthen relations with the Eastern Canadian Provinces; to improve law enforcement in the State; to plan 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. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

**Governor's Office.** 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 budget of the Governor. Operating costs for FY 76 were \$329,255.

**Blaine House.** The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide 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. Operating costs for FY 76 were \$57,719.

**Office of State Employee Relations.** The function of the Office of State Employee Relations is to represent the Governor as the employer under the State Employees Labor Relations Act. In addition to its specific collective bargaining activities, the office assists the Governor in developing and executing employee relations programs. As required by the Act, the office works closely with the Commissioner of Personnel and operating agencies and maintains liaison with the Legislative Council concerning cost items.

# ORGANIZATION CHART EXECUTIVE DEPARTMENT



## GENERAL GOVERNMENT

The activities of the office include:

1. Assisting the Governor in formulating the State's policies, objectives and strategies for its employee relations program;
2. Conducting negotiations with certified bargaining agents representing State employees;
3. Representing the State in all bargaining unit determinations, bargaining agent elections, prohibited practice complaints and any other proceedings before the Maine Labor Relations Board;
4. Coordinating the systematic compilation of all data and information needed for the development and evaluation of employee relations programs and the conduct of negotiations;
5. Coordinating the State's resources as needed to represent the State in all mediation, factfinding, arbitration or other labor disputes;
6. Assisting the Governor in preparing legislative documents needed for legislative approval of labor agreements;
7. Assisting the Governor in reviewing proposed legislation affecting State employees; and
8. Assisting operating agencies in the development and execution of sound employee relations programs by conducting training, publishing an Employee Relations Manual and maintaining a communication program concerning contract interpretation and administration and employee relations policies.

Seven collective bargaining units have been established for State employees, and another group has been designated as confidential under the terms of the Act. First agreements will be negotiated following elections to determine bargaining agents for the seven units, which should be completed in fiscal 77. These negotiations will be followed by a period of intensive training in contract administration for State officials, which will take place during fiscal 78 and 79, in addition to the preparation for and negotiation of successor agreements. Operating costs for FY 76 were \$112,150.

**Office of CETA Planning and Coordination.** This office was established to plan and coordinate manpower programs designed to provide employment training and/or employment opportunities for unemployed Maine citizens. It 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.

The Office of CETA 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 the 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. Operating costs for FY 76 were \$17,511,894.

## MAPPING ADVISORY COMMITTEE

**ROBERT G. DOYLE, CHAIRMAN**

*Central Office:* Bureau of Geology, State House, Augusta 04333

*Telephone:* 289-2801

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 102A; *Unit Citation:* FY 74 Exec. Order 26

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

## GENERAL GOVERNMENT

**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 Wildlife 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.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Fiscal accounts for the Mapping Advisory Committee are not maintained separately, but are included with those of the Bureau of Geology.

## DIVISION OF COMMUNITY SERVICES

**TIMOTHY P. WILSON, DIRECTOR**

**NANCY KENNISTON, Deputy Director**

*Central Office:* Stevens School, Hallowell 04347

*Telephone:* 289-3771

*Established:* 1964

*Incoming WATS:* 1-800-452-4617

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 102C; *Unit Citation:* FY 76 Exec. Order 4

*Average Number of Full-Time Employees:* 24

*Authorized Employee Level:* 24

**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 the Office of Economic Opportunity (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 was renamed Division of Community Services.

## GENERAL GOVERNMENT

**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, 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.

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:

**Winterization.** Activity in the winterization program continued at a similar level to previous years. With available funds of \$548,000, over 3,100 homes of low-income Maine citizens of all ages were winterized to a significant degree.

Since its inception, the winterization program has brought over \$1.6 million dollars into the State, most of which has been spent at building supply outlets throughout Maine.

The Division's latest applications to the Community Services Administration for continuation of these efforts total more than \$362,000. Thus, it is felt that another 1,950 homes, at an average cost of \$170.00 per home, will be completed this coming year. In addition, the Division has been able to supply manpower and training for local winterizing crews through the application of over \$600,000 in Comprehensive Education and Training Act (CETA), New England Regional Commission (NERCOM) and Title XX monies.

The Winterization Program is conducted by Maine's 13 Community Action Agencies and coordinated by the Division.

**Office of Ombudsman.** The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The Office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely (2) to protect the officers and employees of the State government from unwarranted or unjustified criticisms or complaints.

The office of Ombudsman is an independent, objective intermediary between the people and State government and strives to reduce errors; injustice or excesses by administrators through the use of criticism, persuasion, and publicity.

Total number of cases	240
Number closed	228
Number pending and near completion	12

**Citizens' Assistance Line.** This toll-free incoming WATS line provides Maine citizens with a channel of communication with state, federal and local agencies with which they may be experiencing difficulties. It handles the whole realm of service delivery needs; most often concerning financial assistance of one form or another. It specifically addresses the problems caused by the energy crisis (during the heating season) providing advice, advocacy and negotiation with towns and/or fuel dealers. It serves approximately 2,500 citizens per year.

**Vietnamese Resettlement Program.** For the State of Maine, this program runs from June 1975 to June 1977. Its purpose is to help 166 Vietnamese resettle successfully in the state. Resettlement includes finding homes, jobs, English language training and in general trying to ease the cultural shock. However, the program offers its services to all 400 Indo-chinese who are presently in the state.

**Maine State Office on Volunteerism.** This program provides technical assistance to managers of volunteer programs in various organizations (schools, hospitals, nursing homes, the Department of Mental Health and Corrections, social and community service agencies, etc. through both the public and private sector of the state.

This office provides training to volunteer managers and volunteers through a Statewide Conference on Volunteerism and through various workshops.

The Office provides information and referral services to voluntary agencies and/or general public through its data collection system (a survey of all known voluntary agencies in Maine and an accumulation of written material on the subject of volunteerism). As a result of the improved delivery of volunteer services, more human needs are being met throughout the State of Maine.

## GENERAL GOVERNMENT

**Housing.** Improved housing for the low-income citizens of the state is of top priority in the Division. In accordance with this priority, the Division submitted a Housing and Urban Development (HUD) Innovative Grant proposal and was awarded a grant for \$239,870. This grant will enable the Division through its affiliated Community Action Program (CAP) agencies to hire 13 housing rehabilitation technicians who will coordinate the existing weatherization and home repair task forces with the Farmers Home Administration low interest home repair funds to further the rehabilitation effort for low-income home owners in rural Maine. The program is to begin on February 1, 1977.

**Research and Planning Related Activities.** Technical assistance in research and planning activities to internal agency program coordinators and to the fourteen Community Service Administration (CSA) grantees in the state is provided in areas related to poverty programs on a continuing basis. Among the more prominent research activities internally are grant proposal development and the creation of program monitoring and evaluation systems. Major activities in this area in 1976 included support to the Winterization Project, the Maine State Office of Volunteerism, and the Public Utilities Commission-Maine Lifeline Demonstration Project.

The Division also provides data and research services to state and local agencies.

**Community Development.** Activities in the area of Community Development have focused on providing technical assistance to Maine's Community Action Agencies and other community-based social service and economic development organizations. Assistance has included organizational development, management assistance, planning and program development as well as financial assistance development.

**Head Start Coordinator.** Provides on-going technical assistance in various areas of program development to Maine's 14 Head Start programs, with emphasis on monitoring and evaluation.

**Excess Property Program.** The excess Property Program was initiated in January of 1976. It has provided Federal Excess Property to non-profit organizations, such as towns, educational institutes, the Department of Mental Health and Corrections, and State agencies. It has increased various educational program's abilities when budgets did not allow for expensive equipment. An estimated total dollar value for the year is \$30 million.

This program consists of screening of property, processing paper work, pick-up and distribution throughout the State of Maine.

**Youth Conservation Corps (YCC).** The 1976 YCC program successfully served some 120 Maine youths in a work/education summer camp experience. Participants were employed at two camp sites, Mt. Blue State Park and Camden Hills State Park, doing much needed conservation projects, while at the same time receiving valuable environmental awareness training. 1977 plans call for expansion to 3 camps sites serving 180 youths.

**Manpower.** The coordinator will serve as the Division resource person in the manpower area as needed.

**Elderly Coordinator.** This person serves as an advisor to the Division director on the activities and new developments in the area of elderly programs in the State, and also serves as liaison to the 5 Regional Task Forces.

**Lifeline.** The Public Utilities Commission (PUC) designated the Division as the coordinating agency for the enrollment of low-income elderly into the one-year experimental energy conservation program. The program officially began on December 1, 1975, and officially ended on November 30, 1976. Low income elderly residents of Fort Kent, Caribou, Bangor, Ellsworth, Rockland, and Portland were eligible for the program. By March 1, 1976, 95% of those eligible under PUC regulations had enrolled. A computer printout on the result of electrical savings, personal savings, public and participant reaction is being readied by the Division and PUC. A total of 2,703 persons enrolled in the program.

**Tour Scheduling.** The Division assumed the tour scheduling activities for the State House Complex on January 5, 1976. This was formerly done by the State Museum. These activities include (1) arranging, scheduling, and canceling, if necessary, tours of the State House Complex for groups (school, senior citizen, girl/boy scout, etc.) and also for individuals, if requested, (2) maintaining records of tours, (3) publishing biannually a pamphlet entitled *Maine History Bulletin* which contains all the necessary information regarding available tours and programs and which is sent to all Maine schools. It is estimated that of the approximate 520 tours scheduled

## GENERAL GOVERNMENT

by the Division that there were approximately 25,000 scheduled visitors to the State House Complex during 1976.

**Minority Business Educational and Managerial Development Project.** This project will attempt to ascertain: 1) the number of minority and low-income owned businesses; 2) how many federal, state and local dollars are being utilized to assist these businesses in the area of training, planning and technical assistance; 3) potential minority entrepreneurs, who may be interested in starting a small business; 4) the past and present relationship between the Small Business Administration and minority and low-income owned businesses. Such an inventory will be used to help establish a mechanism that can address the educational needs of minority business owners and improve the recruiting of minority participants into business educational and managerial training programs.

**Special Research Project — Nutrition and Family Planning.** Through various contacts with Community Action Programs, state agencies and other interested parties the Division is analyzing the present status of family planning and nutrition programs around the state with the view toward improved coordination of service delivery.

### PUBLICATIONS:

*Profile of Poverty — Maine*

*Community Action Programs and the Poor People of Maine — A History*

*A Personnel Handbook* (Controlled Distribution)

### FINANCES, FISCAL YEAR 1976:

Division of Community Services	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$1,684,027		\$1,684,027
Total Expenditure			1,224,000		1,224,000
NET			460,027		460,027
Unexpended Balance Forward			460,027		460,027
Unexpended Balance Lapsed					

## GOVERNOR'S ECONOMIC ADVISORY COMMITTEE

JOHN M. DAIGLE, CHAIRMAN

GALEN COLE, Vice Chairman

Central Office: State House, Augusta 04333

Telephone: 774-8221

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 07; Unit: 102D; Unit Citation: FY 75 Exec. Order 2

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

**PURPOSE:** The purposes of the Governor's Economic Advisory Committee are to make a continuing evaluation of economic conditions and problems in the State of Maine and to advise the Governor. The Committee can develop and initiate recommendations to the Governor concerning economic policy issues; to act on the request of the Governor to study and issue advice to the Governor on specific issues or problems relating to the economy; to take such advisory actions as are necessary and desirable to insure that issues relating to economic activity in the public interest are brought to the attention of the Governor and are given appropriate emphasis, along with environmental issues in matters related to the state's development; and to be available to the Governor to provide advice and information to other state agencies upon the request of the chief executive.

**ORGANIZATION:** The committee holds regular meetings in Augusta at times designated by the Chairman or at the request of the Governor, but at least every two months, and an agenda is

## GENERAL GOVERNMENT

prepared and mailed to all members at least seven days prior to a meeting. Any member may request in advance that an item appear on the agenda. The committee chairman is appointed by the Governor and a vice-chairman is selected by the committee. The Governor or a designated representative from his staff attends each meeting, and minutes are transmitted to the Governor and committee members after each meeting.

The chairman, with the approval of the committee, may appoint any sub-committees as he deems necessary and appropriate, and the Committee establishes such rules of procedure as it deems necessary to conduct its meetings and business in an orderly and effective manner.

The committee consists of up to 30 members appointed by the Governor, and its members serve without compensation.

The committee's role is advisory and its actions or recommendations are not binding on the Governor or on any governmental agency.

**PROGRAM:** The Committee has concentrated its efforts to prepare a report to Governor Longley covering recommended objectives and strategies for economic development in Maine. Following are the purposes and guidelines to achieve the recommended objectives.

This administration believes that objectives for economic development of the State of Maine must be clearly set forth so as to accomplish the following purposes.

1. Provide one of the bases for evaluating present and proposed laws, regulations, and administrative procedures as to their consistency with the goals.
2. Provide a focus for public debate on the issues in the State's economic position, present and future.
3. Express clearly the State's objectives for economic development so that the State's advantages can be translated to and communicated with development interests whose goals will be consistent with those of the State.
4. Provide a framework for the creation of an economic development plan which shall be an integral part of the Maine Comprehensive Plan.
5. Improve public understanding and support of the requirements, benefits, and compromises incident to a program of economic development.

The following basic assumptions represent the guidelines for formulating specific objectives and implementing the strategies for achieving those goals. Emphasis should be placed on the measurability of goals so that progress toward achievement can be identified.

1. The long-range social and economic health of the State requires the achievement of a properly balanced business, industrial, agricultural and recreational structure.
2. The objective of State government policy and action will be to provide positive incentives for economic development and eliminate **unnecessary** and conflicting restrictions and regulatory obstacles.
3. The State's overall policy guidelines and specific objectives will be sufficiently flexible to allow for local options in view of the State's diverse geographic, resource and population characteristics.
4. The economic development of enterprises now located in the State will carry as much priority as the attraction of new industries.
5. The appropriate balance between economic health and environmental concerns will be achieved with consideration of the State's overall economic objectives as well as the interests of local citizens.

**PUBLICATIONS:** Report to James B. Longley covering recommended objectives and strategies for economic development in the State of Maine. November 1975.

**FINANCES, FISCAL YEAR 1976:** None

GENERAL GOVERNMENT

**GOVERNOR'S ADVISORY COMMITTEE ON  
COASTAL DEVELOPMENT AND CONSERVATION**

**WINTHROP LIBBY, CHAIRMAN**

**STEVEN L. WEEMS, FISCAL CONTACT**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3261

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 102E; *Unit Citation:* FY 76 Exec. Order 10

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The purpose of the Committee on Coastal Development and Conservation is to advise the Governor and the State Planning Office on Maine's Coastal Planning Program. The Coastal Planning Program is an effort to improve economic, social, and environmental conditions in Coastal Maine by advising decision makers on the use of coastal resources. The program includes work on issues related to Outer Continental Shelf oil and gas development, as well as those dealing with shoreline areas.

**ORGANIZATION:** The Committee on Coastal Development and Conservation was originally established by Executive Order in March 1975 and again in February 1976 by Governor Longley, with a broader charge. As reestablished, the Committee on Coastal Development and Conservation now consists of 17 members. The membership of the Committee is as follows: general public 6, Legislature 2, University of Maine 1, Regional Planning Commissions 1, and State government 7. All of the members, except those which serve ex officio, are appointed by the Governor.

**PROGRAM:** The full Committee on Coastal Development and Conservation, as reestablished, met twice after its members were appointed in January of 1976. Numerous meetings of subcommittees were held during the same time. The meetings held were to a large extent organizational. Two areas in which the Committee on Coastal Development and Conservation has done considerable work include issues related to Outer Continental Shelf oil and gas leasing, exploration, and development and the development of a program for funding under Section 306 of the Federal Coastal Zone Management Act. The latter is important to assure the continued availability of resources to address coastal issues and problems in Maine.

Other aspects of the Coastal Planning Program have focussed on completing inventories of statistical and mapped information relevant to resource planning for the coast; the publication of a series of over 200 maps of the coastal area showing resource characteristics and use; and providing technical assistance to help towns, industries, and others solve their resource planning problems.

**PUBLICATIONS:** No publications have resulted solely from the work of the Committee on Coastal Development and Conservation. Numerous publications enumerated under the State Planning Office have resulted from the Coastal Planning Program as a whole.

**FINANCES:** The finances for the Committee on Coastal Development and Conservation are included within the finances for the State Planning Office.

GENERAL GOVERNMENT

**GOVERNOR'S ADVISORY COUNCIL ON  
BUSINESS DEVELOPMENT AND PROMOTION**

**WOODBURY BRACKETT, CHAIRMAN**

*Central Office:* State House, Augusta 04333

*Telephone:* 783-1538

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 102F; *Unit Citation:* FY 75 Exec. Order 7

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Council is available to the Governor for advice in the area of industrial development and can initiate recommendations which are advisory in nature, to the Governor. The Committee must be alert to problem areas in industrial development and must keep the Governor advised in this regard.

The Council's top priority is to aid and to assist the Governor in helping and retaining existing industries in the state and to promote Maine firms, products and people. The Committee also advises and assists the Governor in attracting new industry to the state.

**ORGANIZATION:** The Council consists of no more than 20 persons from throughout the state appointed by the Governor. A Chairman is appointed by the Governor and the Council may select a Vice-Chairman from its membership. The Council meets at the call of the Chairman no less than once every two months. At least seven days notice must be given members prior to the meeting. Minutes of each meeting are distributed to the membership and to the Governor no later than seven days after the meeting. The Committee serves without compensation. The Council is presently made up of eighteen people from various segments of the business community and from different parts of the State.

**PROGRAM:** Throughout the fiscal year the Council held meetings in Augusta and also held two area meetings in Portland. A number of recommendations regarding business development have been forwarded to the Governor. The Council stands ready as a body and individually to assist the Governor through their broad contacts, to help create job opportunities and to further economic development in Maine.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

**GOVERNOR'S ADVISORY COMMISSION ON  
MAINE-CANADIAN AFFAIRS**

**JULIEN LEBLANC, COORDINATOR**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3138

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 102G; *Unit Citation:* FY 75 Exec. Order 11

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PREFACE:** The Governor's Coordinator of Canadian Relations and Trade performs the duties and functions necessitated by the State of Maine's relations with Canada until the Maine-Canadian Exchange Office becomes operational.

**PURPOSE:** This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Canadian cooperation, particularly with the Eastern Canadian provinces and to strengthen all areas of worthwhile regional

## GENERAL GOVERNMENT

cooperation with Canada and coordinate new areas of fruitful regional enterprise, with particular attention to the potential for economic development, environmental improvement and energy exchanges, disseminate information to the public and encourage and promote economic, governmental, cultural, and educational exchanges and modes of contact. The areas of involvement include: tourism, fisheries, transportation, industrial and economic development, the environment, agriculture and forestry, cultural affairs, banking and finance.

Specific functions have included coordinating conferences and meetings between State officials and their Canadian counterparts, promoting and implementing student, cultural and crafts exchanges, responding to citizens' inquiries on immigration and customs regulations, supporting the implementation of the New England Governors' and Eastern Canadian Premiers' programs at the State level, actively participating in border problems arising from labor, rights-of-way, licensing and flooding involving border municipalities. The economic development participation has included tariff surveys, promotion of the State of Maine in Canada, the promotion of Maine products among our Canadian neighbors, and evaluation, study and coordination of industrial development proposals for Maine/Canada.

The commission also serves as a referral, information, and translation service for various governmental departments, private industry and private citizens and as a liaison for the Governor's office with the Canadian provincial and federal governments and the U.S. government.

**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, the governor established by Executive Order the Governor's Advisory Commission on Maine-Canadian Affairs in 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 the Commission 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. 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 the Commission has acted as a referral center and coordinator for mutual cooperation and exchange by Provincial and State officials. The Commission 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 for workshops for Maine craftspeople with their Canadian counterparts.

The Commission 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.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Included with those of the (Office of) Governor.

## GENERAL GOVERNMENT

### MAINE LAND AND WATER RESOURCES COUNCIL

**WILLIAM R. ADAMS, JR., COMMISSIONER, Department of Environmental Protection**

**ROBERT COAKLEY, BUSINESS MANAGER, Department of Environmental Protection**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2811

*Established:* 1976

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 102H; *Unit Citation:* FY 76 Exec. Order 12

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The basic purpose of the Council is to advise the Governor, Legislature, and State agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. While Maine has many important resource planning and management programs, they have been established separately over the years. There is a need to define the complete program that will provide linkage between existing programs and a context for them to operate within. The Council's general purpose, as stated above, is to develop the "complete program". An additional basic purpose of the Council is to prepare coordinated recommendations for State policy on major proposals (for example, the Acadia Park Master Plan and the Environmental Impact Statement for the Pittston Eastport Oil Refinery).

**ORGANIZATION:** The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976.

The Council's membership consists of: the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Director of the State Development Office, the Director of the State Planning Office, the Vice President for Research and Public Service, University of Maine, a member of the Maine Senate, a member of the Maine House of Representatives, and the Chairman of the Regional Planning Commission's Directors Association.

The Department heads, Office Directors, Chairman of the Regional Planning Commission's Directors Association, and the Vice President for Research and Public Service of the University of Maine are ex-officio members. The Maine Senate member is appointed by the President of the Senate and the House member by the Speaker of the House.

**PROGRAM:** Between March 19, when the Council was established, and June 30, the Council met twice.

The Council's first two meetings were largely concerned with organizational matters. At its second meeting the Council did adopt an outline of its proposed Land and Water Resources Planning and Management Program and established a tentative work program to accomplish high priority tasks.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** The Council's expenses are paid by the State Planning Office.

### EXECUTIVE COUNCIL

**CARL E. CIANCHETTE, CHAIRMAN**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3531

*Established:* 1820

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 104; *Unit Citation:* 5 Constitut 2-

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

## GENERAL GOVERNMENT

**PURPOSE:** The Council consists of seven persons, citizens of the United States, and residents of this State, for the purpose of advising the Governor. The Governor has full power to assemble and he with the Councillors, or a majority of them may from time to time, hold and keep a Council, for ordering and directing the affairs of state according to law.

**ORGANIZATION:** The Councillors are chosen biennially, on the first Wednesday of January, by joint ballot of the Senators and Representatives in convention; and vacancies, which afterwards happen, are filled in the following manner: the Governor with the advice and consent of the Council appoints within thirty days from said vacancy a Councillor from the same district in which the vacancy occurred, and the oath of office is administered by the Governor; said Councillor holding office until the next convening of the Legislature; but not more than one Councillor can be elected or appointed from any district prescribed for the election of Senators. Council members are privileged from arrest in the same manner as Senators and Representatives.

**FINANCES, FISCAL YEAR 1976:** Finances for the Executive Council are included with those of (Office of) Governor.

## STATE PLANNING OFFICE

**ALLEN G. PEASE, DIRECTOR**

**ALAN D. GOODWIN, Supervisor**

*Central Office:* 184 State Street, Augusta 04333

*Telephone:* 289-3261

*Established:* 1968

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 105; *Unit Citation:* 5 M.R.S.A., Sect. 3303

*Average Number of Full-Time Employees:* 42

*Authorized Employee Level:* 49

### *Organizational Units:*

Comprehensive Planning & Assistance Division	Resource Planning Division
Economic Planning & Analysis Division	Technical Services Division
Commission on Maine's Future	
Critical Areas Advisory Board	
A-95 Review	
Land and Water Council	
Advisory Committee on Coastal Development and Conservation	
Federal Activities Impact Coordination	
Shoreland Zoning Coordination	
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.

## GENERAL GOVERNMENT

**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; Critical Areas Register and Advisory Board, in 1974; Commission on Maine's Future in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the A-95 Clearinghouse, the Land and Water Council, Advisory Committee on Coastal Development and Conservation, federal activities impact coordination and membership on the New England River Basins Commission.

The internal organization established administratively in 1975 includes the office of the Director and four divisions; namely, Comprehensive Planning and Assistance Division, Resource Planning Division, Technical Services Division and Economic Planning and Analysis Division.

### **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 Housing and Urban Development (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, Human Services, 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.

Major reorganization legislation passed by the 107th Legislature includes creation of the State Development Office and Office of Energy Resources, restructuring of the Personnel Department; establishment of a Central Licensing Bureau for small boards and commissions; abolition of and redistribution of the powers and duties of Executive Council.

**State Clearinghouse (A-95).** During FY 76, over 800 projects were submitted for review under the provisions of the Office of Management and Budget 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 30 non-state contacts (11 regional planning commissions, University of Maine, etc.) for their review and comment by means of a 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. In October, 1975, the State Clearinghouse began computerization of federal grants awarded to Maine applicants. Information on grants is available upon request.

**Legislative Program Coordination and Development.** Pursuant to Executive Order No. 3, FY 75-76, and No. 15, FY 75-76, the State Planning Office assumed primary responsibility for preparation and development of the Governor's Legislative Program. Responsibility includes coordination of legislative suggestions from all agencies of State government; recommendations from the several Task Forces and committees; the Governor's Office and the State Budget Office. Review and evaluation is conducted by members of the State Planning Office staff and a special Legislative Review Committee selected by the Governor and headed by the Director of the State Planning Office.

**State Housing Plan.** The State Planning Office, the Maine State Housing Authority and the Regional Planning Commissions are cooperating in a statewide housing plan. This effort has resulted in the preparation of draft regional housing plans as well as a draft state housing plan which will be under review in the fall of 1976. Attempts to develop alternative methods of home construction and maintenance have also been undertaken, culminating in a competition for the design of low-cost housing to be completed in September, 1976. 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

## GENERAL GOVERNMENT

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 FY 74. With the assistance of the Maine State Library, a basic planning library for the Office has been created. In FY 75, the Office library assimilated former Department of Commerce and Industry books and other materials and developed a planning library program of greater assistance to planners and planning interests in the State. A series of planning bibliographies are now underway as well as the exploration into ways of assisting regional planning agencies in developing basic resource data capabilities. Reference research assistance will also be offered to planning-related agencies.

**Shoreland Zoning.** The State Planning Office, in carrying out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning, held numerous workshops and meetings with municipalities throughout the State to assist local officials in complying with the Mandatory Shoreland Zoning Act. The State Planning Office has continued to advise municipalities on matters related to shoreland zoning, particularly the 112 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including the amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act.

**State Policies Plan.** This year's aim was to develop a policies planning process that would contribute to the development of a more comprehensive perspective of State government policies, and to a better understanding of the interrelationship which exists between many individual departmental concerns. Departments were requested to identify and describe the major issues and problems with which they are currently dealing or expect to face in the near future.

**Comprehensive Planning.** The State Planning Office has continued to administer, coordinate and assist the planning activities of Maine's eleven Regional Planning Commissions and 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. It also provided staff assistance to the State Capitol Planning Commission in the preparation of the annual update of the Maine Capitol Planning Commission Report.

**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 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 Wildlife; 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. The development of a detailed housing monitoring system is now underway and will become an ongoing component of the system. Selected data obtained from State agencies are also filed in the system. During the past fiscal year, efforts to update the "State Land Use Code" were begun, along with an update of the "Index of State Agency Data Files". The Maine Indian Census was also completed. In FY 77, efforts have also begun to develop a strong information data base on a town basis including assisting the Maine Municipal Association in preparing community needs assessments. 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.

## GENERAL GOVERNMENT

**Coordination of the Impact of Federal Activities.** By Executive Order the Governor created a Federal Activities Impact Coordination to coordinate the State's input into Defense Department decisions that could have a major impact on the people of the State. Major activities have involved proposed cutbacks at Loring Air Force Base and apparent loss of machine gun contract at Maremont in Saco to a Belgian firm.

**Water Resources Planning Program.** The major efforts on this program have been fourfold:

1. Participation in establishment of the Land & Water Resources Council reported on in the section of this report on statewide resource planning. The establishment of the Council was the major recommendation of the Water Resources "Guide Plan" report completed in the previous reporting period.
2. Completion of the 1: 250,000 map overlay series for the state and its subregions.
3. Inventorying federal resource planning and management programs.
4. Completion of the river and lakes index data processing files and distribution of this information to major resource agencies.

**Statewide Resource Planning.** The major accomplishment on this program in the past year has been the establishment of the Land and Water Council by Executive Order of Governor Longley. This group consists of the Commissioners of agencies of state government which have a major role in resource planning and management, a representative of the regional planning commissions, a member from the Maine House & Senate, a representative of the University of Maine. The Council serves as a mechanism and catalyst for developing a coordinated, integrated resource planning and management program for Maine.

During the period the Council defined what it believed to be an integrated resource planning and management system. Further, it identified top priority work items for developing this system. The Land and Water Council will also provide direction for the State-wide Land Use element required by the 701 State Comprehensive Program funded by the Department of Housing and Urban Development.

**State Planning Council.** This Council was repealed by the Legislature as several citizen and official groups have been created to provide necessary input to the several programs of the State Planning Office.

**Coastal Planning.** A series of maps containing information useful for land use planning were published and distributed to all towns in mid-coastal Maine. Each series for a geographic area includes the following: a base map, a soils map, a land cover map, a recreational facilities map, 2 maps of wildlife and marine resources, and a map of watersheds and water classifications. A substantial portion of the same maps for the remainder of the coast (portion) was prepared for publication. Work continued to complete socio-economic and natural resource inventories for the coastal area. Technical assistance to municipalities, industries, and individuals in solving their land use planning problems was rendered directly by program personnel and through the Regional Planning Commissions. Natural resource inventory courses were taught at nine locations along the coast to assist towns to analyze and solve their own land use problems.

A redirection of the coastal program was accomplished by the reconstituted Advisory Committee on Coastal Development and Conservation established by Governor Longley in February, 1976. This group provides policy direction for the program. It consists of representatives of the public, the University of Maine, the Legislature, the Regional Planning Commissions, and the major relevant state agencies. The redirection of the program has resulted in increased public input and emphasis on local planning and management problems.

**Critical Areas Program.** A process which enables the systematic evaluation of the values of potential critical areas in both an absolute and comparative sense was developed for the Critical Areas Program. This process involves the identification of a critical area type (e.g. rare animal habitat and waterfalls) and the preparation of a planning report on the subject or type. The planning report pulls together all the available information on the subject and documents why selected sites should be further evaluated for possible registration.

As part of the planning process for the Critical Areas Program a report was completed on the types of natural features in Maine that may be of unusual significance. This report will serve as a catalog of potential types of critical areas and as a source of background information on the types.

## GENERAL GOVERNMENT

### **PUBLICATIONS:** (List up to 10 having general interest and price, if any).

Housing Seminar Series

Publication of a series of seminars held on specific housing issues

200 Years of Maine Housing: A Guide for the House Watcher

Housing Options Directory

A New Look at Maine's Future Population — Projections to 1990

Maine Planning and Land Use Laws 1976-77

A Survey of Municipal Planning and Regulatory Activity

Maine Critical Areas Program

Management of Water and Related Land Resources in the State of Maine

Maine Coastal Inventory

A series of maps

Standard Classification System for Land Cover in Maine;

Land Cover Coding Manual

### **FINANCES, FISCAL YEAR 1976:**

State Planning Office	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$608,520	\$1,575	\$866,571		\$1,476,666
Total Expenditure	513,465	600	666,446		1,180,511
NET	95,055	975	200,125		296,155
Unexpended Balance Forward	57,599	975	200,125		258,699
Unexpended Balance Lapsed	37,456				37,456

## **(OFFICE OF) FEDERAL-STATE COORDINATOR**

**JOSEPH M. HOCHADEL, FEDERAL-STATE COORDINATOR**

*Central Office:* Room 134, State House, Augusta 04333

*Telephone:* 289-3138

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 108; *Unit Citation:* 1965 P & SL Chap. 262

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 2

**PURPOSE:** The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

**ORGANIZATION:** The coordinator is appointed and his/ her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and a clerical assistance may be employed as necessary.

**PROGRAM:** As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function 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 economic development. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

**PUBLICATIONS:** None

## GENERAL GOVERNMENT

### FINANCES, FISCAL YEAR 1976:

Office of Federal-State Coordinator	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$42,597				\$42,597
Total Expenditure	37,057				37,057
NET	5,540				5,540
Unexpended Balance Forward	5,540				5,540
Unexpended Balance Lapsed					

## OFFICE OF ENERGY RESOURCES

ABBIE C. PAGE, DIRECTOR

GARY LINTON, Deputy Director

*Central Office:* 55 Capitol Street, Augusta 04333

*Telephone:* 289-2196

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 109; *Citation:* 5 M.R.S.A., Sect. 5003

*Average Number of Full-Time Employees:* 7

*Authorized Employee Level:* 2 (state funds)

*Organizational Units:*

Comprehensive Energy Planning

Energy Policy Analysis

Fuel Management

Energy Conservation Programs

Education and Consumer Affairs

Research and Development

**PURPOSE:** The Office of Energy Resources was established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that Plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy; to encourage, direct and sponsor research and development of Maine's native energy resources; and to provide information on all of these activities and on energy matters generally, to the citizens of Maine.

**ORGANIZATION:** The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in Section II of this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation office which had formerly been part of the Bureau of Civil Emergency Preparedness.

At this time, OER is a small agency having a single staff person assigned to each of the program elements listed in Section IV. It also has an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives and the Maine Senate.

**PROGRAM:** Due to the absence of a Director between March and October of 1976 and the shortage of staff experienced until April of 1976, the projects described below are incomplete at the time of this writing.

**Comprehensive Energy Planning.** The enabling statute which created the Office of Energy Resources requires the preparation of a Comprehensive Energy Plan for the State. The statute also requires the Office of Energy Resources to prepare a set of emergency contingency plans for Maine which could be implemented in the event of a statewide energy emergency such as another oil embargo. These planning programs are being carried out concurrently with the Conservation Planning Program in order to facilitate intergration between plans and to coordinate data usage.

A Comprehensive Energy Planning Task Force has been established and is reviewing sections of the Comprehensive Energy Plan as they are completed. This Task Force consists of

## GENERAL GOVERNMENT

personnel from other agencies of State government as well as knowledgeable outside experts. Additionally, conservation data is being incorporated into the Comprehensive Energy Plan to indicate the maximum possible energy savings which can be achieved through conservation measures. The data is also being used in the Energy Emergency Contingency Plan as an indication of where discretionary uses of energy might be curtailed.

Computer assistance in data management has been provided by several sources. The most notable of these is the New England Energy Management Information System (NEEMIS) available through the Massachusetts Institute of Technology.

**Energy Policy Development.** The Office of Energy Resources is required by statute to produce an energy policy for the State. Such an energy policy must be developed in a systematic manner to insure that all major issues facing the State are discussed. To accomplish this, the staff of the Office of Energy Resources is preparing a series of "white papers" each discussing a major energy question of concern to Maine's people. These papers will be circulated to the broadest possible audience in order to insure that reaction and comments can be gathered from all sectors of the society. Feedback thus generated will be used to draft a final set of recommendations for the Governor and Legislature.

In addition to producing an energy policy for Maine this Office is responsible in several policy functions: to respond to Federal energy policy initiatives; to provide analysis of policy for the Governor and Legislature; to prepare legislation for the Governor's review; and to supply energy policy analysis for the Coastal Zone Management program of the State Planning Office.

The Office of Energy Resources is also involved in policy related matters with the other New England States and on a national level. The Director serves as an advisor to the six New England Governors through the New England Regional Commission Energy Committee and to the Federal Government through the Energy Policy Advisory Group of the Brook Haven National Laboratory. During this past year the Office of Energy Resources also served a major staff role in the work of the New England Governors-Eastern Canadian Premiers Energy Committee in preparation for an annual meeting held in Chatham, Massachusetts.

**Fuel Allocation.** The Federal Petroleum Allocation Program serves to guarantee an uninterrupted supply of petroleum products to our State. Under this program major oil companies are required to set-aside 3% of their monthly supply obligation which is based on the comparable month in 1972. The distribution of this set-aside product is the responsibility of the State Fuel Allocation Officer.

Last year the following was released from the State reserve to assist consumers experiencing supply problems.

Propane	70,475 gallons
Gasoline	2,481,127 gallons
Kerosene	218,282 gallons
No. 2 fuel oil	1,946,444 gallons
Diesel	338,531 gallons

Since June 30th all products except gasoline and propane were decontrolled.

**Energy Conservation.** In addition to outlining emergency curtailment measures, the Office of Energy Resources is identifying opportunities for energy conservation throughout the State. This activity involves the establishment of numerous advisory committees, the drafting of model codes, organization of public awareness campaigns (such as Energy Conservation Month) and individual assistance and technical advice to home owners and businesses.

Conservation related activities over the past year have included:

1. Seminars on Energy Conservation Building Standards.
2. A workshop on the Federal Industrial Conservation Program.
3. Participation on committees established to study building standards for Maine schools.
4. Sponsorship of a school building "retrofit" demonstration program.

The Office of Energy Resources also prepared the **State Agency Energy Conservation Plan**. The plan outlines energy and cost saving measures which can be undertaken by the various agencies of State Government. Governor Longley implemented the plan by Executive Order early in 1976.

**Research and Development.** The Office of Energy Resources has been actively assisting individuals and organizations in drafting proposals to submit to federal research and development agencies. It is also compiling a register of technically trained research personnel, projects, and programs within Maine as a first step towards attracting more federal interests in Maine-related research.

## GENERAL GOVERNMENT

Recently, the Office of Energy Resources has allocated a small sum of money to be used for research and development purposes and the design of a research program is underway. Through the assistance of a volunteer to the Office, a strategy is being developed for approaching private funding sources as well.

The Office of Energy Resources has provided input to the New England Regional Commission in design of regional research and development programs in wood and solid waste. It has also been instrumental in organizing a regional conference outlining the research and development priorities of the Federal Energy Research and Development Administration. Close liaison is maintained with the University of Maine in all of these efforts.

**Education and Consumer Affairs.** In addition to publishing a regular newsletter, "Maine Energy," the Office of Energy Resources receives and handles an average of 50 citizen inquiries per month on all energy subjects. In addition the Office maintains an active speakers bureau and participates in numerous lectures, panels and educational displays. The Office maintains a well stocked library and numerous free pamphlets are available upon request.

### **PUBLICATIONS:**

"Maine Energy" — bimonthly newsletter which explores energy topics and issues of interest in the field of energy. Free

"In the Bank . . . Or Up The Chimney" — A guide to energy saving home improvements for the do-it-yourselfer. \$.55

"Maine Methanol: Collected Working Papers on the Production of Synthetic Fuel From Wood" \$.86

"Interim Energy Policy and Comprehensive Energy Plan For the State of Maine — Report to the 107th Legislature" \$1.00

"Maine State Agency Energy Conservation Plan" — A program to decrease the energy consumption of state agencies. Free

"Energy Conservation in New Building Design, Conference on ASNRAE 90-75 Building Standards" — Proceedings of a November 1975 conference of engineers, architects, builders, developers, and government officials to discuss the ASNRAE 90-75 Energy Conservation Building Standard. Free

"Energy, Heating Industry and the Maine Coast" — A report from a special task force established by former Governor Curtis to explore alternatives for oil industry development along the Maine Coast. \$1.75

### **FINANCES, FISCAL YEAR 1976:**

Office of Energy Resources	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$28,526		\$90,788		\$119,314
Total Expenditure	17,796		47,314		65,110
NET	10,730		43,474		54,204
Unexpended Balance Forward			43,474		43,474
Unexpended Balance Lapsed	10,730				10,730

GENERAL GOVERNMENT

## COORDINATOR OF ATOMIC DEVELOPMENT ACTIVITIES

For Information Contact (Office of) the Governor

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3531

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 110; *Unit Citation:* 10 M.R.S.A., Sect. 102

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 1

**PURPOSE:** The coordinator of atomic development activities acts as a deputy of the Governor in matters relating to atomic energy and other forms of radiation, including participation in the activities of any committee formed by the New England states to represent their interest in such matters and cooperation with other states and with the Government of the United States.

The Coordinator of Atomic Development Activities keeps the Governor and Council and the several interested departments and agencies informed as to private and public activities affecting atomic industrial development and must enlist their cooperation in taking action to further such development as is consistent with the health, safety and general welfare of this State.

**ORGANIZATION:** The Governor and Council appoints a citizen of this State to serve as adviser to the Governor with respect to atomic industrial development within the State.

**PROGRAM:** The Coordinator of Atomic Development Activities by law, has the duty of coordinating the studies, recommendations and proposals of the several departments and agencies of the State and its political subdivisions with each other and with the programs and activities of the Department of Labor and Industry and of the State. So far as may be practicable, he/she must coordinate the studies conducted, and the recommendations and proposals made, in this State, with like activities in the New England and other states and with the policies and regulations of the United States Atomic Energy Commission. In carrying out these duties, he/she must proceed in close cooperation with the Department of Labor and Industry and the Department of Economic Development.

During FY 76 the position of Coordinator of Atomic Development Activities was unfilled. Therefore this unit was inactive during the year.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

## MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY

THEODORE T. TROTT, JR., EXECUTIVE DIRECTOR

IVAN F. LABREE, Deputy Director

*Central Office:* 11 Parkwood Drive, Augusta 04330

*Telephone:* 289-3361

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 112; *Unit Citation:* 5 M.R.S.A., Sect. 3350

*Average Number of Full-Time Employees:* 35

*Authorized Employee Level:* 35

*Organizational Units:*

Financial Management and Systems Development

Planning and Program Development

**PURPOSE:** The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to carry out programs of planning for more effective law enforcement and criminal

## GENERAL GOVERNMENT

justice and for assisting local and State agencies in improving the 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 Crime Control Act of 1976, the Juvenile Justice and Delinquency Prevention Act of 1974 and is authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile delinquency 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 & Corrections, the State Planning Director, and the Chief Medical Examiner. The remaining members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

**PROGRAM:** Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. MCJPAA was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels. Some significant accomplishments include the following.

**Examining and Understanding of Crime and Criminal Justice.** Review and codification of Maine criminal laws resulting in Maine's first uniform criminal code, including classification of offenses and identification of a structure for sentencing, was a major accomplishment of the agency this year. A continuous picture of crime in Maine, begun in 1974, through the Uniform Crime Reporting Program and Criminal Justice Data Center was also effected. Continuous inventory and study of juvenile, police, court, prosecutorial-defense, and corrections activities through MCJPAA planning and contractual services, was another significant accomplishment.

**Education and Training.** A big step was the purchase of the Maine Criminal Justice Academy in Waterville including initial staffing and procurement of equipment to provide mandatory basic and voluntary in-service training programs to criminal justice personnel.

Furthermore the Agency was involved in the creation of college-level degree programs in Criminal Justice and Law Enforcement at three campuses of the University of Maine (Augusta, Bangor and Portland/Gorham) and Southern Maine Vocational Technical Institute. Additionally regional in-service training program at Bangor and Sanford Police Departments were implemented.

The Agency sponsored the creation and support of the Law Enforcement Education section of the Attorney General's Office publisher of ALERT and several manuals for medical examiners, bail commissioners, prosecutors, and law enforcement officers.

Other educational activities included school teacher training in Law and Criminal Justice at the Institute of Law and Education at the University of Maine School of Law; summer on-the-job experience for students of law and criminal justice through the Maine Criminal Justice Internship Program; Citizens Conference on the Judiciary involving lay citizens in planning improvements to the Maine court system; and Citizen Planning for Criminal Justice Reform through the Maine Criminal Justice Standards and Goals Program (Community Alliance).

**Juvenile Services.** The Maine Juvenile Statutes Revision Commission is drafting an improved and uniform juvenile legal code and court process with which to more effectively deal with the juvenile offenders.

Review, assessment and recommendations for improving all child services, (state, county and local/social, economic, environmental, physical), resulting in more coordinated activities and ultimately reduction in juvenile delinquency is in progress. The architect of this venture is the Children and Youth Services Planning Project.

## GENERAL GOVERNMENT

A prototype Youth Service Bureau (Youth Environmental Services) (involving child advocacy, psychiatric, medical, counseling, alternative education, recreation and substance abuse programs) in Aroostook County has been in progress this year.

Youth Aid Bureaus (to enable police to more effectively handle juvenile offenders) within police and county sheriff's departments were encouraged by MCJPAA throughout FY 76. Juvenile group homes, providing alternative (to homes and institutions) residential and rehabilitative care to troubled and delinquent youth was also an Agency concern. Juvenile Intake Project in York County, whereby local citizens work with the York County courts and law enforcement agencies to screen and where possible divert children from the criminal justice process was a project during FY 76.

**Law Enforcement.** The nation's only statewide fully integrated radio communications system where state, county and local police and other public safety/criminal justice agencies can work directly with one another 24 hours per day to handle citizens' calls for help was facilitated by MCJPAA.

A centralized recruitment and testing service for police personnel at the Maine Municipal Association; the development and extensive support for statewide undercover narcotics enforcement through the Division of Special Investigations within the Department of Public Safety; and extensive modernization and improvement of law enforcement specialty activity in police departments, i.e., evidence collection and analysis, records management, photography, emergency preparedness planning, etc. were law enforcement activities of the Agency during the fiscal year.

**Court and Prosecution.** Reorganization of the Maine court system with regional presiding judges and administrative support was accomplished with MCJPAA planning and funding assistance, and implementation of the district prosecutor system was also made possible with planning, technical and transitional manpower support provided by MCJPAA. Defense for indigent clients was provided through the Clinical Practice Program at the University of Maine School of Law. Additionally the Agency recommended a structure for a Maine Public Defender System included in a special study carried out by the University of Maine School of Law. Further, a revision of Maine Rules of Evidence and publication of several handbooks including a procedural benchbook for judges was accomplished.

**Corrections.** MCJPAA facilitated the establishment of offender pre-release centers in Bangor and South Windham. Other corrections-related accomplishments include: manpower expansion and emergency care program for Division of Probation and Parole, including job development for offenders, renovations and construction to obsolescent county jail facilities, Inmate Classification Program for Maine correctional institutions, and a Correctional Economics Study an examination of cost-effectiveness of the Maine Correctional System was conducted by the Maine Bar Association.

**Prototype for System-Wide Community Crime Reduction Effort.** The Community Justice Project of Kennebec County is dealing with all aspects of community life and services to reduce crime. This project is coordinating a wide variety of existing organizations — education, social, religious, medical, mental health, human service — while establishing new efforts — crisis intervention training for law enforcement officers, pre-trial screening and diversion, use of treatment contracts for offenders, support and assistance to crime victims, to deal with crime primarily through community treatment programs.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, county and local units of government; the judge, the cop, and the warden; to develop mutually acceptable solutions to endemic problems.

Several of the major project activities noted previously, namely, Correctional Economics Project, Criminal Code Impact Project, Criminal Justice Standards and Goals, Criminal Code Revision, Juvenile Statute Revision, Community Justice Project and Children and Youth Services Planning Project, because of their significance and importance these projects have been consolidated with an overview committee which will deal on a consolidated basis with a corresponding Joint Select Committee established by the legislature at MCJPAA request. These efforts should provide some clear alternatives for legislative action during the coming biennium.

### PUBLICATIONS:

News Briefs, monthly or bi-monthly newsletter

## GENERAL GOVERNMENT

Legislative Journal, status report of Maine legislation affecting the Criminal Justice System published during legislative session.

Comprehensive Criminal Justice Plan, 3 volumes published annually per federal mandate in order to receive Crime Control Act monies.

Many other documents, pamphlets, and brochures are published by MCJPAA yearly depending upon studies and research being conducted by agency funded projects at the time.

### FINANCES, FISCAL YEAR 1976:

Maine Criminal Justice Planning & Assistancy Agency	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$408,462	\$	\$		\$408,462
Departmental Operations					
Transfers	2,307				2,307
Federal Grants			3,989,995		3,989,995
County & Municipal		29,735			29,735
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	186,477	195,617	371,213		753,307
Adjustment of Balance Brought Forward	40		18,530		18,570
TOTAL FUNDS AVAILABLE	597,286	225,352	4,379,738		5,202,376

Monies received and deposited to the credit of the State					
---	--	--	--	--	--

EXPENDITURES					
Total Personal Services	30,773	5,044	508,638		544,455
Wages & Salaries	27,473	5,044	475,103		507,620
Retirement	3,300		33,535		36,835
Total All Other	360,476	90,830	3,706,546		4,157,852
Contractual Services	42,114		37,134		79,248
Rents	25,394		3,998		29,392
Computer Services			4,366		4,366
Commodities	6,234		494		6,728
Grants, Subsidies, Pensions	123,835	90,830	2,353,963		2,568,628
Transfers to Other Funds	162,899		1,306,591		1,469,490
Other					
Total Capital Expenditures			1,856		1,856
Buildings & Improvements					
Equipment			1,856		1,856
Purchases of Land					
TOTAL EXPENDITURE	391,249	95,874	4,217,040		4,704,163

#### SUMMARY

Total Funds Available	597,286	225,352	4,379,738		5,202,376
Total Expenditure	391,249	95,874	4,217,040		4,704,163
NET	206,037	129,478	162,698		498,213
Unexpended Balance Forward	206,037	129,478	162,698		498,213
Unexpended Balance Lapsed					

GENERAL GOVERNMENT

STATE DEVELOPMENT OFFICE

HADLEY P. ATCLASS, DIRECTOR

ALVAR K. LAIHO, Deputy Director

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2656

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 07; *Unit:* 151; *Unit Citation:* 5 M.R.S.A., Sect. 7001

*Average Number of Full-Time Employees:* 10

*Authorized Employee Level:* 10

**PURPOSE:** The purpose of the State Development Office has two major orientations: industrial and tourism development. Concerning the former, the director implements a program designed to promote and attract new industry to the State, expand existing economic activities in the State and help existing businesses to find both domestic and foreign markets for their products. Such a development program may include coordination of activities between the public and private sectors, including assistance to local communities in their development efforts, extension of technical assistance to new and existing industries seeking expansion within the State and utilization of trade missions, exhibits, brochures, technical assistance and expertise as may be necessary to develop and promote economic and job opportunities within the state.

The director also implements a program designed to promote tourism and to attract tourists to the State, expand existing tourist activities within the state and help existing tourism related businesses to attract tourists for their facilities. Such a tourism program may include coordination of activities between the public and private sectors, including assistance to local communities in their development efforts, extension of technical assistance to new and existing tourism-related industries seeking expansion within the State and utilization of trade missions, exhibits, brochures, technical assistance and expertise as may be necessary to develop and promote tourism and tourist activities within the State.

**ORGANIZATION:** The Department of Commerce & 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 & Industry, with the exception of the research function which was transferred to the State Planning Office.

**PROGRAM:** Activities of the State Development Office (SDO) during the fiscal year ending June 30, 1976, were associated with four basic program areas, each geared to stimulate the expansion of the state's economy. These program areas are: 1) industrial development, 2) business development and subcontracting, 3) foreign trade/marketing and 4) community development assistance.

**Industrial Development.** The objective of the industrial development program is to encourage and assist new industries to establish operations in the State of Maine and existing industries to expand.

## GENERAL GOVERNMENT

Commencing in early 1976, there was a marked up-turn in bona fide inquiries from out-of-state companies interested in expanding into Maine. This increase resulted from an aggressive solicitation effort by the Governor personally, a selected mail campaign, and personal contacts by staff members. There was no national advertising during the period. During the year, 15 new manufacturers announced locations in Maine, with 11 existing firms expanding creating an estimated total of 1,864 new jobs. Contact with other prospects developed during the period is being maintained. During the year there also was an increased number of requests from firms seeking assistance in establishing training programs for new employees. This activity was generated by plant expansions and increased work force requirements involved with the establishment of new product lines.

In July and August advertisements were placed in the Wall Street Journal, Area Development magazine, and the American Industrial Properties Report for the Community Investment Buildings in Brewer and Houlton. In subsequent months, SDO had the opportunity to show the Brewer building several times and flyers on these buildings are mailed to every prospect if the properties fit their requirements.

### NEW AND EXPANDING INDUSTRIES IN THE STATE OF MAINE, July 1, 1975 - June 30, 1976

Name of Company	City or Town	Products	Sq. Ft.	New Jobs
<b>NEW INDUSTRIES</b>				
Laconia Shoe Inc., Maine	Sanford	Shoes	80,000	300
ALB	Biddeford	Protective clothing	15,000	50
Nautel Maine Inc.	Bangor	Radio Transmitters	4,800	60
Ridgeway Electronics, Inc.	Hallowell	Computer Device	5,000	12
Lowell Shoe	E. Corinth	Shoes	20,000	50
Ansewn Inc.	Bangor	Boots	22,000	150
Montalvo & Co. Inc.	Portland	Brakes & Clutches	7,000	20
American Can Co.	Portland	Can Mfg.	180,000	50
Sunrise Draperies Inc.	Skowhegan	Drapery Material	40,000	50
Hunnewell Forest Products	Harmony	Kitty Litter	16,500	10
Goodbox, Inc.	Pittsfield	Shoe Boxes	34,000	50
Milo Maine Woodcrafters	Milo	Baskets & Occ. Furniture	140,000	150
Woodwork Interiors, Inc.	Lewiston	Store Fixtures	100,000	75
North Country Lumber Inc.	Dover-Foxcroft	Long Lumber	12,384	27
Blue Ribbon Sports, Inc.	Sanford	Athletic Shoes	6,000	50
<b>EXPANSION</b>				
Norrwock Shoe Co.	Calais	Shoes	19,300	100
Swift & Co.	Augusta	Meat Products	14,000	
Truit Brothers	Belfast	Shoes	16,000	
Malden Mills	No. Berwick	Synthetic High Pile	80,000	80
Alpha Shoe Sales	Biddeford	Stitching Shoes	20,000	150
Data General Corp.	Westbrook	Computer Chassis	128,000	200
Country Kitchen Bakeries	Lewiston	Baked Goods	30,000	
GTE Sylvania	Kezar Falls	Electric Parts	7,850	100
Watts Fluid Power Co.	Kittery	Screw Machine Parts	14,000	25
CY/RO Industries	Sanford	Acrylic Plastic Sheeting	84,000	60
Robinson Mfg. Co.	Oxford	Wool Coating Fabric	27,200	35

SDO is continuing to maintain and up-date a comprehensive file of available industrial buildings and sites. Complete specifications are prepared for each facility and site.

During the year, 34 bona fide inquiries and requests for industrial information on Maine were received. These inquiries are being followed and are in various stages of development.

One of the basic tools for development, the publication Facts About Industrial Maine, was revised and updated during the year.

**Business Development and Subcontracting.** The objective of the business development and subcontracting program is to assist Maine firms to obtain manufacturing subcontracts with larger out-of-state firms and to expand or establish business relationships with corporate and government procurement offices. Specific activities in this program area can be categorized as follows:

#### **Educational Meetings, Seminars and Trade Shows:**

Assisted the Maine Metal Products Association in planning and organizing the 6th Annual Business Development Conference and Exhibition held in Portland on August 23 and 24, 1975. SDO prepared and mailed promotional material and invitations, arranged media coverage, TV talk show appearances, pre-show and post-show publicity and moderated panel discussions. The office also assisted in preliminary planning and participated in a Government Procurement

## GENERAL GOVERNMENT

Conference held in Auburn on February 21. Furthermore SDO hosted a booth and conducted development seminars at the 1976 Small Business Assistance Conference in Springfield, Mass. on May 4 and 5. Lastly, the office assisted the State Electrical Associates in planning and implementing Maine's first Electrical Trade Show, held in Augusta on May 12 and 13. SDO had a booth which it shared with the U.S. Department of Commerce and the Central Maine Power Co.

### **Out-of-State Marketing Field Trips:**

SDO organized and conducted a marketing field trip to Connecticut to Hamilton Standard, a division of United Technologies on December 2 and 3. Similar in thrust to the successful trip to General Dynamics in late June of 1975, this trip provided an added dimension. Personal interviews were scheduled to allow participants time to meet purchasing people from other major sources of subcontract work in the Hartford area. The itinerary included Pratt & Whitney Aircraft, Cold Firearms, Chandler Evans and Sikorsky Aircraft.

### **In-State Procurement Conferences:**

On June 1, 1976, SDO sponsored a Business Development Conference at Southern Maine Vocational and Technical Institute in South Portland. Maine firms then doing business or interested in doing business with GTE Sylvania were invited to participate. The Lighting Division Purchasing Manager headed a procurement team representing Sylvania plants in Manchester, Standish, Exeter, Waterboro, Bangor, Waldoboro, Greenland, Salem and Danvers.

Over 100 people, representing 65 Maine business concerns, attended the all day conference. Those who had done business with Sylvania had an opportunity to discuss new or expanded capabilities and to learn of new company requirements. Others interested in becoming vendors were told how and what various Sylvania plants purchase. All had an opportunity to talk privately with appropriate buyers.

### **Personal Contact and Referral:**

Through personal contact, arrangements are made to take Maine people out-of-state, to bring out-of-state buyers here and to secure prints and specifications for Maine firms to quote on. Throughout the year several hundred personal contacts were made with over 50 major industrial concerns and government agencies capable of providing marketing opportunities for Maine goods and services.

Although most contacts were initiated by SDO, although a few were received by phone or letter to the office. Business opportunities were referred to qualified Maine vendors and included such diverse products as fish nets for a sporting goods manufacturer, Electromechanical assembly work for I.B.M., cases for RCA's laser rangefinder, furniture parts for Kroehler of Canada, plating for Automatic Radio Company's Bug Zapper units, gun parts for Colt Firearms, fabrication and machining at the Boise Cascade Jobsite and maintenance vehicle mounts for the U.S. Army Armament Command.

Not all SDO contacts resulted in the placing as much business as the \$150,000 with Pratt & Whitney Aircraft, \$400,000 with Kroehler of Canada, or \$300,000 with Colt Firearms. Some have yet to produce any firm contracts; while others have resulted in small, more-or-less trial orders valued at less than \$5,000 each. In the case of the latter, if quality, price and performance are attractive, substantial volume may follow.

### **Foreign/Trade Marketing:**

The foreign/trade and marketing program was established to create and expand job opportunities by assisting and encouraging Maine industry to increase its exports to foreign markets, and to promote Maine's investment opportunities by working with foreign firms seeking to establish joint ventures, licensing arrangements or plant locations with Maine manufacturers and communities continues in earnest.

Recent trade figures indicate that Maine firms have increased exports significantly and continue to do so. Recently a trade group from Maine visited Iran to further explore export and investment opportunities.

Maine's European representative resigned late 1975. To fill the gap, Maine is participating with the New England Regional Commission International Trade Program and its office in Brussels, Belgium. This program focuses primarily on those European firms interested in establishing operations in New England and joint ventures with New England firms. Several Maine firms are currently reviewing various international opportunities at this time. Forwarding trade leads is an important function of the Brussels office. SDO also solicits and receives these

## GENERAL GOVERNMENT

leads from the various trade consulate offices, chambers of commerce, trade news reports, U.S. Department of Commerce Commercial Offices and direct inquiries which are forwarded to Maine manufacturers for follow up.

The Maine International Trade Conference sponsored by St. Francis College in Biddeford in cooperation with the Biddeford-Saco Chamber of Commerce, Maine State Chamber of Commerce, and the State Development Office was well received with over 125 Maine businessmen and representatives in attendance. Workshops on market identification, export management, banking and documentation highlighted the session and proved to be a forerunner for the Maine trade mission to Iran.

To expand Maine's foreign reverse investment activities, a pilot program was initiated in Montreal to explore the interest of Canadian firms in expanding their operations to Maine. As a result, several Canadian companies are currently investigating Maine locations and reviewing Maine projects. This long-range program appears to be an effective step toward increasing Canadian development in Maine.

Other activities during the year included continued development of possible foreign trade zones in the cities of Portland and Bangor, providing assistance to find new markets for the Sheltered Workshops of Maine, locating special markets for Maine peat resources, working with the University of Maine in Orono to bring in foreign students to Maine for part-time employment and cultural exchange, and various special projects for new industries and industrial prospects.

### **Community Development Assistance:**

Community development embodies an awareness of economic activities occurring in any designated area and, in particular, of the people, who make things happen including business executives, bankers, realtors, local officials, and local development organizations. Since the development that takes place in any area emanates primarily from what already exists, it is essential that constant contact be maintained.

Considerable time and effort was given in FY 76 to meeting the requirements of existing industry, large and small. This effort consisted of 1,200 to 1,500 personal visits throughout the state. All requests for assistance are given prompt attention even though many projects which originated in 1975, may not materialize until late 1976 or 1977.

Similarly, some communities do not consider their areas as a potential site for industrial development primarily because they could not provide the services that industry requires. By the same token, other communities, both large and small, actively pursue industrial development for a variety of reasons which could include utilizing existing buildings; broadening the economic and tax base of the community; and providing employment for local residents. The State Development Office maintains constant contact with those communities that are seeking to improve their economic well-being. Many of these communities have established a record of accomplishment over a period of many years and are professionally prepared to greet an industrial prospect.

For the less experienced communities, the State Development Office provides encouragement and assistance in preparing as a profile of existing community services; organizing a local development corporation; and the preparing planned industrial sites.

Since most development in any given area is generated primarily by existing industries, the State Development Office pays particular attention to the needs of the established industries. Time does not permit knocking on every door but when industry requests information or staff assistance, the response is immediate. Many of the smaller industries do not have the personnel for non-production functions, much attention is also given to the marketing of new products and the search for additional business, as well as exploring the avenues of financial assistance for plant expansion or relocation. In rendering these services, the State Development Office utilizes the cooperation extended by local municipal officials, area and regional development organizations, chambers of commerce, public utilities, banks, realtors, and other governmental agencies.

In brief, in order to serve efficiently in the Community Development area, it is essential to know what is happening in Maine communities — and particularly to know the people who make these things happen.

During the past year, some of the efforts in this program have resulted in a 7,000 sq. ft. plant expansion; relocation of an existing industry into a new 30,000 sq. ft. plant; start of new manufacturing activity for existing industry; new industry in and an expansion of an existing plant from 25 people to 80 people.

### **PUBLICATIONS:**

Maine Marketing Directory (\$5.25)  
Facts About Industrial Maine

# GENERAL GOVERNMENT

## FINANCES, FISCAL YEAR 1976:

State Development Office	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$408,732		\$31,888		\$440,620
Total Expenditure	257,159		31,193		288,352
NET	151,573		695		152,268
Unexpended Balance Forward	35,039		695		35,734
Unexpended Balance Lapsed	116,534				116,534

## DEPARTMENT OF FINANCE AND ADMINISTRATION

JOHN P. O'SULLIVAN, COMMISSIONER

OTTO W. SIEBERT, Deputy Commissioner

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3446

*Established:* 1931

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 114; *Unit Citation:* 5 M.R.S.A., Sect. 287

*Average Number of Full-Time Employees:* 923

*Authorized Employee Level:* 856

*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 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

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.

**ORGANIZATION:** 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.

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

## GENERAL GOVERNMENT

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. In 1975 the Property Tax Division and the Bureau of Property Taxation was merged into the Bureau of Taxation.

**PROGRAM:** The program of the Department is implemented through its component units.

**PUBLICATIONS:** Several publications are available through component units.

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF FINANCE AND ADMINISTRATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
<b>RECEIPTS</b>					
Total Legislative Appropriation/Allocation	\$	\$	\$	\$	\$
Departmental Operations	13,058,649	105,386		4,093,559	17,257,594
Transfers	(656,753)	8,106	1,000		(647,647)
Federal Grants			63,400		63,400
County & Municipal					
Private Contributions					
Sales					
Services & Fees				2,515,866	2,515,866
Other				219,589	219,589
Unexpended Balance Brought Forward	3,881,057	33,913		501	3,915,471
Adjustment of Balance Brought Forward					
<b>TOTAL FUNDS AVAILABLE</b>	<b>16,282,953</b>	<b>147,405</b>	<b>64,400</b>	<b>6,829,515</b>	<b>23,324,273</b>

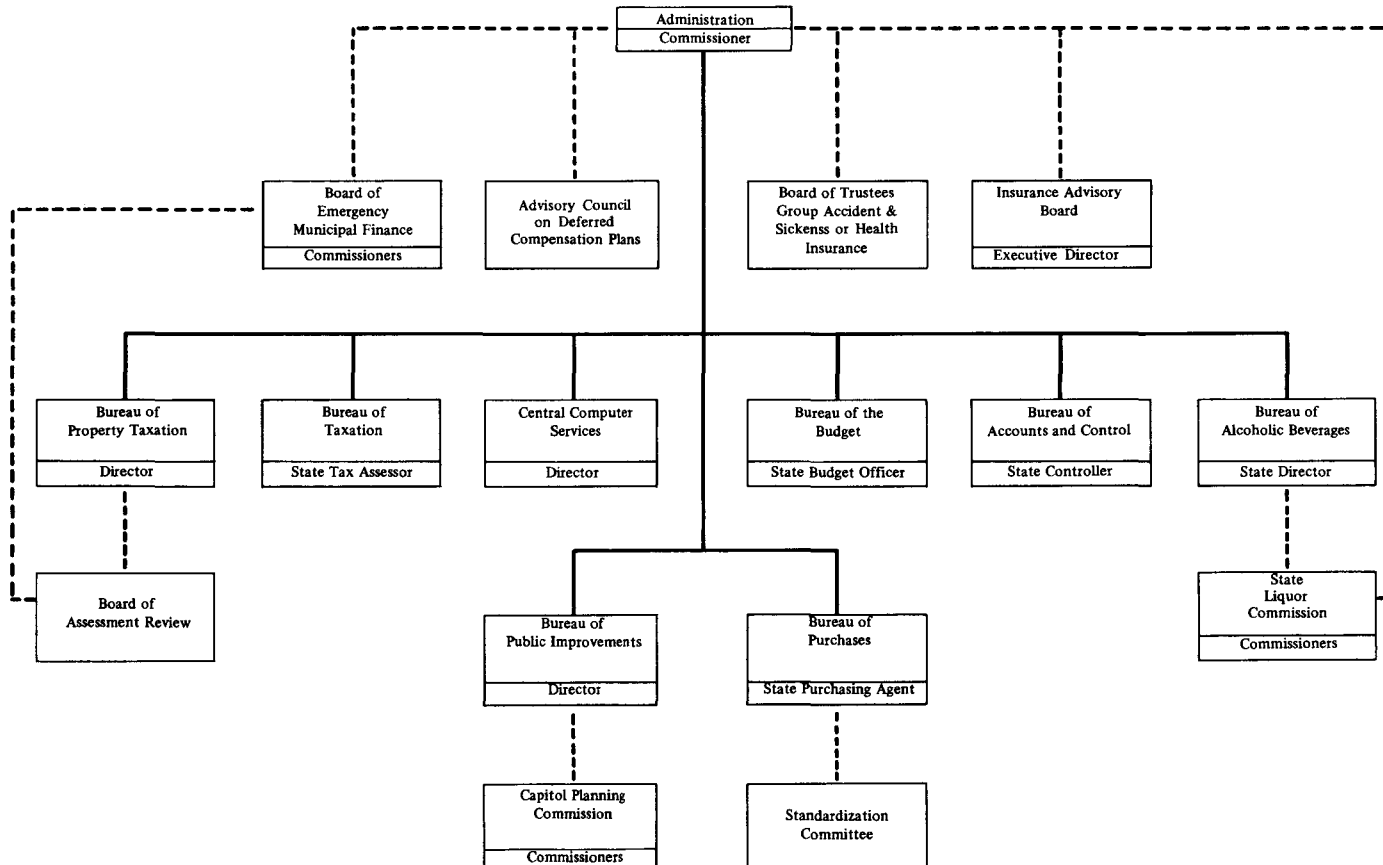
Monies received and deposited to the credit of the State	432,787,005				
---	-------------	--	--	--	--

<b>EXPENDITURES</b>					
Total Personal Services	4,695,480	82,950		3,391,830	8,170,260
Wages & Salaries	4,251,400	75,082		3,087,181	7,413,663
Retirement	444,080	7,868		304,649	756,597
Total All Other	6,611,782	33,831	39,064	2,945,112	9,629,789
Contractual Services	2,001,187	17,641	39,064	1,444,546	3,502,438
Rents	281,730			464,679	746,409
Computer Services	387,158			27,959	415,117
Commodities	302,778	16,190		1,138,531	1,457,499
Grants, Subsidies, Pensions	4,307,817			4,706	4,312,523
Transfers to Other Funds				139,148	139,148
Other				218,181	218,181
Total Capital Expenditures	3,788,812	10,787		69	3,799,668
Buildings & Improvements	3,685,319	9,667		69	3,695,055
Equipment	28,119	699			28,818
Purchases of Land	75,374	421			75,795
<b>TOTAL EXPENDITURE</b>	<b>15,096,074</b>	<b>127,568</b>	<b>39,064</b>	<b>6,337,011</b>	<b>21,599,717</b>

#### SUMMARY

Total Funds Available	16,282,953	147,405	64,400	6,829,515	23,324,273
Total Expenditure	15,096,074	127,568	39,064	6,337,011	21,599,717
<b>NET</b>	<b>1,186,879</b>	<b>19,837</b>	<b>25,336</b>	<b>492,504</b>	<b>1,724,556</b>
Unexpended Balance Forward	830,630	19,837	25,336	478,721	1,354,524
Unexpended Balance Lapsed	356,249			13,783	370,032

ORGANIZATION CHART  
DEPARTMENT  
OF  
FINANCE AND ADMINISTRATION



## GENERAL GOVERNMENT

### BUREAU OF THE BUDGET

OTTO W. SIEBERT, STATE BUDGET OFFICER

G. WILLIAM BUKER, Deputy State Budget Officer

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2881

*Year Established:* 1931

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 117; *Unit Citation:* 5 M.R.S.A., Sect. 283

*Average Number of Full-Time Employees:* 14

*Authorized Employee Level:* 14

**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.

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

#### **PROGRAM:**

**Budget 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 date 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

## GENERAL GOVERNMENT

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.

**Work Program.** After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State Government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year and must show all appropriations, revenues, transfers and other funds made available to the department or agency for its operation and maintenance and for the acquisition of property, in requested allotments by quarters for the entire fiscal year, classified to show allotments requested for specific amounts for personal services, capital expenditures and amounts for all other departmental expenses. The State Budget Officer, in conjunction with the Governor, 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 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.

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 FY 76.

**State Cost Allocation Program.** The federal Office of Management and Budget (OMB) 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 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. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

**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 listing of all State departments, agencies, boards, and commissions along with information regarding statutory authority, methods of appointment, 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

## GENERAL GOVERNMENT

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, 1976.

**Maine State Government Annual Report.** As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathered the data from State agencies, edited, assembled and produced Maine State Government Annual Report in accordance with statutory mandate.

**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.

### PUBLICATIONS:

*State Budget Document*

*Maine State Government Annual Report.* Available from the Bureau of Purchases, State House, Augusta.

*Maine State Government Reference Manual.* Controlled distribution.

### FINANCES, FISCAL YEAR 1976:

Bureau of the Budget	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$250,963		\$8,400		\$259,363
Total Expenditure	247,704				247,704
NET	3,259		8,400		11,659
Unexpended Balance Forward	5		8,400		8,405
Unexpended Balance Lapsed	3,254				3,254

## BUREAU OF ACCOUNTS AND CONTROL

RICHARD A. DIEFFENBACH, STATE CONTROLLER

DONALD A. BROWN, Deputy State Controller

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3781

*Established:* 1931

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 119; *Unit Citation:* 5 M.R.S.A., Sect. 283

*Average Number of Full-Time Employees:* 70

*Authorized Employee Level:* 72

**PURPOSE:** The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

**ORGANIZATION:** The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor and Council.

## GENERAL GOVERNMENT

**PROGRAM:** The Bureau is an administrative agency responsible for maintaining day to day control over, and accountability for, all State expenditures and transactions. It provides technical assistance to State departments and agencies on accounting problems, including the design and installation of internal accounting and control systems, as well as advising financial management officials concerning accounting procedures. An annual financial report is prepared for each fiscal year.

The administration section provides all necessary coordination and support for the functions of the various other sections whose responsibilities are outlined below.

**General Accounting and Records Management.** This section maintains the official system of accounts for all funds of the State. It is primarily responsible for maintaining general ledgers, monitoring expenditures to see that they are within authorized amounts, preparing monthly financial analysis reports for State agencies, and maintaining payment records.

**Accounts Payable Pre-Audit.** This section pre-audits and approves all expense accounts, invoices and other evidences of charges against the State. It maintains a file of all contracts for special services and rental agreements.

**Payroll Pre-Audit.** Payroll pre-audit reviews agency prepared payrolls to insure that personnel actions are appropriately authorized, approved and within legal authority and that employee deductions are properly authorized. Payrolls are generally processed weekly (biweekly beginning in the Fall of 1976). The section maintains year-to-date earnings files for each employee.

**Control Center.** The control center was established to provide coordinated interface with Central Computer Services in order to expedite and maintain quality control over data processing requests. It provides for a review of the program submissions and computer output.

**Systems and Programming.** The systems and programming personnel provide program coordination and integration of the computer-stored accounting data system. The programmers develop special analysis reports and assist in the modification or redesign of the computer system.

**Alcoholic Beverages Accounting.** The primary function of this section is to maintain records, process transactions and prepare the financial reports pertaining to the Bureau of Alcoholic Beverages. In addition, it conducts audits of all State liquor store operations.

### PUBLICATIONS:

State of Maine Financial Report (free)

### FINANCES, FISCAL YEAR 1976:

Bureau of Accounts and Control	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$969,827				\$969,827
Total Expenditure	876,569				876,569
NET	93,258				93,258
Unexpended Balance Forward	307				307
Unexpended Balance Lapsed	92,951				92,951

## BUREAU OF PUBLIC IMPROVEMENTS

RICHARD G. BACHELDER, DIRECTOR

HOWARD R. McCARTNEY, Assistant Director

Central Office: State House, Augusta 04333

Telephone: 289-3881

Established: 1957

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 08; Unit: 121; Unit Citation: 5 M.R.S.A., Sect. 283

Average Number of Full-Time Employees: 186

Authorized Employee Level: 228

Organizational Units:

Bureau of Public Improvements

## GENERAL GOVERNMENT

**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 assist the Capitol Planning Commission in the establishment and maintenance of 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.

**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 headed by an Administrator, Physical Plant. Appointment of the State Director of Public Improvements was changed in 1972 to require the approval of both the Governor and Council.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Director is also Chairman of the Advisory Committee on State Telecommunications.

**PROGRAM:** The new State Office Building, to be known as the Department of Transportation Building, was completed during the year and occupied in June by the Department of Transportation and the Motor Vehicle Division of the office of Secretary of State. The Departments of Conservation and Environmental Protection were moved to the renovated Ray Building at Augusta Mental Health Institute in November. These moves released space which will enable those departments and agencies in leased space at the Capitol Shopping Center to be returned to the Complex.

**Planning and Construction of State-Owned Facilities and Public School Facilities.** During the year, the Bureau monitored the construction of 31 projects with a total cost of approximately \$20,200,000. Furthermore, the Bureau was involved in the planning process of 67 school projects with an estimated cost of \$83,000,000 and monitored the construction of 64 public school projects with a total construction cost of approximately \$80,500,000.

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

The Bureau is continuing its function of reviewing agencies' space needs outside the Capitol Complex and has, during FY 76, reviewed and approved 143 leases, statewide.

**Property Management Division.** During FY 76, the Property Management Division continued its program of routine maintenance and operations. Several large projects were accomplished in addition to regular assignments which included the installation of a new heating system, wiring, lighting and piping of the Daschlager house; installation of a power and

## GENERAL GOVERNMENT

communications conduit system which included switchgear and security wiring to the new Department of Transportation (D.O.T.) building; new handicapped ramp to the State House; remodeling of the Speaker of the House suite; and the new addition to the Legislative Research offices.

Outside projects such as air conditioning and Laboratory remodeling at State Police, landscaping of the Cultural Building, extensive work in the Ray Building and a considerable amount of time working on museum exhibits have added to the total work load of the Division. A vast amount of time and effort has been expended to install and initiate the Honeywell Delta "2000" environmental control system which is now operational.

Extensive planning for the move into the new D.O.T. building and the subsequent layout and shuffling of offices to vacate the Capitol Shopping Center was the principle undertaking during the past year.

The continuing policy of the purchase of properties within the complex as they become available along with the subsequent demolition and creation of gravel parking lots have somewhat eased the parking problems around the new D.O.T. building.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Bureau of Public Improvements	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,546,545	\$1,800	\$6,237	\$143,416	\$6,697,998
Total Expenditure	6,226,393	1,800	3,318	126,497	6,358,008
NET	320,152		2,919	16,919	339,990
Unexpended Balance Forward	252,493		2,919	5,902	261,314
Unexpended Balance Lapsed	67,659			11,017	78,676

## BUREAU OF PURCHASES

JOSEPH E. STEPHENSON, STATE PURCHASING AGENT

STUART A. SABEAN, Deputy State Purchasing Agent

Central Office: State House, Augusta 04333

Telephone: 289-3521

Established: 1931

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 08; Unit: 123; Unit Citation: 5 M.R.S.A., Sect. 283

Average Number of Full-Time Employees: 68

Authorized Employee Level: 81

Organizational Units:

Purchasing Division  
Reprographics 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,

## GENERAL GOVERNMENT

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.

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. Within the Bureau are the divisions of Postal Service, Warehousing, Central Duplicating and Central Photography services.

**PROGRAM:** The ongoing primary objective of the Bureau of Purchases is to procure collectively all services, supplies, materials and equipment for the State in a manner that will best secure the greatest possible economy. In pursuit of this objective, the Bureau instituted a formal Buyer Training Program using recognized educational visual aids and sound recordings followed up by a continuous weekly program of informal training. The bureau also participated in special training courses in "Statistics for Problem Solving and Decision Making" and "Life Cycle Cost-Beneficial Analysis".

In line with economic moves of State government, the Bureau was instrumental in adopting and carrying out a state-wide duplicating equipment consolidation. This more efficient operation of in-house reprographics contributed toward the savings of over \$295,600 during the fiscal year over the cost of commercial printing. Additionally, the Bureau initiated a moratorium on excess printing and the use of special paper stock and inks. Furthermore, the Bureau's surplus program transferred over \$138,000 worth of equipment between departments and had record auction sales that totaled over \$223,000.

A cooperative venture between Maine and other states has assisted the Bureau in specification writing and in the standardization program which is presently adding to the Bureau's effectiveness.

Through the cooperation of the Maine State Library a periodicals list was instituted which will offer each agency of State government access to periodicals subscribed to by other agencies. This list will eliminate duplication and will assist the Bureau in its subscription moratorium program.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Bureau of Purchases	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$280,169			\$3,373,262	\$3,653,431
Total Expenditure	325,154			2,953,082	3,188,236
NET	45,015			420,180	465,195
Unexpended Balance Forward				420,180	420,180
Unexpended Balance Lapsed	45,015				45,015

## GENERAL GOVERNMENT

### REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

JOSEPH E. STEPHENSON, CHAIRMAN

CARL T. SILSBY, Contract Administrator

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2636

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 123A; *Unit Citation:* 1973 Exec. Order 20

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The Review Committee for Contractual Services was established to ensure that contracts for special services awarded by agencies of the State government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

**ORGANIZATION:** The Review Committee for Contractual Services, or Contract Review Committee, originated in December, 1969, through an Executive Order of the Governor which established a three-member review committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman.

**PROGRAM:** The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendment, all such operations being subject to Committee review and approval. The Committee acts annually upon hundreds of contracts involving the expenditure of several millions of dollars in State and federal funds for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State government.

To expedite the contractual review process, the Committee designated a full-time contract administrator during the fiscal year, who, in addition to providing staff for the Committee, serves as an intermediary between State agencies and the Committee — a contact to whom agencies can turn for advice and assistance in RFP and contract preparation, scheduling, problem solving and other contractual matters. The contract administrator also makes recommendations to the Committee on the clarification and simplification of contractual procedures, and in the coming year, will be directing substantial effort toward completing a revision of Section 48 begun last year.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** The Contract Review Committee received and expended no funds during the fiscal year.

## GENERAL GOVERNMENT

### STANDARDIZATION COMMITTEE

JOSEPH E. STEPHENSON, RECORDING SECRETARY

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3521

*Established:* 1931

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 135; *Unit Citation:* 5 M.R.S.A., Sect. 1814

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** 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.

**ORGANIZATION:** The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and three public members representative of industry, commerce and political sub-divisions of Maine, 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:** The long-range plans of the Committee are to assist in the formulation and modification of the Bureau of Purchases' procedural manual and to continue the development of an acceptable brands list of office supplies and establish more standardized State specifications.

**PUBLICATIONS:** None

#### FINANCES, FISCAL YEAR 1976:

Standardization Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$184				\$184
Total Expenditure	184				184
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

### BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

JOHN T. SINGER, Deputy State Tax Assessor

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-2076

*Established:* 1931

*Incoming Watts:* 1-800-452-1924

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 125; *Unit Citation:* 5 M.R.S.A., Sect. 283

*Average Number of Full-Time Employees:* 200

*Authorized Employee Level:* 215

*Organizational Units:*

Property Tax Division

State Tax Division

Management Division

**PURPOSE:** The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the

## GENERAL GOVERNMENT

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. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax.

**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 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. Early in 1976 the Bureau implemented a reorganization plan.

### PROGRAM:

**Property Tax Division.** During FY 76, the Bureau completed property evaluation of 92 townships including inspection and appraisal of 5100 individual properties. It also completed revision of all property tax maps including identification of all townships by geocode system, identification of all islands and noncontiguous parcels and complete ownership lists. Forty township maps were completely reconstructed. Furthermore the Bureau maintained approximately 18,500 taxpayer accounts including ownership changes, property splits, new valuations, map changes, tax billings, advertising and lien procedures.

Concerning the Maine Tree Growth Tax Law, the Bureau determined the 1977-78 valuations of land classified under the law utilizing full computerization of stumpage price information and final calculations of value. Also the Bureau identified and billed the Spruce Budworm Tax to owners of parcels subject to this tax in both the organized municipalities and the unorganized territories, as is consistent with the Spruce Budworm Suppression Law.

With regards to organized municipalities, the Bureau completed computerization of annual municipal statistics; completed the field studies of municipalities for 1977 State Valuation; prepared and presented 28 courses in Property Assessment throughout the State in 19 locations with total attendance of 510 students; and prepared and presented certification examinations for 78 applicants. The Bureau also provided assistance to municipal assessors in setting tax rates, making tax commitments and in interpretation of Property Tax Law; provided assistance to municipal tax collectors regarding the Motor Vehicle Excise Tax Law; and prepared improved texts for assessor training courses and examinations for certification.

Lastly, the Property Tax Division implemented the new Real Estate Transfer Tax Law providing declaration forms and instructions, and computerized real estate declaration form information for sales ratio information for municipal and State Valuation use.

Division revenues for the fiscal year are as follows:

Unorganized Territory  
Real Estate Tax

1975-76  
7,061,754.97

## GENERAL GOVERNMENT

Unorganized Territory	
Personal Property Tax	193,455.49
Spruce Budworm Tax	3,601,150.85
Real Estate Transfer Tax	656,059.36
Interest on Tax	2,077.18
Total	<u>\$11,514,477.85</u>

**State Tax Division.** The assessment for sales, rental, use tax, interest and penalties for the fiscal year ending June 30, 1976 was \$151,724,964.

### **Motor Vehicle Unit:**

Collections by the Motor Vehicle Unit, resulting from billings for the 5% use tax on the casual sales of motor vehicles and out-of-state purchases of motor vehicles, was approximately \$3,077,000.

A bill was passed by the First Special Session of the Legislature requiring the payment of any use tax due to the Motor Vehicle Division of Secretary of State's Office as a prerequisite to registration. This measure will allow a reduction in personnel in the Sales Tax Section, as well as resulting in a more effective method of collecting use tax liability.

### **Inheritance Tax Section:**

Revenue for the fiscal year ended June 30, 1976 totaled \$7,346,249. Beginning with estates dated July 29, 1976, the entire amount of a joint bank account between husband and wife will pass to the surviving spouse and be one-half taxable, regardless of contribution. Five-thousand dollars (\$5,000) will pass by survivorship to anyone, except in the case of husband and wife, regardless of relationship, and anything over that will be a probate asset. The inclusion of these accounts is still based on contribution (i.e. the survivor has the right to claim what he put into the account and not have it taxed). After the contribution is excluded, then \$5,000 will pass by survivorship and be taxable to the survivor and the excess will be distributed as a probate asset.

### **Income Tax Section:**

As a result of legislation enacted by the 107th Legislature, corporate taxpayers filed estimated in 1976 for the first time. One-time revenue from this source was \$10,356,800.

Total assessments from the corporate income tax for FY 76, including the \$10,356,800 received from estimates, were \$32,783,230. Assessments from the individual income tax for FY 76 were \$51,913,090.

The First Special Session of the 107th Maine Legislature enacted laws, increasing the individual income tax rates and increasing the standard deductions. The standard deduction and low-income allowance for Maine taxpayers is now the same as allowed by Internal Revenue. Changes made in the individual rates are designed to produce an additional \$18,500,000 in FY 77.

The long-awaited Supreme Court Decision, clarifying Maine's situation relative to the New Hampshire Commuters Tax, was of no value, since the court declined to rule on the issue. The State of Maine Attorney General's Office is now studying the problem. Maine did not allow a credit for tax imposed by New Hampshire on the 1975 Maine return.

### **Excise Tax Section:**

There was a change in the Sardine Tax Law to include products canned in round cans or any other type of container. This revision is apparently intended as a means of stopping circumvention of the law by preventing any product canned and labeled as sardines from being immune to the 25¢ a case tax, regardless of the type of container used.

Total assessments for FY 76 were: Gasoline Use Fuel and Motor Carrier \$51,663,951, Business and Special Industry taxes \$19,575,260, and Cigarette tax \$23,937,233. There was also a change in the insurance taxes, effective October 1, 1976, exempting the premium tax from individual retirement accounts or annuities.

### **Elderly Householders Tax and Rent Refund Activities:**

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.

## GENERAL GOVERNMENT

### ELDERLY HOUSEHOLDERS TAX AND RENT REFUND ACTIVITY

Year Ending June 30:	1974	1975	1976
Number of Applications Filed	17,778	17,615	23,125
Number of Applications Approved	13,468	15,074	19,958
Total Payments	\$1,973,703.00	\$3,119,341.62	\$3,853,134.00
Average Payment	\$ 146.55	\$ 206.94	\$ 193.06

**Audit Division.** The Audit Division was newly created during this fiscal year to conduct field audits of sales, income and excise taxes. This change is designed to improve the efficiency of the auditors through their education and utilization for multi-audit assignments and to streamline the administration of the audit program under a single division director.

As may well be expected, this has necessitated adjustments in internal and some external procedures. On-the-job training for tax examiners is underway. Supervisors are working together with management to adjust procedures and to improve audit effectiveness. Furthermore, a supervisor of out-of-state audits has been designated with the specific purpose of improving the Division's out-of-state audit program.

An expanded statistical program which will cover all audits for FY 77 has been instituted. The limited audit statistics for FY 76 indicate for sales tax audits:

1. Misplaced tax — \$3,146,788: In-State \$2,916,313, Out-of-State \$230,475
2. 1,228 audits: In-State 1085, Out-of-State 143

**Management and Operations Division.** Both Management and Operations Division are administrative support units. Their activities include payroll, budget, mail services, revenue accounting services, computer services and delinquent accounts collection activities.

#### **PUBLICATIONS:**

- Sales and Use Tax Law and Regulations
- Maine Income Tax Law
- Motor Fuel Taxes and Regulations
- Cigarette Tax Law
- Inheritance and Estate Taxes
- Special Industry Taxes
- Business Taxes
- Elderly Householders Tax and Rent Refund Act
- Laws Relating to Property Taxation Pertaining to Municipal Assessors
- Laws Relating to Property Taxation Pertaining to Municipal Tax Collectors

#### **LICENSES, PERMITS, ETC.:**

<p><b>Sales Tax Section</b></p> <ul style="list-style-type: none"> <li>Registration</li> <li>Seller Certificates</li> </ul> <p><b>Income Tax Section</b></p> <ul style="list-style-type: none"> <li>Notification Required</li> <li>Use Federal Identification Numbers</li> </ul> <p><b>Excise Tax Section</b></p> <ul style="list-style-type: none"> <li>Cigarette License: <ul style="list-style-type: none"> <li>Retail Dealers</li> <li>Vending Machines</li> <li>Wholesale Dealers</li> <li>Distributors</li> </ul> </li> <li>Motor Fuel License: <ul style="list-style-type: none"> <li>Use Fuel Dealers</li> </ul> </li> <li>Motor Fuel Certificate: <ul style="list-style-type: none"> <li>Gasoline Distributors</li> <li>Exporters</li> <li>Importers</li> </ul> </li> <li>Registration: <ul style="list-style-type: none"> <li>Motor Carrier</li> </ul> </li> </ul>	<p><b>Miscellaneous Certificates:</b></p> <ul style="list-style-type: none"> <li>Milk Handler</li> <li>Permanent Dairy &amp; Nutrition Council</li> <li>Permanent Potato Shipper</li> <li>Sardine Packer</li> </ul> <p><b>Income Tax Section</b></p> <ul style="list-style-type: none"> <li>Filing</li> </ul> <p><b>Property Tax Division</b></p> <ul style="list-style-type: none"> <li>Filing: <ul style="list-style-type: none"> <li>Municipal Valuation Returns</li> </ul> </li> <li>Certificates: <ul style="list-style-type: none"> <li>Assessment Technician</li> <li>Maine Assessor</li> </ul> </li> <li>Property Inventory (property owners in unorganized territories)</li> </ul>
--	---

## GENERAL GOVERNMENT

### FINANCES, FISCAL YEAR 1976:

Bureau of Taxation	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$7,446,533				\$7,446,533
Total Expenditure	6,892,487				6,892,487
NET	554,046				554,046
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## BUREAU OF CENTRAL COMPUTER SERVICES

STEPHEN W. LOCKE, SR., DIRECTOR

ARTHUR W. HENRY, JR., Deputy Director

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3631

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 129; *Unit Citation:* 5 M.R.S.A., Sect. 283

*Average Number of Full-Time Employees:* 42

*Authorized Employee Level:* 60

*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. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. 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.

**ORGANIZATION:** Legislation enacted by the 107th Legislature during the 1975 regular session established the 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 Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 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 fund account and receives no direct appropriation from the General Fund.

### PROGRAM:

**Computer Operations.** Consolidation of an IBM S/370 Model 135 computer system from the Department of Transportation into Central Computer Services (CCS) climaxed an eventful year for the Computer Operations Division of the Bureau. In September of 1975, Central Computer Services' Operations assumed operating responsibility for operating this computer system on second shift to facilitate training of operators and to make the system more available to non-Department of Transportation (DOT) users. Implementation of a statistical package known as SPSS (Statistical Package for the Social Sciences) brought the first non-DOT users to the system. These users were generally not data processing professionals, but employees whose job requires access to computerized statistical analysis capability.

Throughout the year, DOT and CCS affected cost savings by replacing some computer system components with compatible equipment from independent sources. They also jointly planned for eventual relocation of the equipment and remote operation by DOT from the new

## GENERAL GOVERNMENT

State Office Building. When DOT moved to their new quarters in June of 1976, CCS assumed full responsibility for the operation of the IBM S/370 computer.

During FY 76, enlargement of the Honeywell 6060 computer system was necessary to keep up with the demand for processing services. A second processor was installed during September of 1975 along with a new Operating System release to facilitate dual processor operation. Eight more disk drives were added throughout the year bringing the total number of disk drives to thirty, having an on-line capacity of 3,540,000,000 characters. The growing demand for teleprocessing capability led to the installation of fifteen more video terminals during the year bringing the total number of these terminals connected to this computer system to 165. Teleprocessing demands led Central Computer Services to develop a Consolidated On-line System which monitors the operation of five separate applications while conserving computer memory and maintaining the security and integrity of each application's data.

Central Computer Services was able to arrange for Computer Output Microfilm (COM) service for those agencies having a demonstrated need. COM processing provides microfilm or microfiche output from a computer rather than printed paper output. COM processing is much faster and less expensive and requires far less storage space for output retention. A review of security and data integrity requirements led to the establishment of another security storage area for computer files on magnetic tape. In addition to the production tape library in the computer center, Central Computer Services now maintains two high security storage areas, one of which is not in the State Office Building where the computers are located.

An automated tape library assignment system — nicknamed ATLAS — developed by Central Computer Services' Systems Software Support personnel was implemented in August of 1975. ATLAS eliminated a manual recording and filing system thereby reducing the time required to issue tapes by approximately one-third. ATLAS also provides more and better history information, maintenance scheduling, and control information.

**Systems and Programming.** Central Computer Services provides systems and programming support services for small agencies without a programming staff, and, on a project basis, provides support to existing staffs in larger agencies. In the past fiscal year a 25% increase in demand for services was experienced. The following examples are illustrative of the nature and scope of services provided during FY 75-76.

### **Personnel:**

Central Computer Services continued to be heavily involved in the development of an automated personnel system. During the past year programs were implemented to convert and update employee data, an employee turnaround form was designed and procured, and vacancy reporting was implemented. During the next fiscal year all State departments will be converting their employee records to the new system.

### **Legislative:**

Title and Section capability was added to the Legislative System during the Special Session enabling proposed legislation to be cross-referenced by title and section so that potential conflicts can be avoided. This system will be fully operational during the next Legislative Session.

### **Snowmobile:**

Several enhancements were made to the Snowmobile System which nearly halved the keypunch requirements of the system.

### **Budget:**

Work continued in the development of budget document and work program systems. A classification file was developed and implemented which will provide capability of producing several reference manuals in addition to the budget document and work program reports.

### **Hay Study:**

A data base was established for the Hay Study and several programs written to extract and/or compare data from existing data bases. A simulation capability for converting from the existing classification and compensation plan to various implementations of the new plan was developed.

### **Education:**

A project to develop a management information system for the Bureau of Vocational Education covering the Vocational Technical Institutes, Secondary Vocational programs, and adult vocational education was begun with much of the design work completed during FY 76.

## GENERAL GOVERNMENT

### Executive:

A Boards and Commissions System was implemented for the Executive branch. The system keeps track of appointments to various boards and commissions and reports when vacancies will be occurring giving lead time for the posting of appointments.

### Lottery:

Subscription capability was added to the Lottery System enabling lottery players to purchase a weekly game ticket in advance for a specified number of weeks.

### Retirement:

A five year experience study of mortality, turnover, and retirement among the active retirement contributors was completed along with a five year experience study on retiree's mortality. A new basis for actuarial valuation was implemented which takes into account cost of living allowances for retirees, providing for more accurate forecasts.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Bureau of Central Computer Services	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$2,065,464	\$2,065,464
Total Expenditure				2,171,689	2,171,689
NET				(106,225)	(106,225)
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## BUREAU OF ALCOHOLIC BEVERAGES

KEITH H. INGRAHAM, DIRECTOR

FRANK H. ROBIE, Administrative Assistant

Central Office: 10 Water Street, Hallowell 04347

Telephone: 289-3721

Established: 1933

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 08; Unit: 130; Unit Citation: 5 M.R.S.A., Sect. 283

Average Number of Full-Time Employees: 258

Authorized Employee Level: 316

**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.

**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

## GENERAL GOVERNMENT

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 conventional stores to a self-service type of operation was continued and four more stores were converted during FY 76. The Bureau now operates twenty seven self-service outlets and the program will be continued within available funds and at suitable premises.

The 107th Legislature enacted a measure which permits the Bureau to establish agency stores. This makes it possible to have liquor sold by agents who now operate other retail stores in smaller towns where there is no state store. In some instances state stores now in small towns may be closed and agency stores established which would result in savings of operating costs for the state. During FY 76 thirteen agencies were established and at least seven more are currently under consideration.

### LICENSES, PERMITS, ETC.:

#### License

Class I. Spirituous, Vinous and Malt Beverages

Class II. Spirituous Only

Class III. Vinous Only

Class IV. Malt Beverages Only

Class VI. Club, Without Catering Privileges — Spirituous, Vinous & Malt Beverages

**PUBLICATIONS:** Rules and regulations supplementing the new law are available.

### FINANCES, FISCAL YEAR 1976:

Bureau of Alcoholic Beverages	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,988,173				\$3,988,173
Total Expenditure	3,603,584				3,603,584
NET	384,589				384,589
Unexpended Balance Forward					
Unexpended Balance Lapsed	384,589				384,589

## STATE LIQUOR COMMISSION

JOSEPH ANGELONE, ACTING CHAIRMAN

FRANK H. ROBIE, Administrative Assistant

*Central Office:* 10 Water Street, Hallowell 04347

*Telephone:* 289-3721

*Established:* 1934

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 132; *Unit Citation:* 28 M.R.S.A., Sect. 51

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 3 (per Diem)

**PURPOSE:** The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor, which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, or

## GENERAL GOVERNMENT

for laboratories in schools, colleges, and state institutions or to hospitals for medical use therein or to licensed pharmacists for use in compounding prescriptions and to any physician, surgeon, osteopath, chiropractor, optometrist, dentist or veterinarian for medicinal use only; authority to buy and have in their possession wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

**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 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 function, assigned to its informal Enforcement Division were transferred to the newly-created Department of Public Safety.

**PROGRAM:** The State Liquor Commission conducted the legally required public hearings at four different geographical locations throughout the State for the purpose of outlining operations under the liquor laws, receiving suggestions thereto and disseminating information to the public. It also authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commission also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

State Liquor Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$9,851				\$9,851
Total Expenditure	6,592				6,592
NET	3,259				3,259
Unexpended Balance Forward					
Unexpended Balance Lapsed	3,259				3,259

## GENERAL GOVERNMENT

# MAINE INSURANCE ADVISORY BOARD

HARRIMAN W. McKOWEN, EXECUTIVE SECRETARY

Central Office: State House, Augusta 04333

Telephone: 289-2341

Established: 1965

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 08; Unit: 133; Unit Citation: 5 M.R.S.A., Sect. 1725

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

**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.

### RESERVE FUND FOR SELF-INSURED LOSSES

Balance on hand by statute, 7/1/75	\$2,399,408
Premium Savings Deposited	206,357
Investment Income	124,507
Total	\$2,730,272
Withdrawn During Fiscal Year	-63,960
Balance 6/30/76	\$2,666,312

### STATE AUTOMOBILE FLEET LIABILITY\*

Term:	September 8, 1975 to September 8, 1976
Company:	Continental Insurance Company
Agency:	Morse, Payson & Noyes, Portland
Limits:	100/300/351

Premiums (subject of audit)	\$210,518
Total Number of Units	4,123
Total Number of Reported Accidents	407
Losses Paid and Incurred to date	\$110,799
Loss Ratio	48%

\*Figures applicable as of 8/29/76

## GENERAL GOVERNMENT

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, 1975 to July 9, 1976		
Company:	Maine Bonding & Casualty Company		
Agency:	John C. Paige Company, Portland		
Limit:	\$1,000,000		
Number of Employees Reported		17,232	
Annual Premium (1975-1976)		\$16,679	
Number of Losses (1975-76)		0	

\*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, 1975 to August 6, 1976		
Company:	International Aviation Underwriters		
Agency:	Turner, Barker & Company, Inc., Portland		
Premium		\$17,547	
Total Number of Units		21	
Total Number of Losses		1	
Losses Paid		\$350	
Loss Ratio		.02%	

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

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, and vocational technical schools. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

Maine became the first State in the United States to have a flood insurance plan, filed in accordance with the Flood Disaster Protection Act of 1973 and approved by the Federal Insurance Administration, Department of Housing and Urban Development.

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.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Maine Insurance Advisory Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$239,587				\$239,587
Total Expenditure	214,362				214,362
NET	25,225				25,225
Unexpended Balance Forward					
Unexpended Balance Lapsed	25,225				25,225

GENERAL GOVERNMENT

**CAPITOL PLANNING COMMISSION**

**ALLEN G. PEASE, CHAIRMAN**

**JOHN F. WOOD, PROPERTY CONTROL SUPERVISOR**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3881

*Established:* 1967

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 08; *Unit:* 134; *Unit Citation:* 5 M.R.S.A., Sect. 298

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

**ORGANIZATION:** The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission 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 Bureau of Public Improvements 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:** The development and adoption of rules and regulations governing the capitol complex after public hearing was a significant accomplishment of the Commission during the year. A revision of the master plan for the complex was under preparation for presentation to the 108th Legislature. Several meetings were held with both private and commercial property owners regarding variances and signage.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:**

Capitol Planning Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$830				\$830
Total Expenditure	684				684
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed	146				146

GENERAL GOVERNMENT

## BOARD OF ASSESSMENT REVIEW

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3851

*Established:* 1976

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 90; *Unit:* 136; *Unit Citation:* 36 M.R.S.A., Sect. 486

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

**ORGANIZATION:** The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

**PROGRAM:** The State Board of Assessment Review operates year around, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** The Board of Assessment Review neither received nor expended funds during the fiscal year.

## COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

*Central Office:* Library-Museum-Archives Building, Augusta 04333

*Telephone:* 289-2451

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 90; *Unit:* 306; *Unit Citation:* 30 M.R.S.A., Sect. 347

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

## GENERAL GOVERNMENT

**ORGANIZATION:** 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 ex officio; 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 headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

**PROGRAM:** The County Records Board adopted interim *Regulations for Disposition of County Records* to initiate the development of a comprehensive county records program for Maine. Projects pending implementation by the Board and the Maine State Archives include the development of model retention-disposition schedules for various county offices; study of the feasibility of developing a uniform indexing system for Registers of Deeds; preparation of a technical manual to assist county officers in the preservation of their records; adoption of standards for microfilming county records; and the development of standards for fire-resistive vaults and safes. The Maine State Archives has continued to provide technical assistance and cleaning and fumigation services for interested counties; and in cooperation with the Board is providing emergency records storage to counties as well as security microfilm storage.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Administrative services are provided by the Maine State Archives. The Board incurred no expenses during the year and is not funded.

## MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

*Central Office:* Library-Museum-Archives Building, Augusta 04333

*Telephone:* 289-2451

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 90; *Unit:* 377; *Unit Citation:* 30 M.R.S.A., Sect. 2214

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

**ORGANIZATION:** 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 ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

## GENERAL GOVERNMENT

**PROGRAM:** The Municipal Records Board has revised the general records disposition schedule for selected municipal records by establishing procedures for the disposition of records not specified in the general schedule. The schedule was published by 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 to facilitate further refinement of the general records disposition schedule for municipalities, and the preparation of a technical manual to assist municipal officials in the preservation of their records. In cooperation with the Board, the Maine State Archives provides technical assistance and supportive services such as cleaning and fumigation for interested municipalities as well as records storage for small towns and plantations that have no facilities for this purpose.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Administrative services are provided by the Maine State Archives. The Board incurred no expenses during the year and is not funded.

## CRIMINAL LAW ADVISORY COMMISSION

**PETER G. BALLOU, CHAIRMAN**

**STEPHEN L. DIAMOND, Staff Attorney Department of Attorney General**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2538

*Established:* 1976

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 92; *Unit:* 139; *Unit Citation:* 17A M.R.S.A., Sect. 1351

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Criminal Law Advisory Commission was established for the purpose of conducting a continuing study of the criminal law of Maine. Additionally, the commission must propose to the Legislature, at the start of each session, such changes in the criminal laws and in related provisions as the commission may deem appropriate. The commission may also make recommendations to the Judicial Council, the Advisory Committee on Criminal Rules and to any other organization or committee whose affairs pertain to the criminal justice system.

**ORGANIZATION:** The commission is composed of 7 members to be appointed by the Attorney General. The members are qualified by reason of their experience in the prosecution or defense of criminal cases or by reason of their knowledge of the criminal law. Members of the commission serve for terms of 2 years and may be reappointed. In the event of the death or resignation of any member, the vacancy for his unexpired term shall be filled by the Attorney General.

The Senate and House chairmen of the Judiciary Committee, or their designees, serve as consultants to the commission. The Chief Justice of the Supreme Judicial Court appoints 4 consultants to the commission, at least one of whom shall be an active member of the Superior Court and at least one of whom shall be an active member of the District Court. Whenever it deems it appropriate, the commission shall seek the advice of experts, including representatives of the executive departments, in fields related to its duties.

**PROGRAM:** By law the duties of the commission are as follows:

To examine the sections of the Revised Statutes outside of the Criminal code which pertain to the criminal law and to draft such amendments to those sections as the commission deems advisable in light of the Criminal Code; to evaluate the operation of the Criminal Code and to recommend amendments to the code based on such evaluation; to examine the present laws pertaining to criminal pleadings and to consider possible changes, including, but not limited to, the adoption of code pleading and the preparation of pleading forms; and to examine any other aspects of Maine's criminal law, including substantive, procedural and administrative matters, which the commission deems relevant.

## GENERAL GOVERNMENT

Created effective May 1, 1976, the commission was involved in becoming established when the fiscal year closed. At that time the Department of Attorney General was in the process of choosing appointees.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

## MAINE-CANADIAN EXCHANGE ADVISORY COMMISSION

**ROBERT L. COUTURIER, CHAIRMAN**

*Central Office:* Governor's Office, State House, Augusta 04333

*Telephone:* 289-3531

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 92; *Unit:* 157; *Unit Citation:* 5 M.R.S.A., Sect. 6007

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The purpose of the Commission is to advise the director of the Maine-Canadian Exchange Office in the carrying out of his/her powers and duties and, in addition, to assist the director in encouraging the strengthening of all areas of cooperation with the Canadian Provinces, and particularly in encouraging economic, cultural and educational exchange between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member.

**ORGANIZATION:** The Maine-Canadian Exchange Advisory Commission consists of 9 members, all of whom must be citizens of this State. The Governor appoints 5 members, 3 for a term of one year and 2 for a term of 2 years, at least 2 of whom shall be fluent in the French language. The President of the Senate and the Speaker of the House each appoint 2 members, one for a term of one year and one for a term of 2 years. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House must be fluent in the French language. In the event of the death or resignation of any member, the vacancy shall be filled for the remainder of the term in the same manner as the original appointment.

**PROGRAM:** During FY 76, the Commission met twice to discuss current problems.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

## COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN

STEPHEN W. LOCKE, Director Bureau of Central Computer Services

Central Office: State House, Augusta, 04333

Telephone: 289-3631

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 92; Unit: 225; Unit Citation: 5 M.R.S.A., Sect. 1855

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**PURPOSE:** The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

**ORGANIZATION:** Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Manpower Affairs, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Corrections and the Secretary of State each designate a member of his department to serve on the board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the board.

**PROGRAM:** The first meeting of the Computer Services Advisory Board was held on November 6, 1975. This meeting was basically an organizational meeting at which time the Chairman was elected. In addition, some business was discussed concerning the University Computer Center; but since total facts were not available, no action was taken. During 1976 meetings have been held quarterly.

Two vital tasks were recognized as essential to many of the contributions this Advisory Board hopes to make in the future. Those tasks were:

To compile an inventory of application systems and/or programs currently operating on computers owned or leased by the State of Maine and cause this inventory to be distributed to all departments, bureaus, divisions and agencies of State Government; and to obtain input from department heads, bureau and division chiefs, business managers, etc. identifying the application areas or tasks they would like to see performed by computers in order to reduce operating expenses or significantly improve their agency's ability to provide services and/or manage resources.

As a result of these two objectives, the Board has received over forty requests for cost justification studies from agencies and departments state-wide. The Board plans aggressive action on these requests as soon as it can organize to handle them.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Board expenses are assumed by the Bureau of Central Computer Services and are included in the fiscal data of the Bureau.

## ADVISORY COMMITTEE ON STATE TELECOMMUNICATIONS

RICHARD G. BACHELDER, CHAIRMAN

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3881

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 92; *Unit:* 301; *Unit Citation:* 5 M.R.S.A., Sect. 350

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The Advisory Committee on State Telecommunications was established to advise the Department of Finance and Administration in regard to carrying out the Department's general administrative responsibilities for state telecommunication services. The Committee advises and assists the Department in providing for the coordination of engineering assistance, systems maintenance, frequency allocation, systems planning, and the purchase of services and equipment related to State Telecommunications services.

**ORGANIZATION:** The Advisory Committee on State Telecommunications was established as an independent agency to advise the Department of Finance and Administration. The law establishing the Committee specifies that its membership shall consist of one member each from the Departments of Conservation, Finance and Administration, Inland Fisheries and Wildlife, Marine Resources, Public Safety, and Transportation; also from the Bureau of the Military, Bureau of Emergency Preparedness, and the Criminal Justice Planning and Assistance Agency. The member from the Department of Finance and Administration shall be the Chairman. The Committee meets quarterly.

**PROGRAM:** The initial meeting of the newly created Advisory Committee on State Telecommunications was held April 15, 1976. Duties and long range goals were established. During the year a study of capitol complex telephone communications was accomplished resulting in a reduction of equipment and costs. Continuous efforts will be made in this regard. Radio communications are also being studied.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

GENERAL GOVERNMENT

## MAINE CRITICAL AREAS ADVISORY BOARD

PATRICIA STIMETS, CHAIRMAN

R. ALEC GIFFIN, STAFF PRESIDENT

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3154

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 92; *Unit:* 308; *Unit Citation:* 5 M.R.S.A., Sect. 3313

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** In general terms the purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Program. A specific function that the Critical Areas Advisory Board performs is deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, scientific, or historic values.

**ORGANIZATION:** The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 12 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

**PROGRAM:** During FY 76, the Maine Critical Areas Advisory Board met eight times. Nine major planning reports were delivered to the Board. These planning reports lay the factual basis for the registration of critical areas. On the basis of these reports and the evaluation of specific areas, 27 areas were selected for inclusion on the register. Work on 28 additional planning reports was initiated during the period.

In addition, a very extensive report on the Noteworthy Natural Features of Maine was completed and submitted to the Board. This latter report will lay the basis for the selection of topics for future investigations by the Critical Areas Program.

**PUBLICATIONS:** Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss  
Rhododendron  
Oysters  
Petrels  
Alcids

Mountains  
Mountain-laurel  
Sassafras  
Dogwood

**FINANCES, FISCAL YEAR 1976:** The finances for the Maine Critical Areas Advisory Board are covered in the State Planning Office budget.

## **ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS**

**JOHN P. O'SULLIVAN, COMMISSIONER,  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3446

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 92; *Unit:* 311; *Unit Citation:* 5 M.R.S.A., Sect. 884

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 to advise the Department on matters of policy.

**ORGANIZATION:** 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.

**PUBLICATIONS:** *Maine State Deferred Compensation Plan* (controlled distribution to new State employees.)

GENERAL GOVERNMENT

## FOREST LAND VALUATION ADVISORY COUNCIL

CARLTON SAVAGE, CHAIRMAN

NORMAN P. LEDEW, Director, Property Tax Division

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2791

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 92; *Unit:* 338; *Unit Citation:* 36 M.R.S.A., Sect. 584

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The purpose of the Forest Land Valuation Advisory Council is to render information and advice to the State Tax Assessor concerning the Administration of the Maine Tree Growth Tax Law.

**ORGANIZATION:** The Forest Land Valuation Advisory Council consists of the Director of the Bureau of Forestry ex officio and 3 members serving staggered 4 year terms, one being a municipal officer, one a forest land owner and one from the general public with a background in economics.

**PROGRAM:** The Council meets annually in February with the State Tax Assessor or his deputy to advise on the Administration of The Tree Growth Tax Law. Special meetings may be held on call.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Council finances are appropriated to the Bureau of Taxation.

## GENERAL GOVERNMENT

# STATE PERSONNEL BOARD

KENNETH D. ROBINSON, CHAIRMAN

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2821

*Established:* 1937

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 92; *Unit:* 388; *Unit Citation:* 5 M.R.S.A., Sect. 591

*Average Number of Full-Time Employees:* N.A.

*Authorized Employee Level:* N.A.

**PURPOSE:** The State Personnel Board was established in 1937 to administer the state's merit system law otherwise known as the Personnel Law. The Board is empowered to prescribe or amend rules and regulations relative to: eligible registers; classification of positions; compensation plans; examinations for admission to the classified service; provisional, emergency, exception 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; inservice training; service ratings, certification of payrolls; enforcement and investigations concerning the enforcement of the state's Personnel Law.

**ORGANIZATION:** The original Personnel Act provided for a three-member Personnel Board and a Director of Personnel, appointed by the Board, in whom was vested the responsibility for the administration of the law. In 1953 the membership of the Board was expanded to five to include an employee's representative and a state department head. A 1975 amendment further modified the composition of the Personnel Board making it an all public member body.

One member of the Board is designated by the Governor as chairperson. The Board continues to appoint a Director of Personnel who serves at its pleasure and is responsible for the administration of the law.

Under legislation pending before the 107th Legislature, the Office of Commissioner of Personnel will be created. The Commissioner will be empowered with the major powers and duties formerly the responsibility of the Personnel Board. The Board will continue to review and advise the Personnel Commissioner on policies and matters of administration and hear appeals on classifications, reclassifications, and allocation of positions in the classified service.

**PROGRAM:** The State Personnel Board meets regularly at least once each month, and may hold additional meetings as may be necessary. The Director of Personnel attends all meetings of the Board, acts as its secretary, and keeps minutes of its proceedings. It is through these meetings that the Board insures that its statutory responsibilities administered by the Director and staff of the department, are carried out. During the reporting period the Board held twelve regular and six special meetings. Specific activities and accomplishments of the agency are contained in the Administrative Report of the (Office of) Commissioner of Personnel.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Board members receive \$50 per diem and other expenses which are paid by the (Office of) Commissioner of Personnel.

GENERAL GOVERNMENT

## COMMISSION TO REVISE STATUTES RELATING TO JUVENILES

JOSEPH M. JABAR, CHAIRMAN

*Central Office:* Kennebec County Court House, Augusta 04330

*Telephone:* 622-1641

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 049; *Unit Citation:* 1975 P & SL, Chap. 101

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The purpose of the Commission is to present to the Maine Legislature proposals for a fully modern, integrated and consistent juvenile code and juvenile court.

**ORGANIZATION:** The membership of the commission consists of 17 persons. The Governor appointed the following members of the commission: a member of the bar experienced in the trial of juvenile cases; a member of the Governor's Committee on Children and Youth; a representative of the community mental health program; a child psychiatrist; two representatives of the public; a representative of the Chiefs of Police Association; a representative of the State Principals Association; two members are senators; three members are Members of the House of Representatives; the Chief Justice of the Supreme Judicial Court designated one consultant to the commission who is an active judge of the District Court; a representative of the juvenile corrections system of the State of Maine; a representative of the Department of Human Services appointed by the Commissioner of Human Services and the Director of the Children and Youth Services Planning Project.

**PROGRAM:** Governor Longley convened the first Commission meeting on October 2, 1975. Subsequently, the Commission has met at least once a month. Additionally, the Commission completed one series of public hearings and has scheduled another.

In response to several factors, the Commission decided to narrow the scope of its inquiry to four areas: prevention, non-criminal behavior, criminal behavior, and juvenile courts.

Based on public reaction to the report, gathered during the November public hearings, the Commission will make final decisions about its analysis and recommendations, and will prepare a draft of proposed statutory amendments that reflect these decisions for submission to the Legislature.

**PUBLICATIONS:** Preliminary Report of the Commission to Revise Statutes Relating to Juveniles (free; available from Maine Criminal Justice Planning and Assistance Agency.)

### FINANCES, FISCAL YEAR 1976:

Commission to Revise Statutes Relating to Juveniles	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,000				\$5,000
Total Expenditure	5,000				5,000
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

NOTE: All expenses with the exception of above reported \$5,000 were paid by the Maine Criminal Justice Planning & Assistance Agency under appropriation #4025.1.

## MAINE-CANADIAN EXCHANGE OFFICE

**Vacant — For Information Telephone 289-3531**

*Central Office:* State House, Augusta 04333

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 113; *Unit Citation:* 5 M.R.S.A., Sect. 6003

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 1

**PURPOSE:** The Maine-Canadian Exchange Office is concerned with strengthening all areas of regional cooperation between Maine and its neighboring Canadian Provinces, and also particularly encourages economic, cultural and educational exchange between Maine and these provinces.

**ORGANIZATION:** The executive head of the Maine-Canadian Exchange Office is the director, who is appointed by the Governor with the approval of the Maine-Canadian Exchange Advisory Commission. The director is paid a salary fixed by the Governor.

**PROGRAM:** The Director of the Maine-Canadian Exchange Office duties are to:

**Study and evaluate existing activities.** Study and evaluate existing activities in the State on both the governmental and private levels involving cooperation with Canada, and particularly with the Provinces of Quebec, New Brunswick, Nova Scotia, Newfoundland and Prince Edward Island;

**Strengthen regional cooperation.** Strengthen all areas of regional co-operation with Canada and give coordination and direction to related activities of state departments and agencies;

**Determine new areas for cooperation.** Determine new areas for fruitful regional cooperation, with particular attention to the potential for social betterment, economic growth, improved natural resource utilization and management and the enhancement of the environment;

**Encourage exchanges.** Encourage and assist economic, governmental, cultural and educational exchanges and other modes of improved contact with Canada;

**Disseminate information.** Disseminate information on Canadian relations to the public;

**Administer certain funds.** Administer such funds as may be available to it for the purposes of assisting in the development of improved relations and cooperation between Maine and Canada.

Funds from the Federal Government or from any individual, group, foundation, corporation or other private source may be accepted by the Maine-Canadian Exchange Office and expended for purposes consistent with the law.

During FY 76 the Office was inactive.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

## ADMINISTRATIVE COURT

EDWARD M. ROBINSON, ADMINISTRATIVE COURT JUDGE

*Central Office:* 2 Turner Street, Auburn 04210

*Telephone:* 783-2451

*Established:* 1963

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 281; *Unit Citation:* 5 M.R.S.A., Sect. 2401

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* N.A.

**PURPOSE:** The Administrative Court was created to correct the past inequities of subjecting business and professional licensees, whose livelihood was placed in jeopardy, to trial and adjudication by the State agency that also acted as investigator and prosecutor of the complaints it had initiated against said licensees. The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees who are governed by the Administrative Code; and (2) to protect the interests of the tens of thousands of said occupational licensees, and their employees, by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

**ORGANIZATION:** In 1957, the Legislature created the Office of the Hearing Examiner for the State Liquor Commission for the purpose of providing impartial licenses suspension and revocation hearings on complaints brought against any of Maine's some 5,000 wholesale and retail liquor licensees. In 1961, the Administrative Hearing Office was created, under the supervision of the Administrative Hearing Officer, for the purpose of hearing complaints brought against other business, professional and trade licensees who are governed by the Administrative Code. In 1963, the Officer of the Hearing Examiner and the position of the Administrative Hearing Officer were abolished and their duties were combined under the jurisdiction of the Administrative Hearing Office, supervised by the newly created position of the Administrative Hearing Commissioner.

In 1973, the Administrative Hearing Office was abolished and the Administrative Court was established in place thereof. The Administrative Court is a Court of record and is under the supervision of the Administrative Court Judge who is responsible for the efficient operation of the Court and for the proper conduct of business therein. The Administrative Court Judge is appointed by the Governor, subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, for a term of seven years. He/she must be a member of the Bar of this State, must devote full time to the judicial duties and cannot practice law during the term of office.

**PROGRAM:** During recent years additional licensing agencies have been placed under the jurisdiction of the Court and there has been a substantial increase in its work load, involving novel or first interpretation and application of statutory law and of continuously amended rules and regulations of numerous State agencies. The Court schedules and conducts formal trials in Portland, Auburn, Augusta, Bangor, Presque Isle and elsewhere, and renders a written opinion, subject to appeal to the Superior and Supreme Judicial Courts, in each case. The nature and volume of matters pending before the Administrative Court vary continuously whereby the scheduling of the time and place for hearings must necessarily be entirely flexible. Also, matters which present an immediate or potential hazard to the public health and safety must have priority over complaints of a more routine nature and be scheduled accordingly, often on an emergency basis. All duties of the Court are presently performed by a staff of two persons, i.e., the Administrative Court Judge and the Hearings Reporter-secretary.

**PUBLICATIONS:** None

## GENERAL GOVERNMENT

### FINANCES, FISCAL YEAR 1976:

Administrative Court	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$40,532				\$40,532
Total Expenditure	39,723				39,723
NET	809				809
Unexpended Balance Forward					
Unexpended Balance Lapsed	809				809

## INTERSTATE BOUNDARY COMMISSION

**RICHARD N. BERRY, CHAIRMAN**

*Central Office:* c/o Department of Attorney General, State House, Augusta 04333

*Telephone:* 289-3661

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 286; *Unit Citation:* 1971 P & SL, Chap. 131

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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.

On June 14, 1976, the United States Supreme Court determined the location of the boundary between Maine and New Hampshire. On July 28, 1976, the State of Maine initiated the procedures for setting out that boundary on the water between the two states. All that remains is for the two states to agree upon the manner and method of locating the line.

**PUBLICATIONS:** None

## GENERAL GOVERNMENT

### FINANCES, FISCAL YEAR 1976:

Interstate Boundary Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,862				\$6,862
Total Expenditure	2,529				2,529
NET	4,333				4,333
Unexpended Balance Forward	4,333				4,333
Unexpended Balance Lapsed					

## BOARD OF EMERGENCY MUNICIPAL FINANCE

**R. L. HALPERIN, STATE TAX ASSESSOR, CHAIRMAN**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2076

*Established:* 1935

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 319; *Unit Citation:* 30 M.R.S.A., Sect. 5301

*Average Number of Full-Time Employees:* N.A.

*Authorized Employee Level:* N.A.

**PURPOSE:** The purpose and object of the establishment of the Board is to enable the municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis, and to assure to the State the collection of the taxes due from the said municipalities to the State.

**ORGANIZATION:** The Board is composed of the Commissioner of Finance and Administration, the Treasurer of State and the State Director of Property Taxation who serves as chairman.

**PROGRAM:** The board is inactive unless the conditions described below exist in one or more municipalities. No activity occurred in FY 76.

The board is authorized and empowered, in the event that a municipality becomes one year and 6 months in arrears in the payment of its taxes to the State in full or in part or defaults on any bond issue or payment of interest due thereon or refuses or neglects to pay school and other salaries due and has received from the state funds in support of its poor, to cause to be made an audit of the financial condition of said municipality at the expense of said municipality, or an investigation of the financial affairs of such municipality that will reveal whether or not its affairs are in such condition that the interest of the State and public necessity in its judgment require that its affairs be taken over and administered under the law and to make such other investigation of the affairs thereof as it shall deem wise to determine the reason for such failure to pay such taxes and indebtedness and the reason for the need for state relief of its poor.

Whenever any municipality shall make application to the State for funds in support of its poor, the board is authorized and directed to cause to be made the audit and investigation provided for in the law.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

GENERAL GOVERNMENT

## STATE EMPLOYEES' APPEALS BOARD

RICHARD G. SAWYER, CHAIRMAN

Central Office: 10 Elm Street, Augusta 04330

Telephone: 622-3188

Established: 1967

Maine State Government Reference Manual Data:

Policy Area: 00; Umbrella: 94; Unit: 320; Unit Citation: 5 M.R.S.A., Sect. 751

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**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 FY 76, the State Employees Appeals Board increased its case load over the past year. After collective bargaining is implemented, it is anticipated that its case load will increase substantially.

In the past 9 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. Upon review of board decisions, many agencies have improved their administration.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

State Employees Appeals Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$11,003				\$11,003
Total Expenditure	10,466				10,466
NET	557				557
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## STATE ENERGY RESOURCES ADVISORY BOARD

**ABBIE C. PAGE, DIRECTOR, OFFICE OF ENERGY RESOURCES**

*Central Office: 53 Capitol Street, Augusta 04333*

*Telephone: 289-2196*

*Maine State Government Reference Manual Data:*

*Policy Area: 00; Umbrella: 94; Unit: 321; Unit Citation: 5 M.R.S.A., Sect. 5007*

*Average Number of Full-Time Employees: 0*

*Authorized Employee Level: N.A.*

**PURPOSE:** The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and in the research and development phase of the Office of Energy Resources' activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office. The Advisory Board also advises the Governor, the Legislature and the Director of the Office of Energy Resources on policy matters relating to the law.

**ORGANIZATION:** The State Energy Resources Advisory Board consists of the following: one member of the House of Representatives to be appointed by the Speaker of the House and one member of the Senate to be appointed by the President of the Senate and one representative of the Public Utilities Commission and with said Legislators to serve ex officio; and 6 members to be appointed by the Governor, with the advice and consent of the Council, such members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development, to include one representative of industry, one representative of labor, one representative of the academic community, 2 representatives of the general public and one representative of the business community.

**PROGRAM:** The Energy Resources Advisory Board met in December 1975 and four times during 1976: February, June, October and December.

The Board advises the Director on all matters concerning the operations of the Office as well as on energy policy. Major tasks undertaken in 1976 were review of the calendar year work program and recommendations on the comprehensive energy plan. In addition, at the request of the Director, the Energy Resources Advisory Board assumed the responsibility of deciding on the award of research and development grants for native energy resource development.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None

## COMMISSION TO PREPARE LEGISLATION REVISING THE TRIAL COURT SYSTEM

JOSEPH BRENNAN, ATTORNEY GENERAL

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3661

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 343; *Unit Citation:* 1973 P & SL, Chap. 139

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The special commission is constituted and appointed to supervise the preparation, in final legislative draft form, of a proposed merger and reorganization of the trial courts constituted for the State of Maine, such proposed trial court merger and reorganization to be presented to a special session of the 106th Maine Legislature or the next regular session.

**ORGANIZATION:** The membership of the commission consists of 8 persons. The Governor appoints the members of the commission as follows: four are members of the bar, 2 of whom shall have been active in the trial of criminal cases. At least 3 shall be qualified by reason of common sense and broad experience in everyday affairs as representative of the public, which may include people within the foregoing categories. In addition, the Governor also designates 3 active members of the judiciary, from a list furnished by the Chief Justice of the Supreme Judicial Court, one of whom shall be from the Supreme Judicial Court, one from the Superior Court and one from the District Court to act as consultants to the commission. The Attorney General is a member ex officio. Members serve for the duration of the law establishing the Commission. In the event of the death or resignation of any member, the vacancy for the remainder of his term is filled by appointment by the Governor. Five members of the commission constitute a quorum.

**PROGRAM:** The Commission completed its task in January, 1975. At that time it submitted proposed legislation to the Maine Legislature, all of which was considered in the legislative session. The Commission has had no further function to perform its existence having come to an end. It is included in this report because it paid incurred debts amounting to \$19,657 during FY 76.

**PUBLICATIONS:** None

GENERAL GOVERNMENT

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

**COLBURN W. JACKSON, CHAIRMAN**

*Central Office:* c/o Department of Human Services, Augusta 04333

*Telephone:* 289-2886

*Established:* 1968

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 352; *Unit Citation:* 5 M.R.S.A., Sect. 285

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Board of Trustees, Group Accident and Sickness or Health Insurance, 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, Group Accident and Sickness or Health Insurance, 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 the Department 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 FY 76, 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.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:**

Board of Trustees Accident and Sickness or Health Insurance Program	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$59,112	\$59,112
Total Expenditure				49,020	49,020
NET				10,092	10,092
Unexpended Balance Forward					
Unexpended Balance Lapsed					

GENERAL GOVERNMENT

**JUDICIAL COUNCIL**

**ARMAND A. DUFRESNE, JR., CHIEF JUSTICE**

**STATE OF MAINE CHAIRMAN, EX OFFICIO**

**PETER L. MURRAY, Executive Secretary**

*Central Office:* 30 Exchange Street, Portland 04111

*Telephone:* 773-5651

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 356; *Unit Citation:* 4 M.R.S.A., Sect. 451

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 1 part-time

**PURPOSE:** The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the annual Maine Criminal Justice's Sentencing Institute.

**ORGANIZATION:** The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, two Justices of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and three laymen, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

**PROGRAM:** The Program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the situation can be improved. The Council meets in consultation session five to six times a year, usually in Augusta, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, the various other reforms. At the present time, the Council is actively concerned with working out the transition to statewide court administration of all Maine courts, with the continuing problem of defense of the indigent in court, and with the increasingly pressing problem of inadequate judicial compensation.

The Judicial Council has frequently prepared legislation to improve reforms and has appeared before legislative committees in an informational capacity in support of this legislation.

**PUBLICATIONS:** Biennial Report of the Judicial Council for years 1973-74, published, spring of 1975. Copies are available from the State Library without charge.

**FINANCES, FISCAL YEAR 1976:**

Judicial Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$8,000				\$8,000
Total Expenditure	8,139				8,139
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

NOTE: Deficit supplied from other court budget.

GENERAL GOVERNMENT

## STATE LOTTERY COMMISSION

JOHN McSWEENEY, CHAIRMAN

GEORGE ORESTIS, Director of State Lotteries

*Central Office:* 151 Capitol Street, Augusta 04333

*Telephone:* 289-2081

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 364; *Unit Citation:* 8 M.R.S.A., Sect. 351

*Average Number of Full-Time Employees:* 38

*Authorized Employee Level:* 57

*Organizational Units:*

Administrative 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, 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 coterminous with that of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

**PROGRAM:** The State Lottery Commission implemented a Subscription game which went into effect on October 2, 1975, and which has been quite successful. In the past year several Super Drawings were presented on T.V. state-wide to show the public the drawings procedures and to create interest in buying tickets.

A live, weekly two-minute television show informs the public of the winning numbers and keeps the public abreast of current Lottery activities. Several Bonus games have been played using the weekly ticket. The Incredible Instant game was the most successful instant game to date and created many discussions because several attempts to beat the odds were successful.

**PUBLICATIONS:** Feedback, a newsletter published monthly distributed to sale agents. Copies can be obtained upon request of the Commission.

## GENERAL GOVERNMENT

### FINANCES, FISCAL YEAR 1976:

State Lottery Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$1,737,596	\$1,737,596
Total Expenditure				1,202,659	1,202,659
NET				534,937	534,937
Unexpended Balance Forward				270,491	270,491
Unexpended Balance Lapsed				264,446	264,446

## COMMISSION ON MAINE'S FUTURE

HALSEY SMITH, CHAIRMAN

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3261

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 367; *Unit Citation:* 5 M.R.S.A., Sect. 3321

*Average Number of Full-Time Employees:* 4

*Authorized Employee Level:* N.A.

**PURPOSE:** The 106th Maine Legislature in Title 5, Chapter 313, M.R.S.A. established the Commission on Maine's Future for the purpose of developing recommendations for a desirable and feasible future for the state, including a proposed growth and development policy. The Commission's preliminary draft of the final report is due by June 30, 1977, with the final report due on November 1, 1977. An interim report on Commission activities is due to the Legislature on November 30, 1976.

**ORGANIZATION:** 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 was appointed and organized in the spring of 1975, and has been exceedingly active during the past fiscal year through June 30, 1976. While the Commission's staff is physically and administratively located within the State Planning Office, it is stressed that, the Commission itself is a distinct organizational unit comprised of Maine citizens selected from all geographic areas of the State.

**PROGRAM:** Since April, 1975, the Commission has been meeting on a monthly basis to hear testimony on a variety of subject areas of critical concern to Maine's future growth, e.g., demographics, economics, lifestyles, natural resources, energy, transportation, education, environment, etc. The basic purpose of these meetings has been to educate the Commission itself on matters of critical concern to Maine's future, although the public has been invited to all sessions.

Simultaneously, the Commission staff (with the technical assistance of the State Planning Office) has been conducting research into a number of areas, particularly demographics, economics, environment, social factors, etc., and has produced some informative materials in these areas. Following an initial educational phase, the Commission adopted a process plan for its activities through its legislated lifetime in January, 1976, and subsequently subdivided itself into four subgroups (economics, environmental, social life and political) in February. Since then the four subgroups have been conducting independent inquiries into Maine life from their particular vantage point, with subgroup reports to the full Commission due on October 30, 1976.

In the late spring of 1976 the Commission launched its public involvement process that has included a five-part television series, special panel discussions open to the public, a booth in an agency fair, a futures day program soon to be expanded, and an informal speakers bureau that has reached some 40 Maine groups since the inception of the Commission. When the subgroup papers are available after October 30, 1976, a second television series focusing upon emerging policy issues is planned, as well as a series of public hearings or issues forums in the late fall of 1976.

## GENERAL GOVERNMENT

During FY 77 the Commission must complete the main body of its work, including completion of the subgroup reports, submission of an interim report in November, 1976, resolving conflicts between the subgroup recommendations, and drafting a preliminary final report document for presentation by June 30, 1977.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the Commission on Maine's Future is included in that of the State Planning Office.

## MAINE MUNICIPAL BOND BANK

**STEPHEN CROCKETT, CHAIRMAN**

**HENRY G. BOUCHARD, Executive Director**

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

*Telephone:* 622-9386

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 376; *Unit Citation:* 30 M.R.S.A., Sect. 5164

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* N.A.

**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.

**PROGRAMS:** The Maine Municipal Bond Bank had two bond offerings during the fiscal year, one in October of 1975 rated Aa by Moody's and AA by Standard & Poor, for 38,160,000 that helped 23 local governmental units finance capital projects; and another issue in March of 1976 for \$27,500,000 that helped fourteen 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.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:**

Maine Municipal Bond Bank	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$285,299	\$285,299
Total Expenditure				231,211	231,211
NET				54,088	54,088
Unexpended Balance Forward				54,088	54,088
Unexpended Balance Lapsed					

## MUNICIPAL VALUATION APPEALS BOARD

HARRY G. SHULMAN, CHAIRMAN

*Central Office:* Vickery Hill Building, Augusta 04333

*Telephone:* 389-2615

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 378; *Unit Citation:* 36 M.R.S.A., Sect. 291

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, 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. The Board is also authorized to hear municipalities appealing the minimum assessing standards.

**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 has operated on a two-year program of interrelated activities. (After 1976, hearings will be conducted annually.) Appeals hearings have been held during a three-month period (1974) which has coincided with the notice of proposed State valuation sent to municipalities by the Bureau of Taxation. FY 76 was an alternate year which was designated as a time for review, study and planning for future hearings. Special attention was given to the environmental problems which are expected to be a prominent factor in the 1976 appeals hearings. By studying transcribed records of former appeals hearings, the Board attempts to identify the areas that suffer from problems such as declining property value, loss of industry, and agricultural reverses. Through this study the Board also tries to determine the general extent of need for revaluation and better local assessment techniques.

Several meetings in FY 76 included representatives from the Division of Property Taxation, for the purpose of keeping the Board informed of various aspects of State valuation and for discussion of legislative changes affecting duties of the Board. Among these changes are an extension of the period of appeal from thirty days, to forty-five days. This change is expected to prompt a substantial increase in the number of requests for hearings in 1976, and thereafter.

The process of appeal 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 senators or representatives, are often present, and if the town intends bringing an attorney, the Bureau of Taxation may also bring one.

## GENERAL GOVERNMENT

4. The State, which now bears the burden of proof in hearings for municipalities appealing their State valuation, must justify the State valuation. In the 1976 hearings, the State will present its case first, followed by the municipality. Finally, the Board questions both the State and the town representatives and takes the case under advisement. If attorneys are present, they may or may not take an active part in the hearing. Decisions are rendered by the Board before the following January fifteenth.

Beginning in 1977, the Board will be responsible for hearing appeals of municipalities entitled to protest the minimum assessing standards. Tentative plans have been made for providing this new service to municipalities, although the hearings may not begin until 1978.

Board members are available to discuss with taxpayers the valuation appeals process and formulative plans relating to the minimum assessing standards appeals. The goal of the Municipal Valuation Appeals Board continues to be to provide fair hearings to towns appealing their State valuation or minimum assessing standards, and to be as well prepared as possible for doing this.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

Municipal Valuation Appeals Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$11,169				\$11,169
Total Expenditure	8,806				8,806
NET	2,363				2,363
Unexpended Balance Forward					
Unexpended Balance Lapsed	2,363				2,363

## **(OFFICE OF) COMMISSIONER OF PERSONNEL**

**ROBERT J. STOLT, COMMISSIONER**

**RICHARD W. TRIPP, Deputy Commissioner**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2821

*Established:* 1937

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 389; *Unit Citation:* 5 M.R.S.A., Sect. 631

*Average Number of Full-Time Employees:* 29

*Authorized Employee Level:* 30

*Organizational Units:*

Classification and Compensation Division

Records and Authorization Division

Career Management Division

Public Service Careers

**PURPOSE:** The (Office of) Commissioner of Personnel was 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 Commissioner of Personnel, the office of Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature is empowered to prescribe or amend rules and regulations having the force of law upon 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 Commissioner, and investigations concerning the enforcement of the State's Personnel Law.

**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. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. Under the revised Law, the Personnel Board is empowered to review and advise the Commissioner on personnel policies and personnel administration and hear appeals on classification on positions in the Classified Service.

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 there is one staff-level position, responsible for Equal Employment Opportunity. 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.

## GENERAL GOVERNMENT

**PROGRAM:** During FY 76, the (Office of) Commissioner of Personnel completed its 29th year of operation. Since their inception, the State Personnel Board and the Office 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 special sessions of the 107th Legislature convened on January 19, 1976, and adjourned on April 29, 1976 and convened on June 14, 1976. During these sessions, Maine's lawmakers considered a number of documents directly or indirectly affecting the State's Civil Service Law and personnel administration. Among the more significant were those enacted to:

- Restructure the State Personnel Board with responsibility to review and advise the Commissioner of Personnel on policy and administrative matters and appeal authority in matters of classification, allocation and reallocation of positions;

- Establish the position of Commissioner of Personnel;

- Empower the Commissioner of Personnel with authority formerly vested in the Personnel Board;

- Accept the amended results of the Classification and Compensation Study along with the creation of a Temporary Compensation Review Board to hear Appeals;

- Empower the Governor to name the Commissioner of Personnel to serve coterminously.

**Automation of Records.** Despite a lack of specific funding for this activity there has been considerable progress toward full automation of the Office's manual records. This could not have been achieved without the full cooperation of the Bureau of the Budget, Bureau of Central Computer Services, and the Department of Human Services among many others. The position file has been refined and now produces data that facilitates full position control and enhances budgetary efficiency.

The employee and employee history files reached final design stage and will be tested during July and August. Again, the progress was made possible by donated services and stands as an example of inter-agency cooperation. Further, a Federal Intergovernmental Personnel Act grant request was completed and a sum of \$17,000 was granted to assist in continuation of the computer program through June 30, 1977. Also, plans for additional computer modules to be applied to eligibility and certification lists were completed.

**Equal Employment Opportunity and Affirmative Action.** With the issuance of Executive Order No. 24 during the previous administration, the Office 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 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. This project was completed in February 1976.

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.

## GENERAL GOVERNMENT

**Goals and Objectives.** The long-range goal of the (Office of) Commissioner 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;
- 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 selectively 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 period ended June 30, 1976, a classification and compensation study was conducted for the first time since March, 1951, and enacted by the 107th Maine Legislature to be effective November 1976. In August 1975, the consulting firm of Hay Associates was engaged to make a study and report on the classification and compensation system for the employees of the State of Maine.

The entire staff of the Classification and Compensation Division was committed to full-time participation with the Hay consultants. Briefing/ training sessions in the methods and procedures to be followed in the conduct of the study began in September 1975. Subsequent to this, the staff received considerable training in the use of the Hay Guide Chart-Profile Method of Job Evaluation.

Involvement included conducting classification audits, writing class specifications, reviewing Job Activity Questionnaires and the evaluation of class specifications using the Hay System of job evaluation. Division technicians have evaluated more than two-hundred (200) classifications utilizing the Hay System.

In July 1975, the Personnel Board directed that all classification actions (reclassifications/ range changes) then pending be tabled and future requests be deferred until the classification and compensation study was completed and acted upon by Legislature.

During the past reporting period the Classification and Compensation Division received more than 700 requests for the establishment of new positions (all types). Seven new classifications were created. At the time of the imposition of the moratorium on classification actions there were pending 146 reclassification and 75 range change requests affecting 740 employees.

The goals and objectives of the Classification and Compensation Division are to conduct random field audits on fifteen (15) percent of all classification per year; to rewrite all class specifications using the task analysis approach in writing task statements; and to up-date qualifications ensuring only valid minimum qualifications are required.

**Career Management Division.** During this reporting period Open Competitive examinations were conducted for 112 classifications on a continuous basis and for 81 classifications on a limited-period basis (two to three weeks). Notifications released for Agency Promotional Opportunities numbered 137.

The total number of applications received and processed was 10,506. Of this number, 9,229 were directed to competitive classifications, 1,109 to non-competitive or labor classifications and 168 were associated with project/emergency appointments or reclassification actions.

Examinations for 30 different classifications included Oral Board Interviews; written tests were used in the examination process for 164 classifications; and experience and training evaluations (other than normal screening) were performed for 286 classifications. 1,635

## GENERAL GOVERNMENT

applications were received for classifications requiring a typing, stenographic or key-punch performance test. In-depth job analyses of the Human Service Technician, Game Warden, Employment Counselor and Probation-Parole entrance classifications were conducted. Agency personnel were urged to write well-defined task statements and to rate each statement for examination construction purposes. Results were highly successful and provided our best documentation to date. Twenty written examinations for the Engineering Technician I and Engineering Technician III classification options were reviewed, up-dated and categorized. New written examinations were constructed and used for 17 different classifications. Five additional tests were reviewed and categorized by subject matter content prior to their use.

In conjunction with the Probation-Parole Officer study, a videotaped interpersonal situations inventory was prepared by participating agency personnel. This series of fourteen hypothetical situations is a truly professional product and will form the basis of the oral examination for this class.

Examination staff of this Department initiated and assisted with the implementation of changes in the procedure offered by Hay Associates for completing the job studies project. At their suggestion, emphasis was placed on the identification and evaluation of knowledges, skills and abilities rather than on tasks as originally proposed. This modification produced a far more manageable analysis tool and reduced required interview time by better than one-half.

Considerable progress was also made in the area of Oral Board Examinations. With the assistance of agency personnel, structured, well-defined and job-related interview procedures were developed and used for 18 different classifications. A structured approach to the oral interview process has shown more reliable ratings by the interview panel and greater consistency of candidate consideration.

Members of the examination staff continued to participate in the joint validation project undertaken by member states of the New England Public Personnel Council. The classification under study is Conservation Officer (Game Warden I). Several common tasks have been identified through individual state research. These tasks have been incorporated into a questionnaire for rating by supervisors and incumbents of each state. In the future, statistical data will be collected and refined for test construction. A bank of job-related questions is being prepared simultaneously and will provide a ready source of examination material for all participating states. Mass test scheduling and examination was initiated during the last quarter of this reporting period for Game Warden I, Human Services Technician I and Human Services Worker I. Use was made of National Guard Armories in five geographic locations. This procedure considerably reduces technician review and clerical processing time and provides faster service for both user agencies and job applicants.

**Civil Service Commission Merit System Evaluation.** The Boston Regional Office of the Civil Service Commission completed a merit system evaluation of the recruitment and examination functions within the Department.

**Records Management Division.** During fiscal year ending June 30, 1976, the division has been very active in assisting the Central Computer Service in developing the computerization program for the employee file. This system should be operational within one year and will enable the department to be much more efficient and to perform more services to the agencies. With the addition of one extra staff person to aid the division during the conversion period the Division hopes to run parallel systems for one full year and at that time become fully dependent on the computerized file.

The employee files have all been purged of records of people who have not been employed by the State of Maine in over 10 years. These records must now be sent to the Maine State Archives Records Center for storage. The Division's plan of purging the files every year will enable it to maintain a more accurate filing system for all state employee records.

**Affirmative Action.** July 1975 through February 1976 was spent conducting compliance reviews in a sampling of departments ranging in size from 30 to 2,500 employees. Some departments and agencies reviewed had responsibility for only their own employees while others had statewide responsibilities which covered agencies in the private sector. These reviews took approximately one month to complete and included an in-depth evaluation of programs and practices. Upon completion, recommendations along with reasonable deadlines were made to departments heads. The reviews were terminated in February realizing that similar areas were remiss in almost all agencies regardless of size. Advising and assisting departments on affirmative action and personnel management was stepped up at that time and will continue throughout this

## GENERAL GOVERNMENT

coming year. The most encompassing of the special projects touching all aspects of personnel management and undertaken to ensure fair employment practices were adhered to was the closing of Stevens School and the transitioning of laid-off employees back into the system.

Also, in the last year, recommendations were made to the (Office of) Commissioner of Personnel as a result of a 6-week review. Much time in the coming year will be spent ensuring that these recommendations are implemented so that other departments can fully comply with all applicable federal and State regulations. Also, in the up-coming year, the State Affirmative Action Plan will be revised and updated after several meetings have been held with minority and women's groups around the State.

The State has developed some excellent programs but there is a long way to go before the state workforce reflects the population breakdown. We will continue to work towards this goal during this fiscal year.

**Public Service Careers.** The Public Service Careers program is a federally-funded job training and placement program for economically disadvantaged persons. The program also provides the entire training effort of the State of Maine.

In FY 76, Public Service Careers met and exceeded its objective of 41 placements by placing 51 economically disadvantaged people in State service positions. This is an increase of 39.2% over the previous year, when 31 people were placed in permanent, full-time entry level positions. Of those placed this year, 47 have satisfactorily completed the six-month probationary period. The retention rate of Public Service Careers placements is far greater than that within the normal competitive hiring system. This demonstrates the viability of a selective placement method of hiring in certain cases. This method of placement affects approximately 10% of the entry level clerical hiring, and therefore does not significantly interfere with the merit system.

In addition to the placement and training of disadvantaged people, Public Service Careers provided beginning, advanced and refresher courses in clerical skills to approximately 509 State employees, at a nominal cost to the employing agencies. These eight courses averaged 27.5 classroom hours each.

In the spring of 1975, Public Service Careers developed a twenty-hour training course in basic supervision. The course is specifically designed to address supervisory problems in Maine State service. During the current fiscal year, the course was presented in four separate cycles, with four to six sections per cycle and a total of 326 people attending. In addition to the Augusta area, the course was presented in both Portland and Bangor. Plans have been made to take the course to other areas of Maine during FY 77, with Rockland and Lewiston definitely scheduled.

The program for FY 77 includes the placement of 50 disadvantaged people in State Service, the training of 500 State employees in clerical skills, and the presentation of the course in basic supervision to 300 first-line supervisors.

In addition to their normal placement and training duties, the Public Service Careers staff provided assistance to the (Office of) Commissioner of Personnel in the administration of almost all written and performance examinations given in the Augusta area. Public Service Careers (PSC) staff also did the scoring of these exams, giving all candidates their scores immediately after the test session, which greatly enhanced the public image of the office. The PSC staff scored many of the tests from other areas of Maine as well.

Public Service Careers has also been active in the modification and adaptation of methods and procedures received from Hay Associates for determining knowledges, skills and abilities necessary for employment in each of Maine's job classifications, and in providing an examination validation system and a basis for performance-oriented evaluation of State employees.

**PUBLICATIONS:** None

# GENERAL GOVERNMENT

## FINANCES, FISCAL YEAR 1976:

(OFFICE OF) COMMISSIONER OF PERSONNEL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$356,250				\$356,250
Departmental Operations	356,250				356,250
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	193				193
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	356,443				356,443

Monies received and deposited to the credit of the State					
---	--	--	--	--	--

EXPENDITURES					
Total Personal Services	278,887				278,887
Wages & Salaries	252,888				252,888
Retirement	25,999				25,999
Total All Other	29,809				29,809
Contractual Services	26,369				26,369
Rents	4,314				4,314
Computer Services					
Commodities	3,440				3,440
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures					
Buildings & Improvements					
Equipment					
Purchases of Land					
TOTAL EXPENDITURE	308,695				308,695

### SUMMARY

Total Funds Available	356,443				356,443
Total Expenditure	308,696				308,696
NET	47,747				47,747
Unexpended Balance Forward					
Unexpended Balance Lapsed	47,747				47,747

# **COMMISSION TO SUPERVISE THE PREPARATION OF A PROBATE CODE FOR THE STATE OF MAINE**

**JOHN B. ROBERTS, CHAIRMAN**

*Central Office: 6 Washington St., Sanford 04073*

*Established: 1973*

*Maine State Government Reference Manual Data:*

*Policy Area: 00; Umbrella: 94; Unit: 403; Unit Citation: 1973 P & SL, Chap. 126*

*Average Number of Full-Time Employees: 0*

*Authorized Employee Level: N.A.*

**PURPOSE:** The purpose of the Commission is to recommend a revision and rearrangement of existing laws relating to estates and administration, with necessary repealers, after due consideration of the probate laws of other states and the Uniform Probate Code, all with the purpose of presenting to the legislature "a fully modern, integrated and consistent Probate Code." The commission's statutory charge also includes a study of the feasibility of family courts.

**ORGANIZATION;** The Commission consists of 15 persons. At present, it has a Chairman, Vice Chairman, Secretary-Treasurer and eleven other members appointed pursuant to the enabling legislation, there being one vacancy awaiting an appointment by the Governor.

**PROGRAM:** The Commission made continuing progress in its comparative analysis of the Uniform Probate Code and the existing statutory and case law of the State of Maine. There is no doubt that probate reform is needed. The aim of the Commission is to do a thorough job that will stand up to criticism in the Maine Legislature and elsewhere. Its task is complicated by the political considerations that must be taken into account in any proposal to change the structure of the probate courts.

**PUBLICATIONS:** None

## **FINANCES, FISCAL YEAR 1976:**

Commission to Supervise the Preparation of a Probate Code for the State of Maine	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$11,049				\$11,049
Total Expenditure	4,786				4,786
NET	6,263				6,263
Unexpended Balance Forward	6,263				6,263
Unexpended Balance Lapsed					

## **(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM**

**ROBERT BOURGAULT, CHAIRMAN, BOARD OF TRUSTEES**

**WILLIAM G. BLODGETT, Executive Director**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3461

*Established:* 1947

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 94; *Unit:* 411; *Unit Citation:* 5 M.R.S.A., Sect. 1002

*Average Number of Full-Time Employees:* 38

*Authorized Employee Level:* 41

*Organizational Units:*

Maine State Retirement System

Group Life Insurance

Social Security

**PURPOSE:** The major goal of the (Board of Trustees of the) Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

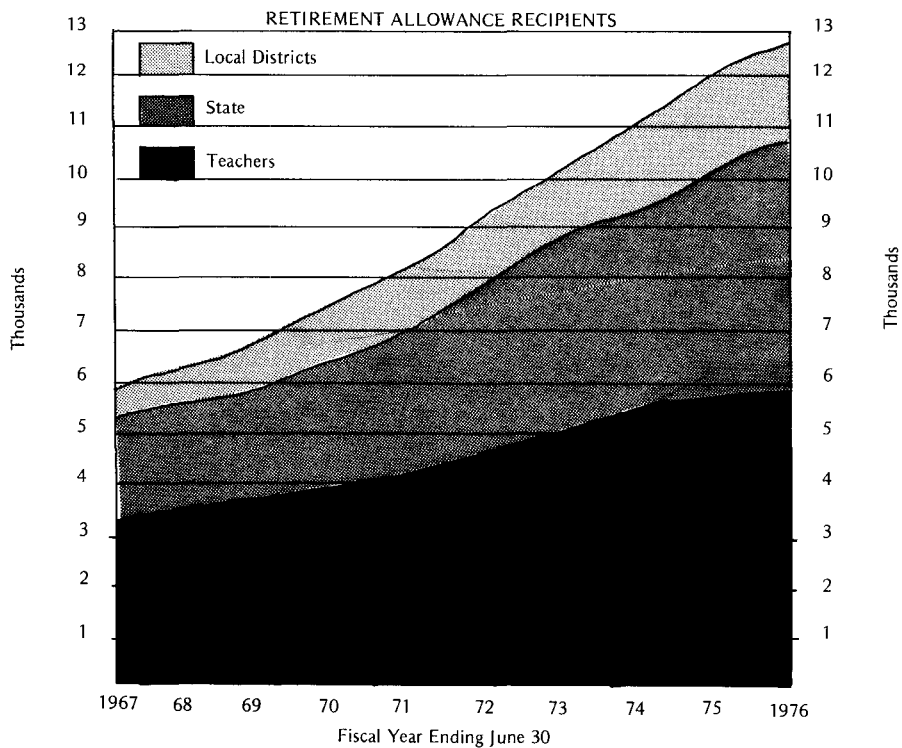
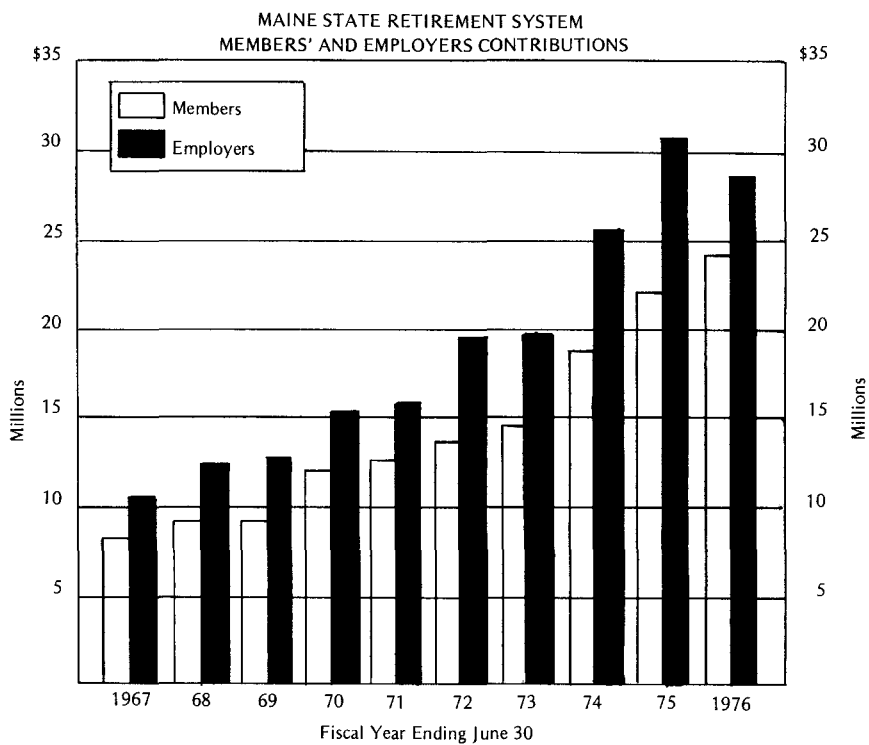
The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the system according to law, of the State's Group Life Insurance plan, Survivor Benefit plan, Retirement Allowance Adjustments and Social Security as it applies to Maine's political subdivisions. The administrative responsibility is vested in the Executive Director who is appointed by the Board.

**ORGANIZATION:** A jointly-contributory State Employees' Retirement System of the State of Maine, administered by a three-member Board of Trustees, was first created in 1942. The Board was expanded to include five members in 1945 and to six members in 1947 when the Teachers Retirement Association, originally established in 1923, was abolished and its functions assumed by the State Employees' Retirement System. In 1949, the System was renamed Maine State Retirement System. In 1953 the Board of Trustees was assigned administrative responsibility for the State's Group Life Insurance plan.

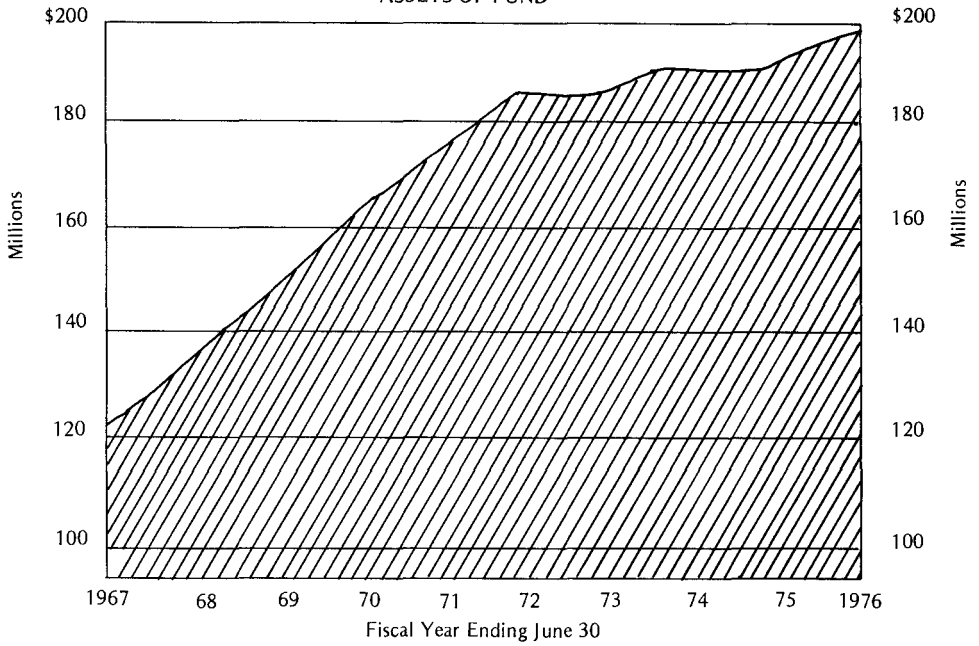
The present seven-member Board of Trustees, each member serving for a term of three years, includes three members appointed by the Governor with the advice and consent of the Council; one of whom shall be a retired teacher selected from a list of three nominees, submitted by the Maine Retired Teachers Association; 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.

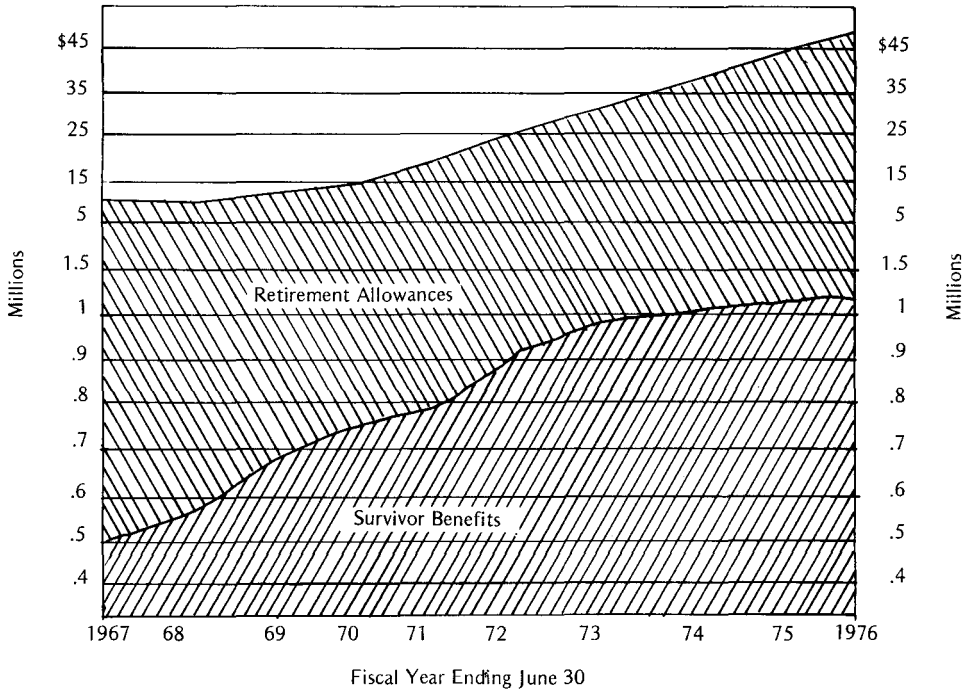
**PROGRAM:** Retirement Allowances authorized for the Maine State Retirement System during the fiscal year ending June 30, 1976 totaled 1,084, and were comprised of State employees 453;



# MAINE STATE RETIREMENT SYSTEM ASSETS OF FUND



## RETIREMENT AND SURVIVOR PAYMENTS



## GENERAL GOVERNMENT

Teachers 381; and Participating Local Districts 250. The June 30, 1976 Retirement payroll included 12,718 individuals benefits, and a total expenditure of \$4,017,740. There were 4,735 State employees, 5,967 Teachers and 2,016 Participating Local District retired employees included on this payroll.

Claims for Survivor Benefits authorized during the year ending June 30, 1976 totaled 49. These included 26 State employees; 17 Teachers; and 6 Participating Local District employees. The June 30, 1976 Survivor Benefits payroll included 644 individuals and the total benefits dispersed for this month amounted to \$99,765. The Survivor Benefit payroll included 374 State employees; 150 Teachers; and 120 Participating Local District beneficiaries.

Total reserves of the System as of June 30, 1976 were \$198,994,587, an increase of \$8,520,357 over reserves at the previous year end. Contributions by the State of Maine on account of State employees and Teachers totaled \$20,456,779, of which \$13,057,212 was made on account of State employees and \$7,399,567 on account of Teachers. Appropriations by the State for Teacher retirement were \$6,800,000 — less than had been requested by the Board of Trustees, however, these funds were restored by appropriations authorized at the Special Legislative Session during the fiscal year and were transferred to the System in July and October of 1976.

The Participating Local District employers made contributions in the amount of \$7,993,590 on account of employees of these units. Furthermore, individual members of the System made contributions of \$23,888,254 and earnings on investments totaled \$9,252,128.

Retirement benefits paid during the year totaled \$47,393,602, which included Retirement Allowance adjustment payments (cost-of-living) of \$9,432,535. Retirement benefits were paid to the following groups: State employees \$15,834,435; Teachers \$26,357,399; and Participating Districts \$5,201,768. Payments for retired persons during the year were \$2,576,489 more than the previous fiscal year, resulting from an additional number of retired persons under the System. Survivor Benefit payments during the year totaled \$1,196,581 and represented payments to survivor of members whose death occurred prior to retirement.

Effective January 1, 1976, significant changes in the Maine State Retirement System Statute, as a result of the enactment of Chapter 622 of the Public Laws of 1975, became effective, as follows:

Vacation and Sick Leave credits which are not compensated for at point of retirement are added to the members creditable service, up to a maximum of 90 days, in determining retirement benefits.

One member of the Board of Trustees appointed by the Governor will be a retired Teacher, selected from a list of three retired teachers submitted by the Retired Teachers' Association.

In addition to the regular interest on payment of back contributions, an additional 2% interest penalty is assessed to encourage faster paybacks and discourage withdrawals from the System.

In order to be eligible for a refund of contributions, members must be separated from employment for a period of 60 days, and re-employment during this period voids any application for a refund of contributions.

Included as a part of this report is an investment performance report, which is provided by Evaluation Associates, Inc. This report reflects the time weighted rates of return, and includes appreciation or depreciation on investments based on market value, as well as new funds turned over to the investment managers. The report includes only the equity and bond portfolios under management by the System's three managers, Alliance Capital Management Corporation, Putnam Advisory Company Incorporated, and Massachusetts Financial Services Incorporated. The unmanaged portfolio mortgages and investments in the State Treasurer's Cash Pool are not included in this report. For the year ending June 30, 1976, the report reflects a time weighted rate of return of 7.74% which compares with a return of 11.88% in the previous fiscal year.

The investment performance report reads as follows:

*FY 76 saw a continuation of the upward trend in equity and bond prices from the market trough in late 1974. The decision to increase the minimum fixed income content of the Fund from one third to forty percent is a good one in a current market place in which good quality bonds are yielding attractive rates and total return from bonds has been historically high. The Fund remains conservatively equity oriented so as to participate in that portion of the market which has historically provided returns substantially better than bonds (3 percent better) or short-term investments (6 percent better), but with a fixed income content so as to minimize volatility.*

## GENERAL GOVERNMENT

*The rates of return experienced by the Fund over the past two years are set forth below, compared on a fiscal year basis to various market indices, mutual fund averages, and bank pooled fund averages:*

	<b>Annual Time-Weighted Total Rates of Return for Fiscal Year Ending June 30</b>	
	<b>1976</b>	<b>1975</b>
Maine State Retirement System — Total	7.7%	11.9%
Standard & Poor's 500 Index	14.0	16.1
Standard & Poor's 425 Index	13.9	14.7
Dow Jones Industrials	18.9	15.5
New York Stock Exchange Index	14.0	18.8
CDA Bank Pooled Equity Funds	8.9	14.5
Wiesenberger Growth/Current Income Funds	13.5	19.7
Wiesenberger Maximum Capital Gain Funds	9.9	25.1
CDA Bank Pooled Total Funds	9.0	12.4
Wiesenberger Balanced Mutual Funds	14.6	15.1
Salomon Brothers Bond Index	10.4	15.0
Kuhn Loeb Bond Index	12.8	14.5
CDA Bank Pooled Fixed Income Funds	10.5	11.8
90 Day U.S. Treasury Bills	5.6	6.8

*As review at meetings has shown, the Fund's performance is well within the investment experience of other money managers. Comparison of the Fund's results to market indices and other managers during 1973 and 1974 make it clear that the funds that declined severely in those years have tended to do better in 1975 and 1976. That is, those funds that remained fully invested in 1973 and 1974, such as the market indices, many mutual funds and many bank pooled funds, experienced substantial losses then but came back more with the upswing in the market. The Fund's equity performance, as well as that of other managers, in the last two years has been lower than the market indices in part due to cash reserve positions that have been maintained. The use of cash reserves reflects the defensive posture system managers have taken, a reorientation from the "horserace" attitude of earlier years to the one Board trustees have emphasized, preservation of capital and meeting the actuarial needs.*

*Recognizing that investment sights are long-term, and that the current market cycle has not yet ended and may, in fact, be protracted, Evaluation Associates Inc. (ESI) is disappointed by past performance but look cautiously toward further near term increases in the Fund's value. In the capacity as consultants to the Board on investment related matters, ESI feels that the Board's continuing review of alternative investment managers, alternative investment media such as the insured guarantee contract entered into during this past year, and asset allocation with greater emphasis on fixed income securities are essential and will posture the fund appropriately for the long-term.*

**Group Life Insurance.** The Maine State Retirement System administers a Group Life Insurance program which is available to all State employees, public school teachers, and employees of those participating local districts which elect the plan for their employees. The plan is made up of three sections: a basic plan; a supplemental plan; and a dependent plan. The basic and supplemental plans each provide for \$1,000 of coverage for each \$1,000 of the employee's annual salary. The supplemental plan provides coverage of \$2,000 on a spouse, \$500 and \$100 on children, and is also optional as to participation by the employee.

Total assets of the Group Life Insurance fund were \$5,547,539 and were invested in the State Treasurer's Cash Pool. These assets represent reserves for future premiums and claims in the amount of \$4,514,773, and premium deductions totaling \$980,711 which will be applied to dividends payable subsequent to the close of the fiscal year.

The reduction in the premium rates for State employees and teachers was authorized by the Board of Trustees to become effective July 1, 1976. The premium reductions were approximately 20% on average.

**Social Security.** The Maine State Retirement System has been designated by the State Legislature to administer the agreement between the State of Maine and the Social Security

## GENERAL GOVERNMENT

Administration to provide F.I.C.A. benefits for employees of political subdivisions within the State. As of June 30, 1976 there were 594 agreements between the System and the reporting units in force. The Maine State Retirement System office administers the collection of the F.I.C.A. tax, the benefit side of this program being under the jurisdiction of the Social Security Administration.

Administrative costs are financed from investment earnings and an assessment against units participating in the program where necessary. Earnings on these investments (short-term U.S. Government Instruments) totaled \$79,915 during the fiscal year. Administrative costs on this activity amounted to \$35,554.

### FINANCIAL HIGHLIGHTS

	1975	1976
Assets of the Fund at Year End	\$190,677,889	\$199,367,243
Earned Income on Investments	\$ 9,386,916	\$ 8,861,729
Year End Investments (Cost)	\$188,397,103	\$193,878,412
Year End Investments (Market)	\$193,791,992	\$205,710,550
Corporate Stock in Portfolio (Cost)	\$102,961,423	\$100,873,794
Percent of Portfolio	55%	52.0%
Bonds in Portfolio (Cost)	\$ 66,288,625	\$ 70,652,563
Percent of Portfolio	35%	36.5%
Mortgages in Portfolio (Cost)	\$ 11,793,055	\$ 10,629,055
Percent of Portfolio	6%	5.4%
Insured Guaranteed Contract (Cost)	—	\$ 5,000,000
Percent of Portfolio	—	2.6%
Time Deposits in Portfolio (Cost)	\$ 7,354,000	\$ 6,723,000
Percent of Portfolio	4%	3.5%

### RETIREMENT ALLOWANCES paid — June 30, 1976

	VALUE		PERSONS	
	Dollars	Percent	Number	Percent
State Employees	\$1,374,522	34.2%	4,735	37.2%
Teachers	\$2,189,759	54.5%	5,967	46.9%
Participating Local Districts	<u>\$ 453,429</u>	11.3%	<u>2,016</u>	15.9%
TOTAL	<u><u>\$4,017,740</u></u>		<u><u>12,718</u></u>	

### SURVIVOR BENEFITS paid — June 30, 1976

	VALUE		PERSONS	
	Dollars	Percent	Number	Percent
State Employees	\$ 57,954	58.1%	374	58.1%
Teachers	\$ 25,156	25.2%	150	23.3%
Participating Local Districts	<u>\$ 16,654</u>	16.7%	<u>120</u>	18.6%
TOTAL	<u><u>\$ 99,765</u></u>		<u><u>644</u></u>	

### STATISTICS

#### MEMBERSHIP — June 30, 1976:

	ACTIVE	INACTIVE
State Employees	12,936	6,332
Teachers	19,496	3,653
Participating Local Districts	<u>10,041</u>	<u>1,564</u>
TOTAL	42,473	11,549

# GENERAL GOVERNMENT

## RETIREMENT ALLOWANCES — Authorized Year Ended June 30, 1976:

		Percent
State Employees	453	41.8%
Teachers	381	35.1%
Participating Local Districts	250	23.1%
TOTALS	<u>1,084</u>	

## SURVIVOR BENEFITS — Authorized Year Ended June 30, 1976:

		Percent
State Employees	26	53.1%
Teachers	17	34.7%
Participating Local Districts	6	12.2%
TOTALS	<u>49</u>	

### Participating Districts

Cities	20
Towns	89
Counties	16
Public Libraries	4
Sewer and Water Districts	40
School Administrative Districts	19
Miscellaneous	34
TOTAL	<u>222</u>

## MAINE STATE RETIREMENT SYSTEM Comparative Balance Sheet at June 30

		ASSETS		Increase or (Decrease)
		1976	1975	
Investments:				
Bonds	Note I	\$ 70,652,562.60	\$ 66,288,625.14	\$ 4,363,937.46
Stocks				
Common	Note II	99,544,649.17	102,011,423.31	(2,466,774.14)
Preferred	Note II	1,329,145.00	950,000.00	379,145.00
		<u>100,873,794.17</u>	<u>102,961,423.31</u>	<u>(2,087,629.14)</u>
Mortgages	Note III	10,629,054.79	11,793,055.16	(1,164,000.37)
Cash — Time Deposits		6,723,000.00	7,354,000.00	(631,000.00)
Insured Guaranteed Contract		5,000,000.00	—	5,000,000.00
Total Investments		<u>193,878,411.56</u>	<u>188,397,103.61</u>	<u>5,481,307.95</u>
Other Assets:				
Cash (Demand Deposit)		4,960,397.51	865,589.95	4,094,807.56
Cash (Fiduciary)		525,147.57	1,410,639.63	(885,492.06)
Prepaid Expenses		2,932.09	—	2,932.09
Emergency Refund Account		—	5,000.00	(5,000.00)
Accounts Receivable (Net)		354.77	(443.36)	798.13
Total Other Assets		<u>5,488,831.94</u>	<u>2,280,786.22</u>	<u>3,208,045.72</u>
Total Assets		<u>\$199,367,243.50</u>	<u>\$190,677,889.83</u>	<u>\$ 8,689,353.67</u>

# GENERAL GOVERNMENT

## TRUST RESERVES AND LIABILITIES

### Trust Reserves:

Members Contribution Fund —			
Current	\$150,397,916.68	\$132,416,995.72	\$ 17,980,920.96
Members Contribution Fund —			
Prior	663,261.41	816,913.68	(153,652.27)
Retirement Allowance Fund	67,929,208.18	80,415,212.96	(12,486,004.78)
Survivor Benefit Fund	7,413,536.44	5,428,003.98	1,985,532.46
Retirement Allowance Adjustment			
Fund	—	(1,779,009.74)	1,779,009.74
Reserve Against Future Losses			
(Net Loss)	(27,409,335.28)	(26,823,886.43)	(585,448.85)
Total Trust Reserves	<u>198,994,587.43</u>	<u>190,474,230.17</u>	<u>8,520,357.26</u>

### Liabilities:

Suspense Account — Credit Balance	90.00	—	90.00
Accounts Payable	223,499.70	147,010.57	76,489.13
Reserve for Expenditures	146,134.28	56,581.86	89,552.42
Due to other Funds	<u>2,932.09</u>	<u>67.23</u>	<u>2,864.86</u>
Total Liabilities	<u>372,656.07</u>	<u>203,659.66</u>	<u>168,996.41</u>
Total Trust Reserves and Liabilities	<u>\$199,367,243.50</u>	<u>\$190,677,889.83</u>	<u>\$ 8,689,353.67</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	\$194,721,883.16
Deduct:	
Amortization of bond premiums	17,730.20
Trade-date Items not Settled	<u>825,741.40</u>
*Book Value of Investments per Maine State Retirement System	<u>\$193,878,411.56</u>

Market Value of Securities, June 30, 1976

	PUTNAM	ALLIANCE	MASS. FINANCE	NORTHEAST BANK	TOTAL
Bonds	\$ 20,715,804.16	\$ 27,623,104.05	\$ 22,014,629.79	—	\$ 70,353,538.00
Stocks —					
Common	43,403,741.00	68,237,366.75	—	—	111,641,107.75
Stocks —					
Preferred	—	1,363,850.00	—	—	1,363,850.00
Mortgages	—	—	—	*10,629,054.79	10,629,054.79
Cash — Time					
Deposits	—	6,723,000.00	—	—	6,723,000.00
Insured					
Guaranteed					
Contract	—	—	—	* 5,000,000.00	5,000,000.00
Total	<u>\$ 64,119,545.16</u>	<u>\$103,947,320.80</u>	<u>\$ 22,014,629.79</u>	<u>\$ 15,629,054.79</u>	<u>\$205,710,550.54</u>

# GENERAL GOVERNMENT

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

<sup>1</sup>Unfunded Accrued Benefits (Liability) as of June 30, 1976.

<sup>2</sup>Included in the Unfunded Benefits (Liability<sup>1</sup>) is an amount of \$79,578,012.12, representing benefits payable to "non-contributory" teachers in excess of funding which is considered payable by the State of Maine.

\*Not available on this date

## MAINE STATE RETIREMENT SYSTEM ANALYSIS OF CHANGES IN TRUST FUND RESERVES YEAR ENDING JUNE 30, 1976

Balance July	\$190,474,230.17
--------------	------------------

### ADDITIONS:

#### State Contributions:

General Fund, State Employees	\$	5,630,238.06
General Fund, Contributory Teachers		6,976,174.00
General Fund, Non-Contributory Teachers		423,393.00
Highway Funds		3,704,712.56
Special Revenue Funds		3,015,424.13
Public Service Enterprises		353,584.23
Working Capital Funds		322,995.54
Trust & Agency Funds		30,244.29
Bond Funds		13.26
		<hr/>
		\$20,456,779.07
Participating Districts		7,993,590.94
Individuals		23,888,254.80
Earnings on Investments		9,252,128.12
Transfers from General Ledger		636.22
Adjustment of Balance Forward		6,911.63
		<hr/>

TOTAL ADDITIONS:	61,598,300.78
------------------	---------------

### DEDUCTIONS:

Retirement Allowance Paid	Number	
Council Order	4	3,132.77
Legislative Resolves	13	34,572.72
Retirement Full Benefits	5743	18,109,093.89
Ordinary Disability	212	579,285.76
Option I	1575	4,689,974.30
Option II	1042	3,122,906.50
Option III	1378	5,985,713.65
Option IV	153	699,568.36
Option II — Beneficiary	252	467,753.36
Automatic Option II — Beneficiary	420	912,970.23
Option III — Beneficiary	317	412,741.43
Option IV — Beneficiary	46	129,405.04
Automatic Option IV — Beneficiary	70	70,753.21
Service Incurred Disability	95	332,494.79
Service Incurred Death — P&F	5	21,848.62
15-year Teachers	187	182,016.71
10-year Vested Right	903	1,135,866.97
Service Incurred Death — Sheriffs & Deputies	3	16,417.81
20-year Teachers	42	41,485.29

# GENERAL GOVERNMENT

<b>Law Enforcement Officers —</b>		
Sea & Shore Fisheries	16	76,638.95
Fish & Game	43	191,990.41
State Police	77	388,605.35
25-year Service — Age 55	15	61,437.84
Forest Rangers	2	7,987.20
<b>Fire Fighters &amp; Police</b>		
Spec. Prov.-Sec. 1121	7	46,233.60
Spec. Prov.-Sec. 1092	16	82,617.97
Benefits by P & S Laws	73	114,103.33
Prison Guards — Sec. 1121		
Sub-Section 2F	9	43,450.68
		<hr/>
		37,961,066.74
<b>Retirement Allowance Adjustment Paid</b>		
Council Order		5,044.03
Legislative Resolves		4,345.08
Retirement Full Benefits		4,627,389.36
Ordinary Disability		75,801.29
Option I		1,577,296.03
Option II		456,669.18
Option III		1,157,877.30
Option IV		185,709.54
Option II — Beneficiary		169,954.37
Automatic Option II — Beneficiary		308,202.71
Option III — Beneficiary		201,938.96
Option IV — Beneficiary		36,817.27
Automatic Option IV — Beneficiary		27,998.40
Service Incurred Disability		84,627.45
Service Incurred Death — P & F		7,605.60
15-year Teachers		74,559.74
10-year Vested Right		245,233.76
Service Incurred Death —		
Sheriffs & Deputies		3,843.06
20-year Teachers		21,732.65
<b>Law Enforcement Officers</b>		
Sea & Shore Fisheries		11,711.76
Fish & Game		41,818.24
State Police		60,874.80
25-year Service — Age 55		16,055.52
Forest Rangers		902.64
<b>Fire Fighters &amp; Police</b>		
spec. Prov. — Sec. 1121		7,038.96
Spec. Prov. — Sec. 1092		8,923.31
Benefits by P & S Laws		8,862.86
Prison Guards — Sec. 1121		
Sub. Sec. 2F		3,701.52
		<hr/>
		9,432,535.39
<b>Survivor Benefits</b>		
	<b>Number</b>	
<b>Accidental Death —</b>		
Service Incurred	11	21,621.20
Spouse — Age 60	219	304,335.87
Spouse — 10-year clause	166	226,536.40
Spouse — Children	160	484,327.20
Children	66	124,215.66
Parents	22	35,544.81
		<hr/>
		1,196,581.14

# GENERAL GOVERNMENT

## Refunds

To Former Members	3,230,082.57	
To Beneficiary of Deceased Members	141,992.10	
To Survivor of a Disability Pensioner	5,330.66	
To Beneficiary of Deceased — Option I	<u>120,891.58</u>	
		3,498,296.91

## Other Deductions

Amortization of Premiums	17,730.20	
Custodial Fees	104,290.58	
Investment Advisors Fees	256,592.61	
Investment Evaluation Consultant Fees	24,750.00	
Miscellaneous Fees	651.10	
Loss on sale of Securities	<u>585,448.85</u>	
		<u>989,463.34</u>

TOTAL DEDUCTIONS	<u>53,077,943.52</u>
------------------	----------------------

BALANCE JUNE 30	<u><u>\$198,994,587.43</u></u>
-----------------	--------------------------------

## MAINE STATE RETIREMENT SYSTEM

### Administration Funds

Fiscal Year Ending June 1976 and 1975

	General Administration		Participating Districts Actuarial Services	
	1976	1975	1976	1975
Revenue:				
General Fund — State	\$286,526.91	\$128,894.78	\$	\$
General Fund — Teachers	187,380.00	163,421.00		
Highway Funds	171,012.35	76,468.02		
Special Revenue Funds	155,584.70	65,056.85		
Bond Funds	.76	26.85		
Public Service Enterprises	20,298.07	9,004.96		
Working Capital Funds	18,542.07	7,800.38		
Trust & Agency Funds	1,736.21	686.26		
Participating Districts	87,033.80	69,737.68		
University of Maine & Indian Education	15,465.11	7,412.74		
Actuarial Services	181.77	—	45,777.75	50,035.15
Misc. Income	<u>96.50</u>	<u>141.20</u>		
Total Revenue	943,858.25	528,650.72	<u>45,777.75</u>	<u>50,035.15</u>
Expenditures:				
Salaries	241,205.10	219,207.53		
Actuarial Services	34,790.40	17,828.74	45,777.75	50,035.15
Medical Services	1,487.23	1,196.84		
Data Processing	35,827.25	22,337.76		
Travel	4,335.94	4,176.46		
Telephone	3,798.19	3,489.85		
Rentals	1,980.50	1,814.64		
Repairs to Equipment	7,398.54	6,556.23		
Meter Postage	24,012.20	20,448.98		
Mailroom Costs	2,641.36	2,248.96		
Printing & Binding	9,004.94	9,171.48		
Office Supplies	<u>7,304.00</u>	<u>6,433.34</u>		

# GENERAL GOVERNMENT

Office Equipment	1,257.12	20,877.41		
Retirement Costs	28,252.01	24,735.69		
Research & Legal Services	11,858.43	8,317.80		
Health Insurance — Active	5,142.34	2,201.33		
Health Insurance — Retirees	432,460.46	171,833.11		
General Operating Costs	<u>1,549.82</u>	<u>1,328.09</u>		
Total Expenditures	854,305.83	544,204.24	45,777.75	50,035.15
Current Year Reserves	89,552.42	(15,553.52)		
Prior Year Reserves	<u>56,581.86</u>	<u>72,135.38</u>		
Balance of Reserves	<u>\$146,134.28</u>	<u>\$ 56,581.86</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

## PUBLICATIONS:

- Maine State Retirement System Laws, 1976 Revision
- Informational Handbook — Maine State Retirement System — For State employees and Public School Teachers
- Explanation of Group Life Insurance — Basic and Supplemental
- Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1975

## NEW ENGLAND INTERSTATE PLANNING COMMISSION

ALLEN G. PEASE, DIRECTOR

ALAN D. GOODWIN, Supervisor

*Central Office:* 184 State Street, Augusta 04333

*Telephone:* 289-3261

*Maine State Government Reference Manual Data:*

*Policy Area:* 00; *Umbrella:* 98; *Unit:* 394; *Unit Citation:* 10 M.R.S.A., Sect. 304

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** It is the purpose of this Commission to provide, in the New England region, improved facilities and procedures for the coordination of the policies, programs and activities of interstate significance in the New England region in the field of physical, social and economic resources and to study, investigate and plan appropriate governmental activities with respect to the conservation, development and use of the same; to provide means by which interstate conflicts may be resolved; and to provide procedures for interstate coordination of the interests of all public and private agencies, persons and entities in the fields covered by this compact, and to provide an organization for cooperation in such coordination.

**ORGANIZATION:** The commission consists of one member from each party state to be appointed and to serve, in accordance with and subject to the laws of the State which he/she represents. Any member of the commission may be represented by an alternate with power to act in his/her place and stead, if the laws of the state so provide and if notice of the designation of such alternate is given to the commission in such manner as its bylaws may provide.

**PROGRAM:** The New England Interstate Planning 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.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** None



STATE  
POLICY  
AREA

**01**

# **Economic Development**

**Department of Agriculture  
Department of Business Regulation  
Department of Marine Resources  
Other Independent Agencies, Boards and Commissions  
Including: Public Utilities Commission  
Maine Guarantee Authority**





## ECONOMIC DEVELOPMENT

### DEPARTMENT OF AGRICULTURE

JOSEPH N. WILLIAMS (from 12/30/75) COMMISSIONER  
MAYNARD C. DOLLOFF (until 12/30/75) COMMISSIONER  
PAUL J. EASTMAN, Deputy Commissioner

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3871

*Established:* 1852

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 001; *Unit Citation:* 7 M.R.S.A., Sect 1

*Average Number of Full-Time Employees:* 307

*Authorized Employee Level:* 325

#### *Organizational Units:*

Office of Sealer of Weights and Measures

Division of Administration (Agriculture)

Division of Departmental Services

Division of Animal Industry

Division of Animal Welfare

Division of Plant Industry

Division of Inspections (Agriculture)

Division of Markets (Agriculture)

Division of Promotions (Agriculture)

Maine Milk Commission

Maine Dairy and Nutrition Council Committee

Maine Milk Tax Committee

Office of State Horticulturist

Maine Potato Marketing Committee

Seed Potato Board

Board of Pesticides Control

(Animal Welfare) Advisory Board

Sardine Industry Advisory Board

State Soil and Water Conservation Commission

Board of Veterinary Medicine

State Harness Racing Commission

Maine Agricultural Bargaining Board

Maine Potato Commission

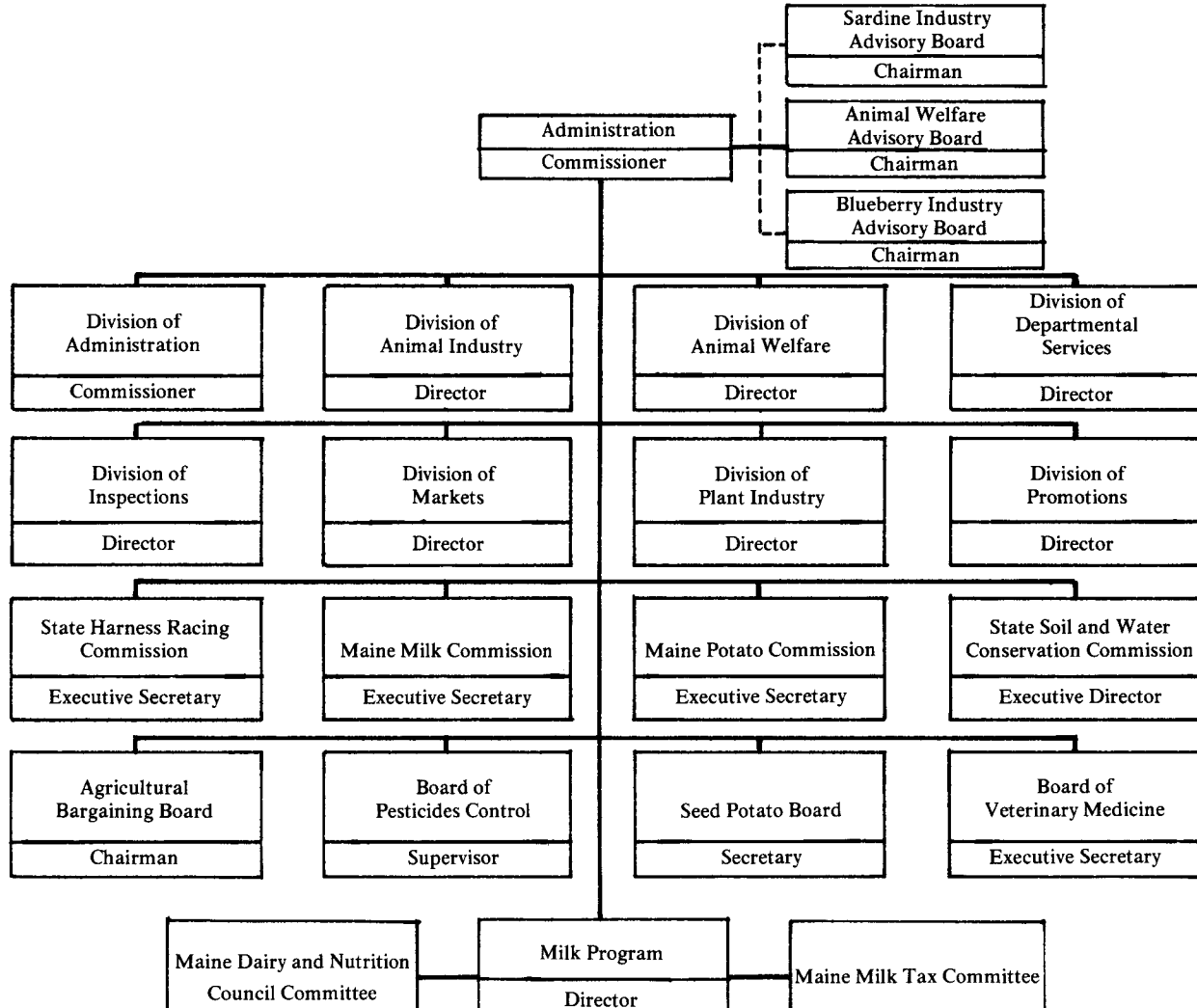
**PURPOSE:** The Department of Agriculture was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of 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 later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The

**ORGANIZATION CHART  
DEPARTMENT OF AGRICULTURE**



## ECONOMIC DEVELOPMENT

Veterinary Examiners Board (now Board of Veterinary Medicine) 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 and Nutrition 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.

**PROGRAM:** The Department of Agriculture embraces eight divisions and more than a dozen agricultural agencies. During FY 76 the Department completed a State Plan for the certification of pesticides applicators and participated in the training and examination of 2,300 farm and 300 commercial applicators. In the area of land use 13,000 landowners received assistance for their land and water conservation programs. The Department also intensified its efforts to preserve the State's prime agricultural lands.

Much of the Department's responsibility is regulatory and consumer protection in nature. There was continuing emphasis during the year on brucellosis control, with all cattle imported into the State required to test negative. 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 1,502 cruelty to animals complaints and participated in the training programs of both the Criminal Justice Academy and the State Police Training School.

In the area of promotion, the Maine Potato Commission's advertising program concentrated on eight 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 Eastern States Exposition, the State Agricultural Trades Show, local fairs, commodity festivals, and a special "Taste of Maine" promotion in Portland.

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

In addressing the issues confronting the Department in the immediate future, the following have been isolated as the major concern:

1. Achievement of a significant degree of self-sufficiency in food production in Maine.
2. Preservation of prime and unique farmland for agricultural production.
3. More effective promotion and marketing of Maine farm products in both domestic and export markets.
4. Greater acceptance of conservation practices to restore and maintain the long-term productivity of Maine's land.
5. More adequate financing for Maine's farm enterprises in order to protect such enterprises from economic dislocation due to natural disasters and market instability.
6. Intensification of agricultural research and development.
7. Maintenance of effective programs for the control of diseases in livestock, poultry and domestic animals.
8. Greater research and application of programs of disease control in plants, especially of potatoes.

### **LICENSES, PERMITS, ETC.:**

License:

Fairs & Agricultural Exhibitions  
Humane Agent

Permit:

Animal Pulling Contest Holders

**PUBLICATIONS:** None.

# ECONOMIC DEVELOPMENT

## FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF AGRICULTURE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
<b>RECEIPTS</b>					
Total Legislative Appropriation/Allocation	\$1,839,409	\$	\$	\$	\$1,839,409
Departmental Operations	1,822,470				1,822,470
Transfers	16,939				16,939
Federal Grants			47,165		47,165
County & Municipal					
Private Contributions				17,500	17,500
Sales		24,521		266,307	290,828
Services & Fees		2,865,458	782,427	66,958	3,714,843
Other		506,841		252,232	759,073
Unexpended Balance Brought Forward	14,639	1,119,419	76,791	262,249	1,473,098
Adjustment of Balance Brought Forward	(427)	(1,162)		341	(1,248)
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,853,621</b>	<b>4,515,077</b>	<b>906,383</b>	<b>865,587</b>	<b>8,140,668</b>
Monies received and deposited to the credit of the State	1,060,424				1,060,424
<b>EXPENDITURES</b>					
Total Personal Services	1,105,172	1,543,727	781,013	159,800	3,589,712
Wages & Salaries	1,002,911	1,400,606	710,008	144,148	3,257,673
Retirement	102,261	143,121	71,005	15,652	332,039
Total All Other	685,479	1,747,422	69,076	407,575	2,909,552
Contractual Services	544,124	971,390	68,789	100,338	1,684,641
Rents	24	15,464	268	945	16,701
Computer Services					
Commodities	59,666	87,033	287	96,393	243,379
Grants, Subsidies, Pensions	81,689	674,783		30,687	787,159
Transfers to Other Funds		14,216			14,216
Other				180,157	180,157
Total Capital Expenditures	12,627	28,762	533	21,404	63,326
Buildings & Improvements				325	325
Equipment	12,627	28,762	533	7,790	49,712
Purchases of Land				13,289	13,289
<b>TOTAL EXPENDITURE</b>	<b>1,803,278</b>	<b>3,319,911</b>	<b>850,622</b>	<b>588,779</b>	<b>6,562,590</b>
<b>SUMMARY</b>					
Total Funds Available	1,853,621	4,515,077	906,383	865,587	8,140,668
Total Expenditure	1,803,278	3,319,911	850,622	588,779	6,562,590
NET	50,343	1,195,166	55,761	276,808	1,578,078
Unexpended Balance Forward	10,230	1,195,166	55,761	276,808	1,537,965
Unexpended Balance Lapsed	40,113				40,113

## ECONOMIC DEVELOPMENT

### (OFFICE OF) SEALER OF WEIGHTS AND MEASURES

JOSEPH N. WILLIAMS, STATE SEALER  
HARLON ROBINSON, Deputy State Sealer

*Central Office:* State House, Augusta 04333

*Established:* 1839

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 004; *Unit Citation:* 10 M.R.S.A. Section 2401

*Average Number of Full-Time Employees:* 7

*Authorized Employee Level:* 7

**PURPOSE:** To protect the public economically through the proper enforcement of the State weights and measures laws.

**ORGANIZATION:** The Commissioner of Agriculture is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Inspections, and serves as the Deputy Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Inspections.

**PROGRAM:** 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: the establishment of uniform standards for the measurement of wood, and the verification of radar guns used by the State and local police to monitor excessive speeding.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the (Office of) Sealer of Weights and Measures is included in that of the Division of Inspection.

### DIVISION OF ADMINISTRATION (AGRICULTURE)

JOSEPH N. WILLIAMS (from 12/30/75), COMMISSIONER  
MAYNARD C. DOLLOFF (until 12/30/75), COMMISSIONER

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3871

*Established:* 1919

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 005; *Unit Citation:* 7 M.R.S.A. Sect. 3

*Average Number of Full-Time Employees:* 14

*Authorized Employee Level:* 14

**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.

## ECONOMIC DEVELOPMENT

**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.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Division of Administration (Agriculture)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$45,503	\$10,429	\$3,873	\$255,346	\$315,151
Total Expenditure	45,095	877	2,946	207,536	256,454
NET	408	9,552	927	47,810	58,697
Unexpended Balance Forward		9,552	927	47,810	58,289
Unexpended Balance Lapsed	408				408

## DIVISION OF MARKETS (AGRICULTURE)

**CARL H. WATTS, DIRECTOR**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2161

*Established:* 1917

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 006; *Unit Citation:* 7 M.R.S.A. Sect. 3

*Average Number of Full-Time Employees:* 148

*Authorized Employee Level:* 6

**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:**

**Fruit and Vegetable Inspection.** The Division of Markets maintains an office in Caribou where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, three supervisors, and three clerks — plus 48 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. We also have several inspectors in the various Processing Plants located in Aroostook County. The division also has one inspector on apples in the Central and Southern part of the state. This man also checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. Furthermore, this man handles all Terminal Market Inspections on fruit and vegetables at the various markets in the state on request by the applicant.

**Poultry and Egg Grading.** The Division has forty-three regular graders on the poultry and egg program plus five spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. The poultry grader does the actual grading on the processing line just prior to packing. It is the grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after

## ECONOMIC DEVELOPMENT

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 people 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 person on bean inspection at South Paris and four employees on peas in Caribou during the processing season.

**Objective Yield on Potatoes.** Nine people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees 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.

### LICENSES, PERMITS, ETC.:

License:

Users of Blue, White & Red Trademark

Providers

Registration:

Controlled Atmosphere Storage

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Division of Markets (Agriculture)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$194,644	\$1,593,709	\$24,839		\$1,813,192
Total Expenditure	189,637	1,165,065	24,839		1,379,541
NET	5,007	428,644			433,651
Unexpended Balance Forward		428,644			428,644
Unexpended Balance Lapsed	5,007				5,007

## DIVISION OF PROMOTIONS (AGRICULTURE)

**RALPH M. KIERSTEAD, ACTING DIRECTOR**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2161

*Established:* 1967

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 007; *Unit Citation:* 7 M.R.S.A. Sect. 3

*Average Number of Full-Time Employees:* 9

*Authorized Employee Level:* 9

**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 Ap-

## ECONOMIC DEVELOPMENT

ple 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. 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 of 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 a monthly export news bulletin for leads in exporting to foreign and international trade. In past years this Division provided an all products exhibit aboard the "State of Maine" Maritime Academy ship for its cruises into foreign ports. However due to a cutback in funds, this activity was discontinued in 1976. Hopefully this program can be picked up again sometime in the future. Another program the Division has been active in is providing exhibits featuring all major Maine agricultural products at the Eastern States Exposition in West Springfield, Mass. The Division is also responsible for coordinating the Maine Agricultural Trades Show.

A new project in May of 1976 was the "Enjoy A Taste Of Maine" held at the Maine Mall in South Portland, Maine. This Division provided several exhibits for various agricultural organizations such as the Maine State Florists Association, the Maine Dry Bean growers, the Maine Sheepbreeders, the Maine Christmas Tree Growers, the Maine Potato Commission, and the Maine Pomological Society. These organizations along with the Animal Welfare Division, the Maine Dairy Council, the Maine Poultry Federation, the Maine Maple producers, the Maine Blueberry Growers, the Maine Sardine Council, the Marine Resources, and two private meat firms exhibited for one week, offered free samples of the various products to the public, and offered educational information concerning all of Maine Agriculture. This was done in conjunction with the Maine Chicken Cooking Contest which was a preliminary cook-off followed by a New England Chicken Cooking Contest that this Division provided an exhibit for held at Warwick, Rhode Island later in May, 1976. These chicken cooking contests were coordinated with the assistance and some funding from the Maine Poultry Federation. Many of these same agricultural organizations also participated in Bangor in July of 1976 in a downtown promotion and at the Lewiston Fair in September of 1976.

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. 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.

In addition to the above activities this Division, since 1971, has been responsible for the enforcement of the "Maine Potato Licensing Law". This is a law which requires all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes in (wholesale or jobbing quantities) to obtain a license. This Division, since 1973, has also provided an executive secretary to the "Maine Agricultural Marketing and Bargaining Board." This is an Act con-

## ECONOMIC DEVELOPMENT

sisting of 5 Board members who entertain applications from Agricultural Organizations to be considered as a bargaining agency to bargain with handlers with respect to price, production and marketing of their respective products.

### **LICENSES, PERMITS, ETC.:**

License

Potato Processors

**PUBLICATIONS:** None.

### **FINANCES, FISCAL YEAR 1976:**

Division of Promotions	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$141,943	\$373,625			\$515,568
Total Expenditure	135,587	285,218			420,805
NET	6,356	88,407			94,763
Unexpended Balance Forward	4,245	88,407			92,652
Unexpended Balance Lapsed	2,111				2,111

## **DIVISION OF ANIMAL INDUSTRY**

**JOHN A. SMILEY, DIRECTOR**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3701

*Established:* 1919

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 008; *Unit Citation:* 7 M.R.S.A. Sect. 3

*Average Number of Full-Time Employees:* 19

*Authorized Employee Level:* 14

**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 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; 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:** The program of the Division is implemented in four major facets.

**Control of Livestock and Poultry Diseases.** Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to 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 ad-

## ECONOMIC DEVELOPMENT

dition 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 97,301 dogs and 1,037 kennels — an increase of over 5000 dogs licensed in 1975-76. 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 improvement funds.

### LICENSES, PERMITS, ETC.:

License:

- Swine Garbage Feeders
- Livestock & Poultry Dealers
- Boarding Kennels
- Pet Shops

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Division of Animal Industry	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$443,365	\$51,454	\$38,567		\$533,386
Total Expenditure	439,943	33,976	13,747		487,666
NET	3,422	17,478	24,820		45,720
Unexpended Balance Forward	298	17,478	24,820		42,596
Unexpended Balance Lapsed	3,124				3,124

## DIVISION OF PLANT INDUSTRY

PAUL J. EASTMAN, DIRECTOR

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3891

*Established:* 1919

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 009; *Unit Citation:* 7 M.R.S.A. Sect. 3

*Average Number of Full-Time Employees:* 29

*Authorized Employee Level:* 5

**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,

## ECONOMIC DEVELOPMENT

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 2,000,000 cwt of seed potatoes were inspected prior to shipment in FY 76.

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 the 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.

### LICENSES, PERMITS, ETC.:

License:

Nurseryman  
Strawberry Plant Growers  
Beekeepers

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Division of Plant Industry	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$75,793	\$534,981			\$610,774
Total Expenditure	75,760	338,523			414,283
NET	33	196,458			196,491
Unexpended Balance Forward		196,458			196,458
Unexpended Balance Lapsed	33				33

## (OFFICE OF) STATE HORTICULTURIST

A. DWIGHT BLACK, STATE HORTICULTURIST

Central Office: State House, Augusta 04333

Telephone: 289-3891

Established: 1907

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 010; Unit Citation: 7 M.R.S.A. Sect. 2201

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

**PURPOSE:** The State Horticulturist has responsibility for the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

## ECONOMIC DEVELOPMENT

**ORGANIZATION:** 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. Employed within the Inspections Division as supervisor of the weights and measures section, the State Horticulturist is responsible to the director of that division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

**PROGRAM:** 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 are handled by a part time bee inspector, but the money available is not sufficient to do a complete job. Furthermore, 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.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the (Office of) State Horticulturist is included with that of the Division of Plant Industry.

## DIVISION OF INSPECTIONS (AGRICULTURE)

CLAYTON F. DAVIS, DIRECTOR

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3841

*Established:* 1919

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 011; *Unit Citation:* 7 M.R.S.A. Sect. 3

*Average Number of Full-Time Employees:* 167

*Authorized Employee Level:* 39

**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 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:**

**Pesticide Program.** As was mentioned in the 1974-75 Annual report the Pesticide Control Act of 1975 is now effective. All products previously referred to as "economic poisons" are now defined as "pesticides". The principles and procedures for registration of these products are the same under the new law. The main concern of the new law was to promote uniformity in terminology and procedures to conform with the U.S. Environmental Protection Agency dictates.

## ECONOMIC DEVELOPMENT

**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.

**Seed and Fertilizer Programs.** The fertilizer program involves control of the sale and distribution of plant food products. A registration and sampling program is maintained. The seed program 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.

**Inspections.** The meat inspection program continues with approximately 50 establishments under inspection. Presently there are a few new slaughter houses being constructed in the state. Inspection covers meat products processed and handled, and animals slaughtered. Like the meat inspection program, the milk inspection program is being carried on at substantially the same level as in the past. More dairies are now included on the Inter-state Milk Shippers list in order to sell their surplus milk.

This past year the General Foods 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 have not seen an inspection for several years.

### LICENSES, PERMITS, ETC.:

License:

- Weighmasters
- Weighing Device Dealers & Repairman
- Milk Dealers
- Babcock Testers
- Beverage Plants
- Sardine Packers

Registration:

- Pesticide Products
- Fertilizer Products

Certificate:

- Certificate of Competency

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Division of Inspections (Agriculture)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$462,385	\$462,796	\$802,637	\$977	\$1,728,795
Total Expenditure	454,914	303,845	769,986	977	1,529,722
NET	7,471	158,951	32,651		199,073
Unexpended Balance Forward	240	158,951	32,651		191,842
Unexpended Balance Lapsed	7,231				7,231

## DIVISION OF ANIMAL WELFARE

STANLEY T. BROWNE, DIRECTOR

Central Office: State House, Augusta 04333

Telephone 289-2095

Established: 1921

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 012; Unit Citation: 7 M.R.S.A. Sect. 3

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

**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 respon-

## ECONOMIC DEVELOPMENT

sibilities 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 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 FY 75.

**PROGRAM:** During FY 76 the Division's staff investigated 1502 complaints of cruelty to animals or other related violations. Seven violations necessitated court action. Two violations resulted in Department hearings. The Division also monitors livestock auctions, public animal displays and riding facilities for possible violations of humane statutes.

The Division continued to evaluate the areas of service during FY 76. A record-keeping procedure has been instituted which will, for the first time, provide complete state-wide information and reference data on all animal welfare investigations by humane agents of the Department of Agriculture.

An instructor representing the Division serves on the training staff of the Criminal Justice Academy and State Police Training School. Indications are that this area may be broadened to include at least some of the County Sheriffs' Deputy Training Programs.

Additional areas include developing greater public awareness of animal welfare problems through the use of informational exhibits at teachers' convention, special agricultural promotions, and public speaking engagements.

The Division's Advisory Board has recommended legislation to require licensing of commercially operated stables and has developed, and approved, a draft of recommended methods of animal euthanasia.

### FINANCES, FISCAL YEAR 1976:

Division of Animal Welfare	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$70,553				\$70,553
Total Expenditure	67,137				67,137
NET	3,416				3,416
Unexpended Balance Forward	1				1
Unexpended Balance Lapsed	3,415				3,415

## MAINE POTATO MARKETING COMMITTEE

JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE

Central Office: State House, Augusta 04333

Telephone: 289-3871

Established: 1953

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 013; Unit Citation: 7 M.R.S.A. Sect. 995

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

**PURPOSE:** The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing

## ECONOMIC DEVELOPMENT

procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for such purpose.

**ORGANIZATION:** The Maine Potato Marketing Committee was established in 1953 pursuant to the Maine Potato Marketing Act. The Committee consists of 8 members, of whom 5 shall be producers and 3 shall be handlers. For each member of the committee there must be an alternate who shall have the same qualifications as the member. Persons selected as committee members or alternates to represent producers shall be individuals who are producers in the respective district for which selected or officers or employees of a corporate producer in such district and such persons shall be residents of the respective district for which selected. Persons selected as committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers or employees of a corporate handler in this State and such persons must be residents of the State.

**PROGRAM:** No Maine Potato Marketing Committee has been or is presently in existence, therefore no state potato marketing order has ever been issued since enactment of the Act.

(Past marketing orders for Maine potatoes have been pursuant to Federal laws and regulations.)

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

## SEED POTATO BOARD

JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE

PAUL J. EASTMAN, Secretary

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3871

*Established:* 1945

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella* 01; *Unit:* 014; *Unit Citation:* 7 M.R.S.A. Sect. 2151

*Average Number of Full-Time Employees:* 19

*Authorized Employee Level:* 19

**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:** FY 76 was again a fairly successful year for the Board as regards finances. The year did see the disease problem in seed potatoes reach an all time high with the Porter Farm crop showing more disease than has been true for some years.

This past year the Board's Pathologist has carried on an extensive program of research on leaf roll. It is hoped that this activity will be of benefit in solving this serious problem.

Two federal grants have helped to support the pathologist program.

## ECONOMIC DEVELOPMENT

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Seed Potato Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$5,218	\$609,264	\$614,482
Total Expenditure			5,218	380,266	385,484
NET				228,998	228,998
Unexpended Balance Forward				228,998	228,998
Unexpended Balance Lapsed					

## MAINE MILK COMMISSION

SHIRLEY T. HAMEL, CHAIRMAN  
WALTER B. STEELE, JR., Executive Secretary

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3741

*Established:* 1935

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 015; *Unit Citation:* 7 M.R.S.A. Sect. 2952

*Average Number of Full-Time Employees:* 5

*Authorized Employee Level:* 5

**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 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.

However, effective October 2, 1976, the law was completely amended requiring the Commission to be comprised of 5 members and at all times include within its membership the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an independent agricultural agency in the State Government reorganization legislation of 1973.

**PROGRAM:** In accordance with statute and having top priority, the Commission is undertaking an in-depth study of the costs of processing and distributing milk within the State of Maine. This is a cooperative effort with the Department of Agricultural and Resource Economics at the University of Maine at Orono as well as the Maine Milk Dealers' Association, Inc. In conjunction with the cost study, the Commission is developing a uniform system of accounts for

## ECONOMIC DEVELOPMENT

reporting and allocating dealer costs. This will enable the Commission to accumulate and maintain current cost data with minimal time and effort.

The Legislature has clearly defined certain criteria which may be used in future price determinations by the Commission. Minimum prices are to be based on the lowest achievable cost at which milk purchased from Maine producers at Maine minimum prices can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Of fiscal note is the additional funds made available to the Commission through the increase in the hundredweight fee assessment on the milk industry. This will enable the Commission to defray the added expenses inherent with carrying out the provisions of the amended law. The assessment was increased October 1, 1976 to 3 cents per hundredweight equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in controlled Maine markets. It is anticipated this will generate funds totaling \$109,000 for the 1976-77 fiscal year.

Commission plans are for maintaining an ongoing analysis of industry costs and returns to enable the Commission to establish minimum resale prices for milk which are just and reasonable while affording an adequate return to producers and dealers.

### LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Milk Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$99,811			\$99,811
Total Expenditure		88,734			88,734
NET		11,077			11,077
Unexpended Balance Forward		11,077			11,077
Unexpended Balance Lapsed					

## MAINE DAIRY AND NUTRITION COUNCIL COMMITTEE

NORMAN A. WING, DIRECTOR

Central Office: State House, Augusta 04330

Telephone: 289-3621

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 016; Unit Citation: 36 M.R.S.A., Sect. 4523

Average Number of Full-Time Employees: 6

Authorized Employee Level: 6

**PURPOSE:** The Maine Dairy and Nutrition 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. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

**ORGANIZATION:** The Maine Dairy and Nutrition Council Committee was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent 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

## ECONOMIC DEVELOPMENT

1951, the Advisory Committee was renamed the Maine Dairy Council Committee; its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955; and in 1969 cwt fees for promotion were increased to 3 cents. 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. In 1975 the Maine Dairy Council Committee was renamed the Maine Dairy and Nutrition Council Committee.

**PROGRAM:** The Maine Dairy and Nutrition Council Committee is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated three years ago, proved to be highly effective, has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council 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 Dairy Council 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.

In addition to various workshops, the Dairy and Nutrition Council 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 Dairy and Nutrition Council 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 Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council Committee have been developed by the National Dairy Council in Chicago, Ill., 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 and Nutrition 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 citizens of Maine.

**PUBLICATIONS:** Catalog and Order blank listing all available materials with a brief description of each. (free)

### FINANCES, FISCAL YEAR 1976:

Maine Dairy and Nutrition Council Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$140,229			\$140,229
Total Expenditure		108,043			108,043
NET		32,186			32,186
Unexpended Balance Forward		32,186			32,186
Unexpended Balance Lapsed					

## STATE HARNESS RACING COMMISSION

ALLAN MOLLISON, CHAIRMAN  
THOMAS WEBSTER, Executive Secretary

Central Office: State House, Augusta 04333

Telephone: 289-3221

Established: 1935

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 017; Unit Citation: 8 M.R.S.A., Sect. 261.

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

## ECONOMIC DEVELOPMENT

**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 \$100 for minor violations of the Rules of Racing as adopted by the Commission; to supervise and regulate all medication administered to horses entered to race; and to encourage and promote the breeding of a strain of Maine standard bred horse.

**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 1976 major emphasis of the Maine State Harness Racing Commission was directed toward overall improvement of the sport, maintenance of State income from this source and insuring the future of harness racing through encouragement of the colt program and youth involvement.

Drug control programs have been continued and improved upon whenever funds allowed. The present Commissioners view the control of drugs in racing as essential to continued integrity of the sport in Maine.

The colt program that was initiated by the Commission in 1973 expects to pay purses to 2 and 3 year old colt breeders of nearly \$100,000 again in the 1976 season. Purse money paid in this program is obtained strictly from participation of interested parties and breeders. No State funds are involved.

The Commission granted a total of 307 race dates in January of 1976 that should guarantee the general fund an amount equal to 1975 from the tax on Pari-Mutuel racing.

### LICENSES, PERMITS, ETC.:

License:

- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  - Fairs or Extended Muts
- Grooms of Standard Breed Horses

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Harness Racing Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$118,566	\$313,181			\$431,747
Total Expenditure	116,316	234,116			350,432
NET	2,250	79,065			81,315
Unexpended Balance Forward	203	79,065			79,268
Unexpended Balance Lapsed	2,047				2,047

## ECONOMIC DEVELOPMENT

# STATE SOIL AND WATER CONSERVATION COMMISSION

LIONEL C. FERLAND, CHAIRMAN  
CHARLES L. BOOTHBY, Executive Director

Central Office: State House, Augusta 04333

Telephone: 289-2666

Established: 1941

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 019; Unit Citation: 12 M.R.S.A., Sect. 51

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

**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 Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs, to coordinate the inspection of dams with the U.S. Army Corps of Engineers; establish a registry of dams statewide and establish water levels on lakes and ponds.

**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, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

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

### Area II

Washington County SWCD, Machias  
Hancock County SWCD, Ellsworth

### Area III

Penobscot County SWCD, Bangor  
Piscataquis County SWCD, Dover-Foxcroft  
Somerset County SWCD, Skowhegan

### Area IV

Kennebec County SWCD, Augusta  
Knox-Lincoln SWCD, Rockland; and  
Waldo County SWCD, Belfast;

### Area V

Androscoggin Valley SWCD, Auburn  
Franklin County SWCD, Farmington  
Oxford County SWCD, South Paris

### Area VI

York County SWCD, Sanford  
Cumberland County, SWCD, Portland

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

**PROGRAM:** The accomplishments of the State Soil and Water Conservation Commission are reflected in the actual conservation work done on the lands of the 13,018 private landowners in cooperation with Maine's sixteen Soil and Water Conservation Districts; 7,077 landowners were assisted during FY 76, 345 developed complete conservation plans; and 3,110 landowners applied one or more conservation practices on their land.

The Commission and Districts reviewed and evaluated over 600 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, and Depart-

## ECONOMIC DEVELOPMENT

ment of Inland Fisheries and Wildlife 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.

Applications for four Floodplain Information Studies were received and approved during the fiscal year. Four studies were completed and reports presented to the affected municipalities.

The Down East Resource Conservation and Development project was approved for planning and an office established at Cherryfield. Two Watershed Protection and Flood Prevention applications were received and approved during the year. Also, two construction contracts were administered by the Commission for Districts during the year. To assist with the heavy construction workload of Districts, over 30 Work-Study Students were employed by the Commission during the summer.

The registry of dams was established this year and several hundred dams have been registered. Four hearings have been held for the establishment of water levels on lakes.

### LICENSES, PERMITS, ETC.:

Registration:

Dams

### FINANCES, FISCAL YEAR 1976:

Soil and Water Conservation Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$96,438				\$96,438
Total Expenditure	90,119				90,119
NET	6,319				6,319
Unexpended Balance Forward					
Unexpended Balance Lapsed	6,319				6,319

## MAINE AGRICULTURAL BARGAINING BOARD

SETH BRADSTREET, CHAIRMAN

RALPH M. KEIRSTEAD, Secretary

Central Office: State House, Augusta 04333

Telephone: 289-2848

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 020; Unit Citation: 13 M.R.S.A., Sect. 1956

Average Number of Full-Time Employees: 1

Authorized Employee Level: 1

**PURPOSE:** Producers of agricultural products felt they were not being treated fairly by handlers with respect to the production, sale and marketing of their products. Accordingly the Maine Agricultural Marketing and Bargaining Act provides for the producers and handlers to negotiate in good faith with regard to the production, sale and marketing of the product involved.

Any agricultural organization who feels it is qualified, may submit an application to the board for consideration to be qualified as a bargaining agent.

**ORGANIZATION:** The Maine Agricultural Marketing and Bargaining Act was enacted in 1973 by the 106th Legislature. This Act consists of 5 board members, 1 producer representative, 1 handler representative and 3 public representatives. The board members are appointed by the Governor.

**PROGRAM:** Since the enactment of this law the board has received applications for qualification from two organizations. Hearings were held to obtain information concerning eligibility of the organizations. One organization representing potato producers petitioning the board to be qualified as a bargaining agent to negotiate with handlers (potato processors) with

## ECONOMIC DEVELOPMENT

respect to potatoes was qualified by the board. The other organization who petitioned the board to be qualified as a bargaining agent to bargain with the handler (poultry processor) with respect to poultry was denied qualification by the board because this petitioner did not meet the qualifications as required by this Act.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Agricultural Bargaining Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,918				\$3,918
Total Expenditure	2,789				2,789
NET	1,129				1,129
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,129				1,129

## (ANIMAL WELFARE) ADVISORY BOARD

**THEODORE KURTZ, CHAIRMAN**  
**STANLEY J. BROWNE, Director**

*Central Office:* State House, Augusta 04333

*Telephone* 289-2095

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 021; *Unit Citation:* 17 M.R.S.A., Sect. 1216

*Average Number of Full-Time Employees:* 7

*Authorized Employee Level:* 7

**PURPOSE:** To advise and consult with the Commissioner of Agriculture on matters pertaining to the humane treatment of animals.

**ORGANIZATION:** The Board was created by statute in 1973 and became effective January 1, 1974. The seven members are appointed for terms of three years, three members must be named from a list of individuals submitted by the Maine Federation of Humane Societies. Board members receive no compensation other than actual expenses incurred in performance of their duties.

**PROGRAM:** The Board meets periodically during the year. It has no statutory programs, administrative responsibility or funding.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Actual expenses incurred are paid by the Department of Agriculture.

## SARDINE INDUSTRY ADVISORY BOARD

**JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3871

*Established:* 1955

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 022; *Unit Citation:* 32 M.R.S.A., Sect. 4152.

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 7

**PURPOSE:** The purpose of the Sardine Industry Advisory Board is to advise the commissioner of the Department of Agriculture and the commissioner must consult with the board on matters of general interest to the sardine industry within the jurisdiction of the commissioner.

## ECONOMIC DEVELOPMENT

**ORGANIZATION:** There are 7 Board members who are all practical sardine packers. All appointments are made for 3-year terms except appointments to complete unexpired terms, and members serve without pay. The board meets with the commissioner at regular intervals to be determined by it, and oftener if called by the commissioner, who can call a meeting of the board on written request of 3 members.

**PROGRAM:** The Sardine Industry Advisory Board did not meet during FY 76. It is anticipated that the Board will resume meetings during FY 77.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

## STATE BOARD OF VETERINARY MEDICINE

**HENRY D. BITHER, DVM, PRESIDENT**

**BARRY P. JOSSETT, DVM, Secretary**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3701

*Established:* 1905

*Maine State Government Reference Manual Data:*

*Policy Area:* 01: *Umbrella:* 01; *Unit:* 023; *Unit Citation:* 32 M.R.S.A. Sect. 4854.

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 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. The first special session of the 107th Legislature enacted the following: "add a sixth member to the board of Veterinarians who shall be a representative of the public and this member shall serve a 5-year term." This legislative act will become effective July 29, 1976.

**PROGRAM:** The Board functioned for the first time this year under the new Practice Act of 1975 (Revised Statutes of 1964 title 7 and 32), and it met six times between July 1, 1975 and June 30, 1976. A yearly license exam is given by the Board to any qualified graduate veterinarian each June. The exam consists of a one-day National written section and a one-day State oral section. The secretary received 45 requests for exam applications, 23 completed the application requirements, and 21 sat for the exam. The secretary also responded to many governmental forms and questionnaires. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

The Board acted upon occasional complaints by considering them themselves or referring them to the Maine Veterinary Medical Association's Ethics Committee. The Board is also

## ECONOMIC DEVELOPMENT

responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary License.

### LICENSES, PERMITS, ETC.:

Registration:

Veterinarians

License:

Veterinarians

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Board of Veterinary Medicine	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$7,396			\$7,396
Total Expenditure		1,280			1,280
NET		6,116			6,116
Unexpended Balance Forward		6,116			6,116
Unexpended Balance Lapsed					

## MAINE MILK TAX COMMITTEE

NORMAN A. WING, DIRECTOR

*Central Office:* Agriculture Building, Cony Road, Augusta 04330

*Telephone:* 289-3621

*Established:* 1953

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 024; *Unit Citation:* 36 M.R.S.A. Sect. 4503

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* 1

**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 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:** In FY76, the Maine Milk Tax Committee implemented one of the strongest advertising campaigns in years, on behalf of the Maine dairy industry. It will be remembered also that this year, Maine's dairy industry came under unprecedented attack by certain individuals and elected Government officials. Because of this, and because of the un-ending need to educate and sell the consumer the Maine Milk Tax Committee embarked on a vigorous campaign to bring a positive image to the Maine Consumer.

The programs were various, utilizing some tried and true ideas while others were new. Following is a brief outline of the various promotions and campaigns that saw many of us through the past year.

## ECONOMIC DEVELOPMENT

**Billboards.** For many years, the Maine dairy industry has promoted its consumer message to Maine's tourist swollen population, by utilizing billboards. This media still remains one of the most cost effective means to get a message through to this huge transient group of consumers. Last summer, 56 four-color billboards were located throughout Maine's major tourist arteries using the theme—EVERYWHERE YOU GO—MILK IS A NATURAL.

**Radio.** To effectively tie into summer billboards and again reach the mobile resident and tourist, spot radio was used. Sixty-second radio spots were aired on sixteen Maine stations, a total of over 1,000 times. Various nationally produced singing commercials were used. Utilizing the talents of the two Maine Dairy and Nutrition Council staff nutritionists, 26 two-minute nutrition shows for radio were put together. The program called "Feelin' Good", was designed to educate and inform the consumer on how to get the most nutrition for their food dollar. The programs aired on eleven stations, five days a week for thirteen weeks. As a natural tie-in, a Maine Milk Tax Committee 30-second milk commercial was aired.

**Television.** For many reasons, television received the majority of this year's promotional budget. Altogether, over 1,200 thirty second spots were aired, the majority of these spots were run in prime time. Due to the increased publicity concerning the cost of milk in Maine, the Maine Milk Tax Committee was urged to develop a response to what the Dairy Industry correctly feels is slanted press. To date, four television commercials have been produced. Two commercials compared milk directly with other common drinks; both nutritionally and price wise. The Program involved airing the 30-second spots on the early and late-night newscasts of five Maine TV stations. The program ran 8 weeks. In that time each station aired 80 spots to the news-watching audiences.

In addition to the above, a cooperate television network buy was made through the American Dairy Association (ADA) for 13 weeks. Similarly a Network Summer Radio program placed by ADA on behalf of Maine was effective.

**Cheese Promotion.** This year the State of Wisconsin offered other states a participation program whereby they would fund an in-store promotion, if the participating states would run a dollar equal amount of cheese advertising. Fifty TV commercials were aired in the Portland market promoting the use of cheese. For five weeks two women set up cheese sampling booths in ten Shaws Supermarkets. During these weeks, the consumer was met on a person-to-person basis. Cheese products were taste sampled and the shoppers were urged to try types of cheeses they had never before tasted. Although the program has not been fully evaluated, it appears that this might be a useful and beneficial way to solidly sell our products to the consumer; particularly those dairy products to which little promotion is given.

**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.

Print advertising for non-brand milk promotion is considered as the least effective media and, therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

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 promotional program in that marketing area.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Milk Tax Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$372,257			\$372,257
Total Expenditure		318,757			318,757
NET		53,500			53,500
Unexpended Balance Forward		53,500			53,500
Unexpended Balance Lapsed					

## MAINE POTATO COMMISSION

DELBERT BECKWITH, CHAIRMAN  
CHIPMAN C. BULL, Executive Director

Central Office: Caribou Road P.O. Box 71, Presque Isle 04769

Telephone: 769-5061

Established: 1955

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 01; Unit: 025; Unit Citation: 36 M.R.S.A. Sect. 4563

Average Number of Full-Time Employees: 2

Authorized Employee Level: 2

**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's advertising and promotion campaign for the 1975 crop of Maine potatoes encompassed: market meetings with 450 produce buyers, merchandisers and chain store executives in 8 eastern cities (Albany, N.Y.; Boston, Mass.; Cleveland, Ohio; Hartford, Conn.; New York City; Orlando, Fla.; Pittsburgh, Pa.; and Portland, Maine); a Fall "Harvest Sale" promotion including 1,000 60-second radio announcements and consumer contests in 6 markets (Albany, N.Y.; Boston, Mass.; Cleveland, Ohio; Hartford, Conn.; New York City; and Pittsburgh, Pa.) during November and December; an eight-week "Old Fashioned Pack" campaign using 400 television commercials featuring actress June Lockhart in 5 cities during February and March (Albany, N.Y., Harrisburg, Pa.; Orlando, Fla.; Providence, R.I. and Roanoke, Va.); distribution of point-of-purchase advertising materials such as price-cards and posters to 11,000 retail supermarket outlets; hand-out of 300,000 recipe booklets directly to consumers at the store level; exhibition of Maine potato products at the Eastern States Exposition, W. Springfield, Mass.; Maine Agricultural Trades Show, Augusta, Maine, and representation at the Produce Marketing Association Convention, Kansas City, Mo., and United Fresh Fruit and Vegetable Association Annual Meeting, San Francisco, Calif; numerous editorial and commercial messages in various "trade" newspapers and magazines; and other "public relations" activities, with a total expenditure of \$204,598.

Potato tax funds amounting to \$99,250 were expended during the year to underwrite the following projects of the Life Sciences and Agriculture Experiment Station, University of Maine; University of Massachusetts; and the Seed Potato Board; development and evaluation of new potato varieties; improvement of potato yields and quality; determination of the nutritional and economic value of potato-hay silage for the fattening and growth of dairy steers; development of methods and capabilities to improve potato seed production, eliminate seed virus diseases, and the release of new varieties; identification of methods to eliminate large Biological Oxygen Demand (BOD) loadings in potato processing effluent streams by processing potatoes into high starch and high protein fractions without waste.

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 \$52,818. The former is an association of potato producers and the latter an organization of shippers; the objective of both groups is to work for the betterment of the Maine potato industry through their respective memberships.

## ECONOMIC DEVELOPMENT

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Potato Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal ,		
Total Funds Available		\$515,222			\$515,222
Total Expenditure		439,246			439,246
NET		75,976			75,976
Unexpended Balance Forward		75,976			75,976
Unexpended Balance Lapsed					

## BOARD OF PESTICIDES CONTROL

**MAYNARD F. MARSH, CHAIRMAN**  
**DONALD MAIRS, Supervisor**

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

*Telephone:* 289-2215

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 01; *Unit:* 026; *Unit Citation:* 22 M.R.S.A. Sect. 1452

*Average Number of Full-Time Employees:* 5

*Authorized Employee Level:* 2

**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:** Probably the most significant accomplishment of FY76 was the completion of the State Plan for the Certification of Pesticide Applicators, and progress made toward implementation of this plan. Federal law now requires all states to have such a program, in an effort to ensure that the more highly hazardous pesticides are purchased and used only by qualified individuals. To that end, the Board this year revised both its statute and regulations and participated with the Cooperative Extension Service in a program that resulted in the training and examination of some 2300 farmers and over 300 commercial applicators. A list of restricted-use chemicals was developed and a licensing system for dealers handling these materials is nearly ready for implementation. The \$50,000 federal enforcement grant was continued through this fiscal year; without these funds, the Board would have been unable to employ personnel needed to fulfill statutory obligations while continuing work on the new State Plan.

Numerous minor pesticide-use complaints necessitated the expenditure of considerable investigation time, but reports of serious violations were very few. The Board held one license-suspension hearing, but ruled that the evidence did not warrant such suspension. Analytical

## ECONOMIC DEVELOPMENT

costs associated with "complaint" sampling continue to be a major expenditure, but a necessary one.

Time requirements involving the control of biting flies increased sharply this fiscal year. Requests for information and technical advice reached an all-time high relative to both black flies and mosquitoes, and two legislative bills were introduced which, had they passed, would have resulted in state participation in control efforts. It is obvious that public interest in these problems is increasing sharply, with obvious implications for the Board's one-man technical staff.

### **LICENSES, PERMITS, ETC.:**

License:

Commercial Pesticide Applicators

Pesticide Dealers

Certificate::

Private Pesticide Applicators

**PUBLICATIONS:** None.

### **FINANCES, FISCAL YEAR 1976:**

Board of Pesticides Control	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$25,893	\$35,041	\$31,249		\$92,183
Total Expenditure	23,915	1,732	33,886		59,533
NET	1,978	33,309	(2,637)		32,650
Unexpended Balance Forward		33,309	(2,637)		30,672
Unexpended Balance Lapsed	1,978				1,978

## DEPARTMENT OF BUSINESS REGULATION

**RALPH H. GELDER, COMMISSIONER** (to May 21, 1976)

**LINDA S. GILSON, Business Manager**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3916

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 027; *Unit Citation:* 10 M.R.S.A., Sect. 8001

*Average Number of Full-Time Employees:* 109.5

*Authorized Employee Level:* 13.5

**Organizational Units:**

Special Services Division	Oil Burner Men's Licensing Board
Bureau of Banking	Electrician's Examining Board
Bureau of Insurance	Central Licensing Division
Bureau of Consumer Protection	Life Agents Examination Advisory Board
Real Estate Commission	General Lines Agents Examination Advisory Board
State Running Horse Racing Commission	Home Repair Advisory Board
Maine State Boxing Commission	

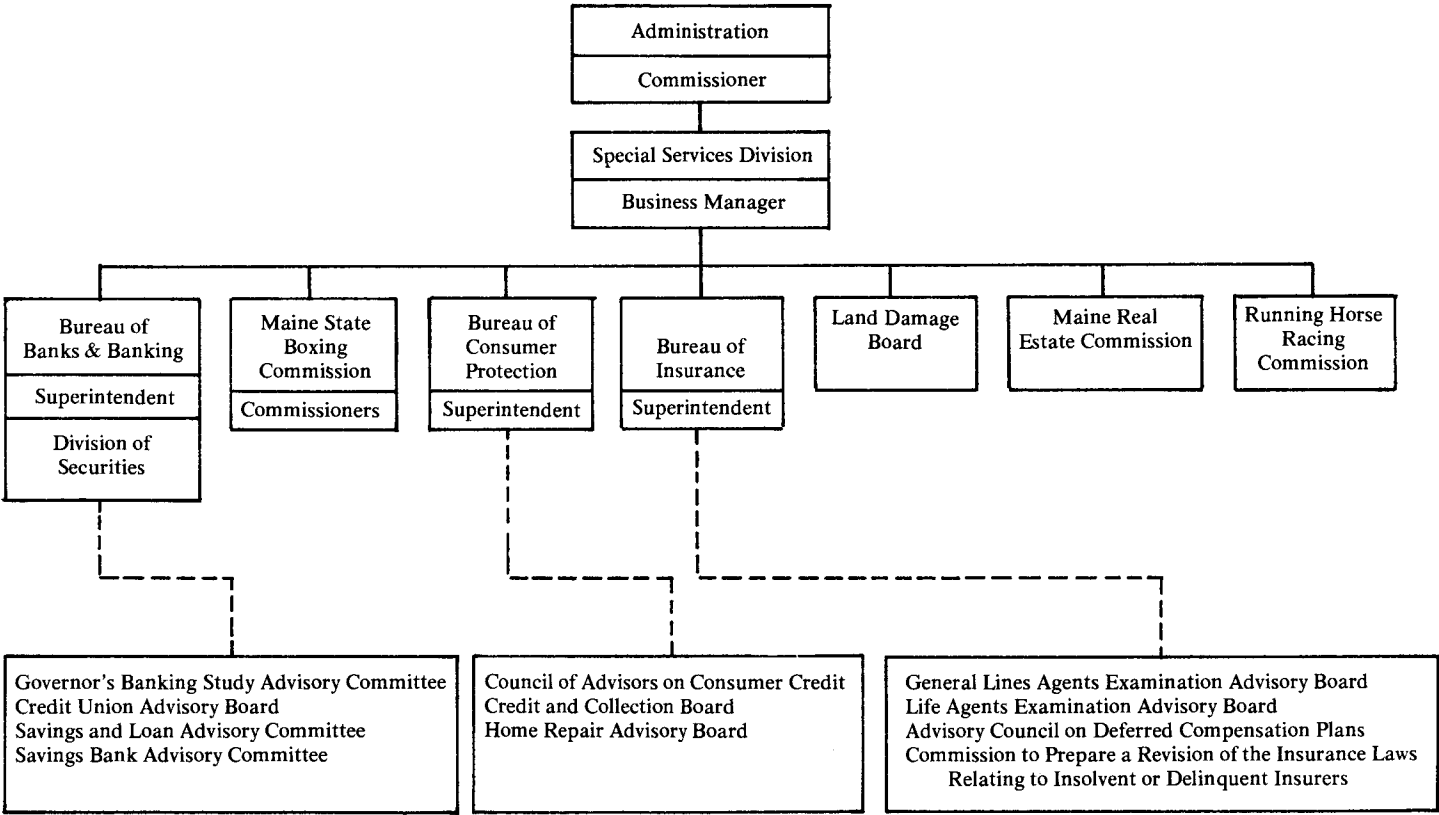
**PURPOSE:** The Department of Business Regulation was established to enforce the consumer's benefits from purchases of goods and services and to protect the interests of depositors and investors in the State of Maine; to restrain fraudulent or unfair business practices in finance and trade, to regulate commercial sports, and to 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; to regulate oil burner men; to regulate electricians; to provide centralized licensing; 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 to 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 departmental head level. Specific agencies placed under the jurisdiction of the Department were the Bureau of Banking; the Bureau of Insurance; the Real Estate Commission; the Maine State Boxing Commission; the State 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. The 107th Legislature authorized the transfer of the Oil Burner Men's Licensing Board and the Electrician's Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature authorized the establishment of a Central Licensing Division.

**PROGRAM:** Activities of the Department of Business Regulation during FY 76 are discussed in the following reports of its primary component agencies.

**PUBLICATIONS:** See reports of component units.

**ORGANIZATION CHART  
DEPARTMENT OF BUSINESS REGULATION**



# ECONOMIC DEVELOPMENT

## FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF BUSINESS REGULATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$167,941	\$		\$119,252	\$287,193
Departmental Operations					
Transfers		44,400			44,400
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees		1,341,109			1,341,109
Other					
Unexpended Balance Brought Forward		737,782			737,782
Adjustment of Balance Brought Forward	1,060				1,060
TOTAL FUNDS AVAILABLE	169,001	2,123,291		119,252	2,411,544

Monies received and deposited to the credit of the State	108,138	48,909			157,047
---	---------	--------	--	--	---------

EXPENDITURES					
Total Personal Services	113,328	734,020		41,155	888,503
Wages & Salaries	102,704	665,633		38,745	807,082
Retirement	10,624	68,387		2,410	81,421
Total All Other	19,396	309,706		7,744	336,846
Contractual Services	14,990	228,546		7,443	250,979
Rents		43,234			43,234
Computer Services					
Commodities	4,406	37,666		301	42,373
Grants, Subsidies, Pensions		260			260
Transfers to Other Funds					
Other					
Total Capital Expenditures	545	18,623			19,168
Buildings & Improvements					
Equipment	545	18,623			19,168
Purchases of Land					
TOTAL EXPENDITURE	133,269	1,062,349		48,899	1,244,517

### SUMMARY

Total Funds Available	169,001	2,123,291		119,252	2,411,544
Total Expenditure	133,269	1,062,349		48,899	1,244,517
NET	35,732	1,060,942		70,353	1,167,027
Unexpended Balance Forward		1,060,942			1,060,942
Unexpended Balance Lapsed	35,732			70,353	106,085

## BUREAU OF BANKING

ARTHUR M. BURTON, JR., SUPERINTENDENT  
LESLIE G. HILTON, Deputy Superintendent

Central Office: State House Augusta 04333

Telephone: 289-3231

Established: 1827

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 02; Unit: 029; Unit Citation: 9-B M.R.S.A. Sect. 121

Average Number of Full-Time Employees: 23

Authorized Employee Level: 30

Organizational Units:

Banking Division

Securities Division

Home Repair Advisory Board

## ECONOMIC DEVELOPMENT

**PURPOSE:** The Bureau of 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 financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt 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 Commissioner, thus making the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The laws of the State of Maine relating to "Dealers in Securities" was 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 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 and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976.

**PROGRAM:** The Bureau's program is primarily implemented through its Banking and Securities Divisions.

**Banking Division.** Statutory requirements for examinations were met for calendar year 1975 and by June 30, 1976, the Bureau of Banking was well along in 1976 examinations. Of the three

## ECONOMIC DEVELOPMENT

branch applications pending June 30, 1975, and the twenty one applications received during fiscal year 1976, fifteen were approved, one denied and eight are pending on June 30, 1976. Also, applications for relocations for branches of three trust companies and the only office of one savings and loan association and four credit unions were approved. Two trust companies applied for permission to close one branch office—one was granted and the other withdrawn. Three applications for mergers were received—two were approved and one is pending. Two applications to convert from Federal to State charters were received—one savings and loan and one commercial bank. These were approved and the conversions completed. One application by a bank holding company to acquire a Maine national bank was approved. Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. Advanced examiner training included sending one examiner to the Conference of State Bank Supervisors School in Chicago and two attended the Federal Deposit Insurance Corporation Examiner's School in Washington, D.C. One examiner graduated from the Graduate Savings Bank School at Brown University (a 3-year course); and a second completed his second year requirements at this school. Attending the Graduate School at the University of Wisconsin (a 3-year course)—one examiner entered into the first year and one into the second year.

During the past year, the Bureau has begun operations under the recodified financial institution laws, Title 9-B. The legislation was signed into law by the Governor on June 18, 1975, and will 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 1,270 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.

Dealers and agent registration are on a calendar year basis, renewable annually. In calendar year 1975, the Division registered 382 dealers and 1,614 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 inquiries 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.

### PUBLICATIONS:

Laws, Regulations and Bulletins—Maine Bureau of Banking (\$20.00)

### LICENSES, PERMITS, ETC.:

License:

- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders

## ECONOMIC DEVELOPMENT

### FINANCES, FISCAL YEAR 1976:

Bureau of Banking	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$42,973	\$448,125			\$491,098
Total Expenditure	42,740	361,692			404,432
NET	233	86,433			86,666
Unexpended Balance Forward		86,433			86,433
Unexpended Balance Lapsed	233				233

### HOME REPAIR ADVISORY BOARD

JOHN E. QUINN, SUPERINTENDENT

Central Office: State House Augusta 04333

Telephone: 289-3731

Established: N.A.

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 02; Unit: 037; Unit Citation: 9 M.R.S.A. Sect. 3752

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

**PURPOSE:** There are two main purposes of the Home Repair Advisory Board: to advise and consult with the commissioner of the Department of Business Regulation concerning practices in the home repair industry, the administration of the law, and the rules and regulations adopted to implement the law; and to advise and inform the public concerning any practices in connection with home improvements which the board may consider contrary to the public interest.

**ORGANIZATION:** The Home Repair Advisory Board is in the Department of Business Regulation within the Bureau of Banking. The board consists of the commissioner, who is the chairman of the board, and 4 other members appointed by the commissioner. Of the 4 appointed members, 2 must each have had practical experience as home repair contractors. Each appointed member serves for a term of 4 years and until his/her successor is appointed and qualified.

The members of the board serve without compensation but are reimbursed for their actual and necessary expenses in attending meetings of the board.

**PROGRAM:** During FY76 the Home Repair Advisory Board was inactive having no meetings, programs or accounts.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

### BUREAU OF INSURANCE

FRANK M. HOGERTY, JR., SUPERINTENDENT  
HAROLD E. TRAHEY, First Deputy Superintendent

Central Office: State House, Augusta 04333

Telephone: 289-3141

Established: 1870

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 02; Unit: 031; Unit Citation: 24A M.R.S.A. Sect. 200

Average Number of Full-Time Employees: 27

Authorized Employee Level: 27

Organizational Units:

General Lines Agent Examination Advisory Board  
Life Agent Examination Advisory Board  
Examination Division

Licensing Division  
Property and Casualty Division  
Life and Health Division  
Consumer Services Division

## ECONOMIC DEVELOPMENT

**PURPOSE:** To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

Furthermore the Bureau gives examinations of domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and gives the examination and licenses of all applicants for licenses as insurance agents, brokers, consultants and adjusters. Furthermore, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau has the authority 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 the statutory provisions of Title 24 or Title 24-A.

**ORGANIZATION:** In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the proviso that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

**PROGRAM:** The Examination Division completed nine (9) domestic insurance company examinations. It reviewed from a financial aspect four (4) policy reserve valuations. One domestic insurance company was sold during the year.

The Licensing Division processed licenses for twelve (12) new insurance companies, one (1) new road service club, eighteen (18) new insurance adjusters, fifty-three (53) new brokers, and one thousand ninety seven (1,097) new agents. The net gain in the number of agents licensed in Maine was 857. The Consumer Services Division processed two thousand two hundred fifty-five (2,255) cases.

The Insurance Superintendent, with the services of an independent actuary, finalized a contingency reserve loading formula for Blue Cross-Blue Shield which introduces factors in that organization's rates reflecting the status of subscribers reserves. Furthermore, the Bureau is in the process of finalizing regulations for long-term Credit Life and Health Insurance and Health Maintenance Organizations. Additionally, the Bureau promulgated, in final form, a Holding Company Regulation.

The Bureau of Insurance is now licensing insurance companies on a biennial basis in accordance with new legislation passed by the 107th Legislature.

Malpractice insurance problems continue to occur because of increasing rates and the restriction of the availability of this type of coverage for hospitals and doctors. A Study Commission to Revise the Laws Relating to Medical and Hospital Malpractice continues to seek long-term solutions to this problem and expects to offer remedial legislation to the 108th Legislature. In the meantime, the Insurance Superintendent may, after a hearing, activate a Temporary Joint Underwriting Association to provide coverage in the event he finds this type of coverage not readily available in the voluntary market.

The following bulletins were issued by the Bureau: Bulletin No. 119 (Appointment Fees) changing the continuation and appointment fee for agents, brokers, adjusters, consultants and vending machines to a biennial basis; Bulletin No. 120 (Filing for Initial Certificate of Authority) requiring an insurance company to file a copy of its holding company registration statement when filing a request for an initial certificate of authority; Bulletin No. 121 (Filing Requirements for Annual Statements) stipulating certain requirements for insurance companies as they file their annual statements; and Bulletin No. 122 (Agent Appointments and Continuation) clarifying the Insurance Bureau's responsibilities in handling the licensing of agencies and agents.

## ECONOMIC DEVELOPMENT

### LICENSES, PERMITS, ETC.:

#### License:

Insurance Agents (Res. & Nonres.)  
Insurance Brokers (Res. & Nonres.)  
Insurance Adjuster  
Surplus Lines Insurance  
Road Service Co. & Agents  
Insurance Consultants

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Bureau of Insurance	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$71,718	\$887,080			\$958,798
Total Expenditure	60,745	293,287			354,032
NET	10,973	593,793			604,766
Unexpended Balance Forward		593,793			593,793
Unexpended Balance Lapsed	10,973				10,973

## GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

FRANK M. HOGERTY, JR., SUPERINTENDENT

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3141

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 033; *Unit Citation:* 24 A M.R.S.A. Sect. 1525

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

**ORGANIZATION:** The Advisory Board consists of 5 members, to be appointed by the superintendent for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of this State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of the respective such boards, and must adopt or implement such portions thereof as appear to the superintendent as appropriate and advisable.

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

## ECONOMIC DEVELOPMENT

**PROGRAM:** The General Lines Agents Examination Advisory Board held monthly meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct reviews of examination results.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the General Lines Agent Examination Advisory Board are included in the Bureau of Insurance.

### LIFE AGENTS EXAMINATION ADVISORY BOARD FRANK M. HOGERTY, SUPERINTENDENT

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3141

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 034; *Unit Citation:* 24A M.R.S.A. Sect. 1525

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The purposes of the Life Agents Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

**ORGANIZATION:** The board consists of 5 members, to be appointed by the superintendent for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

**PROGRAM:** 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 its review of examination results.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the Life Agents Examination Advisory Board are included in the Bureau of Insurance.

### MAINE STATE BOXING COMMISSION JOAN M. SURAWSKI, EXECUTIVE SECRETARY

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3141

*Established:* 1939

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 035; *Unit Citation:* 8 M.R.S.A. Sect. 101

*Average Number of Full-Time Employees:* 1/2

*Authorized Employee Level:* 3

**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 to 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 con-

## ECONOMIC DEVELOPMENT

tests 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 Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. 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 Maine State Boxing Commission has noted an increase in activity boxing matches caused by more persons actively promoting the sport. This trend should continue because of the great interest in the efforts of the United States Boxing Team at the recent Olympics in Montreal.

The Commission held two seminars, one in Augusta and one in Portland, to provide assistance to people interested in promoting amateur boxing. One difficulty has been finding appropriate training facilities.

The Commission is hoping to bring professional wrestling under its jurisdiction during the upcoming 108th Legislature as it still feels the need for regulation of the sport for the health and welfare of the athletes involved.

### LICENSES, PERMITS, ETC.:

License:

- Professional Boxer
- Boxing Doctor
- Boxing Judge
- Boxing Promotor
- Boxing Referee
- Boxing Time Keeper
- Boxing Second
- Boxing Manager

**PUBLICATIONS:** Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

### FINANCES, FISCAL YEAR 1976:

Maine State Boxing Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$15,120				\$15,120
Total Expenditure	10,754				10,754
NET	4,366				4,366
Unexpended Balance Forward					
Unexpended Balance Lapsed	4,366				4,366

## STATE RUNNING HORSE RACING COMMISSION

**RALPH H. GELDER (TO MAY 21, 1976), COMMISSIONER OF BUSINESS REGULATION**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3916

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 036; *Unit Citation:* 8 M.R.S.A. Sect. 321

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

## ECONOMIC DEVELOPMENT

**PURPOSE:** The Commission makes rules and regulations for the holding, conducting and operating of all running horse races and for the operation of race tracks on which any such running horse race meet is held. Notwithstanding any other provision of law, running horse races or meets held on Sunday cannot commence until the hour of 1 p. m.

**ORGANIZATION:** The State Running Horse Racing Commission consists of 3 members appointed by the Governor with the advice and consent of the Council. No more than 2 members shall be of the same political party. Each member is appointed for a term of 3 years or until his/her successor has been appointed and qualified. Any vacancy is filled for the unexpired term by the Governor with the advice and consent of the Council. One member must be appointed by the Governor as chairman and one as secretary. No member can have any pecuniary interest in any racing or the sale of pari-mutuel pools.

**PROGRAM:** During FY76 the State Running Horse Racing Commission was inactive, having no program or accounts.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

### STATE CLAIMS BOARD (FORMERLY LAND DAMAGE BOARD)

WILLIAM E. MCKINLEY, CHAIRMAN  
RONALD M. ROY, Chief Counsel & Clerk

*Central Office:* 77 Winthrop Street, Augusta 04330

*Telephone:* 289-2861

*Established:* 1961

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 038; *Unit Citation:* 23 M.R.S.A. Sect. 152

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 3

**PURPOSE:** The State Claims 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, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District; and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings.

**ORGANIZATION:** Compensation for highway acquisitions 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 whose name was statutorily changed to the State Claims 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 State Claims Board.

## ECONOMIC DEVELOPMENT

**PROGRAM:** The State Claims Board's hearing schedule during FY76 was reduced due to the great number of cases which were settled. The Board scheduled 46 cases. There were 79 cases which were disposed of, 39 of which were settled without the need of hearings and 40 cases were heard before the Board. There were 4 cases which have been continued.

The jurisdiction of the Board previously covered only highway condemnation proceedings. However, five pieces of legislation have increased the responsibilities of the State Claims 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; the relocation, removal or disposal of junkyards, where either party may petition the Board for a determination as to awards; and the assessment of damages for takings by the Portland Water District.

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 still 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 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 continue to 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.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Claims Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$119,252	\$119,252
Total Expenditure				48,899	48,899
NET				70,353	70,353
Unexpended Balance Forward					
Unexpended Balance Lapsed				70,353	70,353

## REAL ESTATE COMMISSION

PAUL A. SAWYER, DIRECTOR  
CAROL H. LEIGHTON, Supervisor

Central Office: State House, Augusta 04333

Telephone: 289-3735

Established: 1937

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 02; Unit: 039; Unit Citation: 32 M.R.S.A. Sect. 4051A

Average Number of Full-Time Employees: 7

Authorized Employee Level: N.A.

**PURPOSE:** The Real Estate Commission was established for protection of the public when engaging the services of real estate brokers and salesmen to assist with the real estate tran-

## ECONOMIC DEVELOPMENT

sactions. The primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify courses meeting those standards; to license only qualified applicants as real estate brokers and salesmen; to investigate possible and alleged violations of the license law; to publish a list of licensees annually; and the Commission may defray the cost of and supervise an educational course for licensees. The Commission is charged with supervising licensees in a manner which will promote public understanding and confidence in the business of real estate.

**ORGANIZATION:** The Real Estate Commission, originally created in 1937, currently consists of a director employed by the Commissioner of Business Regulation and four residents of this State appointed by the Governor. Three of the appointed members must have been real estate brokers or salesmen by vocation in this State for at least five years immediately prior to their appointment and one of whom shall have no professional or financial connection with the real estate business. No more than one member at any one time may be appointed from any one county. The Commission annually selects its own chairman. In State government reorganization, effective October 3, 1973, the Commission was placed within the Department of Business Regulation. The 107th Legislature expanded the Commission from three to five members to include the director and a public member.

**PROGRAM:** Emphasis during the year was placed on dealing with a backlog of complaints, upgrading real estate education and improving the effectiveness of investigatory functions. Twenty-one meetings of the Commission were held in Augusta.

**Education.** Consistent with its statutory policy the Commission has continued to seek higher standards for licensure. The Commission on two occasions during the year held meetings with real estate school instructors for discussion of improving the real estate educational program. These efforts have resulted in a complete revision and updating of the required educational course for real estate broker applicants. Although not completed the Commission has also contracted for development of an instructor reference workbook to accompany the revised outline. The Commission developed an arithmetic examination for use by real estate schools in determining the need for students to enroll in arithmetic courses. Thirteen real estate schools were certified to teach real estate subjects as pre-licensing real estate education.

Distribution of a consumer information booklet prepared in a previous year has continued, three newsletters were prepared and distributed to licensees and educational seminars covering general brokerage topics were held in Portland, Augusta and Bangor. Also published and distributed was the annual roster of licensees.

**Enforcement.** Enforcement by the Commission consists mainly of conducting investigations and reporting violations to the Attorney General or to the District Attorney. During the year all alleged violations were investigated. Sixteen informal complaint hearings were held. Subsequently three complaint matters were resolved, nine matters referred to the Attorney General or District Attorney for prosecution and sixty-eight were filed or dismissed. Real estate brokerage offices were examined to assure compliance with the licensing law from July thru December at which time this part of the program was temporarily discontinued.

**Licensing.** During the year four formal hearings for denial of a license were held which resulted in denial of three licenses. Representatives of the Commission reviewed amendments to its license examinations at Educational Testing Service (ETS) in Princeton, New Jersey; participated on an examination advisory committee; and again contracted with ETS for preparation of Maine's license examinations for the upcoming fiscal year.

Applications were processed for examination of one thousand four hundred seventy one (1,471) applicants, three thousand two hundred forty three (3,243) licenses were issued and one thousand one hundred twelve (1,112) changes of licensure were processed.

### **LICENSES, PERMITS, ETC.:**

License:

Real Estate Broker  
Real Estate Salesman

**PUBLICATION:** License Law and Rules and Regulations  
Buyer, Seller, and Broker Pamphlets

## ECONOMIC DEVELOPMENT

### FINANCES, FISCAL YEAR 1976:

Real Estate Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$276,314			\$276,314
Total Expenditure		116,664			116,664
NET		159,650			159,650
Unexpended Balance Forward		159,650			159,650
Unexpended Balance Lapsed					

## ELECTRICIANS' EXAMINING BOARD

LEO MARTIN, CHAIRMAN

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2352

*Established:* 1953

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 318; *Unit Citation:* 32 M.R.S.A. Sect. 1151

*Average Number of Full-Time Employees:* 4

*Authorized Employee Level:* N.A.

**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 examinations: to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited 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 six members appointed by the Governor with the advice and consent of the Council, for terms of five years, and the Commissioner of Business Regulations 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, except one member who is a representative of the public. The Board annually elects its own chairman.

**PROGRAM:** During FY 76, the Electricians Examining Board held nine organized meetings and issued 4,677 licenses.

The inspectors of the Board are constantly conducting inspections of electrical systems in new and existing buildings throughout the State. A total of 866 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, and attend schools on the installation of electrical equipment.

### LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician

## ECONOMIC DEVELOPMENT

**PUBLICATIONS:** Rules and Regulations of the Electricians Examining Board (free)

### FINANCES, FISCAL YEAR 1976:

Electrician's Examining Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$168,052			\$168,052
Total Expenditure		77,443			77,443
NET		90,609			90,609
Unexpended Balance Forward		90,609			90,609
Unexpended Balance Lapsed					

## OIL BURNER MEN'S LICENSING BOARD

**EDWARD S. BROWN, CHAIRMAN**  
**GEORGE E. HAZEL, Executive Secretary**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2237

*Established:* 1955

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 02; *Unit:* 381; *Unit Citation:* 32 M.R.S.A. Sect. 2351

*Average Number of Full-Time Employees:* 4

*Authorized Employee Level:* 5

**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, created in 1955, was originally 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 five members appointed by the Governor with the advice and consent of the Council, for terms of two years, and the Commissioner of Business Regulation, 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. Four of the appointive members must be oil burner men who are active in the trade, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

**PROGRAM:** During FY 76, the Oil Burner Men's Licensing Board held thirteen (13) regular meetings and administered eight licensing examinations. Approximately 1,500 inspections, investigations, activities, etc. were conducted by the inspectors. Furthermore, the Board approved the use of several new combination wood and oil fired appliances. They also approved new energy conserving products such as heat reclaimers and stack temperature control dampers.

In order to aid in the prevention of boiler explosions, the Board passed a ruling requiring low water cutoffs on all hot water heating boilers installed after January 1, 1977. Also, the special session of the 1976 Legislature passed a law putting the licenses on a biennial system. The Board was given also permission to put on a third inspector and they are also trying to create a Clerk II position.

## ECONOMIC DEVELOPMENT

The Board purchased electrical testing meters for the inspectors to aid them in inspections and investigations, and the inspectors' vehicles were traded in and two new vehicles were purchased.

### LICENSES, PERMITS, ETC.:

#### License:

- Oilburner man Apprentice
- Oilburner man Journeyman
- Oilburner man Master
- Refrigerator Repair

### PUBLICATIONS:

- National Fire Protection Association (NFPA) No. 31 — (\$3.00)
- Rules and Regulations pamphlet (free)

### FINANCES, FISCAL YEAR 1976:

Oil Burner Men's Licensing Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$129,929			\$129,929
Total Expenditure		51,641			51,641
NET		78,288			78,288
Unexpended Balance Forward		78,288			78,288
Unexpended Balance Lapsed					

## BUREAU OF CONSUMER PROTECTION

JOHN E. QUINN, SUPERINTENDENT  
HARRY W. GIDDINGE, Deputy Superintendent

Central Office: State House, Augusta 04330

Telephone: 289-3731

Established: 1974

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 02; Unit: 433; Unit Citation: 9-A M.R.S.A. Sect. 6-103

Average Number of Full-Time Employees: 7

Authorized Employee Level: N.A.

**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, Collection Agencies, and Insurance 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 were absorbed by the Bureau of Consumer Protection. Statutory amend-

## ECONOMIC DEVELOPMENT

ments 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 has continued examining major creditors for compliance with the Maine Consumer Credit Code. The Bureau's rigorous policy with regard to accurate disclosures of the Annual Percentage Rate and Finance Charge has caused creditors to initiate a better-policing effort. This, in turn, has enabled the Bureau to reduce its examination staff to just one examiner. Throughout the fiscal year eight hearings were conducted which, together with uncontested cases, caused approximately \$130,000 to be saved by, or returned to, Maine Consumers.

The cost-effectiveness of the Bureau's Truth-in-Lending enforcement has attracted the attention of the Consumer and Monetary Affairs Subcommittee of The Commission of Government Operations. The Superintendent has been invited to Washington, D. C. to testify concerning the Bureau's program. Federal authorities wish to determine whether these policies can be applied nation-wide.

The Bureau's consumer credit educational efforts have received widespread publicity. These efforts include two television educational announcements, a brochure on the Credit Code, and a study on "Dealer Reserve". Bureau personnel have also appeared before various industry groups to promote an understanding of the code.

The Bureau continues to handle numerous consumer complaints. Generally, this involves the Bureau's acting as a mediating force between consumer and creditor. In some instances, however, complaints lead the Bureau to uncover patterns of abuse. One such complaint resulted in a \$3350 rebate to several hundred consumers.

### LICENSES, PERMITS, ETC.:

License:

- Home Repair Contractor
- Home Repair Salesman
- Consumer Credit Code License
- Collection Agency

### PUBLICATIONS:

- Help The Credit Code Help You (free)
- Down Easter's Pocket Credit Guide (free)

### FINANCES, FISCAL YEAR 1976:

Bureau of Consumer Protection	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$183,953	\$183,953
Total Expenditure				136,809	136,809
NET				47,144	47,144
Unexpended Balance Forward				47,144	47,144
Unexpended Balance Lapsed					

## DEPARTMENT OF MARINE RESOURCES

VINAL O. LOOK, COMMISSIONER  
RICHARD P. CHOATE, Deputy Commissioner

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2291

*Established:* 1867

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 13; *Unit:* 188; *Unit Citation:* 12 M.R.S.A. Sect. 3451

*Average Number of Full-Time Employees:* 128

*Authorized Employee Level:* 128

*Organizational Units:*

Division of Administration  
Division of Marine Research  
Division of Extension

Division of Enforcement  
Division of Marketing and Promotion

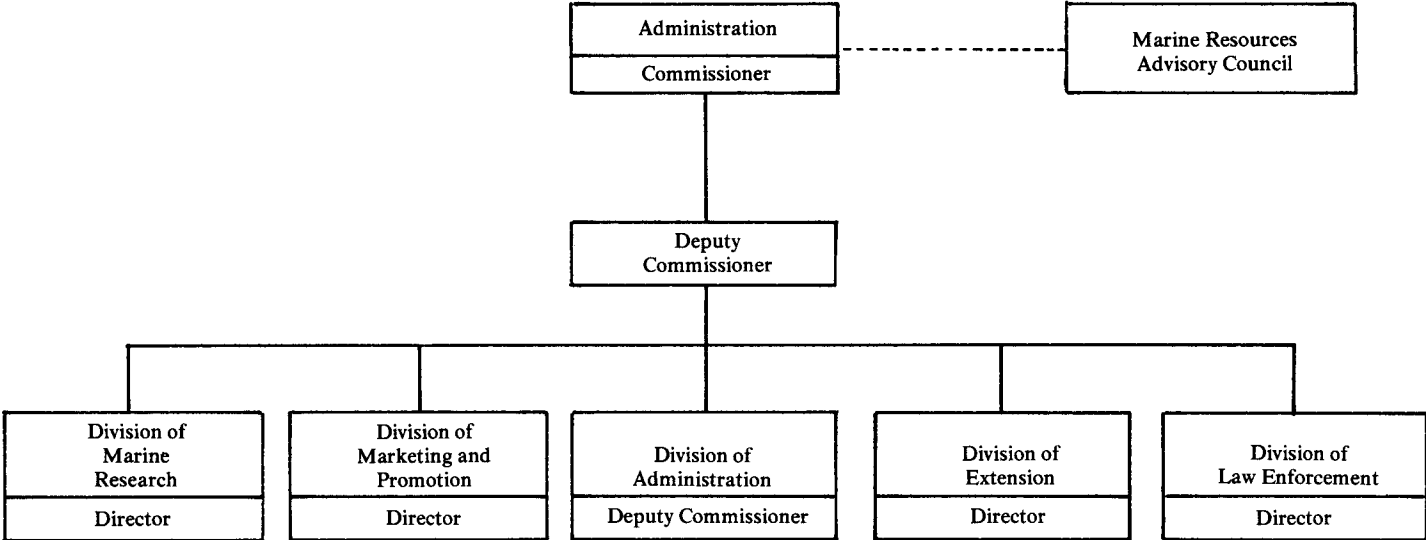
**PURPOSE:** The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor and Council; to enter into reciprocal enforcement agreement 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 assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

**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. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council.

**PROGRAM:** One of the most significant and far-reaching developments in the long history of Maine's marine fisheries took place during the period covered by this report: Congress passed legislation extending United States fisheries jurisdiction 200 miles from its coasts. While the full impact of this action will not be felt by the commercial fishing industry for some time, clear signs of change are already visible.

**ORGANIZATIONAL CHART  
DEPARTMENT OF MARINE RESOURCES**



## ECONOMIC DEVELOPMENT

For the Department of Marine Resources, extended fisheries jurisdiction means broader responsibilities and steadily increasing environmental, resource, and industry problems. Interstate and state-federal relationships will become more complex as different interests compete for the control of management of the offshore fisheries. As the first six months of 1976 drew to a close, it was becoming obvious that serious differences of opinion exist not only between domestic and foreign fishing interests, but also between the states and federal officials — and even between some individual states. One of the primary responsibilities of the Department will be to make certain that Maine's best interests are vigorously supported in forthcoming negotiations and management decision-making. It is already clear that the new responsibilities created by extended fisheries jurisdiction will mean a greater work load on the Commissioner and his staff, especially in view of the fact the Commissioner, *ex officio*, is one of Maine's members on the soon-to-be organized New England Regional Council. As a result, certain organizational changes within the Department may well be necessary.

Other developments affecting the programs of the Department of Marine Resources include: the adoption by Congress of the Eastland Resolution, establishing a National Fisheries Policy; proposed new shellfish sanitation regulations by the United States Food and Drug Administration; renewal of a research contract with the Bigelow Laboratory for Ocean Sciences which shares the Department's facilities at McKown Point, Boothbay Harbor; and growing interest in the development of petroleum resources on the outer continental shelf.

A summary of the programs carried out by the Department's various divisions follows.

**Administration Division.** The Administration Division was established to perform administrative functions of the Department of Marine Resources and to 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.

The Administration Division, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Clerical Section has thirteen 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 four 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.

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.

**Division of Marine Research.** 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 to 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 bac-

## ECONOMIC DEVELOPMENT

terial 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.

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.

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 Stockton Springs 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.

### *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 five November-April fishing seasons for age and growth measurements. More than 1300 scallops have been collected from the commercial catch and from the sea bottom for aging and size measurements. During the first growing season, attained size has ranged from less than  $\frac{1}{2}$  mm to more than 5 mm.

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.

The 1975 catch of 723 metric tons of edible meats was the highest annual catch since 1910 and marked the end of an increasing abundance cycle that began in 1962. The scallop catch is expected to decline for the next several years. There may be a temporary increase in 1978 as the result of a relatively good year class in 1972, but this will be offset by recent above optimum temperatures which historically are associated with declining abundance. It is unlikely that catches comparable to those of recent years can be repeated until the late 1980's or early 1990's. Long range climatic forecasts indicate that conditions should be optimum for sea scallop after about 1985 for the remainder of the century.

### *Shrimp Project:*

As a result of many years of biological research on the northern shrimp, a closed season was recommended by the Scientific Committee of Maine, New Hampshire, and Massachusetts. This closure was implemented through the Atlantic States Marine Fisheries Commission. The first closed season was in effect from July 5 to September 27, 1975. Following the open season, a new closure went into effect April 15, 1976, and will remain in effect until further action by the Northern Shrimp Sub-Council.

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 seriously affect the northern shrimp as a commercial fishery.

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

## ECONOMIC DEVELOPMENT

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.

All life history stages of the northern shrimp (*Pandalus borealis*) including gametogenesis, egg extrusion, egg incubation, hatching and development of larvae and continued development through first year juvenile stages have been successfully brought to pass in the laboratory. The effect of a range of temperatures from 2 degrees to 15 degrees C on development and survival of both eggs and larvae has been determined experimentally. Except for certain critical periods, particularly during the first two weeks after the eggs are laid, naturally occurring water temperatures do not appear to be a major cause of mortality. The most marked effect of temperature is on the rate of development; unusually warm winters could result in abnormally early hatching.

### *Anadromous Fish:*

Historically, Maine's abundance and accessibility of fresh water resources supported thriving populations of anadromous fish which flourished in pristine lakes, rivers, streams, and marine waters of the Northeastern United States. Along with the well known Atlantic salmon, Maine waters supported large stocks of American shad, rainbow smelt, striped bass, Atlantic sturgeon, shortnose sturgeon, blueback herring, sea lampreys, anadromous brook trout, and the alewife. Most of these species have been seriously depleted due to water pollution, construction of impassable dams, manipulation of water flows, and overfishing.

Present Department of Marine Resources programs are directed toward mitigation of the adverse circumstances which caused the decline of these commercially, recreationally and intrinsically valuable anadromous fish resources. Current programs are designed to increase the availability of anadromous fish spawning habitat, maintain existing runs at optimal levels, and increase knowledge of habitat requirements, recruitment, and exploitation to enhance fishery management capabilities and protect critical habitat areas. Those species receiving special emphasis during the past year were the American shad, rainbow smelt, alewife, and Atlantic and shortnose sturgeon.

Alewife studies dealt with population dynamics, effects of exploitation rates on adult stocks, and early life history aspects of alewives in selected watersheds. The Department's capability to manage alewife runs more efficiently is dependent on the current program to develop a comprehensive knowledge of the population biology of the alewife.

Fishway construction projects are designed to increase the production of alewives which are a major bait source for the spring lobster fishery, halibut trawl fishery, and also serve as a protein supplement in poultry feed. Designs and specifications for fish passage facilities were completed or are in progress for Gardner Lake, East Machias; Blackman Stream, Bradley; and Elm St. Dam, Royal River. Completion of the Gardner Lake and Blackman Stream projects will provide access of alewives to 6682 acres of spawning habitat with a potential production of 1,336,400 pounds valued at \$46,800 based on 1975 landed values. Completion of the Elm Street project will provide access of alewives, brown trout, and other migratory fish to the major portion of the 148 square mile watershed of the Royal River. In addition, anadromous fish personnel maintained and regulated flows on eight previously constructed fishways.

Assessment of the anadromous fish populations of the Royal River was continued through 1976 and an additional trapping program was initiated on the Nonesuch River in Scarborough. With the assistance of personnel from the University of Maine Cooperative Fishery Unit, a shad run of 57 adults was monitored at the Nonesuch River counting fence. The small size of this run precluded stocking of adult shad into the Royal River watershed.

A creel survey of the winter smelt sport fishery continued on the Kennebec River estuary utilizing a stratified random sampling design employed in the 1975 survey. The total effort of 493,597 line hours + 90,978 accounted for a catch of 51,619 + 14,062 pounds of smelt compared to the 1975 effort of 280,782 line hours + 109,374 and catch of 27,462 + 13,056 pounds. All estimates were based on a 95% confidence interval.

A total of 2,411 Penobscot and 805 Kennebec River smelt were tagged and released in their respective river systems during the winter of 1976. Tag recoveries on the Penobscot River were 10.9% and on the Kennebec 0.6%. Differential recovery rates in the two river systems were believed due to differences in the types of fisheries in the two rivers. The Penobscot River fishery is primarily a commercial net fishery while the Kennebec Fishery is primarily a hook and line sport fishery.

A new project, initiated in 1976, involves the assessment of the Atlantic and shortnose sturgeon populations in the Kennebec-Sheepscot River estuary. The shortnose sturgeon, and en-

## ECONOMIC DEVELOPMENT

dangered species, is present in the lower Kennebec-Sheepscot River estuary. The pollution abatement program on the Kennebec River should revitalize the shad run which historically supported a 1,000,000 pound annual commercial fishery. The collection of data on the population status, seasonal location and concentrations of shortnose sturgeon in the Kennebec River is essential to enable the Department of Marine Resources to allow for commercial exploitation of the shad run while providing adequate protection to this endangered species. The determination of the status of the commercially exploited Atlantic sturgeon and documentation of spawning and nursery areas will enable efficient regulations of the commercial fishery to prevent stock over-exploitation and allow for preservation of critical habitat.

Miscellaneous activities included preparation of species management plans for the rainbow smelt, alewife, and striped bass; and evaluation of water resource development projects, waste discharge applications, wetlands alterations, highway construction proposals, and industrial development proposals that could adversely impact on anadromous fishery resources.

### *Alewife Management Project:*

This project involves the study of the population biology of anadromous alewife stocks in Maine to develop effective management methods. The preliminary phase of the field and laboratory research included sampling and study of over 30 different coastal alewife stocks from Biddeford to East Machias. These studies were conducted to evaluate the effects of commercial harvesting on the alewife stocks.

A recent phase of the project has been the introduction of field experiments to determine the factors which affect stock productivity. These experiments are designed to provide data on intensive management techniques for increasing production in currently harvested stocks and allocation of priorities for future restoration programs.

Maine's alewife stocks are, for the most part, underharvested although some midcoast runs are approaching a yield limit. The long-range alewife management plan developed by this project indicates that the continuation of current levels of management and restoration by the Department of Marine Resources should assure adequate supplies of alewives for use as bait and fishmeal through 1990.

### *Biochemical Identification of Fish Stocks:*

The objectives of this project are to determine whether genetic differences exist between the 3 major herring spawning groups in the Gulf of Maine and to use these differences as a natural tag to determine where the Maine sardine is spawned. Our research has indicated that the differences are not large enough to achieve the final objective and the project was terminated in January. A paper, **BIOCHEMICAL GENETICS OF THE GULF OF MAINE HERRING**, describing these findings is being prepared.

The last four months were spent assembling data pertaining to the foreign and domestic fisheries of Georges Bank. This information is needed to determine how the proposed 200 mile fishing boundaries between Canada and the U.S. could affect the Maine fisherman. This data is also being used to prepare management plans and to respond to offshore oil impact statements.

Preliminary analysis of this data indicates that the Georges Bank scallop fishery, now worth 30-35 million dollars, could provide the greatest opportunity to Maine fishermen. Eighty percent of this fishery is landed by Canada, and 80% of their catch (about 20 million dollars) is shipped into the U.S. to compete with the domestic catches.

In the 1950's almost all of the Georges Bank scallops were landed by U.S. fishermen of which 8% was landed by Maine vessels. In 1962 the Canadian government began subsidizing (by as much as 50%) the construction of large vessels built and fished in the maritimes. Most of these (55) entered the Georges Bank fisheries especially the lucrative scallop fishery. Consequently this government subsidized foreign fleet replaced most of the U.S. fleet including all (10-15) of the Maine vessels that fished for scallops on Georges. If the 200 mile limit is to revive the domestic fishery and redress the harm done by foreign fishing, the scallop fishery is one place to start.

### *Heavy Metals Project:*

The primary objective is to provide baseline information on metal levels in marine commercial species in four mid-coastal Maine areas. The areas were selected on the basis of mineralization and of mining history and included: the Medomak River (low natural mineral background); the St. George River (mineralized but unmined watershed); Cape Rosier (mined 1968-72); and Blue Hill (currently mined). Standard atomic absorption spectrometric procedures are used to measure eight metals: cadmium, lead, silver, nickel, zinc, cobalt, copper and iron. Since metals ultimately settle out in the surface sediments staff collects core and grab sediments samples. Also, certain noncommercial organisms are collected on the basis of feeding type

## ECONOMIC DEVELOPMENT

and/or availability at a number of sample stations. It has been found that elevated metal concentrations tend to be restricted to sampling sites close to a metal contamination source.

The highest metal concentrations are found in samples from Goose Cove (Harborside), Cape Rosier, which received the discharge from a recent open pit metal mine. Cadmium, lead, copper and zinc are especially high in shellfish, algae and sediments in Goose Cove. The reflooded mine pit is used to culture coho salmon by feeding them a commercially prepared diet; the salmon do not accumulate high metal levels in their muscle tissue.

Moderately high levels are noted in Salt Pond (Blue Hill) samples which are collected near the mouth of Carleton Stream. An active, subsurface metal mine discharges treated wastes into the stream plus a number of former mining operations are sited in this watershed. Certain metals are high in Carleton Stream sediments both above and below the currently active mine. Commercial oysters are cultured in the Salt Pond at a site away from the Carleton Stream and do not have a typical metal concentration.

### *Water Temperature and Salinity Tabulations:*

The project started in mid-October 1973 to continue the work previously carried out by National Marine Fisheries Service. This comprised the continuous recording of 11 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, barometric pressure, 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 1975 were completed. Updated copies of the complete record of sea surface temperatures, 1905-1975, were mimeographed and sent out to the Department and to Bigelow Laboratory staff members.

Dissemination of information has been to a regular mailing list and by special requests to foreign, federal, and state agencies; to academic institutions; to businesses; and to private individuals. Monthly summaries are included in the Weekly Newsletter of the Department of Marine Resources and published in the monthly trade paper, "Maine Commercial Fisheries" and the local newspaper, "Boothbay Register".

### *Green Crab Study:*

This project started in mid-October 1973 to continue and to expand the 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 because of its grossly damaging effect as a predator on soft-shell clams when it is overly abundant.

The annual fall survey of relative abundance and population characteristics at 20 stations from Kittery and Perry, supplementary winter and spring surveys, and monthly trapping in the Boothbay Harbor area led to the following generalized conclusions:

1. Environmental conditions have been favorable to the successful reproduction and survival of green crabs over the past 2 to 5 years.
2. The 1973 to 1975 year classes of green crabs have been particularly successful.
3. The impact on soft-shell clams stocks through the virtual elimination of annual sets have been particularly severe over the past 3 years (1973-75).
4. The eastern limit of severe effects on soft-shell clam stocks is not presently known, but extends at least as far as Narraguagus Bay.
5. When present stocks of marketable clams are dug out from Kittery to Narraguagus Bay, at least 3 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.

### *Larval Herring Research:*

Based on the autumn abundance and distribution and the spring abundance of coastal larval herring, forecast was given to the sardine fishery and industry for the abundance of two-year-old herring in 1977. The number of 2-year-old herring should be few along the coast in 1977. The catch may be less than that of 1971 when only 3,298 tons of 2-year-old herring were captured. This estimate may be modified upward before the summer fishery of 1977 because it appears

## ECONOMIC DEVELOPMENT

that the coastal populations of herring are becoming more productive.

The low spring abundance of larvae may be related to a reduction in the contribution of larvae from offshore. A special forecast will be issued in the winter of 1976 resolving this point for the industry. The availability project was continued in a single area of the coast. The results from this area suggest that the hypothesis that, "the availability of herring to coastal fishing gear can be forecast by detection shoreward intrusions of outer coastal water," is worthy of testing. Considerable assistance was given to the project on tagging herring to determine the movements and migrations of our coastal herring populations.

### *Herring Catch Survey:*

Herring catches from the Gulf of Maine and purchased by Maine plants totaled over 95.2 million pounds by the end of August 1976. Canadian herring imports amounted to 40.9 million pounds. Imports of herring that were utilized as sardines were 22.8 million pounds. The domestic catch of herring totaled 46.3 million. Herring imported from Rhode Island was near 1/2 million pounds, and from Massachusetts the amount was 7.5 million.

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 monthly Maine Landings bulletin.

The amount of herring samples collected and prepared for the Northeast Fisheries Center was 191 samples by the end of August. Fifty-four were for length frequencies and 118 were aged samples. Twenty were duplicates and thrown-out.

### *Marine Worm Research:*

The sampling-survey of commercial bloodworms (*Glycera dibranchiata*) and sandworms (*Nereis virens*) landings was continued during 1976. Between April-Sept., 5,100 marine worms were sampled from 204 worm diggers entering 19 dealer-buying locations between Wiscasset and Jonesport, Maine.

Unbiased estimates of the mean + sum of the squares were computed for length, weight, percentages of males, females, broken, regenerated, and punctured individuals (1) for each dealer-low tide period sampled (2) by month, and (3) for the 6-month sampling period of each year. Catch and effort statistics were calculated for each species by dealer, by month, and for the entire sampling period.

Monthly and six-month probability sampling expansion and ratio estimates were calculated for 9 parameters of catch and effort data. Estimates of total mortality, length-weight relationship, and age, were obtained for bloodworms using length frequency data from closed areas. Information of this nature will be used to establish the critical size and determine how to manage marine worm populations. One of the more promising management recommendations will include a size restriction based upon the volume of 250 bloodworms. Another possibility includes the rotation of flats.

Simultaneous monitoring of the temperature and salinity of river water and interstitial fluid, was continued at Bailey Point, Bluff Head, and Wiscasset.

### *Lobster Tagging Study:*

To make assessments of lobster movement, mortality (total, fishing, and natural), and growth of American lobsters (*Homarus americanus*), 2,881 legal-sized lobsters were tagged and liberated at three sites along the Maine coast during May 1975. One year after release 75% of the tagged lobsters have been recaptured. Return rates which varied decidedly by release area ranged from a low of 66% in Boothbay Harbor (central Maine) to a high of 85% in Jonesport (eastern Maine). The magnitude of these values demonstrates the greatest current problem with the lobster fishery — over-exploitation!

The majority of recaptures have moved in a westerly inshore direction within a seven nautical mile radius of the point of release. All total, 97 lobsters wandered less than or equal to 7 nautical miles. The most notable movement (less than 30 nautical miles) have been treks of 137, 63, and 60 miles for a Jonesport, Kennebunkport, and Boothbay Harbor lobster, respectively.

Although most recaptures did not have sufficient time to shed before being caught, about 50 lobsters have molted while at-large, showing an increase in carapace length ranging from 10 to 18%.

An analysis of the incidence of cull lobsters (missing and/or regenerating claws) in commercial and research catches off the Maine coast will be published by the National Marine Fisheries Service. This report indicates that about 6.5% of the lobsters in the commercial catch

## ECONOMIC DEVELOPMENT

are missing at least one claw and at least an equal percentage (6.5) have regenerating claws. There is evidence that strongly suggested that a reduction in number of culls would be realized if traps were equipped with escape vents thus allowing short lobsters to escape without being unnecessarily handled by fishermen and possible maimed.

### *Lobster Research:*

The survey of the commercial lobster fishery continued during 1976. The division sampled about 16 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 3½ inches carapace length; 2) eliminate "V" notching of female lobsters; 3) eliminate the maximum size limit; and 4) incorporate a 1¼ inch lath spacing into traps so as to allow sub-legals to escape.

Studies of sea temperature trends on both sides of the North Atlantic since 1905 and the catch of American and European lobsters during the same period indicate that the abundance and availability of both species is highly significantly related to sea temperature during the year of egg hatch.

### *Fish Disease Research:*

A manuscript entitled *Virus (EN) in Cod Erythrocytes: Ultrastructure and Distribution* is nearing completion in collaboration with Rensselaer Polytechnique 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 contains DNA and replicates in the cytoplasm of the cell. Off Boothbay Harbor, 13.8% (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 had PEN. Research grants totaling \$73,600 have been awarded to the Department of Marine Resources by the National Science Foundation and the National Institute of Health for a follow-up study of cod PEN.

Piscine erythrocytic necrosis was discovered in the blood of anadromous alewives, (*Alosa pseudoharengus*) (Wilson) from Maine coastal streams. This is the first time PEN has been discovered in a pelagic anadromous fish. Overall, 56.1% (371/661) of the pre-spawning and 10.5% (6/57) of the post-spawning alewives had PEN. PEN was not found in 273 juveniles samples from streams where PEN had been evident in pre-and/or post-spawners. The results of the study indicate that management practices in which alewives are transferred from one stream to another for the development and maintenance of commercial runs contribute to the spread of this disease. A manuscript, *Occurrence of Piscine Erythrocytic Necrosis (PEN) in the Blood of the Alewife, (Alosa pseudoharengus) (Wilson) from Maine Coastal Streams*, has been accepted for publication by the Journal of the Fisheries Research Board of Canada.

The blood of herring is being studied at the Boothbay Harbor laboratory to find physiological indications of environmental stress that may help to determine causes of fluctuations in success of year classes. Cytoplasmic inclusions, associated with erythrocytic degeneration, found in the circulating blood of herring from Boothbay Harbor, Maine, and from Passamaquoddy Bay at Deer Island, N.B., Canada, in 1969 (published in 1973) are again evident in herring along the Maine coast. Blood processed for electron microscopy at UMO confirmed that the erythrocytic degeneration was associated with a viral blood infection. Nearly one-half the herring sampled from several locations along the Maine coast have exhibited this infection with many individuals having nearly every red blood cell infected. Further studies are continuing.

A total of 1977 blood morphology slides were prepared from twenty-one marine fish species from off the Maine coast in a search for PEN, hematozoa and other diseases. PEN was found in smelt, (*Osmerus mordax*), and in the rock gunnel, (*Pholis gunnellus*), from the Boothbay Harbor area. Hematozoa were found in several species and a blood protozoan, (*Hematracticidium scomberi*), was discovered for the first time in mackerel from Maine.

### *Shellfish Management:*

Forty-five of the 101 coastal communities with shellfish resources have Department-approved town shellfish ordinances and conservation programs. Sixteen of the towns have

## ECONOMIC DEVELOPMENT

established local licensing systems. Thirty have residential limitation regulations. Most of the towns permit one peck per day catch.

The Department has trained clam survey teams and supervised cooperative clam resource assessment projects utilizing the resources of the Comprehensive Education and Training Act, Coastal Resources Council, College of the Atlantic, University of Maine Sea Grant, and Maritec, a private consulting firm. Twelve towns have benefited from these projects.

The Department has evaluated the clams in moderately polluted areas for possible depuration use. In addition to the three established depuration plants in the Scarborough area, another has been approved in Searsport for the moderately polluted clams in lower Penobscot Bay.

The Department is conducting a coastwide point source pollution project in cooperation with the Department of Environmental Protection. Overboard discharges are located, evaluated, owners identified, and receiving water quality tested. The area between the New Hampshire border and the Penobscot River has been completed. Fifteen point source pollution town reports have been published.

The Department administers green crab fencing projects with the towns, funded on a 50% state-town basis. Kittery has installed 2400' and Yarmouth 1000'. In addition, the Department has installed a demonstration green crab fence in Poorhouse Cove, South Bristol. All the fences are effective in preventing green crab predation.

### *Aquaculture Leases:*

The Department has granted ten aquaculture leases consisting of 36 tracts and comprising 156 acres of submerged land and marine water. Twenty-one of the aquaculture tracts involve coho salmon; the remainder, shellfish, oysters and blue mussels. A license has been issued for an oyster hatchery in Eliot.

Two reports have been published; one on the aquaculture potential of Cobscook Bay, the other on off-bottom culture of oysters.

### *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.

### *Predictions:*

For the first time, predictions on future landings of nearly all commercially important marine and estuarine species have been published. Predictions have been based on fishing effort, recent past production and sea temperature data. Included among the species are shrimp, lobster, clams, quahogs, scallops, herring, ground fish, marine worms, flounders, redfish, menhaden, squid, wolffish, mackerel, whiting, smelts, alewives, halibut, eels, rock crabs, and periwinkles.

### *Other Research Projects:*

Oil pollution, heavy metals and other toxic and hazardous substances discharged in Maine coastal waters are being monitored and evaluated.

**Division of Marine Extension.** 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.

The Extension Division, the first marine extension group in the country was established administratively, through the authority vested in the Commissioner of Sea and Shore Fisheries, 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

## ECONOMIC DEVELOPMENT

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.

The fisheries of Maine are a diverse problem. While the overall fish landings seem to decline, there are cyclic conditions in certain species which do not necessarily follow the general trend. One of the primary roles of the Extension Division is to be aware of these specific trends, and hopefully, anticipate problems and be able to work with fishermen in alternate methods of fishing.

To this end, the Extension Division has done considerable work during the past year on the so-called underutilized species.

### *Mahogany quahogs:*

There is becoming a great potential for mahogany quahogs. These hard shell clams are apparently quite abundant along the Maine coast but not until the Extension Division adapted deep water harvesting gear was this abundance realized. Hydraulic dredging equipment must be used which means a new harvesting procedure for Maine fishermen.

This past year, extensive mahogany quahog beds were discovered in Penobscot Bay utilizing the 47' Extension Division vessel "Duchess." Scuba observations were made and hydraulic gear built to harvest these clams. Considerable interest was created not only from fishermen in the area worked but also from clam industry officials throughout the New England area.

The "Duchess" and Extension crew extended their range during mid-year to examine the mahogany quahog stocks off the western part of the Maine coast.

Several fishermen are now planning to build gear to catch this species of hard clam and there appears to be an ever increasing market to replace the surf clam which is utilized in several products from clam chowder to stuffed clams.

The Extension Division is planning a complete public report on the mahogany quahog which will be published in non-scientific language to assist the fishermen who might venture into this fishery. The plans for the dredge are now completed and free to all interested fishermen.

### *Mussels:*

The Extension Division outfitted its 44' vessel "Keynotes" with a Maryland escalator dredge during the first part of the year to determine the feasibility of this apparatus on mussel beds in Maine. The traditional harvesting methods are with a pitchfork and dory. The Extension personnel were interested in harvesting with the dredge directly into a washer and then to an on-board cooker. This was a "mini-factoryship" idea to process the mussels completely aboard leaving only the highly priced and high demand mussel meats. This, if perfected, would eliminate many of the inherent problems in handling mussels in the shell.

After several attempts, it was apparent much more engineering work was required and because of the shortage of personnel and the manpower requirement of the mahogany quahog project, this program was postponed until a later year when it can be adequately staffed.

However, much mussel harvesting information was gathered and this has been passed on to those fishermen in Maine who are presently in this segment of the industry.

### *Pair trawling:*

Two Maine draggers experimented this past winter with a pair trawling method for herring in the Gulf of Maine and off the Massachusetts coast. An Extension agent was aboard one of the vessels as an observer and advisor. A complete report on the project has been printed and is available to all interested fishermen.

### *Other services:*

The Extension Division continued to monitor the lobster "red-tail" problem in Washington County. On-site scuba inspections are made at the request of lobster pound operators. Lobster mortality is observed and the diseased lobsters are removed from the pounds. The Extension agent also collects lobsters for histological examination at the Boothbay laboratory.

The Department continues to communicate with the fishing industry on a non-scientific level with a page devoted to departmental activities each month in the Stonington based fishery publication, *Maine Commercial Fisheries*. This material is written by an Extension agent.

The Division prepared and distributed several informational booklets, such as sources for financial aid, to a large segment of the industry through mailings to cooperatives and fishery organizations. Personnel attended numerous meetings with fishermen organizations and state and federal officials on a variety of projects.

At-sea services were provided aboard Extension vessels for various state and federal agencies such as the Coast and Geodetic Survey, Fish and Wildlife Service and State Bureau of Land Management.

## ECONOMIC DEVELOPMENT

**Division of Enforcement.** The Division of Enforcement, otherwise known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility in the enforcement of other laws and regulations of the State of Maine. Some of these are: boating registration and safety, environmental, litter, and regulations of the Atlantic Salmon Commission and Atlantic States Marine Fisheries Commission. These added responsibilities have expanded enforcement activities to fishermen of other states and to Maine fishermen wherever their activity takes them.

This year the Department entered into a contract with the National Marine Fisheries Service and expanded its operations into federal law enforcement, with a joint enforcement program to conserve the Atlantic bluefin tuna.

The enactment of the Fisheries Management and Conservation Act of 1976 (commonly known as the 200-mile limit law) has provisions for state enforcement responsibility which will expand our enforcement program and tax our capabilities to the utmost in the future. The Law of the Sea Conference at the United Nations is seriously considering proposals that could lead to congressional action that would extend the States' territorial waters from 3 to 12 miles.

Coastal Warden personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

The Division of Enforcement was established administratively through the authority vested in the Commissioner of Sea and Shore Fisheries. 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 has been an integral segment of the Department throughout its existence.

It consists of the Chief Coastal Warden; a Coastal Warden Supervisor, assigned as pilot of the department's aircraft, who also assists at headquarters when not flying; and a Coastal Warden Supervisor assigned as Captain of the 83' patrol/research vessel "Challenge," with a Coastal Warden assigned as mate. In addition, the state is divided into four sections with a Coastal Warden Supervisor in charge of each section. Two Coastal Warden Investigators are assigned to two sections each and they assist the Supervisors and carry out special investigations and assignments of the Chief Warden. The 107th Legislature increased the authorized strength to 43 by the addition of six Coastal Wardens. Finally, one Coastal Warden Specialist is assigned to the offshore island patrol of Penobscot Bay, making his residence on Vinalhaven, and a civilian Boat Captain operates the 42' patrol boat, "Explorer."

The enforcement program of the Division of Enforcement consists of highly specialized activity in the areas of conservation, investigation and enforcement of state and federal laws, boating registration and safety laws, related environmental laws, Departmental regulations, Atlantic States Marine Fisheries Compact regulations and federal bluefin tuna regulations. All of these laws and regulations have extended the scope of the Division's authority and operations from Maine to New England areas and to federal and international waters. The work involved making regular patrols, apprehending and prosecuting violators in court, conducting and participating in public educational programs designed to stimulate interest in marine resources conservation, coastal environment and boating safety.

It is expected that the Enforcement Division will be involved in active participation in the enforcement of laws and regulations that will result from the Fisheries Management and Conservation Act of 1976. In addition, the Coastal Warden Service provides the only law enforcement protection to life and property for the State's remote coastal and off-shore island inhabitants by virtue of the same authority and powers of sheriffs in the State of Maine.

In 1976, new Coastal Wardens began receiving basic law enforcement training at the Maine Criminal Justice Academy. All Coastal Wardens participate in in-service training programs and seminars to keep them abreast of changes in state and federal laws and regulations.

Coastal Warden Service personnel continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level; this activity and assistance increases and expands each year.

**Division of Marketing and Promotion.** The primary purpose of the Division of Marketing and Promotion is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumer interest in and consumer consumption of

## ECONOMIC DEVELOPMENT

such products — both domestically and abroad.

As required by statute, the Division of Marketing and Promotion has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements 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 the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing and Promotion was established administratively in 1957 through the authority vested in what was then the Department of Sea and Shore Fisheries. 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.

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 federal matching monies, as was a special project developed in cooperation with the University of Maine and University of New Hampshire, for the development of a mussel fishery and mussel markets. A broad program to develop Maine's underutilized marine species in both domestic and foreign areas has been supported by a federal grant, as was a special fresh fish marketing program.

### *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 seventeen awards for excellence. A total of 4,018,286 viewers have seen the former film, while 24,173,027 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, and have been used 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 which provided potential sales opportunities worth many millions of dollars.

Work was cooperatively 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 and less familiar species, summer seafood demonstrations utilizing a mobile van unit were conducted at ten leading in-state festivals and fairs. During these demonstrations, fresh and frozen fish and shellfish — dogfish, mussels, hake and pollock — were served to the public.

The State of Maine segment of the New England Fresh Fish Program of the National Marine Fisheries Service was carried to a successful conclusion during the period covered by this report. A 20-foot exhibit was designed and constructed and manned by a team of trained food demonstrators developed for trade show participation. This unit served samples of fresh hake, pollock, dogfish, and mussels to national wholesale buyers at the National American Wholesale Grocers Association show in Chicago; the New England Hotel, Motel and Restaurant Show in Boston; the Supermarket Institute Show in Dallas; and Oceans Festivals 1976 in New York City.

Marketing and product development work was continued on a variety of other marine species.

### *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.

The Division cooperated with the University of Maine in a joint exhibit at the "Toward Tomorrow Fair" at the University of Massachusetts, Amherst, during which an estimated 50,000 people attended.

Design and production of new graphics got underway as part of extensive alterations to one of the Department's 20-foot exhibits used at trade shows.

As part of an overall Departmental project, this Division cooperated in the completion of

## ECONOMIC DEVELOPMENT

work on a new aquarium-fisheries exhibit at McKown Point, West Boothbay Harbor, with graphics, educational and informational materials.

A 20-foot exhibit was utilized at the Eastern States Exposition, West Springfield, Massachusetts, which featured Maine seafood products. Nearly one million people attended the Exposition during September, 1975.

A total of 135,661 seafood recipe leaflets, booklets and posters were distributed.

### *Special Events:*

The Division aided, cooperated with and participated in a large number of seafood-oriented events. These included: Maine Shrimp Festival, Boothbay Harbor; Maine Mall Food Show, Portland, in cooperation with the Department of Agriculture; Yarmouth Clam Festival; Windjammer Days, Boothbay Harbor; Maine Seafoods Festival, Rockland; NBC-TV Today Show honoring the State of Maine; and a Special Salute to the New England Fisheries at the Northshore Shopping Center, Peabody, Massachusetts.

### *Miscellaneous Activities:*

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 the 200-mile Extended Jurisdiction legislation, sea boundary disputes and discussions, wetlands and rivers and harbors dredging proposals, offshore oil drilling and onshore refinery site proposals, and the paralytic shellfish poisoning problem.

## **LICENSES, PERMITS, ETC.:**

### **License:**

- Wholesale Seafood Dealers & Processors
- Commercial Fishing (Resident and Non-Resident)
- Interstate Shellfish Transportation
- Sea Moss (Resident and Non-Resident)
- Scallop Fishing
- Commercial Shellfishing
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Interstate Lobster Transportation
- Supplemental Wholesale Seafood
- Dealers and Processors
- Lobster and Crab Fishing

### **Permit:**

- Lobster Meat
- Authorization of Additional Vehicle for Interstate Lobster Transportation
- Authorization of Additional Vehicle for Interstate Shellfish Transportation
- Authorization of Additional Vehicle for Crawfish Transportation

## **PUBLICATIONS:**

HOW TO EAT MAINE LOBSTER — two-page leaflet — single copy free — commercial establishments \$3.20 per hundred

HOW TO PREPARE MAINE LOBSTER — two-page recipe leaflet — single copy free — commercial establishments \$3.20 per hundred

SEAFOOD DISHES FROM MAINE — two-page recipe leaflet — single copy free — commercial establishments \$3.20 per hundred

HARVESTERS OF THE SEA — The Story of Maine's Commercial Fisheries (free)

THE MAINE CLAM (free)

THE STORY OF THE MAINE LOBSTER (free)

FLOATING FISH TRAPS (free)

A REPORT ON FINANCIAL ASSISTANCE PROGRAMS AVAILABLE TO MAINE FISHERMEN (free)

LIST OF PUBLICATIONS (technical reports prepared by the Research Division) (free)

## ECONOMIC DEVELOPMENT

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF MARINE RESOURCES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,904,496	\$	\$		\$1,904,496
Departmental Operations	1,899,521				1,899,521
Transfers	4,975	31,492	12,500		43,992
Federal Grants			405,589		405,589
County & Municipal					
Private Contributions					
Sales		31,558	844		32,402
Services & Fees		119,217			119,217
Other		94,745			94,745
Unexpended Balance Brought Forward	128,561	491,520	313,012		933,093
Adjustment of Balance Brought Forward	(2)		(3,057)		(3,059)
<b>TOTAL FUNDS AVAILABLE</b>	<b>2,033,055</b>	<b>768,532</b>	<b>728,888</b>		<b>3,530,475</b>

Monies received and deposited to the credit of the State	239,720				239,720
---	---------	--	--	--	---------

EXPENDITURES					
Total Personal Services	1,171,671	55,587	296,666		1,523,924
Wages & Salaries	986,096	48,553	270,434		1,305,083
Retirement	185,575	7,034	26,232		218,841
Total All Other	555,986	147,412	123,210		826,608
Contractual Services	489,053	39,652	107,366		636,071
Rents	2,126	3,457	5,603		11,186
Computer Services	31	1,353	2,065		3,449
Commodities	53,695	107,760	15,844		177,299
Grants, Subsidies, Pensions	11,239				11,239
Transfers to Other Funds					
Other		692			692
Total Capital Expenditures	115,175	47,480	12,963		175,618
Buildings & Improvements	13,936	2,090			16,026
Equipment	101,239	45,390	12,963		159,592
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>1,842,832</b>	<b>251,171</b>	<b>432,839</b>		<b>2,526,842</b>

#### SUMMARY

Total Funds Available	2,033,055	768,532	728,888		3,530,475
Total Expenditure	1,842,832	251,171	432,839		2,526,842
<b>NET</b>	<b>190,223</b>	<b>517,361</b>	<b>296,049</b>		<b>1,003,633</b>
Unexpended Balance Forward	43,997	517,361	296,049		857,407
Unexpended Balance Lapsed	146,226				146,226

## ADVISORY COUNCIL (TO MAINE RESOURCES)

**VINAL O. LOOK, COMMISSIONER**  
**RICHARD P. CHOATE, Deputy Commissioner**

Central Office: State House, Augusta 04333

Telephone: 289-2291

Established: 1947

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 13; Unit: 190; Unit Citation: 12 M.R.S.A. Sect. 3551

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**PURPOSE:** It is the broad responsibility of the Advisory Council to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

## ECONOMIC DEVELOPMENT

**ORGANIZATION:** The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the state government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

**PROGRAM:** The Council met six times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including the approval of aquaculture lease permits, changes in fishing regulations and related matters.

Highlights of issues discussed, decisions reached and action taken by the Council this year include: proposed shellfish legislation, 200-mile extended fisheries jurisdiction impact, tri-state shrimp regulations, out-of-state fishing boat problems, aquaculture developments, Canadian and New Hampshire boundary discussions, New England Regional Fisheries Management Council applicants for the Governor's consideration, International Commission on Northwest Atlantic Fisheries proposals and closed areas actions.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Financial data for the Advisory Council is included in that of the Department of Marine Resources.

## BOARD OF ACCOUNTANCY

LAWRENCE E. PARKER, JR., CPA, SECRETARY-TREASURER

*Central Office:* 84 Harlow Street, Bangor 04401

*Telephone:* 942-6702

*Established:* 1967

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 280; *Unit Citation:* 32 M.R.S.A. Sect. 3971

**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 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 1976, 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 in-

## ECONOMIC DEVELOPMENT

vestigated 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.

### **LICENSES, PERMITS, ETC.:**

#### **Certification:**

- Public Accounts
- Office Registration
- Certified Public Accountants

**PUBLICATIONS:** Annual Roster listing all public accountants and certified public accountants registered to practice in this State (free)

### **FINANCES, FISCAL YEAR 1976:**

Board of Accountancy	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$42,200	\$42,200
Total Expenditure				22,945	22,945
NET				19,254	19,254
Unexpended Balance Forward				19,254	19,254
Unexpended Balance Lapsed					

## **ARBORIST EXAMINING BOARD**

**JOHN S. WALKER, DIRECTOR**  
**JOHN S. CHADWICK, State Entomologist**

*Central Office:* AMHI Ray Building, Augusta 04333

*Telephone:* 289-2791

*Established:* 1961

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 287; *Unit Citation:* 32 M.R.S.A. Sect. 2001

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 six members, including the Director of the Bureau of Forestry, the State Entomologist (Bureau of Forestry), 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, and one public member for a five year term.

**PROGRAM:** During fiscal year 1976, the Arborist Examining Board issued 25 new arborist licenses and renewed 179 licenses.

### **LICENSES, PERMITS, ETC.:**

#### **License:**

- Pruning License (Cabling & Bracing)
- Cavity
- Spraying

## ECONOMIC DEVELOPMENT

**PUBLICATIONS:** None.

### **FINANCES, FISCAL YEAR 1976:**

Arborist Examining Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$5,938			\$5,938
Total Expenditure		677			677
NET		5,261			5,261
Unexpended Balance Forward		5,261			5,261
Unexpended Balance Lapsed					

## MAINE STATE BOARD FOR REGISTRATION FOR ARCHITECTS

**GEORGE W. GIBSON, CHAIRMAN**  
**WILLIAM DICKSON, Secretary**

*Central Office:* 477 Congress Street, Room 717, Portland 04111

*Telephone:* 774-0039

*Established:* 1945

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 288; *Unit Citation:* 32 M.R.S.A. Sect 151

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 applicants 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 Board, 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, and proctored by a member of the staff at the University of Maine.

In the fiscal year, seven residents in the State were registered as architects. Five by examination and two through National Council of Architectural Registration Boards (NCARB). Thirty-two applications from non-residents were registered through NCARB.

## ECONOMIC DEVELOPMENT

Registration renewals were granted to 119 architects residing in Maine and 442 non-resident architects.

The Board's short-range plan is to revise the Rules/Regulations to conform within the spirit and intent of the Maine law to current national standards of architectural practices. The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

### **LICENSES, PERMITS, ETC.:**

Certification:

Certification of Architects

### **PUBLICATIONS:**

Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects. Included also, is a list of resident and non-resident architects registered in the State of Maine, showing their addresses and registration numbers. An Annual Report may be sent to any non-registrant, upon request and payment of \$3.00.

### **FINANCES, FISCAL YEAR 1976:**

Maine State Board for Registration for Architects	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$31,152	\$31,152
Total Expenditure				9,769	9,769
NET				21,383	21,383
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## **BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR**

**SUMNER T. BERNSTEIN, CHAIRMAN, SECRETARY AND TREASURER**

*Central Office:* One Monument Square, Portland 04111

*Telephone:* 774-6291

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 291; *Unit Citation:* 4 M.R.S.A. Sect 801

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys and counselors at law and solicitors and counselors in chancery. After passing the examination and compliance with the statutes has been accomplished the board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

**ORGANIZATION:** The board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor whose term will begin September 1, 1976. As the terms of the present and future members expire, one or more members of the board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The board holds at least 2 examination sessions annually at such times and places in the State as the board determines and the Supreme Judicial Court approves. The members of the board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the board and to the examinations which the board conducts as to them may seem proper. Four members of said board shall constitute a quorum for the transaction of business.

The secretary of the board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the board and account for and pay over the same according to law.

## ECONOMIC DEVELOPMENT

**PROGRAM:** The following are bar examination results. Modified applicants are persons who have passed bar examinations and have practiced for a minimum of 3 years in other states. The results of the examination given in July 1976 were available before the printing of this book, so, for information's sake, it is included.

	July 1975		February 1975		July 1976	
	Regular Applicants	Modified Applicants	Regular Applicants	Modified Applicants	Regular Applicants	Modified Applicants
Number taking exam	100	6	34	9	145	11
Number passing exam	94	5	21	9	114	10

During the fiscal year the legislature added an eighth member, who was not a lawyer, to serve on the Board. This new term commences on September 1, 1976.

In its effort to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

### LICENSES, PERMITS, ETC.:

Certificate:

Recommending Admission to the Bar

### PUBLICATIONS:

Sample questions from prior examinations	(5.00/set)
Pamphlet of Rules of the Board	(free)

### FINANCES, FISCAL YEAR 1976:

Board of Bar Examiners	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$45,627	\$45,627
Total Expenditure				17,650	17,650
NET				27,977	27,977
Unexpended Balance Forward					
Unexpended Balance Lapsed					

NOTE: Clerical services and supplies are furnished by a private law office of which the secretary is a member.

## STATE BOARD OF BARBERS

**BERNARD C. TAYLOR, CHAIRMAN**  
**H. GEORGE POULIN, Executive Secretary**

Central Office: 154 State Street, Augusta 04333

Telephone: 622-3821

Established: 1937

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 292; Unit Citation: 32 M.R.S.A. Sect. 351

Average Number of Full-Time Employees: 2

Authorized Employee Level: 3

## ECONOMIC DEVELOPMENT

**PURPOSE:** The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine so as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering; to refuse to issue or renew such certificates or file complaints with the Administration Hearing Commissioner requesting suspension or revocation for violations of state laws relating to barbers and barbershops; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Health and Welfare, concerning the practice of barbering and operation of schools for its instruction.

**ORGANIZATION:** The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The senior member is the Board chairman. The Board employs a full time executive secretary and other staff as necessary for the operation of the unit.

**PROGRAM:** The Board held nine (9) meetings during the fiscal year. Two of these meetings were held in conjunction with examinations, one on October 27, and one on May 10, for twenty-seven (27) candidates, twenty one (21) of these candidates received their certificates of registration six failed. Those who failed have the privilege of taking a second examination held by the Board within a period of one year, and upon payment of a \$20.00 fee: Also on these same dates examinations were given to thirty-seven (37) candidates for a hair coloring license, thirty-four passed. Examination was also given to two (2) candidates for instructor — both passed.

At one of these meetings the Board invited representative from Maine Barbers Association, and the Barber/Stylist of Maine and the owner of the Barber School to work with the Board to formulate a new curriculum to complement the new laws pertaining to the barber school course of one year.

On September 28, a meeting was held in the city of Caribou in order to give the barbers of Aroostook county an opportunity to make their view known to the board. The attendance was not as expected but every one there were very much interested.

On September 15 to 18, a delegate from Maine attended the forty-ninth annual conference of the National Association of the Boards of Barber Examiners of America held at San Diego, California. A copy of the report is entered in the minutes of the Board's meeting. At the Maine State Barbers Association convention held at South Portland in October, the Board Chairman gave the attending barbers a report of the highlights of the National conference, in the absence of the delegate who was unable to attend because of sickness.

### **LICENSES, PERMITS, ETC.:**

#### **License:**

- Barber Shop
- Barber School
- Instructor
- Barbers Coloring

#### **Registration:**

- Certificate of Registration

#### **Permit:**

- Apprentice
- Student

### **PUBLICATIONS:**

- Barber Board Bulletin, published twice annually and distributed to all barber shops (free)

## ECONOMIC DEVELOPMENT

### FINANCES, FISCAL YEAR 1976:

State Board of Barbers	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$54,835	\$54,835
Total Expenditure				23,006	23,006
NET				31,829	31,829
Unexpended Balance Forward					31,829
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

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 297; Unit Citation: 32 M.R.S.A. Sect. 501

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**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, for terms of five years. During FY76, a sixth member representing the public was added to the board. 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 FY76, the Board of Chiropractic Examination and Registration conducted routine examining and licensing of applicants. During FY 76, 21 persons took the Board of Chiropractic Examination and were all awarded a license to practice. Another license was awarded by reciprocity during the period.

**PUBLICATIONS:** None.

### LICENSES, PERMITS, ETC.:

License:

To practice

## ECONOMIC DEVELOPMENT

### FINANCES, FISCAL YEAR 1976:

Board of Chiropractic Examination and Registration	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$6,467	\$6,467
Total Expenditure				4,054	4,054
NET				2,413	2,413
Unexpended Balance Forward				2,413	2,413
Unexpended Balance Lapsed					

## STATE BOARD OF COSMETOLOGY

CHARLES CASEY, CHAIRMAN  
JUDY A. VICKERY, Executive Secretary

*Central Office:* Capitol Shopping Ctr, Western Avenue, Augusta 04333      *Telephone:* 289-2231

*Established:* 1933

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 305; *Unit Citation:* 32 M.R.S.A. Sect 1601

*Average Number of Full-Time Employees:* 6

*Authorized Employee Level:* 6

**PURPOSE:** The major goals of this Board are to enact and maintain high standards in the field of cosmetology and to carry out its prescribed functions and responsibilities. Another major goal is to formulate much needed guidelines with the help of other state departments, state boards and national organizations to assist the Board in performing their duties prescribed by law.

By performing these duties, promulgating proper rules and regulations and working for proper legislation to be enacted, all segments of this industry and the public are aided and protected.

Specifically, the Board examines candidates for cosmetology licenses, makes sanitary inspections of beauty shops and schools, issues licenses for cosmetology schools, students, apprentices, work permits, hairdressers, shops, instructors, and demonstrators, and makes rules and regulations not contrary to law. These rules and regulations concern the construction, operation, maintenance and sanitary requirements of schools; the applications for licenses and certifications of registration; the proper use of appliances, apparatus and electrical machines used in shops and schools; the examinations of applicants for certification of registrations as instructors; the sanitary requirements for proprietors of shops and for persons engaged in the practice of hairdressing and beauty culture; and finally the Board can refuse to issue or renew or file a statement or complaint with the administrative hearing judge requesting suspension or revocation of any certification of registration.

**ORGANIZATION:** The first legislation enacted to govern the practice of hairdressing and beauty culture was in 1933, formulating the board and its duties. At that time no formal education for hairdressers was required and only 720 hours of schooling were required. At this time, the Board was a combined board known as the Board of Barbers and Hairdressers within the Department of Health. There were three board members required at this time, two being licensed hairdressers and one being an ex officio member who was the director of the Bureau of Health.

As the years passed, additional legislation was enacted updating the requirements of licensure and with more detailed duties outlined for the board. Highlights of legislation enacted are as follows:

1. In 1955 legislation was passed calling for the present 1,500 hours of prescribed training in beauty school or 2,500 hours of training in a beauty shop as an apprentice.

2. The two boards separated and an independent "Maine State Board of Hairdressers" was created in 1961. The number of members on this board was increased from 3 to 4, increasing the hairdresser members.

## ECONOMIC DEVELOPMENT

3. Major legislation was enacted in 1963 widening the board's licensure powers, increasing the types of licenses the board may issue, and for the first time, calling for a formal education of hairdressers at the 10th grade level.

4. In 1967 an increase in the members of the board now called for a 6 member board (5 hairdressers and 1 ex officio).

5. A name change was enacted in 1973 with this board now being known as the "State Board of Cosmetology".

A public member was added to the board as a result of legislation enacted in the last legislature. A major change was also enacted which now required the board to issue certain licenses on a two year or biennial basis. A restriction was placed on the tenure of the members of the board. They now cannot serve more than 9 consecutive years. Also, from time to time the board reviews their rules and regulations pertaining to schools and shops and promulgates proper revisions. The board is now presently working on upgrading the rules and regulations governing beauty schools, which were last promulgated in 1970.

**PROGRAM:** During the past fiscal year the Board held thirteen (13) meetings. Eight of these meetings were combined with the conducting of examinations of 259 candidates for certification of registrations. The majority of the meetings were held for the formulation of rules and regulations governing schools. Much work still needs to be done.

This past year found the Board working with the Department of the Attorney General and the Ombudsman's office in processing complaints concerning the opening of a new school and the activities of this Board. Such activities have caused the Board to start work on drawing up much needed guidelines on how the board should carry out its prescribed duties.

The Board does plan on entering legislation allowing for more days in which to carry out their duties and to expand the law pertaining to reciprocity.

### LICENSES, PERMITS, ETC.:

License:

- Barber Shop
- Student Hairdresser
- Operator
- Instructor
- Demonstrator

Permit:

- Hairdressers Work Permit

### PUBLICATIONS:

- State Board of Cosmetology Laws Pertaining to Cosmetology 1976 (free)

- School Rules and Regulations (free)

- Rules of Schools (free)

### FINANCES, FISCAL YEAR 1976:

State Board of Cosmetology	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$184,392	\$184,392
Total Expenditure				76,828	76,828
NET				107,564	107,564
Unexpended Balance Forward				107,564	107,564
Unexpended Balance Lapsed					

## ECONOMIC DEVELOPMENT

# BOARD OF DENTAL EXAMINERS

EDWARD S. KIERSTEAD D.M.D., PRESIDENT  
JOHN W. TRINWARD D.M.D., Secretary-Treasurer

Central Office: Box 61, Bethel 04217

Telephone: 824-2246

Established: 1891

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 313; Unit Citation: 32 M.R.S.A. Sect 1071

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**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 1976, the Board of Dental Examiners licensed 94 dentists and 71 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.

### LICENSES, PERMITS, ETC.:

License:

Dentists

Dental Hygienist

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Board of Dental Examiners	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$41,333	\$41,333
Total Expenditure				12,592	12,592
NET				28,741	28,741
Unexpended Balance Forward				28,741	28,741
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

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 322; *Unit Citation:* 32 M.R.S.A. Sect 1301

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**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 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 certificate of an 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 and one representative of the public, who shall be appointed 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 FY 76, a total of 210 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 186 applicants. As of June 30, 1976, a total of 2,388 engineers were registered for the calendar years of 1976-77.

During the fiscal year, 153 applications for the Engineer-in-Training certificates were received. Of this number 129 were Seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training certificates were granted to 125 applicants.

Two periods of written examinations are given each year by the Board, in November and in April. The November 7 and 8, 1975 examinations were given in Augusta with 45 professional engineer candidates and 23 engineer-in-training candidates attending. The April 9 and 10, 1976 examinations given in Augusta were attended by 61 professional engineering candidates and 16 engineer-in-training candidates. Also on April 10, 1976 the engineering-in-training examinations were given at the University of Maine at Orono where 129 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (NCEE) 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. Boards of 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 two special meetings during the fiscal year. The dates of regular meetings were July 10, and October 9, 1975, and January 8, and March 11, 1976. The special meetings were necessary in order to canvas the late arrival of the scores from NCEE of the

## ECONOMIC DEVELOPMENT

April 1975 and November 1975 examinations for professional engineering registration; these meetings were held on July 24, 1975 and on February 18, 1976.

The Board invited nine applicants to appear for oral interviews, of these, seven were granted registration as professional engineers. The Board employed the services of the office of the Attorney General in checking two alleged infringements of the engineering registration laws. All meetings of the Board were held in Augusta where attendance averaged four members per meeting.

### LICENSES, PERMITS, ETC.:

Registration:

Professional Engineer  
Engineering Training

### PUBLICATIONS:

"Fortieth Annual Report With Roster of Professional Engineers" as of December 31, 1975 (free)

### FINANCES, FISCAL YEAR 1976:

State Board of Registration for Professional Engineers	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available					\$42,081
Total Expenditure					18,474
NET					23,607
Unexpended Balance Forward					23,607
Unexpended Balance Lapsed					

## STATE BOARD OF FUNERAL SERVICE

LEO J. MURPHY, CHAIRMAN  
DONALD C. HOXIE, Director

*Central Office:* Human Services Building, Augusta 04333

*Telephone:* 289-3826

*Established:* 1903

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 331; *Unit Citation:* 32 M.R.S.A. Sect. 1451;

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* 1

**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.

The board shall determine issuing of licenses, cause inspections to be made, and investigate complaints of licensees violating the law.

**ORGANIZATION:** The State Board of Funeral Service consists of 8 members, one of whom is the Director of Health, who is the secretary of the board, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years' experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members, other than the Director of Health, are appointed by the Governor, with the advice and consent of the Council, for terms of 4 years. In the case of vacancy by any reason, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments. The present members of the Board of Examiners of Funeral Directors and Embalmers serve as members of the State Board of Funeral Service until their terms expire.

The board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive \$20 a day and expenses while engaged in the business of the board. The secretary receives actual expenses while engaged in the business of the board. He/she serves as the treasurer thereof and receives all fees, charges and assessments payable to the board, and accounts for and pays over the same according to law.

**PROGRAM:** During FY 76 there were 24 Funeral Home Directors, 9 embalmers and 438 practitioners licensed in the State of Maine. Additionally, the Board had 46 resident trainees, 105 non-licensed employees and 171 funeral homes registered.

Throughout the year the Board was very active (4 regular meetings and 10 special meetings) and in its June meeting it voted to henceforth hold monthly meetings to accomplish its objectives. Issues discussed included complaints, previous decisions by the Board, mortuary trusts, reciprocity by New Hampshire licensees, reciprocity of resident trainee time served in another State while not registered in Maine, license renewals, WATS line policy on collect calls, publication of examination notices, re-licensure of delinquent practitioners, and purchase of equipment pertinent to Board activities. The Board was also concerned with new state legislation and the authority of the Federal Trade Commission to pre-empt state laws.

The Board is anticipating FY77 to be another very active year.

### LICENSES, PERMITS, ETC.:

License:

- Practitioner
- Director
- Resident Trainee
- Non Licenses
- Embalmers

## ECONOMIC DEVELOPMENT

Registration:  
Funeral Home

### PUBLICATIONS:

State of Maine Directory of Licensed Practitioners of Funeral Service, Funeral Directors and Embalmers, Registered Funeral Homes (published annually) (free)  
Revised Statutes Relating to the State Board of Funeral Service (free)

### FINANCES, FISCAL YEAR 1976:

State Board of Funeral Service	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$35,412			\$35,412
Total Expenditure		14,298			14,298
NET		21,114			21,114
Unexpended Balance Forward		21,114			21,114
Unexpended Balance Lapsed					

## INDUSTRIAL ACCIDENT COMMISSION

JOHN V. KEANEY, CHAIRMAN  
JOHN J. JOLICOEUR, Executive Secretary

Central Office: State House, Augusta 04333

Telephone: 289-3751

Established: 1916

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 351; Unit Citation: 39 M.R.S.A. Sect. 91

Average Number of Full-Time Employees: 21

Authorized Employee Level: 22

**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 workload due to the passage of a mandatory law which became effective on June 28, 1974, and was passed without funding. The Commission is presently operating with the same number of employees as in 1964. The number of First Reports of Injury filed for the year 1964 was 28,301,

## ECONOMIC DEVELOPMENT

and for the past fiscal year, the number of reports filed totaled 38,555, an increase of 10,254 or 36%. Agreements processed by the Commission increased from 3,930 in 1964 to 9,764 during FY 76, an increase of 5,834 or 148%. The number of petitions of all kinds filed in 1964 was 1,692 while in FY 76 they amounted to 2,112, an increase of 420 or 19.8%. The total number of hearings held in the year 1964 was 2,249, and 4,032 hearings were held in the past year, an increase of 1,783 or a 79% increase in the number of hearings.

The balance of the Second Injury Fund as of June 30, 1976 was \$73,205.31.

The following figures should be of interest with respect to Workmen's Compensation payment records and contributions to the State's General Fund:

Year	Net Workmen's Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	\$ 5,617,718	\$110,860	\$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067

Supervision of Loss Payments is another function of the Commission.

### PUBLICATIONS:

"Maine Workmen's Compensation Act and Occupational Disease Law" booklet is published every other year. (free)

### FINANCES, FISCAL YEAR 1976:

Industrial Accident Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$267,680				\$267,680
Total Expenditure	256,173				256,173
NET	11,507				11,507
Unexpended Balance Forward	2,922				2,922
Unexpended Balance Lapsed	11,507				11,507

## STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

RICHARD A. COLEMAN, CHAIRMAN  
CLYDE E. MASON, Secretary

*Central Office:* Belgrade, Maine 04917

*Telephone:* 495-2296

*Established:* 1967

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 360; *Unit Citation:* 32 M.R.S.A. Sect. 1671

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 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.

During fiscal year 1976, 46 Land Surveyor applications were received and 26 were registered. The total number of registrants on 30 June 1976 was 1065. Of this number 218 are non-state residents. Land Surveyor-in-Training applications during this period were 72. A total of 117 were certified which included applications from the previous year. There are now 361 certified Land Surveyors-in-Training. An increasing number of certificate holders are applying for Land Surveyor registration each year.

### LICENSES, PERMITS, ETC.:

Registration:

Land Surveying

Land Surveyor in Training

### PUBLICATIONS:

Roster, published annually, and distributed to all registered Land Surveyors and others upon request.

## ECONOMIC DEVELOPMENT

### FINANCES, FISCAL YEAR 1976:

State Board of Registration for Land Surveyors	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$14,495	\$14,495
Total Expenditure				6,778	6,778
NET				7,717	7,717
Unexpended Balance Forward				7,717	7,717
Unexpended Balance Lapsed					

## BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

ETHEL C. STOVER, CHAIRMAN

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2047

*Established:*

*Maine State Government Reference Manual Data:*

*Policy Area: 01; Umbrella: 90; Unit: 371; Unit Citation: 32 M.R.S.A. Sect 63*

*Average Number of Full-Time Employees: 0*

*Authorized Employee Level: N.A.*

**PURPOSE:** It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

**ORGANIZATION:** The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor, with the advice and consent of the Executive Council. The members must be citizens of the United States and residents of the State of Maine. One member is a physician licensed to practice medicine or osteopathy with not less than 5 years of active practice within the State. A second member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. Another member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. Three members are administrators of medical care facilities other than hospitals with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 2 consecutive full terms. The board meets at least once each year and at such other times as may be provided by the resolution of the board. A quorum of the board consists of a majority of its members. The board elects a chairman and determines the necessary procedures for the conduct of its business.

**PROGRAM:** Throughout the year the Board held 9 meetings, gave written and oral examinations and granted licenses when appropriate. Continuing education as a mandatory requirement for relicensure was frequently discussed during FY76. On June 4, 1976 the Board

## ECONOMIC DEVELOPMENT

amended its regulations concerning the continuing education requirement for relicensure which formerly had read 24 hours every year to read 48 hours every 2 years, the yearly requirement was so amended to the 2 year requirement at the request of the Chairman. The Board's Criteria for Continuing Education which had been worked on throughout the year was accepted at the last Board Meeting.

### LICENSES, PERMITS, ETC.:

License:

Administrator

Temporary Administrator

### PUBLICATIONS:

Continuing Education Guidelines (free)

Rules, Regulations and Statutes Concerning the Board (free)

Listing of Board Approved Correspondence Courses (free)

### FINANCES, FISCAL YEAR 1976:

Bd. of Lic. of Admin. of Medical Care Facilities Other than Hospitals	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$19,512			\$19,512
Total Expenditure		14,153			14,153
NET		5,359			5,359
Unexpended Balance Forward		5,359			5,359
Unexpended Balance Lapsed					

## BOARD OF REGISTRATION IN MEDICINE

**MARTYN A. VICKERS, M.D., CHAIRMAN**

**GEORGE E. SULLIVAN, M.D., Secretary**

**ANGELINA HUBERT, Executive Secretary**

*Central Office:* 100 College Avenue, Waterville 04901

*Telephone:* 873-4964

*Established:* 1895

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 373; *Unit Citation:* 32 M.R.S.A. Sect. 3263

*Average Number of Full-Time Employees:* 3

*Authorized Employee Level:* N.A.

*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.

**PROGRAM:** The program of the Board of Registration in Medicine takes several facets.

**Grants.** Following enactment in 1975 of legislation authorizing the Board of Registration in Medicine to conduct and operate programs of medical education, several physicians who are considered knowledgeable in the field of medical education were invited to meet with the Board

## ECONOMIC DEVELOPMENT

to establish groundwork for implementation of these programs. Subsequently, the Board contracted with and provided funds totaling \$65,000 to the following agencies:

1. The Committee on Continuing Medical Education of the Maine Medical Association for a medical education program including a physician reporting system and an accreditation program in the State of Maine;
2. The Pine Tree Organization for Professional Standards Review for conducting a program of research and analysis to the end of furthering continuing medical education in the State of Maine;
3. The Maine Medical Education Foundation, Inc. for the administration of scholarship funds to assist in the education of medical students from the State of Maine;
4. The Second Annual Maine Biomedical Science Symposium which featured continuing education in the form of formal seminar sessions.

In addition to the above grants, the 107th Legislature mandated that the Board expend \$24,000 for the partial financing of the Commission for the Study of Malpractice.

**Legislation.** A bill proposed by the Board and enacted by the 107th Legislature amended the Medical Practice Act to provide, at the Board's discretion, for licensure without examination, to graduates of United States and Canadian medical schools and to graduates of medical schools in the British Isles who have been examined and licensed in any Canadian Province or in any country of the British Isles; to provide for certification of physician's assistants, for termination of physician's assistant certificates and for biannual registration of physician's assistants.

**Meetings.** Board members attended three statutorily required meetings in March, July and November. Special meetings were held with medical educators to consider medical education programs and with the Commission for the Study of Malpractice to discuss matters related to the Board's responsibilities and proposals in that area.

Two meetings were conducted with the Board's Advisory Committee for Physician's Assistants; two physicians and two physician's assistants had been appointed by the Board to consider matters pertaining to physician's assistants in Maine and to make recommendations to the Board.

The Secretary of the Board served on the Governor's Task Forces for Physician's Assistants and for Foreign Trained Physicians. Being a member of the National FLEX Test Committee, he participates at planning and evaluation sessions twice yearly at the headquarters of the National Board of Medical Examiners.

Three Board members and the executive secretary were called to appear at a Court hearing initiated by a regulant appealing the Board's decision in his regard. The Court's Order was in favor of the Board.

Two members and the executive secretary participated in a four-day annual meeting of the Federation of State Medical Boards. Valuable information and suggestions on the administration of the FLEX (the Federation Licensing Examination) were obtained and subsequently implemented at the June examination in Maine.

**Licensure.** Examinations for licensure to practice medicine in the State of Maine are administered twice yearly to an ever increasing number of applicants. During FY76, over six hundred applicants were examined in this State. Approximately 95% of those who successfully pass the examination establish practice out-of-state following endorsement of their Maine license.

FLEX, the examination utilized by the Board for licensure to practice medicine in the State of Maine, is a nationally standardized examination administered simultaneously in forty-nine states, the District of Columbia, Puerto Rico, the Canal Zone and the Province of Saskatchewan. The unusually heavy influx of applications necessitated the Board's closing the June examinations as early as the second week of March. For lack of adequate facilities, sixty-seven applications were returned to the senders and over two hundred requests for application forms were deferred. For the next examination, the Board will utilize a second facility to accommodate these applicants.

During FY76, a total of 445 physicians were licensed in the State of Maine: 160 by endorsement of credentials, 285 by examination. A total of 210 temporary limited licenses were issued: Locum tenens 31; Camp licenses 69; Residency and Internship educational permits 107.

Four physicians requested and were granted reinstatement of their Maine license. Biennial re-registration of physicians was conducted beginning April 1. Three physician applicants were found ineligible and were denied admission to the examination; three physician applicants were found ineligible and were denied licensure by endorsement. The scores of four examinees were invalidated for violations of the rules and regulations with regard to the testing process.

## ECONOMIC DEVELOPMENT

As of this writing, 1,495 physicians, residents of Maine, are registered with this Board; 2,590 registered physicians reside out-of-state. This reflects a net gain of thirty-eight physicians for the State of Maine during the last year.

**Investigations and Actions.** The advent of consumerism may have accelerated Board activities in the areas of investigation, mediation, and disciplinary procedures. The Board often tries to settle, by correspondence or personal contact, minor disputes and complaints that may arise from unsatisfactory patient/doctor relationships or other conflicts. The more serious or complex incidents are referred to investigative agents from the Department of the Attorney General. For a two-year experimental period, the Board has agreed to contribute \$5,000 toward the salary of a full-time agent within that Department whose primary responsibility will be to conduct investigations for various health agencies.

This year, the Board reviewed twenty-eight complaints, a few of these were carried over from last year: three complaints were withdrawn before processing; one physician voluntarily surrendered his license to practice medicine; one probation was effected; two physicians remain under surveillance, two are awaiting hearing, eight remain under investigation; five incidents were settled by mediation; three cases were closed for lack of evidence of wrongdoing; two incidents were found to be beyond the purview of the Board. As noted in a previous section of this report, the Board also invalidated the scores of four examinees who violated the integrity of the examinations.

**Records.** Information compiled by the Board's office staff was published in a *Medical Directory 1975-1976*. The directory includes a roster of physicians licensed by this Board as well as the Medical Practice Act, the Rules and Regulations for Physicians, the Rules and Regulations for Physician's Assistants and the Principles of Medical Ethics. A complimentary copy of the directory was mailed to all resident physicians and to state agencies and departments requesting copies. It is sold to other interested parties for \$5.00.

**Other Activities.** A daily count of incoming and outgoing mail during FY76 revealed that the Board office handled a total of over 28,000 pieces: 12,000 incoming, 16,000 outgoing. In addition to routine business, other activities of the Board included: the review and approval of the Pediatric Nurse Associate Program, Portland; the review and approval of two out-of-state Nurse Associate programs; the review and approval of a plan for pre-employment and periodic screening services for employers and insurance companies; research into policies and standards of various hospitals regarding the intravenous injection of radioactive or contrast media by technologists; research with regard to the practice of electrolysis; and finally, discussions on the question of utilizing Vietnamese refugee physicians.

### LICENSES, PERMITS, ETC.:

License:

M.D.

Residents

Internship

Camp

Locum tenens

Temporary Emergency

Registration:

Physician's assistants and their supervising physicians

### PUBLICATIONS:

Medical Directory 1975-1976 (\$5.00) — (Roster of physicians licensed by this Board, Medical Practice Act, Rules & Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

Medical Practice Act (Maine) (Free) — 32 M.R.S.A., Chapter 48, Rules & Regulations for Physicians, Rules and Regulations for Physician's assistants

Rules and Regulations for Physicians Assistants (free)

### FINANCES, FISCAL YEAR 1976:

Board of Registration in Medicine	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$325,109	\$325,109
Total Expenditure				164,074	164,074
NET				161,035	161,035
Unexpended Balance Forward				161,035	161,035
Unexpended Balance Lapsed					

## STATE BOARD OF NURSING

MARION M. KLAPPMEIER, R.N., EXECUTIVE DIRECTOR

ELIZABETH A. LUTES, R.N., Assistant Executive Director

*Central Office:* 295 Water Street, Augusta 04330

*Telephone:* 289-2921

*Established:* 1915

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 380; *Unit Citation:* 32 M.R.S.A., Sect. 2151  
2107; 2151 through 2156; 2201 through 2209; 2251 through 2258A

**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 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 seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor, with the advice and consent of the Council, for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

**PROGRAM:** During FY 76, three new members were appointed to the State Board of Nursing: two of these were additional members, as a result of recent legislation, and one was a replacement appointment. In November 1975 a licensed practical nurse was appointed, in December 1975 a registered nurse replacement appointment was made, and in April 1976 a public representative member was appointed. The Board of Nursing, therefore, now consists of 7, instead of 5, members.

During this fiscal year the Board 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; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

## ECONOMIC DEVELOPMENT

Two major areas of responsibility required the concentrated attention of the Board, in addition to carrying out its usual responsibilities and functions: 1) continued implementation of the 1973 amendment to the law regarding approval of programs for the expanded role of the registered nurse, and 2) continued implementation of the 1974 amendment to the law regarding delegation by registered nurses of selected nursing services to unlicensed personnel.

Approval of the Pediatric Nurse Associate Program, sponsored by the University of Maine School of Nursing and Maine Medical Center, retroactive to 1969 through 1975, was granted by the Board of Nursing, the Board of Osteopathic Examination and Registration, and the Board of Registration in Medicine. No new class was started in the fall of 1975 but it is anticipated a class will be admitted in late 1976. Several requests for approval of out-of-state programs for preparing nurses for an expanded role were received and action taken. Approval by the three boards was granted to six such programs: two Family Nurse Associate Programs and four Family Planning Nurse Practitioner Programs. Approval of these six programs made it possible for ten registered professional nurses to be employed in an expanded role capacity, in compliance with Title 32, M.R.S.A., Section 2102.

The Board Committee on Delegation of Selected Nursing Services met four times during the year to review programs and/or courses submitted to prepare unlicensed personnel for selected activities delegated by a registered nurse. Mail and telephone conferences were also utilized for this purpose.

Consultation and assistance were provided, when requested, in the development of a program that would be in compliance with the rules and regulations. By June 30, 1976, the Board of Nursing had approved the following programs and courses:

Advanced Geriatric Assistants Program conducted by the Cooperative Extension Service of the University of Maine

Pharmacology course of Green Acres Manor Inc.

Medication course of Augusta Mental Health Institute

Geriatric Assistants Program conducted by Comprehensive Educational and Training Act (CETA) at Augusta Mental Health Institute

Medication course of Marcotte Nursing Home

Pharmacology course of Clover Manor Nursing Facility

Southern Maine Vocational Technical Institute (SMVTI) Adult Education Division's Geriatric Nursing Assistants course in pharmacology

Medication Administration course of Bangor Mental Health Institute

Progress in ensuring that all unlicensed personnel who are rendering nursing care, of any type, are properly prepared to perform the functions assigned to them has been slow, primarily because of the reluctance or inability of employers to provide the necessary courses or programs. Nevertheless, the number of persons prepared in the eight programs or courses approved by the Board to date are significantly improving the nursing care given to patients in a substantial number of health care agencies. The attitudes of many of these persons is also a factor in influencing others to want to know more about the proper performance of their duties.

The Board Committee on Rules and Regulations and Policies met twice for the purpose of reviewing the present rules and regulations of the Board of Nursing and determining the need for possible revisions. No final decisions for change were made. The committee recommended the adoption of certain policies and procedures to the Board. These were approved by the Board at its September 1975 meeting and included a "Procedure for Election of Officers" and "Protocol for Out-of-State Travel". The latter policy was to ensure compliance with current specified State procedures.

Due to the pressure of other responsibilities, the committee did not conclude its work on revising the rules and regulations but it is anticipated that this will be continued, and hopefully concluded, during the next year.

**Licensure of Nurses.** A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or by endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1975-76, the examination for registered nurse licensure was administered on July 1-2, 1975 and February 25-26, 1976 and the examination for practical nurse licensure on October 14, 1975 and April 20, 1976. Both the registered nurse examination and the practical nurse examination are now given on the exact same dates in all states and jurisdictions of the U.S. that participate in the State

## ECONOMIC DEVELOPMENT

Board Test Pool (54). The use of national testing dates has done much to reduce the security problems previously associated with the administration of the examination in several states.

### EXAMINATION FOR REGISTERED NURSE LICENSURE

July 1, 1975 — June 30, 1976

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	298	265	33	37	26	11
Other States	55	49	6	6	3	3
Other Countries	14	4	10	12	3	9
Total	<u>367</u>	<u>318</u>	<u>49</u>	<u>55</u>	<u>32</u>	<u>23</u>

\*88.9% of first time writers from Maine schools of nursing were successful.

### EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1975 — June 30, 1976

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	177	176	1	1	1	0
Other States	17	16	1	0	0	0
Other Countries	3	1	2	1	1	0
Candidates on basis of:						
Equivalent Preparation	42	40	2	0	0	0
Armed Serv. Med. Training	13	9	4	3	2	1
Total	<u>252</u>	<u>242</u>	<u>10</u>	<u>5</u>	<u>4</u>	<u>1</u>

\*99.4% of first time writers from Maine practical nursing programs were successful.

### NURSES LICENSED BY ENDORSEMENT

July 1, 1975 — June 30, 1976

Registered Nurses		Licensed Practical Nurses	
From Other States	429	From Other States	128
From Other Countries:		From Other Countries:	
with examination	7	with examination	2
without examination	<u>11</u>	without examination	<u>4</u>
Total	<u>447</u>	Total	<u>134</u>

### REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1975 — June 30, 1976

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	343	244
Endorsement	447	134
Renewal	9,028	3,034
Reinstatement	<u>390</u>	<u>152</u>
Total	<u>10,208</u>	<u>3,564</u>

## ECONOMIC DEVELOPMENT

**Nursing Education.** A second major responsibility of the Board of Nursing is accreditation of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing*.

During FY76, site visits were made to the following programs: November 19, 1975 Maine School of Practical Nursing, Waterville; March 13, 1976 EMVTI Practical Nursing Program, Bangor; and April 14-15, 1976 University of Maine School of Nursing, Portland. Following reports to the Board, all three programs were granted continuing Board accreditation.

On January 23, 1976 the Board of Nursing held its annual meeting with directors/deans of all educational programs in nursing. Discussion in the morning was on various laws, such as the "Right to Know" and "Privacy Act", and the effect of these on policies relating to admission, retention, and graduation. Legal counsel from the Department of Attorney General was present to clarify and interpret aspects of the laws.

At its September 12, 1975 meeting, the Board received a final report on the "Special Program in Practical Nursing Education". This program, started in 1973, covered a two year period of evening classes and was open to licensed practical nurses who had been licensed under the waiver provision. The purpose of the program was to offer a Board-approved educational program that would provide theoretical and clinical experience to licensed practical nurses who had not had a formal educational program. Upon graduation from the program, such nurses would be graduates of an approved program and better prepared to function in their role as licensed practical nurses. Forty-seven licensed practical nurses originally started the program in 1973 and thirty-three graduated in 1975.

Presently Maine has fourteen Board-approved educational programs in nursing: nine to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follows.

Educational programs in professional nursing are of 3 types. The first is the Hospital Diploma which can be earned at the Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital Nursing School, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. The second type is an Associate Degree which can be earned at the Central Maine General Hospital School of Nursing, Lewiston; the University of Maine at Augusta, Augusta and the Westbrook College Department of Nursing Education, Portland. The third and final type of educational program is the Baccalaureate Degree offered at St. Joseph's College Department of Nursing, North Windham and at the University of Maine School of Nursing, Portland.

Educational programs in practical nursing are offered at four of the state's Vocational Technical Institutes and at the Maine School of Practical Nursing, Waterville.

**Summary of Board Actions.** A brief summary of Board action in FY76 follows:

- \* reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

- \* responded to December 15 memo from State Budget Officer re goal of 7% reduction from budgeted levels with a letter to the Governor expressing the Board's support of efforts to effect savings in cost of State government.

- \* agreed to restrict out-of-state travel to only the most essential meetings.

- \* reviewed and concurred with changes in curriculum submitted by three educational programs in nursing.

- \* initiated and completed a project to update the Board's files on educational programs in nursing.

- \* voted to continue to contract for use of the State Board Test Pool Examinations and signed contract for period of January 1, 1976 through June 30, 1977.

- \* devoted four days to reviewing drafts of test items for future licensing examinations.

- \* agreed to continue to cooperate with the Bureau of Health, which is the state contractor for the National Center for Health Statistics, and included Health Manpower Data Form with R.N. and L.P.N. renewal applications.

- \* met with representatives of Northern Maine Vocational Technical Institute and University of Maine at Presque Isle to discuss possible new methods of meeting nurse manpower needs in northern Maine.

- \* voted to accept for licensure by endorsement as licensed practical nurses those persons who took the Canadian Nurse's Association Testing Service Examination for Registered Nursing Assistants, in English, and who achieved a standard score of at least 350.

## ECONOMIC DEVELOPMENT

- \* received reports on renewals and reinstatements of R.N. and L.P.N. licenses during the year.

- \* reviewed and discussed with a representative of the Maine Advisory Council on Vocational Education (MACVE) its report on a survey of graduates of the Maine School of Practical Nursing in Waterville. The primary areas of concern expressed by MACVE were the inappropriate use of licensed practical nurses by many service agencies and the need for "academic and professional recognition for the LPN which will facilitate career mobility."

- \* invited the Commissioner for the Department of Business Regulation to attend a Board meeting to discuss pending legislation to create a central licensing division (L.D. 2294)

- \* reviewed legislation of relevance to the Board and, when appropriate, attended Legislative Committee hearings.

- \* reviewed excerpts from the Hay Associates Report.

### LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse

Practical Nurse

Temporary Authorization to Practice (Pending License Examination Results)

### PUBLICATIONS:

Law Regulating the Practice of Nursing

Rules and Regulations of the Maine State Board of Nursing

Standards for Educational Programs in Nursing

Standards for Nurse Associate Programs

### FINANCES, FISCAL YEAR 1976:

State Board of Nursing	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$209,202	\$209,202
Total Expenditure				102,781	102,781
NET				106,421	106,421
Unexpended Balance Forward				106,421	106,421
Unexpended Balance Lapsed					

## ECONOMIC DEVELOPMENT

# STATE BOARD OF OPTOMETRY

**RAYMOND M. SHAFFER, O.D., PRESIDENT**

**GEORGE T. BOURNAKEL, O.D., Secretary**

*Central Office:* 168 East Avenue, Lewiston 04240

*Telephone:* 784-3564

*Established:* 1909

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 382; *Unit Citation:* 32 M.R.S.A. Sect. 2415

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 preceding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

**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 Board of Optometry held three meetings during FY76 on 8/27, 12/5 & 6, and 6/6-8/76. At the June meeting, optometry examinations were administered to 12 candidates; 11 passed successfully and one failed. The 11 successful candidates were registered and issued licenses. Also, the Board issued 146 active, 55 nonactive and 18 second office license renewal certificates. Three nonactive licenses were revoked at the request of the optometrists.

### LICENSES, PERMITS, ETC.:

License:

Optometrist

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Board of Optometry	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$13,451	\$13,451
Total Expenditure				2,845	2,845
NET				10,606	10,606
Unexpended Balance Forward				10,606	10,606
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

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 383; *Unit Citation:* 32 M.R.S.A., Sect. 2561

**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.

**LICENSES, PERMITS, ETC.:**

License:  
    To Practice  
Certificate:  
    Of Renewal

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:**

Board of Osteopathic Examination and Registration	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$13,654	\$13,654
Total Expenditure				6,400	6,400
NET				7,254	7,254
Unexpended Balance Forward				7,254	7,254
Unexpended Balance Lapsed					

# PASSENGER TRAMWAY SAFETY BOARD

WILLIAM SAWYER, CHAIRMAN  
HERBERT HARTMAN, Secretary-Treasurer

Central Office: State House, Augusta 04333

Telephone: 289-3821

Established: 1961

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 386; Unit Citation: 25 M.R.S.A., Sect. 1941

**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.

## LICENSES, PERMITS, ETC.:

License:

Tramway Operation

**PUBLICATIONS:** None.

## FINANCES, FISCAL YEAR 1976:

Passenger Tramway Safety Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$9,098			\$9,098
Total Expenditure		7,220			7,220
NET		1,878			1,878
Unexpended Balance Forward		1,878			1,878
Unexpended Balance Lapsed					

## PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPTAIN RUSSELL H. TERRY, CHAIRMAN  
BERTRUM SNOW, Secretary

Central Office: Box 110 Lot 20A RR1, Belfast 04915

Telephone: 548-2816

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 387; Unit Citation: 38 M.R.S.A., Sect. 89

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**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 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 FY 76, the Penobscot Bay and River Pilotage Commission held four meetings in Belfast, Maine. The appointment of Captain William W. Abbott as treasurer expired and Captain Richard Moody was appointed by Governor James Longley to replace him.

### LICENSES, PERMITS, ETC.:

License:

Pilot Ship in Penobscot Bay River

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Penobscot Bay and River Pilotage Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$4,628	\$4,628
Total Expenditure				120	120
NET				4,508	4,508
Unexpended Balance Forward				4,508	4,508
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

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 392; *Unit Citation:* 32 M.R.S.A., Sect. 2851

*Average Number of Full-Time Employees:* 1.5

*Authorized Employee Level:* NA

**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 FY 76, the Board of Commissioners of the Profession of Pharmacy licensed 882 pharmacists (as compared to 873 last year), qualified assistants 49 (decrease of one), and issued some 226 pharmacy licenses (as compared with 219 last year). Reciprocity was granted to 25 pharmacists this year in comparison with 29 last year. Of the 43 persons taking the pharmacist examination, two failed who met all requirements of time and schooling.

The Board held ten meetings during the year, necessitated by the ever increasing work load and demands. During the year, the Board sent a total of three notices to all registered pharmacies in the State. This covered the federal transfer of certain drugs to Schedule IV which required record keeping and control. Changes effective in the laws as of October 1, 1975 and January 1, 1976 concerning the prescribing and dispensing of drugs, Uniform Quality Pharmaceutical Health Care, Patient Information Regulation, and an Act to permit Pharmacists to Advertise Drug Prices and to Provide Retail Price Posting Information. Copies of the laws as passed were supplied along with our notices to the pharmacies.

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.

## ECONOMIC DEVELOPMENT

The Board has reached the stage that a full-time pharmacy inspector will be added to the staff so that better service and controls will be available to the citizens of our state. Mandatory continuing education has begun. This will require 15 hours per year for re-registration of the pharmacists license.

### LICENSES, PERMITS, ETC.:

License:

Pharmacy

Pharmacist

Assistant Pharmacist

Wholesaler

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Board of Commissioners of the Profession of Pharmacy	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$59,599	\$59,599
Total Expenditure				16,712	16,712
NET				42,887	42,887
Unexpended Balance Forward				42,887	42,887
Unexpended Balance Lapsed					

## **BOARD OF EXAMINERS IN PHYSICAL THERAPY**

**MARTYN A. VICKERS, M.D., CHAIRMAN**  
**GEORGE E. SULLIVAN, M.D., Secretary**

*Central Office:* 100 College Avenue, Waterville 04901

*Telephone:* 873-4964

*Established:* 1955

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 393; *Unit Citation:* 32 M.R.S.A., Sect. 3001

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* NA

**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:** The Board of Examiners in Physical Therapy held three meetings, in July and November of 1975 and in March, 1976. The July meeting was adjourned for lack of a quorum.

A Physical Therapy member of the Board attended a mid-year workshop of the American Physical Therapy Association (APTA) in St. Louis, Missouri. She reported on an APTA survey of physical therapy statutes in various states, especially with regard to foreign trained physical therapists. The question of reexamination for relicensure every five years is being considered at the national level as is a move toward a uniform licensure application for the utilization of all state Boards.

During FY 76, twenty-four physical therapists were licensed: twenty-two by endorsement of another state license, two by examination. Two other examinees failed the examination. One hundred eighty five physical therapists renewed their licenses this year. There are presently two hundred five physical therapists licensed by this Board and one hundred twenty physical therapy aides registered.

The examination for licensure of physical therapists which is utilized by the Board is the nationally accepted Professional Examination Service (PES) examination for physical therapy. It is administered by members of the Board three times yearly, in March, July and November.

### **LICENSES, PERMITS, ETC.:**

License:

Physical Therapists

Physical Therapy Aides

## ECONOMIC DEVELOPMENT

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:**

Board of Examiners in Physical Therapy	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$5,583	\$5,583
Total Expenditure				1,509	1,509
NET				4,074	4,074
Unexpended Balance Forward				4,074	4,074
Unexpended Balance Lapsed					

## PLUMBERS' EXAMINING BOARD

**DONALD C. HOXIE, CHAIRMAN**  
**PHYLLIS M. VIOLETTE, Secretary**

*Central Office:* 122 State Street, Augusta 04333

*Telephone:* 289-3826

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 395; *Unit Citation:* 32 M.R.S.A., Sect. 3401

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* 1

**PURPOSE:** 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:** 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 FY 76, two examinations were held for Journeyman and Master Plumber. A total of 567 persons were examined, 149 persons were passed. Three complaints were registered for investigation relating to licensing. 208 apprentices, 605 journeymen and 907 master plumbers were registered.

### **LICENSES, PERMITS, ETC.:**

License:

Apprentice

Journeyman

Master

Certification:

Soil Investigators

Local Plumbing Inspector

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:**

Plumbers' Examining Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$44,393			\$44,393
Total Expenditure		36,998			36,998
NET		7,395			7,395
Unexpended Balance Forward		7,395			7,395
Unexpended Balance Lapsed					

## ECONOMIC DEVELOPMENT

### EXAMINERS OF PODIATRISTS

MARTYN A. VICKERS, M.D., CHAIRMAN  
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: 100 College Avenue, Waterville 04901

Telephone: 873-4964/4965

Established: 1933

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 396; Unit Citation: 32 M.R.S.A., Sect. 3601

**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:** The Examiners of Podiatrists met three times this year. One meeting was adjourned for lack of business to consider. The Examiners interviewed and issued a license to practice Podiatric Medicine to three applicants. Thirty eight podiatrists renewed their licenses as required by statute. Including the three new licensees, the total number of podiatrists licensed in the State of Maine is forty-one. Fifteen of these reside out-of-state.

The Podiatrists investigated one complaint but found insufficient grounds to suspend or revoke the license of the Podiatrist in question.

#### LICENSE, PERMITS, ETC.:

License:

To Practice Podiatry

**PUBLICATIONS:** None.

#### FINANCES, FISCAL YEAR 1976:

Examiners of Podiatrists	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$4,149	\$4,149
Total Expenditure				447	447
NET				3,702	3,702
Unexpended Balance Forward				3,702	3,702
Unexpended Balance Lapsed					

## PUBLIC UTILITIES COMMISSION

LESLIE H. STANLEY, CHAIRMAN  
HOWARD M. CUNNINGHAM, Secretary

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2446

*Established:* 1913

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 90; *Unit:* 407; *Unit Citation:* 35 M.R.S.A., Sect. 1

*Average Number of Full-Time Employees:* 55

*Authorized Employee Level:* 55

*Organizational Units:*

Economics and Finance Division

Water and Gas Division

Electric and Telephone 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 151 water utilities, 18 electric corporations, 2 gas companies, 21 telephone and telegraph companies; 2,932 trucking companies; 57 bus companies; 8 railroads; one water carrier and limited aspects of radio common carriers.

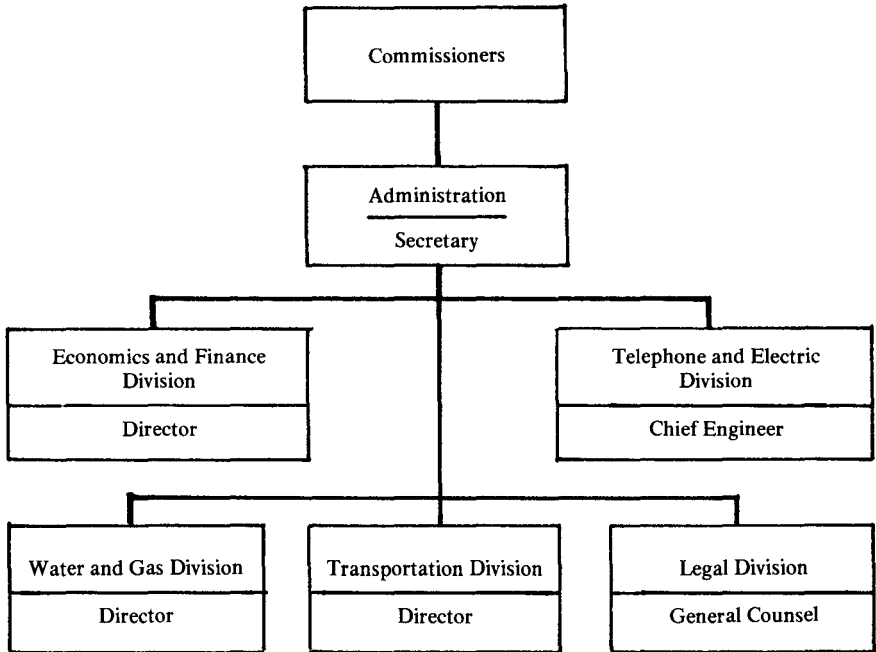
The Commission is divided into five informal, operating divisions with respective powers and duties as follows:

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 151 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 20 telephone and 20 electric utilities in Maine, involving approximately one million accounts; prepares engineering cross-examination in pending cases involving electric and telephone rate increases, service complaints, line

STATE OF MAINE  
PUBLIC UTILITIES COMMISSION



## ECONOMIC DEVELOPMENT

extensions, etc.; conducts on-site investigations of electrical 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 regulates more than 6 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 subject to review by the Joint Standing Committee on Public Utilities and to confirmation by the Legislature, effective January 1, 1977, for terms of seven years. All three members of the Commission devote fulltime to their duties.

**PROGRAM:** During FY 76, the number of motor carriers certificated by the Public Utilities Commission increased substantially, with approximately 57,691 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.

In fiscal 1976, the Commission issued rules and regulations governing the termination and/or disconnection of residential customers' electric, gas, telephone and water service. This was the result of legislation and extensive public hearings by the Commission.

Legislation enacted by the First Special Session of the 107th Legislature altered the method by which commissioners are appointed. Effective January 1, 1977, Commissioners will be

## ECONOMIC DEVELOPMENT

appointed by the Governor and confirmed by the Legislature whereas formerly appointment was by the Governor with confirmation by the Executive Council.

In early April the Commission issued a general order which requires consideration of peak load pricing or other substantial load management techniques in certain future electric utility rate cases in Maine. In issuing this general order, the Commission was convinced of the necessity to explore alternative rate structures and other load management techniques fully in future rate cases.

Under legislation enacted by the 107th Legislature, the Commission has promulgated rules and regulations, and put into operation, a demonstration lifeline electrical service program in the State of Maine for a period of one year. Under this program, citizens 62 years of age or older with certain limited incomes are entitled to receive electrical service at a stable, fair and reasonable minimum cost. After completion of the one-year demonstration program, the Commission is required to hold public hearings to review the lifeline service rate to insure that it is adequate, and shall report its findings to the Legislature prior to the last day of 1976. Residents of six Maine communities are now participating in this program.

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 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.

With the continuing national trend of inflation, the Commission has been deluged with requests for increased rates. At the present time, nearly twenty-five requests are pending before the Commission. 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.

### **LICENSES, PERMITS, ETC.:**

#### **License:**

- Intrastate Common Carrier
- Intrastate Contract Carrier
- Intrastate Authority
- Motor Carrier of Passengers for Hire
- Electric Utilities — Application for Certificate of Convenience and necessities

### **PUBLICATIONS:**

- Law Defining the Jurisdiction and Procedures of the Public Utilities Commission of Maine
- Rules of Practice and Procedure before the Public Utilities Commission of Maine
- Laws Governing Motor Carriers of Property for Hire
- Laws Governing Motor Carriers of Passengers for Hire
- Water Main Extension Rules

# ECONOMIC DEVELOPMENT

## FINANCES, FISCAL YEAR 1976:

PUBLIC UTILITIES COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$450,078	\$10,000		\$674,298	\$1,134,376
Departmental Operations	447,470			674,298	1,121,768
Transfers	2,608	10,000			12,608
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees		960			960
Other — Contingent Account Allocation	132,503				132,503
Unexpended Balance Brought Forward	380	2,040		566,611	569,031
Adjustment of Balance Brought Forward	300				300
TOTAL FUNDS AVAILABLE	582,661	13,000		1,240,909	1,836,570
Monies received and deposited to the credit of the State	11,368				11,368
EXPENDITURES					
Total Personal Services	327,253			377,670	704,923
Wages & Salaries	296,208			341,841	638,049
Retirement	31,045			35,829	66,874
Total All Other	234,349	10,000		83,138	327,487
Contractual Services	158,733			58,483	217,216
Rents	1,092			10,050	11,142
Computer Services					
Commodities	1,499			14,605	16,104
Grants, Subsidies, Pensions	73,025	10,000			83,025
Transfers to Other Funds					
Other					
Total Capital Expenditures				1,870	1,870
Buildings & Improvements					
Equipment				1,870	1,870
Purchases of Land					
TOTAL EXPENDITURE	561,602	10,000		462,678	1,034,280
SUMMARY					
Total Funds Available	582,661	13,000		1,240,909	1,836,570
Total Expenditure	561,602	10,000		462,678	1,034,280
NET	21,059	3,000		778,231	802,290
Unexpended Balance Forward	15,204	3,000		628,231	646,435
Unexpended Balance Lapsed	5,855			150,000	155,855

## ECONOMIC DEVELOPMENT

# STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ARNOLD FUCHS, CHAIRMAN  
CARMEN M. CELENZA, Secretary-Treasurer

Central Office: 20 Johnson Heights, Waterville 04901

Telephone: 872-6354

Established: 1968

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 415; Unit Citation: 32 M.R.S.A., Sect. 3821

**PURPOSE:** The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and orally and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

**ORGANIZATION:** The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members to the Board are appointed by the Governor from a list of licensed psychologists submitted by the Maine Psychological Association. The members elect a chairman and secretary-treasurer every two years.

**PROGRAM:** As of May 8, 1976 there are 153 licensed psychologists and 46 licensed psychological examiners representing a combined total of 199 persons licensed to practice Psychology in the State of Maine. During the 12 month period in 1975 41 persons received a psychology license.

### LICENSES, PERMITS, ETC.:

License:

To Practice Psychology

To Practice as a Psychological Examiner

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Board of Examiners of Psychologists	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$4,326				\$4,326
Total Expenditure	2,836				2,836
NET	1,490				1,490
Unexpended Balance Forward	1,490				1,490
Unexpended Balance Lapsed					

## ECONOMIC DEVELOPMENT

# STATE BOARD OF SOCIAL WORKER REGISTRATION

WILLIAM J. FRANCIS, RSW, CHAIRMAN  
SUZANNE T. BAKER, Executive Secretary to Board

Central Office: P.O. Box 612, Bath 04530

Telephone: 443-9793

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 416; Unit Citation: 32 M.R.S.A., Sect. 4186

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

**PURPOSE:** The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for the certification of social workers in Maine wishing to use the title "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; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

**ORGANIZATION:** The Board was created in 1969. There are seven members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified. A part-time executive secretary has been retained to provide staff services to the Board.

**PROGRAM:** The Board has had six of its seven members whose terms had expired in recent years replaced during the Spring of 1976.

Examinations, which are given twice a year, have been administered to twenty-eight Registered Social Workers and thirty-three Associate Social Workers during FY 76, and 353 registrants renewed their registration in 1976. One applicant failed the examination. A total of 566 certificates have been issued since the Board's inception in 1969.

### LICENSES, PERMITS, ETC:

Certificate:

Registration of Social Worker

Registration of Associate Social Worker

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Board of Social Worker Registration	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$5,902	\$5,902
Total Expenditure				3,395	3,395
NET				2,507	2,507
Unexpended Balance Forward				2,507	2,507
Unexpended Balance Lapsed					

## ECONOMIC DEVELOPMENT

# BOARD OF CERTIFICATION (Water Treatment Plant Operators)

GERALD BATES, SECRETARY

Central Office: State House, Augusta 04333

Telephone: 289-3826

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 429; Unit Citation: 22 M.R.S.A., Sect. 2444

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

**PURPOSE:** The board attempts to determine the competency of individuals responsible for the operation of public water systems within the State.

This determination of competency is made by securing information from sources, such as the Association Boards of Certification, other states; meetings to discuss the information, the development of examinations in writing, orally, and by demonstration. Certificates of Acceptance are issued for 6 classes of water operator, renewal licenses are issued for previously certified operators, records are maintained for annual fees, discontinuance of licenses, applications for license, requests for examinations, notifications of status, examination and fees, and hold hearings to determine competency of operator.

**ORGANIZATION:** The Governor appoints 5 persons as follows: two operators who are certified as to competency under the law, with one of these holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; and one person who is an educator whose field of interest is related to water supply.

Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. Vacancies are filled by appointment of the Governor for unexpired terms.

A chairman is annually elected from the membership of the Board. The Department of Human Services representative of the board serves as secretary of the board and is responsible for maintaining records and providing administrative support.

**PROGRAM:** The function of the Board is to determine the ability of water utility employees for the purpose of licensing. Each public water utility in the state by statute must have a licensed operator. Two examinations are held each year. About one half of those examined receive a classification level. Three hundred and thirty-seven (337) operators are presently certified.

### LICENSES, PERMITS, ETC.

Certificate:

Water Certification

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Board of Certification (Water Treatment Plant Operators)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,265				\$2,265
Total Expenditure	1,986				1,986
NET	279				279
Unexpended Balance Forward	279				279
Unexpended Balance Lapsed					

## BLUEBERRY INDUSTRY ADVISORY BOARD

J. BURLEIGH CRANE, CHAIRMAN

EDWARD H. PIPER, Secretary

Central Office: 106 Winslow Hall, University of Maine, Orono 04473

Telephone: 581-7422

Established: 1971

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 92; Unit: 294; Unit Citation: 36 M.R.S.A., Sect. 4312-B

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**PURPOSE:** The Blueberry Industry Advisory Board was 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. Funds to support this purpose are derived from a 1 mill-per-pound (processors' tax) on all blueberries grown, purchased, sold, handled or processed in the State.

**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.

The Blueberry Industry Advisory Board consists of 5 members appointed by the Commissioner of Agriculture. Two members are appointed for a term of 3 years and 3 members are appointed for a term of 2 years. Any vacancy on this board is filled for unexpired terms by the Commissioner of Agriculture. Members appointed to this board by the Commissioner of Agriculture have an interest and a general knowledge of the blueberry industry as a whole and are processors or shippers. One member is chosen from among the membership by a majority vote to serve as chairman of the advisory board and each member is compensated for his actual expenses.

**PROGRAM:** The Blueberry Industry Advisory Board made the following allocations during calendar year 1976 as follows:

Research, Maine Agricultural Experiment Station:

Integrated Blueberry Management	\$7,000
Insect Control	2,600
Blueberry Professorship	5,000

Promotion:

North American Blueberry Council	4,000
Taste of Maine Promotion	500
Operating Expense	500

Total	\$19,600
-------	----------

## ECONOMIC DEVELOPMENT

The demonstration plots established with blueberry growers under the integrated management plan have been expanded to a total of 20 cooperators. Growers have been enthusiastic and results from the use of terbacil to control grasses continue to look promising.

Work continues on the search for means to control insect pests in blueberry fields. Should there be an outbreak of "minor" pests, availability of registered pesticides is extremely limited.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Blueberry Industry Advisory Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$43,812			\$43,812
Total Expenditure		25,914			25,914
NET		17,898			17,898
Unexpended Balance Forward		17,898			17,898
Unexpended Balance Lapsed					

## BLUEBERRY INDUSTRY ADVISORY COMMITTEE

ROBERT FOSTER, CHAIRMAN  
EDWARD H. PIPER, Secretary

*Central Office:* 106 Winslow Hall, University of Maine, Orono 04473

*Telephone:* 581-7422

*Established:* 1945

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 92; *Unit:* 295; *Unit Citation:* 36 M.R.S.A., Sect. 4312

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Blueberry Industry Advisory Committee was 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 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.

In practice, the Blueberry Industry Advisory 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.

The Blueberry Industry Advisory Committee consisting of 7 members, is appointed by the President of the University of Maine. Each member is appointed for a term of 5 years. Vacancies are filled for unexpired terms and no member of the Committee may succeed himself.

**PROGRAM:** Funds from the "Growers" Tax are allocated as follow:

Research Farm Operations .....	\$17,500
Extension activities .....	7,500
	<u>\$25,000</u>

Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station. In addition to activities supported by the Blueberry Industry Board, new research is being undertaken on the effectiveness of benomyl to control blossom blight, and the use of electricity as a substitute for burning blueberry fields. The farm facilities have been improved and a new tractor and sprayer have been purchased.

**PUBLICATIONS:** None.

## ECONOMIC DEVELOPMENT

### FINANCES, FISCAL YEAR 1976:

Blueberry Industry Advisory Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$37,939			\$37,939
Total Expenditure		25,881			25,881
NET		12,058			12,058
Unexpended Balance Forward		12,058			12,058
Unexpended Balance Lapsed					

## COUNCIL OF ADVISORS ON CONSUMER CREDIT

### For Information Contact:

**JOHN E. QUINN, SUPERINTENDENT, Bureau of Consumer Protection**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3731

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 92; *Unit:* 435; *Unit Citation:* 9A M.R.S.A., Sect. 301

**PURPOSE:** The council advises and consults with the administrator of the Bureau of Consumer Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

**ORGANIZATION:** The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

**PROGRAM:** The Council of Advisors on Consumer Credit has never been activated, no appointments have been made, nor have any meetings been held.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

## MAINE GUARANTEE AUTHORITY

HENRY F. LOWE, CHAIRMAN  
PHILIP G. CLIFFORD 2nd, Manager

*Central Office:* 122 State Street, Augusta 04333

*Telephone:* 289-3095

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 94; *Unit:* 332; *Unit Citation:* 10 M.R.S.A., Sect. 751

*Average Number of Full-Time Employees:* 4

*Authorized Employee Level:* N.A.

**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 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 activities of the Authority in its third year of operation revolved almost exclusively around critical financial problems of Maine industries. During this year the Authority committed for and closed industrial guarantees for over \$13,000,000, recreational loan guarantees for over \$3,000,000 and approved revenue bond issues of \$29,000,000.

Much publicity was given to a few controversial guarantees currently on the books of the Authority. Little was said, however, about the several old established companies (G.H. Bass & Co., Saco Tanning Corporation and Viner Bros., Inc.) who turned to the Authority for capital support. The fact that these companies along with several other smaller operations were forced to seek help from agencies like the Maine Guarantee Authority substantiates the fact that Maine, in addition to attempting to attract new industry into the State, needs to provide assistance for business already located here.

The Maine Guarantee Authority also was instrumental in preventing the closings of three manufacturing operations within the State — Riegel Textiles of Ellsworth, Kennebec River Pulp and Paper Co. of Madison and A. C. Lawrence Leather Company of South Paris. These plants employ about 800 people excluding the related businesses and ancillary services. Through assistance provided by the Authority, new operating ownership was able to take over, permitting these businesses to continue to operate and to keep the people within these communities employed.

The Maine potato processing industry continued to experience an economic disaster. During the past 18 months, every major processor has been forced into Chapter XI bankruptcy, been sold to new ownership or been forced to restructure its financial position. The Maine Guarantee Authority has been involved in all instances and as a result has contributed to a program which hopefully will make survival and stabilization of the potato processing industry possible.

## ECONOMIC DEVELOPMENT

The Community Industrial Building Program as reported in last year's report financed the construction of two speculative buildings, one in Brewer and one in Houlton. The buildings are of excellent construction and well located within these communities. For these reasons plus the strong support and supplemental services offered by these communities, it would seem that this space should be very desirable and reasonable in cost. Unfortunately, occupants for these buildings have not yet been found. A further analysis of this program should be made before additional buildings are constructed.

### FINANCIAL SUMMARY July 1, 1975 to June 30, 1976

#### INDUSTRIAL BUILDING MORTGAGE INSURANCE FUND

Balance Available 7/1/75	\$ 438,770.74	
Income	<u>1,984,446.45</u>	
	\$2,423,217.19	
Expenditures	<u>2,490,936.47</u>	
		(67,719.28)

#### RECREATIONAL PROJECT MORTGAGE INSURANCE FUND

Balance Available 7/1/75	\$ (247,266.36)	
Income	<u>5,207,737.44</u>	
	\$4,960,471.08	
Expenditures	<u>4,863,102.88</u>	
		\$ 97,368.20

#### COMMUNITY INDUSTRIAL BUILDING FUND

Balance Available 7/1/75	\$ 136,799.85	
Income	<u>7,703.09</u>	
	\$ 144,502.94	
Expenditures	<u>47,314.05</u>	
		\$ 97,188.89

TOTAL CASH BALANCE AVAILABLE JUNE 30, 1976 \$126,837.81

**PUBLICATIONS:** None

#### FINANCES, FISCAL YEAR 1976:

Maine Guarantee Authority	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$7,528,191	\$7,528,191
Total Expenditure				7,401,353	7,401,353
NET				126,838	126,838
Unexpended Balance Forward				126,838	126,838
Unexpended Balance Lapsed					

## ECONOMIC DEVELOPMENT

### INDUSTRIAL GUARANTEES

Name	Location	June 30, 1976 Balance	Effective Date	Maximum Guarantee Amount	Guarantee Percentage
A. C. Lawrence Leather Co., Inc.	South Paris	\$ 68,821.58	3/ 5/76	\$ 675,000	90%
American Kitchen Foods, Inc.	Caribou	1,969,488.39	4/15/69	3,300,000	100%
Andrews Enterprises, Inc.	Kennebunk	387,654.37	9/16/74	405,000	90%
Beaudry Lumber Co., Inc.	Greenville	1,010,000.00	6/ 5/73	1,176,000	98%
Bonnar-Vawter, Incorporated	Rockland	439,991.51	4/18/76	450,000	90%
Brewer Manufacturing Company	Houlton	901.81	6/ 1/62	50,000	90%
Bridgton Knitting Mills, Inc.	Bridgton	78,266.42	10/16/63	370,860	100%
Casco Printing Co.	Portland	36,880.80	1/ 1/62	107,000	100%
Chemetron Coporation	Saco	24,747.34	2/17/61	72,000	100%
Clark Shoe Co.	Auburn	10,939.09	4/ 7/67	350,000	100%
Congress Sportswear Company, Inc.	Bath	169,028.96	1/29/65	303,040	100%
Cooper-Weymouth Maine, Inc.	Clinton	98,232.58	8/20/68	227,425	100%
Cyr Bros. Meat Packing, Inc.	Caribou	1,342,057.10	12/22/75	1,350,000	90%
Dexter Shoe Company	Newport	35,160.00	12/22/64	118,000	100%
Eastern Fine Paper, Inc.	Brewer	116,690.95	10/11/68	1,000,000	100%
Edwards Mfg. Co., Inc.	Augusta	1,433,618.25	2/ 9/73	1,800,000	94.74%
First Hartford Realty Corporation	Waterville	4,114,980.09	12/15/72	4,650,000	100%
G. H. Bass & Co.	Wilton	2,189,495.00	7/31/75	2,215,400	95%
General Electric Company	Auburn	302,805.16	1/ 2/63	460,000	100%
Gladling Corporation	South Paris	639,849.03	3/29/72	764,200	100%
Guilford Industries, Inc.	Guilford	405,184.38	12/22/71	1,000,000	100%
Hallowell Shoe Company	Augusta	415,096.33	6/30/66	680,000	100%
Hancock-Ellsworth Tanners, Inc.	Hancock	275,172.31	10/ 4/61	682,422	100%
Hoerner Waldorf Corporation	Waterville	243,656.33	10/ 1/60	557,300	100%
Joseph M. Herman Shoe Company, Inc. (Div. of Stride Rite)	Scarborough	107,564.41	8/ 4/64	204,000	100%
Kennebec River Pulp & Paper Company, Inc.	Madison	4,953,900.00	9/15/71	4,953,900	100%
L. S. Thorsen Corporation	Hancock	21,545.17	12/29/59	90,000	100%
Lynn-Flex Industries, Inc.	Saco	256,220.60	10/ 1/62	588,000	100%
Maine Egg Farms, Inc.	Greene	75,162.43	4/21/67	892,000	100%
Maine Metal Finishing Company, Inc.	Gorham	488.40	9/23/59	54,000	100%
Marvel Homes, Inc.	Saco	59,662.44	10/23/75	67,500	90%
McAuley Textile Corporation	Ellsworth	857,975.65	3/10/76	864,000	90%
Nor'east Wood Products, Inc.	Wiscasset	395,067.48	11/20/75	396,000	90%
Northeast Industry, Inc.	Calais	55,463.20	12/ 1/60	100,000	100%
Penobscot Poultry Company	Belfast	159,034.86	3/ 3/69	1,500,000	100%
Potato Service, Inc.	Presque Isle	66,014.01	9/28/61	1,000,000	100%
Rich Vale Homes, Inc.	Saco	353,996.80	10/17/73	360,000	90%
Saco Tanning Corporation	Saco	2,113,567.61	7/31/75	2,220,819	95%
Truit Brothers, Inc.	Belfast	230,461.86	11/ 1/63	500,000	100%
Vahlsing, Inc.	Easton	912,325.19	8/ 1/61	2,368,800	100%
Viner Brothers, Inc.	Bangor	810,453.38	7/11/75	832,500	90%
Volk Packaging Corporation	Biddeford	182,832.17	8/ 1/68	288,000	100%
W. H. Nichols Company	Portland	1,344,605.01	1/ 2/76	1,350,000	90%
Wendall W. Shaw	Fort Fairfield	40,262.09	10/10/67	79,150	100%
Wilfred Goodman Wiping Cloth Co., Inc.	Auburn	3,273.25	4/ 1/63	20,000	100%
Woodford, Inc.	Kingfield	80,593.11	8/20/75	81,000	90%
<b>Sub-Total</b>		<b>\$29,489,186.90</b>			

#### OUTSTANDING COMMITMENTS

Lewiston Shoe Machinery Co., Inc.	Lisbon	\$ 226,800.00	80%
McCain Foods, Inc.	Washburn	1,534,500.00	75%
New England Steel Co., Inc.	So. Windham	527,250.00	95%
White Rock Distilleries, Inc.	Lewiston	360,000.00	80%
<b>Total</b>		<b>\$32,137,736.90</b>	
Outstanding Bonds		4,834,250.00	

#### OUTSTANDING COMMITMENTS

The Cliff House and Motels, Inc.	York	\$ 675,000.00
<b>Total</b>		<b>\$6,904,684.06</b>
Outstanding Bonds		5,712,025.00
Balance Availability		4,383,290.94
<b>Grand Total</b>		<b>\$17,000,000.00</b>

### MUNICIPAL SECURITIES APPROVALS July 1, 1975 to June 30, 1976

Municipality	Tenant	Amount of Issue	Date of Approval	Bond Purchaser	Interest Rate
Rumford	Oxford Paper Company,	\$11,650,000	5/19/76	Blyth Eastman Dillon and Company	8%
	Division of Boise Cascade Corporation			Goldman, Sachs & Co.	
Rumford	Oxford Paper Company,	17,000,000	5/19/76	Not Issued Yet	
	Division of Boise Cascade Corporation				
<b>Total</b>		<b>\$28,650,000</b>			

## ECONOMIC DEVELOPMENT

### RECREATIONAL GUARANTEES

Name	Location	June 30, 1976 Balance	Effective Ddate	Maximum Guarantee Amount	Guarantee Percentage
Atlantic Motor Inn	Wells Beach	\$ 284,582.41	12/ 1/69	\$ 347,400	100%
Beaver Brook Camping Area	Wayne	278,709.54	12/ 1/72	280,000	100%
Friendship Motor Inn	Old Orchard Beach	424,104.10	5/15/70	500,000	100%
Hyde School Tennis Court	Bath	217,695.35	11/ 1/69	270,000	100%
Indoor Tennis	Bangor	141,143.31	10/ 1/69	157,500	100%
Katahdin Shadows KOA	Millinocket	123,250.06	12/31/73	145,000	100%
Kimball Terrace Motor Inn	Northeast Harbor	390,858.95	9/29/71	473,000	100%
Landmark Motor Inn	Pittsfield	134,679.62	10/ 1/70	155,000	100%
Nautilus Motel & Restaurant	Kennebunk	128,022.32	8/15/67	182,889	100%
Patten Pond KOA	Ellsworth	195,750.00	12/ 4/73	200,100	87%
Pierce's Marine Service, Incorporated	Boothbay Harbor	80,444.79	11/27/68	125,000	100%
Port Harbor Marine, Inc.	South Portland	43,717.79	11/28/67	60,200	100%
Sebago Marine, Inc.	East Sebago	50,836.39	9/17/68	67,000	100%
Sugarloaf Mountain Corporation	Kingfield	2,509,914.75	12/11/75	2,533,102	100%
The Colonial Village, Inc.	Ogunquit	361,474.68	1/29/69	567,000	100%
The Five Seasons, Incorporated	Mt. Vernon	221,000.00	4/13/73	225,000	100%
The Golden Anchor, Inc.	Bar Harbor	486,000.00	10/18/68	645,000	90%
The Waverly Motel	Old Orchard Beach	157,500.00	2/ 5/69	225,000	100%
<b>Sub-Total</b>		<b>\$6,229,684.06</b>			

## MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE SECRETARY

*Central Office:* 470 North Main Street, P.O. Box 337, Brewer 04412

*Telephone:* 989-2180

*Established:* 1951

*Maine State Government Reference Manual Data:*

*Policy Area:* 01; *Umbrella:* 94; *Unit:* 414; *Unit Citation:* 36 M.R.S.A., Sect. 4693

*Average Number of Full-Time Employees:* 6

*Authorized Employee Level:* N.A.

**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. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. 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.

## ECONOMIC DEVELOPMENT

**PROGRAM:** Most of the activities of the Maine Sardine Council were pursued during FY 76 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 interest 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.

**Sardine Industry.** The industry had nearly depleted their 1975 inventory by March of 1976 and this year has been a comparatively successful year for fish on the Maine coast. The pack at the end of August 1976 is anticipated to be approximately 200,000 cases more than last August. Many more steaks have been processed this year.

The year 1977 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. Overly strict regulations could mean the demise of more sardine factories.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Sardine Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$483,871			\$483,871
Total Expenditure		230,085			230,085
NET		253,786			253,786
Unexpended Balance Forward		253,786			253,786
Unexpended Balance Lapsed					



STATE  
POLICY  
AREA

02

# Education & Culture

Department of Educational and Cultural Services  
Other Independent Agencies, Boards and Commissions  
Maine Maritime Academy  
Board of Trustees of the University of Maine





## EDUCATION AND CULTURE

# 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

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 071; *Unit Citation:* 20 M.R.S.A., Sect. 1

*Average Number of Full-Time Employees:* 840

*Authorized Employee Level:* 890

*Organizational Units:*

State Board of Education

State Museum (Bureau)

Maine State Commission on Arts and Humanities

Maine Historic Preservation Commission

Governor Baxter State School for the Deaf

Bureau of Vocational Education

Bureau of School Management

Bureau of Instruction

Maine State Library (Bureau)

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 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,

## EDUCATION AND CULTURE

and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and 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:** In FY 76, the Department began a study of a competency-based diploma which would insure that every Maine high school graduate could demonstrate minimum proficiency in reading and mathematics. The project involves identification of competency levels, reaction from local school administrators, establishment of a pilot program and final recommendations to the State Board of Education.

The elementary school self-evaluation document was revised and reprinted. Department consultants assisted school personnel and community representatives with the elementary program in forty-seven sites during the school year and, in addition, worked with fourteen high schools. The self-evaluation process helps local school systems with identifying needs, planning,

## EDUCATION AND CULTURE

establishing priorities, and developing programs to meet educational, emotional, social and physical needs of pupils.

Workshops were conducted for Right to Read site directors, principals and superintendents in twenty-two sites. Also conducted at each site was a successful pre-school program to help parents, teachers, and older pupils select appropriate books and to help them develop techniques in reading to small children.

In line with State Board of Education resolution to start metric education in Maine schools, a curriculum consultant met with mathematics education instructors at teacher preparation institutes to plan the pre-service training of teachers, a metric implementation committee was formed and four meetings were held to develop plans and materials.

Twenty-eight school administrative units served as seminar sites for the ETV Seminar Program "Teaching Children with Special Needs." Designed for K-3 teachers, the seminars drew 500 participants, including special educators, principals, superintendents, school board members and parents. Four hundred and fifty-four successfully completed the program for three hours of recertification credit.

A cooperative effort with the University of Maine in the Maine Consortium of Preparation of Personnel to Work with Exceptional Children has been planned and field-tested. A series of workshops for speech and language clinicians, special educators and directors of services for exceptional children were conducted at three sites.

Teacher education division personnel have been working with the State Board of Education to develop and implement new standards for the review and approval of higher education programs which prepare education professionals. Approximately 7,700 initial and renewal certificates for educational personnel were processed and approximately 2,300 teacher placement contacts made.

The department is administratively divided into two administratively-created Bureaus. The first, the Bureau of Instruction, is comprised of six divisions. They are as follows.

**Division of Curriculum.** This Division offers services and technical assistance in curriculum areas, and disseminates information in subject areas (subject to personnel limitations) through a variety of ways including meetings, visitations, publications, and correspondence. McBee cards have been developed to assist teachers with a system of recording pupils mastery of basic skills in reading, mathematics, and psychomotor skills. Integration throughout the subject areas of the arts and humanities is emphasized. The Division administers and integrates Federal programs such as Right-to-Read, Follow Through, and NDEA Title III. It develops and publishes in *Maine Issues*, policy and position papers on current educational issues (teachers and administrators assist with the development of these papers). It helps with the development of instrumentation for Maine Assessment of Educational Progress (MAEP). It interprets MAEP results, and develops materials and approaches to meet identified needs. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems and settling differences.

The Division is responsible for approval of schools, to include approval of facilities, and for subsequent recommendations for instructional materials and equipment. The process is basically regulatory but can be viewed as a leadership role for it forces new schools to define their goals and educational philosophy. The Division serves in a leadership capacity through the self-evaluation of elementary and secondary schools where school systems are helped to become well acquainted with better educational practices.

**Division of Special Education.** This Division is responsible for the implementation and administration of provisions of Title 20, Chapter 4048, Maine Revised Statutes as amended. "An Act Relating to Exceptional Children." It is also responsible for the administration of federal funds for exceptional children under the Education For All Handicapped Children Act of 1975 as amended.

The Division's services include: consultancies to local educational agencies in the areas of all exceptionalities as defined in Chapter 404; private school approval and evaluation, contract approval, and individual placement approval; technical assistance and evaluation of all federally funded programs operated by local educational agencies; direct grant awards for programs for exceptional children; teacher training for regular and special educators, administrators, support staff, pupil evaluation teams, and school board members; appeals hearings; and statistical information of Special Education.

## EDUCATION AND CULTURE

**Division of Human Development & Guidance Resources.** This Division provides services in two major areas: (1) the development and implementation of primary prevention education and training programs in Maine's schools and communities; and (2) the provision and maintenance of appropriate guidance programs and activities for Maine's schools. These program services focus specifically upon the primary prevention of such problems as alcohol, drug and other substance abuse, delinquency, school dropouts, other forms of potentially self-destructive and/or socially disruptive behavior and the provision of pupil personnel and guidance services. All program services are directed toward teaching the most recent knowledge gained in the behavioral sciences and education in ways that teachers, students, parents, and community members can utilize this knowledge in their daily lives. The Division maintains a film resource library for the free loan of films to educators and community persons throughout Maine.

**Division of Teacher Certification & Placement.** The Division's charge is to process certificates for teachers, administrators, and what could be called school services personnel, covering grades kindergarten through grade twelve, and in some cases beyond grade twelve in the area of vocational education. The Division also authorizes the use of teacher aides, teacher assistants, and teacher associates, known as auxiliary school personnel. Services also include recertification, especially those who have completed formal study and present transcripts. There are options to formal study which go to the Division of the Teacher Education Field Services for consideration. Division personnel also act as consultants for advisory groups.

The Teacher Placement Service is a service provided to both teachers and school systems. The service is referral in nature in that individuals inform the Placement Service that they are looking for a position and school systems inform the Service of vacancies.

Individuals who register with the Teacher Placement Service receive two services: (1) a list of present vacancies whenever he/she contacts the Service by letter, telephone, or office visit; and (2) the right to have his/her placement papers sent out to school systems which desire them.

**Division of Teacher Education Field Services.** This Division has multiple areas of services. Provision of staff work and liaison services in conjunction with the State Board of Education and the Certification Advisory Committee in the development of standards for the review and approval of higher education programs which prepare education professionals and the development and administration of standards for the recertification of education professionals and the review and approval of in-service staff development programs are two. The division also offers direct services to school systems requesting assistance in the establishment of staff development programs, and, information sharing and coordinating activities in the areas of pre-service and in-service teacher education.

**Division of Higher Education.** The Division of Higher Education provides direct services to public, private, and proprietary institutions of higher education in Maine. The Division obtains information regarding the merit of institutions of higher education to confer degrees. A report is prepared for the State Board of Education who, in turn, makes recommendations to the Legislature. The report covers areas used for standard accreditation procedures.

The Division's responsibilities include providing optimum use of federal and state funds for the support of post-secondary institutions in assigned areas, and to insure equitable distribution of these funds to public, private, and proprietary higher education institutions in Maine. The Division also has a responsibility to insure a high priority in the allocation of public funds for student aid programs to provide opportunities for those who do not share equitably in the advantages of post-secondary education.

The Division of Higher Education administers five (5) professional health programs to assist our Maine students to attend the College of Medicine of the University of Vermont, the Tufts University School of Medicine, the Tufts University School of Dentistry, School of Veterinary Medicine of the University of Pennsylvania, or New York State College of Veterinary Medicine at Cornell University.

The Division also administers the State Tuition Equalization Program (STEP) and the State Student Incentive Grant Program (SSIGP), a federal program, and together act as a fund to finance "needy" students at Maine's private colleges.

The Division has been temporarily assigned the administrative responsibilities of the Post-Secondary Education Commission of Maine. The State Commission conducts comprehensive statewide planning for post-secondary education in Maine to assure educational opportunities

## EDUCATION AND CULTURE

of high quality for our Maine citizens, and to seek efficient use of our limited resources through efforts to avoid unnecessary duplication of institutions, programs and facilities.

The second administrative bureau, the Bureau of School Management, also has several divisions.

**Division of School Nutrition Programs.** With the assistance of funds made available under the federally-sponsored Child Nutrition Programs, nutritious meals were made available in Maine public schools and nonprofit day care institutions either free or at the maximum cost of \$.50 for lunch for secondary students (\$.45 elementary) and \$.25 for the breakfast.

All meals (breakfast, lunch or milk only) served children were reimbursed, in part, with these federal funds. For children of families qualifying under federal income guidelines, federal subsidies covered the major portion of costs.

In January, 1976, daily participation in Maine public schools averaged:

Program	Total Daily Average	Percent of Total Served		
		Free	Reduced	Paid
Lunch	124,750	38.6	10.1	51.3
Breakfast	8,900	66.3	12.7	21
Milk	69,300	33.8		66.2

Under the Special Food Service Program for children during FY 76, 105 sites served 2,450 children daily; 21 summer recreational sites served 888 children.

The Special Food Service Program was divided by P.L. 94-105, passed in October 1975, into the Child Care Food Program and the Special Summer Food Program for Children. Much division effort was spent in the spring of this year in planning and implementing the new and expanded Special Summer Food Service Program for Children. Federal funds available for FY 76 operations amounted to \$10,254,844 or an 18.7% increase over the previous year. State funds amounting to \$557,720 were available for matching purposes and administration of programs. The division, through a grant obtained from the United States Department of Agriculture, entered into an agreement with the University of Maine at Orono to develop and promote preservice and inservice training for school food service personnel.

In addition to administrative reviews, the division offered assistance to local schools through workshops and training sessions for the various classifications of school food service personnel; for principals and other school administrators; and for day-care and summer recreation agency personnel. During this year a new accounting system was initiated. Division staff held 30 meetings throughout the state to assist local agency personnel in converting accounting systems to meet the needs of the new system.

A Nutrition Education conference was held in April. Work continues on the development of nutrition education guide for teachers.

**Division of School Facilities.** During the past fiscal year 43 new major construction projects having an estimated total cost of \$56,615,000 were exhibited to the State Board of Education for concept approval. The Board granted concept approval to 7 of these projects at an estimated cost of \$10,805,000. During this same period 19 emergency major capital outlay projects were approved by the Board and Commissioner at an estimated cost of \$388,372. In addition, 64 school building leases were approved by the Commissioner of the Department of Educational and Cultural Services at a total cost of \$396,000.

A total of 43 Maine School Building Authority schools were inspected for building safety and deficiency notices were forwarded to local authorities.

**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 424 pupils (K-8) and about 1000 pupils who attend school on a tuition basis. In addition to the schooling of SCUT children, the division administers programs at the Baxter State School for the Deaf.

**Division of School Transportation, Driver Education and Safety.** The division functions as the single state agency responsible for Pupil Transportation Safety as required by Federal Safety Program Standard No. 17. This standard requires the collection and tabulation of data pertaining to numbers of school buses, school bus drivers, accidents, training and operations and develops economy, accident prevention and school bus driver training programs.

During FY 76 \$3,000,000 was approved for the purchase of 210 new and replacement school buses. The division also approved school bus leases and conveyance contracts. Furthermore it conducted the Annual Pupil Transportation State Safety Conference, local school bus

## EDUCATION AND CULTURE

safety programs and school bus road-e-os. The first program for training of school bus drivers at the University of Maine, Farmington, was also approved this year.

Other division activities involved the administration of a driver education program which was completed by approximately 15,000 students in 141 programs, the coordination of driver education teacher training programs at the University of Maine, Orono, and the University of Maine in Augusta, plus the division coordinated training efforts for motorcycle driver education. Finally the division scheduled two mobile driver training simulator classrooms throughout the State, and distributed traffic safety material to all elementary schools.

**Surplus Property.** Property with an original cost to the federal government of \$3,871,406 was distributed during FY 76. Of this amount, \$2,871,105 went to educational organizations, \$78,644 to health institutions, \$898,668 to civil emergency preparedness units and \$22,989 to other groups. Under R.S. Chapter 41, Sec. 11A. service charges were assessed to cover the costs of the operation. Total charges amounted to \$81,102 or about 2.1% of original costs. Of these charges educational systems paid \$50,761, health institutions \$5,618, civil preparedness units \$23,521 and miscellaneous groups \$1,202.

Material donated consisted primarily of mechanical and electrical components, clothing, office and household equipment. Additional mobile homes were acquired for temporary housing, classrooms, office space, etc. from Pennsylvania storage areas. Office furniture is being obtained primarily from the Washington-Maryland area. The phasing out of several New England military bases will necessitate going further afield to locate and acquire desirable property. The trucking operation is being extended as far south as the Washington, D.C. area.

**Donated Commodities.** During FY 76 thirty-eight different food products were received from the U.S. Dept. of Agriculture for statewide distribution to schools, summer camps for children, needy people in institutions and senior citizens' centers. Average participation in programs involved 150,000 children in schools and other programs, 10,000 in summer camps, 3,500 needy persons and 44,000 participants in Senior Citizens programs.

A summary is as follows:

	Pounds	Value
Schools & Child Care Centers	4,601,074	\$2,061,683.00
Summer Camps	73,687	48,874.00
Institutional Needy	60,737	27,382.00
Senior Citizens Programs	245,780	117,228.00
	4,981,278	\$2,255,167.00

The greatest change is taking place in the Senior Citizens Programs where there is a considerable increase occurring both in terms of participation and in the level of help provided by the U.S. Dept. of Agriculture.

**Civil Defense Education.** This program has been operating via contract with the Defense Civil Preparedness Agency for several years. The program includes instruction for youth in preparing for disasters both man made and natural with emphasis on the latter. The FY 76 contract required concentrating efforts on seventh grade Maine students. Local coordinators were paid a modest honorarium for their efforts in coordinating the program and making many valuable instructional materials available to teachers. Approximately 7,000 students received a minimum of eight hours instruction while another 57,000 students had the benefit of two hours instruction. This program was eliminated as of September 30, 1976.

### PUBLICATIONS:

State Board of Education, *Teacher Education Policy Statement*, May 20, 1976.

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs*, July 8, 1976.

Department of Educational and Cultural Services, *Professional Development Activities as Routes to Recertification*, March 11, 1976.

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval*, (application form and format for approval of in-service programming for recertification purposes).

State of Maine Laws Relating to Public Schools  
Maine Insight

## EDUCATION AND CULTURE

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES	General Fund	Special Revenue Funds		Other *Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$245,306,703		\$	\$15,500,000	\$260,806,703
Departmental Operations					
Transfers	88,866		(5,543,118)	(917)	(5,455,169)
Federal Grants			31,175,873		31,175,873
County & Municipal					
Private Contributions			110,526		110,526
Sales			240,358	81,431	321,789
Services & Fees			1,327,446		1,327,446
Other	13,080		176,940	9,359,195	9,549,215
Unexpended Balance Brought Forward	687,309		3,513,815	2,293,317	6,494,441
Adjustment of Balance Brought Forward	(5,097)		(35,522)	9,293	(31,326)
<b>TOTAL FUNDS AVAILABLE</b>	<b>246,090,861</b>		<b>30,966,318</b>	<b>27,242,319</b>	<b>304,299,498</b>

Monies received and deposited to the credit of the State	2,191,024		33,031,143	9,440,626	44,662,793
---	-----------	--	------------	-----------	------------

EXPENDITURES					
Total Personal Services	7,886,181		3,278,485		11,164,666
Wages & Salaries	7,155,400		3,067,383		10,222,783
Retirement	730,781		211,102		941,883
Total All Other	236,623,401		24,997,508	22,911,710	284,532,619
Contractual Services	2,703,178		1,451,505	80,035	4,234,718
Rents	108,736		95,238		203,974
Computer Services	51,080		5,959		57,039
Commodities	1,171,827		501,267	2,317	1,675,411
Grants, Subsidies, Pensions	224,859,424		22,790,212	22,749,358	270,398,994
Transfers to Other Funds	7,888,972		254,524	80,000	8,223,496
Other					
Total Capital Expenditures	128,147		282,132	607,169	1,017,448
Buildings & Improvements	24,126		24,640	489,553	538,319
Equipment	104,021		257,492	117,616	479,129
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>244,637,729</b>		<b>28,558,125</b>	<b>23,518,879</b>	<b>296,714,733</b>

#### SUMMARY

Total Funds Available	246,090,861		30,966,318	27,242,319	304,299,498
Total Expenditure	244,637,729		28,558,125	23,518,879	296,714,733
<b>NET</b>	<b>1,453,132</b>		<b>2,408,193</b>	<b>3,723,440</b>	<b>7,584,765</b>
Unexpended Balance Forward	388,662		2,408,193	3,723,440	6,520,295
Unexpended Balance Lapsed	1,064,470				1,064,470

\*As allotted by Legislature from estimated funds available in Federal/State Revenue Sharing Fund.

## STATE MUSEUM (BUREAU)

**ROBERT L. DAMM, DIRECTOR**  
**ESTHER L. SHAW, Business Manager**

Central Office: State Cultural Building, Augusta 04333

Telephone: 289-2301

Established: 1965

Maine State Government Reference Manual Data:

Policy Area: 02; Umbrella: 05; Unit: 073; Unit Citation: 20 M.R.S.A., Sect. 1A

Average Number of Full-Time Employees: 25

Authorized Employee Level: 25

Organizational Units:

Administration Division

Education and Public Services Division

Research and Collections Division

Design and Preparation Division

## EDUCATION AND CULTURE

**PURPOSE:** The State Museum is charged in its Declaration of Policy “. . . to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State. . .”

The State Museum Bureau was established in 1972 as a Bureau of the Department of Educational and Cultural Services to provide a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the state and local level.

**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 Game 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 Educational and Cultural Services.

**PROGRAM:** Official Accreditation of the Maine State Museum's facilities, staff and operations was granted during FY 76 by the American Association of Museums, making this the youngest institution in the Nation to be accorded such recognition. The people of Maine can take justifiable pride in the fact that their State Museum now ranks among the less than one percent of American museums to have achieved fully accredited status. The accreditation procedure, which involved an on-site survey of museum facilities, staff and operations by a visiting committee of highly qualified professional museologists, has also provided the State Museum with a detailed critique which will help to define specific objectives for future improvement of our programs and services.

Public visitation at the Maine State Museum by both Maine residents and out-of-state visitors once again increased significantly during FY 76. The total visitation at the Museum exceeded 85,000 compared to only 55,000 during the previous year. This increase of more than 50% has presented a dramatic challenge for the museum to provide increasing public services while maintaining or reducing operational costs. The challenge has been met, thanks to the extraordinary efforts of a skilled and dedicated staff and a number of highly motivated volunteers.

**Museum Educational Programs.** Programs were provided by museum staff for more than 10,000 visiting children whose school classes came to the Museum from points as distant as Kittery, Caribou, Calais and Megalloway Plantation during FY 76.

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 involved the use of artifacts from the Museum's collections to illustrate or demonstrate the subject under consideration.

Museum-In-The-Schools was a prototype program conceived in an attempt to expand the use of educational programs originally developed for in-Museum use. As program materials

## EDUCATION AND CULTURE

were retired from active use at the Museum, they were revised into kit form and made available to a few schools in the Augusta area to evaluate teacher response and potential classroom value. The response proved to be most favorable, and more such programs will be made available for in-school use during the next fiscal year.

The Bicentennial Youth Program, funded by MSARBC (Maine State American Revolution Bicentennial Commission), and coordinated through the State Museum, encouraged Maine youth to become actively involved in various phases of the national bicentennial observances. Special youth grants were made available to local schools, and a special handbook was produced for use by teachers in the presentation of Maine-related topics.

Among the more outstanding items added to the Maine State Museum collections in FY 76 were:

- A model of the Thomaston-built ship John T. Berry.

- A collection of Maine narrow-gauge railway memorabilia, from an out-of-state donor.

- Portraits of George and Martha Washington by the noted 19th century Maine artist William Matthew Prior.

- Two portraits by the 19th century Maine artist Lebbeus Allen (completing an unusual, perhaps unique set of four portraits of a Buckfield family painted by Allen in the 1840s).

- A complete Victorian parlor set.

- The diplomatic uniform worn by Mr. Charles Daveis of Portland in representing the United States during boundary negotiations with England in the 1830s.

- A fringed surray made in Farmington.

- A pair of granite millstones from a former grist mill on the Sheepscot River.

- A selection of more than 100 items from an outstanding private collection of American glass; bequeathed to the State Museum along with funds to provide for special display cases or for acquisition of additional pieces.

Teacher Resource Units, a series of published teaching aids which coordinate subject matter and classroom activities, with suggested objectives and evaluation procedures for the teaching of Maine-related topics, was expanded in FY 76 with the issue of a new unit entitled "Exploration, Discovery, and Early Settlement of Maine". The unit deals with the evolution and eventual resolution of conflicting French, English, and Spanish claims in the New World in general, and Maine in particular.

A second additional Teacher Resource Unit, "The Drive for Statehood" underwent final review and editorial work in FY 76 in preparation for release in FY 77.

Furthermore, teacher workshops were presented by museum staff in several areas of the State to aid teachers in using local resources to improve and supplement instruction in Maine-related topics. The workshops, ranging in length from a few hours to a full day, covered such topics as "Utilizing the Community as a Social Studies Resource" and "Artifacts and the Curriculum". A similar full-day program was presented at the State Teachers' Convention in cooperation with Fort Western.

Open House Programs were sponsored experimentally during Statehood Week in March. Two special evening programs offered lectures, exhibits, and building tours which emphasized a "behind the scenes" view of exhibit development, research projects, and other aspects of the Museum's activities that are seldom seen by the public. The public response was outstanding, with attendance totalling well over 1,000. On the basis of this response, additional "open house" evening programs are being planned for FY 77.

The Maine Street Museum field program, which provided special school and adult programs from the State Museum to local communities throughout the State, and which was suspended at the end of FY 74-75 due to termination of federal funding support, is to be reinstated as a result of program analysis and planning conducted during FY 75-76. By "piggy-backing" a variety of Museum field functions, including in-school educational programs, speaking engagements, collection pickups, advisory services to local museums, and the like, it will be possible to serve at least a limited number of Maine communities with integrated programs in the Maine Street Museum tradition.

Capitol Complex Tours, formerly coordinated through the Museum as a part of its school service function, became the responsibility of the Division of Community Services of the Executive Department in FY 76. This transfer of responsibility has made it possible to focus more of the Museum's limited clerical resources upon the support of in-house programs.

**Museum Collections.** Continuing to expand in FY 76, 126 individual donations, represent-

## EDUCATION AND CULTURE

ing well over 1,000 items, were received. The rate of collection growth has slowed somewhat, as compared to previous years, due largely to the escalating antiquarian value of historical artifacts which makes the sale of such items increasingly more attractive, causing their donation to a museum increasingly unlikely.

Exhibits entered a major transitional stage during FY 76 with elements of the first major permanent exhibit ("The Natural Environment") being opened to public visitation. A number of temporary exhibits (including the popular "Country Store" and "Made in Maine" displays) were removed to permit their revision and eventual relocation in permanent areas on the lower exhibit level, and to provide space for further permanent exhibit construction on the upper exhibit level. A new temporary exhibit, integrating artifacts and illustrations pertaining to major events in Maine's history, has been installed in the Temporary Exhibit Gallery.

In addition to these in-house exhibits, three special displays were prepared to highlight the progress of archaeological investigations of Revolutionary shipwreck sites in Maine's Penobscot River. The largest of these exhibits has been installed in the south corridor on the first floor of the State House; a second was featured in the "Salute to the States" exhibition in Philadelphia; and a third was placed aboard the Maine Maritime Academy training ship which served as an official press vessel for the "Operation Sail" bicentennial observances.

Research and design work as required in support of additional permanent exhibit construction is well underway, and completion of the permanent exhibits program should now be limited only by the availability of essential supplies and contractual or in-house fabrication services.

Public response to the opportunity of viewing exhibits in the developmental process has been most favorable. We have expanded these opportunities during FY 76, and it is our intention to continue along these lines, subject of course to such limitations as may be dictated by the needs of safety and security.

**Internal Museum Administrative Projects.** The Computerization of Collection Catalog Data was partly implemented in FY 76 with federal funds, utilizing a system previously developed by the museum under a special federal grant. This system, the first in the nation capable of storing, sorting and retrieving the full range of data from a mixed collection of historical, scientific and artistic materials, and capable of integrating the records of many institutions, is to be fully implemented as soon as operational funds are available. Meanwhile, all of the museum's collection data are to be compiled in a computer-compatible format which will facilitate eventual data bank entry.

Storage Facilities including in-house areas for storage of top priority collection items, warehouse space in the Burleigh Building on the AMHI grounds, and two barns transferred to the Museum by AMHI for storage use are being fully utilized, though there is concern regarding the adequacy of security and/or climate control in much of this area. Our capacity for indoor storage of vehicles, watercraft, machinery and other large collection items has been fully committed, and any further offers of such items must be indefinitely delayed at this time. A few especially large and durable items are currently stored out-of-doors, but this is regarded as only a temporary expedient which should be terminated as promptly as possible in the interests of security and long-term preservation.

The Regional Conservation Laboratory, which was created to serve the needs of both the State Museum and other Maine institutions, was able to expand its capabilities in FY 76 through federally-funded equipment purchases. This facility provided treatment for hundreds of individual collection items in FY 76, and assisted (through both advisory services and actual artifact treatment) in meeting specific needs of more than 100 museums and historical societies in Maine. Despite this record of accomplishment, however, and despite a documented need for services far in excess of the current level, the museum laboratory facility is underutilized because of inadequate staffing (a single full-time professional with one assistant whose project-help status will terminate early in FY 77).

Professional recognition continued to be accorded to members of the Maine State Museum staff in FY 76, with staff members holding or being elected to responsible offices of state, regional and national organizations. Museum staff members have been invited to present papers, lectures and instructional programs at a number of conferences and meetings in Maine and throughout the country, and have participated in the development and implementation of standards for the accreditation of museums and for the responsible management of museum collection records. In the process, these staff members have not only brought credit to this institution, and to Maine; but have gained insights and established professional associations

## EDUCATION AND CULTURE

which have proven most valuable in the planning and implementation of successful and cost-effective programs. Throughout FY 76, however, the level of out-of-state professional activity remained at a minimal level due to travel restrictions.

Volunteer services to the museum reached new highs in FY 76, with several Augusta area organizations and a number of private individuals contributing time and effort in support of museum programs. A coordinated effort to recruit, train and utilize increased volunteer support was planned during FY 76, and is to be implemented as soon as additional part-time or volunteer personnel can assume the responsibilities of managing such a program on a continuing basis.

Museum sales were augmented in FY 76 by four new Museum publications ("Archaeological Investigations at Pemaquid 1965-1974", "Maine Furniture Makers", "Maine Artists 1850-1899", and a series of card models of historic Maine buildings of the revolutionary period). The museum has also served during FY 76 as the distributor for official bicentennial medals and commemorative plates issued by the Maine State American Revolution Bicentennial Commission. Income from the sale of these publications, and from other items in the Museum's sales shop, is used to sustain the museum's ongoing publications program and to help defray costs of museum education programs.

**Archaeological Investigations.** Under museum sponsorship, a number of prehistoric sites were excavated during FY 76. A major excavation on North Haven was continued, with costs being met in large part from federal sources. Archaeological surveys of the Lower Kennebec Valley, the Sheepscot Valley and the outer islands of Penobscot Bay were planned and initiated in FY 76 with federal assistance. An increasingly important aspect of the museum's archaeological work in FY 76 was the review, in cooperation with other governmental agencies of the archaeological impact, of proposed construction projects and the development, also in cooperation with other agencies, of a statewide computerized inventory of known archaeological sites.

Underwater archaeological investigation of Revolutionary War shipwreck sites in the Penobscot River continued and expanded during FY 76, funded largely through federal and private sources. A substantial quantity of artifacts and related data were recovered from a single wreck site (with artifacts being transferred promptly to the Museum for conservation in a federally-funded laboratory facility, and for subsequent public display) while a federally-funded survey began the search for additional wreck sites of archaeological significance.

### PUBLICATIONS:

<b>Everson, Jennie: TIDEWATER ICE OF THE KENNEBEC RIVER</b>		
The turn of the century ice industry on the Kennebec River, illustrated.		
241 pp. ISBN 0-913764-03-5 . . . . .	cloth binding	\$ 9.95
<b>Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY</b>		
Facsimile reprint of 1829 edition with biographical introduction. Text only.		
469 pp. ISBN 0-913764-00-0 . . . . .	cloth binding	14.00
<b>Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE</b>		
Facsimile reprint of 1795 edition with biographical introduction and Osgood		
Carleton map. 421 pp. ISBN 0-913764-01-9 . . . . .	cloth binding	14.00
<b>Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS</b>		
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.		
ISBN 0-913764-04-3 . . . . .	cloth binding	22.00
<b>Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE</b>		
The Maine Catalog, HABS, illustrated. 254 pp.		
ISBN 0-913764-05-1 . . . . .	perfect bound	8.95
<b>Isaacson, Dorris A. (Ed.): MAINE: A GUIDE 'DOWNEAST'</b>		
Illustrated. 510 pp. American Guide Series, 2nd Edition		
ISBN 0-913764-06-X . . . . .	cloth binding	6.50
<b>Camp, Helen: ARCHAEOLOGICAL EXCAVATIONS AT PEMAQUID, MAINE 1965-1974 Historical and Archaeological Findings of a 17th and 18th Century Colony. Illustrated. 89 pp.</b>		
ISBN 0-913764-07-8 . . . . .	perfect bound	6.95

## EDUCATION AND CULTURE

### FINANCES, FISCAL YEAR 1976:

State Museum (Bureau)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$501,737	\$64,205	\$100,253		\$666,195
Total Expenditure	448,468	29,293	59,094		536,855
NET	53,269	34,912	41,159		129,340
Unexpended Balance Forward	32,290	34,912	41,159		108,361
Unexpended Balance Lapsed	20,979				20,979

NOTE: Includes finances of the Maine State Museum Commission.

## ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR

BARBARA S. EVANS, Office Manager

*Central Office:* Education Building, State House Complex, Augusta, Maine 04333

*Telephone:* 289-2724

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 074; *Unit Citation:* 27 M.R.S.A., Sect. 1B

*Average Number of Full-Time Employees:* 7

*Authorized Employee Level:* 5

**PURPOSE:** The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

**ORGANIZATION:** The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and the Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor and Council.

### PROGRAM:

**Commission-Sponsored Programs.** These 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 and Crafts Programs.** Crafts has now become a full component of the performing and visual arts program. Support for the major crafts exhibition, "Directions in Maine Living", was the Bureau's first step to develop and support Maine's large and growing crafts field. "Outreach: Maine Arts Resources" continues to serve a vital function in bringing culture to Maine communities with sixty grants awarded. A supplement to the Outreach brochure is available, bringing new talent to the program. Adding to the Bureau's support for public involvement in the arts were grants given under a special project for large scale community works of art. Three communities will commission sculptures as a result. In other developments a grant was awarded to the Maine Film Alliance for a pilot film portraying various aspects of contemporary film in Maine and the New England Touring program was instituted involving performing groups from the six New England States. At this time the Bureau is undertaking a new museum program aimed at approaching the problems of statewide travelling exhibitions.

**Community Arts Development Program.** The Bureau has long recognized the need for professional, consistent direction in developing Maine's community arts potential. This year three arts councils received grants for part-time directors in order to carry out this goal. The Aroostook Arts Council, continues to serve the people of that area with a broad range of cultural activities. Grant aid to Maine's twenty-eight community arts councils will continue through this fiscal year.

## EDUCATION AND CULTURE

**Conservation Grants Program.** This program was reinstated to serve the crying need for funds to conserve Maine's endangered art and artifacts. A concerted effort was made to seek out works of art in danger of disappearing, particularly in Maine's many historical societies and small museums.

**Information Program.** The Bureau continues to publish "Update", a bimonthly newsletter and calendar of events aimed at bringing arts information to Maine citizens. With the filling of a long vacant position, the Bureau was able to engage in a well-rounded, vigorous information program. Through numerous media events, the Commission's programs have become known to a wider segment of the public.

**Education Program.** The Artists in Schools 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 Bureau 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 Department 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 the interchange of ideas between artists and the Bureau. Greater emphasis has been placed on aiding the handicapped and disadvantaged. The Baxter School for the Deaf will have a painter in residence this coming year. Poets were involved in programs at the Bangor Mental Health Institute and the Maine State Prison. A new area is regional cooperation among the New England arts education coordinators resulting in several conferences aimed at discussing the needs and objectives of arts in education. Next year will see the implementation of more effective programs on both state and regional levels as a result.

### PUBLICATIONS:

"Update" — a bimonthly newsletter and calendar of events.

"Outreach: Maine Arts Resources" — plus supplement.

Guidelines for MSCAH

Guidelines for National Endowment for the Arts grants.

"The New England Touring Program".

### FINANCES, FISCAL YEAR 1976:

Arts and Humanities Bureau	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$156,241		\$286,408		\$442,649
Total Expenditure	145,940		273,545		419,485
NET	10,301		12,863		23,164
Unexpended Balance Forward			22,918		22,918
Unexpended Balance Lapsed	9,751				9,751

## EDUCATION AND CULTURE

### 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

*Incoming WATS:* 1-800-452-8793; 1-800-452-8784

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 075; *Unit Citation:* 20 M.R.S.A., Sect. 1A

*Average Number of Full-Time Employees:* 70

*Authorized Employee Level:* 72½

*Organizational Units:*

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 Library Services and Construction Act 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.

This broad goal is as follows: the development and coordination of 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.

**ORGANIZATION:** In 1972 the Maine State Library was changed from an independent department to bureau status under the newly reorganized Department of Educational and Cultural Services. 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 75 the Maine 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.

There have been no significant organizational changes during FY 76.

**PROGRAM:** The NELINET system of computerized cataloging provides services to the three area reference and resource centers. By June 1976, four state agency libraries were using the network and one state institution. Currently one more institution is being programmed into the system and plans are in process for the addition of a fifth state agency. Additionally, the use of Telephone-Teletype Network Services, which expedite interlibrary loan procedures between Maine's larger libraries, has increased 10% during FY 76. Plans developed by the cooperating libraries are in progress that will insure even more prompt and efficient service for Maine citizens.

By the conclusion of FY 76, a book selection policy and committee had been established to evaluate and update the general collection which has increased from 325,000 volumes to 332,830. Circulation of material increased from 83,926 to 87,864, indicating the success of extended hours of service and improvements in the collection. Plans are now being made for various public relation projects designed to better inform the public of services available to them.

The State Agencies Coordinator continues to provide consultant services to established agency libraries and to make contact with the remaining agencies during FY 76. Much time was devoted to the consolidation of three small libraries. Plans are now being made for the development of an additional state agency library by June 1977. A survey of periodical subscriptions among agencies has been begun, and it is projected that a union list will be available during FY 77.

**Regional Services.** The Maine Regional Library System continues to promote activities designed toward achieving the goal of equal access to total library resources for all Maine people. Specific FY 76 activities included: A dramatic increase in the sharing of library

## EDUCATION AND CULTURE

resources via interlibrary loan; consultant services to individual libraries and library workshop groups; direct state aid to 170 local libraries; and public information by way of TV and radio.

The Film Resources Service circulates 16mm films free of charge to public libraries, institutions and community groups. Circulation has tripled in four years. In 1971 we circulated 1,545 films and in 1976, circulation will reach 6,000. To create further awareness of our film program, 13 workshops were held throughout the state this year.

During FY 76 the eight bookmobiles maintained public library service to 272 communities without libraries and lent books to 46 small public libraries in towns of population below 1,000 (below 2,000 in Aroostook and Washington Counties). 263,688 children's books and 163,732 adult books were circulated. Bookmobile stops included Indian reservations, nursing homes, senior citizen housing and a school for the handicapped.

The talking book circulation increased by 28%, from 59,623 books in FY 75 to 76,170 talking books in FY 76. The distribution of large print materials increased most significantly by 55% from 4,268 volumes in FY 75 to 7,755 in FY 76. The volunteer recording project received a \$2,000 grant with which to establish a small recording booth to continue and expand volunteer produced materials. The radio information service is in the planning grant stage.

A primary goal of FY 76 was to develop inter-institutional cooperation of library services through a gathering of resource data and the sharing of resources. This was partially completed at the time of the closing of one of the nine institutions. Funds were then distributed to the remaining eight and the unallocated funds made available for special grant awards. Jail library service has been initiated in one county jail with some success.

Television programs are acquired through the Instructional Television Services program which are broadcast over the Maine Public Broadcasting System for use in the schools. In addition, schedules and teacher guides are supplied to the schools for each of the 42 scheduled programs. Via a relative need formula, \$183,676 in Title II, ESEA funds were allocated to local school districts for their library-media development. During FY 76, ESEA Title IV was introduced at a 50 percent level. Beginning in FY 77, this program will replace Title II.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine State Library (Bureau)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,106,712	\$2,419	\$691,288		\$1,800,419
Total Expenditure	1,057,442	124	571,353		1,628,919
NET	49,270	2,295	119,935		171,500
Unexpended Balance Forward	17,901	2,295	119,935		140,131
Unexpended Balance Lapsed	31,369				31,369

Lapsed amount reflects 7% budget reserve from the Bureau's third and fourth quarter allotments.

## BUREAU OF VOCATIONAL EDUCATION

**ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER**

*Central Office:* Education Building, Augusta 04333

*Telephone:* 289-2621

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076; *Unit Citation:* 20 M.R.S.A., Sect. 1B

*Authorized Employee Level:* 426

*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 Maine.

## EDUCATION AND CULTURE

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 to 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 U.S. Office of 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 1971-73, the Department of Educational and Cultural Resources (Services) was formed, divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

**PROGRAM:** The programs of the Bureau of Vocational Education are several but similar in focus.

**Vocational Education in Secondary Schools.** The major activity of the Bureau of Vocational Education over the past year has been the continued assistance to 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 fiscal year, 23 distributive education programs were in operation, three of them at the postsecondary level. 173 industrial arts programs provided opportunities to explore and study industrial technology to 24,045 students. Additionally, six industrial arts workshops were conducted to develop objectives, student activities, teacher techniques, evaluation methods, and resource materials.

Trades and industrial program offerings have been expanded to thirty-three locations in the state. 4,788 secondary students participated in programs covering 25 different trade areas. Furthermore, fisheries programs were implemented in four locations. Continued addition and expansion of vocational education facilities have provided increased options for young men and women in wage earning and health occupations. Short term nurse's aide programs have been implemented at the secondary and adult levels. In-service workshops for child care and food services programs were also conducted.

During the year an in-service course and pre-service workshop were conducted for instructors in health occupations programs. Since a health and human services program was implemented in Washington County, the program, being mobile, will offer instruction to students in four geographical areas during each upcoming two year cycle. In addition to this mobile program, a wage-earning and health occupations resource center was established at the University of Maine at Farmington in FY 76.

## EDUCATION AND CULTURE

During the fiscal year a Career Education Advisory Council was appointed by the commissioner. The council began work on the various phases of development and implementation of a comprehensive Career Education Plan.

**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 increased 5% over the previous year. Women at the Vocational Technical Institutes (VTI) were enrolled in 38 programs, with a total enrollment of 622 students. Adult enrollments were 11,107. 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.

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, a Respiratory Therapy program was initiated at SMVTI, 6 CETA funded programs were conducted at five VTI's, and curriculum workshops were conducted at two VTI's. Two highlights included the accreditation of Northern Maine Vocational Technical Institute by the New England Association of Schools and Colleges, and Southern Maine Vocational Technical Institute (SMVTI) entered into an agreement with the Occidental Petroleum Company to train several Libyan students as marine engineers.

Throughout FY 76 student-aid funds from three major sources were made available to 664 students. Also, a leadership and communications workshop was attended by 31 vocational education administrators. Lastly, coordination with other postsecondary institutions and other agencies in offering programs and services continued.

**Adult Vocational Education.** The major goal of adult education is to expand and to 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 1,100 firefighters across the State. The Emergency Medical Services program continued to expand during the year with 832 persons receiving certificates of completion for the Emergency Medical Technician training course. Throughout the year 4,775 persons were served in preparatory training programs; 13,499 in supplementary training courses; and 1,088 in apprenticeship related instructional programs.

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.

51 projects were funded during the fiscal year. Of these, 31 were secondary, 11 were postsecondary, 6 were adult, and 3 were correctional institution programs. These programs for the disadvantaged provided special services to 1,220 secondary students, 458 postsecondary students, 713 adults, and 219 inmates. Support services were provided to 458 students at the Maine vocational technical institutes, in the areas of developmental reading and remedial math.

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 22 programs taught by 31 teachers and aides involving 481 educable mentally retarded students. Thirteen programs were reviewed with on-site visits and all 22 were evaluated for program renewal.

**Construction of Area Schools.** Two new secondary vocational education centers, located in Southern Aroostook and Knox Counties were started during this fiscal year and hopefully they will be completed during FY 77. At the postsecondary level, three construction projects were completed during the 1975-76 school year. One additional project was approved for construction.

## EDUCATION AND CULTURE

1. A shop lab building at Washington County VTI (WCVTI) for the purpose of housing five new instructional programs.

2. A garage at WCVTI to house the Wood Harvesting program, including classroom, maintenance and storage area.

3. Classroom laboratory building at SMVTI which will be a multi-purpose building adaptable to a variety of programs.

4. Approval was given to SMVTI to begin construction on Phase I of a building to house the Marine Science program.

The total cost of all four projects was \$1,842,000 in State funds.

**Teacher Training.** Forty-four in-service 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 \$28,000. Teacher training is a top priority for the Bureau of Vocational Education. In total, 225 teachers were involved in in-service education and 130 preservice teachers matriculated in the program. More than 75 additional (non-matriculated) students took advantage of the courses. There were 32 graduates. One in-service course was offered to vocational education teachers in wage-earning home economics, and one pre-service course was offered at Northern Maine VTI to vocational education teachers in health occupations.

The Bureau of Vocational Education operated under management by objectives during FY 76 for better control, evaluation and effectiveness. The program will continue during fiscal 1977.

On-site visitations to 30% of the schools in Maine was continued. Self-evaluation of programs was begun at the Lewiston Regional Center. Throughout the year, ten post-secondary programs were evaluated through on-site visitation, and an instructor evaluation instrument was cooperatively developed by representatives of the Bureau of Vocational Education and the VTI Faculty Association.

Turning now, to curriculum development, curriculum guides were developed in the areas of electronics, welding, and horticulture. Furthermore, curriculum guides for Food Services and Health Occupations were completed and disseminated during FY 76.

Concerning staff development, 35 vocational education administrators participated in a leadership and communications workshop. Twelve vocational education instructors completed the Preservice Institute for vocational teachers. Additionally, two media institutes were conducted for vocational education instructors.

Seven special research projects were funded and initiated during the fiscal year. Four of these were program graduate follow-up studies; one was a study to orient high school students to VTI program offerings; one was to assess vocational education implication of technological change; and one was to integrate career education concepts into the secondary English curriculum.

A modular curriculum project located at Lewiston High School has developed in excess of 260 learning activity packages; a Work Samples Center provided vocational evaluations for 341 Biddeford area students; a job placement guide developed at Mt. Ararat High School was disseminated; and a worker's guide to labor law was disseminated to teachers in 12 demonstration schools. Statewide dissemination is now in process.

An island career education program was continued, curriculum materials were gathered and a project description pamphlet was distributed to every school in Maine.

**Consumer and Homemaking Education.** During the year there were 119 secondary schools offering home economics to approximately 13,884 students from grades nine to twelve. Approximately 16% of those enrolled in these programs were male.

Two adult consumer and homemaking courses were offered throughout the State during the year serving 75 adults. A course in personal finance was offered at one VTI during the year.

A two-year study is being conducted by the staff at the University of Maine at Orono 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. Furthermore, the Maine Home Economics Resource Center was opened at the University of Maine at Farmington. Throughout FY 76, two pre-service workshops and six in-service workshops were conducted for home economics teachers, and 13 satellite cooperative education programs were approved. Ten cooperative education programs were evaluated during the fiscal year, and four workshops were conducted for cooperative education coordinators.

## EDUCATION AND CULTURE

In order to aid vocational students with the costs of their education, the bureau operates work-study programs. During the year, 223 students participated in these programs, which involves student employment in paid custodial, office, and groundskeeping work.

There were approximately 10,150 veterans in approved educational programs at the end of March 1976. Maine veterans realized \$2,500,000 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 \$30,000,000 during the year. A breakdown of veterans in various programs at the end of March 1975 and March 1976 not including correspondence schools, would be:

### FINANCES, FISCAL YEAR 1976:

BUREAU OF VOCATIONAL EDUCATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$7,659,683		\$	\$	\$7,659,683
Departmental Operations					
Transfers	17,951		(1,208,658)	(83)	(1,190,790)
Federal Grants			4,237,484		4,237,484
County & Municipal					
Private Contributions			70,037		70,037
Sales			209,941		209,941
Services & Fees			575,769		575,769
Other			36,795		36,795
Unexpended Balance Brought Forward	284,519		1,245,151	778,604	2,308,274
Adjustment of Balance Brought Forward	(8,721)		(133,919)	(697)	(143,337)
TOTAL FUNDS AVAILABLE	7,953,432		5,032,600	777,824	13,763,856

Monies received and deposited to the credit of the State	1,334,778		5,130,026		6,464,804
---	-----------	--	-----------	--	-----------

EXPENDITURES					
Total Personal Services	4,516,972		1,819,322		6,336,294
Wages & Salaries	4,104,751		1,703,303		5,808,054
Retirement	412,221		116,019		528,240
Total All Other	2,795,121		2,398,577	8,911	5,202,609
Contractual Services	846,291		289,892	7,314	1,143,497
Rents	73,611		46,732		120,343
Computer Services			4,614		4,614
Commodities	848,231		364,451	1,597	1,214,279
Grants, Subsidies, Pensions	1,100,599		1,610,371		2,710,970
Transfers to Other Funds			133,863		133,863
Other					
Total Capital Expenditures	100,171		229,505	503,663	833,339
Buildings & Improvements	23,416		24,640	463,335	511,391
Equipment	76,755		204,865	40,328	321,948
Purchases of Land					
TOTAL EXPENDITURE	7,412,264		4,447,404	512,574	12,372,242

### SUMMARY

Total Funds Available	7,953,432		5,032,600	777,824	13,763,856
Total Expenditure	7,412,264		4,447,404	512,574	12,372,242
NET	541,168		585,196	265,250	1,391,614
Unexpended Balance Forward	117,805		585,196	265,250	968,251
Unexpended Balance Lapsed	423,363				423,363

(NOTE: The financial statements for the following Vocational Technical Institutes are also reported within the Bureau of Vocational Education.)

## EDUCATION AND CULTURE

	March 1975	March 1976
(1) University of Maine system	4,110	3,624
(2) Business Schools	842	916
(3) Vocational-Technical Institutes	1,084	1,282
(4) Adult H.S. Diploma Program	1,476	1,982
(5) Flight Schools	203	155
(6) On-the-Job Training	1,591	1,160
Totals	9,306	9,119

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 toward a bona fide public school secondary diploma. This past year over 18,000 adults were enrolled with 2,400 receiving their diplomas.

**PUBLICATIONS:** None

### NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE HAROLD L. MAILMAN, DIRECTOR

*Central Office:* 33 Edgemont Drive, Presque Isle 04769

*Telephone:* 769-2461

*Established:* 1962

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076A; *Unit Citation:* 20 M.R.S.A., Sect. 57

*Average Number of Full-Time Employees:* 80

*Authorized Employee Level:* 64.5

**PURPOSE:** The major goals of this Institute are to provide instruction in occupational skills and related subject areas. This assures the accessibility and diversity for graduates and adults to obtain and hold jobs and to make progress in their chosen occupations.

**ORGANIZATION:** This institute was formerly (1961-1964) the Northeastern Maine Vocational Institute. The campus is located on 87 acres in the center of the former Presque Isle Air Force Base, and operated during its first eight years in converted air force facilities. The first new building was completed in 1970, and two new buildings have been added since that date. The school began with 4 occupational training programs and has expanded to 15 occupational programs.

The enrollment has grown from 78 persons served during the school year, 1963-64, to nearly 4,500 persons being served by attendance at formal courses during FY 76. NMVTI is operated under the authority granted to the Maine State Board of Education, and is one of six vocational technical institutes in Maine.

**PROGRAM:** During FY 76 the Day School Division served over 460 persons. The facilities, equipment and faculty were also utilized by four high schools for specific occupational training activities not available to these high school students.

The Adult Education Division served over 2,000 persons throughout Aroostook County. This division coordinates vocational courses in other towns, offering training programs to industrial, business, military, health workers and supervisory personnel. The facilities and staff served an additional 3,760 residents through seminars, workshops and meetings.

**PUBLICATIONS:** None.

#### **FINANCES, FISCAL YEAR 1976:**

Northern Maine Vocational Technical Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,391,437	\$285,064	\$450,943		\$2,127,444
Total Expenditure	1,254,734	275,095	413,865		1,943,694
NET	136,703	9,969	37,078		183,750
Unexpended Balance Forward	61,537	9,969	37,078		108,584
Unexpended Balance Lapsed	75,166				75,166

## EDUCATION AND CULTURE

### WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

**PETER G. PIERCE, DIRECTOR**  
**JAMES S. ROWE, Dean of Students**

*Central Office:* River Road, P.O. Box 406, Calais 04619

*Telephone:* 454-2144

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076B; *Unit Citation:* 20 M.R.S.A, Sect. 57

*Average Number of Full-Time Employees:* 43

*Authorized Employee Level:* 30

**PURPOSE:** It is the primary purpose of WCVTI to prepare and train students to obtain jobs in their field of study upon graduation. The institute implements this goal by providing the students with the specific skills necessary for entry-level employment in industry; the communication and computational skills necessary to pursue career goals, the skills necessary to secure and maintain employment; and career awareness and career goals.

**ORGANIZATION:** During the first few years, WCVTI was strictly a two-year school — much in the pattern of several of the other institutes. In consideration of many factors, this institute has placed emphasis on programs that are one year or less in length. The three principal factors that influence the development of short-term programs were admissions, attrition and placement.

The curriculum consists of a balanced schedule of classroom study and realistic work projects. Students learn by doing, as well as by studying the theoretical and technical aspects of the field. Each of the twelve instructional programs offered at WCVTI has been designed to train students to qualify for existing job opportunities. Course content is revised on an annual basis to conform with changes in the requirements, regulations and innovations of industry. Technical training at the Institute is enhanced by courses in communications and personal finance.

**PROGRAM:** In September of 1975 a new shop/laboratory wing was completed at a cost of \$650,000 which provides space for Diesel Service, Welding, Plumbing, Heating and Residential Electricity programs. This expansion provides more vocational options and greater opportunity for the people of eastern Maine.

During FY 76, WCVTI graduated 225 full-time students who were prepared for entry-level jobs in 14 occupational clusters. The male/female ratio of graduates was 80/20. A greater effort must be made in future years to recruit women for nontraditional occupational programs. A summary of graduates by program is listed below.

#### WCVTI GRADUATES 1975-76

PROGRAM	NO. GRADUATED	
	MALE	FEMALE
Automotive Technology	10	1
Boatbuilding Technology	13	
Electronic Communications	7	
Food Service	1	4
Diesel Service	13	
Heating	11	
Home Construction	16	1
Nurse Aide		16
Plumbing	13	
Residential Electricity	21	
Secretarial Studies		10
Short Order Cook		7
Welding	23	
Wood Harvesting	58	
Sub Total	186	39
Total	225	

## EDUCATION AND CULTURE

Surveys of WCVTI graduates indicate that most are employed in the industry for which they were trained. Some of the programs, such as Residential Electricity, Plumbing, Heating, Secretarial Studies, Diesel Service and Welding, have been established within the past two years. While it is difficult to evaluate the success of these more recent programs, preliminary results indicate that graduates of one-year and short-term programs are making favorable inroads on the Maine job market.

A long-range plan presented to the State Board of Education in 1970 projected a full-time enrollment of 500 students for WCVTI by 1980. The institute is advancing toward that goal, with enrollment steadily increasing each year.

### **PUBLICATIONS:**

1. WCVTI Catalog 1976-78 (Free)
2. Individual Program Brochures (Free)
  - Automotive Technology
  - Boatbuilding Technology
  - Diesel Service
  - Electronic Communications
  - Food Service
  - Heating
  - Home Construction
  - Plumbing
  - Residential Electricity
  - Secretarial Studies
  - Welding
  - Wood Harvesting

### **FINANCES, FISCAL YEAR 1976:**

Washington County Vocational Technical Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$832,172	\$75,484	\$354,051	\$3,293	\$1,265,000
Total Expenditure	797,113	55,426	338,836	3,210	1,194,585
<b>NET</b>	<b>35,059</b>	<b>20,058</b>	<b>15,215</b>	<b>83</b>	<b>70,415</b>
Unexpended Balance Forward	6,673	20,058	3,931		30,662
Unexpended Balance Lapsed	28,386		11,284	83	39,753

## **EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE**

**FRANCIS B. SPRAGUE, DIRECTOR**  
**HENRY E. MATHIEU, Assistant Director**

*Central Office:* Hogan Road, Bangor 04401

*Telephone:* 942-5217

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076C; *Unit Citation:* 20 M.R.S.A., Sect. 57

*Average Number of Full-Time Employees:* 68

*Authorized Employee Level:* 62

**PURPOSE:** Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic principles of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction problem with which he is faced.

## EDUCATION AND CULTURE

**ORGANIZATION:** EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of \$1,000,000 had been made by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations resulted in an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974 the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for a total of approximately 200 students. A large building originally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

**PROGRAM:** During the fiscal year ending June 30, 1976, EMVTI has operated twelve daytime programs and 114 continuing education courses in the evening division. Daytime full-time enrollment averaged approximately 460 students, and 232 were graduated from the day program. Job placement was over 80% as of August 1st, and is expected to exceed 90% by the time of the annual employment survey in December. Total evening enrollment exceeded 1800.

Some of the particular objectives attained during the year are:

- (1) Transferability between some night courses and day programs has been made possible.
- (2) New descriptive literature for recruiting purposes has been published.
- (3) A well organized plan of school visitation has been implemented.
- (4) Testing procedures for the advanced placement of incoming students have been developed in some programs.
- (5) Remedial reading and math programs have been provided.
- (6) A well organized financial aid program has been made available to students.

Educational experiences consist of a balanced schedule of classroom, laboratory, drafting room and shop work. The student learns by doing, as well as by studying and listening enabling the application of knowledge to practical problems.

Courses at the technical institute are more advanced in character than those given in trade schools. The student studying electronics does not plunge as deeply into the pure sciences as does the engineering student, but is concerned in detail with construction and production processes, and the relation of the efficient operation of these processes to the economy in general. The instructional program has been designed to develop such insights.

### PUBLICATIONS:

Maine Vocational Technical Institutes 1975-76 (Catalog of all VTIs)

Eastern Maine Vocational Technical Institute — Catalog Supplement 1975-77

"A Plan for the Future" An Illustrated brochure giving a general description of EMVTI programs.

Program folder. Eleven different folders, illustrated, giving detailed information about individual programs.

Student Handbook 1976-1977

Adult and Continuing Education — 1976. A listing of fall semester CED courses.

## EDUCATION AND CULTURE

### FINANCES, FISCAL YEAR 1976:

Eastern Maine Vocational Technical Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,235,064	\$62,136	\$379,692	\$5,515	\$1,682,407
Total Expenditure	1,178,246	59,198	360,790	5,238	1,603,472
NET	56,818	2,938	18,902	277	78,935
Unexpended Balance Forward	11,676	2,938	18,902	277	33,793
Unexpended Balance Lapsed	45,142				45,142

## KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

**BERNARD A. KING, DIRECTOR**

*Central Office:* Brooklyn Avenue, Waterville 04901

*Telephone:* 872-2858

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076D; *Unit Citation:* 20 M.R.S.A., Sect. 57

*Average Number of Full-Time Employees:* 14

**PURPOSE:** KVVTI's mission is to provide quality vocational programs and services to all persons interested in training themselves or improving their training for employment in a vocational technical occupation.

**ORGANIZATION:** KVVTI was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. The sum of \$98,000 was set aside for this purpose for FY 71. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis is directed toward short-term intensive programs and experimental courses.

KVVTI is operated by the Waterville school board under a contract with the State Board of Education. The program is administered in compliance with such laws, state board policies, regulations or procedures as are now or shall be established for the administration of vocational technical institutes in the state of Maine. The Bureau of Vocational Education of the state Department of Educational and Cultural Services exercises the same authority and responsibility in this instance as that delegated to it by the State Board of Education for administration of all vocational technical institutes.

**PROGRAM:** KVVTI offers six full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Marketing, Secretarial Science, and Health Occupations. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of all adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters-millwrights. Growth has been increasing to the point that KVVTI's programs are ready for implementation pending space, acquisition, and funding.

Current KVVTI goals are as follows:

To prepare for, and to receive, full accreditation by the New England Association of Secondary Schools and Colleges by 1980.

To expand current educational full-time and short term programs to meet predetermined individual and industrial needs.

Maintain the quality of current programs while incorporating means to enhance and enrich student horizons.

To continue to improve the efficiency and organizational structure of the institute.

To investigate the feasibility of merging the Maine School of Practical Nursing, Waterville, with KVVTI by the fall of 1977.

The stated goals and objectives of Kennebec Valley Vocational Technical Institute outline the areas which will provide for growth and expansion.

**PUBLICATIONS:** None.

## EDUCATION AND CULTURE

### FINANCES, FISCAL YEAR 1976:

Kennebec Valley Vocational Technical Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$193,600		\$19,918		\$213,518
Total Expenditure	193,600		19,918		213,518
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

\*Final disposition expended by Waterville School Board.

## CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

**NELSON INGALLS, DIRECTOR**  
**WILLIAM L. VASSAR, Asst. Director**

*Central Office:* 1250 Turner Street, Auburn 04210

*Telephone:* 784-2385

*Established:* 1964

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076E; *Unit Citation:* 20 M.R.S.A., Sect. 57

*Average Number of Full-Time Employees:* 59

*Authorized Employee Level:* 61

**PURPOSE:** The main purpose of Central Maine Vocational Technical Institute (CMVTI) is to offer vocational and technical education. Full-time courses are aimed toward students who have completed or left the secondary school, and programs are also provided as short courses or part-time courses for adult workers. Technical courses are at a level beyond the secondary school level and normally require high school graduation for entry. Other vocational courses offered are usually of somewhat greater depth and sophistication than similar courses offered at the high school level. As the CMVTI expands, it is expected that most new courses will be at the technical level.

**ORGANIZATION:** CMVTI officially started on July 5, 1964, and first offered its curriculum of four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September 1964. Originally, the institute leased the old "Buick Building" in Lewiston, and in January of 1966, it relocated into its initial facility located on a 110 acre tract donated to the institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The institute now offers 7 courses of study: Practical Nursing, Construction Technology, Machine Tool Technology, Automotive Mechanics and Associated Technology, Electro-Mechanical Technology, Graphic Arts Technology, and Learning Resources. Of these, only Practical Nursing and some career objective programs within the Learning Resources program are one year programs; the other 5 are all two year courses. CMVTI grants diplomas and certificates to students who have successfully completed the program.

The CMVTI campus is now comprised of two dormitories, a vehicle maintenance building, and the initial building has sustained three additions to house the Graphic Arts, Practical Nursing, Machine Tool, Learning Resources, and Electro-Mechanical Technology programs.

As with the other vocational technical institutes, CMVTI is a creature of the State Board of Education.

**PROGRAM:** Central Maine Vocational Technical Institute's program can be divided into 3 segments: full-time entry level programs, part-time supplemental programs, and special community interest programs.

## EDUCATION AND CULTURE

**Entry Level Programs.** These are full-time intensive programs designed to provide training at the post-secondary level for entry into trade, industry or commerce positions. Curricula for these courses is designed to meet performance standards for the specific career entry to be sought by the student. Courses are laid out with the advice and consent of faculty, and craft committees, with the approval of the assistant director of entry level programs. Programs undergo revision periodically to insure that their objectives and content are consistent with student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. An attempt is currently underway to allow for individual differences in regard to advanced placement of students within the courses, so as not to force students into redundant learning experiences.

To date, a number of learning modules have been produced with the aid of the Learning Resources Department. These modules are being tested and revised and put into use in order to increase the flexibility of courses, increase learning potentials, and improve instruction efficiency. This is an on-going effort.

**Supplemental Programs.** These are mostly evening part-time programs offered to employed and unemployed individuals in order to supplement their present skills with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

**Special Community Interest Programs.** These are programs usually short in duration, and intense in content, offered in cooperation with outside interest groups. Programs in this area range from seminary co-sponsored by National Institutes of Engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI provides a catalytic role as a place to hold meetings, and a means of organizing such diverse interest seminars. These programs may be presented either at CMVTI, or at other remote locations, but under the sponsorship or co-sponsorship of CMVTI. Programs have been organized through CMVTI, and presented over a large area of the State of Maine. Programs are not limited to strictly trades, but also encompass what are usually considered professions.

**Student Performance Data.** In the past, CMVTI has employed both one and five year student follow-ups to assess its performance in terms of the performance of students in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 76 there were approximately 400 full-time day students and approximately 1800 night students receiving supplemental training enrolled at the institute.

### PUBLICATIONS:

CMVTI 1975-1976 catalog  
CMVTI Student Handbook  
CMVTI Supplemental Fall Programs 1975  
CMVTI Supplemental Spring Programs 1976

### FINANCES, FISCAL YEAR 1976:

Central Maine Vocational Technical Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,212,892	\$149,760	\$16,000		\$1,378,653
Total Expenditure	1,077,963	114,246	15,203		1,207,413
NET	134,928	35,514	796		171,239
Unexpended Balance Forward	24,046	35,514	796		60,357
Unexpended Balance Lapsed	110,881				110,881

## EDUCATION AND CULTURE

### SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

DR. JOHN S. GREER, DIRECTOR  
WILLIAM C. WARREN, Dean of Instruction

*Central Office:* Fort Road, South Portland 04106

*Telephone:* 799-7303

*Established:* 1946

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076F; *Unit Citation:* 20 M.R.S.A., Sect. 57

*Average Number of Full-Time Employees:* 130

*Authorized Employee Level:* 101

**PURPOSE:** Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

**ORGANIZATION:** Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name be changed to Southern Maine Vocational Technical Institute.

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography  
Automotive Technology  
Building Construction  
Culinary Arts  
Electrical Technology  
Electronics Technology  
Heating & Air Conditioning  
Hotel-Motel-Restaurant Management

Law Enforcement Technology  
Machine Tool Technology  
Marine Science  
Plant & Soil Technology  
Plumbing & Heating  
Respiratory Therapy  
Wastewater Treatment Plant Op.

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

**PROGRAM:** The past year has been outstanding for Southern Maine Vocational Technical Institute in many ways. The continued growth of the institution and its acceptance both by students and employers of graduates was amply demonstrated.

**Students.** For the school year 1975-76 there were 1460 regular day students enrolled, an increase of 340 over the previous year. These students were enrolled in twelve departments with options for depth or specialization resulting in thirty-two choices for meeting the educational and financial needs of students. Despite the increases, approximately 500 qualified applicants were denied admission due to lack of equipment and facilities. Another discernable trend is the higher percentage of applicants who already possess a degree in the liberal arts.

## EDUCATION AND CULTURE

An additional five thousand persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This Division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant or on campus and are specifically designed for the industry.

Our enrollment in York County Community College Services (YCCCS) also reached a high of 275 students. This is probably the maximum number that SMVTI can serve due to the constraints on SMVTI participation.

**Financial Aid.** The amount of financial aid obtained to assist students in completing their education increased to almost \$500,000 last year. This was largely through the Federal programs of Basic Education Opportunity Grant, Secondary Education Opportunity Grant, National Defense Student Loan, College Work-Study and guaranteed student loans. The number of recipients grew to 300 students who were also able to receive some personal as well as financial counseling through the program. The Veterans Cost of Instruction Program on campus has received commendation for its services and the number of veterans in programs has remained high.

Institute per-student cost based on full-time equivalents dropped again to \$1135 per student — the lowest in the state — and probably too low if we are to continue to maintain high quality programs. Indications at this time show that we are maintaining a job placement rate of around 90 percent average for all programs. While a number of programs had 100 percent placement, a program like Law Enforcement Technology dropped to the sixty-odd percent level because of fiscal cutbacks in municipalities.

**Other Activities.** The Marine Science program option which is funded by Gulf Oil Company to train third mates and third engineers continued to prove its high level of acceptance. Most of the students on their practical, sea-going experience received commendations on their performance from the tanker captains.

SMVTI was also involved with a number of community betterment projects which resulted in improved community facilities and provided excellent practical work experience for the students. An information booth and a ballistics range at the South Portland Police Department are but two examples.

A new program in Respiratory Therapy was initiated in conjunction with Maine Medical Center and financial support from AHEC, the regional medical support center. The high level of clinical experiences built into the program will contribute to the employability of graduates.

Physically the campus continues to slowly change from an old military installation to a modern educational institution. Under construction is the first phase of a Marine Science building which will allow us to begin to consolidate these services from the scattered, obsolete and hazardous present buildings. The Maine National Guard units have assisted in renovating and grading certain areas of the campus to make them more useful.

An economic impact study conducted by an outside agency reached the conclusion that "SMVTI is an excellent investment" to the individual and to the state. Every effort will be made to continue this level of performance and maintain the confidence of students and employers.

### PUBLICATIONS:

No charge for any of the following publications.

Maine Vocational Technical Institutes — 1975-76

(A combined catalog of all VTIs)

Campus Map

Information Sheet

Admissions Policies

Program Brochures as follows:

Applied Marine Biology & Oceanography

Automotive Technology

Building Construction

Culinary Arts

Electrical Technology

Electronics Technology

Electronics Communication

Heating, Air Conditioning

Hotel-Motel-Restaurant Mgt.

## EDUCATION AND CULTURE

Industrial Electricity  
 Law Enforcement Technology  
 Machine Tool Technology  
 Marine Science  
 Marine Science, License  
 Plant and Soil Technology  
 Wastewater Treatment Plant Operator (booklet)  
 Respiratory Therapy (booklet)  
 Plumbing and Heating

### FINANCES, FISCAL YEAR 1976:

Southern Maine Vocational Technical Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,012,078	\$407,223	\$900,925	\$532,289	\$3,852,515
Total Expenditure	1,858,156	366,601	736,350	285,937	3,247,044
NET	153,922	40,622	164,575	246,352	605,471
Unexpended Balance Forward	27,105	40,622	164,575	246,352	478,654
Unexpended Balance Lapsed	126,817				126,817

## SCHOOL OF PRACTICAL NURSING

PATRICIA A. TOTO, DIRECTOR

*Central Office:* 8 Highwood Street, Waterville 04901

*Telephone:* 873-3175

*Established:* 1956

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 076G; *Unit Citation:* 20 M.R.S.A., Sect. 51

*Average Number of Full-Time Employees:* 6

*Authorized Employee Level:* 8

**PURPOSE:** The School of Practical Nursing was established in 1956 for the purpose of preparing qualified persons for licensure as Practical Nurses in Maine. Traditionally the program's standards have been maintained at a level well above the minimums established by the Maine State Board of Nursing; keeping this School in high standing statewide. Because of the high standing, applications come from prospective students from all sections of the State upon recommendations of professionals in the medical field.

**ORGANIZATION:** The School of Practical Nursing, the second school for the training of Practical Nurses in Maine, was opened with the first class entering in April 1957. In April 1958 the first class of 7 was graduated. The school, at that time, occupied only part of the first floor of the building used as a nurses' home for the then Sister's Hospital. In due time, the school occupied the entire building, using the upper two floors as dormitory rooms for female students. At the present, the school occupies only the first floor, releasing the rental of dormitory rooms to the landlord. Classes are limited to a maximum of 50 due to the limitations of classroom space, and less than 50 students per laboratory class for the best usage of existing laboratory equipment.

**PROGRAM:** The School Year runs for 50 weeks, from approximately the second week of September through the last full week in August. In September 1975, 46 students, male and female, were registered out of 62 acceptances. In the course of the year, one student was picked up from a diploma Registered Nurse program, 8 students resigned for personal reasons, and 2 were dismissed.

It is expected that 46 students, male and female, will register in September 76. Others accepted have had to withdraw their applications for various personal reasons.

The course includes a continuously up-dated curriculum and closely supervised clinical practice in health care facilities. A mature and stable staffing pattern utilizes the skills of five full-time and two part-time registered nurse instructors, and 1½ office persons. Arrangements

## EDUCATION AND CULTURE

are made with the Mid Maine Medical Center for an instructor in Nutrition and Diet Therapy. This instructor is a registered dietitian and is a member of the A.D.A. This arrangement has been very successful.

The course plan includes Nursing Theory and Practice, Pharmacology, Basic Science, Mental Health Concepts, Nutrition and Diet Therapy, Maternal and Child Health, and Adult Nursing which is an all inclusive subject. All courses are correlated in order to give the student a continuously smooth course of instruction.

The course runs for 50 weeks including two one-week vacation periods for students: 16 weeks as a basic period, 8 weeks as an intermediate period, and the balance of 24 weeks as senior period when more actual clinical work is done under supervision in the health care facilities.

### PUBLICATIONS:

*Blue Booklet*, now being revised, is sent to Guidance Directors etc. who request information. This is for reference use.

*Procedure Book*, revised each year by the Procedure Committee, gives instruction in all procedures graduates of this School are expected to know. This is constantly being up-dated during the School Year with the additions of any new methods used in the health care facility. This book is provided each student on registration day. It is a reference book and students are expected to keep it up-dated throughout the year.

*Student Handbook* is written by the Policies Committee of the School and sent to accepted students with the final acceptance letter. The Handbook states all student-related policies of the School and a roster of School Personnel.

### FINANCES, FISCAL YEAR 1976:

School of Practical Nursing	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$136,060				\$136,060
Total Expenditure	125,638				125,638
NET	10,422				10,422
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## STATE BOARD OF EDUCATION

SYLVIA LUND, CHAIRMAN  
FLOYD M. HASKELL, Vice Chairman

Central Office: Education Building, Augusta 04333

Telephone: 289-2321

Established: 1949

Maine State Government Reference Manual Data:

Policy Area: 02; Umbrella: 05; Unit: 077; Unit Citation: 20 M.R.S.A., Sect. 51

**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

## EDUCATION AND CULTURE

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 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. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members appointed by the Governor with the advice and consent of the council for a term of 5 years.

**PROGRAM:** In the past fiscal year, the board has approved seven new school construction projects totaling an estimated \$10,805,000, including the replacement of an elementary school destroyed by fire. An additional 19 capital outlay projects of an emergency nature (to insure continuing operation of a school) were approved by the board at a total estimated cost of \$388,372.

The board has adopted guidelines and policies for implementation of new legislation requiring establishment of a Certification Advisory Committee to develop improved standards of teacher certification. This Certification Advisory Council is now actively meeting to perform its task of making recommendations to the board.

Members of the board are currently serving on many broadly representative committees, commissions, and task forces which are addressing the following areas of concern:

1. Maine Assessment of Educational Progress, in its fourth year, is a statewide project designed to provide specific information about the progress of Maine students in relation to students throughout the nation. An evaluation committee is currently studying the results to date to discover the weaknesses and strengths of Maine school children and to make this information available to local school systems for action as well as to determine what statewide needs exist.

2. A task force on school construction is evaluating current policies and procedures as well as impact of current legislation on local systems. The board and the department have completed a comprehensive survey of all of the school buildings in the State and have met with architects, engineers, and state bureaus to educate themselves on school construction issues.

3. A joint board committee meets with University of Maine trustees to attempt to plan comprehensively to avoid duplication and to evaluate existing joint programs.

4. An ad hoc board committee on vocational education has been studying current policies and procedures in relation to evaluation of vocational programs, funding of these programs, and future needs of the vocational training institutes. The board and the department work closely with the Maine Advisory Council on Vocational Education and seeks its input and recommendations.

5. The board has a representative on the State's Post-Secondary Education Commission, which is seeking to coordinate planning.

6. An inter-state group is studying current federal legislation on the education of the handicapped and its impact on Maine and the nation.

7. A statewide committee is studying and furthering the needs of the gifted and talented children in the State.

## EDUCATION AND CULTURE

8. The Arts Education Council has a member of the State Board of Education meeting with it to focus on furthering the benefits of arts programs in the schools.

9. The needs of the school drop-out and potential drop-out have also been given attention through the statewide comprehensive committee.

### LICENSES, PERMITS, ETC.:

Permit:

Out of State Correspondence Schools

Registration:

Private Schools

Certification and Placement Section

Certification:

Teachers

School Nurse

Driver Education

School Librarian

School Principal

School Superintendent

Counselor

Vocational Instructor

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Board of Education	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$9,453				\$9,453
Total Expenditure	9,453				9,453
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## INDIAN SCHOLARSHIP COMMITTEE

**H. SAWIN MILLETT, JR., COMMISSIONER**

**WILLIAM HIGGINS, Superintendent of Indian Education Commission**

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2321

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 079; *Unit Citation:* 20 M.R.S.A., Sect. 2210

**PURPOSE:** The main purpose of the committee is to assist North American Indians living in Maine in obtaining secondary and post-secondary education from properly accredited institutions through the provision of financial assistance to the individual, and, if necessary, through payment of a supporting grant to a post-secondary institution furnishing educational services to the scholarship recipient. To implement this purpose the Committee has full authority in its discretion to approve all scholarship grants which, however, may not exceed \$3,000 per year and it may approve a supplementary grant not exceeding \$1,000 per year to any institution enrolling one or more scholarship recipients for the purpose of establishing and conducting a program of support services for scholarship recipients. The Committee has not approved supporting grants.

## EDUCATION AND CULTURE

**ORGANIZATION:** The Indian Scholarship Committee, provided for in the authorizing legislation, is an agency established within the Department of Educational and Cultural Services. The Scholarship Committee and the program remains within the Department although, by separate legislation, jurisdiction over the schooling of residents of Indian reservations has been vested in Indian school committees for each of the three reservations in the State.

The Scholarship Committee consists of the Superintendent of Indian Schools, two persons named by a joint tribal council of the Passamaquoddy Tribe, two persons chosen by the Penobscot Tribe, two persons named by the Board of Directors of the Association of North American Indians, Inc., and a representative of the Chancellor of the University of Maine. Originally, the supervisor of Indian Education with the Department of Educational and Cultural Services was a member, but since the establishment of the Indian School Committee with authority to elect a Superintendent of Indian Education, the supervisory position within the Department no longer exists.

**PROGRAM:** In FY 76, a total of \$70,000 was available for scholarship awards of which \$65,770.58 actually was expended in providing assistance to Indian students at the secondary level and to students attending college or other post-secondary institutions.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Indian Scholarship Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$70,000				\$70,000
Total Expenditure	65,771				65,771
NET	4,229				4,229
Unexpended Balance Forward					
Unexpended Balance Lapsed	4,229				4,229

## MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

H. SAWIN MILLETT, JR., COMMISSIONER  
WAYNE H. ROSS, Director of Higher Education Services

*Central Office:* State Education Building, Augusta 04333

*Telephone:* 289-2541

*Established:* 1967

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 080; *Unit Citation:* 20 M.R.S.A., Sect. 2720

**PURPOSE:** The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for the Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

**ORGANIZATION:** The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

## EDUCATION AND CULTURE

The Maine State Commission for the Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967 and, in this capacity serves instead of the State Board of Education. The Bureau of Instruction, Division of Higher Education, administers all funds made available through the Facilities Act now under Title VI-A of the Higher Education Act of 1965.

**PROGRAM:** The commission has one major program.

**Financial Assistance for the Improvement of Undergraduate Instruction (Title VI-A).** This program provides funds for acquisition of equipment, materials, minor remodeling and closed-circuit television for the improvement of undergraduate instruction. During FY 76, the Maine State Commission for the Higher Education Facilities Act of 1963 reviewed, verified computations and recommended grants, for eight post-secondary institutions out of 24 requests for assistance under the undergraduate instructional equipment program. The commission made recommendations and distributed approximately \$33,000 to Maine post-secondary education institutions. Approximately 30% of Maine's public and private institutions participated in this program, providing needed instructional equipment for students' use in the classroom.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine State Commission for Higher Education Facilities Act of 1963	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$38,951		\$38,951
Total Expenditure			38,951		38,951
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## MAINE LIBRARY COMMISSION

ROBERT WOODWARD, CHAIRMAN  
J. GARY NICHOLS, Secretary

*Central Office:* Cultural Building, Augusta 04333

*Telephone:* 289-3561

*Established:* 1973

*Incoming WATS:* 1-800-452-8784

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 082; *Unit Citation:* 27 M.R.S.A., Sect. 111

**PURPOSE:** The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service, the apportionment of state aid to libraries, the designation of library districts and their boundaries, the designation of area reference and resource centers and the designation of research centers.

**ORGANIZATION:** A 1969 Governor's Task Force to Study Library Service in Maine, and the establishment in 1971 of the Maine Library Advisory Committee, culminated in An Act Creating Regional Library Systems (1973).

The Maine Library Commission, an important feature of the 1973 legislation creating library systems, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one shall be representative of the disadvantaged.

## EDUCATION AND CULTURE

**PROGRAM:** Maine Library Commission activities during FY 76 included advice and recommendations pertaining to a wide variety of library issues. A graduate library education forum was co-sponsored with the Maine Library Association to encourage a broadly based discussion of a possible replacement of the discontinued graduate library services program at the University of Maine at Orono. The Commission continues to support efforts to meet this need. A public information effort was encouraged whereby television and radio spots, and brochures were distributed to create a public awareness of the Maine Regional Library System. State aid to local libraries is a provision of the regional library system and is periodically reviewed by the Commission.

The Commission met with officials of the U.S. Office of Education during a management review of federally supported library programs. During the year, an evaluation of the Maine Regional Library System was initiated. This is an ongoing review to insure that proper steps are taken toward achieving the goal of equal access to total library resources. The sharing of resources among libraries, also known as interlibrary loan, is a high priority of the regional goal of equal access. The Commission continues to encourage strong support for this vital library service.

Most meetings of the Maine Library Commission include a discussion of the allocation of financial resources for library programs. The broadly based Commission membership provides a valuable statewide perspective to these discussions.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Library Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,000				\$1,000
Total Expenditure	623				623
NET	377				377
Unexpended Balance Forward					
Unexpended Balance Lapsed	377				377

## MAINE STATE MUSEUM COMMISSION

GEORGE B. RICH, CHAIRMAN  
JOHN W. BALLOU, Vice-Chairman

*Central Office:* Maine State Museum, Cultural Building, Augusta 04333    *Telephone:* 289-2301

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 05; *Unit:* 085; *Unit Citation:* 27 M.R.S.A., Sect. 82

*Number of Members:* 15

**PURPOSE:** 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 necessary to improve the functions of the museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

**ORGANIZATION:** 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.

The Commission meets regularly to formulate policies and to exercise general supervision of museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

## EDUCATION AND CULTURE

Permanent records of the Commission meetings are maintained and are audited according to state law.

The Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

**PROGRAM:** The Maine State Museum Commission met in June 1975 to review previous accomplishments; to develop an effective program of scheduled activities throughout 1976 in recognition of the 10th anniversary of the establishment of the Maine State Museum; and to call attention to the Bicentennial of the American Revolution.

High priority objectives which were identified included increased commitment of resources toward the development of permanent exhibits; the maintenance of effective educational and community service programs; a renewal of efforts aimed at familiarizing the public with the services provided by the State Museum; and the vigorous implementation (subject to availability of federal and/or private funding) of a nationally significant program of underwater archaeological artifact recovery and preservation.

The Commission was pleased to receive notification that the Maine State Museum had met the basic definition of a museum and the standards of operation established by the museum profession, and had been granted accreditation by the American Association of Museums (AAM) as of November 1975. The Museum will be under continuing review and will retain its accreditation as long as the museum continues to meet standards of accreditation as determined by the AAM Accreditation Commission. It is anticipated that this institutional accreditation will soon become a major factor in establishing eligibility for federal grant support of museum activities.

All gifts, bequests, or other donations offered to the Maine State Museum and recommended for acceptance by the Museum's professional staff are formally and legally accepted on behalf of the State by the Museum Commission. More than 1,000 items, representing 126 separate gifts or bequests, were reviewed and formally accepted by the Commission in FY 76.

The Commission recommended the submission of several matters for Legislative action including continuation or reassignment of the State House Guide Service; and, establishment of a rotary fund for the activities and support of the Museum Conservation Center. The latter became law in the special legislative session of 1976 and will become operational in FY 77. Also recommended by the Commission was a person to restore and to improve the display of the battle flags in the State House Hall of Flags. The Director was authorized to approach the Governor and Council for a contingency fund grant in the amount of \$9,980 which was approved.

Lastly, a written policy defining the nature of the State Museum collections and establishing detailed procedures for the acquisition and management of State-owned collections under the State Museum's jurisdiction was approved by the Commission.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Commission members serve without compensation but receive expenses, which are paid from appropriated funds to State Museum Bureau.

## (OFFICE OF) STATE HISTORIAN

**ROBERT M. YORK, STATE HISTORIAN**

*Central Office:* 103 Carthell Hall, University of Maine at Portland-Gorham, Gorham, 04038

*Established:* 1907

*Telephone:* 839-6771 ext. 331

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 087; *Unit Citation:* 27 M.R.S.A., Sect. 261

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* 1

**PURPOSE:** The State Historian's duty is to compile historical data of the State and encourage the teaching of Maine's history in the public schools. He/she also encourages the compiling and

## EDUCATION AND CULTURE

publishing of town histories, combined with local geography. Furthermore, the State Historian examines and, when he/she decides that the material is suitable, approves histories of towns compiled in accordance with section 262 of the Maine Revised Statutes Annotated.

Whenever legislation is pending to designate any highway or bridge as a memorial, the State Historian submits, to the Legislature, the names of persons or subjects of historical note.

**ORGANIZATION:** The State Historian is appointed by the Governor with the advice and consent of the Council, and must be a member of the Maine Historical Society.

**PROGRAM:** FY 76 was an exciting year for the State Historian as it centered around the bicentennial of the United States of America and Maine's role in the Revolutionary era. The demand for speeches was well in excess of the allotted budget which was entirely spent in travel to various parts of Maine. Among the organizations visited were the annual meeting of the General Federation of Women's Club at Kennebunkport, the Junior League of Portland, the Kiwanis and Rotary Clubs of Portland, the Alfred Historical Society, the Saco E and I Union, the Research Club of Limerick, the Skowhegan Woman's Club, the Frye Island Association, the Society of Manufacturers, the Longfellow Garden Club, Yarmouth Woman's Club, and Woodfords Senior Citizens. The Historian also delivered a commencement address to the June graduating class of Stearns High School in Millinocket.

**Special Events.** A notable event was the Historian's delivering the initial address in the four-part series presented by the Bangor Bicentennial Commission. This address is being published in the fall (1976). An essay on *Maine Economy, 1900-1940* for the Thomas College Quarterly Magazine, December, 1975, and an essay for the Bates Alumnus on *Education in Maine Before the Revolution* were both published. The Historian organized a special program on Maine's Hidden History for the Western Maine Wellesley Club and gave the first lecture. Furthermore the Historian attended the regular meetings of the Maine State American Revolution Bicentennial Commission and all special meetings of its Executive Committee. In addition the Historian guided a two day trip down the Penobscot River for the Hampden Bicentennial Commission and also guided a tour of the Casco Bay Islands for the Audubon Society. Following the Arnold Expedition Trail to Quebec, the Historian took numerous pictures en route and also took pictures of the demonstration battle on the Plains of Abraham and of the evening parades through Quebec City. Probably the most time-consuming and yet rewarding experience for the State Historian this year, was working with the staff of the Maine Sunday Telegram to prepare a special newspaper supplement on Maine people which was published on July 4, 1976. It has received widespread acclaim and the Historian is proud to have played a significant role in this important project.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The financial data for the (Office of) State Historian is included within the submission for the Maine Historic Preservation Commission.

## MAINE STATE COMMISSION ON ARTS AND HUMANITIES

PHILIP M. ISAACSON, CHAIRMAN

*Central Office:* Education Building, State House Complex, Augusta 04333 *Telephone:* 289-2724

*Established:* 1966

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 088; *Unit Citation:* 27 M.R.S.A., Sect. 401

*Average Number of Full-Time Employees:* 7; 5:State; 2:Federal *Authorized Employee Level:* 5

**PURPOSE:** The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's

## EDUCATION AND CULTURE

culture resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies and pursuits and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the foregoing to meet the legitimate needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art, to file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission.

**ORGANIZATION:** The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the commission.

**PROGRAM:** The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities. A new project this year was Community Sculptures 76, a special grants project, which funds public scale works of art.

The general grants program which utilizes a major portion of the Commission's state and federal program monies 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. In all areas 219 grants were awarded. Programs funded include touring Maine Arts resources, educational projects, aid for development of crafts, film, dance, theater, mime, music, visual arts, art conservation, etc. Of particular interest is a new program of seminars for sponsors aimed at developing a local sponsor's skills in organizing and promoting an arts event and a fund raising pilot program to aid arts organizations in improving their fund raising capabilities.

Throughout FY 76 this 19 member commission met 10 times.

**PUBLICATIONS:** See the listing in the Arts and Humanities Bureau.

**FINANCES, FISCAL YEAR 1976:** Fiscal data is included with that of the Arts and Humanities Bureau.

EDUCATION AND CULTURE

**MAINE HISTORIC PRESERVATION COMMISSION**

**DR. DAVID SMITH, CHAIRMAN**  
**EARLE G. SHETTLEWORTH, JR. Executive Director**

*Central Office:* 31 Western Avenue, Augusta 04333

*Telephone:* 289-2133

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 089; *Unit Citation:* 27 M.R.S.A., Sect. 501

*Average Number of Full-Time Employees:* 4

*Authorized Employee Level:* 4

**PURPOSE:** The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and assisting 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 promoting 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 Educational and Cultural Services for administrative purposes.

The Maine Historic Preservation Commission consists of not less than 12 nor more than 15 members made up as follows: Director or representative of the Arts and Humanities Commission, chairman or representative of the Department of Transportation, director or representative of the Maine State Museum Commission, director or representative of the State Parks and Recreation Department, director or representative of the State Planning Office and director or representative of the Board of Environmental Protection to serve ex officio and a minimum of 7 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field, including at least one archeologist, one historian and one architect, to be appointed by the Governor, with the advice and consent of the Council. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years; provided that of those members first appointed, 5 shall be appointed for terms of 2 years, 5 for 4 years and the remainder for 5 years. Their successors shall be appointed for 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in no event more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

**PROGRAM:** During FY 76 the Maine Historic Preservation Commission expanded the National Register of Historic Places in Maine by 53 individual sites and 5 historic districts. In addition, the Commission has published detailed inventories of the historic resources of Maine's two major urban areas, Portland and Bangor. The Commission has also cooperated with the Maine Archeological Advisory Committee in providing funding and assistance to establish an archeological survey in the State.

A great deal of staff time has been spent 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.

## EDUCATION AND CULTURE

The Commission, during FY 76, awarded the following federal grant monies on a 50% matching basis to private organizations, municipalities, and state agencies for the rehabilitation and restoration of historic sites:

Survey and Planning	35,633
Bath Marine Museum	20,000
Farmington Historical Society	62,000
Maine Archeological Advisory Committee	25,000
Maine State Museum	37,275
Town of Standish	25,000
Victoria Society of Maine Women	15,000
Washburn-Norlands Foundation	40,000
Old York Improvement Society	10,000
<b>TOTAL</b>	<b>269,908</b>

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Historic Preservation Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$27,557		\$269,908		\$291,717
Total Expenditure	21,819		119,650		141,469
NET	5,738		150,258		155,996
Unexpended Balance Forward			150,258		150,258
Unexpended Balance Lapsed	5,738				5,738

## GOVERNOR BAXTER STATE SCHOOL FOR THE DEAF

JOSEPH P. YOUNGS, JR., SUPERINTENDENT  
WILLIAM J. DUNNING, Business Manager

*Central Office:* P.O. Box 799, Portland 04104

*Telephone:* 781-3165

*Established:* 1876

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 090; *Unit Citation:* 34 M.R.S.A., Sect. 2901

*Average Number of Full-Time Employees:* 100

*Authorized Employee Level:* 115

**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 sufficiently severe as to interfere with their being educated in public schools. Pupils are enrolled in classes starting with kindergarten through the twelfth grade which include 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.

## EDUCATION AND CULTURE

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 nursery program provides 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 is most successful in meeting the very important early childhood needs of the children. Close parental involvement insures carry-over of learning to the home.

The preprimary program provides for three classes of approximately twenty-five children between the ages of four and six years to develop communication and language skills plus personal growth and socialization. The primary department provides for four classrooms with approximately twenty-five children. The elementary department has five classrooms with approximately forty-five children, to teach basic elementary education including math, science, reading and social studies. The junior high school has four classes with approximately thirty children attending on a rotating basis. The senior high school offers a three-track program, college preparation, general, and vocational, for approximately forty students in subject matter classrooms.

A special education program has one class of some six (multiple) handicapped deaf children. These children require 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 provides 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 receive specialized speech correction and therapy from a qualified therapist.

The school library serves as a focal point for the entire school program. Media services are available for all teachers with captioned educational films, filmstrips, study guides and equipment for development of teacher made materials. Each teacher has an overhead projector and automatic filmstrip projector. In addition, programmed learning materials are available for classroom, and use by children.

Throughout the year comprehensive daily physical education is provided for every deaf child, Kindergarten through the twelfth grade. Sports, interscholastic and intramural sports activities are carried from elementary through high school levels. Such carry-over sports as golf, swimming, bowling and tennis receive special emphasis.

An infirmary staffed by a registered nurse and four L.P.N.s provides around-the-clock emergency service for all children in residence. The basic goal is prevention. Children suspected of communicable illnesses are separated from their peers in the residence hall and retained in the infirmary. A minor dental program is incorporated into the health services and a pediatrician is on call for emergencies. A full time staff audiologist performs necessary audiological services for all children presently enrolled in the school.

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 provide for development of social growth, recreation, personal hygiene and emotional growth.

During FY 76, 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 the children. A human services worker 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.

## EDUCATION AND CULTURE

**PUBLICATIONS:** None.

### **FINANCES, FISCAL YEAR 1976:**

Governor Baxter State School for the Deaf	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,196,536		\$126,872		\$1,323,408
Total Expenditure	1,133,332		107,676		1,241,008
NET	63,204		19,196		82,400
Unexpended Balance Forward	15,660		19,196		34,856
Unexpended Balance Lapsed	47,544				47,544

## **ADVISORY COUNCIL ON VOCATIONAL EDUCATION**

**ALFRED M. SAVIGNANO, CHAIRMAN**  
**DOUGLAS N. EASTERLING, Executive Director**

*Central Office:* Local Government Center, Augusta 04333

*Telephone:* 622-4709

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 05; *Unit:* 091; *Unit Citation:* 1969 Exec. Order 07-69

*Average Number of Full-Time Employees:* 3

*Authorized Employee Level:* N/A

**PURPOSE:** The Advisory Council on Vocational Education implements all duties required by P.L. 90-576, which includes the following: advising the State Board of Education on the development of the State Plan for Vocational Education and policy matters arising in the administration of the State plan submitted pursuant to Public Law 90-576, including the preparation of long-range and annual program plans; evaluating vocational education programs, services, and activities under the State plan, and publishing and distributing the results thereof; preparing and submitting through the State Board of Education to the United States Commissioner of Education and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State Board as the State Board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan, and (2) recommends such changes as may be warranted by the evaluation; and preparing and submitting within 60 days after its certification to the U.S. Commissioner of Education pursuant to paragraph (c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

**ORGANIZATION:** The members of the Advisory Council on Vocational Education are appointed by the Governor to represent a legal minimum of 12 categories of groups concerned with vocational education policy. There were 12 members during FY 76 all appointed to one year terms. ACVE is organized into 3 committees: Evaluation, Planning, and Executive (comprised of chairman, vice chairman, and the chairmen of the two previous committees). The staff consists of the executive director, field representative, and a secretary. ACVE serves as a policy advisory group to the State Board of Education.

**PROGRAM:** Shortly before the start of FY 76 ACVE faced a major change in membership by Governor Longley. Consequently, much of the Council's time was spent with the orientation of new members and revising internal organization. Time was also expended in filling the field representative position.

Much of ACVE's activity during FY 76 centered on following national and State legislative developments. With the writing of a new federal vocational education act, ACVE communicated frequently with the Maine congressional delegation concerning how the various

## EDUCATION AND CULTURE

proposed bills would impact the State's vocational education programs. Meetings were also held between ACVE members and staff and the congressional delegation as well as the State Board of Education on these matters.

ACVE members and staff continued one of the Council's chief activities — visits to the State's vocational schools. These proved to be both useful and a source of insight for developing policy recommendations. Members and staff also participated in regional and national conferences dealing with vocational education and the Comprehensive Employment Training Act (CETA).

Two statewide surveys were conducted by Council staff. One dealt with the opinions of parents of secondary vocational students of the vocational programs in which their children were enrolled. The other concerned courses offered by vocational schools to meet the needs of local employers. Time was also devoted to studying two reports authorized by ACVE in FY 75. At the close of FY 76 ACVE transferred its fiscal agent from the University of Maine to Maine School Administrative District #11. Also at that time Governor Longley again revised the Council's membership.

Plans for FY 77 include hosting a seminar on promoting cooperation between business/industry and vocational education, continuing school visitations, and working for improved Federal and State legislation for vocational education.

### PUBLICATIONS:

All publications are free.

1975 Annual Report

Summary of 1975 Annual Report

Profile on Postsecondary Vocational Education in Maine

A Review & Analysis of Some Recent Criticism of Vocational Education

SUMMARY: Follow-up Study of 1970-74 Graduates of the Maine School of Practical

Nursing — Waterville, Maine

Results of Parents' Questionnaire on Vocational Education

Copies of the 1972, 1973, 1974 Annual Reports are also available.

### FINANCES, FISCAL YEAR 1976:

Advisory Council on Vocational Education	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$94,065		
Total Expenditure			53,381*		
NET					
Unexpended Balance Forward			40,680*		
Unexpended Balance Lapsed					

\*Expenditures and Unexpended balance figure are estimates pending final FY 76 accounting.

## MAINE EDUCATION COUNCIL

LINCOLN FISH, CHAIRMAN

ROBERT GERALDI, Director

Central Office: Education Building, Augusta 04333

Telephone: 839-3351

Established: 1967

Maine State Government Reference Manual Data:

Policy Area: 02; Umbrella: 05; Unit: 092; Unit Citation: 20 M.R.S.A., Sect. 2921

**PURPOSE:** The council may consider any and all matters relating to public educational policy and matters relating to the Education Commission of the States and the activities of the members in representing this State thereon.

**ORGANIZATION:** The Maine Education Council is composed of the members of the education commission of the states representing this State, and 7 other persons appointed by

## EDUCATION AND CULTURE

the Governor. These 7 others can attend the annual meeting of the Education Commission of the States as observers only.

Upon the expiration of each term the appointment shall be for 3 years and vacancies are filled for the full term. The appointees are selected so as to be broadly representative of professional and lay interest within this State having the responsibilities for knowledge with respect to, and interest in educational matters. The chairman is designated by the Governor from among its members. The council meets on the call of its chairman or at the request of a majority of its members, but in any event the council shall meet not less than 3 times in each year.

**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.

### FINANCES, FISCAL YEAR 1976:

Maine Education Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$15,272				\$15,272
Total Expenditure	13,193				13,193
NET	2,079				1,079
Unexpended Balance Forward					
Unexpended Balance Lapsed	2,079				2,079

NOTE: \$12,000 of the appropriation is Maine's membership fee to the Education Commission of the States.

## EDUCATIONAL LEAVE ADVISORY BOARD

ROBERT J. STOLT, COMMISSIONER OF PERSONNEL

*Central Office:* State House, Augusta 04333

*Telephone:* 289-2821

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 92; *Unit:* 284; *Unit Citation:* 5 M.R.S.A., Sect. 723

**PURPOSE:** The Educational Leave Advisory Board was established to advise and consult with the Commissioner 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:** The Educational Leave Advisory Board, established in 1973, consists of three members, including the Commissioner 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. Members of the board received no compensation for their services.

**PROGRAM:** Throughout FY 76, the Educational Leave Advisory Board approved thirty (30) educational leaves for State employees. Eighteen (18) of these were approved with pay, two (2) were approved with pay and tuition and the remaining ten (10) at no expense to the State. The majority of these leaves were for implementation of the Occupational Safety and Health Act, Mental Health and Mental Retardation, and Public Safety education.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Financial data is included within the financial report of the (Office of) Commissioner of Personnel.

## STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

IRVINE MARSTERS, CHAIRMAN

*Central Office:* University of Maine, Orono 04473

*Telephone:* 581-7603

*Established:* 1967

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 92; *Unit:* 354; *Unit Citation:* 5 M.R.S.A., Sect. 293

**PURPOSE:** The purposes of this program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible state administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the intern program and for attracting college graduates with outstanding potential into permanent positions of state employment.

**ORGANIZATION:** The State Government Internship Program Advisory Committee is comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the state Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the director for the unexpired term. The members of the internship committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

Each intern was required to work a forty-hour week with the exact character and terms of each internship worked out with the agency and the intern involved to insure a mutually beneficial experience. Bi-weekly reports were required consisting of a brief description of the intern's activity over the period and his/her reactions to state government. Additional assignments and reports were required of those desiring college academic credits.

The criteria used for selecting participants included:

Special emphasis on participation by both men and women, and involvement of the following CETA target groups: economically disadvantaged, veterans, heads of households, minorities, and the handicapped.

The previous work experience and/or educational attainment of the applicant in relation to the available placement opportunities in state agencies.

All interns, regardless of educational attainment and experience, were paid a weekly salary of \$125, and were considered "temporary unclassified" employees of the State during the course of their internship.

Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1976 internship program. Those desiring academic credit were registered in the University of Maine at Orono's Summer Session course Pol 193. Each student was expected to complete a program of reports and readings, consisting of bi-weekly progress reports, a research paper, and a final summary report, and submit them for evaluation by the UMO Department of Political Science.

If appropriate, participants receive a certificate attesting to the satisfactory completion of the internship program. The certificates were signed by the Governor and the Director of the UMO Bureau of Public Administration.

**PROGRAM:** The FY 76 Internship Program enjoys the participation of 19 women and 22 men for a total of 41 interns. One was a high school graduate, 24 were undergraduate college stu-

## EDUCATION AND CULTURE

dents, 6 were graduate college students, 10 were college graduates. Of those fitting into these categories, 3 were also veterans, 1 was a member of a minority group, and 15 interns were heads of households.

The 1976 internship program successfully accomplished five major goals important to both participants and state government. First, the internship program provided 41 Maine men and women with a close look at state government service. It assisted interns in making future career choices based on an additional work experience and provided participants with an academic or non-academic learning situation in which job skills and attitudes were increased or strengthened.

From the point of view of state government, the program allowed agencies to identify talented persons and encourage them to enter public service. The program also aided state agencies in the completion of special projects. Through bi-weekly reports and a final program evaluation, state officials benefitted from the feedback provided by the intern participants.

Participants in the internship program were requested to submit a brief report covering their observations and recommendations about the internship program and state government generally and specifically regarding their sponsoring agencies. These reports were the basis for an evaluation report of the program which was submitted to the Governor in August.

The intern experience was enhanced and broadened by meeting with guest speakers from State government for weekly, informal luncheons. These sessions provided the opportunity for interns to hear and learn more about state government operations from various perspectives and from some of its key officials.

In addition to the above sessions, six interns attended the 31st New England Management Institute. The co-sponsors, the Maine Town and City Management Association and the UMO Bureau of Public Administration, waived the registration fee for the interns. The three-day program focused on *Managing Stress, Conflicts, and Pressures in Professional and Personal Life*.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Expenditures for the state involvement in this program are included in the Executive Department, (office of) the Governor financial table.

## 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

*Established:* 1963

*Telephone:* 866-4493

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 92; *Unit:* 406; *Unit Citation:* 20 M.R.S.A., Sect. 2601

**PURPOSE:** The Advisory Committee on Maine Public Broadcasting is rooted in the legislation which established the Maine Public Broadcasting Network. Private and Special Law, Chapter 247, passed by the 100th Legislature, is entitled "An Act Providing for Construction of a Public Broadcasting Network for the State of Maine and the Issuance of not Exceeding One Million Five Hundred Thousand Dollars of State of Maine Bonds for Financing thereof."

Section 1 of the act, entitled, "Committee on Public Broadcasting", states "There is created an Advisory Committee on Public Broadcasting for the purpose of facilitating the development of public broadcasting in this State. The Advisory Committee on Maine Public Broadcasting shall consist of seven members to be appointed by the Governor with the advice and consent of the Council". . . . "One member of the Committee shall be a representative of the State Department of Education, one member of the Committee shall be a representative of the University of Maine, the remaining members shall be citizens of the State of Maine." . . .

## EDUCATION AND CULTURE

"Members of the Committee shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties."

Section 3 of the act, entitled "Powers and Duties," states, "The Advisory Committee on Public Broadcasting is empowered and authorized to act as follows: to make such recommendations to the Trustees of the University of Maine as it deems necessary relating to the appointment of professional, clerical, and other assistants, location of public broadcasting stations, and construction and equipment of said stations; to give its advice to the Trustees of the University of Maine for the public broadcasting programs to be transmitted by the network.

**ORGANIZATION:** Initially, the Advisory Committee on Maine Public Broadcasting provided the University of Maine Board of Trustees with specific information relating to the construction and development of Maine Public Broadcasting Network (MPBN) facilities. While the Committee's relationship is advisory to the Trustees, the relationship between the Committee and the Trustees exists through 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 University Trustees by the general manager of MPBN.

In addition, the Committee has been designated by the Governor as the coordinating body for State approval of applications to the Department of Health, Education, and Welfare 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 H.E.W. 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.

During the 106th Legislature, the Governor's office recommended that the Committee's role be taken on totally by the University of Maine and that the Committee no longer function. However, the Legislature failed to pass that proposed change. Two changes were made dealing with the Committee's name and power. First, the Committee name was changed from the Committee on Educational Television to the present name. This reflected the latest national terminology, which has substituted the word "public" for "educational" and also recognized the fact that public radio was also a function of MPBN operations. Second, the original legislation gave the Committee powers to advise the "consent" to the Trustees on matters of program transmission. The consent factor constituted an illegal transfer of power under regulations of the Federal Communications Commission, and was therefore dropped.

**PROGRAM:** During the past fiscal year, the Advisory Committee on Maine Public Broadcasting has held three meetings, September 18, 1975, November 19, 1975, and June 22, 1976.

At the final meeting the committee adopted the following mission statement.

As the local affiliate of the national public radio and television networks, a communications service of the State of Maine and a public service arm of the University of Maine, the Maine Public Broadcasting Network affirms the following mission:

- to develop, maintain and operate a nonprofit radio and television network throughout the State of Maine, in cooperation with the independent public television station WCBB, channel 10;

- to determine the priority needs and interests of the people of Maine;

- to respond to those needs and interests within the limits of available resources;

- to provide a balanced radio and television program service of a predominantly educational, cultural and informational nature.

In addition to the above mission, the Network will also serve, through special appropriation and funding, the needs of educational, cultural, governmental and private agencies and organizations in a manner consistent with its primary function.

The first and second meetings were primarily concerned with filling the position of general manager of the Maine Public Broadcasting Network.

**PUBLICATIONS:** None.

## EDUCATION AND CULTURE

**FINANCES, FISCAL YEAR 1976:** The Committee expended approximately \$700 during FY 76 which was entirely paid by the Maine Public Broadcasting Network.

# MAINE VOCATIONAL DEVELOPMENT COMMISSION

H. SAWIN MILLETT, JR., CHAIRMAN

*Central Office:* Education Building, Augusta, 04333

*Telephone:* 289-2321

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 94; *Unit:* 048; *Unit Citation:* 26 M.R.S.A., Sect. 1261

**PURPOSE:** To seek, accept and act on applications for the establishment of training programs in any new or expanding industry presently existing or intending to locate in Maine. Funds received by the Commission are to be used for the development of individual training programs, the lease and purchase of facilities or equipment for training programs and the hiring of instructors for and the promotion of training programs.

**ORGANIZATION:** The Maine Vocational Development Commission consists of the Commissioner of Educational and Cultural Services, the Commissioner of the Department of Manpower Affairs and the Commissioner of the Department of Commerce and Industry, who serve on this commission without compensation.

**PROGRAM:** The Commission has provided a total of \$3,600 in funds to the Dirigo Plastics Company of Biddeford to train six individuals, cooperatively screened and identified by the company and the Maine Employment Security Commission, as plastic extruders. Under the agreement, a training instructor was employed for 240 hours of training over a period of eight weeks commencing June 1, 1976, and worked with the Bureau of Vocational Education of the Maine Department of Educational and Cultural Services in the development of a written training program for future inhouse training capability at the company. The agreement called for four of the six trainees who meet established criteria to be offered permanent employment by the Company at the completion of the training period.

The Commission also has lent assistance to the Comprehensive Employment Training Act (CETA) and the State Development Office in connection with the provision of CETA training funds to companies in three sectors of the state.

A proposal under consideration utilizing funds available through the Commission would establish a job-upgrading program in a woodworking industry involving three individuals in a particular skill class of a production process. Under the program, a 21-week training program would be conducted during which trainees would be reimbursed an amount equal to half the prevailing wage for present employees in the class. The proposal also includes assurance that trainees could obtain permanent employment with the firm.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Vocational Development Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,000				\$5,000
Total Expenditure	3,600				3,600
NET	1,400				1,400
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,400				1,400

## POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

LEONARD M. DANSKY, CHAIRMAN  
WAYNE H. ROSS, Acting Director

*Central Office:* State Education Building, Augusta 04333

*Telephone:* 289-2181

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 94; *Unit:* 095; *Unit Citation:* 20 M.R.S.A., Sect. 71

**PURPOSE:** The purpose of the Post-Secondary Education Commission of Maine, as established in the legislation, is to conduct comprehensive planning for post-secondary education in Maine, including planning in cooperation with the New England Board of Higher Education and other New England states, to assure the development, maintenance and accessibility of diversified post-secondary educational opportunities of high quality for Maine citizens, and to seek efficient use of limited resources through promotion of voluntary coordination and cooperation among institutions and educational sectors and through encouragement of efforts to avoid unnecessary duplication of institutions, programs and facilities. Such comprehensive planning shall take into consideration the educational, cultural, social and economic contributions to Maine of all of the post-secondary educational institutions in the State. It is the intent of the Legislature that such comprehensive planning shall lead to a cohesive system of post-secondary education involving all of the public, private non-profit and proprietary post-secondary educational institutions in the State.

**ORGANIZATION:** PECOM is comprised of 16 members drawn from the following groups:

Five members of PECOM shall be members of principal public governing and administrative boards concerned with post-secondary education in Maine and the Maine Advisory Council on Vocational Education. The Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services shall serve as ex officio members of PECOM. Three positions on PECOM are assigned to representatives of private nonprofit institutions of post-secondary education in Maine. Such representatives are appointed by a subcommittee of the Higher Education Council of Maine composed of private college members. This subcommittee is limited in its choice of representatives to members of the Higher Education Council of Maine, but also can consider administrative officers and members of the governing boards of any private nonprofit institution of post-secondary education.

The term of members from private nonprofit post-secondary educational institutions is for 4 years.

One position on PECOM shall be assigned to a representative of proprietary institutions of post-secondary education in Maine. This representative shall be a chief executive officer or member of the governing board of a federally recognized proprietary institution, as defined in section 1201 of the Higher Education Act of 1965, of post-secondary education and shall be appointed by the Governor, with the advice and consent of the Council, for a 4-year term. There shall be no limitation on the number of terms a person may serve.

Four positions on PECOM are assigned to members of the general public in Maine. Such members shall not, at the time of appointment to or during any time of membership on PECOM, be employees of, or members of the governing body of, a public, private non-profit or proprietary institution of post-secondary education in Maine. Representatives of the general public in Maine shall be appointed to PECOM by the Governor, with the advice and consent of the Council, for 4-year terms. The chairperson of PECOM shall be appointed by the members of the commission from among the 4 public members. Appointment of the chairperson shall be in accordance with procedures adopted by PECOM. The term of the chairperson shall be coterminous with that member's term on the commission. There shall be no limitation on the number of terms as chairperson an individual may serve, provided that such a person continues to be a member in good standing of PECOM.

All members of PECOM serve without pay, but are reimbursed for travel and other expenses incurred in the performance of their official duties. Furthermore, all members serve until their successors have been duly appointed and qualified.

## EDUCATION AND CULTURE

**PROGRAM:** Throughout FY 76, PECOM has been involved in some major planning activities.

**Student Data Information.** The Commission has continued to collect fall enrollment data and has published projections of expected enrollments at all of Maine's colleges, public and private. The Commission has also explored the cost for students' attendance at all of Maine's colleges, and the number and amount of need of participants in the various aid programs. Now they have a benchmark for future such data, to aid in the determination of aid requirements.

Through the cooperative development of a comprehensive software package and shared computer resources with the New England Board of Higher Education, the Commission is able to report current enrollment for all institutions of higher education chartered to grant degrees in the State of Maine three months earlier and in greater detail than heretofore possible. Regional comparisons became available as institutions in other states completed their reporting. Similar capacities for additional data valuable to the planning process, including student residence and migration and program inventories among others, covering all sectors of post-secondary education have been developed.

**Facilities Inventory and Utilization.** PECOM has continued its updating of facilities data, so that the tape is current and we can print reports which will reflect what the schools have reported. As schools are newly approved, they will be asked to submit an inventory of their physical plant, so we will be aware of what is available and usable.

Presently, the Department of Educational and Cultural Services has on tape a complete facilities inventory broken down in the various classifications, which is made available in printout form for all post-secondary education institutions in Maine. This information is used constantly in evaluating Maine's applicants requesting funds under the Title VI-A, (equipment, materials, and closed-circuit television). The information can be used as a most valuable tool by local institutions, or on a statewide basis in the projection of needed facilities, or in areas of renovation, remodeling or conversion.

**Migration Study.** The Commission did a study of the migration of students into and out of Maine last year. We found that other northeastern states had no accurate data on Maine students and PECOM cooperated with the New England Board of Higher Education and the Higher Education General Information Survey in a project to get a true picture on the destination of those who leave the State. A survey has been completed of all Maine colleges showing the geographic distribution of all out-of-state students who are studying here. We have found that 60% of these are from within New England and about 65% of those attend our fine private schools. These schools attract the finest minds in the country and in so doing, contribute to the economy of the State.

### PUBLICATIONS:

*Post-Secondary Education Commission of Maine — Planning Proposal for Fiscal Year 1974*

**FINANCES, FISCAL YEAR 1976:** PECOM's fiscal data is included in that of the Department of Educational and Cultural Services.

## MAINE STATE AMERICAN REVOLUTION BICENTENNIAL COMMISSION

RONALD BANKS, CHAIRMAN  
DONNA T. MUNDY, Director

*Central Office:* 31 Western Avenue, Augusta 04333

*Telephone:* 289-2981

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 94; *Unit:* 285; *Unit Citation:* 1971 P&SL Chap. 158

*Average Number of Full-Time Employees:* 3.5

*Authorized Employee Level:* N.A.

**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

## EDUCATION AND CULTURE

adequate observance and celebration of the Bicentennial of the American Revolution. The primary responsibilities of the Commission are to coordinate and to 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, china plates, 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, 205 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 in 1974 and approximately 135 grants were awarded. The matching grants were 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, 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.

**Commemorative China Plate.** The Maine State American Revolution Bicentennial Commission authorized the design and sale of an official Bicentennial China Plate as a commemorative item in 1976. Revenues are used to help support programs.

**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 in 1974. The program received broad geographic participation and was expanded to include more schools and students through 1976. 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.

**PUBLICATIONS:** None.

## EDUCATION AND CULTURE

### FINANCES, FISCAL YEAR 1976:

Maine State American Revolution Bicentennial Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$240,408		
Total Expenditure			239,892		
NET			516		
Unexpended Balance Forward			516		
Unexpended Balance Lapsed					

## THE NEW ENGLAND BOARD OF HIGHER EDUCATION

PATRICK McCARTHY  
CHAIRMAN OF MAINE DELEGATION — CHANCELLOR, U OF M  
H. SAWIN MILLETT, JR.  
Member of Maine Delegation — Commissioner, DECS

*Central Office:* Education Building, Augusta 04333

*Telephone:* 289-2541

*Established:* 1955

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 98; *Unit:* 081; *Unit Citation:* 20 M.R.S.A., Sect. 2752

**PURPOSE:** The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

**ORGANIZATION:** Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one of the four is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members shall receive their actual expenses incurred in the performance of their official duties.

**PROGRAM:** The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Regional Student Program, New England Council on Higher Education for Nursing (NECHEN), New England Library Information Network (NELINET), Northeast Academic Science Information Center (NASIC), research on selected topics in the allied health professions and in medicine, dentistry, veterinary medicine and nursing, and finally, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

## EDUCATION AND CULTURE

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

### PUBLICATIONS:

#### *Facts about New England Colleges*

A compilation of up-to-date commonly used statistics.

#### *Higher Education in New England*

A quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community.

#### *Hi Lites*

A quarterly publication of compendium of events and developments on individual campuses in New England.

### FINANCES, FISCAL YEAR 1976:

New England Board of Higher Education	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$46,494				\$46,494
Total Expenditure	46,494				46,494
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## EDUCATION COMMISSION OF THE STATES

ARCH A. MOORE JR., GOVERNOR OF WEST VIRGINIA, CHAIRMAN

State of Maine Contact: JAMES B. LONGLEY, Governor

WENDELL H. PIERCE, Executive Director

Central Office: ECS Suite 300, 1860 Lincoln St. Denver, Colo. 80203 Telephone: 303-893-5200

Established: 1966

Maine State Government Reference Manual Data:

Policy Area: 02; Umbrella: 98; Unit: 317; Unit Citation: 20 M.R.S.A., Sect. 2903

Average Number of Full-Time Employees: 170

**PURPOSE:** Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS) — a nonprofit organization — was formed by interstate compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-five states, Puerto Rico and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

**ORGANIZATION:** The legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One

## EDUCATION AND CULTURE

commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 170 persons employed.

**PROGRAM:** ECS implements its program through its six departments. They are: Elementary and Secondary Education, Higher Education, Research and Information, Communications, Planning and Development, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention. The largest project is the National Assessment of Educational Progress.

### **PUBLICATIONS:**

A Legislator's Guide to Collective Bargaining in Education.

A Legislator's Guide to the Year-Round School.

1974 State Education Legislation and Activity: School Finance — A Survey of the States.

School Finance Reform: The Whys and Wherefores.

School Finance Reform: The Wherewithals.

The State-Level Property Tax: Implementation and Administration.

Newsletters: Legislative Review and ECS Bulletin.

Bimonthly magazine: Compact (\$6/year).

Equal Rights for Women in Education: A Resource Handbook for Policy Makers (\$2.50).

For information write: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203.

**FINANCES, FISCAL YEAR 1976:** The commission's estimated budget for FY 76 is \$8.3 million. Of that, 9.5 percent comes from state fees, 82.5 percent comes from federal grants and contracts and 8.0 percent comes from foundations and other sources.

Maine's contribution is \$12,000 annually, an assessment figure, based on a ratio. Total Maine expenditures were \$13,193 for the year.

## MAINE SCHOOL BUILDING AUTHORITY

**H. SAWIN MILLETT, JR., CHAIRMAN**

**LEROY O. NISBETT, Secretary-Treasurer**

*Central Office:* Education Building, Augusta 04333

*Telephone:* 289-2061

*Established:* 1951

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 99; *Unit:* 078; *Unit Citation:* 20 M.R.S.A., Sect. 3504

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**PURPOSE:** The Maine School Building Authority was created in recognition of the fact that a general diffusion of the advantages of education is essential to the preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals to finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

**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.

## EDUCATION AND CULTURE

**PROGRAM:** Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 76 as outlined above.

Although this is an annual report for FY 76, a review of past year's activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

- 57 elementary schools
- 5 additions to elementary schools
- 9 high schools
- 2 junior high schools
- 4 lessees have financed additions with the aid of the Authority.
- 26 lessees have construction additions to projects with local funds.
- 1 lessee converted an elementary school to a high school.

### Financial Aspects During the Years

Total bonds issued for construction	\$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,799,895.00
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments (Estimated)	533,000.00
Refunds	3,628.93
Total cost of all projects (Estimated)	23,000,000.00
Balances credited to accounts	127,535.99

### PUBLICATIONS:

*Maine School Building Authority School Facilities Progress* (1963 Publication)

**FINANCES, FISCAL YEAR 1976:** Included within the financial data of the Department of Educational and Cultural Services.

## MAINE HISTORICAL SOCIETY

GERALD E. MORRIS, DIRECTOR

*Central Office:* 485 Congress Street, Portland 04101

*Telephone:* 774-1822

*Established:* 1822

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 99; *Unit:* 176; *Unit Citation:* 1822 P&SL Chap. 118

*Average Number of Full-Time Employees:* 8

*Authorized Employee Level:* N.A.

**PURPOSE:** 1976 being the bicentennial year, a historical perspective is appropriate to this annual report. The following is an exact reprint of the Act to incorporate the Maine Historical Society passed by the Legislature on February 5, 1822.

CHAPTER CXVIII.

AN ACT to incorporate the Maine Historical Society.

SECT. 1. **BE** it enacted by the Senate and House of Representatives, in Legislature assembled, That William Allen, Albion K. Parris, Prentiss Mellen, William P. Preble, Ichabod Nichols, Edward Payson, Joshua Wingate, Jun. Stephen Longfellow, Jun. George Bradbury, Ashur Ware, Edward Russell, Benjamin Orr, Benjamin Hasey, William King, Daniel Rose, Benjamin Ames, Isaac Lincoln, Benjamin Vaughan, Nathan Weston, Jun. Daniel Cony, Robert H. Gardiner, Sandford Kingsberry, Eliphalet Gillet, Thomas Bond, John Merrick, Peleg Sprague, James Parker, Ariel Mann, Ebenezer T. Warren, Benjamin Tappan, Reuel Williams, James Bridge, Hezekiah Packard, Samuel E. Smith, William Abbott, Leonard Jarvis, John Wilson, William D. Williamson, Jacob M'Gaw, David Sewall, John Holmes, Jonathan Cogswell, Josiah W. Seaver, William A. Hayes, Joseph Dane, Ether Shepley, Enoch Lincoln, Horatio G. Balch, and Judah Dana, with their fellows or associates and successors, be, and they hereby are made a body politic and corporate, by the name of the Maine Historical Society; and by that name may sue and be sued, plead and be impleaded, and may have a common seal which they may alter at pleasure; and may hold real estate to an amount not exceeding the yearly value of five thousand dollars, and personal estate to an amount not exceeding, at any one time, fifty thousand dollars; and may choose a President, Librarian, Treasurer, and such other officers as they may think proper; and may make and ordain by-laws for the government of said Society: *Provided*, the same are not repugnant to the Constitution and Laws of this State.

Persons incorporated.

Powers, &c.

May hold real and personal estate;

choose officers, &c.

SECT. 2. *Be it further enacted*, That the annual meeting of said Society shall be held at Brunswick, on the Tuesday next preceding the annual commencement at Bowdoin College, for the choice of officers and the admission of fellows, and a general examination into the state of the funds and concerns of the Society.

Annual meeting, when and where holden

SECT. 3. *Be it further enacted*, That it shall be the <sup>Duty of the</sup> duty of said Society to collect and preserve, as far as <sup>Society.</sup> the state of their funds will admit, whatever in their opinion may tend to explain and illustrate any department of civil, ecclesiastical and natural History, especially of this State, and of the United States : And the Legislature of this State shall ever have the <sup>Legislature</sup> right to examine into, and ascertain the condition of <sup>may alter the</sup> said Society, and to alter, limit, restrain, enlarge or <sup>charter, &c.</sup> repeal any of the powers conferred by this charter of incorporation.

SECT. 4. *Be it further enacted*, That Prentiss Mel-  
 First meeting. len, Ichabod Nichols and Edward Payson, or any two of them, are authorized to call the first meeting of said society, for the purpose of organizing the same, to be held at such time and place, as they may designate, by publishing a notification of such intended meeting, two weeks successively in such of the public newspapers, printed in Portland and Hallowell, as they may think proper.

[This Act passed February 5, 1822.]

**PROGRAM:** The Maine Historical Society initiates and maintains many historical programs, but the Legislative Appropriation (\$24,000) is used exclusively to help defray the costs of the manuscripts program, without which, the Society would not be able to continue the program.

The objectives of the manuscripts program are accomplished through the following programs:

**Physical Preservation.** A special Manuscripts Stack was completed in 1974 at a cost of \$49,285. \$17,136 of that amount was raised from the membership of the Society, the balance is still being paid (loan plus interest, at \$6,400 per annum) through membership contributions. These stacks which house Maine's earliest proprietor's records, etc. are kept at a constant 60 degrees temperature and 50% humidity in accordance with the best archival standards. In the spring of 1976, electronic security surveillance was added. About 100-150 linear feet of documents are added each year requiring the purchase of special documents cases and acid free folders.

**Processing and Cataloging.** Because of the State appropriation, the Society is able to keep a full-time Curator of Manuscripts to work on the collections with the help of one Library Assistant, and occasional student help. In addition to current acquisitions, about 40-45% of the backlog, well over one million documents, has been either cataloged or inventoried. During the past year, the Society reported more manuscript collections to the National Union Catalog of Manuscripts than all other state institutions combined. By this avenue, everyone in the U.S., Canada, and Great Britain is made aware of the manuscript resources in Maine.

**Serving the Public.** All members of the Society staff assist the public in one way or another in their use of the manuscript and reference collections at the Library. Over 4000 were served last year on the premises or by mail. In cooperation with Bates College, the Society conducts an accredited course in manuscript preservation and administration every other year.

During the past year, in an effort to economize, the staff of Maine Historical Society was reduced by one position and a half, which effectively closes down its museum operation (with the exception of the Wadsworth-Longfellow House) until such time as those positions can be restored.

## EDUCATION AND CULTURE

**PUBLICATIONS:** One of Maine Historical Society's primary methods of promoting Maine's historical resources is its publications program. During the past year, the following were published:

*Province and Court Records of Maine*, Volume 6. *The Court Records of York County, Maine: The Records of the Court of General Sessions of the Peace, January, 1718/19-October, 1727*. Edited by Neal W. Allen, Jr., with an Introduction by Robert E. Moody. 294 pages. \$30.00

*The Kennebeck Proprietors, 1749-1775*. By Gordon E. Kershaw. 343 pages. \$6.95

*Maine in the Civil War: A Bibliographical Guide*. By William B. Jordan, Jr. 75 pages. \$4.00 (seventh in a continuing series)

*Maine Historical Society Quarterly*:

Vol. 15, no. 1. Featuring, *A New Look at the Invasion of Eastern Maine, 1814*, by Barry J. Lohnes. \$1.00

Vol. 15, no. 2. Featuring, Original primary sources on the Margarettta Affair at Machias never before published, from the manuscripts collection at Maine Historical Society. \$1.00

Vol. 15, no. 3. Featuring, *The Rise and Fall of the York & Cumberland Rail Road*, by William C. Pierce. \$1.00

Vol. 15, no. 4. Featuring, A special bibliography for the Bicentennial: *Maine in the Revolution, A Reader's Guide*, by Edwin A. Churchill and James S. Leamon. \$1.00

Vol. 15, no. 4/B Featuring, *Peleg Wadsworth*, by Clifford K. Shipton, and Timothy Dwight's *The Story of General Wadsworth*. \$1.00

### FINANCES, FISCAL YEAR 1976:

Maine Historical Society	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$102,904			\$10,926	\$113,830
Total Expenditure	113,307			10,926	124,233
NET	(10,403)				(10,403)
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## MAINE MARITIME ACADEMY

JOHN A. PLATZ, PRESIDENT, BOARD OF TRUSTEES

REAR ADMIRAL E. A. RODGERS, Superintendent

Central Office: Castine 04421

Telephone: 326-4311

Established: 1941

Maine State Government Reference Manual Data:

Policy Area: 02; Umbrella: 99; Unit: 370; Unit Citation: 1941 P&SL Chap. 37

Average Number of Full-Time Employees: 135

Authorized Employee Level: N.A.

Organizational Units:

Board of Trustees

Board of Visitors

Office of the Superintendent

Academic Division

Administrative Division

Student Affairs Division

Practical Training 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 to give students the professional training and academic back-

## EDUCATION AND CULTURE

ground necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

**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.

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.

**PROGRAM:** At the opening of the fall semester in September 1975 Maine Maritime Academy had an enrollment of 623 students including 105 seniors, 129 juniors, 174 sophomores and 215 freshmen. The student body included four women; one senior, one sophomore and two freshmen. The students from the State of Maine numbered 299, or 48% of the student body, with an additional 275 students from other states and protected territories. The foreign student contingent numbered 49 (7.8% of the student body), with 43 students from Iran, five from Kuwait and one from Libya.

There were no major changes in policy or program during the year. Despite a continuing decline in the number of American ships in maritime commerce an excellent placement record was attained for the 88 non-foreign graduates. As of the end of the reporting period, of the 83 who had completed all requirements for the merchant marine license (administered by the U.S. Coast Guard), or graduation certification, 76 were employed, of whom 52 were aboard ocean going, Great Lakes or coastal ships, 5 in marine-related shoreside positions, 14 in non-marine related positions, and 4 with the U.S. Government, including two who had received active duty assignments with the U.S. Navy.

The Training Ship *State of Maine*, made two voyages during the year. The first, a two week make-up cruise in late December and early January took the sophomore and senior students who had been aboard ship on the aborted spring cruise the previous year, for an intensive sea training experience in order to assure compliance with minimum sea time requirements of the U.S. Coast Guard. The regular annual cruise departed Castine on May 12, and returned July 8. Port visits included Norfolk, Boston, Philadelphia, Portland, Hamilton, Bermuda, Newport and New York. In addition to regular training sessions for the new senior and sophomore students aboard, the ship participated in various bicentennial events in the ports visited. The outstanding event of the cruise was the ship's assignment as press ship to Operation Sail 76. It joined the fleet of Tall Ships in Bermuda, accompanying them in the race to Newport and again from Newport to New York and again served as a press ship for the Fourth of July Operation Sail festivities in New York harbor.

# EDUCATION AND CULTURE

## FINANCES, FISCAL YEAR 1976:

### DETAIL

MAINE MARITIME ACADEMY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,630,582			\$	\$1,630,582
Departmental Operations	1,607,049				1,607,049
Transfers	23,533				23,533
Federal Grants				107,633	107,633
County & Municipal					
Private Contributions				44,659	44,659
Sales				1,497,605	1,497,605
Services & Fees				883,348	883,348
Other				74,742	74,742
Unexpended Balance Brought Forward					
Adjustment of Balance Brought Forward					
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,630,582</b>			<b>2,607,987</b>	<b>4,238,569</b>

Monies received and deposited to the credit of the State

EXPENDITURES					
Total Personal Services				1,617,498	1,617,498
Wages & Salaries				1,359,318	1,359,318
Retirement				258,180	258,180
Total All Other				2,322,919	2,322,919
Contractual Services				2,093,843	2,093,843
Rents					
Computer Services					
Commodities					
Grants, Subsidies, Pensions					
Transfers to Other Funds				229,076	229,076
Other					
Total Capital Expenditures				137,726	137,726
Buildings & Improvements				78,923	78,923
Equipment				58,803	58,803
Purchases of Land					
<b>TOTAL EXPENDITURE</b>				<b>4,078,143</b>	<b>4,078,143</b>

### SUMMARY

Total Funds Available					4,238,569
Total Expenditure					4,078,143
NET					160,426
Unexpended Balance Forward					160,361
Unexpended Balance Lapsed					65

General fund receipts of \$1,630,582 represent funds received by the Maine Maritime Academy from the State of Maine. These funds are consolidated with and expended through the Academy's current operating fund as indicated above in the other funds column.

Construction of a \$1,000,000 science and engineering annex to the upper campus classroom building, Dismukes Hall was virtually completed by June 30, 1976. The annex provides spaces for a new physics laboratory, the nautical science department and navigation laboratory, as well as additional classrooms, faculty office spaces and conference rooms. Installation of a collision avoidance radar simulator in the navigation laboratory is the major item left for completion, pending delivery of major components scheduled for late summer.

Work on repair of the training ship pier, particularly dredging of the docking area was approved by all appropriate authorities and the work was accomplished during the absence of the Training Ship in June.

During both fall and spring terms, the Academy continued with its offering of courses for the general public through its department of continuing education and summer programs. Courses were offered in machine shop, welding, small engine repair, as well as swimming, life-saving, tennis and other participation sports.

## EDUCATION AND CULTURE

Student demand for admission has continued at the highest levels of Academy history. Expansion of facilities has enabled the Academy to increase its overall enrollment from an average of 525 to 600 in the last two years. It is anticipated that future freshman classes will be composed of approximately 185 students.

### PUBLICATIONS:

Maine Maritime Academy Catalog 1977 . . . . . (no charge)  
*Maine Maritime Academy — The Formative Years 1941-1966*  
by Howard C. Jordan . . . . . \$5.00

## BOARD OF TRUSTEES UNIVERSITY OF MAINE

JAMES H. PAGE, CHAIRMAN  
PATRICK E. McCARTHY, Chancellor

*Central Office:* South Campus, Bangor 04401

*Telephone:* 947-0336

*Established:* 1865

*Maine State Government Reference Manual Data:*

*Policy Area:* 02; *Umbrella:* 99; *Unit:* 421; *Unit Citation:* 1967 P&SL Chap. 229

*Average Number of Full-Time Employees:* 3,524

### *Organizational Units:*

Board of Trustees	University of Maine at Fort Kent (UMFK)
Office of the Chancellor	University of Maine at Machias (UMM)
System-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 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

## EDUCATION AND CULTURE

qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

**ORGANIZATION:** The University of Maine dates back to 1865 — the year in which the State of Maine created a corporation to administer the affairs of the original land-grant college established in Orono under the provisions of the Morrill Act of 1862. Called the State College of Agriculture and the Mechanic Arts during its early years, the institution was redesignated as the University of Maine in 1897. The following year, a College of Law was established in Bangor where it operated as a unit of the University until 1920. The early land-grant institution was governed by a lay Board of Trustees and administered by an appointed president.

This organizational structure remained virtually unchanged until 1957, when the Portland branch of the University of Maine — then called the University of Maine in Portland — was established on the grounds of the former Portland Junior College. Four years later, the present School of Law came into being as the result of a merger between Portland University, a small private institution, and the University's Portland branch.

By 1967, the University had become increasingly aware of its statewide responsibility for providing higher education to a broader range of potential students. In order to fulfill this responsibility, an associate-degree oriented program was developed in the State's capital city of Augusta, and the second branch campus of a configuration that came to be known as OPAL — Orono, Portland, Augusta, Law School — was born.

Throughout most of this 100 year period, the State also enjoyed the services of five state teachers colleges which were operated under the State Board of Education. Though known by other names during their early years, these schools — identified by their most recent titles — and their original dates of establishment were as follows:

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 a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL. The result was the creation of the consolidated University of Maine system in 1968, with a concurrent extension of the authority of the University of Maine Board of Trustees — reconstituted to include former members of the State Board of Education — and appointment of a chancellor as chief academic and administrative officer.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. The final piece of the new system fell into place with the integration of the Portland and Gorham units into a single campus 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 who serves at the pleasure of the Board as chief academic and administrative officer; and seven campus presidents who report to the Board through the chancellor.

### PROGRAM:

**Instruction.** The instructional program of the University of Maine consists of traditional daytime course offerings, summer sessions, continuing education programs, and various outreach programs such as York County Community Services, Mid-Coast College Community Services, and the Lewiston-Auburn Learning Center.

Degree programs are offered at the associate, bachelor, master and doctoral levels. In addition, students may earn professional degrees in law and various other specialized areas. Last year, enrollment in all University programs totalled 28,518; and 4,478 persons were awarded degrees. Because of budgetary restrictions, enrollments will be maintained at the same level in fall 1976.

Two years ago, the Board of Trustees adopted revised mission statements for each campus which provided broad parameters for the review, design and expansion or reduction of programs during 1975-76. Like all planning efforts, however, academic planning is a fluid, flexible tool

## EDUCATION AND CULTURE

for dealing with an ever-changing set of circumstances. Consequently, the campus mission statements cannot be viewed as static points of departure, but rather must be considered within the context of the Board's continuous study and reevaluation of the University's statewide responsibilities.

**Public Service.** The public service component of the University includes a wide variety of programs designed to extend the many resources and benefits of the University to all Maine citizens. A sampling of such programs are the Urban Adult Learning Center in Portland, which offers instruction in basic reading, language and computational skills, as well as preparation for high school equivalency testing, to adults in the greater Portland area; the Cooperative Extension Service, which provides educational and informational assistance to individuals, families and community groups in all parts of the state; the Maine Technical Service Program, which helps business and industry to acquire and use university-generated scientific and engineering information more effectively; and the Veterans Early Education Program at Farmington, which provides remedial and refresher course work for veterans to help them prepare for entrance into a post-secondary program of study.

**Research.** The pursuit of new discoveries through creative research, tied primarily to the assessed needs of the State of Maine, provides the essential focus for University Research and Development activity. Current commitments support both applied and basic research on each of the campuses as well as at major research centers at Orono and Portland-Gorham. The wide spectrum of primary investigation necessary to all research, whether basic or applied, serves to promote and encourage both excellence in teaching and scholarly activity by faculty and students alike. The efforts of the Center for Research and Advanced Study, the Social Science Research Institute and Darling Center are examples of productive and useful research activity that serve Maine while at the same time improving the caliber of academic programs. Research activities throughout the University system are responsive to both community and individual requests, and the results of University research have unquestionably benefitted Maine business, agriculture and government.

**Maine Public Broadcasting Network.** The purpose of the Maine Public Broadcasting Network (MPBN), which is licensed to the University of Maine Board of Trustees, is to provide a balanced radio and television program service of a predominantly educational, cultural and informational nature. With four television and two radio stations, all operated by the University as a public service to the people of the State, MPBN provides more than 10,000 hours of programming to Maine homes and schools. Along with WCBB-TV in Augusta, public television reaches over 95 percent of the state's population. Radio currently reaches only 66 percent of the population, but the addition of a Presque Isle radio station in 1977 will expand coverage to the entire state.

### UNIVERSITY OF MAINE FULL-TIME REGULAR EMPLOYEES 1975-1976

#### HEADCOUNT BY EMPLOYEE CATEGORY

Date	Professional and			Total
	Faculty	Administrative Staff	Classified	
7/29/75	1,054	672	1,809	3,535
10/06/75	1,057	672	1,799	3,528
2/05/76	1,056	682	1,817	3,555
6/14/76	1,042	683	1,752	3,477
<b>Average</b>	<b>1,052</b>	<b>677</b>	<b>1,794</b>	<b>3,524</b>

#### HEADCOUNT BY ESTIMATED SOURCE OF FUNDING

Date	Educational and General		Auxiliary Enterprise	Restricted
6/30/76	2,484		469	491

## EDUCATION AND CULTURE

### FINANCES, FISCAL YEAR 1976:

#### UNIVERSITY OF MAINE STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS FOR THE YEAR ENDED JUNE 30, 1976

	Unrestricted	Restricted	Total
<b>REVENUES:</b>			
Educational and general:			
Tuition and fees	\$14,582,598	\$ 425,477	\$15,008,075
Governmental appropriations — State	36,468,544	907,187	37,375,731
Governmental appropriations — federal	206,752	1,974,998	2,181,750
Governmental grants and contracts — State	50,372	2,577,922	2,628,294
Governmental grants and contracts — federal	—	16,458,620	16,458,620
Private gifts, grants and contracts	—	2,545,406	2,545,406
Endowment income	32,710	409,180	441,890
Recovery of indirect costs	1,291,657	184,953	1,476,610
Sales and services of educational activities	531,447	569,514	1,100,961
Other sources	896,431	1,017,510	1,913,941
Total educational and general	<u>\$54,060,511</u>	<u>\$27,070,767</u>	<u>\$81,131,278</u>
Sales and services of auxiliary enterprises	16,897,923	—	16,897,923
Total revenues	<u>\$70,958,434</u>	<u>\$27,070,767</u>	<u>\$98,029,201</u>
<b>EXPENDITURES AND MANDATORY TRANSFERS:</b>			
Educational and general:			
Instruction	\$24,236,044	\$ 2,919,662	\$27,155,706
Research	2,183,319	5,691,093	7,874,412
Public service	1,743,751	5,472,593	7,216,344
Academic support	5,261,346	332,052	5,593,398
Student services	3,960,409	268,638	4,229,047
Institutional support	5,447,875	569,969	6,017,844
Operation and maintenance of plant	6,795,517	6,098	6,801,615
Student aid	420,102	11,810,662	12,230,764
Mandatory transfers for loan funds	353,111	—	353,111
Total educational and general expenditures and mandatory transfers	<u>\$50,401,474</u>	<u>\$27,070,767</u>	<u>\$77,472,241</u>
Auxiliary Enterprises:			
Expenditures	\$14,046,026	—	\$14,046,026
Mandatory transfers for debt service retirement	2,315,196	—	2,315,196
Total auxiliary enterprises	<u>\$16,361,222</u>	<u>—</u>	<u>\$16,361,222</u>
<b>OTHER TRANSFERS:</b>			
Current funds — appropriated	\$ 1,848,978	—	\$ 1,848,978
Current funds — restricted	1,776,237	—	1,776,237
Endowment funds	—	—	—
Plant funds — unexpended	244,973	—	244,973
Plant funds — retirement of indebtedness	117,686	—	117,686
Agency	200	—	200
Total transfers	<u>\$ 3,988,074</u>	<u>—</u>	<u>\$ 3,988,074</u>
Excess of revenue over expenditures and transfers	<u>\$ 207,664</u>	<u>—</u>	<u>\$ 207,664</u>

### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES JUNE 30, 1976

The significant accounting policies followed by the University of Maine are described below to enhance the usefulness of the financial statements to the reader.

**Modified Accrual Basis.** The financial statements of the University have been prepared on the modified accrual basis. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as mandatory transfers, in the case of required provisions for matching loan funds or provisions for debt amortization; and transfers of a nonmandatory nature for all other cases.

**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.

## EDUCATION AND CULTURE

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 federal or State appropriations and grants, gifts, 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, reserves for working capital, maintenance, employee compensation and benefit improvement, incentive budget awards, 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 repay auxiliary enterprise bonded indebtedness.

**Other Significant Accounting Policies.** Other significant accounting policies are set forth in the financial statements and the notes thereto.



STATE  
POLICY  
AREA

**03**

# **Human Services**

**Department of Human Services  
Department of Indian Affairs  
Department of Mental Health and Corrections  
Other Independent Agencies, Boards and Commissions  
Including: Advisory Council on the Status of Women  
Maine Human Rights Commission**





## HUMAN SERVICES

# DEPARTMENT OF HUMAN SERVICES

DAVID E. SMITH, COMMISSIONER

RAYMOND H. SMITH, ROBERT W. McGRAW, WILLIAM J. CARNEY

Deputy Commissioners

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2736

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 10; Unit: 144; Unit Citation: 22 M.R.S.A., Sect. 1

### Organizational Units:

Public Affairs & Communications

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

Advisory Board for Licensure of

Ambulance Services, Vehicles & Personnel

Maine Committee on Aging

Governor's Committee on Employment of the  
Handicapped

Governor's Committee on Children & Youth

Board of Hearing Aid Fitters & Dealers

Office of Dental Health

Maine Dental Health Council

State Government Drug Abuse Coordinating Comm.

Maine Council on Alcohol & Drug Abuse Prevention  
and Treatment

**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 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.

## HUMAN SERVICES

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.

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. Another deputy is now in charge of the Bureau of Health affairs, Comprehensive Health Planning, Medical Services, the Medical Assistance program and Hospital Services. The third deputy is in charge of management and policy that includes the Bureau of Administration.

The Bureau of Human Services has taken a more responsive role as the Social Services Unit and the Research, Evaluation and Planning Units are placed in its bureau, transferred from the Bureau of Social Welfare. Also transferred from the Bureau of Social Welfare is the Division of Medical Assistance that is now the Office of Medical Assistance directly under a deputy commissioner.

In 1975 the department's former name, Health and Welfare, was changed by legislative action. By administrative action the Bureau of Human Service became the Bureau of Resource Development.

**PROGRAM:** The program of the Department of Human Services is accomplished through its various components.

**Bureau of Administration.** During FY 76 the Bureau continued to develop, expand and refine computer systems in support of income maintenance functions, notably in the area of on-line eligibility information.

The Bureau implemented minor changes in the regional structure which provided maximum utilization of clerical staff. In its overall management of the departmental budget the Bureau was able to minimize the impact of very substantial cuts requested by the Bureau of the Budget.

The division of data processing worked very closely with Health Application Systems, Inc., to develop a design for a Medicaid Management Information System (MMIS) which is to be implemented in FY 77.

**Office of Public Affairs and Communications.** During FY 76 the Office of Public Affairs and Communications prepared a minimum of 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, edited and published a 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 Office also completed a new employee orientation handbook, a new directory of services and a new guidebook for regional information officers. 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.

**Personnel.** Primary emphasis during the fiscal year was the development of up-dated class specifications in conjunction with a Statewide Salary Study conducted by Hay Associates. As an offshoot of this study approximately 120 "job audits" were performed. This project started in November, 1975 and will be terminated in December, 1976. In addition to this one special project, the Division carried out the general purposes of the Personnel Office.

## HUMAN SERVICES

**Audit Division.** Throughout the past fiscal year, the Audit Division made extensive progress in auditing Title XX purchase of service contracts which number more than 250 in any given year. These audits consist of verifying payments made by the Department to facilities to provide services and to check to see that the terms of the contract have been met. In many cases audits result in corrections being made to correct reporting errors and improve services provided.

Audits were also performed on nursing homes, boarding homes, skilled nursing facilities and hospitals for the greater part of the year. On November 1, 1976 the Audit Division was relieved of auditing Title 19 providers and a Health Care Audit Unit was created under the Bureau of Health to do this audit work. At present, the Audit Division has the responsibility of doing all internal audit work in the Department, doing the purchase of service contracts serviced under Title XX, also Title III and Title VII administered by Bureau of Maine's Elderly, 21 child caring institutions and other special projects.

**Research and Vital Records.** 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. From 1968-1974 the National Center for Health Statistics (NCHS) contracted the New England Cooperative Vital Statistics Program to provide vital statistics tapes of births and deaths. Beginning in 1975 this program has had a contract with NCHS to provide vital statistics tapes on births and deaths.

The vital statistics quality control program which began in 1971 has resulted in a 57 percent reduction in the number of birth records with errors and/or omissions. The completeness of registration of births and deaths is very high. For fetal deaths the completeness of registration is still very low, even though there has been an improvement over the previous year. Registration completeness for marriages and divorces is unknown.

The annual vital statistics report for 1975 will be published sometime in January 1977. The Vital Statistics handbook for local registrars, physicians, hospitals and mortuaries was published during the past year. The method for estimating population by age group is now operational by computer and unadjusted estimates by town and county have been made for the years 1971, 1972 and 1973. Total work load is about the same as last year excepting a large increase in requests for raw vital statistics data by health planning agencies. These requests have caused quite an increase in computer charges but so far operations have continued without additional manpower.

**Accounting Services.** Besides meeting the recurring and routine accounting responsibilities certain automated systems have been adopted for improving efficiency. A computerized system in AFDC payroll accounting allows Accounting Services to handle approximately 18,000 families with three fewer accounting staff persons.

In Medical Bills Payments, implementation of a computerized system is also underway. Medical bills payment in Maine provides reimbursement on costs and fees to 7,000 providers including hospitals, clinics, nursing home care, doctor's fees and drug bills. The new system being adopted is designed to cut payment time by 50 percent and to closely monitor bills being processed within the system.

A new program of income accounting in Child Support Enforcement should also be mentioned. Maine Revised Statutes provides for collection of child support payments from absent parents. Monies collected by virtue of Department efforts are receipted through the cashiers office and transmitted to the State Treasurer for disbursement for individual child support. Appropriate fees accruing to the Department are deducted and credited prior to disbursement.

While the program is so new that experience is insufficient to presently report collection activity the office finds considerable increased demand in cashier office services. The program is part of a national Health, Education and Welfare effort. At the present time program expense including cashier unit services are reimbursable at a 75 percent rate.

**Data Processing.** 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 is a continuing effort. The Income Maintenance system design has been implemented as an operating part of the on-line telecommunications system. This has permitted a decreased handling time from a weekly to a daily basis effecting more timely opening and closing of payment obligations and decrease of supportive manual efforts. Design of the absent parent location and collection system as a part of the integrated system was completed. At the

## HUMAN SERVICES

close of the year implementation was in process. This system supports Title IV-D Federal statute for timely provision of information for control on absent parent location and collections.

In the Medicaid Management Information System system specifications were completed and a Request for Proposal design was developed and issued. The design was completed and received and is in the process of evaluation.

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.

The Division has also assisted other departments by utilizing its computed files.

**PUBLICATIONS:** None

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF HUMAN SERVICES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$59,457,539	\$115,000	(\$42,874)		\$59,529,665
Departmental Operations	51,216,736				51,216,736
Transfers	8,240,803	115,000	(42,874)		8,312,929
Federal Grants			111,804,454		111,804,454
County & Municipal		2,090,890			2,090,890
Private Contributions		2,104,589			2,104,589
Sales		3,687		10	3,697
Services & Fees		591,440	(173,670)	1,929	419,699
Other		2,003,503	1,216,151	1,705	3,221,359
Unexpended Balance Brought Forward	1,475,972	294,481	1,913,669		3,684,122
Adjustment of Balance Brought Forward	3,924	228,071	122,579		354,574
<b>TOTAL FUNDS AVAILABLE</b>	<b>60,937,435</b>	<b>7,431,661</b>	<b>114,840,309</b>	<b>3,644</b>	<b>183,213,049</b>

Monies received and deposited to the credit of the State		478,544	197,485		676,029
--	--	---------	---------	--	---------

EXPENDITURES					
Total Personal Services	5,655,864	352,749	8,732,014		14,740,627
Wages & Salaries	5,142,889	320,426	7,885,597		13,348,912
Retirement	512,975	32,323	846,417		1,391,715
Total All Other	50,853,000	6,823,553	103,183,686		160,860,239
Contractual Services	2,539,619	804,842	3,025,594		6,370,055
Rents	334,693	4,345	457,841		796,879
Computer Services	247,616	(19,855)	604,535		832,296
Commodities	182,842	9,670	423,940		616,452
Grants, Subsidies, Pensions	48,130,539	6,009,041	99,734,152		153,873,732
Transfers to Other Funds,					
Other					
Total Capital Expenditures	3,816	1,577	71,112		76,505
Buildings & Improvements					
Equipment	3,816	1,577	71,112		76,505
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>56,512,680</b>	<b>7,177,879</b>	<b>111,986,812</b>		<b>175,677,371</b>

#### SUMMARY

Total Funds Available	60,937,435	7,431,661	114,840,309	3,644	183,213,049
Total Expenditure	56,512,680	7,177,879	111,986,812		175,677,371
<b>NET</b>	<b>4,424,755</b>	<b>253,782</b>	<b>2,853,497</b>	<b>3,644</b>	<b>7,535,678</b>
Unexpended Balance Forward	4,099,729	253,782	2,853,497	3,644	7,210,652
Unexpended Balance Lapsed	325,026				325,026

## HUMAN SERVICES

### BUREAU OF HEALTH

GEORGE E. SULLIVAN, DIRECTOR

WILLIAM J. CARNEY, Deputy Commissioner of Health

*Central Office:* Human Services Building, Augusta 04333

*Telephone:* 289-3201

*Established:* 1835

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 144A; *Unit Citation:* 22 M.R.S.A., Sect. 1

*Average Number of Full-Time Employees:* 378

*Authorized Employee Level:* 454

#### *Organizational Units:*

##### Central Administration

Division of Health Resources

Division of Hospital Services

Division of Disease Control

Division of Specialized Medical Care

Division of Medicaid Surveillance

Division of Public Health Nursing

Dental Health Program

Division of Health Engineering

Division of Public Health Laboratories

Division of Medical Assistance

Comprehensive Health Planning Agency

Uncompensated Care Advisory Committee

Advisory Commission on Laboratory Licensing

Board of Sanitation, Licensing and Inspection

Plumbers' Examining Board

New England Board of Health Services and  
Facilities

New England Compact on Radiological Health  
Protection

State Board of Funeral Service

**PURPOSE:** The major goals of the Bureau of Health are: to preserve and protect the health and lives of the people of the State of Maine at the highest level of human health commensurate with current technical and social capabilities; to meet the health care needs of the citizens of Maine through a planned system of services; and to preserve and protect the health of the people of the State of Maine who are deemed unable to pay for medical care.

Through the authority vested in the Commissioner of Human Services, 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 nonprofit 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.

Through the authority vested in the Commissioner of Human Services, the Comprehensive Health Planning unit is responsible for implementing Section 1122 of Public Law 92-603 under the Social Security amendments. As the State's Designated Planning Agency to develop methodology and strategy for statewide coordination of health delivery mechanisms, the unit is mandated to involve the consumer in the process of health planning; to develop a State health plan; to encourage the health care system to develop on a regional basis; to work toward cost containment and intelligent resource allocation; and to set priorities for State health concerns and initiate plans for alleviating system problems.

The Department of Human Services 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 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

## HUMAN SERVICES

for payment for each service by each type of provider; provides approved billing forms for distribution to providers; and approves the identification form provided to eligible 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:** 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 permitted by statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

**PROGRAM:** The program of the Bureau of Health is implemented through its various offices and programs.

**Central Administration.** In FY 76, the Central 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 Human Services. A listing of these grants follows and is offered as an example of the kinds of activities that take place from the Office.

1. Poison Control Center (Maine Medical Center). This award is a continuation of past activities by the Bureau in order to fund equipment and personnel to maintain a poison control telephone line for dealing with poison substance emergencies.

2. Piscataquis County Dental Education and Disease Control Program. This project is in the final year of funding for the development and dissemination of a dental health education curriculum based on a demonstration project funded by the Department and the Bureau over the past two years. It is expected that a dental health program format will be the product that can be applied to other areas of the state.

3. Thayer Hospital Pediatrics Project (Mid-Maine Medical Center). This project is a continuation of Bureau activities in this area and is a prerequisite to receiving additional Title V (Maternal and Child Health) funds. This project focuses principally on pediatric problems remote from the hospital and most specifically in the Oakland area.

4. Chester Dental Clinic for Children (Diocesan Human Relation Services). This is a continuation of the Bureau's agreement to essentially deficit-finance a dental clinic (in Chester, Maine, a very rural area) in order that dental services may be delivered to the area residents.

5. Hemophilia Project/Down's Syndrome Project (Genetics Counseling Center, Ellsworth). This is a continuation of Departmental activities in the area of genetic diseases, especially in the important diseases of hemophilia and Down's Syndrome. The hemophilia project is operational and offers genetic analysis and counseling of affected individuals and individuals who are at risk of being affected by the disease. The Down's project is operational and offering counseling for its clients.

6. Health Education Planning (Maine Lung Association). This is the final year of activity with the Maine Lung Association in determining Maine's health education needs and suggesting several ways to address these needs. The result is expected to be an analysis to be used by a variety of sources including planners, voluntary agencies, governmental agencies and others.

7. Family-Centered Integrated, Coordinated Rural Maternal and Child Health Programs. This project is a continuation of activities by the Bureau in an attempt to consider the health problems of children and mothers in rural areas in a coordinated manner integrated with other Human Services needs in these areas.

8. Expanded Healthmobile (York County CAP). This is the terminal year funding for the York County Healthmobile (now fixed) offering services to a number of towns in southwestern York County.

9. Chronic Obstructive Lung Disease (Maine Lung Association). This very small award was for a stipend for a summer student from Yale School of Public Health to investigate chronic obstructive lung disease problems in Maine. The result is a useful study by this individual pointing out the magnitude of the problem in Maine and suggesting some of its implications.

## HUMAN SERVICES

10. Health Education Resources Utilization Consortium (Maine Lung Association). This grant award is a small stipend to cover printing and distribution costs of a number of health education-related materials to professionals in the field.

11. York County Maternal and Health Services. This award was made to a consortium of five individual home health agencies that have now consolidated for the purposes of delivering coordinated care to York County citizens.

12. Community Health Services — York County Project. This award by the Bureau was made to bolster additional revenues in order to bring coordinated services to the residents of York County.

13. State Health Information Project (Human Services Development Institute). This award had as its purpose the identification of data sources relating specifically to health status indices and the development of an assessment of Maine's health needs as indicated by existing data.

14. Coordinated Health Screening and Other Preventive Medicine Activities (Medical Care Development, Inc.). This is a terminal year award to Medical Care Development in order to complete the coordination of health screening activities on a statewide basis. This relates most specifically to elderly screening projects, but others are involved.

15. Breast Cancer Research (Mid-Maine Medical Center). This award is an attempt to coordinate medical records from three institutions in Maine for the purposes of attempting to identify and quantify the breast cancer problems in Maine.

16. Pregnancy Among Maine Adolescents Project (U. of M.-Orono). This award attempts to identify and quantify the growing problem of pregnancy among Maine's adolescents. The project intends to look at social and psychological aspects of this problem.

17. Community Based Dental Health Project (Medical Care Development, Inc.). This project is in response to legislative and community requests that the Department of Human Services expand its dental health program. These funds were used to develop a Maine Dental Health Advisory Council and for some staffing functions.

18. Health Manpower Data System (U. of M. Portland-Gorham). These funds were awarded in partial fulfillment with a federal contract to collect health manpower data for all licensed health practitioners in Maine. This is a continuation of earlier activities.

19. Health Law — Development of a State Plan for Legislation (Human Services Development Institute). This is a continuation of earlier activities to look at the legal structure under which Maine's health care system is operating and to propose to the legislature necessary reforms to those laws.

20. Expansion of Home Health Care Services — Fort Kent (Cary Memorial Hospital). This award is an attempt by the Department to assist the development of home health care services to be expanded in the Fort Kent area. Nearly all other areas of the state have these kinds of services available.

21. Staff Support — Maine Health Systems Agency. This award was made to Maine Health Systems Agency in order to assist their establishment and development. The award covered staff and support services in order to complete application for funds and for first weeks of operation.

22. Second Maine Respiratory Disease Conference (Maine Lung Association). This small award was made to the Maine Lung Association in order to hold its second conference on respiratory diseases in Maine. The Bureau was involved five years earlier in holding such a conference and this activity was an attempt to look at the progress that has been made in this state over the past five years.

**Research and Development.** The Central Office of the Department has conducted a number of reports and briefings useful in policy decisions during FY 76. These include in part a look at the new organization for the Department of Human Services resulting from the installation of the new Commissioner, the development of criteria and guidelines for the purchase and installation of several kinds of equipment in medical care institutions (e.g. computed tomography scanners, laser beams and others), a follow-up study of consumer attitudes about health and their needs for health education, a survey of smoking practices among departmental employees and individual studies relating to current and proposed programs.

The following list represents some of the activities in which the division has been involved during FY 76.

The Division completed a *Report on Taxes, Cigarettes and the Health of Maine's Citizens* for Commissioner Smith and Governor Longley. This has been rewritten in article form and submitted to the *Journal of the Maine Medical Association* for publication. Work is continuing

## HUMAN SERVICES

on an educational program for restaurant personnel and the general public on the proper use of the Heimlich Maneuver to prevent deaths by choking. To date, hundreds of people have viewed the training film, posters demonstrating the maneuver have been placed in every licensed eating place and school cafeteria in the state and a public service announcement has been developed to alert the public on where they may obtain reliable information on how to perform the maneuver. The member banks of the Maine Savings and Loan Association have cooperated with the project by agreeing to be distribution points for information on the Heimlich Maneuver.

Division staff served as educational consultants to the Maine Swine Flu Immunization Program, and the program director was appointed to the Governor's Advisory Committee on Immunizations. Throughout the year the development and coordination of a *Workshop on Expanding the Health Education Role of Outreach Workers* at the University of Maine at Farmington was in progress. In February, 35 employees from Community Action Agencies and the Cooperative Extension Services from throughout the state benefited from the workshop. Consultation was provided to the Kennebec County Cooperative Extension Service on a health education needs assessment, and on the expansion of their Geriatric Nurses Aide Training Program.

The Bureau participated on the New England Regional Health Promotion Council which is an advisory body to a Department of Health, Education and Welfare funded project at the University of New Hampshire. Work on this council involved planning and conducting an invitational conference to formulate region-wide strategies for health education. The review and approval of six health education demonstration projects in the New England region (two of which were awarded to Maine agencies) was another function of this advisory board.

Furthermore, the Bureau was involved in the development and coordination of a workshop for health educators on "The Application of Community Development Skills to Health Education". Compilation and distribution of a *Directory to Health Education Resources in Maine* to school health educators, health agencies, and consumer groups progressed throughout the year.

Together with the Department's Office of Public Affairs and Communications, and the Augusta General Hospital's High Blood Pressure Project, the Program designed, conducted, and coordinated a High Blood Pressure Screening Program for over 2,000 State employees. Approximately 15% of those screened were newly detected hypertensives.

In conjunction with the Maine Health Education Consortium, the program developed and sponsored a training workshop in the application of the "Activated Patient Program" developed at Georgetown University Medical School by Keith Sehnert, M.D. Over fifty health professionals from various areas of the state participated and a number of courses which focus on prevention and early detection of illness are being offered to the public during the Fall.

Because of the nature of many of the projects cited above, work will continue on some of these over the next year. Although a large amount of time has been spent on the Influenza Immunization Program during the early part of FY 77, activity is currently under way in the areas of dental health education, smoking and health, venereal disease education, and consumer education in health.

**Health Manpower Program.** Activities associated with the Health Manpower Program include the collection of data on all existing licensed health personnel in the state. Under a grant from the National Center for Health Statistics (NCHS), 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 counselors in suggesting health vocations for their students. FY 77 objectives include a report for various licensing boards, Health Systems Agency and other data users on the availability and characteristics of the manpower surveyed in 1976, and updating our master file on an annual basis. This work is being conducted under a continuation grant from NCHS of approximately \$70,000.

**Health Facilities Planning and Construction Program.** The Health Facilities Planning and Construction Program, established in 1945, is authorized to develop a State plan for establishing the type, size and location of general hospitals, public health centers, long-term care facilities, rehabilitation centers and out-patient facilities, and to revise the plan as needed, usually annually; to solicit applications for federal grant and loan guarantee funds and assist applicants in the proper completion of documents; to recommend eligible projects to the Health Facilities Advisory Council for approval and federal funding, and receive and distribute federal funds to project sponsors; to review plans and specifications, bid documents, change orders and

## HUMAN SERVICES

equipment lists for compliance; and to implement uncompensated care provisions of the Hill-Burton Act.

No new projects were federally financed by the State agency during the period 7/1/75-6/30/76. Interim payments of Hill-Burton funds were made to five projects under construction, located in Rockland, Bangor, Waterville, Lubec and Houlton. Four projects were terminated during this period — Penobscot Bay Medical Center, Eastern Maine Medical Center, Mid-Maine Medical Center and the Regional Medical Center at Lubec.

The uncompensated care portion of the program was implemented for approximately forty-five health facilities which had received federal funds during the past twenty years. This involved review and approval of options selected by hospitals for providing free care to those individuals unable to pay, publishing these options in local papers, and reviewing budgets and expenditures to determine compliance with regulations. A seven-member Advisory Council was designated by the Commissioner two years ago to provide guidance in carrying out the requirements of this program. Their appointments have expired and it is recommended that a similar committee be established.

The Hill-Burton program terminated June 30, 1976. Responsibility for continuing some of its former activities is provided for in P.L. 93-641, the National Health Planning and Resources Development Act of 1974. Effective July 1, 1976, there was established within the Department the Bureau of Health Planning and Development, which will address the problems of planning for health services and facilities, Section 1122 program, certificate of need and other related matters. This new agency will assume responsibility for servicing Hill-Burton projects (federal payments, change orders, equipment lists), supervising the uncompensated care program, and monitoring projects with federal loan guarantees.

**Emergency Medical Services Project.** The Emergency Medical Services Project, initially established in 1967, has overall responsibility in the planning, implementation, and evaluation of the State's Emergency Health Care Delivery System. To this end, the project is authorized to set standards for ambulance 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 Project, progress toward implementation of an effective emergency medical care system was made in several major functional areas during FY 75 and is described in three grant applications to DHEW which collectively describe the total state-wide plan.

**Communications, Transportation and Facilities.** An updated state-wide Emergency Medical Services (EMS) communications plan has been completed by the EMS project staff. This document expands upon the 1968 study and describes the current status of hospital to ambulance communications and defines the deficiencies in existing very high frequency (radio waves) capability as well as describing ultra high frequency (radio waves) capability soon to be installed in the Kennebec Valley region. A communications subcommittee of the EMS Advisory Committee to the Commissioner of Human Services will actively implement the planning outlined in this plan for all other areas of the state.

A standard Department of Human Services/Transportation interdepartmental operating procedure to speed up and equitably allocate on the basis of state-wide prioritization of need, available funds for ambulance/radio purchases has been completed. This mechanism utilizes the EMS coordinators on a local/regional basis and incorporates an analysis of all prior Department of Transportation funding for these purposes from 1968-1975.

A state-wide self-categorization of general emergency care capability was done by all hospitals in March, 1976. A more specific delineation of critical care capability which is described in the Emergency Medical Service Systems Act, will be carried out as part of the current year's implementation activities.

**EMS Advisory Committee.** An EMS Advisory Committee with state-wide representation met to review the total EMS project. Seven working subcommittees have been formed to assist with implementation of the described EMS plan and to review subsequent EMS grant applications. These committees will deal with communications/access, manpower/training, transportation/public safety/disaster planning, facilities/critical care, public education/consumer participation, data systems development/evaluation, and funding/legislation.

## HUMAN SERVICES

**Division of Disease Control.** FY 76 activities of the Division are as follows.

**Venereal Disease Control Program.** The Venereal Disease Control Program began in 1963 under a federal project grant. Its purpose is to direct and administer comprehensive surveillance and control activities in order to contain the spread of venereal disease in the State of Maine.

Program responsibilities include complete epidemiological case management of all reported cases of early syphilis; development and management of screening programs used to identify untreated cases of syphilis and gonorrhea; participation in the presentation of venereal disease information and education programs and the planning and implementation of in-service training programs for schools; dissemination of epidemiological, medical, diagnostic, and treatment information to the private medical community.

During FY 76 the Venereal Disease Program's case-finding unit again made a concerted and successful effort to identify untreated cases of venereal disease through the two major screening programs currently utilized. They were also successful in preventing numerous cases of venereal disease from occurring through the epidemiologic process. This process includes contact interviewing, contact investigation and the prophylactic treatment of known contacts to venereal disease.

The number one reportable communicable disease in Maine is gonorrhea. The majority of the activities conducted by the Venereal Disease Control Program are related to the control of gonorrhea. As it has in the past, the gonorrhea screening program has been a significant factor in identifying the asymptomatic female within the population. The following table represents the results of the program during the last four years.

	<b>Total Cultures</b>	<b>Number Positive</b>	<b>% Positive</b>
Fiscal Year 1973	13,791	388	2.8%
Fiscal Year 1974	22,917	749	3.3%
Fiscal Year 1975	31,476	927	2.9%
Fiscal Year 1976	39,935	1,193	3.0%

The impact of the screening program is demonstrated by the percentage of the total morbidity which it identifies.

	<b>Total Cases</b>	<b>Cases Identified Through Screening Program</b>	<b>% Total Cases Identified Through Screening Program</b>
Fiscal Year 1973	1230	388	32%
Fiscal Year 1974	1635	749	46%
Fiscal Year 1975	2214	927	42%
Fiscal Year 1976	2439	1,193	49%

Continued effort in the area of gonorrhea screening will remain a priority of the Venereal Disease Control Program during the coming year.

**Genetic Disease Program.** The Genetic Disease Program, established in 1972, is responsible for implementing a systematic approach to reduce the burden of genetic disease in Maine. The systematic approach involves identifying the at-risk population, providing necessary diagnostic laboratory tests and scheduling genetic counseling services to assure that individuals at risk are making informed decisions regarding family planning.

In FY 76, the Program funded and administered three specific disease projects: Hemophilia, Down's syndrome, Meningomyelocele. Participation in the Project is voluntary. Persons involved in the projects receive necessary laboratory testing, genetic counseling from a Department-approved physician, a copy of their genealogy, and a written summary of the counseling session prepared by the counseling physician.

FY 76 activities included:

1. Assisting the development of a carrier test for at-risk women in Factor VIII hemophilia families to provide more accurate genetic counseling.
2. Designating 15 physicians selected by specialty and geographic location to provide counseling and requiring that they attend an "Area Genetic Counseling Physicians Workshop" to assure that counseling physicians have up-to-date medical and genetic information.

## HUMAN SERVICES

3. Assist in the development of and the education about a routine Alpha Feta Protein maternal serum screening test to detect meningomyelocele prenatally.
4. Participation of Maine people to date:
  - a. persons contacted 315
  - b. persons tested 91
  - c. persons counseled 59
  - d. persons evaluated 27

**Tuberculosis Control Program.** The major thrust and primary goal of this program is to eradicate Tuberculosis in Maine. To attain this goal, the program works for the continued reduction of incidence of the disease by preventing infection by the disease organism. They assure that infected individuals do not become infectious and implement medical procedures that will convert infectious cases to a non-infectious status.

The program has been able to keep more patients on medications and has improved the reporting of follow-up and services. The major revisions of the record systems, cited in 1975, have increased the capacity for accuracy of information, record retention, patient management and substantially reduced caseloads. The program has been able to reduce TB disease incidence through procedures which expedite the epidemiologic process, to identify exposures, the infected and the recommendation for preventive therapy. In essence the reduced reported caseload and increased recommendations for prevention have effected the early detection and early prevention concept to reduce prevalence for the ultimate eradication.

In FY 76, the program activities included the management of 312 tuberculosis patients, 4 being followed in institutions directly related to their tuberculosis; 11 were institutionalized for other reasons (primarily mental health) and 67 patients were no longer in need of review because of their current health status. The 78 new cases of TB disease reported named 811 individuals as contacts. Staff examined 793, found 186 infections and placed a total of 144 persons on preventive therapy; 44 of those placed on therapy were among the 597 examined and found to be free of tuberculosis.

As the increased number of patients have been identified with concomitant disease, of which TB is a part, more patient X-rays and laboratory studies have been provided, generating information as to whether or not they are infectious.

The Tuberculosis Control Program continued its federal bloc grant allowing for the reassignment of its federal Tuberculosis Control advisor, medical coordinator and the alignment of its continuous successful program concerned with the discharge of its duties. The TB drug purchasing and distribution program was renovated, the physician medical advisors' scope for involvement was expanded, additional program conformity was detailed, the tuberculosis treatment facilities were enhanced, the medical reimbursement third party concept was tailored and the program objectives were redefined.

**Immunization Program.** Organized in 1965, the Immunization Program provides logistical support to providers of health throughout the state engaged in administering immunizations against vaccine-preventable diseases to pre-school and school-age children. Support activities are consistent with the overall objective of achieving high levels of immunity against polio, diphtheria, pertussis, tetanus, measles and rubella.

Public apathy towards immunization remains relatively high in the absence of severe disease outbreaks. The Immunization Program has engaged in a public information program designed to motivate parents to seek immunizations for their children. This activity was multi-faceted and utilized radio, television, newspapers, flyers, public service announcements and posters.

**Hospital Infection Control Program.** The Hospital Infection Control Program, a new program in 1974, is responsible for the design of a control program for the use of Maine's health care facilities to reduce the 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.

FY 76 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 implemented by this program. A surveillance system for use in Maine's hospitals, concerning their hospital-based infection, is designed and is being

## HUMAN SERVICES

implemented at this time. Some financial data was 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.

**Lead Poisoning Screening Program.** The Lead Poisoning Screening Program, established in 1972, is responsible for detecting suspected cases of lead poisoning in pre-school children in Maine through capillary blood lead screening. Procedures have been established which provide for medical and environmental follow-up of all positive children. All activities are coordinated with appropriate medical and environmental agencies. The actual screening process is carried out by program personnel, the Division of Public Health Nursing, home health agencies, city health departments, health maintenance organizations and community action agencies. Environmental activities are implemented by program personnel, local health officers and local housing authorities.

**Family Planning Program.** Established in 1966, the Family Planning Program is responsible for the administration of State funds appropriated for the purpose of providing family planning services to medically indigent persons, and to all others who are unable to obtain these services privately. The Program is authorized to receive and disburse such State funds as are available for family planning services to any nonprofit organization, public or private, engaged in providing these services.

Family planning services were delivered to approximately 20,000 women by eight such organizations during FY 76. These services were financed by a mixture of Federal and State sources. The legislative appropriation for FY 76 was granted to a private family planning organization which used the funds to match (on a 9 to 1 basis) Title XX funds in the Bureau of Resource Development. These funds were then distributed to eight local family planning organizations which also received direct Federal Title X funds for family planning services.

The major efforts of the year were devoted to defining and standardizing the services offered statewide. In addition, uniform cost accounting procedures were developed and implemented jointly by the Bureau of Health, the Medical Assistance Program, and the Bureau of Resource Development.

**Public Health Laboratory.** FY 76 activities of the Public Health Laboratory included the following:

**Testing Activities.** The microbiology section of the Public Health Laboratory continues to show an increase in testing for gonorrhea and syphilis. This testing is principally the result of activities conducted in family planning programs and 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 did a substantial number of tests for individuals in the state, as well as for public water supplies — particularly in the area of trace metals — insuring the water quality for Maine citizens. The pesticides detection program was called in again for some special responsibilities, including safety of operation, during the spruce budworm spraying in the summer of 1976. Again this activity for FY 76 was only marginally funded and is given 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 minimal quality checks on some of their laboratory services.

The Public Health Laboratory, with legislative approval, instituted a fee-for-service system in the conduct of some of the laboratory tests as of October 1, 1975. Dwindling appropriations and skyrocketing costs of testing brought about this necessary change. There are still 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, and free reference culture work for hospitals. This fee-for-service system has aided to defray costs of doing these various tests directly from the physicians and hospitals involved. It is likely that the physicians and hospitals passed this charge along to the individual patients. Where possible, prepayment for service has been instituted. It is anticipated that approximately 39% of laboratory services will be provided through fee-for-service.

## HUMAN SERVICES

The Federal Clinical Laboratory Improvement Act, which is expected to pass in FY 77, will assist measurably in providing uniform quality in laboratory services for all clinical laboratories — hospital, independent, private.

**Division of Health Engineering.** There are 7 major programs under the administrative auspices of the Division of Health Engineering.

**Plans and Standards Review Program.** This is a support program 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:

Department of Environmental Protection . .	220
Land Use and Regulation Commission . . .	120
Municipal Sub-Divisions . . . . .	26
Tenting and Trailer Parks . . . . .	108
Eating and Lodging Places . . . . .	39
Swimming Pools . . . . .	13
Private sewage disposal reviews . . . . .	28
Miscellaneous letters . . . . .	276
Waivers . . . . .	1,049
Hospitals . . . . .	12
Schools (80 public, 14 private) . . . . .	94
Miscellaneous public projects . . . . .	91

Re-reviews of earlier plans constitute approximately 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 \$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: internal plumbing, external sewage disposal, and 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 (OSHA) requirements. This program conducted 90 occupational health inspections during FY 76. It has developed a training program to permit utilization of other field employees of the department to carry out some occupational health inspections. Two high-risk industries were aided in identifying specific health hazards. 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. Twenty-seven hospitals with 52 X-ray units were inspected during FY 76, approximately 77 dental facilities with 135 X-ray machines were inspected, and an additional 46 industrial facilities with 74 X-ray machines were inspected. Finally, 56 environmental surveys were conducted at the Maine Yankee Atomic area.

**Residential Health and Safety Program.** This program deals with housing and general sanitation problems. In FY 76, approximately 84 health officers, selectmen, Pine Tree Legal, and private individuals were aided with housing and general sanitation problems. Ninety-seven consultative investigations were made for industrial applications, 38 mediation-type cases were handled between the public and property owners, 18 compressed air suppliers licenses were issued, 52 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 Program.** 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 FY 76 was cross trainings of health inspection personnel for the purposes of a multiple utilization of these individuals. Ten full-time equivalent employees conducted approximately 12,159 units of inspection throughout the fiscal year.

**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 FY 76, 9,146 inspections of eating and lodging places were conducted. Two hundred and forty-six (246) inspections of boys' and girls' resident

## HUMAN SERVICES

and day camps were completed. This program was involved in conducting food handling schools, inspection of four jails for the Department of Mental Health and Corrections, 269 inspections of facilities for other divisions of the Department of Human Services, 481 inspections of swimming pools, and 2,282 inspections of areas related to this unit of the division.

**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 biannual inspection of check valves, reviews fluoride programs in public water supplies with biannual 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. FY 76 activities include the certification of local plumbing inspectors of whom 409 individuals were certified. A revised written examination is in effect that reflects recent changes in the Maine State Plumbing Code. Ninety-five percent (95%) of the municipalities have certified local plumbing inspectors under the aegis of this law. Public hearings on the new plumbing code revision, held throughout the state, attracted a large attendance (over 1,000 individuals) and has been a valuable discussion of plumbing regulation with the community at large. Finally, this program has developed a nontechnical private sewage disposal bulletin that is well received by the community assisting individuals in interpreting the rules and regulations developed by this program.

**Division of Public Health Nursing.** 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 five regional field 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.

Services rendered by the Division are provided through direct visits to patients, and through clinic activities.

During FY 76, 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 becoming 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 the Division's nurses.

## HUMAN SERVICES

**Division of Specialized Medical Care.** 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.

Direct services of the Division were provided to some 1,700 crippled children during FY 76 through the direct purchase of medical care from private providers and by patient advocacy by program personnel. Services were also provided to approximately 6,000 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 foodstuffs selected to alleviate their particular problems.

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.

**Division of Hospital Services.** This unit conducted on-site surveys for state licensing and/or Medicare-Medicaid certification for the following facilities:

- 54 general hospitals; 2 psychiatric hospitals

- 21 skilled nursing facilities

- 142 intermediate care facilities

- 5 intermediate care facilities for the mental retardation

Furthermore, State licensure surveys were conducted for 301 boarding care facilities, and Medicare-Medicaid certification surveys were done for 14 home health agencies and 2 independent clinical laboratories. Additionally, minimal federal certification functions were performed for the Medicare Program for:

- 10 out-patient physical therapy units;

- 8 physical therapists in independent practice;

- 8 rehabilitation agencies interested in becoming providers for speech and hearing therapy;

- 4 renal dialysis centers and facilities and

- 1 kidney transplant center

All of the above included numerous on-site visits and written and/or verbal consultations pertinent to the survey process.

The Division, functioning as the state agency for the implementation of the Social Security's Health Insurance Program for the aged, is responsible for the proficiency testing of certain categories of health care professionals. Examinations were conducted in August, 1975, by the State Public Health Laboratory for 80 clinical laboratory technologists and cytotechnologists. 210 applicants for a similar examination, given in August, 1976, were processed in May and June, 1976.

**Division of Medicaid Surveillance.** The Division is responsible for reviewing the quality, quantity and necessity of services covered under the State Medical Plan. The Federal penalty is the loss of one-third of the Federal Matching Funds if a program is not in operation.

Throughout the year, 3,035 new patients were classified as to level of needed care by the Health Service Consultants and placed in nursing homes under the Medicaid Program. Also, 155 on-site reviews to nursing homes by a team of a registered nurse, a social worker and a physician were conducted in coordination with the Division of Hospital Services. The State was found to be in compliance with federal requirements during the year. Further, 335 Utilization Review On-Site visits were made by a social worker, a registered nurse in conjunction with the Division of Hospital Services to meet Federal requirements. Maine was in compliance with those national requirements. During FY 76, 34 hospitals were surveyed by the Division of Hospital Licensure. Routine samplings of invoices against services provided in all hospitals were conducted by the Division of Medicaid Surveillance.

Length-of-stay criteria has been applied through the Pine Tree Organization for Professional Standards Review (PSRO) through a Memoranda of Understanding. Monitoring of

## HUMAN SERVICES

the PSRO, as required has been conducted by the Division of Medicaid Surveillance. Specific criteria to be utilized for Utilization Review and Medicaid Surveillance is being developed through the PSRO for all covered services. This type of criteria is essential to review the quality, quantity and necessity of services covered. The Pine Tree Organization for Professional Standards Review also provides professional input for review of specific cases as to the quality, quantity and necessity of a service.

Throughout FY 76, 17 mental health clinics were surveyed with on-site visits. Invoices were checked in relation to the Provider Agreements. Deficiency summaries were presented and followed up as required, and recommendations to payment were made. Also sampling of invoices have been checked against medical records in physician's offices to verify that services were delivered as billed. Furthermore, the Division worked in conjunction with the Division of Public Health Nursing to survey all Early Periodic Screening Diagnoses and treatment agencies. They were surveyed by a team of a Public Health Nurse and a social worker as required. During the year Physical Therapy services in nursing homes were investigated with specific recommendations for changes in covered services. Suspected fraud and/or abuses are under investigation. Both the Federal and State emphasis on Suspected Fraud and Abuse has increased the number of investigations carried out by the Division of Medicaid Surveillance. Activities have and will increase in this area in upcoming years.

Utilization-Review of the Drug Program is conducted during the year by regional review teams consisting of pharmacists and physicians. Follow-up of areas of concern is carried out through these teams and/or by the Division of Medicaid Surveillance. On-site audits have been conducted. Utilization-Review of all covered services have also been conducted on a sample basis for compliance with the federal requirements.

**Division of Medical Assistance.** The Medicaid Management Information System (MMIS) design was developed during FY 76. Implementation of the design will begin early in FY 77, and is expected to become operational in FY 78. A complete revision of agency agreements for EPSDT (Early and Periodic Screening, and Diagnosis and Treatment of eligible recipients under age 21) took place during FY 76. The 13 contract agencies each chose reimbursement on either a "package" or "a la carte" basis. The cost of screening and referral has been substantially reduced.

The Catastrophic Illness Program, which began slowly in FY 75, became well established in FY 76, with expenditures for medical care of approximately \$800,000.00 which was the amount projected for the year.

Medicaid expenditures continued to increase, but not as much as in the previous year. Expenditures for medical care and intermediate (nursing home) care totalled \$76.7 million, a 14.6% increase over FY 75. The FY 75 expenditures were 36.4% over FY 74. The unit cost of services continued to increase in FY 76, while the number of eligible persons decreased, due largely to AFDC eligibility controls.

**Maine's Comprehensive Health Planning Agency.** Maine's Comprehensive Health Planning Agency was phased out during FY 76 and replaced by a new federal law (the National Health Planning and Resources Development Act of 1974). The major work item for Maine's Comprehensive Health Planning (1 staff and 1 secretary) was to phase the existing program out, continue reviewing the necessity and financial feasibility of proposed expansions, renovations or new services in health care institutions and to assist in phasing in the new Bureau of Health Planning and Development administratively created by the Commissioner of the Department of Human Services. These activities included the review of more than 400 million dollars worth of capital expenditures by Maine's institutions, the application for funds under the new federal act and the establishment of personnel needs, and other needs for the new Bureau. Maine's Comprehensive Health Planning Agency has existed in this state for nearly seven years and has been a great aid in getting consumer involvement into the decisions that shape the future of medical care in Maine.

### PUBLICATIONS:

Epi-gram monthly Disease Control Report

Lab Gab monthly Newsletter from Health Laboratory

## HUMAN SERVICES

### **LICENSES, PERMITS, ETC.:**

#### **Division of Health Engineering**

##### License:

- Eating Places or Restaurants — Take Out Restaurants
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Places & Vending Machines
- Catering Establishments
- Eating Places & Catering
- Catering & Vending Machines
- Lodging Place (Rooms in private homes)
- Motels-Hotels
- Cottages
- Overnight Camps
- Motor Courts
- Mobile Home Parks
- Tenting Areas
- Trailer and Tenting
- Recreational Camps
- Day Camps
- School Lunch
- School Lunch and Catering
- Class "A" Taverns
- Tattooing Parlors
- Cosmetic Establishments
- Narcotic Manufacturer
- Compressed Air (Underground & Underwater)
- Senior Citizen's Feeding

##### Permit:

- Mass Gatherings

##### Certificate:

- Local Plumbing Inspector

##### Registration:

- Swimming Pool
- Bathing Beach

##### Approval:

- Fluoridated Water Supply
- Public Water Supply

#### **Public Health Laboratory**

##### Certificate:

- Blood Drawer
- Blood Analyzer
- Drug Analyzer

#### **Hospital Licensing**

##### License:

- General-Specialty Hospital
- Skilled Nursing Facility
- Intermediate Care Facility
- Boarding Care Facility
- Drug Treatment Center — Bureau of Rehab.
- Ambulance Service — EM Care

## HUMAN SERVICES

### FINANCES, FISCAL YEAR 1976:

BUREAU OF HEALTH	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,551,299		(\$7,218)		\$1,544,081
Departmental Operations	1,515,769				1,515,769
Transfers	35,530		(7,218)		28,312
Federal Grants			3,506,119		3,506,119
County & Municipal		585			585
Private Contributions					
Sales		808			808
Services & Fees		589,679	7,245		596,924
Other					
Unexpended Balance Brought Forward	11,144	196,820	206,399		414,363
Adjustment of Balance Brought Forward	(2,503)	152	6,598		4,247
TOTAL FUNDS AVAILABLE	1,559,940	788,044	3,719,143		6,067,127

Monies received and deposited to the credit of the State					
--	--	--	--	--	--

EXPENDITURES					
Total Personal Services	1,212,583	165,031	663,756		2,041,370
Wages & Salaries	1,098,028	149,333	601,356		1,848,717
Retirement	114,555	15,698	62,400		192,653
Total All Other	310,271	367,226	2,657,228		3,334,725
Contractual Services	129,014	92,602	398,661		620,277
Rents	4,825	3,676	23,955		32,456
Computer Services	4,915		4,224		9,139
Commodities	16,729	8,866	190,251		215,846
Grants, Subsidies, Pensions	164,528	265,758	2,068,316		2,498,602
Transfers to Other Funds					
Other					
Total Capital Expenditures	75		11,749		11,824
Buildings & Improvements					
Equipment	75		11,749		11,824
Purchases of Land					
TOTAL EXPENDITURE	1,522,929	532,257	3,332,733		5,387,919

#### SUMMARY

Total Funds Available	1,559,940	788,644	3,719,143		6,067,127
Total Expenditure	1,522,929	532,257	3,332,733		5,387,919
NET	37,011	255,787	386,410		679,208
Unexpended Balance Forward	32,419	255,787	386,410		674,616
Unexpended Balance Lapsed	4,592				4,592

# HUMAN SERVICES

## BUREAU OF SOCIAL WELFARE

ROBERT O. WYLLIE, DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2415

Established: 1954

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 10; Unit: 144B; Unit Citation: 22 M.R.S.A., Sect. 1

Average Number of Full-Time Employees: 446

Authorized Employee Level: 509

**PURPOSE:** Through the authority vested in the Commissioner of Human Services, 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

### FINANCES, FISCAL YEAR 1976:

BUREAU OF SOCIAL WELFARE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$49,793,079	(\$85,000)	(\$95,046)		\$49,613,033
Departmental Operations	42,270,082				42,270,082
Transfers	7,522,997	(85,000)	(95,046)		7,342,951
Federal Grants			96,967,006		96,967,006
County & Municipal		1,983,872			1,983,872
Private Contributions		2,015,052			2,015,052
Sales		20		10	30
Services & Fees		(59,987)	(182,485)	1,929	(240,543)
Other		2,003,304	(490,808)	1,705	1,514,161
Unexpended Balance Brought Forward	1,386,878	83,168	861,110		2,331,156
Adjustment of Balance Brought Forward	4,913	227,916	75,601		308,430
<b>TOTAL FUNDS AVAILABLE</b>	<b>51,184,870</b>	<b>6,168,345</b>	<b>97,135,338</b>	<b>3,604</b>	<b>154,492,197</b>

Monies received and deposited to the credit of the State		478,544	197,485		676,029
---	--	---------	---------	--	---------

EXPENDITURES					
Total Personal Services	1,234,399	187,218	2,390,576		3,812,193
Wages & Salaries	1,122,817	170,593	2,154,240		3,447,650
Retirement	111,582	16,625	236,336		364,543
Total All Other	45,931,794	6,021,030	92,968,549		144,921,373
Contractual Services	945,490	393,165	693,956		2,032,611
Rents	25,388	669	30,154		56,111
Computer Services	124,871	(19,855)	213,965		318,981
Commodities	98,816	546	102,819		202,181
Grants, Subsidies, Pensions	44,887,488	5,687,319	92,171,774		142,686,581
Transfers to Other Funds					
Other					
Total Capital Expenditures	1,405	1,372	26,242		29,019
Buildings & Improvements					
Equipment	1,405	1,372	26,242		29,019
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>47,167,598</b>	<b>6,209,620</b>	<b>95,385,367</b>		<b>148,762,585</b>

### SUMMARY

Total Funds Available	51,184,870	6,168,345	97,135,338	3,644	154,492,197
Total Expenditure	47,167,598	6,209,620	95,385,367		148,762,585
<b>NET</b>	<b>4,017,272</b>	<b>(41,275)</b>	<b>1,749,971</b>	<b>3,644</b>	<b>5,729,612</b>
Unexpended Balance Forward	3,932,843	(41,275)	1,749,971	3,644	5,645,183
Unexpended Balance Lapsed	84,429				84,429

## HUMAN SERVICES

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. Since the Bureau is an administratively created unit of the Department of Human Services, its structure and functions are subject to the discretion of the Commissioner.

**PROGRAM:** The most significant accomplishments of the Bureau of Social Welfare during FY 76 concerned the hiring of authorized additional field investigatory staff and implementation of a much more concerted effort in identifying and obtaining support from absent parents in AFDC. Also during FY 76 a staff development program was begun to equip human services technicians to assume a more intensive face-to-face assessment and documentation of eligibility requirements. The Bureau also revised its contractual procedure with regard to licensed boarding homes.

**PUBLICATIONS:** None.

## BUREAU OF RESOURCE DEVELOPMENT

LYNN FULTON, DIRECTOR  
DAN L. WILSON, Deputy Director

*Central Office:* 221 State Street, Augusta 04333

*Telephone:* 289-2971

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 148; *Unit Citation:* 22 M.R.S.A., Sect. 5308

*Average Number of Full-Time Employees:* 304

*Authorized Employee Level:* 318

**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 Human Services, 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,

## HUMAN SERVICES

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 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 maintenance 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 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 Unit is also 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.

**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.

## 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 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. 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.

Information and Referral has long been recognized by the Bureau as an important need for Maine citizens seeking assistance. The Bureau is continuing the development of an information and referral service, administered through Department of Human Services regional offices, which assures 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 the fiscal year the major expenditures of the Homemaker Aide Service program were primarily for personnel and travel cost, 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.

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,

## HUMAN SERVICES

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.

### **LICENSES, PERMITS, ETC.:**

#### **Social Services Unit**

##### **License:**

- Children's Homes
- Children's Residences
- Day Care Centers (for Non-Recurring Clientele)
- Family Day Care
- Group Day Care
- Nursery School
- Child Placement Agency
- Charity Fund Raiser

### **PUBLICATIONS: None.**

## HUMAN SERVICES

### FINANCES, FISCAL YEAR 1976:

Bureau of Resource Development	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$411,323	\$63,034	\$1,008,065		\$1,482,427
Total Expenditure	408,284	63,034	922,640		1,393,958
NET	3,039		85,425		88,464
Unexpended Balance Forward			85,425		85,425
Unexpended Balance Lapsed	3,039				3,039

## BUREAU OF MAINE'S ELDERLY

RICHARD W. MICHAUD, DIRECTOR

*Central Office:* Whitten Road, Augusta 04333

*Telephone:* 289-2561

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 149; *Unit Citation:* 22 M.R.S.A., Sect. 5105

*Average Number of Full-Time Employees:* 16

*Authorized Employee Level:* 20

**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 the Department of Human Services, 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.

## HUMAN SERVICES

**PROGRAM:** The Bureau's program is mainly focused to assist low income people over 60 years of age who live alone with functional disabilities.

**Housing.** The Housing staff within the Bureau has two people, a Director of Housing and a Housing Specialist. During the year they assisted in organizing 11 new non-profit corporations that are building over 200 apartments for older people. One of the corporations, the Milo Housing Corporation, has one of the first combined Farmers Home Administration financed (515) and Housing and Urban Development (HUD) subsidized (Section 8) projects in the United States.

Consultant services and assistance have also been provided to two older corporations that were built in 1974. These two, located in Frenchville and St. Francis, have obtained and have operational HUD Existing Section 8 subsidies in their projects. Advice and assistance have been provided to several housing corporations relative to management and operations of their facilities.

The housing staff has assisted in two seminars on housing for the elderly. In the on-going educational process, the staff has attended two real estate seminars, one property tax seminar, and other sessions on communications and social service programs for the elderly.

The staff has an excellent relationship with the Maine State Housing Authority and has communicated with that office several times during the year. A joint-working agreement was developed and signed by both agencies. It should be noted that the Bureau of Maine's Elderly is not in the construction business. Nor does it attempt to move into areas that have planned programs or established Authorities.

### Rural Rental Housing (FmHA 515) Initiated by Bureau of Maine's Elderly

#### 1974 — Completed

Location	MSHA Resolution	# of Apartments
Eagle Lake	No action	16
Frenchville	Passed (has Sec. 8)	16
Jackman	Rejected	16
St. Francis	Passed (has Sec. 8)	12
		<hr/>
		TOTAL 60

#### 1975 — Completed

Ashland	Passed	24
Cherryfield	Passed	20
Corinna	Rejected	24
Dexter	Passed	24
East Millinocket	Rejected	20
Greenville	Passed	24
Howland	Passed	16
Jonesport	Passed	16
Lincoln	Passed	24
Madison	Passed	16 (ltd. profit)
St. Agatha	Passed	20
Winter Harbor	Passed	16
		<hr/>
		TOTAL 244

#### 1976 — Scheduled for Completion

Location	MSHA Resolution	# of Apartments
Bradford	Passed	16
Easton	Rejected	20
Eastport	Passed	16
Millinocket	Passed	40
Milo	Passed (has Sec. 8)	24
Oakfield	Passed	20
Patten	Passed	20
		<hr/>
		TOTAL 156

## HUMAN SERVICES

### 1977 — Scheduled for Completion

Bucksport	Passed	24
Camden	Not passed	24
Corinth	Passed	24
Houlton	Passed	32
Mexico	Not passed	24
Norridgewock	Not passed	20
Wilton	Passed	24
Fort Kent	Passed	20
TOTAL		192

**Nutrition.** The purpose of the Nutrition Program is to provide older Maine people with nutritionally sound meals in strategically located centers where they can obtain other social and rehabilitative services. The program is funded under the Older Americans Act. Home delivered meals are part of the program, serving those older people who are unable to participate at the centers.

During the year, the Nutrition Program served 469,000 congregate and home delivered meals. Over 12,000 meals a week were served at 52 meal sites. An unduplicated count of 14,026 people were served through this program. The State Priority Social Services dollars has continued to provide for home delivered and congregate meals. Title XX funds have been used to provide home delivered meals to those meeting federal guidelines.

This office provided a full day of training for site managers and quarterly meetings were held with all the nutrition project directors. Training for all personnel has been included under the Title IV-A and Public Health training program.

**Health.** Under the guidance of the Coordinator of Health Screening and the Nurse Consultant of the Bureau — plus the Area Agencies on Aging — Health Screening Clinics and participants increased during the year. Well over 100 clinics were held throughout the state with over 6,000 older citizens availing themselves of this important service.

The staff compiled important data gained from on-site assessment and talking to participants. Once the data was compiled, it was sent to many agencies and individuals concerned with health care. Copies are available at the Bureau for distribution. After carefully studying and analyzing the information, listening to participants and talking with health professionals, it became apparent that older people do not realize their own responsibilities in preventive medicine. This could be the result of self-motivation or lack of information. As a result, a Guide To Health Care for elderly people was compiled. This guide, consisting of over 150 pages, has been disseminated state-wide. A limited number of copies are still available. The guide can be a useful tool to encourage people to become active participants in their health care by preparing them to question their physicians and other medical personnel, and to realize their responsibilities in preventive medicine.

Throughout the year the staff was speaking at or participating in audiologists meetings, Indian Community Action Programs, Westbrook College. The Bureau also worked with the University of Maine at Orono, Augusta, Portland, Eastern Maine Medical Center, Augusta General Hospital, Medical Care Development, Arthritis Foundation, Heart Association, Cancer Society, Diabetes Association, several home health agencies, health councils, cooperative extension service and Public Health Nurses. Workshops on Older People and Health, Health Education, and Older Problem Drinkers, were held at the close of the year, the staff has been involved in many follow-up programs.

**Transportation.** Since the Bureau's last Annual Report a major change in transportation services for the elderly has occurred. The emphasis has been to merge or coordinate all transportation systems bringing together the elderly, low-income and the handicapped. In the last full month before the November merger, the Area Agencies on Aging provided 26,603 rides to 8,056 senior citizens. Summer ridership is usually around 11,000 people. To provide this service, 47 mini-buses were operating in 311 municipalities. Operating on an "as-needed" basis were 206 volunteers using their own automobiles. More people used the mini-bus service for personal business (cashing checks, grocery shopping, etc.). Almost as many people used the service for attending meal sites. Medical purposes was next, followed by recreation.

## HUMAN SERVICES

A breakdown of age groups using the service shows the following:

AGE	PERCENTAGE
45-59	5%
60-65	14%
66-over	81%

It is encouraging to note that the public bus system in Portland and Lewiston are offering reduced fares to older people.

**Volunteer Services.** This has been a year of "ups" and "downs" for volunteer services of the Bureau of Maine's Elderly in its effort to involve senior citizens in volunteer roles. Fortunately, there has been more progress upward.

The Bureau has continued its relationship with ACTION, although it is here that the most notable reduction has occurred. There are less VISTA Volunteers than a year ago and ACTION has informed the Bureau that this will be the last year that it will be a sponsor of VISTA Volunteers (At one point during the past three and a half years, the Bureau had more than one percent of all the VISTA Volunteers in the country). There are less VISTA slots available in New England and ACTION would like to spread its program into more areas.

The ACTION Cooperative Volunteer program was terminated this year. There were five people in this program. When it ended, three of these were recruited into VISTA and one has been employed by an Area Agency on Aging. Twelve VISTA Volunteers received training in three ten-day orientation programs situated in New Hampshire, Massachusetts and at three sites in Maine.

As a method of keeping aware of potential involvement of volunteers, the Director of Volunteer Services attended the Interim Conference of the Maine Committee on Aging, the Energy Hearings in Lewiston, an energy meeting in Augusta, the Conference for Coordinating Services for Maine's Older Citizens, a health information program and the statewide Conference on Volunteerism. The Bureau conducted volunteer training for the Western Older Citizens Council and assisted in providing a Blaine House Recognition Tea for Senior Volunteers.

Meetings have been held with Community Service Agencies in Franklin and Oxford Counties to enhance the working relationships between the Bureau and three agencies through the Bureau's VISTA Volunteer program. Bureau staff also met with the Bureau of Health to determine how volunteers could be helpful in carrying out the national influenza immunization program.

As part of his professional responsibilities, the Director of Volunteer Services has served on the national board of the Association of Administration of Volunteer Services and on the Advisory Board of the Maine State Office on Volunteerism. This latest program, supported by a VISTA grant to the Division of Community Services, has met five times during the year.

**Foster Grandparent.** The Foster Grandparent Program has been expanding geographically although the project has not been allowed to increase in numbers. Forty-nine Foster Grandparents have participated in various locations such as the Maine Medical Center, Pineland Center, Baxter School for the Deaf, Kennebec Valley Council of Retarded Citizens Workshop, Levinson Center, and 2 Headstart Programs in Augusta and 1 in Gardiner.

Foster Grandparents come from all walks of life. They are men and women who meet the three requirements for participation in the program — age 60 or over, low income and good health. The program provides older adults a useful way to serve their communities in retirement years and to give them the satisfaction that comes from being needed and serving others. Love and care for children are the main ingredients.

**Information and Referral.** Information and Referral (I&R) services are delivered mainly through the Area Agencies on Aging Outreach/Volunteer program. Out of a total of 5,922 inquiries, 3,953 individuals were served. This resulted in 4,298 actual I&R cases.

Clothing . . . . .	88	Family . . . . .	66	Life-Death Emergency	11
Consumer Protection . .	83	Financial . . . . .	677	Medical . . . . .	507
Dental . . . . .	65	Food . . . . .	357	Recreation . . . . .	173
Disasters . . . . .	14	Government . . . . .	212	Transportation . . . . .	493
Education . . . . .	33	Household Esnt. . . . .	35	Veterinary . . . . .	1
Employment . . . . .	124	Housing . . . . .	145	Volunteer . . . . .	78
Energy . . . . .	641	Insurance . . . . .	40	Other . . . . .	1,707
Environ Health . . . . .	123	Law Enforcement . . . . .	3		
Eye Care . . . . .	100	Legal . . . . .	169		

## HUMAN SERVICES

Included in the categories of Energy and Other were 1,400 cases relating to Lifeline. Of the 4,298 actual cases, I&R services were delivered in the following manner:

Outreach/Volunteer . . . . .	3,131
Walk-In . . . . .	846
Telephone . . . . .	321

**Legal Services.** This project employs one full-time attorney, a secretary and six elderly VISTA paralegal assistants. The attorney is based in Augusta and "rides circuit" among the 5 Area Agencies on Aging and the York County Cooperative Extension Service with which the paralegals are associated. Intake, interviewing and preliminary investigation are carried out by the paralegals; on-going responsibility and supervision of each case rest with the attorney.

During FY 76, Legal Services for the Elderly provided assistance to 1017 elderly residents of Maine. The average age of those served was approximately 70. The average monthly income of each recipient of services was less than \$230.

Social Security matters and simple wills vied with each other as the services most demanded. By a narrow margin, 24% to 23%, Social Security matters were most common. Because of the age of the program's clients, Social Security problems centered on overpayments of Title II and XVI benefits and the accompanying demands for repayment, SSI entitlement and eligibility, Medicaid eligibility and Medicare coverage and amount. Simple wills, of course, are self-defining. Other commonly encountered problems dealt with landlord/tenant relations, home maintenance and repair, nursing homes, pensions, guardianship, land ownership, creditor claims, and powers of attorney, among others.

In addition, Legal Services for the Elderly provided education and information services to nearly three dozen groups and organizations around the State by speakers and informational flyers. Close contact is maintained with the Maine State Bar Association and cooperation is high with Pine Tree Legal Assistance, Inc.

**Coordination of Services.** On November 19 and 20, 1975, the Bureau of Maine's Elderly, the New England Gerontology Center, Administration on Aging, and the Public Health Service jointly sponsored the First Statewide Conference Coordinating Services for Maine's Older Citizens. The purpose of the conference was to lay the foundation for a network of communications and interaction among the many diverse and varied organizations, agencies and groups who work with older people in Maine. There were 194 participants that registered for the conference — *representing 54 separate groups.*

The Bureau was involved in planning and implementing a major retirement training program in Maine that was funded through the Federal Community Services Administration. Furthermore the office participated in the Title I program of the Higher Education Act by serving on the State Advisory Committee. This has been extremely helpful in beginning gerontology training and programs in the University of Maine system. Also this office is assisting in the planning and coordination of a New England Regional conference on The Mature Women in Transition. The Bureau participated in a similar conference last September.

### PUBLICATIONS:

Guide to Health Care (for elderly people) limited distribution to educators and health care professionals

Bureau of Maine's Elderly — A Resource Guide free

Bureau of Maine's Elderly Annual Report free

### FINANCES, FISCAL YEAR 1976:

Bureau of Maine's Elderly	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$634,923	\$88,300	\$1,872,309		\$2,595,532
Total Expenditure	634,922	88,300	1,765,353		2,488,575
NET	1		106,956		106,957
Unexpended Balance Forward			106,956		106,956
Unexpended Balance Lapsed	1				1

## HUMAN SERVICES

### DIVISION OF EYE CARE

PAUL E. ROURKE, DIRECTOR

*Central Office:* 32 Winthrop Street, Augusta 04333

*Telephone:* 289-2141

*Established:* 1941

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 150; *Unit Citation:* 22 M.R.S.A., Sect. 3500

*Average Number of Full-Time Employees:* 29

*Authorized Employee Level:* 35

**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 FY 76 the Division of Eye Care provided Education Services to over 364 visually handicapped children. Of this number, 26 were registered in the Division's special pre-school program. Furthermore, the Division, in its vocational rehabilitation program, provided services to over 730 visually handicapped persons of employable age. Of this number, 96 were closed as gainfully employed. The number of vending stands operated by blind persons located in local, state and federal buildings increased from 9 to 11. A 12th stand is scheduled for completion in late September 1976. Average yearly income realized by operators was \$10,700.

For the second year, 19 blind children were provided, with aid of volunteers from professional Eye Care staff, a week of camping experience at Lincolnwood State Park. This involved specialized recreational activities as well as a group-living experience, and informative discussion on job training and persons counseling.

The Division continued its policy of strengthening the Rehabilitation Workshop and Training Center at the Maine Institution for the Blind (MIB), Portland, through approval of Federal Grant Aid Program. In addition, a cooperative service delivery system was initiated with MIB and Bureau of Human Resources (Title XX Funds) which resulted in over 600 older visually handicapped citizens of Maine being provided meaningful social services which, hopefully, contributed to their ability to continue to live independently. In addition, the Division, with a grant from the American Foundation for the Blind, launched a statewide Symposium on Aging and Blindness with the goal of reaching out to older blind persons who live in isolation and who are in need of rehabilitative type services.

The Division of Eye Care continued its second year of maintaining the legally mandated Register of Blindness and, with aid of medical and lay persons, formulated for the first time in Maine a comprehensive program plan for the Prevention of Blindness. Also the agency received re-accreditation by National Accreditation Council of Agencies Serving the Blind, making the Division one of the 63 agencies serving the blind receiving such recognition.

## HUMAN SERVICES

Future plans of the Division call for the establishing of one new vending stand a year over the next four years, plus continued outreach in cooperation with Bureau of Human Resources, Bureau of Aging, and Maine Institution for the Blind for the purpose of better serving the older blind residents of Maine. The biggest problem area facing the agency will be the shortage of resources to adequately serve the multi-handicapped blind children and the older blind residents of Maine in any meaningful way.

### PUBLICATIONS:

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Services Available to the Blind and Visually Handicapped Citizens of Maine (Public and Private)

### FINANCES, FISCAL YEAR 1976:

Division of Eye Care	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$597,603	\$4,524	\$533,411		\$1,135,538
Total Expenditure	\$54,085	4,524	510,974		1,069,583
NET	43,518		22,437		65,955
Unexpended Balance Forward	1,050		22,437		23,487
Unexpended Balance Lapsed	42,468				42,468

## BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR

THOMAS A. LONGFELLOW, Deputy Director

Central Office: 32 Winthrop Street, Augusta 04333

Telephone: 289-2266

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 10; Unit: 152; Unit Citation: 22 M.R.S.A., Sect. 3052

Average Number of Full-Time Employees: 215

Authorized Employee Level: 271

Organizational Units:

Disability Determination Services

Vocational Rehabilitation Services

**PURPOSE:** Through the authority vested in the Commissioner of Human Services, 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; to administer the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State; and to coordinate the services of the Governor's Committee on Employment of the Handicapped.

**ORGANIZATION:** The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of

## HUMAN SERVICES

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 Services to the Department and placed administratively within the new Bureau. Disability Determination Services, 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 FY 76 are described in the summaries which follow.

**Vocational Rehabilitation Services.** During the past fiscal year the Vocational Rehabilitation Program received 3,756 new referrals; 887 clients were provided with services and closed rehabilitated in suitable employment while a total of 7,872 handicapped were served during the fiscal year.

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 services they need and deserve by geographically locating vocational rehabilitation counselors at key points in the community or in institutions 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. Along with general counselors who serve all disabilities, the subprograms complement and expand vocational rehabilitation services. The following subprograms had major focus in the past fiscal year:

**Units at Medical Centers:** Vocational rehabilitation counselors and support staff are housed full time in the Maine Medical Center in Portland and in the Eastern Maine Medical Center in Bangor. Thus, severely physically disabled individuals are referred very early in their disability. These units complement the Medical Center's Department of Medical Rehabilitation and makes possible several new services to these physically handicapped persons.

**Units at Mental Health Institutes:** Vocational rehabilitation counselors are housed full time at the Augusta Mental Health Institute and the Bangor Mental Health Institute. 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.

**Unit at Thomaston State Prison:** For the eighth year, a vocational rehabilitation counselor has been housed at the State Prison to provide services to public offenders. Community Correctional Counselors provide links for offenders who leave the institution so that vocational rehabilitation services are continued. Grants to Correctional Institutions have been awarded to expand rehabilitation services to disabled public offenders.

**The Deaf:** During the last fiscal year legislation was enacted 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. Grants have been awarded for a workshop on needs for the deaf, for courses on communications with the deaf and to establish a statewide system of qualified interpreters.

**School Projects:** Now underway are two vocational rehabilitation counselors who work with secondary school age handicapped. One counselor serves secondary school age handicapped at four high schools in the Rockland area while the second counselor, located at Biddeford Regional Vocational Center serves handicapped secondary school aged at Biddeford High School and four other area high schools.

**Severely Disabled:** Services to the Severely Disabled are a top priority. Several home modification teams have been established, composed of an architect, occupational therapist and

## HUMAN SERVICES

Vocational Rehabilitation Program Specialist, to assess the home modification needs of severely handicapped and modify the home situation which allows more severely handicapped persons involvement in a Vocational Rehabilitation program.

Quadriplegics are being offered quality comprehensive services for the first time through the initiation of a transitional living facility located on the Campus of Husson College. A statewide resource directory for spinal cord injured and wheelchair confined has been published. Small Business Consultants are available statewide to assist counselors and severely handicapped clients in the planning and development of small businesses.

**Other Services:** Job development and placement specialists are available to assist handicapped to establish suitable vocational goals and to assist in locating employment. Counselors are also available statewide to provide a program of Vocational Rehabilitation services to handicapped who are recipients of either Social Security Disability or Supplemental Security Income. Lastly, a number of grants have been awarded to public or private non profit resources for the purpose of developing or expanding the resources available to Vocational Rehabilitation Counselors in order that more handicapped citizens can be provided services.

**Disability Determination Services.** Since 1970, Disability Determination Service has accepted more and more responsibility as the Bureau of Disability Insurance within the Social Security Administration decentralizes. The Maine Agency continues to adjudicate all Social Security Disability (Title II) claims and all Supplemental Security Income (Title XVI) claims. During this fiscal year the quality control unit has expanded its activities to include special studies. Direct claimant notification is now generated by input in the Maine Agency. More claimant contact is required by the recent shifting of vocational information acquisition from the Federal District Office to the State Agency (DDS). In this fiscal year, better contact with the medical community has been established and automated form processing systems have been initiated.

The long range plans for Disability Services include restructuring of clerical and professional staff to integrate with word processing, developing telephone contact procedures with claimants in order to obtain better vocational and continuing disability information, establishing appropriate personnel ranges for employees in order to improve morale and changing reporting systems in order to make information more relevant and more accessible.

Three statutory units, the Division of Eye Care, the Office of Alcoholism and Drug Abuse Prevention, and the Governor's Committee on Employment of the Handicapped, each reported separately, also operate within the administrative structure of the Bureau of Rehabilitation.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Bureau of Rehabilitation	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$667,643	\$42,516	\$5,075,960		\$5,786,119
Total Expenditure	558,061	19,216	4,877,493		5,454,770
NET	109,587	23,300	198,467		331,349
Unexpended Balance Forward	475	23,300	298,467		222,242
Unexpended Balance Lapsed	109,107				109,107

## OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

MICHAEL D. FULTON, ACTING DIRECTOR

Central Office: 32 Winthrop Street, Augusta 04333

Telephone: 289-2781

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 10; Unit: 153; Unit Citation: 22 M.R.S.A., Sect. 7104

Average Number of Full-Time Employees: 21

Authorized Employee Level: 25

**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

## HUMAN SERVICES

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 of alcohol and drug abuse services, training and education in the State.

**ORGANIZATION:** 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 Human Services Division of Alcoholism Services.

### **PROGRAM:**

**Alcohol Abuse Program.** OADAP continues to service the public inebriate as provided for with the passage of the Uniform Alcoholism Intoxication and Treatment Act. The treatment system established in 1974 has changed little structurally due to funding limitations. As part of the OADAP effort to upgrade the quality of treatment services to all alcoholics and problem drinkers a study is underway to determine deficiencies within the present treatment system and to develop corrective strategies to be applied this year and in future years. The "forward plan" is slated for completion in January 1977 and will consist of both a five year plan and a one year plan.

Funding sources for alcoholism activities in the State of Maine still include federal formula funds and the Uniform Alcoholism Act incentive grant as well as Title XX of the Social Security Act. State funding provides matching support for a large portion of the federal money, in addition to being utilized for a limited amount of treatment services. If the program is to be expanded, in order to more effectively deal with the problems that are associated with alcohol use in Maine, then funding at both the State and Federal levels, will have to be increased. Other sources for supporting alcoholism treatment services in Maine include local community, hospital and health insurance programs, private sector business and citizen group support. The future role of these sources will of necessity, take on increased importance in Maine's approach to alcoholism treatment and prevention.

**Drug Abuse Program.** OADAP's efforts related to drug abuse treatment and prevention continue to focus primarily on youth. Treatment services include both residential and outpatient programs for drug abusers. Greater emphasis is now being placed on involving family members in the counselling process. During the past years, prevention activities have included drug education for parents, teachers and students, and school-based counselling programs. Existing drug abuse programs are now being encouraged to explore various prevention models and determine which are most effective for Maine. All drug abuse prevention efforts will continue to be closely coordinated with alcoholism prevention efforts developed by OADAP's Alcoholism Prevention Coordinator.

Increased attention is being given to the need for criminal justice clients to have access to drug abuse services. In cooperation with the Maine Criminal Justice Planning and Assistance Agency, OADAP has conducted a survey to assess the extent of drug and alcohol abuse within the criminal justice system. As a result of that survey, existing treatment programs will be supported in their efforts to begin providing drug abuse services to residents of correctional institutions.

Federal funding sources such as criminal justice monies and monies for prevention programming in rural areas are now being investigated to increase drug abuse programming efforts in these two vital areas. The federal drug formula grant was decreased by a substantial amount for the coming year, partially because of the limited state funding available for drug programming. Additional state funds could be used to help/or state money will be sought in the future to fund a study on the statewide impact of the decriminalization of small amounts of marijuana contained in recent revisions of the criminal code.

Securing increased financial support from local communities for drug abuse programming is also a priority for the coming year. Local civic organizations and public schools are possible sources of additional support.

**Prevention Program.** The past year has seen the development of the concept of prevention as an entity in the State of Maine. The definition of prevention activities has been developed in such a way as to have a great deal of input from many parts of the state, and can be stated as follows: "Primary prevention work in the field of alcohol and other drug abuse are those activities which lead society and individuals in the society to make responsible decisions about the use of alcohol and the other drugs. These activities are aimed at the reduction of harm which results from the use of alcohol. Primary prevention is thus involved in the process of identifying

## HUMAN SERVICES

and impacting upon psychological characteristics, sociological patterns, and physical elements which increase the prevalence of harm as a result of the use of alcohol and other drugs. These activities would lead to greater knowledge of drugs, better attitudes toward drugs, and more responsible actions surrounding drugs." This definition of the parameters of the prevention program has been developed while an effort to begin coordination of the many prevention activities was begun. The prevention coordinator met with many of those who are involved in drug work; developed resources (i.e. films, pamphlets, etc.); sought development of meaningful prevention projects and funding for these projects. The U. of M. Farmington and the Department of Education and Cultural Services worked through the coordinator to get \$12,000, and \$25,000 respectively from the Eastern Area Alcohol Education and Training Programs Inc. These projects involved nine school systems in pilot projects which are continuing this coming year. The Department of Education and Cultural Services has also received funds from the OADAP for staff to work in other schools on pilot projects. These projects have involved schools in all parts of the state. The coordinator also worked with the media to develop general public awareness. This included T.V. and radio spots as well as full length programs. There were also workshops for the aging on alcohol and women and alcohol. Many of the treatment agencies in the state have been called upon to make public presentations, in the civic groups and women's clubs.

The next year will have a continuation of many of the past projects with even more effort at coordination. We will also be upgrading the activities as a result of the past years pilot projects. A major effort needs to be made to develop evaluation tools. Much of what has been done can only be measured subjectively. An effort this year will be made to establish a standard program for schools which will be modified as new approaches prove their value. There is also a need for developing personnel who are capable of making improved presentations. The major thrust at this time seems to be in the effective education area which includes values clarification and decision making skills, but there is also a great need for people to become more cognitively aware of drugs and their sociological significance.

**Monitoring and Evaluation.** Information systems are maintained for monitoring both the alcohol and drug treatment programs. Each system has a program component relating to client characteristics and treatment received. These were expanded within the year to pick up new programs. The program component of the drug information system is processed at the national level and output furnished to Maine in printed form or on tape.

Community Monitoring Systems have been established to measure the impact of both alcohol and drug abuse in the various regions of the state. Certain pertinent variables are analyzed annually for determining treatment needs and allocating resources to both programs. OADAP is designing a financial reporting component to be integrated into the information systems to aid in obtaining cost benefit ratios for the various substance abuse treatment programs.

**Licensing.** The licensing statute was amended to include the licensing of residential alcoholism treatment facilities, effective October 6, 1975. Since that time, 12 alcoholism treatment facilities have been inspected by the Office of the Fire Marshall, the Division of Health Engineering, and OADAP. Funds were expended by OADAP to bring all facilities into compliance with the fire, health and safety codes. As a result, 12 alcoholism facilities were licensed; 2 fully and 10 conditionally for a period of one year. The main areas of deficiency lay in written policies, case records, and documentation.

In the meantime, residential drug abuse treatment facilities continued to be licensed according to the original drug regulations, producing 3 full and 1 conditional license for a period of one year. These regulations were felt to be inadequate, and improvement was needed. Also, several weaknesses in the alcoholism regulations were discovered in the process of inspection. It was decided to revise the alcoholism regulations and in the same effort incorporate the drug regulations into a single document and process. The combined regulations were completed and subject to a public hearing scheduled for August 26, 1976. The combined regulations are to become effective on October 26, 1976, in time for the second round of licensing for the alcoholism treatment facilities.

For the second round of licensing, a new survey form has been developed, along with a percentage scale for compliance. A score of 51-65% will qualify for a temporary license, 66-80% for a conditional license, 81-100% for a full license. OADAP has also set aside a schedule for everyone to be in substantial compliance (full license) with the regulations. If, on the next round of licensing inspections, a facility does not attain substantial compliance, they may receive at

## HUMAN SERVICES

maximum, a conditional license of 9 months. If they fail to reach substantial compliance in the next round, they may receive at maximum, a conditional license of 6 months. If the facility still fails to reach substantial compliance, they will receive a temporary license of 90 days. Failure to reach substantial compliance will result in no license being issued.

The revised regulations and forms are being printed, and 11 of the 12 alcoholism treatment facilities will have been inspected by January, 1977. The remaining alcoholism facility and the four drug treatment facilities will have been inspected by mid-year, 1977.

**Substance Abuse Counselor Registration and Training.** As the result of licensing alcoholism and drug abuse treatment facilities, there has come a recognition of the need of some form of credentialing for substance abuse workers in Maine. In December, 1975, OADAP and MAPA (the Maine Addictions Professional Association of substance abuse workers) established a Task Force to develop a Counselor Registration Model and an implementation strategy.

The final draft of the task force model will be completed in July, 1976, following semi-monthly meetings of the task force over that six month period. Prior to November, 1976, public meetings will be held in Presque Isle, Bangor, Waterville, Rockland, Lewiston and Portland to receive input regarding any necessary revisions in the model.

The revised model will then be introduced in the 108th Legislature for sanction, with a provision that the Governor be granted the power to appoint a Registration Board from the membership rolls of MAPA so that the certification and registration process can be implemented. Any plan to certify and register Substance Abuse Counselors should provide some qualitative training to such workers.

A year-long pilot training program for substance abuse counselors, based on the results of a 'task analysis' needs assessment, has just been concluded. It comprised two different training models. The first model consisted of two units: a discovery unit for counselors to determine their specific training needs and an independent study unit for pursuing training to meet those needs. Counselors from both alcoholism and drug abuse facilities participated in this model.

In April, 1976, OADAP, MAPA and HSDI (the Human Services Development Institute of the University of Maine, Portland-Gorham) created a second Task Force to formulate a one week pilot training program for two selected workers from each of the existing licensed alcoholism treatment programs, to be offered in August, 1976, at the Augusta campus of the University of Maine. This training project was held as scheduled, and though not a part of the formal certification process it links with the process by delineating the kinds of competency knowledge and attitudes and skills that an effective counselor should possess.

Currently this program is being evaluated to determine if it is a viable component of a good training method. The results of the evaluation may suggest what other training components should be developed to service the entire field, how often offered, where located and at what cost.

### LICENSES, PERMITS, ETC.:

License

Alcoholism treatment facilities

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Office of Alcoholism and Drug Abuse Prevention	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$754,911	\$3,924	\$708,575		\$1,467,410
Total Expenditure	706,660	3,924	665,714		1,371,298
NET	53,251		42,861		96,112
Unexpended Balance Forward	42,611		42,861		85,472
Unexpended Balance Lapsed	10,640				10,640

## HUMAN SERVICES

# HUMAN SERVICES FRAUD INVESTIGATION UNIT

JOHN L. PARRISH, DIRECTOR

Central Office: State Office Building, Augusta 04333

Telephone: 289-2226

Established: 1976

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 10; Unit: 154; Unit Citation: 22 M.R.S.A., Sect. 13

Average Number of Full-Time Employees: 1

**PURPOSE:** The purpose of the Human Services Fraud Investigation Unit is to investigate reported acts of fraud or attempted fraud or incidents of commingling or misapplication of funds in connection with, but not limited to, the requesting, obtaining, receiving, withholding, reporting, expending or handling of funds administered by the Department of Human Services. The Unit investigates such reported acts or incidents involving, but not limited to, recipients, providers and vendors receiving or applying for services or funds administered by the department.

**ORGANIZATION:** The Department of Audit, Fraud Investigation Division was created by the 105th Legislature. The Division consisted of a director — appointed by the State Auditor, two investigators and a secretary. In 1973 the legislature allowed the Fraud Investigation Division to assist in the recovery of funds upon request of the Attorney General and in such manner as he deems appropriate.

In 1976, effective April 1, 1976 the 107th Legislature passed Legislative Document number 2290 (An Act to Increase the Efficiency of the Investigation and Prosecution of Fraud Against the State). In effect this created a State Fraud Division within the Department of the Attorney General with the purpose of investigating and prosecuting any act of fraud or attempted fraud perpetrated against the State, or any department, agency or commission thereof.

A section of the act (LD 2290) created the Fraud Investigation Unit, within the Department of Human Services. The purpose of this unit is to investigate such reported acts or incidents involving, but not limited to, recipients, providers and vendors receiving or applying for services or funds administered by the department.

Transitional provisions of the Act transferred the director of the Department of Audit, Fraud Investigation Division to the new Fraud Investigation Unit, Department of Human Services, and two investigators and secretary of the Fraud Investigation Division, Department of Audit to the new State Fraud Division, Department of Attorney General.

**PROGRAM:** For fiscal year beginning July 1, 1975 the Fraud Investigation Unit had 653 pending cases. The majority of these cases concerned welfare complaints involving the AFDC (Aid to Families with Dependent Children) category of assistance. The complaints originated from several major sources, such as referrals from the Department of Human Services, referrals from municipal administrators, concerned taxpayers, other state departments, legislators and referrals from law enforcement agencies. The majority of the complaints received during the fiscal year July 1, 1975 thru June 30, 1976 came from the same sources.

Received during the year were 304 complaints. During the fiscal year, 57 cases were closed. Twenty five (25) cases were submitted to the Attorney General's Department. Two (2) cases were tried in court resulting in one plea of guilty and one case where the party charged was found guilty. Full restitution was ordered by the court with suspended sentences given. Arrangements were made in fourteen (14) cases for cash and monthly restitution payments in the amount of \$29,810.35. Pending cases at the end of the fiscal year are 770.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Human Services Fraud Investigation Unit	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,705				\$5,705
Total Expenditure	4,200				4,200
NET	1,505				1,505
Unexpended Balance Forward	1,505				1,505
Unexpended Balance Lapsed					

NOTE: April 1, 1976 (date of the creation of the Human Services Fraud Investigation Unit) to June 30, 1976 (close of fiscal year.)

HUMAN SERVICES

**MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE  
PREVENTION AND TREATMENT**

**REVEREND JOHN J. FEENEY, CHAIRMAN**

*Central Office:* Human Services Building, Augusta 04333

*Telephone:* 289-2781

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 155; *Unit Citation:* 22 M.R.S.A., Sect. 7107

**PURPOSE:** 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.

**ORGANIZATION:** The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. There are 17 members selected from fields of education, health, law, law enforcement, manpower, medicine, science, social sciences and related areas.

Membership includes representatives of nongovernmental organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse and drug dependence. At least 2 members of the council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 3 members are persons recovered from alcoholism, chronic intoxication, drug abuse or drug dependence. At least 3 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the council. The council may elect such other officers from its members as it deems appropriate.

**PROGRAM:** In addition to normal housekeeping activities, the two primary functions implemented by the Maine Council on Alcohol and Drug Abuse Prevention and Treatment in a series of six meetings throughout FY 76 were grant review and recommendations and policy development. Grant review consisted of a detailed analysis of approximately 27 grant applications. The Council made recommendations based upon its analysis for the allocation of approximately \$2 million worth of alcoholism and drug abuse programming. The Council's allocation plan represented sizeable money reductions in requests, program and organizational development, and the implementation of comprehensive alcoholism services.

The second function of policy development consisted of action in four major areas:

1. Consultation around the specific contents of 3rd party insurance coverage for alcoholism treatment. This consultation resulted in draft legislation.
2. Recommendations for revamping the regulations used in licensing alcoholism and drug abuse facilities. This action resulted in a revised set of regulations with clearer standards and more appropriate requirements.
3. Recommendations for specific contents of a mechanism for certifying substance abuse counselors. This action resulted in the design of legislation and model guidelines for the implementation of that legislation.
4. The negotiation of the content and strategy for introducing prevention activities as a priority in the State of Maine. This activity resulted in the development of a prevention model and legislation for its implementation.

**FINANCES, FISCAL YEAR 1976:** Fiscal data is included with that of the Office of Alcoholism and Drug Abuse Prevention.

HUMAN SERVICES

**STATE GOVERNMENT DRUG ABUSE  
COORDINATING COMMITTEE**

**DAVID E. SMITH, COMMISSIONER**

*Central Office:* Human Services Building, Augusta 04333

*Telephone:* 289-2781

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 156; *Unit Citation:* 22 M.R.S.A., Sect. 7111

*Average Number of Full-Time Employees:* 0

**PURPOSE:** 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.

**ORGANIZATION:** The State Government Coordinating Committee was created by the 1973 Alcoholism and Drug Abuse Act. The committee membership consists of not more than 17 members, including but not limited to, the following members, who serve ex officio, or their designated representatives: the Attorney General; The Chief Justice, as Chairman of the Judicial Council; The Director of Law Enforcement Planning and Assistance; The Director, Office of Alcohol and Drug Abuse Prevention; The Commissioner of Educational and Cultural Services; The Commissioner of Human Services; The Commissioner of Manpower Affairs; The Commissioner of Mental Health and Corrections; The Commissioner of Public Safety; The Commissioner of Transportation; The Governor; The President of the Maine Senate; The Speaker of the Maine House of Representatives; The State Youth Coordinator; and other appropriate officials. The Commissioner of the Department of Human Services serves as the committee's chairman.

**PROGRAM:** In exercising its coordinating functions, the committee has the statutory authority to assure that:

The appropriate agencies of State Government provide all necessary career, educational, employment, health, judicial, law enforcement, legal, medical, penal, psychiatric, psychological, rehabilitative, social, treatment and vocational services for drug abusers and drug dependent persons and for prevention and control of drug abuse and drug dependency without unnecessary duplication of services;

The agencies of the several branches of State Government cooperate in the use of facilities and in the treatment of drug abuses and drug dependent persons;

All agencies of State Government must adopt policies to control use of drugs, prevent drug abuse and to treat drug abusers and drug dependent persons, especially alcoholics and intoxicated persons in a manner consistent with policy;

Minutes of all meetings shall be sent to the Governor and leadership of the Legislature, who must provide for their appropriate distribution and retention in a place of safekeeping.

However, the State Government Drug Abuse Coordinating Committee has never held a formal meeting and no plans have been made to activate it in the foreseeable future.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

**INTERDEPARTMENTAL  
COORDINATING COMMITTEE (OADAP)**

**REV. JOHN J. FEENEY, CHAIRMAN**

*Central Office:* Human Services Building, Augusta 04333

*Telephone:* 289-2781

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 158; *Unit Citation:* 22 M.R.S.A., Sect. 1366

## HUMAN SERVICES

**PURPOSE:** The committee is empowered to provide for the coordination of, and exchange of information on, all programs relating to alcoholism, and can act as a permanent liaison among the departments engaged in activities affecting alcoholics and intoxicated persons. The committee can assist the commissioner and director in formulating a comprehensive plan for prevention of alcoholism and for treatment of alcoholics and intoxicated persons.

**ORGANIZATION:** The Interdepartmental Coordinating Committee is composed of the Commissioners of Human Services, Mental Health and Corrections, Educational and Cultural Services, Transportation, Public Safety and other appropriate agencies and the director. The committee should meet at least twice annually at the call of the commissioner of the Department of Human Services, who is its chairman.

**PROGRAM:** The Interdepartmental Coordinating Committee has never held a formal meeting since its creation and no plans have been made to activate it in the foreseeable future.

**PUBLICATIONS:** None.

**FINNANCES, FISCAL YEAR 1976:** None.

## MAINE COMMITTEE ON AGING

KATHLEEN W. GOODWIN, CHAIRPERSON  
PATRICIA A. RILEY, Staff Director

*Central Office:* Human Services Building, Augusta 04333

*Telephone:* 289-2561

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 159; *Unit Citation:* 22 M.R.S.A., Sect. 5108

*Average Number of Full-Time Employees:* 3

**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 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 Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 170,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation and meals, but also with expanding the strengths and potentials of the old in improving the quality of life for all Maine citizens throughout their lifelong aging process. The Committee is interested in improving public understanding of aging and establishing a recognition of the values of the old in education, government, business, and daily life, not only traditionalized human services.

Since 1953, the Maine Committee on Aging, in cooperation with the Bureau of Maine's Elderly, has annually sponsored the Three Quarter Century Club for Maine citizens aged 75 and over. The event is a festivity honoring the old; provides them with information about service programs, acquaints the elderly with hypertension screening and provides basic eye

## HUMAN SERVICES

examinations. The 1975 Three Quarter Century Club meeting was held on August 7 at the Augusta Armory with 900 in attendance.

In July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, applied for and received an \$18,000 grant from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate patient complaints in these facilities (22 MRSA 5112). The statewide program follows up upon complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Bureau of Maine's Elderly, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds full time Ombudsman Developmental Specialist and the Committee also hired a volunteer coordinator from January — June to recruit citizens to serve as volunteer ombudsman aides. During the past fiscal year, the Committee has recruited 11 aides across the state who are directed by the ombudsman and assist her in complaint investigation as well as work in their communities to increase citizen understanding of long term care by conducting consumer education workshops and attending numerous meetings.

The Committee's research assistant devotes half-time to investigating issues in long term care and advocating for appropriate changes with state and federal agencies and the long term care profession. Throughout the past fiscal year, the program investigated approximately 100 complaints and participated in five major long term care education programs.

Pursuant to 22 M.R.S.A., Section 5112, the Committee, in cooperation with the Bureau of Maine's Elderly, sponsored an Interim Conference on Aging on September 13 and 14 to precede the Legislature's 107th Special Session. This conference brought together 200 elderly leaders who determined legislative priorities for the Special Session. The priorities of that conference which were considered by the Special Session were:

1. To insure full funding for the Priority Social Services Program to guarantee continued elderly programs such as meals, transportation, and homemakers.
2. To insure that the State pass along the federal cost-of-living increase which would also increase the number of elderly eligible for Medicaid.
3. To require home health care coverage to be offered in all health care policies and contracts sold in Maine.

Numbers 1 and 2 were supported by the Committee and enacted in the appropriations bill, L.D. 2247. *An Act to Require Home Health Care Coverage to be Offered in all Health Care Policies and Contracts* was offered in the Special Session and was opposed by the Committee primarily because it failed to include those eligible for Medicare.

Throughout the year, the Committee held meetings on the third Monday of each month. Subcommittees met more frequently, particularly the five member Technical Review Subcommittee, which reviewed all proposals for funding elderly related programs under the Older Americans Act, and, in cooperation with the Maine Human Services Council, reviews elderly related proposals under Title XX of the Social Security Act and the Priority Social Services Program. The Committee has also established a Subcommittee on Long Term Care and a Subcommittee on the Future of Maine's Elderly which have met at least four times throughout the year. The Committee has submitted formal testimony to the Commission on Maine's Future, at their request. Minutes of all meetings are on file and available to the public.

Consistent with its authority to evaluate elderly programs, conduct research and disseminate current information about Maine's Elderly (22 MRSA §5112), the Committee commissioned an individual to conduct an independent comprehensive study of the status and needs of Maine's elderly and the programs which serve them. That research, *Over 60 in Maine: A Progress Report*, was published in May, 1976. A 263 page document, *Over 60* received much publicity and will serve as a planning tool for elderly-related services. In preparation for the 1976 Blaine House Conference on Aging to be held October 20 and 21, the Committee has maintained this person as a consultant on a part time basis to assist in interpreting the study and to assist in its utilization in policy making and programming.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. In June, 1976, the Committee joined with the Bureau of Maine's Elderly in conducting five statewide public hearings on the Bureau's State Plan for Aging. The Committee also conducted meetings statewide with the five Task Forces on Aging, the State Council of Older People, and the American Association of Retired People/National Retired Teachers Association to discuss the findings in *Over 60* and to determine the interests

## HUMAN SERVICES

and priorities for the 1976 Blaine House Conference on Aging and the 108th Legislature. The Committee also held an extensive three day training session on July 7-9.

**PUBLICATIONS:** Over 60: A Progress Report (free)

**FINANCES, FISCAL YEAR 1976:** The financial data of the Maine Committee on Aging is included within the Report of the Bureau of Maine's Elderly.

### GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH

LINA DUNNING, CHAIRPERSON

*Central Office:* Island Falls 04747

*Telephone:* 757-8805

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 161; *Unit Citation:* 1975 P&SL Chap. 90

**PURPOSE:** The duties of the Governor's Committee on Children and Youth are to:

1. Promote effective programs of education, health, recreation, welfare, public safety and correctional services for children and youth;
2. Conduct continuing programs of public information to educate the public as to problems of children and youth using such means, among others, as promotion of needed legislation and appropriations and strengthening of public administration and personnel resources;
3. Assist and encourage governmental and private agencies and citizen groups to coordinate their efforts on behalf of children and youth;
4. Cooperate with the Federal Government and with the governments of other states and cities and programs relating to children and youth;
5. Conduct programs of research as to the needs of children and youth in order to facilitate more comprehensive and better related social planning and action;
6. Cooperate with those state departments and commissions which are concerned with the needs of and services to children and youth by making the fullest possible use of the experience and resources of those departments;
7. Provide a means for youth to express themselves and present their opinions to the Maine legislative body;
8. Provide leadership and consultant service to area committees on children and youth in the development of area programs;
9. Serve as a child advocate for any child in the State, who, because of his immaturity, legal disability, dependency, lack of parental support or lack of status in the community, needs a dedicated champion for the protection of his liberty or health when he is deprived of his home, schooling, medical care, property, rights, entitlements or benefits or is subjected to involuntary treatment that may be detrimental to his general welfare; and
10. Furnish the Governor and the Legislature a biennial report.

**ORGANIZATION:** The Governor appoints a committee of 15 representative citizens, 5 of whom are youths. The Governor designates the chairman.

The committee meets at the place designated by and at the call of the chairman not less than 5 times each biennium. The members of the committee or authorized subcommittees are paid necessary expenses incurred in the performance of their duties. Such expenses are governed by the rules and regulations covering all state departments.

**PROGRAM:** During FY 76 the Committee was concerned with organizing itself and with defining the role it ought to take. By the close of the fiscal year it had been decided that the role of this committee is the intervention on behalf of children in relation to those services and institutions that impinge on their lives to assure that the rights and needs of all children and

## HUMAN SERVICES

their families in our state are recognized and that all children have access to the entitlements, benefits and services provided in the state. Such advocacy for children must focus on broad areas of concern involving public policy, administrative procedures, personnel, budgets, laws and political action.

To begin this process of advocacy the committee has developed an agenda through December, 1976 culminating in a report to the Governor and the legislature to be followed by appropriate action. The agenda includes a study of four major reports being produced on behalf of children in Maine. These four major reports are currently being developed under various auspices. (The Task Force on Child Abuse and Neglect by the Maine Human Services Council; the Substitute Care Task Force under the auspices of the Greater Portland United Way; the Commission to Revise Maine's Statutes Relating to Juveniles chaired by District Attorney J. Jabar; and the Children and Youth Services Planning Project under the direction of Charles Sharpe, with whom the committee has been meeting on a regular basis.) The Committee has met with Representatives of each of these four groups.

**PUBLICATIONS:** Report to the Governor to be issued in January 1977.

### FINANCES, FISCAL YEAR 1976:

Governor's Committee on Children and Youth	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,000		\$1,692		\$4,692
Total Expenditure	1,442		2,212		3,654
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## MAINE HUMAN SERVICES COUNCIL

JOYCE S. HARMON, CHAIRPERSON

*Central Office:* 14 Columbia Street, Augusta 04333

*Telephone:* 289-2288

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 162; *Unit Citation:* 22 M.R.S.A., Sect. 5313

*Average Number of Full-Time Employees:* 3

*Authorized Employee Level:* 5

**PURPOSE:** The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities relating to human services, except those relating to older people. The Council, which is solely advisory, takes action in the form of proposed budgetary, policy or legislative actions relative to state and federal funds, plans, policies and programs pertaining to human services; particularly state administered funds under Title XX of the U.S. Social Security Act and the state's Priority Social Services Act. It also reviews and evaluates human services programs administered pursuant to state and federal policies. Furthermore it provides public information, hearings and forums on behalf of human services to the public at large, national government and the executive and legislative branches of State government. Serves as the advisory and technical review committee required by state and federal laws for social services funded by the U.S. Social Security Act, the Maine Priority Social Services Act or as may be required by state and federal laws and regulations governing administration of human service programs is another responsibility.

**ORGANIZATION:** The Maine Human Services Council was established in 1974 and consists of seventeen members representing the legislature, nongovernmental organizations or groups, 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 monthly.

## HUMAN SERVICES

**PROGRAM:** During the fiscal year ending June 30, 1976 the Maine Human Services Council continued activities to improve the administration of human services, particularly those conducted by the Maine Departments of Mental Health and Corrections and Human Services. Primary attention continued to be given to the review of budgets, appropriations and expenditures of human service funds, and to more effective administration and more equitable geographic distribution of contracts funded by Title XX of the U.S. Social Security Act and Priority Social Services. During the year the Council reviewed 300 proposed social service contracts with 190 human service agencies that encumbered \$13,000,000.

While the Council worked on behalf of many significant issues, the greatest dilemma was overcoming administrative personnel practices and policies which inhibited the hiring of staff. On June 25, 1975 the 107th Legislature funded two positions for the Council to hire an Executive Director and an Assistant Director. In spite of continuous, arduous efforts by the Council to fill both positions as soon as possible, hiring was delayed by unnecessary administrative difficulties. The register of qualified applicants was not received from the Personnel Department until late April 1976. Authorization to hire was then withdrawn because funds were not available at that time to continue the positions after June 30, 1976. At the close of the fiscal year June 30, 1976, initial hiring for both positions was not complete, even though the Legislature appropriated funds to continue the positions through June 30, 1977. As of September 1, 1976, the Council finally employed an executive and an assistant director.

Six major activities were addressed by the Council during the year: Child Abuse and Neglect, Day Care, Housing, the Title XX State Plan for FY 78, Income Maintenance Programs and Finance and Planning Issues. A comprehensive *Child Abuse and Neglect Report* was published by the Council concluding a one year study. The report recommends extensive administrative and policy actions that may be taken by the Executive Branch, particularly the Maine Department of Human Services; and outlines potential appropriations and statutory actions that may be taken by the 108th Legislature.

**Day Care.** The Council examined day care during the spring of 1976 considering assessment of the need for day care, evaluation of the care provided and definition of minimum acceptable care.

**Housing.** In October 1975 the Council initiated an effort to improve the housing available to Maine citizens, particularly those with lower income. The purpose is to conduct a survey of households; and to develop closer working relationships among the vast number of programs available in the private and public sectors, particularly state agencies. Representatives from a wide cross section of the housing industry and consumers are expected to complete work in December 1976, when recommendations will be presented to the Council.

**State Plan.** Preparation of the state plan for Title XX Social Services for Fiscal Year 1977-1978 has been a major focus of the Council since January 1976. Extensive efforts were directed to develop a joint planning process coordinating the views of citizens, consumers, private voluntary community agencies, local public officials and state agencies. When recommendations are adopted in the late fall of 1976, the Council is expected to focus on evaluation of services, graduated fees for services and allocation of available funds. The Department of Human Services is expected to publish the FY 78 Title XX State Plan in January 1977.

**Income Maintenance.** From November 1975 thru June 1976, Income Maintenance programs were reviewed. Recommendations on proposed administrative and legislative actions were made concerning Aid to Families with Dependent Children (rateable reduction), child support payments, food stamps, medical care and supplemental security income. The Council worked with the Maine Department of Human Services, the Special Session of the 107th Legislature and the U.S. Congress to seek more effective programs and more equitable payments to needy people.

**Finance and Planning.** These issues were extensively reviewed by the Council when evaluating the organization, proposed budgets and appropriations relating to the Bureau of Human Services, catastrophic illness, Office of Dental Health, elderly householders tax refunds, general assistance, nursing home payments and mental health as well as other issues listed in the paragraph immediately above. Recommendations were prepared for both the Executive and Legislative Branches relating to 63 proposed policies or appropriations. The Council jointly cooperated in the coordination of several studies concerning children, youth and juveniles which will be considered by the 108th Legislature.

Approximately 340 requests from citizens for information and assistance were answered.

**PUBLICATIONS:** Child Abuse and Neglect Report (free)

## HUMAN SERVICES

### FINANCES, FISCAL YEAR 1976:

Maine Human Services Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$27,586		\$43,000		\$70,586
Total Expenditure	10,368		35,642		46,010
NET	17,218		7,358		24,576
Unexpended Balance Forward	17,218		7,358		24,576
Unexpended Balance Lapsed					

## ADVISORY BOARD FOR LICENSURE OF AMBULANCE SERVICES, VEHICLES AND PERSONNEL

H. ALAN HUME, M.D., DIRECTOR  
FARNHAM FOLSOM, Assistant Director

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2411

Established: 1971

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 10; Unit: 163; Unit Citation: 32 M.R.S.A., Sect. 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 Program.

**PROGRAM:** The Governor's Advisory Board to the Department for Licensure of Ambulance Services, Vehicles and Personnel meets, at a minimum, once a year to discuss and determine the need for altering the regulations or law. If it is determined that changes in the regulations or law are advisable, public hearings, staffed by members of the Board and the Emergency Medical Services staff, are scheduled at different locations in the State. At the conclusion of the hearings, if the Board still feels the changes are necessary, the required administrative procedures are initiated to incorporate them.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Financial data is included in that of the Bureau of Health.

## BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN  
DONALD C. HOXIE, Director

Central Office: Human Services Building, Augusta 04333

Telephone: 289-3826

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 10; Unit: 164; Unit Citation: 32 M.R.S.A., Sect. 1660A

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

## HUMAN SERVICES

**PURPOSE:** The Board has the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law. Additionally, the board may provide or make available opportunity for lectures, courses or workshops which will be useful and educational to licensees or trainees and may use its funds to sponsor such educational programs. Furthermore, the board may recommend to the department the preparation and administration of suggested guidelines concerned with the fitting and selection of hearing aids in order that prospective licensees may possess the necessary backgrounds and qualifications to fit and sell hearing aids.

**ORGANIZATION:** Members of the board must be residents of the State. The board consists of 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one citizen consumer. Each hearing aid dealer and fitter on the board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the board are appointed by the Governor with the consent of the Executive Council. The term of office of each member is for 4 years. Before a member's term expires, the commissioner must appoint a successor to assume his duties at the expiration of his predecessor's term. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the board shall be reappointed to the board until at least one year after the expiration of his 2nd term of office.

**PROGRAM:** The Board meets twice a year and gives examinations, discusses problems and business accumulated. During FY 76 the Board worked on legislation revising the statutes and strengthening the law.

### LICENSES, PERMITS, ETC.:

License:

Hearing Aid Dealers  
Hearing Aid Fitters

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Board of Hearing Aid Dealers and Fitters	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$18,743			\$18,743
Total Expenditure		2,773			2,773
NET		15,970			15,970
Unexpended Balance Forward		15,970			15,970
Unexpended Balance Lapsed					

HUMAN SERVICES

**OFFICE OF DENTAL HEALTH**

**FRANCIS T. FINNEGAN, JR., DIRECTOR**

*Central Office:* 221 State Street, Augusta 04333

*Telephone:* 289-2361

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 203; *Unit Citation:* 22 M.R.S.A., Sect. 2094

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* NA

*Organizational Units:*

Medicaid Advisory Committee (Dental)

**PURPOSE:** The purpose of the Office of Dental Health is to establish, with the advice of the council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan, in cooperation with other state-wide health planning organizations, when deemed appropriate, to improve the dental health of Maine citizens. The plan must be revised biennially; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to federal, state, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to federal, state, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs. The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to federal, state, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs. The office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the office all funds granted by any private, federal, state, county, local or other source. Lastly, the office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of this office as described in the statutes. The report will be submitted to the Governor and Legislature.

**ORGANIZATION:** A statutory component of the Department of Human Services, the office is administered by a director, who is appointed by the commissioner, only after consultation with the council. The director serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the office. The director prescribes the duties of staff and assigns a sufficient number of staff to the office to achieve its powers and duties.

**PROGRAM:** Summarized briefly, the major activities and related goals fall into approximately ten categories. There is a clear need to develop a comprehensive plan, and basic research has been conducted towards its preparation. Studies have been conducted in the past fiscal year on

## HUMAN SERVICES

the dental health status of Maine residents, and refinement and analysis of such studies is planned. The Office is also reviewing funding sources for dental health programs with the objective of developing a systematic reporting system and prioritizing funding needs.

Furthermore, the Office also provides technical assistance and consultation to agencies related to dental health care. The goal is comprehensive communication among all components of the dental health field. Daily contact is maintained with dental clinics, water systems, educational institutions, and other organizations. The Office also provides consultation and program information to the health profession, and is actively engaged in developing a state-wide dental health education program. Approximately 35% of the children in grades K-6 now receive dental health education. Also, annual reviews of existing legislation and legislative proposals are and will continue to be conducted.

The primary function of the Office is coordination among all the components involved in the delivery of dental health care. The Office is now and will continue to administer funds from the Medicaid Program, the Maternal and Child Health Program, Vocational Rehabilitation Program, the Foster Child Program, and the WIN Program. Finally, other activities are contemplated in a variety of subjects. They include innovations in the delivery of dental health care and increased emphasis on the prevention of dental caries.

**PUBLICATIONS:** Maine Dental Health Curriculum (Not available for sale)

### FINANCES, FISCAL YEAR 1976:

Office of Dental Health	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$20,000				\$20,000
Total Expenditure	2,380				2,380
NET	17,620				17,620
Unexpended Balance Forward					
Unexpended Balance Lapsed	17,620				17,620

## HUMAN SERVICES

# MAINE DENTAL HEALTH COUNCIL

**DR. ALVA S. APPLEBY, D.M.D., CHAIRPERSON**

**MIRIAM B. COHEN, Vice-Chairperson**

*Central Office:* 221 State Street, Augusta 04333

*Telephone:* 289-2361

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 10; *Unit:* 282; *Unit Citation:* 22 M.R.S.A., Sect. 2079

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* NA

**PURPOSE:** The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The council must be consulted by the commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the state and community levels. The council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating state and federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any state department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

**ORGANIZATION:** The council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the council; but can assist the council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family of any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the council and the director on matters relating to dental care standards. Furthermore, the director of the office of Dental Health or his representative must attend all meetings of the council. The council elects the chairperson and such other officers from its members as it deems appropriate.

**PROGRAM:** The Maine Dental Health Council has met 12 times in the previous fiscal year and has served as an advisory body to the Office of Dental Health in all areas of responsibility. It has established positions on dental health care issues such as denturism and fluoridation of public water systems. As proposed, the Council opposed the Denturism Bill on the grounds that it made no provision for the educational requirements of Denturists, and other various reasons. The council endorsed the concept of fluoridation of public water systems as a cost-effective method of reducing dental decay.

Also, during FY 76, which was the first year of existence of the Council, its major effort was in promoting the dental health education program.

**PUBLICATIONS:** Testimony to a legislative hearing on denturism (free)

**FINANCES, FISCAL YEAR 1976:** Financial data for the Maine Dental Health Council is included with that of the Bureau of Health.

## HUMAN SERVICES

# DEPARTMENT OF INDIAN AFFAIRS

GEORGE M. MITCHELL, COMMISSIONER  
S. GLENN STARBIRD, JR., Deputy Commissioner

*Central Office:* State Office Building (Room 603) Augusta 04333

*Telephone:* 289-2831

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 11; *Unit:* 165; *Unit Citation:* 22 M.R.S.A., Sect. 4702

*Average Number of Full-Time Employees:* NA

*Authorized Employee Level:* 12

*Organizational Units:*

LEAA (Indian Police)

Minor Repair Program

Off-Reservation Office

Land Management Unit

Maine Indian Housing Authorities

Alcohol Services Program (Wabanaki)

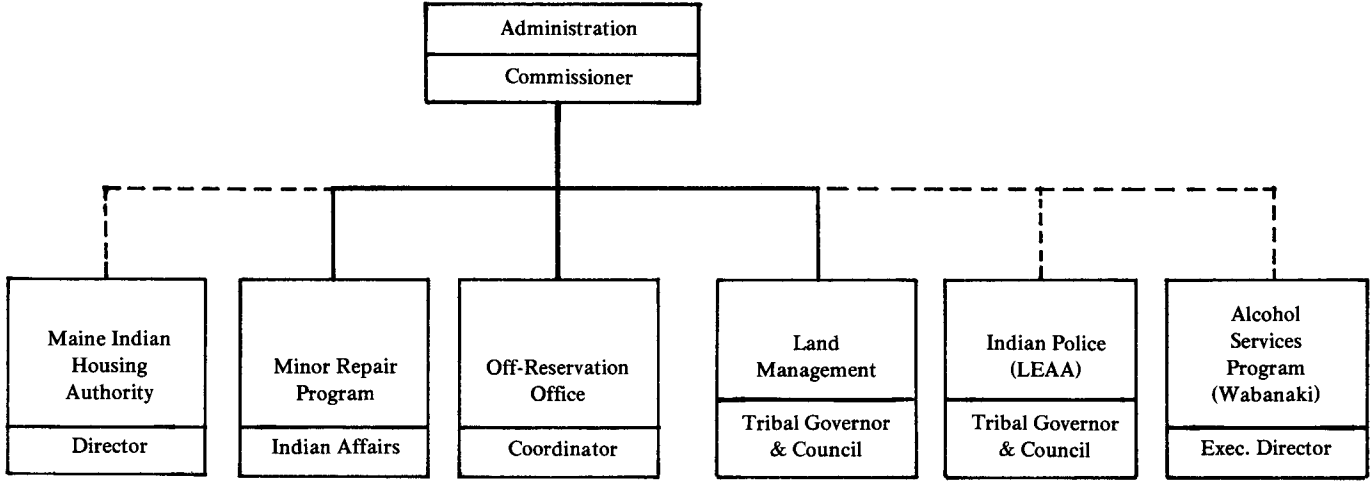
**PURPOSE:** The Department of Indian Affairs was established to assist in developing and administering programs aimed at social, health and economic betterment for the Indian tribes in Maine. The Department is authorized to exercise general supervision over the Indian tribes in Maine; to administer welfare, health planning and research, and maintain fiscal and general records; to oversee tribal elections, and collect tribal census data from tribal clerks; and to provide financial and technical assistance to the Indian Housing Authorities; and to 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. During the year the Department has participated in the Comprehensive Employment and Training Act (CETA) with twelve employees on the payroll. These positions were terminated due to the lack of CETA funds as of June 30, 1976. The Department has provided assistance in the development and administration of the following programs.

**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 simultaneously due to a lack of funding. Another agency problem is the non-utilization of the Advisory Board by the local communities. This problem has been resolved 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. 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.

**Off-Reservation Office.** This office has been utilizing all resources available on the State and county levels for the benefit of Indians. 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 is providing the organization with matching funds to provide services for alcoholics.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF INDIAN AFFAIRS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$610,858		\$	\$	\$610,858
Departmental Operations	603,858				603,858
Transfers	720				720
Federal Grants			138,410		138,410
County & Municipal					
Private Contributions				153	153
Sales					
Services & Fees					
Other	10,400				10,400
Unexpended Balance Brought Forward	20,902		8,780	260	29,942
Adjustment of Balance Brought Forward	(515)				(515)
<b>TOTAL FUNDS AVAILABLE</b>	<b>642,365</b>		<b>147,190</b>	<b>413</b>	<b>789,968</b>

Monies received and deposited to the credit of the State					
---	--	--	--	--	--

EXPENDITURES					
Total Personal Services	104,026		138,587		242,613
Wages & Salaries	95,197		127,087		222,284
Retirement	8,829		11,500		20,329
Total All Other	529,805		4,036	188	534,029
Contractual Services	121,341		6,112		127,453
Rents	5,548				5,548
Computer Services					
Commodities	3,465		264		3,729
Grants, Subsidies, Pensions	404,999		(2,342)	188	402,845
Transfers to Other Funds					
Other					
Total Capital Expenditures	5,701				5,701
Buildings & Improvements	5,147				5,147
Equipment	554				554
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>639,532</b>		<b>142,623</b>	<b>188</b>	<b>782,343</b>

#### SUMMARY

Total Funds Available	642,365		147,190	413	789,968
Total Expenditure	639,532		142,623	188	782,343
<b>NET</b>	<b>2,833</b>		<b>4,567</b>	<b>225</b>	<b>7,625</b>
Unexpended Balance Forward	2,370		4,567	225	7,162
Unexpended Balance Lapsed	463				463

HUMAN SERVICES

**DEPARTMENT OF  
MENTAL HEALTH AND CORRECTIONS**

**GEORGE A. ZITNAY, COMMISSIONER**

**JOHN WAKEFIELD, Associate Commissioner, Administrative Services**

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3161

*Established:* 1939

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 191; *Unit Citation:* 34 M.R.S.A., Sect. 1

*Average Number of Full-Time Employees:* 2338

*Authorized Employee Level:* 2817

*Organizational Units:*

Division of Administrative Services	State Parole Board
Bureau of Mental Health	Planning and Advisory Council for Developmental Disabilities
Committee on Mental Health	Services and Facilities Construction
Bangor Mental Health Institute	Maine Committee on Problems of the Mentally Retarded
Augusta Mental Health Institute	Interstate Compact on Mental Health
Bureau of Mental Retardation	Uniform Act for Out-of-State Parolee Supervision
Bureau of Corrections	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.

Advisory Committees to each Bureau were appointed to replace the Boards of Visitors previously active at the Institutions. 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, Maine Correctional Center, and Maine Youth Center. In 1976, the Legislature abolished Stevens School/Women's Correctional Center accepting and approving a Correctional Reorganizational Plan reallocating those resources toward other pressing needs, namely, Probation & Parole, Pre-Release, and the Maine State Prison.

## HUMAN SERVICES

**PROGRAM:** The Department's program has several aspects.

**Planning.** During FY 76, 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.

In June of 1976 the planned movement consolidating the juvenile program at the Maine Youth Center was effected within existing resources. Similarly, the adult female program was moved to the Maine Correctional Center at South Windham. Efforts are now concentrated on the development, expansion, and improvement of Community Correctional Programs including the implementation of the Area Center concept in Corrections.

The basic concept of the mental health and mental retardation 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.

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 in the Mental Health Center that can be combined or coordinated at the community level. It is also 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.** During the year the position of associate commissioner of administrative services was created and appointment was made through promotion. The superintendency at the Pineland Center was filled as was the position of warden at the prison. The process of recruitment necessarily continues as the superintendent at Augusta Mental Health Institute tendered his resignation late in the year. On the bureau level the acting director of mental retardation was elevated to the position of director. The Assistant Directorship remains vacant. Total authorized positions department wide were down from the 1974 high of 2909 to 2817. However, the number of full-time permanent employees averaged 2338 during the year.

Measures instituted to effect cost control were productive in the area of food purchases as well as fuel.

**Children's Services.** The Children's Psychiatric Hospital at Pineland Center was phased out during FY 74 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 FY 74 and 70 children in 1975. There were 80 slots purchased in FY 76.

**Advocacy.** The office of Advocacy during the last year has been actively involved in receiving and investigating complaints from clients in institutions. The office has handled approximately 4800 complaints this year.

The office has participated in policy formation in an effort to enhance normalization and the development of a system which addresses the rights and dignity of the clients.

**Evaluation.** The Departmental Mental Health Management Information System became operational on the institutional level providing cost accounting mechanisms, patient movement and service delivery data. The Community Mental Health Center Accountability System is operational. Further programs are presently being written which will provide the means for outcome evaluations of the various mental health programs and services at both the institutional and community mental health center level.

**Deinstitutionalization.** Blocking the continuation of the trend of lower institutional populations were the increases in all Correctional Institutions. However, Mental Health Institutions did show a small reduction with the continuing decentralization of the mental health service base to the communities.

**PUBLICATIONS:** None.

## HUMAN SERVICES

### FINANCES, FISCAL YEAR 1976:

#### DETAIL

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$34,814,848	\$	\$	\$	\$34,814,848
Departmental Operations	33,513,723				33,513,723
Transfers	1,301,125	24,500	52,503		1,378,128
Federal Grants		4,237	1,075,749		1,079,986
County & Municipal					
Private Contributions		1,400			1,400
Sales		22,302		250,908	273,210
Services & Fees		2,467,628		6,360	2,473,988
Other	1,009	58,505			59,514
Unexpended Balance Brought Forward	762,671	1,722,226	423,350	2,344,048	5,252,295
Adjustment of Balance Brought Forward	(52,275)	1,144,912	32	(10,971)	1,081,698
TOTAL FUNDS AVAILABLE	35,526,253	5,445,710	1,551,634	2,590,345	45,113,942

Monies received and deposited to the credit of the State					
---	--	--	--	--	--

EXPENDITURES					
Total Personal Services	23,722,687	125,729	752,974	165,164	24,766,554
Wages & Salaries	21,357,535	115,394	686,569	151,904	22,311,402
Retirement	2,365,152	10,335	66,405	13,260	2,455,152
Total All Other	8,905,452	2,838,429	520,198	123,115	12,387,194
Contractual Services	1,171,881	1,016,322	196,130	25,981	2,410,314
Rents	1,978				1,978
Computer Services					
Commodities	3,764,201	4,315	22,355	96,297	3,887,168
Grants, Subsidies, Pensions	2,175,746	1,791,273	269,507		4,236,526
Transfers to Other Funds	22,695				22,695
Other	1,768,951	26,519	32,206	837	1,828,513
Total Capital Expenditures	193,365	5,693	96,485	600,072	895,615
Buildings & Improvements	138,246		40,608	592,372	771,226
Equipment	55,119	5,693	55,877	7,700	124,289
Purchases of Land					
TOTAL EXPENDITURE	32,821,504	2,969,851	1,369,657	888,351	38,049,363

#### SUMMARY

Total Funds Available	35,526,253	5,445,710	1,551,634	2,590,345	45,113,942
Total Expenditure	32,821,504	2,969,851	1,369,657	888,351	38,049,363
NET	2,704,749	2,475,859	181,977	1,701,994	7,064,579
Unexpended Balance Forward	1,800,821	2,475,859	181,977	1,701,994	6,160,651
Unexpended Balance Lapsed	903,928				903,928

## BUREAU OF MENTAL HEALTH

### DR. WILLIAM E. SCHUMACHER, DIRECTOR

Central Office: State Office Building, Augusta 04333

Telephone: 289-3161

Established: 1959

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 14; Unit: 193; Unit Citation: 34 M.R.S.A., Sect. 2001

Average Number of Full-Time Employees: 1137

Authorized Employee Level: 1345

Organizational Units:

Committee on Mental Health

Community Mental Health Services

Interstate Compact on Mental Health

**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 health emotional ills and disabilities. The Bureau has been responsible for

## HUMAN SERVICES

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 implement 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 advises the Commissioner on 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 Commissioner of Mental Health and Corrections appoints, subject to Personnel Law the director of the Bureau of Mental Health. 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. The Federal, State and local funding resources have provided for comprehensive centers in all eight mental health service areas of the state, the last two without federal financial assistance.

The Department's goals of reduction of institutional care have been maintained, and the institutional advocacy program has been strengthened and introduced in the community mental health centers.

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, 1976 there were some 90 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 \$830,000 annually. Some \$125,000 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, the Department of Educational and Cultural Services and the Department of Human 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 population, with substantial improvement in the quality of service they are able to render to their patients. Augusta Mental Health Institute, in June 1976, had approximately 400 inpatients, while Bangor Mental Health Institute had approximately 300 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 has become a minor responsibility of the Bureau. Planning, monitoring and

## HUMAN SERVICES

accountability are responsibilities requiring extensive changes in the orientation and structure of the staff of the Bureau and Department.

### LICENSES, PERMITS, ETC.:

License:

Community Mental Health  
Residential Facilities

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

BUREAU OF MENTAL HEALTH	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$14,566,183	\$	\$	\$	\$14,566,183
Departmental Operations	14,354,424				14,354,424
Transfers	211,759				211,759
Federal Grants			225,411		225,411
County & Municipal					
Private Contributions					
Sales					
Services & Fees		1,643,563			1,643,563
Other					
Unexpended Balance Brought Forward	144,810	8,800	84,296	1,358,605	1,596,511
Adjustment of Balance Brought Forward	1,305,937	1,145,854			1,115,261
<b>TOTAL FUNDS AVAILABLE</b>	<b>14,680,400</b>	<b>2,798,217</b>	<b>309,707</b>	<b>1,358,605</b>	<b>19,146,929</b>

Monies received and deposited to  
the credit of the State

EXPENDITURES					
Total Personal Services	10,373,537	57,329	184,898		10,615,764
Wages & Salaries	9,389,270	53,825	167,092		9,610,187
Retirement	984,267	3,504	17,806		1,005,577
Total All Other	3,417,206	1,982,125	45,900	896	5,446,127
Contractual Services	347,478	463,030	32,210		842,718
Rents					
Computer Services					
Commodities	459,306	1,585	7,498	824	469,213
Grants, Subsidies, Pensions	1,748,852	1,504,128			3,252,980
Transfers to Other Funds					
Other	861,570	13,382	6,192	72	881,216
Total Capital Expenditures	49,245	3,222	25,959	311,081	389,507
Buildings & Improvements	31,216		2,999	311,081	345,296
Equipment	18,029	3,222	22,960		44,211
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>13,839,988</b>	<b>2,042,676</b>	<b>256,757</b>	<b>311,077</b>	<b>16,451,398</b>

#### SUMMARY

Total Funds Available	14,680,400	2,798,217	309,707	1,358,605	19,146,929
Total Expenditure	13,829,988	2,042,676	256,757	311,977	16,451,398
<b>NET</b>	<b>840,412</b>	<b>755,541</b>	<b>52,950</b>	<b>1,046,628</b>	<b>2,695,531</b>
Unexpended Balance Forward	165,308	755,541	52,950	1,046,628	2,020,427
Unexpended Balance Lapsed	675,104				675,104

NOTE: These figures are Bureau totals including organizational units.

## HUMAN SERVICES

### COMMITTEE ON MENTAL HEALTH

DR. WILLIAM E. SCHUMACHER, DIRECTOR

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3167

*Established:* 1959

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 196; *Unit Citation:* 34 M.R.S.A., Sect. 2003

**PURPOSE:** The Committee on Mental Health was statutorily created to assist in carrying out the purposes of the Bureau of Mental Health. Essentially it functions as an advisory committee to the Bureau.

**ORGANIZATION:** Created in 1959, the Committee consists of 9 members appointed by the Governor for 3 years. The Governor also appoints the Committee's chairman. In order to insure a broad contact with the problems of the municipalities in the State, the committee is composed of members whose chief employment is outside State government.

**PROGRAM:** Throughout the year, the Committee meets monthly on matters involving policy and broad program issues. It expresses community opinions about actions to be taken by the Bureau of Mental Health, establishes policy decisions on governmental vs. private nonprofit auspices of services, the principle of fee charging to patients, legislative issues, the Advocacy Program, etc. The Committee is also informed of major problems and makes suggestions for their resolution, and they also consider and approve the appointment of the superintendents to the two hospitals.

The primary value of the Committee is its representation of the public's opinion about the programs and policies of the Department relative to mental health.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Financial data for the Committee is included with that of the Bureau of Mental Health.

### AUGUSTA MENTAL HEALTH INSTITUTE

CHARLES E. MEREDITH, M.D., ACTING SUPERINTENDENT

MILLARD A. HOWARD, Assistant to the Superintendent

*Central Office:* Box 724, Arsenal Street, Augusta 04333

*Telephone:* 622-3751

*Established:* 1840

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 194; *Unit Citation:* 34 M.R.S.A., Sect. 2101

*Average Number of Full-Time Employees:* 597

*Authorized Employee Level:* 745

*Organizational Units:*

Psychiatric Inpatient Services

Resident Education and Rehabilitation

Business Services

Program Evaluation

Staff Development

**PURPOSE:** The Augusta Mental Health Institute (AMHI) was established to treat and restore to optimal mental, social, medical health, vocational and economic usefulness, citizens who require long-term 24-hour psychiatric services from communities in Somerset and Kennebec Counties; Franklin, Oxford and Androscoggin Counties; Cumberland County; York, Sagadahoc and Lincoln Counties; Knox and Waldo Counties.

The Augusta Mental Health Institute is charged with the responsibility to provide hospitalization of the mentally ill. The Institute is empowered, subject to the availability of

## HUMAN SERVICES

suitable accommodations, to receive and to provide care and treatment of a mental illness of any person on an informal basis. In addition, the Institute may receive an individual under written application and certification of 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 the Department 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 under the above procedures 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 Institute's role. 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 FY 76 the Augusta Mental Health Institute (AMHI) continued to pursue goals designed to fulfill its mission in the continuum of community mental health services. It continued to be fully accredited by the Joint Commission on Accreditation of Hospitals and is approved for all federal third-party reimbursement programs. As of April, 1976, the area served by AMHI was expanded to include Knox and Lincoln Counties and their Community Mental Health Center. A rising trend in admissions, noted in the last quarter of the preceding year, was confirmed. The total reached 878; in comparison, 806 were admitted in FY 75. AMHI continued to return to the community those patients no longer requiring the twenty-four hour services of a specialized psychiatric hospital. Discharges continued to exceed admissions; there were 971 separations for the year. This resulted in an average daily census of 371.

AMHI operated on a substantially reduced budget during this year. From the resources available, continuing emphasis was given to providing more appropriate living environments on the Institute grounds for those patients preparing to return to community living with the development to multi-level alternative living programs.

Continuing assessments of patients needs and of program effectiveness established that over one-third of the patient population could be treated in alternative living settings. Over two-thirds of current patients and of former patients responding to surveys expressed satisfaction with the services provided by AMHI.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Augusta Mental Health Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,804,171	\$407,028	\$289,521		\$7,500,720
Total Expenditure	6,515,785	82,331	150,976		6,749,092
NET	288,386	324,697	138,545		751,628
Unexpended Balance Forward	46,717	324,697	138,545		509,959
Unexpended Balance Lapsed	241,669				241,669

## HUMAN SERVICES

# BANGOR MENTAL HEALTH INSTITUTE

JOSEPH SAXL, SUPERINTENDENT

*Central Office:* P.O. Box 926, Hogan Road, Bangor 04401

*Telephone:* 947-6981

*Established:* 1885

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 195; *Unit Citation:* 34 M.R.S.A., Sect. 2101

*Average Number of Full-Time Employees:* 502

*Authorized Employee Level:* 578

*Organizational Units:*

Institute Services

Personnel

Educational & Rehabilitative Services

Program Evaluation & Research

Clinical Services

**PURPOSE:** The Bangor Mental Health Institute (BMHI) 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. Continued emphasis on short-term treatment has reduced the census to approximately 300 where it may be expected to stabilize. Nearly half of the present population resides in the Pooler Pavilion, which houses the Institute's Program on Aging.

**PROGRAM:** During FY 76, a variety of changes were implemented to reduce operating costs and increase operating efficiency. One ward was closed because of the declining census and the unit system was abolished. Present structure provides for one mental health professional on each ward functioning as program director/clinician. Considerable additional clinical input has been obtained through contractual agreements with several board certified psychiatrists.

During the reporting period, considerable effort was applied to the upgrading of program quality to meet criteria for Joint Commission on Accreditation of Hospitals (J.C.A.H.) accreditation. Among the changes resulting from this effort were an increase in both quantity and quality of general medical care and intensification of efforts to develop a neuropsychiatric assessment unit for the Program on Aging. In addition, because of the increase in professional staffing, it has been possible to intensify direct patient contact and reduce the length of the typical treatment episode.

**Program Evaluation.** The Institute's program evaluation unit has continued its efforts to develop, in cooperation with central office staff, the institutional component of the Maine Mental Health Information System. A variety of special programs were written to provide necessary data for clinicians and administrators and data-loading continues on an on-going

## HUMAN SERVICES

basis. In addition, a number of specific program oriented evaluations were conducted to determine areas requiring increased effort and development.

**Capital Improvements.** During FY 76, two major repair programs were completed. \$14,119. was expended to complete the construction of the new maintenance building which also houses the motor pool. In addition, a new parking lot was constructed, major road improvements were made, and outside lighting was installed at a cost of \$213,078.

To improve fire prevention and safety, new fire doors were installed and repairs made at a cost of \$2,295. Minor ward repairs were also made at a cost of \$152.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Bangor Mental Health Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,432,895	\$48,349	\$79,496	\$363,866	\$5,924,605
Total Expenditure	5,235,000	29,551	76,257	229,645	5,570,454
NET	197,894	18,798	3,239	134,221	354,151
Unexpended Balance Forward	31,182	18,798	3,239	133,561	186,780
Unexpended Balance Lapsed	166,712			660	167,372

## BUREAU OF MENTAL RETARDATION

KEVIN C. BAACK, DIRECTOR

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3167

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 197; *Unit Citation:* 34 M.R.S.A., Sect. 2061

*Average Number of Full-Time Employees:* 725

*Authorized Employee Level:* 731

**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. It also serves as Public Guardian for mentally retarded citizens in need of this service.

**ORGANIZATION:** The Bureau of Mental Retardation was established in 1969 and operates with a Director, Coordinator of Client Services, Management Analyst, Developmental Disabilities Planner and clerical support in the central office. In addition, community mental retardation programs are supported through federal grants by the Bureau to private agencies. For purposes of administration, the State has been divided into six regions with Regional Administrators employed in each region. Community social services are also provided in each region 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. 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. Through purchase of services with private agencies, the Bureau of Mental Retardation also provides an early intervention program for severely disabled children living in the community.

## HUMAN SERVICES

**PROGRAM:** Coordinated by the Bureau of Mental Retardation, the Regional Administrators provide technical assistance to various agencies to develop community programs. The Community Social Services staff functioned as individual advocates and a point of referral to and from the institutions, resulting in a reduction of referrals to the institutions 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 services rendered.

Regional staff people 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 encounter the risk of unnecessary institutionalization.

### FINANCES, FISCAL YEAR 1976:

BUREAU OF MENTAL RETARDATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
<b>RECEIPTS</b>					
Total Legislative Appropriation/Allocation	\$7,051,663	\$	\$	\$	\$7,076,163
Departmental Operations	6,986,237				6,986,237
Transfers	65,426	24,500			89,926
Federal Grants			213,140		213,140
County & Municipal					
Private Contributions		1,400			1,400
Sales		22,302			22,302
Services & Fees		824,044			824,044
Other		131			131
Unexpended Balance Brought Forward	50,483	1,666,843	228,260	241,514	2,187,100
Adjustment of Balance Brought Forward	(6,801)				(6,801)
<b>TOTAL FUNDS AVAILABLE</b>	<b>7,095,345</b>	<b>2,539,220</b>	<b>441,400</b>	<b>241,514</b>	<b>10,317,479</b>

Monies received and deposited to the credit of the State					
---	--	--	--	--	--

<b>EXPENDITURES</b>					
Total Personal Services	5,958,773	47,465	162,115		6,168,353
Wages & Salaries	5,395,125	42,960	147,196		5,585,281
Retirement	563,648	4,505	14,919		583,072
Total All Other	909,790	850,980	133,116	1,583	1,895,469
Contractual Services	145,576	550,493	90,021		786,090
Rents					
Computer Services					
Commodities	217,199	205	12,850	818	231,072
Grants, Subsidies, Pensions	230,063	287,145	19,569		536,777
Transfers to Other Funds					
Other	316,952	13,137	10,676	765	341,530
Total Capital Expenditures	8,201		62,590	93,277	164,068
Buildings & Improvements	1,451		37,609	87,144	126,204
Equipment	6,750		24,981	6,133	37,864
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>6,876,764</b>	<b>898,445</b>	<b>357,821</b>	<b>94,860</b>	<b>8,227,890</b>

#### SUMMARY

Total Funds Available	7,095,345	2,539,220	441,400	241,514	10,317,479
Total Expenditure	6,876,764	898,445	357,821	94,860	8,227,890
<b>NET</b>	<b>218,581</b>	<b>1,640,775</b>	<b>83,579</b>	<b>146,654</b>	<b>2,089,589</b>
Unexpended Balance Forward	138,532	1,640,775	83,579	146,654	2,009,540
Unexpended Balance Lapsed	80,049				80,049

NOTE: These figures are Bureau totals including organizational units.

## HUMAN SERVICES

### PINELAND CENTER GEORGE A. ZITNAY, SUPERINTENDENT

*Central Office:* P.O. Box C, Pownal 04069

*Telephone:* 688-4811

*Established:* 1907

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 198; *Unit Citation:* 34 M.R.S.A., Sect. 2151

*Average Number of Full-Time Employees:* 618

*Authorized Employee Level:* 650

#### *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:** During FY 76 Pineland Center was faced with a class action suit brought on behalf of the residents of the facility. In response, the center developed a comprehensive plan to provide for all facility residents. This comprehensive plan includes; renovation of buildings, purchase of equipment and furniture, and hiring an additional 61 staff persons. The ultimate aim of this plan is to make the Pineland Center as normal and homelike an environment as possible.

This last year has been marked by improvements of services for residents, and greatly increased participation in services for the retarded in the community. George A. Zitnay became Superintendent of Pineland Center in November of 1975.

There has been an ongoing effort and movement toward overall mental retardation facility accreditation. Joint Commission of Accreditation of Hospitals accreditation of the Benda Hospital unit has continued, and Intermediate Care Facility certification of two residents buildings has been obtained (a total of 180+ beds). Professional staff units and disciplines have been restored and strengthened, and the resident services and program services reorganized and strengthened toward a goal of periodic individual planning with complete programming for all residents. There has been increased resident participation in many social and recreational activities on the grounds and off. With the conversion of older buildings to program and related use, or renovation into individualized resident living units (Cumberland Hall and Gray Hall this year), old style barrack type living arrangements are being progressively eliminated. New features on the grounds also include an immaculate, expanded and improved canteen for resident, staff, and visitor use, a boutique and gazebo, and the groundbreaking ceremony for the Pineland pool — a therapeutic enclosed swimming pool for year round use. Utilization on of the Tall Pines summer camp has continued.

## HUMAN SERVICES

Having both internal and outpatient application, are an entirely new and expanded and fully staffed dental clinic, a medical-nursing clinic, and the restoration and strengthening of other clinical, educational, and therapy services. Listed service entries for outpatients — including those for the dental clinic, comprehensive diagnostic and evaluative service, medical, nursing, speech and hearing, psychology, genetic counseling, X-ray, and laboratory services, occupational and physical therapies, education, social work and others have numbered well over 700 for this fiscal year.

In all of these efforts, the measures for comparison and the goals for attainment have been and are the universally recognized Standards for Residential Facilities for the Mentally Retarded, of the Accreditation Council for Facilities for the Mentally Retarded.

### PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Pineland Center Program Guide — Volume I	No Charge
Pineland Center Program Guide — Volume II	
(Internal use only — reproduction cost prohibitive)	

### FINANCES, FISCAL YEAR 1976:

Pineland Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,087,038	\$33,142	\$342,030	\$241,515	\$6,703,725
Total Expenditure	5,978,061	20,845	264,050	90,198	6,353,154
NET	108,977	12,297	77,980	151,317	350,571
Unexpended Balance Forward	58,290	12,297	77,980	151,317	299,884
Unexpended Balance Lapsed	50,687				50,687

## AROOSTOOK RESIDENTIAL CENTER

RICHARD R. FARNSWORTH, DIRECTOR

Central Office: P.O. Box 1285, Lombard Street, Presque Isle 04769 Telephone: 764-4104

Established: 1972

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 14; Unit: 199; Unit Citation: 34 M.R.S.A., Sect. 2091

Average Number of Full-Time Employees: 8

Authorized Employee Level: 8

**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 paraprofessional category of houseparent. These positions are designed to offer maximum

## HUMAN SERVICES

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.
5. Transition Apartment Program to help teach severely handicapped adults the skills of independent living within a period of 4 months. (This program is funded by a special federal grant.)

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.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Aroostook Residential Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$97,147		\$25,447	\$588	\$123,182
Total Expenditure	95,184		24,923	588	120,695
NET	1,963		524		2,487
Unexpended Balance Forward			524		524
Unexpended Balance Lapsed	1,963				1,963

## ELIZABETH LEVINSON CENTER

RICHARD LEPORE, DIRECTOR

Central Office: 159 Hogan Road, Bangor 04401

Telephone: 947-6136

Established: 1971

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 14; Unit: 200; Unit Citation: 34 M.R.S.A., Sect. 2081

Average Number of Full-Time Employees: 67

Authorized Employee Level: 70

**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,

## HUMAN SERVICES

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 Klearview 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 other interested State agencies, and has stimulated the development of child development workers 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, implemented, and the child is returned 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, physical therapy, occupational therapy, educational and social — is combined 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 also 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 FY 76 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. Placement is 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

## HUMAN SERVICES

high cost of institutionalization; not only in economic terms but also in the human terms of normalization. Eight children were placed in training homes as of June 30th. The center has been commended for the implementation of an innovative and aggressive program to assist deinstitutionalization.

The Elizabeth Levinson Center was certified as an Intermediate Care Facility for the Mentally Retarded by the Department of Human Services and currently meets the federal FY 77 standards for certification as an Intermediate Care Facility for the Mentally Retarded. The Levinson Center was also honored by receiving a federal demonstration grant that will help to insure that institutionalized severely and profoundly retarded youngsters receive a public education appropriate to their needs. The grant will allow the development of resources in the community to educate severely and profoundly retarded youth and will help to develop a full range of support services including parent training and counseling, physical and occupational therapy, and an individual program for each child's education.

Community involvement continues to be a vital responsibility of the center. It participates as a member of a community consortium of service agencies to insure that appropriate services are provided to all children. It is also a training site for many medical, professional and para-professionals in a wide variety of disciplines who are being trained at a number of different universities and institutions in this area.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Elizabeth Levinson Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$737,822	\$20,974	\$81,636	\$6,037	\$846,469
Total Expenditure	662,323	7,609	49,852	4,175	723,959
NET	75,499	13,365	31,784	1,862	122,510
Unexpended Balance Forward	48,101	13,365	31,784	1,862	95,112
Unexpended Balance Lapsed	27,398				27,398

## BUREAU OF CORRECTIONS

WARD E. MURPHY, DIRECTOR  
RICHARD P. HASKELL, Deputy Director

*Central Office:* Room 411, State Office Building, Augusta 04333

*Telephone:* 289-2711

*Established:* 1967

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 201; *Unit Citation:* 34 M.R.S.A., Sect. 525

*Average Number of Full-Time Employees:* 529

*Authorized Employee Level:* 616

*Organizational Units:*

Division of Probation and Parole

**PURPOSE:** The Bureau of Corrections, within the Department of Mental Health and 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 live. The Bureau is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Maine Youth 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; 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; to expend correctional institutional appropriations on persons within that portion of its sentenced or

## HUMAN SERVICES

committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs; and the Bureau of Corrections, may provide or assist in the provision of correctional services throughout the State as authorized by Maine law.

**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.** Since 1975, the Bureau of Corrections has been successful in its effort to secure funds to continue three adult halfway houses to accommodate work releases from the State institutions and county jails. A county jail furlough bill, supported by the Bureau, was enacted into law by the 107th Legislature.

A state-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and state agencies.

Since the closing of the Phoenix House in Skowhegan, which released funds to Probation and Parole to be used mostly for purchase of services for youthful offenders, subsequent legislation has continued to appropriate funds for this purpose.

**Pre-Release Centers.** Since the establishment of the Bangor Pre-Release Center in 1974, the Bureau of Corrections was awarded funds by MCJPAA to open the Southern Maine Community Correctional Center in South Windham on the grounds of the Maine Correctional Center.

**Comprehensive Training Program for Corrections Staff.** This program represents the combined efforts of the Bureau's training committee and provides the corrections staff with a wide variety of training opportunities.

**Jail Inspections.** During FY 76, the 1975 County Jail Report was submitted to the Governor and Council, and distributed throughout the county.

During the year new standards for county jails and municipal lock-ups were developed by the Bureau of Corrections, and they are presently being reviewed by the Attorney General's office before implementation. During the special session of the 107th Legislature, the Department was given the same authority regarding the inspection of local lock-ups as is provided regarding county jails.

### **PUBLICATIONS:**

#### **PAMPHLETS:**

##### **1) PRISON REFORM!!! FACT OR FANCY???**

Questions and answers based on "a Corrections Study for Maine," a comprehensive study of Maine's correctional system and a plan for its future by a nationally recognized research firm, retained by a grant from the Maine Criminal Justice Planning and Assistance Agency (MCJPAA).

##### **2) COMMUNITY JUSTICE!?!? WHAT'S HAPPENING IN MAINE??**

Questions and answers based on "a Community Justice Project for Kennebec County" made possible by funds from MCJPAA, the Department of Justice (LEAA), the National Institute of Mental Health, the Bureau of Corrections, The American Bar Association and the concern and commitment of many individuals and private and public agencies.

## HUMAN SERVICES

### FINANCES, FISCAL YEAR 1976:

BUREAU OF CORRECTIONS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$8,236,642	\$	\$	\$	\$8,236,642
Departmental Operations					
Transfers	827,284		52,503		879,787
Federal Grants		4,237	637,198		641,435
County & Municipal					
Private Contributions					
Sales				250,908	250,908
Services & Fees		21		6,360	6,381
Other		58,374			58,374
Unexpended Balance Brought Forward	231,777	46,583	110,794	743,929	1,133,083
Adjustment of Balance Brought Forward	(2,377)	(942)	32	(10,971)	(14,258)
<b>TOTAL FUNDS AVAILABLE</b>	<b>9,293,326</b>	<b>108,273</b>	<b>800,527</b>	<b>990,226</b>	<b>11,192,352</b>

Monies received and deposited to the credit of the State	38,574	5,177			43,751
--	--------	-------	--	--	--------

EXPENDITURES					
Total Personal Services	6,674,616	20,935	405,961	165,164	7,266,676
Wages & Salaries	5,925,082	18,609	372,281	151,904	6,467,876
Retirement	749,534	2,326	33,680	13,260	798,800
Total All Other	1,742,267	5,324	341,182	120,636	2,209,409
Contractual Services	662,089	2,799	73,899	25,981	764,768
Rents	1,978				1,978
Computer Services					
Commodities	713,598	2,525	2,007	94,655	812,785
Grants, Subsidies, Pensions	145,103		249,938		395,041
Transfers to Other Funds	22,695				22,695
Other	196,804		15,338		212,142
Total Capital Expenditures	131,095	2,471	7,936	195,714	337,216
Buildings & Improvements	103,287			194,147	297,434
Equipment	27,808	2,471	7,936	1,567	39,782
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>8,547,978</b>	<b>28,730</b>	<b>755,079</b>	<b>481,514</b>	<b>9,813,301</b>

#### SUMMARY

Total Funds Available	9,293,326	108,273	800,527	990,226	11,192,352
Total Expenditure	8,547,978	28,730	755,079	481,514	9,813,301
<b>NET</b>	<b>745,348</b>	<b>79,543</b>	<b>45,448</b>	<b>508,712</b>	<b>1,379,051</b>
Unexpended Balance Forward	620,465	79,543	45,448	508,712	1,254,168
Unexpended Balance Lapsed	124,883				124,883

## DIVISION OF PROBATION & PAROLE

**G. RAYMOND NICHOLS, DIRECTOR**

**WILLIAM A. KIMBALL AND RAYMOND CONIFF, Assistant Directors**

*Central Office:* 102 High Street, South Windham 04082

*Telephone:* 892-2266

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 237; *Unit Citation:* 34 M.R.S.A., Sect. 1591

*Average Number of Full-Time Employees:* 61

*Authorized Employee Level:* 61

**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

## HUMAN SERVICES

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 counseling 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.

### PROBATIONERS AND PAROLEES

Fiscal Year Ended June 30, 1975

	Probationers		Parolees	
	Adult	Juvenile	Adult	Juvenile
Total (7/1/75)	2182	1134	533	10
Additions	1439	1071	524	4
Deletions	1029	573	284	4
Total (6/30/76)	2592	1632	773	10

These figures include probationers and parolees being supervised under interstate compacts. On July 1, 1975, there were 132 probationers from other states under supervision. During the fiscal year, 87 new cases were added, 27 were terminated and as of June 30, 1975, the Division was supervising 192 out-of-state probationers.

On July 1, 1975, 25 out-of-state parolees were under supervision. Thirty-two new cases were added and five were terminated, leaving 52 under active supervision as of June 30, 1976.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Division of Probation and Parole	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$866,994		\$91,966		\$958,960
Total Expenditure	846,505		86,963		933,468
NET	20,489		5,003		25,492
Unexpended Balance Forward			5,003		5,003
Unexpended Balance Lapsed	20,489				20,489

## HUMAN SERVICES

### MAINE YOUTH CENTER

DONALD L. ALLEN, SUPERINTENDENT

KENNETH T. NORTHRUP, Assistant Superintendent

*Central Office:* 674 Westbrook St., South Portland 04106

*Telephone:* 772-7434

*Established:* 1853

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 204; *Unit Citation:* 15 M.R.S.A., Sect. 2712

*Average Number of Full-Time Employees:* 189

*Authorized Employee Level:* 205

**PURPOSE:** The Maine Youth Center was established to rehabilitate clients 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 and girls 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 Maine Youth 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. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

**PROGRAM:** During the last year, the Maine Youth Center continued to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. Despite increased problems, the Center continued to function as a total rehabilitative resource. As of June 16, 1976, services and programs were extended to the female juvenile offenders who were placed in residence at the Maine Youth Center.

**Pathfinder Program.** The Pathfinder Program, based on outdoor learning experiences, was extended into its second year of operation. A number of staff continue to receive 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 to include a survival program established and utilized by the United States Navy.

**Diagnostic Services.** As a cooperative service to the Maine District Court System, the Center expanded its diagnostic services for juvenile offenders. Basically, three reports — Social Summary, Psychological Evaluation, and Psychiatric Evaluation — were submitted to the requesting court on particular students. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical 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, AA, and other Substance Abuse counseling groups. Thirty-one Junior League volunteers were trained as para-professional aides in juvenile corrections by

## HUMAN SERVICES

instructional courses 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, Junior League volunteers were working a minimum of two to three hours per week in one of four areas — educational testing, psychological testing, interviewing and counseling, and remedial reading. The State of Georgia in conjunction with the University of Georgia has expressed interest in this nationally hailed project for the purpose of developing a similar type project in their state.

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 Brother program.

The Center's Alateen Chapter continued to function and has been bolstered as a result of the Center's Substance Abuse Program. In an effort to assist in overcoming a variety of substance abuse problems, the Center has cooperated with many communities in sharing services.

**Community Awareness and Public Relations Programs.** 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 to various schools, colleges, P.T.A.'s, churches, and a variety of service organizations. Many 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. A number of distant communities were visited by members of the Maine Youth Center for the purpose of improving the Center's relationships with the communities, and for expanding our services through a cooperative effort in order to assist the community in dealing with the needs of juveniles and adding additional support to the Center's Aftercare Program.

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.

**Interns and Legal Aid Services.** 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 students. While assigned to the Center, these individuals were also exposed to other facets of the correctional and rehabilitative system. They experienced 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 benefited students in the Center, but also served as a means of attracting qualified young people into the overall correctional system.

The Maine Youth Center provides its students with legal aid and assistance through the office of the resident advocate. During the summer months, a law student is employed through the LEAA summer intern program and works directly with the students at the Center.

**Work Release Program.** During the past year, a total of forty-seven students participated in the Maine Youth Center's Work Release Program. This represents a 100% increase over last year. These opportunities were made available through the local business community, and through new procedures established under the Comprehensive Educational and Training Act. The Center will continue its efforts to develop and refine the current Work Release Program.

**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, continued to experience 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 student 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

## HUMAN SERVICES

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-grounds shopping trips, off-grounds 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. Each student is assigned to a member of the team who is responsible for tracking that student's individualized program. This tracking system was developed to insure a greater degree of success for each student within his or her individualized program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly 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 the Center's care.

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 in aggressive and/or 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 interrelated 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. During the past year, the Hayden Unit has extended its services to a number of students on an out patient basis.

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 Pathfinder Program. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational 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 students as possible. The following depicts the basic functions and services of the various divisions making up this department. Psychiatric services have been provided by the Center's consulting psychiatrist on a limited basis. His time ranged from two days per week at the beginning of the year to one day per week at the end of the year. The Center is making every effort to obtain psychiatric services for two full days per week in the upcoming year. The responsibilities of this position include 1) preparing diagnostic evaluations as requested by the courts for juveniles sent to the Center on a Hold-for-Court status, 2) providing individual counseling and psychiatric care for clients who encountered difficulties with emotions, serious depression, psychosis, acting-out behaviorism, and sleeping difficulties, 3) conducting therapeutic group meetings for students 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.

## HUMAN SERVICES

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 student committed to Center care. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. Salient features of this work have reflected the Center's concern with each client 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.

In the past year, sixty-eight referrals to the Vocational Rehabilitation Unit of the Bureau of Rehabilitation have been made by the Center, bringing the total referred to nearly 500 after the seventh year of operation. Vocational Rehabilitation provided diagnostic and evaluative services, counseling, training, job placements, and restorative efforts for students with such handicaps as personality and emotional disorders, drug and alcohol problems, retardation, and physical disabilities. The cooperative program between the Maine Youth Center and the State's Division of Vocational Rehabilitation has resulted in over \$80,000 being spent on direct services to students referred in the past seven years.

Because federal guidelines for Vocational Rehabilitation have placed priority on serving the severely disabled, Vocational Rehabilitation has had to restructure its resources in both money and personnel. The Vocational Rehabilitation counselor has been moved from the Maine Youth Center to the local Portland office. Because of the ages of the youth at the Maine Youth Center, indications are that only a small percent of them will be referred since their handicaps would be considered marginal or doubtful, and more emphasis and service will be rendered to the more heavily handicapped youth.

All religious education and instruction classes for the students 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. The intake-orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new student 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. Residential social workers continued their routine work of counseling, arranging leaves, preparing reports for Reception Staffing Conferences and Clinical Services Committee meetings, communicating with aftercare workers in relation to special problems, corresponding with parents and/or interested persons, visiting students 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 student was determined by a physical, 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. The dental health program at the Center continued to be an invaluable health service to each student committed. The dentist was at the Center twice weekly, and appointments were set up by the dental hygienist who also charted each student'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.

With the institution expanding, it became necessary to also expand the scope of our in-service training programs which included the following: working with female offenders, substance abuse, family counseling, arts and crafts, use of the PBX telephone console along with proper telephone etiquette, situational problem alternatives, supervisors course, use of closed circuit television sequence, cardio-pulmonary resuscitation, and techniques in searching for contraband. As well as conducting in-service training programs in the aforementioned areas, the

## HUMAN SERVICES

Maine Youth Center achieved other training goals by completing the intermediate phase of the Bureau of Corrections' Comprehensive Training Package. The Maine Youth Center has been able to offer college accredited programs at the institution. Of particular interest this past year was the General Educational Development program for interested employees. Those employees who participated in the program did so on their own time, and were rewarded by successfully completing the program and receiving a General Educational Development diploma. Employees have participated in seminars in these areas: family counseling, learning disabilities, schools without failure, individual counseling, and behavior modification. Through the efforts of Title I ESEA, the Maine Youth Center had two members participate on different panels at a Title I conference in Massachusetts.

The A. R. Gould School of the Maine Youth 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 the Center's 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 students, the Center hopes to help them set realistic goals for themselves.

**PUBLICATIONS:** None.

### **FINANCES, FISCAL YEAR 1976:**

Maine Youth Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,382,679	\$15,256	\$176,219		\$2,574,154
Total Expenditure	2,295,019		106,402		2,401,421
NET	87,660	15,256	69,817		172,733
Unexpended Balance Forward	5,686	15,256	69,817		90,759
Unexpended Balance Lapsed	81,974				81,974

## MAINE CORRECTIONAL CENTER

**EDWARD J. HANSON, SUPERINTENDENT**

**JAMES R. CLEMONS & HAMILTON W. GRANT, Assistant Superintendents**

*Central Office:* 119 Mallison Street, South Windham 04082

*Telephone:* 892-6716

*Established:* 1919

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 205; *Unit Citation:* 34 M.R.S.A., Sect. 811

*Average Number of Full-Time Employees:* 107

*Authorized Employee Level:* 131

*Organizational Units:*

Care & Treatment Unit

Pre-Release Center

Custody & Control Unit

Business Services

**PURPOSE:** The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court and persons over the age of 18 years and of not more than 26 years of age who have been convicted of, or who have pleaded guilty to crimes in the court of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison, Maine Youth Center and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of such inmates shall be made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent shall have supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

## HUMAN SERVICES

**ORGANIZATION:** The Maine 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. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

### **PROGRAM:**

**Care, Treatment, Custody and Security.** The merger of the Women's and Men's Correctional Centers was perpetrated while attempting to retain the most effective services of both programs. By Statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Presently there is a nurse in residence during most of the resident population's waking hours.

Psychological services are limited to two full days a week and psychiatric services are further limited to two half days a month. Since these important services are minimal, only the most behaviorally needy residents are likely to receive immediate care. Operating under these constraints, the psychologist and psychiatrist spend most of their time working with staff in order to better enable them to deal with resident problems as the problems occur. The Center is in great need of more psychological time so that individual and group therapy could be offered to the resident population.

The Religious and Educational Theology Programs are offered by a full time Protestant Chaplain and a full time Catholic Priest who aid considerably to the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and guidance expertise. Up to six priests or ministers, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program.

In addition there is an active Alcoholics Anonymous (AA) Program at the Maine Correctional Center which is co-educational. A staff advisor acts as general coordinator. This program strives to meet the needs of those residents who have alcoholic and drug related problems.

The Educational Program has a teacher-coordinator, who is State funded, and five (5) academic teachers, who are federally funded. These staff people operate programs pertaining to High School Equivalency, Developmental Reading, and Tutorial (for completion of High School Diplomas). They also teach courses which better enable the resident to use community resources upon his return to society; for examples Consumer Education, Career Awareness, Developmental Reading and Distributed Education. Academic programs strive to develop a curriculum to meet the needs of the individual, not only in subject area, but also in developing a learning setting which will motivate and enable the resident to use his/her full capabilities. There are eight (8) Vocational Trades Instructors, five (5), of whom are State paid and three (3), of whom are federally funded. Having these instructors enables the Center to offer Welding, Graphic Arts, Building Trades, Front-End Alignment, Electricity, Small Engine and Automotive Repair, Pre-Vocational Training, Leather Crafts and Shoe Stitching classes.

The Classification Committee utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center or a pre-release or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

The Recreation Department is making use of community recreational resources which help to normalize the institutional program and better enable the resident, once he/she has returned

## HUMAN SERVICES

to the community, to know how to properly use these resources on his/her own.

A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

Each week an evaluation is done on each resident by each staff member in the housing areas and the resident signs the evaluation once he has seen it and discussed the evaluation with the staff person. These evaluations are used to determine if the resident is ready to move on to another living area and they are, many times, used at the Parole Board hearings as documentation of a resident's development or lack of development. This system allows both staff and residents in a living area to evaluate their relationship and points the direction the resident should take enabling further program development. A special treatment unit has been established for house residents who are unable to function in the Center's main population for various reasons. A team concept is employed and the treatment team is comprised of line correctional officers, a chaplain, a psychologist and an administrator. Weekly meetings are held and the problems of the unit are discussed. The approach has greatly improved the ability to identify and meet the varying individual needs of these residents housed within this special treatment unit. The various dormitory and cottage areas allow the institution to have a male head count of 160 men.

The female population is housed in two living areas. One serving as an orientation, security and special treatment and the other serving as a medium security to pre-release. It is planned, in the near future, to move the medium security pre-release unit to the former superintendent's home which will greatly allow for expansion in the program and place it in an area where residents will be able to carry more normalcy and responsibilities of an average individual. This program is presently housed in one of the new dormitories which will then be given over for use by the male population again. The security orientation special treatment dormitory was built as a minimal security cottage for 15 male residents. At this time, the building is undergoing renovation which will better enable it to meet the specific treatment needs of those residents who will be housed in it. At the present time, the Center has the capability of housing 30 females within the two living areas.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:**

Maine Correctional Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,290,096	\$39,734	\$121,231	\$142,759	\$1,593,820
Total Expenditure	1,285,738	22,438	104,705	111,606	1,524,487
NET	4,358	17,296	16,526	31,153	69,333
Unexpended Balance Forward	3,992	17,296	16,526	31,153	68,967
Unexpended Balance Lapsed	366				366

## STATE PRISON

**RICHARD M. OLIVER, WARDEN**

**LARS HENRIKSON, Deputy Warden**

*Central Office:* State Prison, Box A, Thomaston 04861

*Telephone:* 354-2535

*Established:* 1823

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 206; *Unit Citation:* 34 M.R.S.A., Sect. 551

*Average Number of Full-Time Employees:* 190

*Authorized Employee Level:* 182

Includes 12 Industrial employees and 7 federal grant employees

*Organizational Units:*

Minimum Security Unit, South Warren

Bangor Pre-Release Center, Bangor

## HUMAN SERVICES

**PURPOSE:** The State Prison was established to confine convicted offenders and to 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. A similar unit is located at Bangor Mental Health Institute called the Bangor Pre-Release Center.

**ORGANIZATION:** The 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 serve 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:** The 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 this fiscal year. During FY 76 four positions were transferred to the prison, two from the Boys' Training Center, and two from the Stevens School. These positions were used to employ one more Licensed Practical Nurse, an additional maintenance mechanic, and two additional guards, thereby reducing overtime in the hospital, maintenance shop, and the security force. During FY 76, a project for a new inmate classification and tracking system was started. This project employed a correctional plans coordinator, two psychologists, and a clerk-stenographer paid with funds supplied by the Maine Criminal Justice Planning and Assistance Agency (MCJPAA).

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 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, assist individual residents to develop a program. They then monitor and evaluate this program and the progress made 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. The small financial loss indicated in our fiscal profit and loss summary is negligible when considering the vocational and educational benefits given to the some one hundred and fifty inmates assigned to the industrial program. Any other programs that might be established for these inmates would result in higher costs to the state. We are still vigorously striving to obtain orders for productions of items for use by other departments of state government. Consideration

## HUMAN SERVICES

is being given to remove the restriction on the amount of money that individual inmates may earn from novelty sales at the salesroom which is now limited to \$4500 per inmate.

During FY 76, twenty residents were trained as paraprofessional mental health counselors. They have worked within the prison with other residents under the supervision of staff psychologists.

Ventilation and heating improvements in the prison's east wing have commenced, with substantial progress having been made prior to June 30, 1976. Window replacement was completed to the extent contracted for, leaving the print shop as the only major area needing window replacement. Use of polycarbonate glazing material in our last contract has eliminated window breakage in the areas covered by that contract.

**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 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 4610 furloughs granted, with only 20 escapes and 3 new crimes committed by persons on furlough.

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 Government (approximately \$16,600 in FY 76.) 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.

The average population at the State Prison during FY 76 was 466 which is an 11.2% increase over the FY 75 daily average of 419.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Prison	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,286,763	\$8,789	\$59,064	\$603,247	\$3,984,863
Total Expenditure	2,929,859	6,292	44,304	357,236	3,337,691
NET	356,904	2,497	14,760	273,011	647,172
Unexpended Balance Forward	341,589	2,497	14,760	273,011	631,857
Unexpended Balance Lapsed	15,315				15,315

## OFFICE OF ADVOCACY (MH & C)

ROBERT T. CARLSON, CHIEF ADVOCATE

*Central Office:* Room 411, State Office Building, Augusta 04333

*Telephone:* 289-3161

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 207; *Unit Citation:* 34 M.R.S.A., Sect. 1A

*Average Number of Full-Time Employees:* 3

*Authorized Employee Level:* 5

**PURPOSE:** The Office of Advocacy is established within the Department of Mental Health and Corrections to investigate the claims and grievances of clients of the department. The office also advocates for compliance, with all laws, administrative rules and regulations and institutional and other policies relating to the rights and dignity of these clients.

This office has presented its program to the conference of the Council of State Governments at their request. It was believed that this program was a model worthy of sharing with other states.

## HUMAN SERVICES

**ORGANIZATION:** The function of advocacy began in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. This was a function created administratively. In 1975 the 107th Legislature created the "Office of Advocacy" by passing legislation mandating its functions statutorily.

By way of contract with the Maine State Bar Association the Office of Advocacy provides legal services to individual clients in institutions administered by the department who are experiencing specific legal problems which result from their inability by freedom of movement to deal effectively with those problems.

**PROGRAM:** The Office of Advocacy during the last year has been actively involved in receiving and investigating complaints from clients in institutions. Currently the Office of Advocacy is handling approximately 4800 complaints yearly.

In attaining its goals and objectives the office has been participating in policy formation and legislative process in an effort to enhance normalization and development of a system which more increasingly addresses the rights and dignity of the clients.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The Office of Advocacy's financial data is included with that of the Department of Mental Health and Corrections.

## STATE PAROLE BOARD

**SAMUEL G. HENDERSON, CHAIRMAN**  
**G. RAYMOND NICHOLS, Secretary**

*Central Office:* 411 State Office Building, Augusta 04333

*Telephone:* 289-2711

*Established:* 1931

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 208; *Unit Citation:* 34 M.R.S.A., Sect. 1551

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 2

**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 3 times a month.

**PROGRAM:** The State Parole Board heard cases at the Maine State Prison, the Maine Correctional Center to determine when prisoners or inmates should be released on parole; when

## HUMAN SERVICES

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 has a full-time administrative assistant to help with hearings, research, policy development, etc.

### Parole Outcome in the First Year for Persons Paroled in 1972, 1973 & 1974

	Number Paroled		
	1972	1973	1974
Total Paroled . . . . .	366	357	406
Continued on Parole. . . . .	240	251	292
Absconded. . . . .	20	33	17
Return to Prison as Technical Violators . . . . .	81	38	33
Recommitted to Prison with New Major Conviction(s) . . . . .	25	35	64

The percent of parolees who have successfully completed a year of parole has risen in the three year period. In 1972 60% of the parolees were still free, in 1973 the percentage was 70% successful, in 1974 72% were successfully paroled and remained free for a one year period. Figures for 1975 are not yet available as one year follow-up is not completed.

### FINANCES, FISCAL YEAR 1976:

State Parole Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$38,243				\$38,243
Total Expenditure	38,184				38,184
NET	59				59
Unexpended Balance Forward					
Unexpended Balance Lapsed	59				59

## STATE MILITARY AND NAVAL CHILDREN'S HOME

ELIZABETH J. DUNTON, SUPERINTENDENT

*Central Office:* 103 South Street, Bath 04530

*Telephone:* 443-4251

*Established:* 1866

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 14; *Unit:* 209; *Unit Citation:* 34 M.R.S.A., Sect. 2951

*Average Number of Full-Time Employees:* 13

*Authorized Employee Level:* 13

**PURPOSE:** The State Military and Naval Children's Home was established to provide a homelike 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

## HUMAN SERVICES

\$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 nineteen. The children attend the Bath public schools, are active in community programs, go to summer Y camp, have their friends visit, work around the community cutting lawns and generally live as they would in their own homes, except that the family that they are living in is a larger one. The Home and its staff serve as parents and guardians of the children, providing for all their usual needs such as dental care, medical services and everything that a family provides for its children.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Military and Naval Children's Home	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$162,316		\$1,601	\$446	\$164,363
Total Expenditure	131,755				131,755
NET	30,561		1,601	446	32,608
Unexpended Balance Forward	10,090		1,601	446	12,137
Unexpended Balance Lapsed	20,471				20,471

HUMAN SERVICES

**BOARD OF SANITATION  
LICENSING & INSPECTION**

**DONALD C. HOXIE, DIRECTOR**

*Central Office: 221 State Street, Augusta 04333*

*Telephone: 289-3826*

*Maine State Government Reference Manual Data:*

*Policy Area: 03; Umbrella: 90; Unit: 413; Unit Citation: 5 M.R.S.A., Sect. 311*

*Average Number of Full-Time Employees: NA*

*Authorized Employee Level: NA*

**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:** The Board of Sanitation, Licensing and Inspection consists of the Commissioner of Agriculture, the Attorney General and the Director of Health. They serve without compensation.

**PROGRAM:** This Board has not functioned at all in current years.

**LICENSES, PERMITS, ETC.:**

License:

Eating and Lodging  
Mass Gathering  
Cosmetic  
Narcotic

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

## HUMAN SERVICES

### MAINE CORRECTIONAL ADVISORY COMMISSION

PAULA ELKINS, CHAIRMAN

*Central Office:* 291 Ocean House Rd., Cape Elizabeth 04107

*Telephone:* 779-1651

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 92; *Unit:* 047; *Unit Citation:* 34 M.R.S.A., Sect. 525-A

**PURPOSE:** The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the commissioner and to the Director of the Bureau of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the commissioner on December 31st of each year.

**ORGANIZATION:** The Maine Correctional Advisory Commission, composed of 12 members, consisting of one Member from the House of Representatives appointed by the Speaker of the House and one Member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman, and appointments are made for terms of 3 years. Each member of the commission may receive his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission shall be authorized to receive public and private grants to aid in defraying the costs of its operation.

**PROGRAM:** Throughout the fiscal year, the commission studied the policies and program of the Bureau of Corrections and issued a report to the Governor, Legislature and Commissioner of Mental Health and Corrections as required by statute.

**PUBLICATIONS:** Annual Report issued 12/31/75 (free)

**FINANCES, FISCAL YEAR 1976:** During FY 76 the Commission was not funded, and received no contributions or grants. The Department of Mental Health and Corrections reimburses actual expenses for travel and meals upon request.

### STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES SERVICES FACILITIES CONSTRUCTION

ARTHUR BENNETT, CHAIRMAN

TOM STRIPLING, Acting Planning Coordinator

*Central Office:* State Office Building, Augusta 04330

*Telephone:* 289-3167

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 92; *Unit:* 050; *Unit Citation:* 34 M.R.S.A., Sect. 2064

*Average Number of Full-Time Employees:* 3

*Authorized Employee Level:* 3

## HUMAN SERVICES

**PURPOSE:** The purpose of the State Planning and Advisory Council on Developmental Disabilities Service Facilities Construction is to serve as an advocate for persons with developmental disabilities. In implementing this purpose the Council supervises the development of, and approves the State plan; monitors and evaluates the implementation of this State plan; reviews and comments on all State plans in the State which relate to programs affecting persons with developmental disabilities; and submits to the Secretary, through the Governor, such periodic reports on its activities as the Secretary may reasonably request.

The Council is the vehicle through which Maine receives assistance and meets the eligibility requirement for the Act entitled "Developmental Disabilities Facilities and Services Construction Act of 1970" enacted on October 30, 1970 by the U.S. Congress.

**ORGANIZATION:** The Council has a chairperson appointed by the Governor, a Vice-chairperson elected by the Council and 6 standing committees. These committees are the Steering Committee, Project Review Committee, Human Rights Committee, U.A.F. Committee, Nomination Committee & Legislation Committee. The Council also has ad hoc committees which are designed to accomplish specific short term tasks. Additionally, the Council has a regional committee structure which includes consumer, private agency & state agency representatives in each of the 6 regions utilized by the Bureau of Mental Retardation.

**PROGRAM:** The State Planning and Advisory Council conducts annual planning efforts involving the Regional Developmental Disabilities Committees with the express purpose of establishing service and administrative priorities for the current fiscal year. This effort has resulted in FY 77 priorities which will be addressed as either agenda items for the Council or fundable projects to be reviewed and monitored by the Council. The Maine Council funded an evaluation project involving 16 grants of the 44 grants awarded by the Council between FY 72 and 75. This evaluation project indicated significant qualities of the grant system which resulted in the redevelopment of the grant system including the development of new application & reporting forms.

The Maine Council has proceeded to implement these recommendations by conducting a "field test" of the system and forms on five grant awards. All indications point to satisfactory re-emphasis on program planning, monitoring and accountability. The Maine Council has discussed the potential implementation of the Protective and Advocacy mandates of P.L. 94-103. The establishment of an ad hoc committee allowed for the discussion of various program options which could fulfill the mandate. Thus far the Council has discussed the potentials of consolidating existing advocacy programs within State departments. This would involve extensive reorganization and further study, therefore the Council has decided to increase planning and research in the development of advocacy alternatives. The Council is also concerned about increasing the involvement of consumer groups from various perspectives in the discussions of advocacy. They will pursue this goal during FY 77.

### PUBLICATIONS:

1976 State Plan "New Directions for Maine's Developmentally Disabled"  
Developmental Disabilities Formula Funds Program Evaluation

### FINANCES, FISCAL YEAR 1976:

State Planning and Advisory Council on Developmental Disabilities	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$178,230		\$178,230
Total Expenditure			178,230		178,230
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## ADVISORY COUNCIL ON THE STATUS OF WOMEN

PATRICIA E. RYAN, CHAIRWOMAN

*Central Office:* State House, Augusta 04333

*Telephone:* 289-3418

*Established:* 1964

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 92; *Unit:* 160; *Unit Citation:* 1975 P&SL Chap. 90

**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 Human Services 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 FY 75, 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.

**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

## HUMAN SERVICES

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. Miscellaneous expenses are covered by the Council's budget.

An "Omnibus Bill" was sponsored by the Council in the 106th Legislature, which made most existing Maine Statutes non-discriminatory on the basis of sex.

Late in the fiscal year the General Appropriations Bill created the Maine Commission for Women which will assume most of the program elements of the council.

### FINANCES, FISCAL YEAR 1976:

Advisory Council on the Status of Women	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,500				\$2,500
Total Expenditure	2,499				2,499
NET	1				1
Unexpended Balance Forward					
Unexpended Balance Lapsed	1				1

## HUMAN SERVICES

# HEALTH FACILITIES ADVISORY COUNCIL

**MARSHALL G. GERRIE, CHAIRMAN**  
**CARL O'DONNELL, Director**

*Central Office:* Human Services Building, Augusta 04333  
*Established:* 1947

*Telephone:* 289-2716

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 92; *Unit:* 337; *Unit Citation:* 22 M.R.S.A., Sect. 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. The Council also is involved in construction and modernization, it 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(1)(3).

**PROGRAM:** No new projects were federally financed under this program during the period 7/1/75 - 6/30/76. Since the Hill-Burton program will terminate 9/30/76 (replaced by P.L. 93-641), the authority of this Council will cease as of that date. With the change of the federal fiscal year to one beginning October 1, it seems appropriate to report final activities covering the period 7/1/75-9/30/76 as follows:

A new project for an ENT Laser at Mid-Maine Medical Center, Waterville was approved and funded with grant money. Because of the federal deadline of 9/30/76, it was necessary to encumber all remaining grant/loan/loan guarantee funds before that date. Previously approved projects were allocated additional amounts of grant and/or loan guarantee money: Houlton Regional Hospital and Hospital Administrative District #4, Dover-Foxcroft.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal data for the Health Facilities Advisory Council is included with that of the Department of Human Services.

HUMAN SERVICES

**MAINE MEDICAL LABORATORY  
COMMISSION**

**DAVID E. SMITH, DEPT. HUMAN SERVICES, COMMISSIONER**

*Central Office: 221 State Street, Augusta 04333*

*Telephone: 289-2736*

*Established: 1975*

*Maine State Government Reference Manual Data:*

*Policy Area: 03; Umbrella: 92; Unit: 359; Unit Citation: 22 M.R.S.A., Sect. 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 reorganization 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.

**LICENSES, PERMITS, ETC.:**

License:

Private Medical Laboratory

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

## HUMAN SERVICES

### **BOARD OF VISITORS (TO STATE INSTITUTIONS)**

**WILLIAM E. SCHUMACHER, M.D., ACTING SUPERINTENDENT**

**MILLARD A. HOWARD, Assistant to the Superintendent**

*Central Office:* Box 724, Arsenal Street, Augusta 04333

*Telephone:* 622-3751

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 92; *Unit:* 422; *Unit Citation:* 34 M.R.S.A., Sect. 41

**PURPOSE:** Each Board of Visitors shall have the right to inspect the institution to which it is assigned and to make recommendations relative to the management of those institutions to the commissioner of the Department of Mental Health and Corrections. Copies of all recommendations must be sent to the members of the Health and Institutional Services Committee of the Legislature and each Board of Visitors shall appear before the Joint Standing Committee on Health and Institutional Services upon request.

**ORGANIZATION:** A board of 5 persons, is appointed by the Governor in connection with each state institution under the Department of Mental Health and Corrections and the Governor Baxter School for the Deaf within the Department of Educational and Cultural Services. These 5 shall be appointed for a term of one year and shall be eligible for reappointment. No member of the Legislature or the Governor's Council can serve on any Board of Visitors. The members of the Boards of Visitors shall receive no compensation.

**PROGRAM:** The Boards of Visitors were inactive during FY 76.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

HUMAN SERVICES

**THE MAINE COMMISSION  
RELATING TO  
MEDICAL AND HOSPITAL  
MALPRACTICE INSURANCE**

**THE HONORABLE CHARLES POMEROY, CHAIRMAN  
SUSAN S. SAUNDERS, Secretary/Treasurer**

*Central Office:* c/o Mary Luce, Department of Human Services,  
State House, Augusta 04333

*Telephone:* 289-2546

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 94; *Unit:* 051; *Unit Citation:* 1975 P&SL Chap. 73

**PURPOSE:** There is a substantial problem in the State concerning the ability of physicians and hospitals to secure and maintain malpractice liability insurance. Excessive awards being paid under insurance contracts in areas outside the State of Maine are having an effect on the cost and availability of malpractice coverage in Maine. While it is necessary to insure that citizens of Maine who are subjected to malpractice are compensated for their injuries, it must be recognized that the cost of such malpractice coverage is borne by the patients of Maine physicians and hospitals. This Act proposed the establishment of a special commission to investigate the situation in Maine and to make recommendations and proposals relating to insuring the availability of malpractice coverage and to develop a more equitable system of relief for malpractice claims.

**ORGANIZATION:** The membership is as follows: one member of the House of Representatives of the Maine Legislature to be appointed by the Speaker of the House; one member is a Member of the Senate in the Maine Legislature to be appointed by the President of the Senate; one member is a representative of the Maine Hospital Association and shall be appointed by the Governor, upon recommendation of the Maine Hospital Association; one member is a representative of the Maine Medical Association and is appointed by the Governor, upon recommendations of the Maine Medical Association; one member is a representative of the Maine Bar Association and is appointed by the Governor, upon recommendation of the Maine Bar Association; one member must be a sitting or retired Justice of the Supreme Judicial Court of Maine and said justice serves as chairman of the commission upon his appointment by the Chief Justice of the Supreme Judicial Court; and 4 additional members are appointed by the Governor. The Insurance Superintendent serves on the commission as a voting member. Each member serves until the commission has completed its work, or until his prior death or resignation. In the event of the death or resignation of any member, his place shall be filled, upon written notice thereof from the commission, by the President of the Senate, Speaker of the House, Governor or Chief Justice, as the case may be, in the same manner as with respect to the original appointment.

**PROGRAM:** The program of the Maine Commission Relating to Medical and Hospital Malpractice Insurance is to prepare legislation for the 108th Maine Legislature and to gather information through a series of five public hearings — one each in Presque Isle, Bangor, Waterville, Lewiston, and Portland. A draft of proposed legislation is derived from these five public hearings. Then a second set of hearings is held to notify the public what the Commission proposes.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The financial data for this unit is included in the finances of the Department of Human Services.

## HUMAN SERVICES

# GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

WILLIAM R. MALLOY, CHAIRMAN  
STANLEY A. JONES, Executive Secretary

*Central Office:* 32 Winthrop Street, Augusta 04333

*Telephone:* 289-3056

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 94; *Unit:* 334; *Unit Citation:* 26 M.R.S.A., Sect. 791

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 2

**PURPOSE:** The Committee's main purpose is to carry on a continuing program to promote employment opportunities for qualified handicapped job applicants. Primary program functions and responsibilities as established by statute and assigned to the executive secretary include: carrying on a continuing program to promote the employment of handicapped persons; working in cooperation with the President's Committee on Employment of the Handicapped; cooperating with all employers and with all public or private agencies or organizations interested in locating or developing employment opportunities for those with either physical or mental limitations; cooperating with all agencies responsible for or interested in the rehabilitation and employment placement of the handicapped.

Other responsibilities of the executive secretary are to encourage or assist, or both, in the organization of committees at the community level and work closely with such committees in promoting programs in their respective areas; to conduct such educational programs as committee members consider necessary in order to better acquaint young adults with the numerous accomplishments of handicapped citizens; to develop a program focused on greater employer acceptance of qualified handicapped workers; to inform all known handicapped job seekers of specific facilities available to assist them in locating suitable employment; and to support and promote any federal, state or local program designed to make more public buildings accessible to and usable by persons with physical limitations.

**ORGANIZATION:** The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

In 1964, and through another Act of Congress, the name of the Committee was amended by deleting the word "physically". This Act, requested by President John F. Kennedy in 1963, provided that the Committee program be extended to serve persons with mental limitations, as well as those with physical limitations, who seek employment opportunities. The name of the Maine committee was changed accordingly.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. The Committee is composed of 15 members appointed by the Governor.

**PROGRAM:** The broad base of the committee's areas of concern required continuous public relations-type effort of informational and educational activities and projects. During this fiscal period, the committee has expended its efforts to complement the State Bureau of Rehabilitation and the State Job Service in fulfilling their obligations to handicapped job applicants. Closer working relationships also were established with a number of private agencies providing services to handicapped individuals.

## HUMAN SERVICES

Organization of regional or county committees in six areas of the state, which had top priority in this fiscal year, was nearly completed. These committees, each of which is composed of volunteer membership, were organized to serve the specific areas of: Eastern Maine, Central Maine, Hancock County, Androscoggin Valley, Cumberland and York Counties.

The 13th annual "Ability Counts" contest, a community survey report open to all high school juniors and seniors, was successfully conducted. The first prize winner, a Portland High School senior, attended the annual meeting of the President's Committee on Employment of the Handicapped in Washington, D.C., early in May.

A "Maine Guide for Handicapped and Elderly Travelers" was prepared for distribution during the summer of 1976. This was the first such guide ever published in the State and was made possible through a grant from the Maine State American Revolution Bicentennial Commission, and additional financial support from the Maine Rehabilitation Association, March of Dimes, Pine Tree Society for Crippled Children and Adults, and the Arthritic Foundation. Main purpose of the guide is to provide a general listing of buildings and facilities that are accessible to persons with restricted mobility.

**Exhibits.** Special exhibits offering informational and educational materials were prepared and presented at the Annual Meeting of the Maine State Nurses Association, the Annual Meeting of the Maine Municipal Association, and at the Muscular Dystrophy Patient Service Conference. Other exhibits were presented at the State Library and at the Public Libraries in Brunswick, Augusta, Auburn, and Van Buren; all designed to call attention to National Employ the Handicapped Week.

**Legislation.** Four legislative documents initiated and drafted by the committee were enacted into law during the regular session of the 107th Legislature. These included two new laws. One "Provided Accessible Polling Places for the Physically Handicapped and Elderly"; and another "Established a Symbol to Indicate Buildings and Facilities Accessible to Handicapped and Elderly."

A third bill provided four amendments to the existing law which "Requires Newly Constructed and Reconstructed Public Buildings Be Made Accessible to the Physically Handicapped"; and a fourth bill which provides an additional amendment to the existing law that "Requires the Ramping of Curbs at Crosswalks for Physically Handicapped and Elderly Persons." All but the latter became effective October 1, 1975. The "curb ramping" measure became effective July 1, 1976.

**White House Conference.** The State director for Maine's participation in the scheduled May, 1977, White House Conference on Handicapped Individuals was assisted in enlisting a staff of volunteers to conduct a series of regional forums and a State conference planned for October, 1976. The primary purpose of the program is to address the major problems affecting physically and mentally handicapped persons and to develop recommendations for legislative and administrative action to permit more individuals with handicaps to live their lives more independently. The White House Conference was established by Public Law 93-516.

**Goals, FY 77.** Expansion of supporting committees to other areas of the state will continue during FY 77. Several other activities are given priority for FY 77. Foremost of these would be to develop and implement a procedure to more readily identify handicapped job applicants. The procedure would be designed to identify the basic characteristics of the job-ready clients of the State Division of Vocational Rehabilitation and handicapped job applicants on the active file of the State Job Service Division, Department of Manpower Affairs.

The Committee will initiate and/or assist in drafting amendments to the existing state laws specifically relating to elimination of architectural barriers in specific buildings and facilities. Too, efforts will be made to better acquaint Maine employers with federal contracts of their legal responsibilities under Section 503 of the Rehabilitation Act of 1973 (Public Law 93-112).

**PUBLICATIONS:** Maine Guide for Handicapped and Elderly Travelers.

### FINANCES, FISCAL YEAR 1976:

Governor's Committee on Employment of the Handicapped	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,590		\$26,362		\$32,952
Total Expenditure	6,146		24,581		30,727
NET					2,225
Unexpended Balance Forward					
Unexpended Balance Lapsed	445		1,780		2,225

## HUMAN SERVICES

# MAINE HEALTH FACILITIES AUTHORITY

EDWARD STONE, CHAIRMAN  
RICHARD B. STEWART, Executive Director

*Central Office:* R.F.D. 1, Goffstown, NH 03045

*Telephone:* 603-487-3351

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 94; *Unit:* 336; *Unit Citation:* 22 M.R.S.A., Sect. 2054

*Average Number of Full-Time Employees:* .5

*Authorized Employee Level:* NA

**PURPOSE:** To assist private, non-profit hospitals and nursing homes within the State of Maine in financing the construction and equipping of health-care related facilities by providing access to the municipal (tax-exempt) bond market.

**ORGANIZATION:** The Authority consists of ten members, the Superintendent of Banks and Banking, and the Commissioner of Human Services, who both serve as ex officio members, and eight others who are residents of the State of Maine appointed by the Governor, with the advice and consent of the Executive Council. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

**PROGRAM:** On April 30, 1976 the Authority sold \$540,000 Maine Health Facilities Authority Revenue Bonds, Goodall Hospital Issue, Series A, to a local financial institution. The proceeds of this bond issue enabled Goodall Hospital to refinance a short-term debt incurred when acquiring a local nursing home at a lower rate of interest. The Authority expects to sell an issue of \$2,750,000 before the end of the calendar year that will enable Eastern Maine Medical Center to finance completion of a Family Practice Center and other related activities. Preparation for this issue commenced in January.

Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority are secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital or nursing home or may take a mortgage on the project. Each hospital or nursing home agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals and nursing homes using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is \$2.50 per \$1,000 borrowed. Once the project is completed and generating revenues for the hospital or nursing home, an annual fee of \$1.00 per \$1,000 borrowed is charged.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal data is unavailable at the time of printing due to a change in auditing firms.

## HUMAN SERVICES

# 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

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 94; *Unit:* 348; *Unit Citation:* 5 M.R.S.A., Sect. 4561

*Average Number of Full-Time Employees:* 10

*Authorized Employee Level:* NA

**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 or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income; 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, 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:**

**Discrimination Complaints.** During FY 76, 439 complaints of discrimination were filed with the Maine Human Rights Commission, representing a 43% increase in new complaints over FY 75. 25% of the charges resulted in findings of reasonable grounds to believe that unlawful discrimination had occurred. Approximately 51% of those were informally settled, resulting in cash settlements and back pay or pay increases totalling some \$17,000. 33 cases are pending Superior Court or Law Court decisions.

Superior Court decisions have been issued construing the Maine Human Rights Act like Title VII of the Civil Rights Act of 1964 and giving substantial weight to the Commission's guidelines. In addition, the Commission has appealed its first case to the Maine Supreme Court. The case involves religious discrimination, as well as the constitutionality of the Maine Human Rights Act.

**Affirmative Action.** The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses in developing and implementing affirmative action plans. In addition, the Commission has entered into an agreement with the Office of Revenue Sharing and participates

## HUMAN SERVICES

in the A-95 review process in order to prevent potential employment practice problems.

The passage of PL 153 by the state legislature also promotes voluntary compliance with affirmative action, in that it prohibits the granting of contracts (or grants) to those who do not comply with the Code of Fair Practices and Affirmative Action.

**Education.** The Commission staff worked cooperatively with the Department of Education and Cultural Services and the Maine Teachers Association to develop Guidelines for Eliminating Stereotyping in Curriculum Materials. The Guidelines were followed by workshops held by the Department of Education and Cultural Services and the Maine Human Rights Commission for teachers and administrators to assist in the possible utilization of the guidelines. Approximately 250 persons from school systems across the state participated in the workshops.

In addition, Commission staff has participated in Maine's Non-Discriminatory Assessment Team in looking at educational testing and its possible inherent biases.

**Public Education and Information.** The Commission has formed a Speaker's Bureau to fulfill requests for speakers from citizens groups who desire to voluntarily comply with anti-discrimination law. Commission and staff filled some 40 such requests during the fiscal year. In addition, area public meetings have been held to answer questions and to hear local concerns. The television media has assisted in the reproduction of 30 and 60 second films emphasizing human rights. All commercial stations have carried the Commission's films as part of their public service time commitment.

As a result of our efforts, the Commission has received fewer misdirected complaints and has been able to resolve many without the time and cost of a full investigation.

**Interagency Cooperation.** The Commission staff has developed and nurtured strong inter-agency cooperation with the Department of Labor-Wage and Hour Division, Equal Employment Opportunity Commission, Housing and Urban Development, Office of Revenue Sharing and Office of Federal Contract Compliance, to prevent as much duplication of effort as possible. This has resulted in a less burdensome demand on employers of this state.

### PUBLICATIONS:

Guidelines for eliminating Stereotyping in CURRICULUM Materials —

Secondary, Elementary

Statement of Concerns — Non-Discriminatory Assessment Team

Procedural Regulations

Employment Guidelines

AA — Beast or Beauty

Maine Human Rights Act

### FINANCES, FISCAL YEAR 1976:

Maine Human Rights Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$64,943		\$56,753		\$121,699
Total Expenditure	64,790		55,867		120,657
NET	153		886		1,036
Unexpended Balance Forward	153		886		1,036
Unexpended Balance Lapsed					

## MAINE STATE HOUSING AUTHORITY

GENEVIEVE K. GELDER, DIRECTOR

*Central Office:* 128 Sewall Street, Augusta 04333

*Telephone:* 622-3126

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 99; *Unit:* 346; *Unit Citation:* 30 M.R.S.A., Sect. 4601A

*Average Number of Full-Time Employees:* 46

*Authorized Employee Level:* NA

*Organizational Units:*

Executive and Legal  
Housing Development  
Finance and Administration

Engineering and Technical Services  
Board of Commissioners  
Board of Appeals

**PURPOSE:** The Maine State Housing Authority was established to assist Maine residents in securing 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 addition, the Legislature authorized special 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 the 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, but receives no appropriations from the Legislature for its operations. The Authority consists of six 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 Board of Appeals was established in 1973, and consists of five members appointed by the Authority. This Board provides a means of recourse to parties aggrieved by decisions of the Authority and its rules and regulations.

**PROGRAM:** As the Maine State Housing Authority entered FY 76, it continued to maintain its position as one of the State's largest financial institutions. By year-end, 1975, the Authority had assets of \$66,200,000 and fund balances of \$682,000. During the second half of the fiscal year, the Authority began preparing for an additional \$10 million bond issue the proceeds of which would be used to provide permanent financing of rental housing for lower-income families and elderly persons under the U.S. Department of Housing and Urban Development's (HUD) Section 8 subsidy programs. The fiscal year saw the continuance of the Authority's efforts to improve the housing situation in Maine through participation in HUD's Section 8 program, and

## HUMAN SERVICES

through the continued operation of the Authority's mobile and modular home certification and Indian Mortgage Insurance Programs.

As a participating agency in HUD's Section 8 program, the Authority received an initial setaside of \$2.2 million in subsidy funds in February of 1975. By the end of the fiscal year this amount had been increased through supplemental setasides to a total of \$3,084,000. The subsidies may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards but may only be used to make up the difference between HUD-established fair market rents and 25% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the program must come from private sources or housing finance agencies such as the Authority.

As of the end of the fiscal year, the Authority had allocated subsidies out of its total setaside to 31 communities throughout the state. A total of 38 projects containing 641 rental units in these communities were in various stages of planning or development. As part of this effort, the Authority gained the distinction of being the first housing authority in the country to commence construction of a new project under the Section 8 program. In addition, during the fiscal year the Authority entered into contracts for 63 units of existing housing.

At the close of FY 76, the Authority received an additional \$3.3 million setaside of Section 8 subsidy funds which, it is anticipated, will provide subsidies for an additional 700 units which will be developed during the next fiscal year. As a result of its efforts since its establishment in 1969, the Authority will, by the end of calendar year 1976, have been instrumental in the development of 1,032 multi-family units and will have provided permanent financing for more than 3000 single and multi-family units throughout the State.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commissioners and staff plan to continue 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."

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The Maine State Housing Authority neither received nor expended State funds during the fiscal year. For extensive financial data see the Maine State Housing Authority Annual Report which is based on the calendar year.

## **MAINE COMMITTEE ON THE PROBLEMS OF MENTALLY RETARDED**

**DR. EDMOND ERVIN, CHAIRMAN**

*Central Office: State House, Augusta 04333*

*Telephone: 289-3161*

*Established: 1967*

*Maine State Government Reference Manual Data:*

*Policy Area: 03; Umbrella: 94; Unit: 375; Unit Citation: 34 M.R.S.A., Sect. 2063*

**PURPOSE:** The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the director of the Bureau of Mental Retardation. The Maine Committee on Problems of the Mentally Retarded also gives advice and consent to the Commissioner of the Department of Mental Health and Corrections in the appointment of the Director of the Bureau of Mental Retardation and in the setting of his salary, subject to the approval of the Governor and Council. They also give advice and consent to the Commissioner to appoint and set the salary of the superintendent of Pineland Center.

**ORGANIZATION:** The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, the President of the Maine Association for Retarded Children, and 9 representative citizens appointed by the Governor, who shall designate a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

**PROGRAM:** The Maine committee meets on a monthly basis. This committee serves as an advisory committee to the Director of the Bureau of Mental Retardation on such issues as guardianship for mentally retarded persons, legislation to be submitted to the Maine Legislature, policies, programs and services affecting the retarded, budgets, etc.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Financial data of the Maine Committee on Problems of the Mentally Retarded is included with those of the Bureau of Mental Retardation.

## HUMAN SERVICES

# ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

NICHOLAS HOLT, PRESIDENT  
KAREN ANDERSON-BITTENBENDER, Vice-President

*Central Office:* 128 Sewall Street, Augusta 04333

*Telephone:* 622-3126

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 99; *Unit:* 345; *Unit Citation:* 30 M.R.S.A., Sect. 4602

**PURPOSE:** To advise and counsel the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

**ORGANIZATION:** The Advisory Board is comprised of 15 persons appointed by the Governor representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

Starting in November, 1975, a schedule of regular bi-monthly meetings to be held on the third Tuesday of January, March, May and September, and a November meeting to coincide with the Authority's annual meeting was established.

**PROGRAM:** During the course of FY 76, five meetings of the Advisory Board took place in accordance with the established schedule (see Organization Section). The activities and general policies of the Authority were reviewed and recommendations formulated for transmittal to the Authority's Director and the Commissioners. Insofar as possible, one or more members of the Advisory Board attended the regularly scheduled meetings of the Authority's Commissioners in order to strengthen communication between the two groups. In addition, members of the Advisory Board have served on special study committees established by the Authority.

It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming year.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Expenses incurred by the Advisory Board are paid by the Maine State Housing Authority.

# PENOBSCOT INDIAN HOUSING AUTHORITY

MORRIS P. CARPENTER, DIRECTOR

*Central Office:* Indian Island, Old Town 04468

*Telephone:* 827-7148

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 99; *Unit:* 436; *Unit Citation:* 22 M.R.S.A., Sect. 4733

**PURPOSE:** The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and to advance general economic activity by aiding production of better housing and more desirable neighborhood and community developments at a 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 Penobscot Tribal Reservation Housing Authority was involved in the following activities during the 1975-76 fiscal year. The Authority started and completed a new water and sewer system for Indian Island, including the obtainment of approximately 300 easements to secure the right-of-way. It also completed a new pollution control facility to treat all waste water generated on Indian Island. Furthermore a member of the tribe enrolled in the EMVTI training course for wastewater treatment plant operators. He is now fully in charge of the plant on Indian Island.

FY 76 witnessed the completion of the Penobscot Neighborhood Facility, a 16,000 square foot recreation and service center, and saw the beginning of the construction on 29 units of new housing on Indian Island, to be completed in early 1977. The Authority also performed an economic development plan and analysis for the reservation under a HUD 701 planning grant, and developed a work program to complete a comprehensive land-use plan during the current fiscal year. During the year the financial, management and administrative functions and capabilities of the Housing Authority were reorganized and expanded. Lastly, the Authority administered the Indian Housing Mortgage Insurance Program.

**PUBLICATIONS:** None.

## FINANCES, FISCAL YEAR 1976:

Penobscot Reservation Housing Authority	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$29,300				\$29,300
Total Expenditure	28,275				28,275
NET	1,025				1,025
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,025				1,025

## PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)

CLIVE DORE, DIRECTOR

*Central Office:* Pleasant Point, Perry 04667

*Telephone:* 853-4603

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 03; *Umbrella:* 99; *Unit:* 437; *Unit Citation:* 22 M.R.S.A., Sect. 4733

*Average Number of Full-Time Employees:* 35

*Authorized Employee Level:* NA

**PURPOSE:** The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and advance general economic activity by aiding production of better housing and more desirable neighborhood and community developments at a 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 following is a brief report of some of the major issues that the Pleasant Point Housing Authority has been involved in throughout the fiscal year.

**Sewerage Treatment Plant.** This plant services 130 dwellings and 7 community facilities. It is a 42,000 gallon facility with one full time operator, who tries to handle all the sewerage and related maintenance for the entire reservation. He is also responsible for maintenance and repairs of the water distributor system. The Housing Authority ensures that the daily and monthly Environmental Protection Agency requirements are met. This plant is in desperate need of major repairs for which there are no monies presently available.

**Housing.** The Housing Authority at Pleasant Point has a full time staff of three, with various consultants called on an as-needed basis. The Authority has charge of 45 new single family homes and a 16 unit elderly complex. It is presently constructing 20 new single family homes and has been awarded 40 more single homes. 20 to 30 men are employed in the construction of these new homes.

**Land Use Plan.** The Authority has completed a master land use plan for the entire reservation, projecting the complete economic, social and housing replacement, over the next five years. This included, but was not limited to, replacement of all substandard homes, economic impact, population growth and community facilities, their needs and uses for the future of the reservation.

During FY 76, the Housing Authority has administered the following projects for the tribe:

**Recreation and Arts and Crafts.** The Community Building and swimming pool was completed and closed out within the budgeted figure. It is a 6400 square foot facility with a 30' x

## HUMAN SERVICES

60' heated swimming pool. It has a 40' x 80' gym, Day Care Center, kitchen, men's and women's showers, vocational center, meeting room, library and office space. It was a much needed center and the Housing Authority was very pleased to have been a part of this development for the community.

The Tennis and Basketball Courts were completed under a Bureau of Outdoor Recreation Grant. They are enclosed with fence, have an asphalt playing surface and are adjacent to the community center. It is expected that the baseball, softball and track and field complex will be in the final stages of completion in the fall. They have been in heavy use since the completion of the baseball diamond at the beginning of the summer.

The Museum, Arts and Crafts Building was completed after a nine month extension. It provides a 3,000 square foot crafts complex, that will eventually contribute to the economic growth of the reservation.

**Grant Projects.** The Housing Authority also administers the Community Development Block Grant for the Tribe. Projects include ceremonial grounds, parking, playgrounds and a cover for the swimming pool. The 701 Planning Grant was also handled by the Housing Authority and it still has substantial input into this program.

At the close of the fiscal year, the Authority was renovating nine homes on the reservation and were in the process of demolition of 15 other structures to make way for future housing. With this effort a massive relocation budget and transition program is in the planning stages.

The Housing Authority was the reservation agency, along with the Tribal Governor and Council and staff that developed and submitted the projects and budgets for Title X. These projects originally included tidal and solar power, fish processing, grocery store and beautification of the reservation. Extending into FY 77, the Authority has a research and development. Solar Heat Project in conjunction with Housing and Urban Development for modification of two existing homes. This will be the first project of this type in Northeastern Maine.

In addition to the above, the Authority is charged with administration, budget process and control, inspection, maintenance, house payment collection, policy implementation and review, new housing planning and budgets, incoming and outgoing correspondence, liaison with various tribal and governmental agencies, meetings and daily problem and operation of the Housing Authority for a continuing entity.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Passamaquoddy Indian Housing Authority (Pleasant Point)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$37,329				\$37,329
Total Expenditure	36,031				36,031
NET	1,298				1,298
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,298				1,298

## HUMAN SERVICES

# PASSAMAQUODDY HOUSING AUTHORITY (INDIAN TOWNSHIP)

GEORGE STEVENS JR., DIRECTOR

Central Office: P.O. Box 127, Princeton 04668

Telephone: 796-2856

Established: 1965

Maine State Government Reference Manual Data:

Policy Area: 03; Umbrella: 99; Unit: 438; Unit Citation: 22 M.R.S.A., Sect. 4733

**PROGRAM:** The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and advance general economic activity by aiding production of better housing and more desirable neighborhood and community developments at a 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 following activities were accomplished during the last year, by the Indian Township Housing Authority: ten recreational cottages for the economic development of Indian Township were constructed; and 40 new homes were built by the Indian Township Housing Authority as the contractor under a new force account construction method.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Passamaquoddy Housing Authority (Indian Township)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$48,498				\$48,498
Total Expenditure	46,818				46,818
NET	1,680				1,680
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,680				1,680



STATE  
POLICY  
AREA

**04**

# Manpower

Department of Manpower Affairs





## DEPARTMENT OF MANPOWER AFFAIRS

EMILIEN A. LEVESQUE, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330

Telephone: 289-3814

Established: 1971

Maine State Government Reference Manual Data:

Policy Area: 04; Umbrella: 12; Unit: 168; Unit Citation: 26 M.R.S.A., Sect. 1401

Average Number of Full-Time Employees: 719

Authorized Employee Level: N.A.

**Organizational Units:**

Employment Security Commission

State Board of Arbitration and Conciliation

Bureau of Labor

Panel of Mediators

Manpower Training Division

State Advisory Council (to Manpower Affairs)

Office of CETA Planning and Coordination

State Manpower Services Council

Maine Labor Relations Board

**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, functioning since 1873; the Manpower Training Division, originally created as a unit of the former Department of Education in 1963; the Office of CETA Planning and Coordination, established in 1969; and the Maine Labor Relations Board, established in 1972.

**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.

**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.

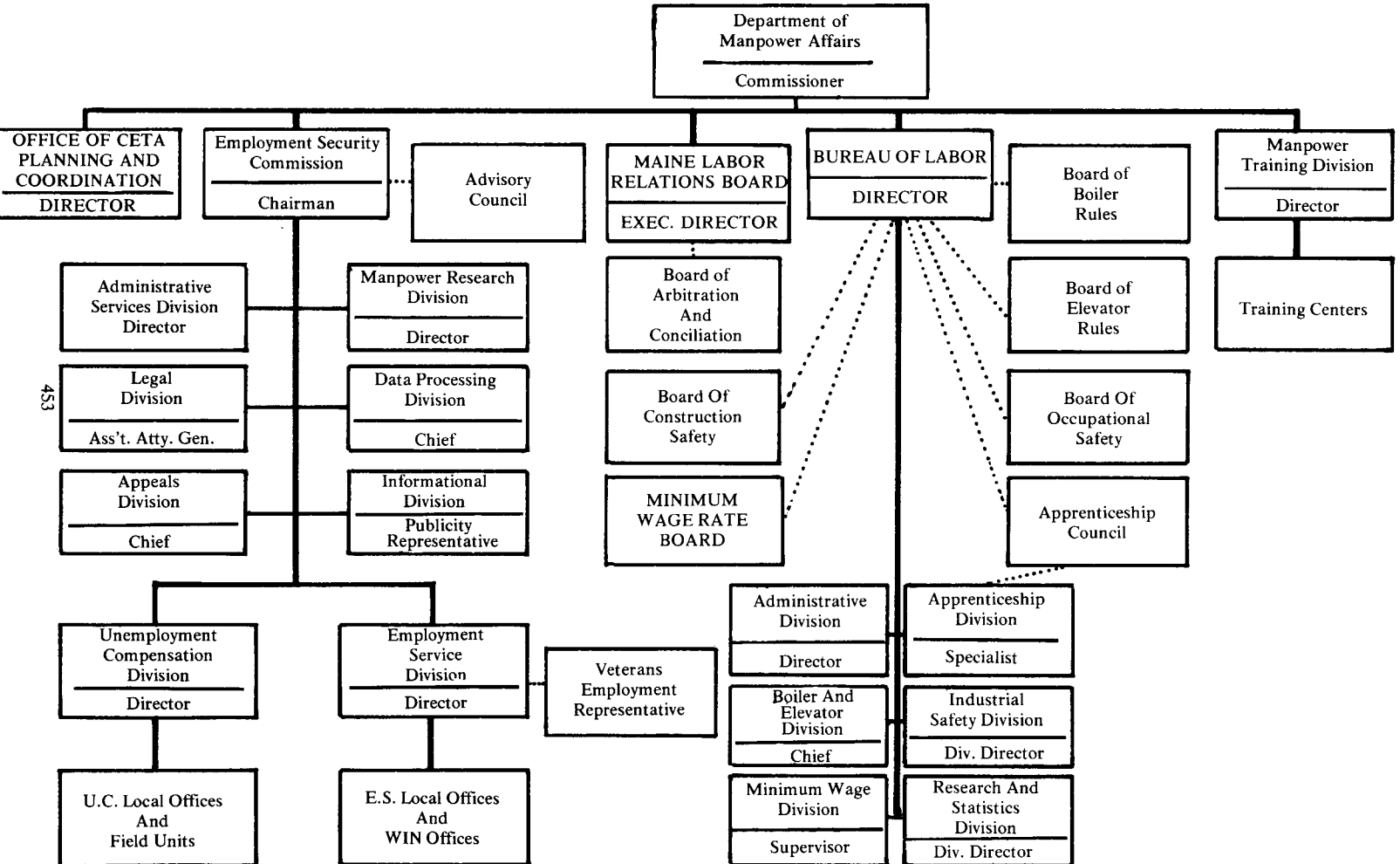
**Manpower Training Division.** This Division became an administrative entity on October 1, 1974. Under contract with the Executive Department's Office of Manpower Planning and Coordination, training in the major urban areas was combined to reduce administrative costs and prevent unnecessary duplication. Training was offered as follows:

## MANPOWER

<b>Manpower Training Center, Lewiston</b>		
Prevocational Education		36
Clerical Occupations		73
Building Maintenance man		25
Nurse Aide		15
Inhalation Therapist		20
Various Occupations (work experience)		51
	Total	220
<b>Manpower Culinary Arts Center, Lewiston</b>		Total 68
<b>Manpower Training Center, Thomaston (Maine State Prison)</b>		
Auto Body Repairman		6
Auto Mechanic		38
Building Maintenance man		23
Carpentry		24
	Total	91
<b>Manpower Clerical Cluster, Presque Isle</b>		Total 30
<b>Manpower Training Center, Waterville</b>		
Prevocational Education		53
Clerical Occupations		86
Nurse Aide		44
Building Trades		32
Police Officers		15
Various Occupations (work experience)		98
	Total	328
<b>Manpower Training Center, Machias</b>		Total 39
<b>Individual Referral Unit (Statewide)</b>		
Various Occupations (sub-contractual)	Total	118
<b>Various Other Courses</b>		
Nurse Aide, Penn Bay Hospital		25
Stitching, Skowhegan		23
Wood Harvester, WCVTI		6
Nurse Aide, Madawaska		21
Nurse Aide, Presque Isle		12
Wood Harvester, WCVTI		20
Electrician Helper, KVVTI		17
Arc Welder, KVVTI		10
Machine Tool Set-Up Man, SMVTI		35
Sewage Plant, EMVTI		16
Industrial Maintenance Man, CMVTI		16
Small Engine Mechanic, KVVTI		12
Nursing Assistant, SMVTI		11
Short Order Cook, WCVTI		9
Rock Drill Operator, NELI		4
Construction Worker II, NELI		18
Cumberland County CETA		9
	Sub-Total	264
	<b>TOTAL</b>	<b>1158</b>

**PUBLICATIONS:** None.

# ORGANIZATIONAL CHART MAINE DEPARTMENT OF MANPOWER AFFAIRS



# MANPOWER

## FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF MANPOWER AFFAIRS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$641,814				\$641,814
Departmental Operations	640,914				640,914
Transfers	900		21,362		22,262
Federal Grants			27,500,253		27,500,253
County & Municipal					
Private Contributions			7,930	16,370	24,300
Sales					
Services & Fees			80	1,185	1,265
Other			2,850		2,850
Unexpended Balance Brought Forward	106		3,673,773		3,673,879
Adjustment of Balance Brought Forward			18,158		18,158
TOTAL FUNDS AVAILABLE	641,920		31,224,406	17,555	31,883,881
Monies received and deposited to the credit of the State					
EXPENDITURES					
Total Personal Services	512,437		9,638,919		10,151,356
Wages & Salaries	466,747		8,988,903		9,455,650
Retirement	45,690		650,016		695,706
Total All Other	92,260		21,092,546		21,184,806
Contractual Services	89,299		1,857,645		1,946,944
Rents	1,140		565,497		566,637
Computer Services					
Commodities	2,961		314,026		316,987
Grants, Subsidies, Pensions			15,313,721		15,313,721
Transfers to Other Funds			3,607,179		3,607,179
Other			225		225
Total Capital Expenditures	803		244,138		244,941
Buildings & Improvements			726		726
Equipment	803		243,412		244,215
Purchases of Land					
TOTAL EXPENDITURE	605,500		30,975,603		31,581,103
SUMMARY					
Total Funds Available	641,920		31,224,406	17,555	31,883,881
Total Expenditure	605,500		30,975,603		31,581,103
NET	36,420		248,803	17,555	302,778
Unexpended Balance Forward	632		248,803	17,555	266,990
Unexpended Balance Lapsed	35,788				35,788

## STATE MANPOWER SERVICES COUNCIL

JOHN SALISBURY, CHAIRMAN  
Jean Miley, Executive Director

Central Office: 295 State Street, Augusta 04333

Telephone: 289-2686

Established: 1974

Maine State Government Reference Manual Data

Policy Area: 04; Umbrella: 12; Unit: 168B; Unit Citation: 1969 Exec. Ord. 05-69.

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

Organizational Units: N/A

## MANPOWER

**PURPOSE:** The State Manpower Services Council reviews and monitors the CETA prime sponsors' plans. The council also makes recommendations which will provide for more effective over-all coordination of manpower services.

**ORGANIZATION:** The Council was established in 1974, based on a 1969 Executive Order, in accordance with the provisions of the Comprehensive Employment and Training Act. Membership, appointed to one year terms, consists of fifteen (15) individuals representing manpower service deliverers, community agencies and the client population. The State Manpower Services Council chairperson has a support staff of four individuals with field duties appropriate to information gathering, dissemination and coordination.

**PROGRAM:** The State Manpower Services Council meets periodically to assess and evaluate manpower related programs, which results in an annual report to the Governor. The SMSC has produced a \$54,000 comprehensive comparative evaluation of CETA activities within the three prime sponsor units in Maine (Balance of State, Cumberland and Penobscot counties). The evaluation report is entitled, *Maine State Manpower Services Council Data Collection and Program Monitoring System*.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Manpower Services Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$84,510		\$84,510
Total Expenditure			84,510		84,510
NET			0		0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## BUREAU OF LABOR

**HAROLD S. NODDIN, DIRECTOR**  
**Paul Lovejoy, Deputy Director**

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3331

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area: 04; Umbrella: 12; Unit: 170; Unit Citation: 26 M.R.S.A., Sect. 41.*

*Average Number of Full-Time Employees:* 42

*Authorized Employee Level:* 43

#### *Organizational Units:*

Board of Boiler Rules  
Stationary Steam Engineers & Boilers  
Examining Committee  
Board of Occupational Safety and Health

Board of Elevator Rules and Regulations  
State Apprenticeship Council  
Minimum Wage Rate on Construction Projects  
Board

**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. In 1975, the enabling legislation was enacted giving the Bureau the authority to enforce safety and health rules and regulations in the public sector as promulgated by the Occupational Safety and Health Board.

## MANPOWER

**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. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was eliminated from the statutes.

**PROGRAM:** During the 107th Regular Session of the State Legislature the State minimum wage was increased from \$2 an hour to \$2.30 an hour. This change necessitated considerable increased printing costs. However, cost savings were instituted in standardizing stationery and other areas resulting in the Bureau being able to operate within its budgetary requirements including reductions requested by the Executive Department.

Meetings were held during this fiscal year with Manpower Research, consequently a standard form was developed to procure necessary information used by the Employment Security Commission, the Bureau of Labor, the State Planning Office and the State Development Office. The implementation of this form eliminates at least three forms that were previously required of employers. A study was made during this same period of the personnel employed within the Bureau resulting in some title changes, re-allocation of responsibilities, and the elimination of one position resulting in a cost savings, as required.

During the Special Session of the 107th Legislature, enabling legislation for the enforcement of safety in the public sector was enacted. Inspectors who were formerly assigned to the Occupational Safety and Health Act (OSHA) are currently employed performing courtesy inspections of municipalities throughout the State. These activities will continue and be expanded upon during fiscal 76-77.

Bureau of Labor has relocated from the Capitol Shopping Center, State Office Building Annex to the sixth floor of State Office Building as of September 1.

From this new location, the Bureau will continue to study the feasibility of computerizing industrial accidents, inspection schedules, etc., as suggested by the Maine Management Survey. The Bureau is also working on a federally-funded contract, approved by the State Planning Office, and has been submitted to the Bureau of Labor Statistics for federal funding, anticipated by January 1, 1977. In addition, the Bureau is pursuing another federal grant concerning Wage Determinations under the Davis-Bacon Act. As of November 1 the Bureau has progressed to the secondary planning stages of this project.

The following is a statistical summary of Bureau of Labor activities:

### **Minimum Wage and Child Labor:**

Inspections	11,728
Violations, Total	2,881
Failure to Pay Minimum Wage	303
Overtime Violations	130
Improper Records	424
Failure to Post Notices	1,125
Not giving Employee proper Statements with Wages	718
Child Labor Violations	142
Amount of Back Wages Paid	\$44,945
Total Approved Work Permits & Certificates of Age	7,546

### **Bedding and Stuffed Toys:**

Number of Inspections Made	132
Number of Law Violations Found	48
Received for Bedding Registrations	\$22,190
Received for Licensing Stuffed Toy Mfgs.	\$ 5,510

### **Workmen's Compensation:**

Workmen's Compensation Cases Handled	13,619
Agreements Approved	9,240
Cases sent back for correction	4,378

## MANPOWER

### Licenses, permits, etc.:

**Registration:** Bedding & Stuffed Toys.

**Permit:** Learner Permit for Work, Handicapped Workers, Employment of Minors.

### Publications:

Census of Maine Manufacturers (free)

Directory of Maine Labor Organizations (free)

Occupational Injuries and Illness Survey (free)

Maine Labor Laws (free)

### FINANCES, FISCAL YEAR 1976:

Bureau of Labor	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$541,750		\$48,757		\$590,507
Total Expenditure	524,210		36,993		\$61,203
NET	17,540		11,764		29,304
Unexpended Balance Forward			11,764		11,764
Unexpended Balance Lapsed	17,540				17,540

## STATE ADVISORY COUNCIL EMILIEN A. LEVESQUE, COMMISSIONER

*Central Office:* 20 Union Street, Augusta 04330

*Telephone:* 289-3814

*Established:* 1936

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 173; *Unit Citation:* 26 M.R.S.A., Sect. 1082.

*Average Number of Full-Time Employees:* 6

*Authorized Employee Level:* 9

*Organizational Units:* None.

**PURPOSE:** The Advisory Council's objectives are to aid the Commission in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

**ORGANIZATION:** Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

**PROGRAM:** None.

**PUBLICATIONS:** None.

## MAINE EMPLOYMENT SECURITY COMMISSION

EMILIEN A. LEVESQUE, COMMISSIONER

*Central Office:* 20 Union Street, Augusta 04330

*Telephone:* 289-3814

*Established:* 1936

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 172; *Unit Citation:* 26 M.R.S.A., Sect. 1081

*Average Number of Full-Time Employees:* 596

*Authorized Employee Level:* N.A.

*Organizational Units:*

Job Service Division  
Unemployment Compensation Division  
Appeals Division  
Legal Division

Administrative Services Division  
Manpower Research Division  
Informational Division  
Data Processing Division

**PURPOSE:** The Employment Security Commission was established to provide comprehensive manpower services which will help to prevent or reduce the adverse social 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:**

**Maine Job Service:** The primary objective of the Job Service Division, an administratively created division within the Maine Employment Security Commission (MESC), is to meet the placement needs of employers and applicants.

## MANPOWER

The statewide Maine Job Bank, a computerized job order information system, continued operations during FY 76. It provided information to the division's fourteen local offices, seven satellite offices, and seven Work Incentive Program (WIN) offices. With a total of 38,689 job openings, these offices made 64,694 referrals resulting in 24,754 placements. To utilize the Job Bank's services, employers place their job orders with the Maine Job Service office in their area or alternatively, by calling the Maine Job Bank's toll free number (1-800-452-8712) in Augusta.

Tentative approval was received from the Department of Labor in late FY 76 for implementing a computerized job matching system. This sophisticated system will automatically match applicants and jobs. The result is that employers' orders will be filled sooner and more qualified applicants will be referred.

Some services of the Division do not involve direct placement activity but support the placement objective. The counseling and testing programs are good examples of such services. A total of 8,575 individuals (approximately 8.8% of the applicants available) received counseling services of which 2,940 were placed in jobs after counseling. A total of 2,076 individuals were given occupational testing during FY 76. Of that figure, 1,721 were given aptitude tests and 371 were given performance tests. Six hundred thirty individuals were placed in jobs after aptitude testing and 119 were placed in jobs after performance testing.

The Division also monitors the Mandatory Job Listing Program, which requires employers with Federal contracts to list their job openings with the Maine Job Service. This program has undergone many changes most notably, Presidential Executive Order #11701 since its original inception. A continued objective has been the placement of veterans, primarily those classified as Vietnam Era Veterans, who have been discharged within the last four years. Present emphasis is placed upon employers to provide an affirmative action program for veterans, based upon the amount of the federal contract they have obligated themselves to perform. At this time the Division has identified over 450 companies with over 600 job hiring sites as mandatory listing employers. The program is expanding and provides, at this time, a continuing input into the job bank in the form of new orders. The local offices continue to support this program, performing field visits with employers to explain their obligations in job listing requirements.

This Agency has again undertaken the obligation of conducting a statewide MEDIHC Program (Military Experience Directed Into Health Careers), to be continued until June 30, 1977. We have placed over 100 veterans since originally beginning the MEDIHC Program over three years ago. The National Office, Department of Health, Education, and Welfare, Bethesda, Maryland, has indicated that most state programs will end within the next six months to a year. We shall continue to provide assistance to veterans who need health counseling and placement services during the remainder of our contract.

The Division's Work Incentive Program assists persons receiving Aid to Families with Dependent Children (AFDC) to find suitable employment through counseling, training and supportive services. In FY 76, the program worked with 11,194 registrants. A total of 1,775 individuals were placed and 429 obtained employment independently.

A total of 762 people received services from the On-the-Job Training Program (OJT). Three hundred fifty-three had successfully completed training and 202 were still in training at the end of the fiscal year. This program is funded under a contract with the Office of CETA Planning and Coordination (CETA). Employers were paid \$436,327 for training enrollees in the OJT program. The Less-Than-Class training program was also funded by CETA. Approximately \$269,492 was obligated to provide classroom training to eligible applicants.

A major change for the Division was the discarding of the name Employment Service and substituting in its place *Maine Job Service*. This is part of a nationwide effort to increase use of and make more widely known the services offered by State Employment Service agencies.

**Unemployment Compensation Division:** During FY 76 the Unemployment Insurance Division processed 93,161 new initial claims for unemployment compensation against the State of Maine. A total of 1,433,451 continued claims were filed under the regular UI, Extended Benefits (EB), and Federal Supplemental Benefits (FSB) programs, with an additional 177,636 continued claims under the Special Unemployment Assistance (SUA) program. Continued claims filed under the regular UI, EB, and FSB programs generated a total of 1,220,265 weeks compensated and a total of \$67,107,221 in benefits paid. Of this total, \$1,274,847 in benefits paid were from reimbursable accounts. Benefits paid under the SUA program accounted for a total of \$8,710,831. Additionally, under Federal programs former Federal employees (UCFE)

## MANPOWER

were paid \$1,207,249 for 12,520 weeks compensated and ex-servicemen (UCX) were paid \$3,164,877 for 44,842 weeks compensated.

In addition to the weekly benefit amount, supplemental weekly benefits have been paid for dependency. Since January 1976, when this provision became effective, a total of \$1,459,851 has been paid for dependency allowances under all programs. Of the total weeks compensated since January 1976, weeks compensated with dependency allowances represent 16.2 percent of the total. The average weekly dependency allowance for all programs in the last six months of FY 76 was \$10.63. The maximum weekly benefit amount for total unemployment increased June 1, 1976 from \$74 to \$79. The average weekly benefit amount for all unemployment, for each program, with and without dependency, reads as follows:

Program	Entire FY '76	Jan-June '76	Jan-June '76
	Including Dependency	Without Dependency	With Dependency
Regular	\$56.44	\$54.30	\$76.53
EB	53.14	51.38	69.94
FSB	51.52	50.60	67.46
SUA	47.92	47.76	69.85

The Special Payment Unit of the Benefits Section processed 8,828 weeks paid for Trade Readjustment Allowances (TRA) under the provisions of the Trade Expansion Act of 1962 (TEA) and the Trade Act of 1974 (TA-74). Claimants separated from the seven firms certified under the TEA and TA Programs were compensated \$720,590 for TRA benefits.

In addition to unemployment compensation benefits and TRA payments, allowance payments amounting to \$1,096,215 were made to recipients under the WIN and CETA programs. During FY 76, the Unemployment Insurance Division contracted with the Office of CETA Planning and Coordination to pay training allowances to participants of the Comprehensive Employment and Training Act (CETA).

Claims Deputies in the fourteen local offices and the Interstate Unit issued 91,036 non-monetary determinations to adjudicate contested claims. Separation issues represented 28.8 percent of the total nonmonetary determinations written. The Agency's Appeals Division disposed of 8,995 appeal cases with 776 of these cases heard and subsequently disposed of as Commission higher authority appeals.

The benefit payment control program was refined and expanded to include three fraud field investigators assigned to the staff of an Assistant Chief of Benefits. Utilizing the computerized cross-match system of wage record and benefit files, 220,377 weeks were audited during FY 76. Improved detection techniques resulted in 1,190 fraud cases involving misrepresentation. Recovery of overpayments resulting from fraudulent claims amounted to \$60,187. The Agency's Legal Division has initiated a program of review and referral of fraud cases to the Criminal Division of the Attorney General's Office for prosecution.

The number of active employer accounts totalled 21, 824 by the end of FY 76. Payroll data submitted by these employers produced a total of 1,446,276 wage items which were processed by the Wage Record Unit during the fiscal year. Field and central office activities resulted in 5,785 employer status determinations of which 2,255 determinations involved newly established employer accounts. A total of 2,302 field audits were conducted and produced a new receipt of \$61,632 underreported contributions. Net contributions received during FY 76 totalled \$34,673,542. The Fund balance as of June 30, 1976 was \$8,154,067.

Changes to the Employment Security Law were enacted by the 107th Legislature and implemented during FY 76. The following outline described the most significant law changes:

An amendment establishing that an individual to be eligible for benefits must have been paid wages of at least \$250 in each of two different quarters in his base period and total wages of \$900 in his base period for insured work.

An amendment which stipulates that contributing employers newly subjected to the law shall pay contributions based on the average contribution rate for the preceding calendar year. This increased newly subject employers' rates beginning July 1, 1976 from 2.0 to 2.8%.

Program emphasis for FY 76 was directed toward implementation of federal guidelines for quality improvements and control. Despite the elimination of the waiting week and the extremely high claims load, distinct improvements were experienced in first payment and appeals time

## MANPOWER

lapse. In conjunction with this, the reinstitution of effective eligibility interviews was implemented to promote the restoration of quality operations. Cost Model emphasis was directed at a complete restudy which was conducted and completed during the fiscal year. Attention has since been focused on Cost Model maintenance to incorporate a weekly staffing system.

Progress in achieving the objectives outlined for the UI division in terms of staffing, training, and supervision was hindered by the heavy claims load for the first half of FY 76. With the moderate decline in the workload, efforts were revitalized to develop an effective staffing plan and to develop and implement an adequate training program. The addition of two area supervisors for field activities and two field supervisors for local office operations was necessary to improve local office and field office management, to increase efficiency at all staff levels, and to provide frequent contact for constant evaluation of operating procedures. To insure a continued effort for increased efficiency, the UI Division plans continued exploration toward the development and implementation of the Employment Security Automation Plan (ESAP). The concept of ESAP was introduced in FY 76 and initial proposals were developed and submitted to National office representatives. Final approval is anticipated during the transition quarter with preliminary design and implementation to begin in FY 77.

During FY 76 Maine requested and received approval for \$14.9 million in Federal Advances in order to pay benefits. Legislative hearings were conducted during the year with testimony supplied by the Unemployment Compensation Director, the Commission, and Regional Office staff to discuss possible recommendations for revision of the tax base and tax rates for the purpose of stabilizing the trust fund. National legislation which is directed toward this issue is still pending.

### MAINE DEPARTMENT OF MANPOWER AFFAIRS

#### Employment Security Commission

#### UC Deputies' Decisions by Type of Case, 1975

(Includes Determinations, Redeterminations, and Requalifications)

Type of Case	Total Number	Per Cent of Total	Allowed		Disqualified	
			Number	Per Cent	Number	Per Cent
<b>Total</b> .....	72,413	100.0	31,088	100.0	41,325	100.0
Employment Status .....	1,879	2.6	594	1.9	1,285	3.1
Able and Available .....	12,382	17.1	2,706	8.7	9,676	23.4
Work Search .....	1,650	2.3	217	0.7	1,433	3.5
Waiting Week .....	3	0.0	1	0.0	2	0.0
Earned Wages .....	3,219	4.4	452	1.5	2,767	6.7
Institute of Higher Education .....	172	0.2	22	0.1	150	0.4
Voluntary Quit .....	17,476	24.1	3,115	10.1	14,361	34.8
Retirement .....	336	0.5	68	0.2	268	0.6
Labor Market Area Removal .....	7	0.0	1	0.0	6	0.0
Discharge, Misconduct .....	6,360	8.8	3,586	11.5	2,774	6.7
Refusal of Offer .....	1,456	2.0	719	2.3	737	1.8
Refusal of Referral .....	2,129	2.9	1,498	4.8	631	1.5
Employer Unable to Contact .....	40	0.0	7	0.0	33	0.1
Call-In Response .....	198	0.3	166	0.5	32	0.1
Single Claimant Labor Dispute .....	24	0.0	7	0.0	17	0.0
Other Remunerations .....	3,320	4.6	506	1.6	2,814	6.8
Misrepresentations .....	876	1.2	196	0.6	680	1.6
Discharge for Crime .....	2	0.0	1	0.0	1	0.0
Reporting Requirements .....	20,475	28.4	17,179	55.3	3,296	8.0
Seasonality .....	409	0.6	47	0.2	362	0.9

# MANPOWER

## EMPLOYMENT SECURITY COMMISSION BALANCE SHEET UNEMPLOYMENT COMPENSATION FUND AND RELATED ACCOUNTS AS OF DECEMBER 31, 1975

<b>RECEIPTS</b>			
Employer Contributions	Prior to 1971	\$262,665,074.93	
	1971	10,139,765.98	
	1972	26,613,514.60	
	1973	28,356,920.57	
	1974	29,106,163.76	
	1975	25,923,909.51	
Total Employer Contributions			\$382,805,349.35
Title IX Distribution Funds			328,913.79
Interest on Trust Fund			34,777,816.43
Accrued Interest on Trust Fund			42,688.05
Interest & Penalties on Employer Accounts			959,817.82
Benefit Fines Received			13,069.56
Anonymous Refunds			929.00
			<u>\$418,928,584.00</u>
Federal Share Extended Benefits Received		\$ 10,713,185.83	
Emergency Compensation Received, Federal		3,953,843.00	
Direct Reimbursements Received		1,642,577.29	
			<u>\$ 16,309,606.12</u>
Cumulative Receipts			<u><u>\$435,238,190.12</u></u>
<b>DISBURSEMENTS</b>			
Net Benefits Paid	Prior to 1971	\$252,038,625.57	
	1971	29,042,640.08	
	1972	25,159,648.32	
	1973	21,997,473.09	
	1974	30,759,067.33	
	1975	58,330,903.42	
			\$417,328,357.81
Federal Share Extended Benefits Paid	1971	\$ 2,161,725.48	
	1972	1,430,275.93	
	1973 (Refunds)	-542.50	
	1974	1,819,351.50	
	1975	5,302,375.40	
			\$ 10,713,185.81
Emergency Compensation Paid	1972	\$ 3,834,204.00	
	1973	119,533.00	
	1974	—0—	
	1975 (Refunds)	-28.00	
			\$ 3,953,709.00
Direct Reimbursement Benefits Paid	1972	\$ 77,138.23	
	1973	247,383.43	
	1974	486,317.48	
	1975	989,817.58	
			\$ 1,800,656.72
Special Administrative Expense Fund			\$433,795,909.34
Cumulative Disbursements			10,415.56
			<u>\$433,806,324.90</u>
<b>BALANCE</b>			
Unemployment Compensation Fund			
Clearing Account		\$ 34.48	
Trust Fund Account		4,541,784.89	
Benefit Account		-3,162,188.63*	
Fund Balance			\$ 1,379,630.74
Special Administrative Expense Fund			52,234.48
Cumulative Balance, December 31, 1975			<u>\$ 1,431,865.22</u>
Disbursements and Fund Balances			<u><u>\$435,238,190.12</u></u>

\*Includes liability to Federal Government of a \$2,400,000 advance for the payment of Benefits.

# MAINE DEPARTMENT OF MANPOWER AFFAIRS

## Employment Security Commission

### Average Monthly Covered Employment, Wages Paid, Contributions, Benefits Issued, and Benefits Paid per \$1.00 of Contributions, by Industry Division, Fiscal Year 1975

Industry Division	Average Monthly Covered Employment	Wages Paid, Covered Employment		Contributions Due (000's)	Benefits Issued Gross Amount (000's)	Benefits Per \$1.00 of Contributions
		Total (000's)	Taxable (000's)			
<b>Total</b> .....	283,208	\$2,106,648	\$1,148,952	\$29,200	\$48,987	\$1.68
Agriculture, Forestry, and Fisheries .....	1,934	12,431	8,249	228	773	3.39
Mining .....	233	2,251	1,172	28	48	1.71
Contract Construction .....	18,300	169,283	97,979	3,214	8,342	2.60
Manufacturing .....	99,186	823,142	445,710	11,740	26,302	2.24
Food and Kindred Products .....	10,382	75,115	45,621	1,423	2,531	1.78
Textile-Mill Products .....	7,972	56,962	35,352	993	2,844	2.86
Apparel and Other Finished Products .....	3,547	20,696	14,516	393	873	2.22
Lumber and Wood Products .....	13,162	102,087	62,946	1,631	5,349	3.28
Furniture and Fixtures .....	862	6,615	3,851	91	151	1.66
Paper and Allied Products .....	17,153	206,166	79,159	1,646	2,222	1.35
Printing, Publishing, and Allied Industries .....	3,096	25,795	12,699	269	171	.64
Chemicals and Allied Products .....	1,139	10,747	5,016	136	301	2.21
Rubber and Miscellaneous Plastics Products .....	3,910	26,211	17,211	490	1,001	2.04
Leather and Leather Products .....	17,548	108,503	73,155	2,206	6,007	2.72
Stone, Clay, and Glass Products .....	1,292	12,361	6,049	199	328	1.65
Primary Metal Industries .....	569	5,307	2,008	43	86	1.98
Fabricated Metal Products .....	2,675	27,110	13,605	339	326	.96
Machinery, except Electrical .....	2,724	26,866	12,715	326	564	1.73
Electrical Machinery .....	5,360	41,998	23,944	643	2,457	3.82
Transportation Equipment .....	5,606	54,598	27,908	643	603	.94
Miscellaneous Manufacturing Industries .....	1,141	6,893	4,550	128	218	1.70
Other Manufacturing Industries .....	1,047	9,112	5,405	142	271	1.91
Transportation, Communication, Electric, Gas, and Sanitary Services .....	15,098	155,993	65,817	1,465	1,704	1.16
Wholesale and Retail Trade .....	75,186	444,384	288,086	7,061	6,812	.96
Finance, Insurance, and Real Estate .....	14,212	118,471	60,716	1,413	832	.59
Services .....	51,972	317,383	181,223	4,051	4,173	1.03
State Government** .....	7,087	63,310	—	—	—	—

\*\*All Direct Reimbursement Accounts.

Details may not add to total due to rounding.

**MAINE DEPARTMENT OF MANPOWER AFFAIRS**  
**Employment Security Commission**  
**Statewide**  
**Covered Employment, by Industry Division, by Month, with Annual Average, 1975<sup>1</sup>**

Industry	Annual Average	TOTAL COVERED EMPLOYMENT BY MONTH											
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Total</b> .....	<b>282,089</b>	<b>268,531</b>	<b>261,685</b>	<b>261,043</b>	<b>267,041</b>	<b>275,545</b>	<b>288,104</b>	<b>299,574</b>	<b>305,601</b>	<b>294,849</b>	<b>290,351</b>	<b>286,736</b>	<b>286,009</b>
Manufacturing — Total .....	96,276	96,240	93,191	91,805	91,469	92,407	96,294	96,070	99,749	99,880	99,493	99,352	99,364
Food and Kindred Products .....	10,018	9,922	9,787	9,850	10,063	9,728	10,121	10,090	11,322	10,662	10,197	9,646	8,831
Textile-Mill Products .....	7,703	8,087	7,582	7,236	7,284	7,432	7,631	7,424	7,725	7,829	7,991	8,032	8,186
Apparel and Other Finished Products .....	3,423	3,613	3,624	3,638	3,386	3,300	3,312	3,121	3,320	3,398	3,446	3,447	3,474
Lumber and Wood Products .....	12,487	12,495	11,896	11,285	10,491	10,797	12,857	12,839	13,147	13,319	13,523	13,417	13,777
Furniture and Fixtures .....	839	853	807	830	771	839	842	856	862	896	854	825	837
Paper and Allied Products .....	16,875	17,092	16,514	16,537	16,280	15,877	16,176	17,196	17,278	17,549	17,189	17,266	17,541
Printing, Publishing, and Allied Ind. ....	3,073	3,114	3,057	3,039	3,081	3,081	3,118	3,043	3,026	3,029	3,084	3,089	3,110
Chemicals and Allied Products .....	1,064	1,072	1,061	1,055	1,024	1,050	1,074	1,019	1,072	1,090	1,110	1,082	1,062
Rubber and Misc. Plastics Products .....	3,966	3,765	3,759	3,751	3,757	3,663	3,802	4,040	4,339	4,123	4,191	4,261	4,144
Leather and Leather Products .....	17,335	16,832	16,377	15,937	16,438	17,115	17,513	16,882	17,909	17,733	18,114	18,508	18,660
Stone, Clay, and Glass Products .....	1,288	1,048	968	965	1,037	1,374	1,509	1,525	1,527	1,556	1,441	1,304	1,207
Primary Metal Industries .....	373	407	407	388	380	379	399	272	389	385	362	352	352
Fabricated Metal Products .....	3,410	3,280	3,257	3,232	3,314	3,301	3,316	3,849	3,817	3,805	3,215	3,241	3,290
Machinery, except Electrical .....	2,406	2,692	2,532	2,396	2,405	2,428	2,447	2,141	2,126	2,258	2,450	2,473	2,521
Electrical Machinery .....	4,851	4,987	4,707	4,645	4,624	4,693	4,816	4,820	4,735	5,106	5,021	4,969	5,085
Transportation Equipment .....	5,417	5,381	5,321	5,502	5,531	5,615	5,560	5,102	5,259	5,260	5,456	5,530	5,482
Misc. Manufacturing Industries .....	1,101	1,082	1,015	1,003	1,056	1,063	1,097	1,122	1,160	1,141	1,101	1,183	1,184
Other Manufacturing Industries .....	648	518	520	516	547	672	704	729	736	741	741	727	621
Nonmanufacturing — Total .....	185,813	172,291	168,494	169,238	175,572	183,138	191,810	203,504	205,852	194,969	190,858	187,384	186,645
Agriculture, Forestry, and Fisheries .....	1,840	1,570	1,540	1,557	1,792	1,994	2,073	1,974	2,024	1,911	1,948	1,873	1,821
Mining .....	242	213	215	217	226	232	252	267	272	254	255	258	247
Contract Construction .....	18,584	14,943	13,450	13,374	14,769	17,903	19,939	21,511	21,943	21,726	22,020	21,490	19,934
Transportation, Communication, Electric, Gas, and Sanitary Services .....	14,855	14,549	14,413	14,320	14,543	14,859	15,235	15,271	15,429	15,122	15,205	14,676	14,632
Wholesale Trade .....	16,894	16,453	16,326	16,253	16,367	16,575	17,104	17,426	17,558	17,275	17,097	17,113	17,186
Retail Trade .....	58,805	54,571	53,011	53,633	56,221	58,515	61,777	64,152	65,021	61,789	59,406	58,306	59,263
Finance, Insurance, and Real Estate .....	14,236	14,000	13,785	13,795	14,104	14,338	14,518	14,622	14,615	14,474	14,226	14,211	14,141
Services .....	53,258	48,855	48,569	48,906	50,271	51,536	53,888	61,277	61,970	55,416	53,681	52,387	52,340
State Government .....	7,099	7,137	7,185	7,183	7,279	7,186	7,024	7,004	7,020	7,002	7,020	7,070	7,081

<sup>1</sup>Data 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.

**MAINE DEPARTMENT OF MANPOWER AFFAIRS**  
**Employment Security Commission**  
**Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the**  
**Experience Rating Period, July 1, 1975 - June 30, 1976**

Industry	Total	2.4%	2.5%	2.6%	2.7%	2.8%	2.9%	3.0%	3.1%	3.2%	3.3%	3.4%	3.5%	3.6%	3.7%	3.8%	3.9%	4.1%	4.3%	4.5%	4.7%	5.0%
Total . . . . .	16,300	2,072	344	450	450	444	428	395	408	327	303	261	315	671	4,426	1,314	405	313	296	203	207	2,268
Agricultural Production — Crops. . . . .	7	1	0	0	0	1	0	0	0	1	0	0	1	0	1	1	0	0	1	0	0	0
Agricultural Production — Livestock. . . . .	6	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2	0	1	0	0	0	1
Agricultural Services . . . . .	140	4	5	1	0	0	2	1	0	1	3	1	2	6	39	14	5	1	3	4	1	47
Forestry. . . . .	6	1	0	0	0	0	0	0	1	0	0	0	0	2	0	1	0	0	0	0	0	1
Fisheries. . . . .	77	0	0	1	2	0	0	0	1	0	0	0	0	4	20	11	5	4	1	2	2	24
Metal Mining . . . . .	6	2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	1
Oil and Gas Extraction . . . . .	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nonmetallic Minerals, except Fuels . . . . .	14	1	0	0	0	1	0	0	0	1	0	0	0	2	2	0	0	0	0	0	0	7
General Building Contractors . . . . .	728	26	4	1	5	15	11	10	22	19	7	11	23	23	114	71	25	25	36	18	19	243
Heavy Construction Contractors. . . . .	102	6	0	1	1	0	0	1	1	3	2	0	3	2	8	0	4	3	4	4	4	55
Special Trade Contractors . . . . .	1,279	59	10	13	25	17	25	20	18	21	17	17	19	45	240	108	52	35	36	25	36	441
Food and Kindred Products. . . . .	179	37	9	7	12	8	6	5	5	1	1	2	1	2	11	10	2	1	3	2	1	53
Textile Mill Products . . . . .	46	6	2	1	1	2	2	0	2	2	3	1	0	0	2	3	2	1	1	1	1	13
Apparel and Other Textile Products. . . . .	21	1	1	1	1	0	0	1	0	2	0	2	0	1	2	1	1	0	1	0	1	5
Lumber and Wood Products . . . . .	566	86	8	14	10	19	17	15	21	13	12	14	6	25	94	44	22	18	18	4	8	98
Furniture and Fixtures. . . . .	20	3	0	0	1	2	1	2	3	2	1	0	0	1	2	0	0	0	0	0	0	2
Paper and Allied Products . . . . .	36	14	3	4	5	0	1	1	2	0	2	0	1	0	0	0	1	1	0	0	0	1
Printing and Publishing. . . . .	122	32	5	9	3	6	5	3	3	4	4	4	0	3	23	7	2	1	0	1	0	7
Chemicals and Allied Products. . . . .	28	6	1	2	0	2	0	0	1	0	0	2	1	0	4	1	0	1	0	1	0	6
Petroleum and Coal Products. . . . .	4	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2
Rubber and Miscellaneous Plastics Products . . . . .	25	1	0	2	1	0	1	2	1	1	1	2	0	1	3	1	0	1	0	0	0	7
Leather and Leather Products . . . . .	79	7	1	0	4	1	1	5	2	2	6	2	0	3	5	2	6	2	0	0	0	30
Stone, Clay, and Glass Products. . . . .	51	2	1	0	1	1	4	2	2	1	2	2	4	0	7	0	1	1	0	1	0	19
Primary Metal Industries. . . . .	11	2	3	1	0	1	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Fabricated Metal Products. . . . .	54	8	1	2	3	3	4	3	1	5	4	1	0	2	5	3	2	3	0	0	1	3
Machinery, except Electrical . . . . .	70	8	2	2	3	7	1	9	8	2	3	2	2	2	9	4	1	1	0	0	0	4
Electric and Electronic Equipment. . . . .	24	0	1	0	0	0	0	2	2	0	1	1	3	2	2	0	1	1	1	2	2	3
Transportation Equipment . . . . .	67	9	1	2	4	1	4	2	3	2	0	2	3	0	9	4	2	3	1	2	2	11
Instruments and Related Products. . . . .	8	0	0	1	0	0	1	2	1	0	0	1	0	0	2	0	0	0	0	0	0	0

MANPOWER

# MAINE DEPARTMENT OF MANPOWER AFFAIRS

## Employment Security Commission

Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the  
Experience Rating Period, July 1, 1975 - June 30, 1976

Industry	Total	2.4%	2.5%	2.6%	2.7%	2.8%	2.9%	3.0%	3.1%	3.2%	3.3%	3.4%	3.5%	3.6%	3.7%	3.8%	3.9%	4.1%	4.3%	4.5%	4.7%	5.0%
Miscellaneous Manufacturing Industries . . . . .	33	3	1	1	0	2	5	1	0	0	2	2	1	1	6	1	2	0	1	0	0	4
Local and Interurban Passenger Transit. . . . .	85	18	5	4	2	2	2	1	0	0	4	1	2	5	21	4	3	2	0	0	1	8
Trucking and Warehousing . . . . .	335	52	6	10	7	10	9	6	12	7	7	9	5	9	69	31	13	6	9	2	4	52
Water Transportation . . . . .	65	7	1	1	2	1	2	2	0	2	0	2	1	5	13	3	2	1	3	3	2	12
Transportation by Air . . . . .	20	3	1	0	1	0	1	0	0	0	0	2	3	1	4	0	0	0	0	0	1	3
Pipe Lines, except Natural Gas. . . . .	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation Services . . . . .	34	0	0	1	0	3	1	3	2	1	1	0	0	3	8	1	0	2	0	0	1	7
Communication. . . . .	75	20	5	4	5	7	5	0	6	5	2	0	4	2	4	2	2	0	1	0	1	0
Electric, Gas, and Sanitary Services . . . . .	88	22	4	1	4	1	1	0	0	2	3	2	0	5	31	6	1	0	0	2	0	3
Wholesale Trade — Durable Goods . . . . .	665	182	21	37	44	35	36	24	18	21	19	10	15	23	85	28	10	5	5	5	5	37
Wholesale Trade — Nondurable Goods . . . . .	691	238	20	39	27	22	21	25	26	14	15	15	15	14	85	23	6	7	4	10	5	60
Building Materials & Garden Supplies. . . . .	336	63	13	8	16	9	14	11	11	12	9	7	8	9	60	29	8	5	6	3	7	28
General Merchandise Stores . . . . .	186	26	9	6	2	3	9	4	4	3	2	2	5	13	51	13	2	5	3	1	1	22
Food Stores . . . . .	893	92	16	34	23	27	20	15	18	15	6	15	13	42	302	102	18	10	18	8	8	91
Automotive Dealers & Service Stations. . . . .	1,142	174	22	43	34	31	29	30	35	17	21	22	28	44	341	112	23	19	18	8	14	77
Apparel and Accessory Stores . . . . .	319	62	7	13	7	9	7	3	8	8	4	3	6	15	94	22	5	6	5	3	3	29
Furniture and Home Furnishings Stores. . . . .	279	50	11	11	9	8	11	6	4	8	11	3	6	11	73	23	6	3	7	1	1	16
Eating and Drinking Places . . . . .	894	68	28	21	22	22	27	25	24	26	25	24	23	45	159	78	26	24	25	25	16	161
Miscellaneous Retail . . . . .	924	159	25	36	40	40	23	30	30	23	20	10	20	37	231	64	15	19	9	12	6	75
Banking . . . . .	81	9	6	11	14	14	6	5	5	0	2	0	0	0	3	3	0	1	1	0	0	1
Credit Agencies Other Than Bank . . . . .	210	19	8	3	9	11	6	4	4	4	0	4	3	11	109	8	2	1	0	0	1	3
Security, Commodity Brokers and Services . . . . .	27	10	0	0	2	3	1	0	0	0	0	1	0	0	7	0	1	0	1	0	0	1
Insurance Carriers . . . . .	94	48	2	6	4	5	3	1	2	1	5	0	0	3	12	1	1	0	0	0	0	0
Insurance Agents, Brokers and Service. . . . .	256	50	6	15	14	7	8	7	12	4	2	4	6	6	86	14	0	1	6	0	1	7
Real Estate . . . . .	387	47	6	3	7	4	5	6	7	6	5	4	3	12	175	26	11	3	5	2	3	47
Combined Real Estate, Insurance, Etc. . . . .	72	9	2	4	5	0	3	3	0	0	3	0	3	2	31	3	0	2	1	0	0	1
Holding and Other Investment Offices . . . . .	44	8	0	0	0	1	0	0	1	1	1	0	1	1	26	2	0	0	0	0	0	2
Hotels and Other Lodging Places . . . . .	642	32	7	5	11	8	7	9	11	13	6	5	9	69	125	83	28	22	18	16	17	141
Personal Services . . . . .	542	81	12	14	7	10	17	11	8	1	10	8	11	23	209	59	11	10	5	3	4	28
Business Services . . . . .	266	41	3	4	5	8	9	8	10	11	8	6	6	9	51	23	9	4	11	5	4	31
Auto Repair, Services, and Garages . . . . .	340	42	5	6	8	6	2	8	4	4	7	3	9	15	143	34	7	3	5	3	5	21
Miscellaneous Repair Services . . . . .	119	7	2	1	2	0	2	3	8	1	1	6	3	4	46	13	1	0	2	0	0	17
Motion Pictures . . . . .	59	25	4	2	2	2	3	1	1	1	1	1	2	0	4	2	0	1	0	1	0	6
Amusement and Recreation Services . . . . .	236	17	3	3	2	3	5	7	3	0	2	1	2	21	50	22	14	9	3	5	2	62
Health Services . . . . .	1,053	17	9	20	20	18	19	21	15	13	10	9	17	42	618	107	18	14	9	9	5	43
Legal Services . . . . .	308	5	1	2	2	7	12	5	6	6	7	3	6	14	179	23	4	3	3	2	3	15
Educational Services . . . . .	53	3	0	1	1	2	0	2	1	3	0	0	0	0	17	6	3	9	0	0	0	5
Social Services . . . . .	86	1	0	1	0	0	1	1	2	1	1	0	4	1	27	13	3	3	1	2	5	19
Museums, Botanical, Zoological Gardens. . . . .	6	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2	0	0
Membership Organizations . . . . .	329	25	11	8	4	9	4	4	6	1	3	2	1	18	170	26	9	3	3	1	1	20
Private Households . . . . .	13	1	0	0	0	0	0	0	0	0	0	0	0	0	8	1	0	0	0	0	0	3
Miscellaneous Services . . . . .	213	9	3	4	4	5	3	14	4	8	7	7	5	9	78	14	4	5	2	1	2	25
All Other Non-Manufacturing . . . . .	21	2	0	1	0	2	2	1	0	1	1	1	0	1	8	0	1	0	0	0	0	0

MANPOWER

## MANPOWER

### PUBLICATIONS:

1. Annual Planning Report
  - a. Balance of State
  - b. Cumberland County
  - c. Penobscot County
2. Annual Report of Employment, Wages and Contributions under the Employment Security Law.
3. Jobs in Maine.
4. Job Opportunities.
5. Maine Manpower.
6. Maine Occupational Monographs.
7. Maine Occupational Staffing Patterns by Industry
  - a. Wholesale and Retail Trade
  - b. Manufacturing
  - c. Nonmanufacturing except Trade, Government, Hospitals, and Regulated Industries.
8. Occupational Employment in Maine by County, 1975.
9. Professional and Technical Applicants Available for Maine Employment.
10. Women and Minority Manpower Statistics.

### FINANCES, FISCAL YEAR 1976:

EMPLOYMENT SECURITY COMM.	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation			\$	\$	\$
Departmental Operations					
Transfers					
Federal Grants			8,674,224		8,674,224
County & Municipal					
Private Contributions				16,370	16,370
Sales					
Services & Fees				1,185	1,185
Other					
Unexpended Balance Brought Forward			233,947		233,947
Adjustment of Balance Brought Forward			(7,163)		(7,163)
<b>TOTAL FUNDS AVAILABLE</b>			<b>8,901,008</b>	<b>17,555</b>	<b>8,918,563</b>

Monies received and deposited to the credit of the State					
--	--	--	--	--	--

EXPENDITURES					
Total Personal Services			6,597,878		6,597,878
Wages & Salaries			6,026,418		6,026,418
Retirement			571,460		571,460
Total All Other			2,072,454		2,072,454
Contractual Services			1,570,785		1,570,785
Rents			513,480		513,480
Computer Services					
Commodities			239,930		239,930
Grants, Subsidies, Pensions			261,739		261,739
Transfers to Other Funds					
Other					
Total Capital Expenditures			228,263		228,263
Buildings & Improvements					
Equipment			228,263		228,263
Purchases of Land					
<b>TOTAL EXPENDITURE</b>			<b>8,898,595</b>		<b>8,898,595</b>

#### SUMMARY

Total Funds Available			8,901,008	17,555	
Total Expenditure			8,898,595		
<b>NET</b>			<b>2,413</b>	<b>17,555</b>	<b>19,968</b>
Unexpended Balance Forward			19,968		19,968
Unexpended Balance Lapsed					

## MANPOWER

### BOARD OF BOILER RULES

**HAROLD S. NODDIN, CHAIRMAN**  
**Joseph W. Emerson, Chief Inspector**

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3335

*Established:* 1931

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 174; *Unit Citation:* 26 M.R.S.A., Sect. 171

*Average Number of Full-Time Employees:* 3

*Organizational Units:* None.

**PURPOSE:** The Board of Boiler Rules was established to promulgate and enforce rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

Another objective is to keep a complete record of the type, dimensions, age, conditions, pressure allowed, location and date of last inspection of all boilers. A further responsibility is the publication and distribution of copies of the rules adopted by the Board. Holding examinations and issuing certificates of competency to those who pass the examinations is also a 'Board responsibility.

**ORGANIZATION:** There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor which is a subsidiary of the Department of Manpower Affairs. Board directives are implemented in conjunction with the directives of the Board of Elevator Rules and Regulations by the Bureau of Labor.

Pertinent statistics for fiscal year 1975/76(7/1/75-7/1/76) are as follows:

**Boilers:**

Inspection Reports from Insurance Companies	3,162
Boilers Inspected by Boiler Division Inspectors	237
Inspection Certificates Issued	3,191
Welders' Tests Examined (Originals and/or retests)	375
Welders' Certificates of Authority Renewed &/or Issued	551
Boiler Inspectors' Certificates of Authority Issued	16
Engineers' and Operators' Licenses Issued &/or Renewed	1,043
Total Income	\$33,908

**PROGRAM:** There are approximately 3500 boilers in Maine which are covered by the statutes. Each is inspected semi-annually by state boiler inspectors or by inspectors employed by insurance companies and authorized by this office and who report directly to the Bureau of Labor.

During the past year, the Board issued 3,560 certificates of inspection, 17 Inspectors were examined and/or authorized, 579 Welders were examined and certified or renewed. Three thousand five-hundred nine Engineers and Boiler Operators have been examined and licensed to date.

The goal of the Board of Boiler Rules is the elimination of all potential hazards inherent in boiler care and operation.

**LICENSES, PERMITS, ETC.:**

Boilers  
Boiler Inspectors  
Boiler Operators  
Plant Engineers  
Welders

**PUBLICATIONS:** Boiler Rules and Revised Boiler Law (free)

## MANPOWER

### FINANCES, FISCAL YEAR 1976:

Board of Boiler Rules	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$37,448				\$37,448
Total Expenditure	38,977				38,977
NET	(1529)				(1529)
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## STATIONARY STEAM ENGINEERS AND BOILER OPERATORS EXAMINING COMMITTEE

**EDWARD TERITZ, CHAIRMAN**  
**Joseph W. Emerson, Chief Boiler Inspector**

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3335

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 175; *Unit Citation:* 26 M.R.S.A., Sect. 178

*Average Number of Full-Time Employees:* None.

**PURPOSE:** To insure the safe operation of all boilers covered by the statute.

**ORGANIZATION:** The Stationary Steam Engineers and Boiler Operators Licensing Law (Title 26, Sec. 178) was enacted by the 106th Legislature and became effective on October 3, 1973.

The Stationary Steam Engineers and Boiler Operators Examining Committee is appointed by the Board of Boiler Rules. It consists of 5 members. One shall be a member of the Boiler Board, one shall be an authorized boiler inspector, one shall be from the public at large, one shall be in charge of a boiler plant and one shall be a boiler operator. The secretary of the committee shall be the Chief Boiler Inspector or his designee.

Various size boiler plants come under the personnel licensing requirement at intervals beginning on September 1, 1974 for the larger plants and including all plants by September 1, 1978.

**PROGRAM:** This Committee is responsible for the examination and licensing of all stationary steam engineers and boiler operators. These examinations are prepared and administered on the second Wednesday of September, December, March and June. To date 3,509 engineers and operators have been licensed either by examination or by the grandfather provision which expired on October 3, 1975. All licenses since that date have been issued by examination, consistent with Maine Statutes.

Central Maine Vocational Technical Institute has set up an Education Committee composed of Examining Committee members, Boiler Board members and members from industry. This function is funded by the University of Maine and they are providing adult evening courses for engineers and operators throughout the state.

Financial data is included with the Board of Boiler Rules chart.

**PUBLICATIONS:** Section 178 Title 26 Maine Boiler Code

## BOARD OF ELEVATOR RULES AND REGULATIONS

**HAROLD S. NODDIN, CHAIRMAN**  
**Joseph W. Emerson, Supervising Inspector**

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3335

*Established:* 1949

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 178; *Unit Citation:* 26 M.R.S.A., Sect. 431

*Average Number of Full-Time Employees:* 4

## MANPOWER

**PURPOSE:** There are 5 main objectives of this Board. The first is to provide for the safe and convenient vertical transportation of working people and the public. Another responsibility is the formulation and enforcement of reasonable rules and regulations for the safe and proper construction, installation, alteration, repair, use, operation and inspection of elevators in Maine and also to investigate all elevator accidents. A third board function is to see that all elevators are inspected as required by statute and that reports of such inspections are submitted to this office for processing. Another duty is to issue Certificate of Operation to all elevators found safe and to issue orders for compliance to each elevator found in violation of the law or rules. The Board's final charge is to hold examinations and to license elevator inspectors and elevator mechanics.

**ORGANIZATION:** 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 of the Bureau of Labor and, except for a brief period in the late 1960's the Supervising Elevator Inspector and the Chief Boiler Inspector has been the same person.

The Boiler and Elevator Inspectors are employed within the Bureau of Labor.

**PROGRAM:** There are approximately 1600 elevators under inspection in Maine. All passenger elevators are inspected quarterly and freight elevators are inspected semi-annually. The required inspections are made by state elevator inspectors or by insurance company inspectors who are authorized by the Board and report directly to the Bureau of Labor.

The Division has received and processed 4010 inspection reports during the year.

The pertinent statistics for fiscal year 1975/76 (7/1/75-7/1/76) are as follows:

### **Elevators:**

Insurance Inspection Reports	1,110
State Inspection Reports	3,402
Safety Tests	872
Escalator Reports	24
Manlift Reports	12
New Elevators Installed and Inspected	51
Elevator Inspectors Examined	0
Elevator Mechanics Examined	1
Issued Licenses	80
Elevator Certificates Issued	1,582
Total Income	\$62,076

### **LICENSES, PERMITS, ETC.:**

Board of Elevator Rules & Regulations

License:

Inspection & Licensing of Elevators

Examination & Licensing of Elevator Mechanics

**PUBLICATIONS:** State of Maine Elevator Rules and Regulations

### **FINANCES, FISCAL YEAR 1976:**

Board of Elevator Rules and Regulations	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$47,743				\$47,743
Total Expenditure	50,901				50,901
NET	(3,158)				(3,158)
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## MANPOWER

# BOARD OF OCCUPATIONAL SAFETY AND HEALTH

**HAROLD S. NODDIN, CHAIRMAN**

**Howell G. Cutter, Director, Occupational Safety and Health**

*Central Office:* State Office Building, Augusta

*Telephone:* 289-3331

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 179; *Unit Citation:* 26 M.R.S.A., Sect. 564

*Average Number of Full-Time Employees:* 9

*Authorized Employee Level:* 9

**PURPOSE:** The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions. Prior to adoption a public hearing must be held after suitable notice has been published.

The rules and regulations adopted are to be enforced by the Division of Occupational Safety and Health within the Bureau of Labor at places of public employment.

**ORGANIZATION:** The Division of Occupational Safety and Health was administratively created to enforce rules and regulations adopted by the Board.

The Board of Occupational Safety Rules and Regulations and the Board of Construction Safety Rules and Regulations no longer exist and were legislatively replaced by the new Board of Occupational Safety and Health.

The Board was appointed by the Governor with advice and consent of the Council in May of 1976. Two organizational meetings were held in June of 1976 at which time proposed rules were considered for presentation at a public hearing scheduled for August 1976.

The Industrial Safety Division of the Bureau of Labor was administratively renamed the Division of Occupational Safety and Health and authorized to enforce the rules and regulations of the Board.

**PROGRAM:** During fiscal 1976 the Division of Occupational Safety and Health made courtesy inspections of places of public employment provided by the State, State agencies, counties, municipal corporations, school districts and other public corporations and political subdivisions. As no rules or regulations had been adopted by the Board these inspections were made using OSHA (Occupational Safety and Health Act) regulations. The division upon request also made courtesy advisory inspections for private industry.

During the year, the division also provided speakers for group meetings, conducted safety meetings, and in cooperation with the Maine Safety Council participated in other safety programs.

The pertinent statistics for FY 76 are as follows:

### **Industrial Safety**

Total Number of Calls	2,120
State Agency	247
Municipality	929
School District	304
County	9
Water/Sewer District	73
Private/Courtesy	156
Recommendations	16,479

### **PUBLICATIONS:**

Work injury and illness record keeping packages (free)

Safety and Health Standards (free)

## MANPOWER

### FINANCES, FISCAL YEAR 1976:

Board of Occupational Safety and Health	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$139,991				\$139,991
Total Expenditure	129,376				129,376
NET	10,615				10,615
Unexpended Balance Forward					
Unexpended Balance Lapsed	3,484				3,484

## MAINE LABOR RELATIONS BOARD

### PARKER DENACO, EXECUTIVE DIRECTOR

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-2016

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area: 04; Umbrella: 12; Unit: 180; Unit Citation: 26 M.R.S.A., Sect. 968*

*Average Number of Full-Time Employees: 5*

*Authorized Employee Level: 5*

**PURPOSE:** The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA) and the University of Maine Labor Relations Act (UMLRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all three Acts. the PELRA, SELRA, and UMLRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding and interest arbitration.

The Board and its Executive Director are responsible for the complete administration and assignment of members to the Panel of Mediators. This applies to both the public and private sector, however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA and UMLRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA and UMLRA. As of October 1, 1976, amendments to the UMLRA will include thereunder employees of the Maine Maritime Academy.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA and UMLRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA and UMLRA and to advise them of the rules and procedures employed by the Board.

**ORGANIZATION:** The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act from 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board subsequently became the Maine Labor Relations Board and, having responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and the amendments thereto for the Maine Maritime Academy as of October 1, 1976. The aforementioned restructuring of the Department of Labor and Industry to the Bureau of Labor and Industry was commensurate with the formation of the Maine Labor Relations Board. The

## MANPOWER

MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for which were made in subsequent legislation) are appointed by the Governor with the advice and consent of the Council and serve for terms of four years.

**PROGRAM:** The activities administered by the MLRB have continued to grow at rates which have surpassed the past two fiscal years. While the number of unit determination requests has declined in the past year, the preparation and hearings for the determination of bargaining units for state employees has occupied a great deal of time during fiscal year 1976. During the past year, bargaining agent election requests increased 18%, decertification election requests decreased 17%, mediation requests increased 15%, and fact finding requests increased 43% compared to the previous fiscal year. Prohibited practice complaint cases decreased in number by 36% over the preceding fiscal year. However, this figure is deceiving since the previous fiscal year had a 50% increase in this type of case. The statistics support the Board's anticipation that its activities will continue to grow and that additional staffing requirements will become necessary. This becomes especially apparent when considering the services to be demanded by employees covered under the newly enacted University of Maine Labor Relations Act and the Maine Maritime amendments. During the coming year, it is also anticipated that considerable time will be spent in preparing for, and conducting elections for state employees who will be determining the bargaining agents for the various bargaining units formulated under the unit determination procedures of the State Employees Labor Relations Act.

During the Special Session of the 107th Legislature, various pieces of legislation were enacted which affect the operations of the Maine Labor Relations Board. Specifically, the act extending collective bargaining rights to the employees of the Maine Maritime Academy was passed and it established three bargaining units. "An Act to Amend the Procedures of the Maine Labor Relations Board" was enacted and extended the subpoena power to unit determination hearings and provided for unit clarification hearings when a unit is already established but the circumstances surrounding the job category in question have changed. This legislation also clarifies the procedures for serving unfair labor practice complaints upon the respondent and, within certain procedural safeguards, allows for dismissal of prohibited practice complaint charges without hearing if the facts alleged in the complaint do not constitute a violation or warrant further action by the Board. One provision of "An Act to Clarify the Labor and Industry Statutes" provides for a joint waiver of fact finding in the public sector, if both parties request such a waiver and that waiver meets with the approval and consent of the Executive Director or his designee. The Board has subsequently adopted a policy that such waivers should not be forthcoming unless there has been evidence of substantial progress in the negotiations process and the number of issues going forward to interest arbitration are both reasonable and manageable. Lastly, in enacting "An Act to Revise and Clarify the Freedom of Access Law" the Special Session of the 107th Legislature amended the Title 1 requirements by excluding from the definition of "public records" that material which is prepared for and used specifically and exclusively in preparations for negotiations. This legislative change assures the parties that they can meet, confer, and prepare material to be used in collective bargaining without fear of its being exposed to the other side until such time as they have an opportunity to use it at the bargaining table. This legislation further provides that negotiations between representatives of the public employer and the public employee may be in executive sessions, unless both sides agree to public negotiating sessions.

### **PUBLICATIONS:**

- The Municipal Public Employees Labor Relations Act
- The State Employees Labor Relations Act
- The University of Maine Labor Relations Act
- The Rules and Procedures of the Maine Labor Relations Board

### **FINANCES, FISCAL YEAR 1976:**

Maine Labor Relations Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$100,170				\$100,170
Total Expenditure	81,290				81,290
NET	18,880				18,880
Unexpended Balance Forward	632				632
Unexpended Balance Lapsed	18,248				18,248

## STATE APPRENTICESHIP COUNCIL

ALBERT A. ROWBOTHAM, CHAIRMAN

John R. Dyer, Director of Apprenticeship

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 289-3331

*Established:* 1943

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 181; *Unit Citation:* 26 M.R.S.A., Sect. 1002

*Average Number of Full-Time Employees:* 3

*Authorized Employee Level:* 2

**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 attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and apprentice agreements, and issuing certificates of completion to apprentices satisfactorily completing their training after period of two to five years, 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 the responsibility for the registration 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, 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 are ex officio Council 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.

**PROGRAM:** The number of active registered apprenticeship training programs totalled 251 at the end of the fiscal year. 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 registering to 1099 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.

Attention is being directed to improvements in the delivery of related instruction through the "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. Both programs were rigorously pursued during the year.

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 major Council 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.

## MANPOWER

Germaine statistics for fiscal year 1975/76 are as follows:

### Apprenticeship:

New Programs Registered	51
Programs Cancelled	97
Total Programs to July 1, 1976 — 251	—
New Apprentices Registered	361
Apprentices Reinstated	3
Apprentices Completed	210
Apprentices Suspended	0
Apprentices Cancelled	217
Total Apprentices as of July 1, 1976 — 1,099	—
Veterans Benefits-Applications Processed	158

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

State Apprenticeship Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$28,588				\$28,588
Total Expenditure	27,031				27,031
NET	1,557				1,557
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

HAROLD S. NODDIN, DIRECTOR

W. C. Weeks, Director, Research & Statistics

Central Office: State Office Building, Augusta 04333

Telephone: 289-3331

Established: 1965

Maine State Government Reference Manual Data:

Policy Area: 04; Umbrella: 12; Unit: 182; Unit Citation: 26 M.R.S.A., Sect. 1307

Average Number of Full-Time Employees: 1

Authorized Employee Level: 1

**PURPOSE:** The Research and Statistics Division, administratively created by the Bureau of Labor, is delegated by law to collect wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for State construction projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing \$10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor.

**ORGANIZATION:** N.A.

**PROGRAM:** The Board has been inactive for the last year, since no appeals have been filed with the Bureau of Labor.

The statistics for FY 76 are as follows:

### Payment of Wage

Wage Complaints Processed	423
Wage Complaints Paid	300
Amounts Paid to Employees	\$41,975

### Research & Statistics

Wage Determinations	54
---------------------	----

## MANPOWER

### FINANCES, FISCAL YEAR 1976:

Minimum Wage Rate on Construction Projects Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$13,081				\$13,081
Total Expenditure	11,878				11,878
NET	1,203				1,203
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## STATE BOARD OF ARBITRATION AND CONCILIATION

LAWRENCE THEBEAU, CHAIRMAN

*Central Office:* State Office Building Augusta 04333

*Telephone:* 289-2016

*Established:* 1909

*Maine State Government Reference Manual Data:*

*Policy Area:* 04; *Umbrella:* 12; *Unit:* 186; *Unit Citation:* 26 M.R.S.A., Sect. 911

*Average Number of Full-Time Employees:* 0

**PURPOSE:** The Maine 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 operates in both the public and private sectors and serves as a Board of Inquiry, as a Board of Conciliation, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes. Furthermore, the Board has the Authority to subpoena either party to a dispute.

**ORGANIZATION:** The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor, and, until January of 1977, will be approved by the Executive Council, for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

**PROGRAM:** The Maine Board of Arbitration and Conciliation handled 1 Board of Inquiry and 7 arbitration cases in the past fiscal year. All arbitration cases conducted by the Board of Arbitration and Conciliation during the past year involved the public sector and involved the communities of Belfast, Rumford, Sanford, Brunswick, Old Town and South Portland. The Board of Inquiry case handled by the Maine Board of Arbitration and Conciliation involved the Maine Woodsmen's Association dispute. The participation of the Maine Board of Arbitration and Conciliation in this case was most important as the efforts of this Board assisted in defusing and depolarizing a very acute situation which nearly precipitated serious confrontations at several of the pulp and wood processing plants in this State.

Fiscal information is contained in the chart for the Maine Labor Relations Board.

**PUBLICATIONS:** None.

**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 Maine Labor Relations Board.

MANPOWER

**PANEL OF MEDIATORS**

**PARKER A. DENACO, DIRECTOR**

*Central Office: State Office Building, Augusta*

*Telephone: 289-2016*

*Established: 1976*

*Maine State Government Reference Manual Data:*

*Policy Area: 04; Umbrella: 12; Unit: 187; Unit Citation: 26 M.R.S.A., Sect. 965*

**ORGANIZATION:** 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 eight appointees to the Panel of Mediators.



STATE  
POLICY  
AREA **05**

# **Natural Resources**

**Department of Conservation  
Department of Environmental Protection  
Department of Inland Fisheries and Wildlife  
Other Independent Agencies, Boards, Commissions  
Including: Baxter State Park Authority  
Saco River Corridor Commission**





## NATURAL RESOURCES

# DEPARTMENT OF CONSERVATION

**RICHARD E. BARRINGER, COMMISSIONER**

**A. TEMPLE BOWEN, JR., Deputy Commissioner**

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2212

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 056; *Unit Citation:* 12 M.R.S.A., Sect. 5011

*Average Number of Full-Time Employees:* 263

*Authorized Employee Level:* 263

### *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 Committee

Allagash Wilderness Waterway

Maine Trails System Advisory Committee

Advisory Committee on Historic Sites

Passenger Tramway Safety Board

Bureau of Geology

Maine Mining Bureau

Northeastern 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.

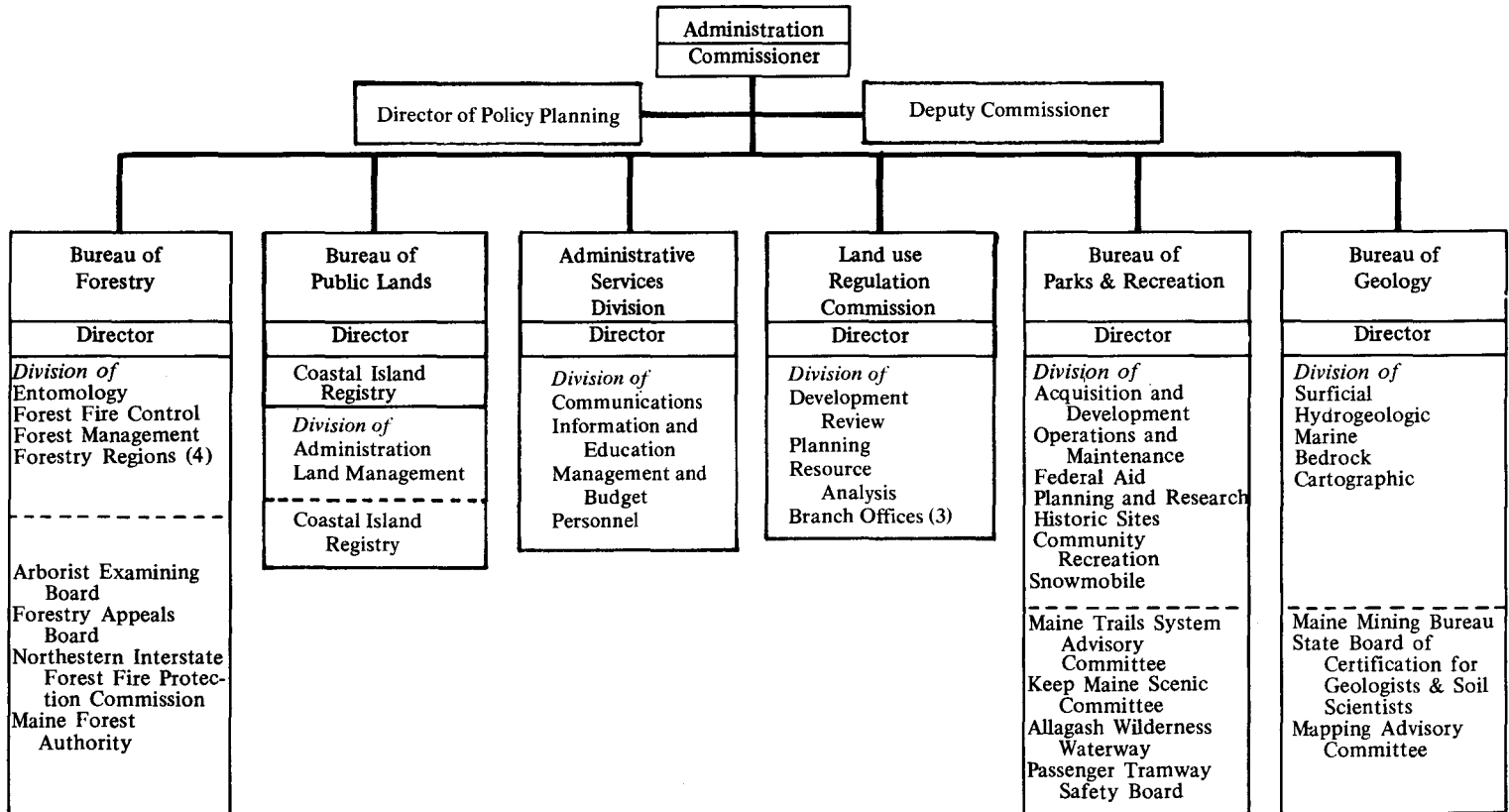
**ORGANIZATION:** The Department of Conservation was created in 1973 under State Government reorganization legislation combining the long-established Forestry Department and Department of Parks and Recreation. This legislation also included the Land Use Regulation Commission, the Bureau of Geology, formerly a division of the Department of Forestry, and created a new Bureau of Public Lands within the Department.

**PROGRAM:** Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus.

On October 3, 1975, Commissioner Donaldson Koons left State service to return to his faculty responsibilities at Colby College. He was succeeded on October 21, 1975, by Richard E. Barringer, former director of the Bureau of Public Lands.

Complete program reviews were initiated in each of the individual bureaus, and it is expected that they will produce substantial results in the coming fiscal year. In the course of these reviews, the Commissioner's office developed the responsibility and capability for policy planning and review, program evaluation and review, and the delivery of administrative services

# **ORGANIZATION CHART DEPARTMENT OF CONSERVATION**



## NATURAL RESOURCES

common to the operations of the individual bureaus. It is expected that these functions will be strengthened in the coming year, along with the operating performance capabilities of the bureaus.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF CONSERVATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$9,135,429	\$3,870	\$	\$	\$9,139,299
Departmental Operations	9,092,518				9,092,518
Transfers	42,911	3,870			46,781
Federal Grants			8,497,445	747,049	9,244,494
County & Municipal		17,056			17,056
Private Contributions		15,725			15,725
Sales		224,799			224,799
Services & Fees		16,054			16,054
Other		665,549		92,547	758,096
Unexpended Balance Brought Forward	2,834,300	2,070,293		3,743,786	8,648,379
Adjustment of Balance Brought Forward	64,775	43,514		30,880	139,169
<b>TOTAL FUNDS AVAILABLE</b>	<b>12,034,504</b>	<b>3,056,860</b>	<b>8,497,445</b>	<b>4,614,262</b>	<b>28,203,071</b>

Monies received and deposited to the credit of the State	1,031,097				1,031,097
---	-----------	--	--	--	-----------

EXPENDITURES					
Total Personal Services	3,961,811	434,663		16,478	4,412,952
Wages & Salaries	3,541,417	396,469		16,478	3,954,364
Retirement	420,394	38,194			458,588
Total All Other	3,990,948	7,876,554		41,471	11,908,973
Contractual Services	2,430,352	3,325,735		37,088	5,793,175
Rents	1,305,728	57,092			1,362,820
Computer Services	6,331	325			6,656
Commodities	1,186,370	4,445,155		355	5,631,880
Grants, Subsidies, Pensions	374,226	105,664		4,028	483,918
Transfers to Other Funds					
Other					
Total Capital Expenditures	397,763	341,285		931,550	1,670,598
Buildings & Improvements	47,971	240,050		179,256	467,277
Equipment	349,792	87,613			437,405
Purchases of Land		13,622		752,294	765,916
<b>TOTAL EXPENDITURE</b>	<b>8,350,522</b>	<b>8,652,502</b>		<b>989,499</b>	<b>17,992,523</b>

#### SUMMARY

Total Funds Available	12,034,504	3,056,860	8,497,445	4,614,262	28,203,071
Total Expenditure	8,350,522	347,230	8,305,272	989,499	17,992,523
<b>NET</b>	<b>3,683,982</b>	<b>2,709,630</b>	<b>192,173</b>	<b>3,624,763</b>	<b>10,210,548</b>
Unexpended Balance Forward	3,550,568	2,709,630	192,173	3,624,763	10,077,134
Unexpended Balance Lapsed	133,414				133,414

## NATURAL RESOURCES

### BUREAU OF FORESTRY

JOHN S. WALKER, DIRECTOR  
ROBERT C. UMBERGER, Acting Assistant Director

*Central Office:* Ray Building A.M.H.I., Augusta 04333

*Telephone:* 289-2791

*Established:* 1891

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 058; *Unit Citation:* 12 M.R.S.A., Sect. 5013

*Average Number of Full-Time Employees:* 150.5

*Authorized Employee Level:* 141.5

*Organizational Units:*

Division of Forest Management

Division of Forest Fire Control

Forestry Regions (Eastern, Western, Northern, Southern)

**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 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:** 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

## NATURAL RESOURCES

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 \$143,000 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. During FY 76 Service Foresters gave technical assistance to 5,997 small woodland owners.

The Utilization and Marketing Section of the Division provides technical advice and assistance to timber operators and primary processors. During FY 76 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 of 911 fires burning 1988 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 55 schools throughout the State.
3. Mailed 2,000 "Junior Forest Ranger" kits.
4. Issued 122 summonses for fire law violations with 110 convictions.
5. Made over 4000 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, 350 training programs were conducted by Bureau rangers. Also 50 courses were given to vocational/agricultural and technical schools.

**PUBLICATIONS:** None.

### **LICENSES, PERMITS, ETC.:**

Permit:

- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

License:

- Arborist

Registration:

- Christmas Tree

# NATURAL RESOURCES

## FINANCES, FISCAL YEAR 1976:

BUREAU OF FORESTRY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$6,808,184	\$	\$		\$6,808,184
Departmental Operations	6,788,973				6,788,973
Transfers	19,211				19,211
Federal Grants			7,911,472		7,911,472
County & Municipal		12,100			12,100
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	1,519,627	702,352			2,221,979
Adjustment of Balance Brought Forward	56,892	81,310			138,202
TOTAL FUNDS AVAILABLE	8,384,703	795,762	7,911,472		17,091,937

Monies received and deposited to the credit of the State	1,021,627				1,021,627
--	-----------	--	--	--	-----------

EXPENDITURES					
Total Personal Services	2,265,432	108,675			2,374,107
Wages & Salaries	2,001,735	100,540			2,102,275
Retirement	263,697	8,135			271,832
Total All Other	3,500,427	7,573,970			11,074,397
Contractual Services	2,127,853	3,118,811			5,246,664
Rents	1,284,561	47,500			1,332,061
Computer Services	3,997	325			4,322
Commodities	1,146,806	4,425,018			5,571,824
Grants, Subsidies, Pensions	225,768	30,141			255,909
Transfers to Other Funds					
Other					
Total Capital Expenditures	325,823	36,654			362,477
Buildings & Improvements	20,978	3,243			24,221
Equipment	304,845	33,411			338,256
Purchases of Land					
TOTAL EXPENDITURE	6,091,682	7,719,299			13,810,981

### SUMMARY

Total Funds Available	8,384,703	795,762	7,911,472		17,091,937
Total Expenditure	6,091,682		7,719,299		13,810,981
NET	2,293,021	795,762	192,173		3,280,956
Unexpended Balance Forward	2,281,873	795,762	192,173		3,269,808
Unexpended Balance Lapsed	11,148				11,148

\*Total expenditures subtracted from combined Non-Federal and Federal.

## OFFICE OF STATE ENTOMOLOGIST JOHN H. CHADWICK, STATE ENTOMOLOGIST CLARK A. GRANGER, Assistant State Entomologist

Central Office: Ray Building, A.M.H.I., Augusta 04333

Telephone: 289-2791

Established: 1921

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 04; Unit: 324; Unit Citation: 12 M.R.S.A., Sect. 521

Average Number of Full-Time Employees: 22

Authorized Employee Level: 23

**PURPOSE:** The Division of Entomology originated in 1921 for the purpose of protection of Maine's forest and shade trees from insects and diseases. This is accomplished through state-

## NATURAL RESOURCES

wide detection and assessment surveys, research, control action, public education and municipal shade tree programs. Responsibilities extend to responding to requests for advice on associated problems with household pets and human pests. Additional responsibilities include administration of the law pertaining to licensing and regulating practices of arborists; and the administration of state and federal laws pertaining to insect and disease quarantine regulations.

**ORGANIZATION:** The Director of the Bureau of Forestry appoints, subject to the Personnel Law, the State Entomologist, who is sworn to the faithful discharge of his duties. Operating within an administrative division of the Bureau of Forestry, the State Entomologist is statutorily responsible for answering all calls for information on insects, forest diseases and other organisms. This includes their identification and control. The State Entomologist is also required to assist other departments working in this field.

In the implementation of these responsibilities the State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. This includes the performance of any work involved in ascertaining the presence of such organisms. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

**PROGRAM:** By far the spruce budworm continues to be the State Entomologist's major problem. Of a total 8.1 million acres of spruce/fir forests, infestation of this foliage feeding insect was detected by surveys as being present in over 7.1 million acres of forests. The 1976 populations were widespread but less severe than the previous two peak years. Representative field samples were analyzed in three field laboratories. A control project encompassing 3,500,000 acres in northern, western and eastern Maine was planned, supervised and executed. This aerial spray project was a coordination of State, Federal and industry efforts. Post-spray surveys and assessments culminated to cause this to be the largest project ever undertaken by the State Entomologist. Research projects by the University of Maine at Orono on spruce budworm were planned and financed.

Other active control projects were implemented for the elimination of browntail moth on land areas in and around Casco Bay, and for white pine blister rust in 60 municipalities. The general forest insect and disease survey was conducted resulting in 615 insect collections at the Augusta Laboratory for analysis and evaluation. A revised technique resulted in fewer collections without lessening quality and coverage. Municipal requests for advice and technical assistance included financial assistance on 35 Dutch Elm disease control projects and on 67 public shade tree planting programs.

Applied research was continued in several areas. These included tree-insect disease related problems, air contaminants and the greenhead fly problem. The office provided identification and control advice to the public on a variety of pests of home-grounds, and stored products. Further information and advice was dispensed concerning pests which attack humans, households and pets. The office also issued 950 permits to shippers of wood products to Canadian points.

### **PUBLICATIONS:**

Forest Trees of Maine  
Planting and Care of Shade Trees  
Field Book of Destructive Forest Insects  
Protect White Pine from Blister Rust  
Insect Primer  
Damping-Off Studies in Coniferous Seedlings  
Forest Insect-Disease Conditions for Maine  
Spruce Budworm in Maine in 1975  
Pesticide and Stream Insects  
Dutch Elm Disease

### **FINANCES, FISCAL YEAR 1976:**

The financial information of the Office of State Entomologist is incorporated within the budget statement of the Bureau of Forestry.

## NATURAL RESOURCES

# BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

*Central Office:* Ray Building A.M.H.I., Augusta 04333

*Telephone:* 289-3821

*Established:* 1935

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 059; *Unit Citation:* 12 M.R.S.A., Sect. 602

*Average Number of Full-Time Employees:* 55.5

*Authorized Employee Level:* 60.5

### *Organizational Units:*

Division of Acquisition and Development

Division of Operations and Maintenance

Community Recreation Division

Snowmobile Division

Snowmobile Research Advisory Committee

Snowmobile Forest Land Use Committee

Division of Federal Aid

Division of Planning and Research

Keep Maine Scenic Program

Allagash Wilderness Waterway

**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:** The program of the Bureau of Parks and Recreation is implemented through its various administratively-created divisions.

**Division of Acquisition and Development.** Utilizing funds from State bond issues and Federal funding the State took title to six parcels of land totaling approximately 889 acres at a cost of \$667,600 during the last fiscal year. Twenty year leases were signed with three towns providing for town management of three land parcels of regional significance which had been previously acquired.

Three contracts totaling \$469,059.11 were awarded and construction started on the development of Range Ponds State Park. Minor improvements were completed at three locations providing additional facilities to the public. Bids were received for new facilities at two parks and for sewage disposal improvements at two others. Five major park development projects are in preliminary and final design stages.

One boat access site was acquired, and eight more were constructed. Five of the eight will be maintained through cooperative agreements with local communities.

**Division of Operations and Maintenance.** During the past fiscal year this division has operated and maintained the Department-owned properties for the enjoyment of over 2 million park visitors. These areas have been maintained for their own protection and also for the safety of those using the facilities. State properties include 177 recreational areas comprising 58,462.28 acres. Besides the operation and protection of these properties the Maine Uniform State

## NATURAL RESOURCES

Marking System comes under the jurisdiction of this division, which includes the issuing of buoy permits and the marking of lakes.

**Division of Federal Aid.** During FY 76, this division secured approval of \$1,502,330 in federal funds from the Land and Water Conservation Fund. There were a total of 39 new projects approved of which 17 were State-sponsored for \$381,380 and 22 were municipally-sponsored for \$1,120,950. Municipal activity remained steady, due to the continued availability of State funds from the Municipal Recreation Fund.

**Division of Planning and Research.** This division was concerned with three major planning efforts during FY 76: the finalization of the Penobscot Wild and Scenic River Study, the continuation of the update of the Maine Statewide Comprehensive Outdoor Recreation Plan, and the beginning of a 10-year Recreation Plan for the Department of Conservation and the Bureau of Parks and Recreation.

The program of the Community Recreation Division has been limited to the awarding of grants to several municipalities.

**Historic Sites Division.** Major activities within the last fiscal year have involved the use of State Historic Memorials for Bicentennial pageants, the design of new interpretive displays, the revision of information folders and the continuation of archeological studies at Colonial Pemaquid. There was also close interaction with cultural agencies and groups concerned with historic preservation, the collection and conservation of memorabilia and indepth studies were made for the long range needs of Memorials now being operated. No major projects were initiated in this period. Acquisition and development plans previously laid were successfully forestalled in order to better ascertain this program's relationship to the total recreation needs of the people of Maine.

**Snowmobile Division.** During the past fiscal year, the Snowmobile Division assisted 16 groups in forming snowmobile organizations, bringing the total to 284. In addition, the Division worked closely with clubs already in existence to develop membership programs and provide technical assistance on trail development and grooming.

A club grooming grant was available to those organizations that qualified. The Division processed 151 applications and approved 147. Seven municipal grants were awarded for development and/or maintenance of snowmobile trails at the community level. This part of the program appears to be gathering momentum and will result in higher quality trails than possible at the club level. The municipal grants awarded last year resulted in approximately 350 miles of well marked and groomed trails for the snowmobiling public.

The two (2) Regional Planning grants awarded during FY 75 are expected to be completed during FY 76. These grants will provide a snowmobile trail plan for each region by inventorying existing trails and relating them to perceived demand. The studies will also consider the opportunities existing trails might represent for multiple use.

During the fiscal year, the Division issued 195 trail marking kits to clubs, municipalities, and conservation commissions to enable them to properly mark the trails in their jurisdiction. Four of the five major trail projects that were in the planning stages during the latter part of FY 75 were completed, resulting in approximately 180 miles of additional trail administered by the Bureau. In the process, use permits were signed with 25 private and corporate landowners, and an agreement was signed with the U.S. Forest Service. Two large pieces of grooming equipment were purchased to maintain the larger system of trails.

In addition to the provisions for public trails as outlined above, the Division assisted four (4) individuals with trail grooming. Under the terms of this program, the individual was required to negotiate land use agreements, lay out the trail and prepare it for public use. This effort resulted in the availability of approximately one hundred (100) miles of additional trail, primarily in unorganized areas of the State.

During the last part of FY 76, plans were started to improve and to expand the existing trail system, and for the establishment of two new areas, Eagle Lake, Hancock County and Evans Notch to Evergreen Valley. These trails should be completed and open to public use by December, 1976.

The Snowmobile Research Advisory Committee has not been active during the past year. Cataloguing of snowmobile research data by the University of Maine was initiated. However, due to the loss of the project director, this effort has been delayed. The Division will continue the inventory until it is completed. The Advisory Committee remains in existence and will be used as the need arises. Similarly, the Forest Land Use Committee remains in existence but has not held any formal meetings in the past few months. Contact has been maintained by

## NATURAL RESOURCES

letter and telephone to preserve the lines of communication between individual companies and their land managers.

The Division was also involved in the development of the Evans Notch Unit planning process by serving on the work group chosen by the Forest Supervisor.

**PUBLICATIONS:** None.

### **LICENSES, PERMITS, ETC.:**

Permit:

Placement of Buoys in State Waters

### **FINANCES, FISCAL YEAR 1976:**

BUREAU OF PARKS AND RECREATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
<b>RECEIPTS</b>					
Total Legislative Appropriation/Allocation	\$1,362,072	\$	\$	\$	\$1,362,072
Departmental Operations	1,339,798				1,339,798
Transfers	22,274				22,274
Federal Grants			530,868	747,049	1,277,917
County & Municipal		4,756			4,756
Private Contributions		200			200
Sales		235			235
Services & Fees		952			952
Other		578,124		92,547	670,671
Unexpended Balance Brought Forward	1,295,882	1,230,042		3,743,786	6,269,710
Adjustment of Balance Brought Forward	332	(31,817)		30,880	(605)
<b>TOTAL FUNDS AVAILABLE</b>	<b>2,658,286</b>	<b>1,782,492</b>	<b>530,868</b>	<b>4,614,262</b>	<b>9,585,908</b>
Monies received and deposited to the credit of the State	462,786				
<b>EXPENDITURES</b>					
Total Personal Services	1,000,633	158,840		16,478	1,175,951
Wages & Salaries	905,936	142,233		16,478	1,064,647
Retirement	94,697	16,607			111,304
Total All Other	295,626	156,662		41,471	493,759
Contractual Services	125,823	72,860		37,088	235,771
Rents	409	1,375			1,784
Computer Services	1,714				1,714
Commodities	21,345	9,000		355	30,700
Grants, Subsidies, Pensions	148,458	74,802		4,028	227,288
Transfers to Other Funds					
Other					
Total Capital Expenditures	61,584	293,910		931,550	1,287,044
Buildings & Improvements	26,993	235,892		179,256	442,141
Equipment	34,591	44,396			78,987
Purchases of Land		13,622		752,294	765,916
<b>TOTAL EXPENDITURE</b>	<b>1,357,843</b>	<b>609,412</b>		<b>989,499</b>	<b>2,956,754</b>
<b>SUMMARY</b>					
Total Funds Available	2,658,286	1,782,492	530,868	4,614,262	9,585,908
Total Expenditure	1,357,843	609,412		989,499	2,956,754
<b>NET</b>	<b>1,300,443</b>	<b>1,173,080</b>	<b>530,868</b>	<b>3,624,763</b>	<b>6,629,154</b>
Unexpended Balance Forward	1,235,125	1,173,080	530,868	3,624,763	6,563,836
Unexpended Balance Lapsed	65,318				65,318

## NATURAL RESOURCES

### KEEP MAINE SCENIC COMMITTEE

MARSHALL T. WEIBE, COORDINATOR

*Central Office:* Ray Building A.M.H.I., Augusta 04333

*Telephone:* 289-3821

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 066; *Unit Citation:* 12 M.R.S.A., Sect. 633

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 2

*Organizational Units:*

Keep Maine Scenic Committee

**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:** 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. A free loan library of slides and color films had 4,281 separate showings and 150,109 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 Fort Fairfield. 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, three other communities enacted sign laws.

Several Maine dairies are donating Carry In- Carry Out advertising space on their packaging. In addition, cash contributions have been received from several Maine firms.

A spring community clean-up program was organized and resulted in litter clean-up and community improvement projects in most Maine towns. Public service newspaper ads were mailed to all newspapers and are used regularly. A series of feature articles were produced and sponsored by a number of Maine businesses. The Carry In-Carry Out program for litter control in Maine's backcountry was widely promoted with a poster, litter bags and a recreational equipment sticker.

The study of vandalism in state parks was completed and extended for another year. An analysis of the Highway Beautification Act was prepared. A study of litter laws was completed for the Legislative Natural Resources Committee which resulted in amendments to the Litter Control Act. The roadside litter study was continued this year.

In accordance with the newly revised Litter Control Act, the Keep Maine Scenic Committee has initiated a program to obtain full compliance with the new law.

## NATURAL RESOURCES

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Keep Maine Scenic Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$33,242	\$200			\$33,442
Total Expenditure	32,189	200			32,389
NET	1,053				1,053
Unexpended Balance Forward	1,053				1,053
Unexpended Balance Lapsed					

## BUREAU OF GEOLOGY

**ROBERT G. DOYLE, DIRECTOR**  
**WALTER A. ANDERSON, Assistant Director**

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2801

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 060; *Unit Citation:* 12 M.R.S.A., Sect. 531

*Average Number of Full-Time Employees:* 7

*Authorized Employee Level:* 4

*Organizational Units:*

Surficial Division  
Hydrogeology Division

Marine Division  
Bedrock Division

Cartographic Division

**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:** The Bureau has completed a Five Year Program Plan of physical resource inventory activity which will be submitted to the Land and Water Resources Council for review and probable support as a budget item in the next Legislative Session.

## NATURAL RESOURCES

**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. The Bureau has completed a compilation of surficial and groundwater regions in Southern Kennebec County as a cooperative venture with the Southern Kennebec Valley Regional Planning Commission. The Bureau is presently involved in a similar project with the Portland Council of Governments with a report due to that agency in December 1976.

**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 is continuing its long-range 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 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. The Bureau is presently involved in a cooperative program with the Nuclear Regulatory Commission and the National Science Foundation with the objective of completing fracture pattern maps and a seismic study which will assist the Federal Government in decision-making for installation of nuclear plants and other large industrial plants along the Maine coast.

**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. These publications fall into four geological series: surficial, groundwater, bedrock, and marine which are economically and/or environmentally oriented.

Ten examples of these four types of publications are listed below. Please add the 5% state sales tax to the publication's purchase price when ordering.

Glacial Lake and Glacial Marine Clays of the Farmington Area, Maine, Origin and Possible Use as Lightweight Aggregate, by Dabney W. Caldwell; 6/1/59 Price: \$.95

The Geology of Baxter State Park and Mt. Katahdin, by Dabney W. Caldwell, 2nd Edition; 1972. (1st Edition, 1960, out of print) Price: \$1.25

## NATURAL RESOURCES

- Contributions to the Geology of Maine: Papers by A. J. Boucot, F. M. Beck, R. G. Doyle, Bradford Hall, Richard Gilman; September, 1966. Price: \$.75
- Stratigraphy of the Southern End of the Munsungun Anticlinorium, Maine, by Bradford A. Hall; 1970. Price: \$5.00
- History of Sedimentation in Montsweag Bay, by Detmar Schnitker; 1972. Price: \$1.25
- Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971. Price: \$2.85
- Mineral Resources Reference Map, Portland-Bath Sheet, scale 1:250,000, by Robert G. Doyle; May 1, 1959. Price: \$.50
- Preliminary Geologic Map of Maine, scale 1:500,000, compiled and edited by Robert G. Doyle; A. M. Hussey II, chief compiler; December, 1966. Price: \$3.00
- Generalized Geologic Map of Maine, (8½" x 11" map sheet). Compiled by Arthur M. Hussey II; 1972. Price: \$.25 for 1 to 99 copies; and \$.20 per copy for 100 or more copies.
- Bibliography of Maine Geology, 1672-1972, by Arthur M. Hussey II; June, 1974. Price: \$4.50
- The Bureau has many more maps and publications; a complete list may be obtained upon request.

### FINANCES, FISCAL YEAR 1976:

Bureau of Geology	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$121,879	\$20,095	\$40,757		\$182,731
Total Expenditure	118,084	19,031	40,757		177,872
NET	3,795	1,064			4,859
Unexpended Balance Forward		1,064			1,064
Unexpended Balance Lapsed	3,795				3,795

\*Total expenditures subtracted from combined Non-Federal and Federal.

## MAINE LAND USE REGULATION COMMISSION

KENNETH G. STRATTON, DIRECTOR

Central Office: Ray Building, A.M.H.I., Augusta 04333

Telephone: 289-2631

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 04; Unit: 061; Unit Citation: 12 M.R.S.A., Sect. 683

Average Number of Full-Time Employees: 11

Authorized Employee Level: 11

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 FY 76, the Land Use Regulation Commission drafted revisions to the Comprehensive Land Use (C.L.U.) Plan, including identifying the planning process beyond the policy stage.

## NATURAL RESOURCES

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 decision authority 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 the C.L.U. Plan in several areas of the State. In addition, a permanent thirty-member advisory board was formed.

The Commission designed, started, and is continuing a comprehensive land use inventory process. Throughout the year, the Commission reviewed and took action on approximately 680 applicants for buildings, subdivisions, developments or forestry operation permits.

**PUBLICATIONS:** The first copy of any publication is free to the public. The price listed after each publication is for each subsequent copy. A 5% State Sales Tax must be included with the fee when ordering additional copies.

Manual of Land Use Planning — 1/76 .....	\$1.00
Building in the Wildlands of Maine — 9/73 .....	\$2.00
Subdividing in the Wildlands of Maine — 9/73 .....	\$2.00
Lessees in the Unorganized Townships of Maine — 2/73 .....	\$1.00
Comprehensive Land Use Plan for the Plantations and Unorganized Townships of — 8/76 (currently no charge)	
Revised Statutes Annotated Title 12, Chapter 206-A .....	\$1.00
An Analysis of the Attitudes of Residents Toward Land Use in Maine's Unorganized Areas — 6/74. ....	\$1.00
A Legislative History and Analysis of the Land Use Regulation Law in Maine — 6/74 .....	\$1.00
State of Maine Guidelines for Municipal Shoreland Zoning Ordinances (Available through State Planning Office)	
Rules and Regulations .....	\$2.00 complete set
Standards for Interim Land Use Boundaries & Permitted Uses (may be purchased by itself for \$1.00)	
General Provisions	
Delegation of Authority to Staff	
Rules of Practice	
Rules for the Conduct of Public Hearings	
Sewage Disposal Regulations for Dwellings	
Regulation of Public Utilities	
Variances	
Interim Regulations for Applications	

### LICENSES, PERMITS, ETC.:

Permit:

- Building (Unorganized Territories)
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extension

## NATURAL RESOURCES

### FINANCES, FISCAL YEAR 1976:

LAND USE REGULATION COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
<b>RECEIPTS</b>					
Total Legislative Appropriation/Allocation	\$303,978				\$303,978
Departmental Operations	303,469				303,469
Transfers	509				509
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	7,858				7,858
Adjustment of Balance Brought Forward					
<b>TOTAL FUNDS AVAILABLE</b>	<b>311,836</b>				<b>311,836</b>
Monies received and deposited to the credit of the State	5,810				5,810
<b>EXPENDITURES</b>					
Total Personal Services	161,947				161,947
Wages & Salaries	148,805				148,805
Retirement	13,142				13,142
Total All Other	114,779				114,779
Contractual Services	103,250				103,250
Rents	15,709				15,709
Computer Services	122				122
Commodities	11,529				11,529
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	1,263				1,263
Buildings & Improvements					
Equipment	1,263				1,263
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>277,989</b>				<b>277,989</b>
<b>SUMMARY</b>					
Total Funds Available	311,836				311,836
Total Expenditure	277,989				277,989
<b>NET</b>	<b>33,847</b>				<b>33,847</b>
Unexpended Balance Forward	144				144
Unexpended Balance Lapsed	33,703				33,703

## ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

**RICHARD N. SAWYER, DIRECTOR**

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-3861

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 062; *Unit Citation:* 12 M.R.S.A., Sect. 5012

*Average Number of Full-Time Employees:* 24

*Authorized Employee Level:* 24

**PURPOSE:** Under the overall supervision of the Department's Fiscal Officer, this office assists the Commissioner and Bureau Directors in long range financial planning and in the preparation

## NATURAL RESOURCES

and management of annual and biennial budgets. The staff also provides centralized services in areas common to all Bureaus.

**ORGANIZATION:** The Administrative Services Division was organized with the creation in 1973 of the Department of Conservation. Personnel from the former Forestry Department and the Department of Parks and Recreation were merged to form the unit.

Within the Administrative Services Division there are 4 Administratively-created functional units. The first is the Management and Budget Division which provides centralized accounting and fiscal services throughout the Department. In addition, some centralization of purchasing and property accounting is accomplished by this section.

The second, called the Information and Education Division, is a centralized outlet for the dissemination of information to the public regarding Departmental and Bureau programs. The division is responsible for providing advice and assistance to the Commissioner and Bureau Directors on public information and education programs. In addition the Division provides assistance with publications and photographic services.

The Communications Division, the third unit, operates the Department radio network. It provides central purchasing with radio equipment for all Bureaus, coordinates frequency use within those allocated to the Department and is responsible for repair and maintenance. The Division is also responsible for the allocation of vehicle license plates and has created a system whereby the license number equates to the vehicle's radio call signal.

Lastly, the Personnel Division provides central personnel recruitment services and current personnel services such as payroll, etc., for the Department's approximately 800 permanent and seasonal employees.

**PROGRAM:** The program of the Administrative Services Division (Conservation) is implemented through its functional unit components.

**Administrative Services Division.** The responsibility of this unit includes property accounting, budgeting, bookkeeping, personnel functions, internal audit and accounting, both state and federal. In addition to providing day to day support services, new data processing programs have been established for vehicle information, and a portion of property accounting. New audit procedures for processing bills and a state indirect costing procedure were completed for additional dollar recovery from the federal government. Additional studies and evaluations are underway that will result in a more efficient administration of the Department.

**Information and Education Division.** In late October, 1975, the Division was reorganized with the Division Director being assigned new duties in other organizational units of the Department. The Assistant Director of the Division remained in Administrative Services with responsibilities for coordinating Information and Education (I&E) functions, most of which were decentralized to the Bureaus. At the same time in an effort to provide more frequent contact with employees and to effect cost savings, the Department's quarterly magazine, *MAINLAND*, was replaced by the bi-monthly *Conservation Newsletter*. During the fiscal year the I&E personnel assisted the Bureaus with the preparation and dissemination of news releases and publications including a major revision of the Allagash Wilderness Waterway brochure for the Bureau of Parks and Recreation, and preparation of materials for the Bureau of Forestry relating to the spruce budworm.

**Radio Communications Division.** Since the formulation of the Department of Conservation, Radio Communications under the Division of Administrative Services has broadened its capabilities to include all five bureaus in the Department plus Baxter State Park. Because the system is essentially multi-frequency, statewide and decentralized, the melding process was relatively simple, utilizing the common statewide frequency already in use by the Bureau of Forestry's Division of Fire Control. Upgrading the system based on a 10-year replacement factor this past fiscal year consisted of the Bureau of Forestry replacing 25 of 49 mobiles in the Southern Region. The older units were transistorized (contained 2 tubes in the transmitter) while the new radios were completely solid state. The second and final phase of Handie-Talkie replacement was completed prior to the 1976 fire season. A total of 54 units were replaced including 25 Northern, 12 Eastern and 17 in the Western Division.

During FY 76 two additional AC Base Stations were purchased. One unit was assigned to Weld to upgrade the coverage of that area and the second unit will serve as a spare and be utilized on special projects such as Spruce Budworm Control. To provide a means of tie-in between the Division of Fire Control and several fire departments now equipped with two-way

## NATURAL RESOURCES

radio, 4 Bearcat IV scanners were purchased and installed in the three Southern District ranger vehicles and in the Regional Ranger's vehicle.

In the Bureau of Parks and Recreation, thirteen of the 20 units utilized in the Allagash River Waterway were replaced with somewhat less sophisticated radios which should result in greater reliability and a substantial reduction in maintenance costs. Furthermore the thermo electric generator which has been in use on Clear Lake Mountain for approximately six years has been replaced with a solar panel. Solar panels have been proven reliable and should provide relatively maintenance free service for a minimum of 10 years. All seven District Supervisors are now equipped with 2-frequency mobile radios. Each radio is equipped with a scanner which enables each supervisor to monitor the common statewide frequency simultaneously with the frequency assigned to Parks. In order to provide additional coverage and reduce maintenance cost, 6 AC Base Stations were purchased. Two such units were installed at Sebago, Reid and Mt. Blue State Parks. One unit was installed at the toll booth and the second radio at the manager's residence.

**PUBLICATIONS:** Conservation Newsletter (Controlled Distribution - copies may be available upon request).

### FINANCES, FISCAL YEAR 1976:

Administrative Services Division	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$329,491				\$329,491
Total Expenditure	314,272				314,272
NET	15,219				15,219
Unexpended Balance Forward	15,219				15,219
Unexpended Balance Lapsed					

## BUREAU OF PUBLIC LANDS

LEE M. SCHEPPS, DIRECTOR  
BARBARA COTTRELL, Resources Administrator

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-3061

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 063; *Unit Citation:* 12 M.R.S.A., Sect. 551

*Average Number of Full-Time Employees:* 12

*Authorized Employee Level:* N.A.

*Organizational Units:*

Land Management

Administration

**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: The first is to assert on behalf of the State the rights to which the public may be entitled by virtue of the State's simultaneous tenancy relationship with private parties or outright state ownership of public lots in townships where the lots are either unlocated or located. Through a series of land trades and sales, and through acquisition by gift, or other means, the Bureau attempts to recover full and unencumbered title to Maine's public reserved land and to consolidate the public reserved lands into large contiguous parcels so that they may be more efficiently and effectively managed for the benefit of the public.

The second operational objective is to manage the lands within the Bureau's jurisdiction. This is accomplished under the principles of multiple use in order to produce a sustained yield of goods and services while utilizing both prudent business practices and sound planning. Specifically, the Bureau is authorized to prepare, revise and maintain management plans for the lands under its jurisdiction; to grant permits to harvest the resources of the public lands; to sell gravel; to lease the right to set poles and maintain utility lines; to construct, maintain and lease

## NATURAL RESOURCES

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.

In addition, the Bureau of Public Lands may lease the right to dredge, fill or erect permanent causeways, bridges, marinas, wharves, docks or other permanent structures on State-owned submerged and intertidal lands. The Bureau is also charged with the responsibilities of the Coastal Island Registry.

**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. An Act to Improve the Management of the Public Lands, passed by the 107th Legislature, delegates to the Bureau the care, custody, control and the responsibility for the management of all lands owned by the State including public reserved lands, public domain lands, islands in inland and coastal waters, land beneath great ponds, rivers and streams, subtidal lands, lands acquired by the Bureau pursuant to lawful authority and any other lands the management and control of which are not otherwise provided for by law.

The Bureau is currently divided into two basic organizational units: Land Management and Administration. The Land Management Division is charged with developing management plans for lands under the Bureau's jurisdiction, and for formulating and implementing explicit objectives and policies to supervise and conduct on-the-ground management activities. Operational personnel also provide support for land trade negotiations.

The Administration Unit is responsible for fiscal, budgetary, and personnel operations within the agency. This unit is also charged with the Submerged Lands Leasing Program and with the duties of the Coastal Island Registry.

**PROGRAM:** In keeping with the Bureau of Public Lands' goals and objectives, the following projects have been initiated:

**Recovery of the Timber and Grass Rights.** On public reserved lands, the Bureau is attempting to recover timber and grass rights while simultaneously attempting to assemble these lands into larger tracts. This project is taking place through lengthy and detailed negotiations with various private land owners. Chapter 46, Resolves of 1975 authorized an exchange of lands with J. M. Huber Corporation in which the State gave up its ownership in Public Lots in 43 Townships and in return received Huber's ownership of 14,021 acres in 5 major parcels. This was the second such trade.

**Multiple Use Land Management.** The Bureau has undertaken the creation of a first-class multiple use land management enterprise. This project will maximize public use and enjoyment of lands under public jurisdiction. This includes a dollar return on public lands as well as recreation, game management and other non-commercial values.

**Forest Resources Inventory.** This inventory represents the first effort in Maine's history to make a systematic, scientific inventory of the assets of the State's public reserved lands incorporating timber, wildlife, recreational and geological values. The contract, completed by J. W. Sewall Co. in the spring of 1976, consists of aerial photography, timber typing and mapping, field cruising, determination of volumes, and evaluation of other resource values. In addition, the data collected has been used to develop a computerized whole-tree weight conversion technique. This information is vital for the effective management of public lands.

**Submerged Lands.** The Bureau of Public Lands statutorily holds proprietary jurisdiction over the submerged and intertidal lands of the State. The legislation authorizes the conveyance of certain State rights in this land for up to 30 years. 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. The purpose of these administrative procedures is to provide environmental permit applicants with covenances necessary to provide them with sufficient title for their applications to be processed.

## NATURAL RESOURCES

**Agricultural Management Plans.** Management Plans for agricultural parcels under the Bureau's jurisdiction are being completed. These plans will include specific recommendations for the leasing of various land parcels on a long-term basis.

**Forest Management of Park Lands.** The Bureau of Public Lands, in conjunction with the Bureau of Parks and Recreation, is presently developing timber management plans for forested areas in several State Parks. It is anticipated that some park lands will be prepared for harvesting operations by July of 1977.

**Registry.** The Bureau has undertaken the creation of a Registry of Deeds for State-owned lands. The Registry will consist of an index and cross reference of deeds for all State-owned property. This system has been turned over to the State Archives and upon completion will facilitate public access to records of State ownership.

**Camp Lease Program.** The Bureau has administrative responsibility for almost 450 camp lot leases on public lands. A five-year moratorium on new leases was established in 1974. However, the Bureau has continued to renew existing leases. A new lease has been introduced which provides a more reasonable return to the people of Maine and better protects the resources of the public land.

**Forest Products Harvesting.** The Bureau is conducting a series of timber sales utilizing a much improved timber sale contract. In addition, the Bureau has laid the groundwork for increased cooperation with the Department of Inland Fisheries and Wildlife.

**PUBLICATIONS:** None.

### **LICENSES, PERMITS, ETC.:**

License:

- Stumpage
- Gravel
- Submerged Lands Easement
- Right of Way Easement
- Agricultural

Lease:

- Submerged Land
- Public Land (Includes a variety of possible uses)

### **FINANCES, FISCAL YEAR 1976:**

Bureau of Public Lands	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$79,646	\$341,877	\$11,170		\$432,693
Total Expenditure	58,830	194,120	11,170		264,120
NET	20,816	147,757			168,573
Unexpended Balance Forward	14,995	147,757			162,752
Unexpended Balance Lapsed	5,821				5,821

## **COASTAL ISLAND REGISTRY**

**BARBARA COTTRELLE,  
RESOURCES ADMINISTRATOR OF BUREAU OF PUBLIC LANDS**

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-3061

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 069; *Unit Citation:* 33 M.R.S.A., Sect. 1203

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* N.A.

**PURPOSE:** The Coastal Island Registry was created to clarify and establish the State's interest in coastal islands and to develop and to implement management policies for the use and protection of State-owned islands. Specifically, the Registry is authorized to establish and to

## NATURAL RESOURCES

maintain a listing and description of all ledges and islands in Maine's coastal waters and assign numbers to all of these islands. Additionally, the Registry requires registration of all these islands and promulgates 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 and has recently been incorporated into the administrative unit of the Bureau.

**PROGRAM:** The principal objective of the Coastal Island Registry law is to "establish title to islands in Maine's coastal waters (and) to protect the State's ownership of its island resources for public use." To that end, the following programs have been undertaken:

A registry has been established including a map of all islands. Persons claiming to own certain islands were required to register them by December 31, 1975. The Bureau of Public Lands has adopted regulations and pursuant to those regulations, approximately 1,700 islands have been registered. There are approximately 1,200 islands which have not been registered.

However with the passing of the registration deadline, December 31, 1975, the registration process has been essentially completed. The Coastal Island Registry per se, has recently been incorporated into the administrative unit of the Bureau of Public Lands.

A natural resources inventory of approximately 1,200 State-owned islands was completed during the summer of 1975. This inventory called for an inspection of each island and the identification of vegetative and wildlife species. Title searches by legal interns were conducted on over 300 currently registered islands. It is anticipated that this information will be turned over to the Attorney General's office for further action.

"Open Air — Oral History of Penobscot Bay Islanders and Summer People," a series of slides accompanied by a recording with script has been produced by the Registry.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Coastal Island Registry	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,264	\$18,673			\$19,937
Total Expenditure	1,264	16,773			18,037
NET		1,900			1,900
Unexpended Balance Forward		1,900			1,900
Unexpended Balance Lapsed					

## MAINE MINING BUREAU

**ROBERT G. DOYLE, ADMINISTRATOR**  
**WALTER A. ANDERSON, Deputy Administrator**

*Central Office:* Bureau of Geology, Ray Building, A.M.H.I., Augusta 04333

*Established:* 1941

*Telephone:* 289-2801

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 064; *Unit Citation:* 10 M.R.S.A., Sect. 2101

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* N.A.

**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,

## NATURAL RESOURCES

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, Conservation, State Development Office, Inland Fisheries and Wildlife, 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 litoral 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.

## NATURAL RESOURCES

**PUBLICATIONS:** The Maine Mining Law for State-owned Lands, November, 1969. (price: \$.50)

### **LICENSES, PERMITS, ETC.:**

**License:**

Claim  
Mining

**Permit:**

Prospectors  
Land Use Ruling  
Machinery & Explosives for Prospecting

**Lease:**

Mining

### **FINANCES, FISCAL YEAR 1976:**

Maine Mining Bureau	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$66,403	\$3,178		\$69,581
Total Expenditure		26,522	3,178		29,700
NET		39,881			39,881
Unexpended Balance Forward		39,881			39,881
Unexpended Balance Lapsed					

## **MAINE TRAILS SYSTEM ADVISORY COMMITTEE**

**RAY GIGLIO, CHAIRMAN**  
**HERBERT HARTMAN, Director**

*Central Office:* Ray Bldg., A.M.H.I., Augusta 04333

*Telephone:* 289-3821

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 065; *Unit Citation:* 12 M.R.S.A., Sect. 602

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 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 FY 76, the Maine Trails Advisory Committee prepared draft papers relating to the problems and conflicts of the trail groups and the projects they would like to see accomplished. These papers are expected to be finalized early in FY 77 for submission to the Director of Parks and Recreation.

## NATURAL RESOURCES

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** 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.

### STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

STATE GEOLOGIST ROBERT G. DOYLE  
KENNETH G. STRATTON, STATE SOIL SCIENTIST, CO-CHAIRMAN

*Central Office:* Bureau of Geology, Ray Building A.M.H.I., Augusta 04333 *Telephone:* 289-2801  
*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 04; *Unit:* 070; *Unit Citation:* 32 M.R.S.A., Sect. 4907

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 co-chairmen of the Board. An office for the Board is maintained at the Bureau of Geology.

**PROGRAM:** Regular meetings were held during the year, the examination procedure was completed, and examinations have been given. At the present time, the Board has certified 147 geologists and 55 soil scientists to practice in Maine.

**PUBLICATIONS:** None.

#### **LICENSES, PERMITS, ETC.:**

Certification:

Geologists

Soil Scientists

## NATURAL RESOURCES

### FINANCES, FISCAL YEAR 1976:

State Board of Certification for Geologists and Soil Scientists	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$6,452			\$6,452
Total Expenditure		2,712			2,712
NET		3,740			3,740
Unexpended Balance Forward		3,740			3,740
Unexpended Balance Lapsed					

## MAINE FOREST AUTHORITY

JOHN S. WALKER, DIRECTOR

Central Office: Ray Bldg., A.M.H.I., Augusta 04333

Telephone: 289-2791

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 04; Unit: 068; Unit Citation: 12 M.R.S.A., Sect. 1701

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

**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 Wildlife, 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.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

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					

# DEPARTMENT OF ENVIRONMENTAL PROTECTION

WILLIAM R. ADAMS, JR., COMMISSIONER

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2811

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 06; *Unit:* 096; *Unit Citation:* 38 M.R.S.A., Sect. 341

*Average Number of Full-Time Employees:* 133

*Authorized Employee Level:* 76

*Organizational Units:*

Board of Environmental Protection

Bureau of Air Quality Control

Office of Administrative Services

Bureau of Land Quality Control

Bureau of Water Quality Control

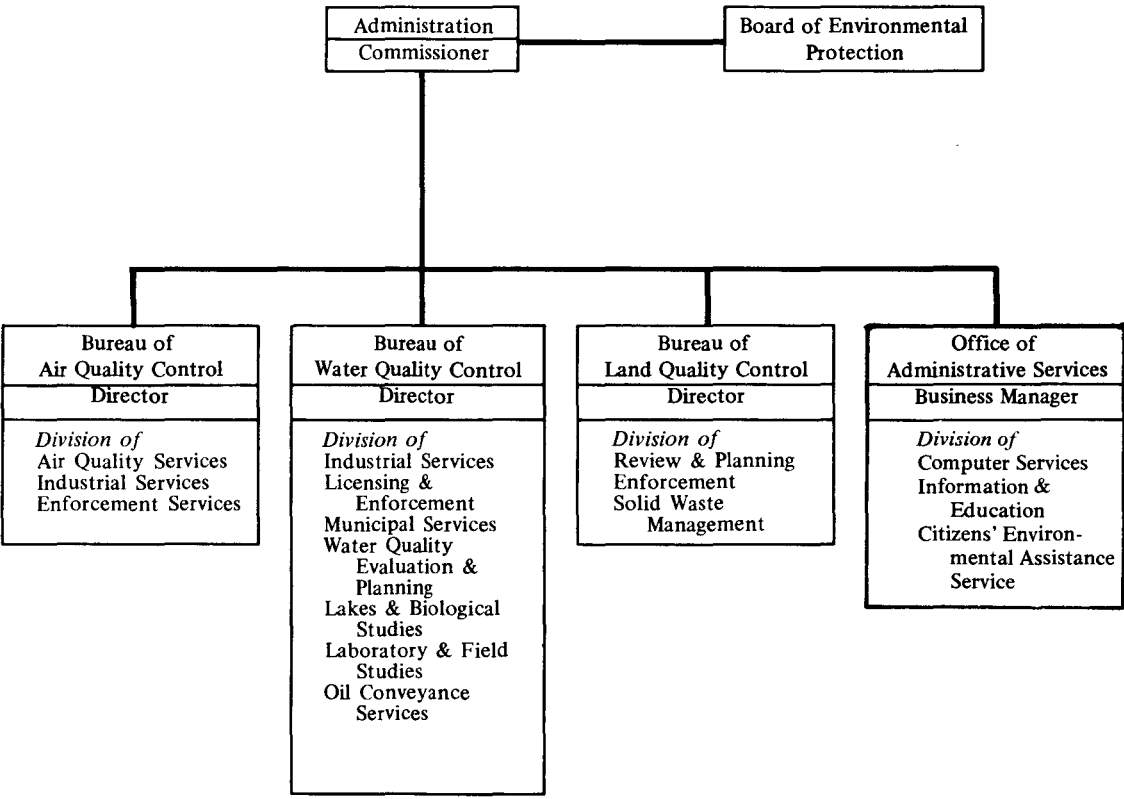
**PURPOSE:** The Department of Environmental Protection was established to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment by directing growth and development which 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.

**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.

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.

**ORGANIZATION CHART  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**



## NATURAL RESOURCES

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."

**PROGRAM:** This year began with a significant change in the processing of applications, one result of a lengthy self-evaluation conducted in public sessions by the Board and Department last year. Under the new procedures, routine projects are now approved or denied by departmental staff, with applicants having the right of appeal to the Board. This has enabled the Department to handle minor applications quickly, and allow the Board to concentrate on those with potentially greater environmental impact.

FY 76 was a busy and exciting one for the Department of Environmental Protection and its staff, with intensive activities in the areas of solid waste management and air pollution control. Furthermore Maine's October 1, 1976 deadline for wastewater cleanup was fast approaching toward the end of the fiscal year.

Perhaps the singularly most important event for Augusta staff was the Department's November relocation to renovated facilities on the Augusta Mental Health Institute (AMHI) grounds. For the first time in several years, the entire staff was housed in a single location, in what could truly be called a headquarters. All three bureaus of the department, and all of their divisions, are now located in the Ray Building, along with most of the Department of Conservation's personnel.

Both the Bureaus of Air Quality Control and Water Quality Control established modern laboratories in the new headquarters, which greatly strengthened the Department's analytical, research and enforcement capabilities. Facilities are also available now for meetings with applicants, for small public hearings, and for the twice-monthly public sessions of the Board of Environmental Protection.

The Office of Administrative Services completed its collateral assignment of construction coordination and movement preparation when the relocation of staff and equipment to the Ray Building took place. Since that time, significant work has been done by Administrative Services in resolving difficulties normally attendant with a relocation of this magnitude. Progress also continued in the delegation of financial management along budget lines to better serve the needs of the three bureaus and the Maine Coastal Protection Fund. Computer services were enhanced with acquisition of an on-line video display unit, and most of the licensing and enforcement activities of the Bureau of Water Quality Control were provided computer storage and retrieval services. The Division of Information and Education continued its twice-monthly publication, "EnvironNEWS", which reports all decisions of the Board and staff, and keeps the public informed on current environmental issues. The Information and Education division also initiated a weekly "syndicated" feature column of newspaper articles written by DEP staff to help the public understand environmental problems.

A new Citizens' Environmental Assistance Service (CEAS) was established by the Department this year in an attempt to help Maine residents comply with the state's environmental laws. Operating as a division under Administrative Services, CEAS is designed as a "one-stop"

## NATURAL RESOURCES

service for the public. CEAS offers assistance in the submission of applications. An effort is also made to apprise applicants of other laws and agencies which may impact their projects, and to provide names of persons to contact in those agencies. A statewide toll-free telephone service is maintained for the sole use of persons seeking advice or assistance with regard to environmental laws.

Following the retirement of the Chief Engineer in mid-year, the administrative decision was made to disestablish the Office of Technical Services. In keeping with efforts to streamline state government, and in view of the new laboratories and facilities of the Ray Building, it was deemed feasible to transfer most of the functions of this office to the three bureaus. The remainder have been absorbed by the Commissioner's office and Office of Administrative Services.

Turnover of management level people was significant this year, after a long period of uninterrupted management. In addition to the retirement just noted, the Department lost division chiefs in oil conveyance services, industrial services (water), solid waste management, and air quality services, as well as the supervisor of finance for the Department, and various engineers. There appeared to be no single cause for these losses, other than personal advancement.

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF ENVIRONMENTAL PROTECTION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,505,738	\$	\$		\$1,505,738
Departmental Operations					
Transfers					
Federal Grants			624,970		624,970
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other		392,028			392,028
Unexpended Balance Brought Forward	10,294	50,283	522,702		583,279
Adjustment of Balance Brought Forward	(95)		7,465		7,370
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,515,937</b>	<b>442,311</b>	<b>1,155,137</b>		<b>3,113,385</b>

Monies received and deposited to the credit of the State	75,705				75,705
---	--------	--	--	--	--------

EXPENDITURES					
Total Personal Services	800,903	139,519	377,350		1,317,772
Wages & Salaries	726,753	126,277	343,149		1,196,179
Retirement	74,150	13,242	34,201		121,593
Total All Other	368,969	254,535	192,183		815,687
Contractual Services	278,684	213,294	142,444		634,422
Rents	23,910	7,406	6,244		37,560
Computer Services	13,335		2,235		15,570
Commodities	51,540	31,439	37,760		120,739
Grants, Subsidies, Pensions	1,500	2,396	3,500		7,396
Transfers to Other Funds					
Other					
Total Capital Expenditures	10,551	35,082	172,897		218,530
Buildings & Improvements			24,062		24,062
Equipment	10,551	35,082	148,835		194,468
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>1,180,423</b>	<b>429,136</b>	<b>742,430</b>		<b>2,351,989</b>

#### SUMMARY

Total Funds Available	1,515,937	442,311	1,155,137		3,113,385
Total Expenditure	1,180,423	429,136	742,430		2,351,989
<b>NET</b>	<b>335,514</b>	<b>13,175</b>	<b>412,707</b>		<b>761,396</b>
Unexpended Balance Forward	111,065	13,175	412,707		536,947
Unexpended Balance Lapsed	224,449				224,449

## NATURAL RESOURCES

### PUBLICATIONS:

*Protecting Your Lake*, A Citizen's Guide to the Great Ponds Act — Free

*Protecting Your Coastal Wetlands*, A Citizen's Guide to the Wetlands Law — Free

*Cleaning Up the Water*, Private Sewage Disposal in Maine — Free

The above publications may be obtained by writing to Citizens' Environmental Assistance Service, Department of Environmental Protection, State House, Augusta 04333, or by calling toll-free 1-800-452-1942.

*EnvironNEWS*, twice-monthly bulletin listing decisions of the Board of Environmental Protection and DEP staff, reporting applications pending, and containing reports on current environmental issues. Available Free by writing Division of Information and Education, Department of Environmental Protection, State House, Augusta 04333.

Various scientific and technical reports of the Department of Environmental Protection — generally available for viewing at DEP headquarters in Augusta, or at regional planning commission offices throughout Maine.

Further pamphlets are available to the public which explain the laws which authorize the functions and responsibilities of the three Bureaus. (free)

Pamphlets depicting specific guidelines of specific Bureau activities are also available upon request. (free)

A self-addressed stamped envelope (\$1.73 stamp required) sent to the Department will return with a complete set of departmental regulations inside.

## BUREAU OF LAND QUALITY CONTROL

HENRY E. WARREN, DIRECTOR

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2111

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 06; *Unit:* 098; *Unit Citation:* 38 M.R.S.A., Sect. 342

*Average Number of Full-Time Employees:* 20

*Authorized Employee Level:* 12

### *Organizational Units:*

Division of Solid Waste Management

Division of Enforcement

Division of Review and Planning

Regional Offices, Portland, Presque Isle

**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 products, 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.

## NATURAL RESOURCES

**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.

**PROGRAM:** During FY 76 substantial activity occurred in the solid waste management area, while the focus in other areas of the Bureau was on refining the normal procedures for processing applications.

On January 31, 1976 the Solid Waste Management Regulations which had been adopted by the Board of Environmental Protection in 1974 became effective. This was a seven month delay from the originally anticipated date of July 1, 1975, due to Legislative action. The Board adopted a policy which permitted affected municipalities to propose a plan for implementing the various requirements of the regulations on a schedule which best fulfilled their needs, consistent with the objectives of the statute. The majority of communities followed this path, and plans for those municipalities have been submitted and approved. In some cases variances are required, and these are now in process. The remainder of the communities were issued implementation schedules based on staff estimates of minimum requirements. In no event has implementation of the regulation involving the use of cover material been required before July 1, 1977, in order to allow time for acquisition of machinery and cover sources. To date, implementation appears to be proceeding smoothly, although compliance in many municipalities will require substantial effort. In many areas, this process has also increased interest in regional facilities as the best way to fulfill statutory requirements.

Coincident with implementation of the regulations, the Solid Waste Division has increased its efforts in several other areas. During FY 76 a model landfill facility was completed in Montville and a program of extensive groundwater monitoring around existing dumps was established and funded. To be executed by a private contractor and DEP staff during FY 77, this program will result in meaningful data on the impact of dumps on groundwater resources for the first time.

Another area of increased emphasis is that of sludge disposal control. Septic sludge and waste treatment plant sludge disposal regulations are now in full effect, and new standards and applications have been developed for the latter category. Finally, the division's research efforts into the disposal of hazardous wastes continued during the past year, with emphasis on potato waste and pesticides containers.

During this fiscal year, several significant changes in Bureau statutes were made which required corresponding administrative changes. The Wetlands Control Law was replaced by the alteration of Wetlands Act. The new law has substantially the same objectives as the old, but it increases the jurisdiction of the law from the intertidal zone to all tidal and subtidal lands. It also clarifies definitions and improves the standards upon which the Board evaluates each application. By regulation, the Board adopted procedures to exempt minor repair activities and to allow for quicker review in emergency situations.

Amendments to the Site Location Law reduced the size of lots exempt from review as a subdivision from 10 acres to 5 acres. This was done to reduce the incidence of long, narrow "spaghetti lots" which were often used by developers to avoid jurisdiction under the old definition.

While municipalities lost their independent role in the new Wetlands Act, the Legislature established provisions under both the Wetlands and Site laws whereby municipalities could apply for authority to administer key provisions of those laws, under Board supervision. The staff prepared the necessary application forms and procedures, and notified each municipality of the opportunity. To date, only a few have chosen to seek this authority.

Another significant action during the year was the Board's adoption of a detailed policy document to guide their actions in administering the Great Ponds Act. Prepared by staff

## NATURAL RESOURCES

with the assistance of other state agencies and private groups, the policy is designed to insure a level of consistency in the many and varied types of application decisions made under that law. It is used also by staff, municipalities, and applicants as a guide suggesting acceptable approaches.

Finally, the staff worked closely with the U.S. Army Corps of Engineers to insure that procedures adopted for implementation of the federal permit program under Section 404 of Public Law 92-500 would not excessively burden applicants whose projects are also covered by state regulations. The 404 program extends Federal regulatory jurisdiction to a broad range of dredge and fill activities in coastal and inland waterways.

### APPLICATIONS PROCESSED — FY 76

	Board	Staff	Total
Site Location	224	21	245
Wetlands Act	136	28	164
Great Ponds Act	69	338	407
Minimum Lot Size Law	14	1	15
Water Quality Certification	0	18	18
Delegation of Authority to municipalities (Site and Wetlands)	5	0	5
		Total	854

**PUBLICATIONS:** See departmental listing.

### LICENSES, PERMITS, ETC.:

#### License:

- Septic Tank Pumps
- Land Fill
- Waste Water Treatment Plant Sludge
- Disposal Site
- Septage Sites
- Dredge Disposal Sites

#### Permit:

- Site Location of Development
- Alteration of Coastal Wetlands
- Shoreline Alterations
- Minimum Lot Size Waiver
- Mining/Rehabilitation of Land

# NATURAL RESOURCES

## FINANCES, FISCAL YEAR 1976:

BUREAU OF LAND QUALITY CONTROL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$251,183		\$		\$251,183
Departmental Operations					
Transfers					
Federal Grants			74,248		74,248
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	123		13,838		13,961
Adjustment of Balance Brought Forward			6,209		6,209
TOTAL FUNDS AVAILABLE	251,306		94,295		345,601

Monies received and deposited to the credit of the State	10,408				10,408
---	--------	--	--	--	--------

EXPENDITURES					
Total Personal Services	132,133		10,683		142,816
Wages & Salaries	119,600		9,671		129,271
Retirement	12,533		1,012		13,545
Total All Other	61,577		23,814		85,391
Contractual Services	48,794		16,606		65,400
Rents	2,083		659		2,742
Computer Services	394				394
Commodities	8,806		3,049		11,855
Grants, Subsidies, Pensions	1,500		3,500		5,000
Transfers to Other Funds					
Other					
Total Capital Expenditures	123		23,660		23,783
Buildings & Improvements			2,363		2,363
Equipment	123		21,297		21,420
Purchases of Land					
TOTAL EXPENDITURE	193,833		58,157		251,990

### SUMMARY

Total Funds Available	251,306		94,295		345,601
Total Expenditure	193,833		58,157		251,990
NET	57,473		36,138		93,611
Unexpended Balance Forward	21,605		36,138		57,743
Unexpended Balance Lapsed	35,868				35,868

## BUREAU OF AIR QUALITY CONTROL

FREDERICK C. PITMAN, DIRECTOR

Central Office: Ray Building, A.M.H.I., Augusta 04333

Telephone: 289-2437

Established: 1972

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 06; Unit: 099; Unit Citation: 38 M.R.S.A., Sect. 342

Average Number of Full-Time Employees: 19.5

Authorized Employee Level: 11.5

Organizational Units:

Division of Air Quality Services

Division of Industrial Services

Division of Enforcement Services

Regional Offices: Portland, Augusta, Bangor

## NATURAL RESOURCES

**PURPOSE:** The major goal of the division is to develop and maintain a coordinated Statewide program for Air Quality Control for the citizens of the State. To meet this goal, the division strives to control present and future sources of air contaminant emissions. Ultimately, air polluting activities of every type shall be regulated in a manner that reasonably insures the continued health, safety, and general welfare of all citizens of the State while protecting plant and animal life and property values for the benefit of private and corporate owners alike.

The Bureau of Air Quality Control provides a balanced program for air quality control through its regulation of emission sources and continuing evaluation of ambient air quality. The Bureau of Air Quality Control, through the Board of Environmental Protection, has established Air Quality Control Regions throughout the State, promulgated ambient air and emission standards therein, and has provided the mechanism for enforcement of these standards.

The specific regulations administered by the Air Bureau are: 100.1-Visible Emission Regulation, 100.2-Open Burning Regulation, 100.3-Fuel Burning Equipment Particulate Emission Standard, 100.4-Incinerator Particulate Emission Standard, 100.5-General Process Source Particulate Emission Standard, 100.6-Low Sulfur Fuel Regulation, 100.7-Sulfur Dioxide Emission Standard for Sulfite Pulp Mills, 100.8-Emission License Regulation, and 100.9-Emergency Episode Regulation.

**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 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 1972, legislation redesignated the EIC as the Board of Environmental Protection and created a new Department of Environmental Protection consisting of three bureaus, Bureau of Air Quality Control being one of the three.

The Bureau of Air Quality Control is composed of three functional divisions; Air Quality Services, Industrial Services, and Enforcement. The Division of Air Quality Services is responsible for maintenance and operation of the air quality monitoring networks, the laboratory analyses, data collection and evaluation, special air quality studies, and reporting the findings to governmental and private organizations for their use in planning future growth which will be harmonious with the air resources of the State.

The Division of Industrial Services provides two vital links to industry and major sources of emission of air pollutants. The division provides technical assistance toward solution of air pollution problems (source testing capabilities to quantify emissions); and a licensing program to regulate these sources. The Division of Enforcement works closely with both other divisions in correcting and eliminating violations of ambient air quality and emission standards. Furthermore, this division responds to citizen complaints and works to eliminate local nuisance air pollution problems.

In order to provide rapid response to the public and to maximize efficiency of air monitoring and source surveillance programs throughout the State, the Bureau maintains regional offices in Portland, Bangor, and Augusta.

FY 76 saw the consolidation of the entire Department of Environmental Protection (Augusta staff) under a single roof in the Ray Building on the AMHI grounds. The new office spaces allow Bureau staff to work more efficiently whether it be compiling information and data from field studies, planning new projects, or dealing with the public on air pollution matters. In addition, the Bureau has a new analytical laboratory which is located in the basement of the Ray Building. These facilities allow the staff to perform increased technical work under excellent conditions. Present capabilities include a precision spectrophotometer for colorimetric analysis of gaseous pollutants, equipment for the determination of sulfur content in oil and for benzene and sulfate extractions from sampling units, and calibration equipment for various monitoring devices.

**PROGRAM:** The quality of Maine's air resources is affected by numerous air pollutants under constantly changing meteorological conditions. A great deal of study and experience is needed to develop an understanding of the complexities of these interactions. Nevertheless, the Bureau

## NATURAL RESOURCES

has matured from the days of collecting air quality data at some permanent sites in order to define "air pollution problems" to today's position of searching for the solution to known problem areas.

Routine network air quality sampling goes on to measure trends in air quality with time; and to discover different pollutants, areas, or conditions which must be corrected in the interest of public health and safety. But the more challenging aspects of the program and accomplishments during the past year lie in the area of problem solving.

**Open Burning Dumps.** An air pollution problem faced by many municipalities was addressed by the Air Bureau in conjunction with the Land Bureau Division of Solid Waste Management. On June 9, 1976 the board of Environmental Protection adopted a policy statement in support of recent amendments to the law, entitled "Administration of Solid Waste Disposal/Open Burning Laws." Under this policy, municipalities of 1000 or more inhabitants which wished to retain open burning sites for waste disposal — and which applied for a variance to do so before the legal deadline, September 1, 1975 — will have their applications evaluated by the Board on a case-by-case basis. Variances are to be granted only in the event that the municipality applying for the variance can prove that undue hardship would result if the variance were denied.

With the assistance of the Attorney General, the Board thoroughly reviewed the provisions of 38 MRSA Section 599 and concluded that the issuance of variances should be limited to those unusually difficult situations which cannot be resolved within the two-year compliance period allowed to all dumps. Variances, when issued will be limited to a one year period, after which the conditions existing at that time will be reevaluated. Specific guidelines are outlined in the policy statement for evaluation of "undue hardship" in each case.

In those cases where ambient air violations are obtained in the vicinity of open burning dumps, regardless of the population of the town in which the open burning dump is located, a compliance order will be issued by the Board that establishes a two year compliance schedule. At the end of the two year period, an alternative to open burning must be employed.

The following towns have been found to be operating open burning dumps which result in ambient air violations: Bangor, Charleston, Old Town, Vassalboro, Lisbon, York, Buxton, Monmouth, Camden, Lewiston and Harpswell. The following dumps are currently being monitored as the result of citizen complaints: Naples, Calais, Brunswick, Richmond, Wilton, and Winslow.

In those cases where towns operating open burning dumps did not meet the application deadline of September 1, 1975, a compliance schedule will be issued by the Board that leads to cessation of open burning in the shortest possible time. There is no minimum time to eliminate open burning. For those towns with populations of less than 1000, the law says open burning of solid waste is only prohibited when ambient air quality standards have been shown to be violated.

**Low Sulfur Oil Strategy.** Data collected during the winter months of 1975 and 1976 revealed the success of the Portland area low sulfur oil strategy. Maine's 24-hour air quality standard for sulfur dioxide had been violated every winter since the inception of the ambient air monitoring program on the Portland peninsula hence the definition of an "air pollution problem." The planned solution had been the regionwide prohibition of high sulfur fuels, but the energy crisis precluded this strategy. The Bureau reexamined its data, modeled emissions, evaluated testimony, and proposed a sulfur limitation of 1.5% be applied only to those sources on the Portland peninsula. This strategy permitted the use of #4 oil, which could be blended locally and burned in boilers without requiring expensive equipment modifications. While the true test will come only with time and future growth in the area, the data reflect a significant ambient reduction in sulfur dioxide and no new violations of Maine's standard.

Studies of the transport of photochemical oxidants along the eastern seaboard indicated potential violations of Maine's standard throughout the State. Ambient monitoring for photochemical oxidants was initiated in Portland and preliminary data indicate that oxidants are a real concern. Additional air sampling and further data analysis will be utilized to define the extent of the problem and suggest remedies. Prevention of air pollution problems is an important part of Maine's program for air quality control. In response to widespread citizen concern, the Bureau conducted a thorough evaluation of the air quality in Kittery, analyzed the data, and determined the present impact of two existing power plants in Portsmouth, NH. This data provided an *objective* basis for the position taken by the Department in strong opposition to the federally required conversion of Units 4 and 5 at the Schiller Generating Station to coal.

## NATURAL RESOURCES

**Wood Burning Boilers.** The Bureau of Air Quality Control brought the matter of wood burning boilers to the attention of the Board and succeeded in modifying license conditions for such sources. The basis for the relaxation of special conditions was the finding that, if properly operated, wood burning boilers could meet both particulate and visible emission standards. In granting new air emission licenses to this category of sources, the Board took notice of the national energy shortage and the benefit derived from energy generated from wood waste which would otherwise contribute to the State's solid waste disposal problem.

### Bureau of Air Quality Control Summary of Activities — FY 76

Regional Offices in Operation . . . . .	3
Continuous Air Monitors in Operation. . . . .	20
Peripheral (Non Continuous) Monitoring sites . . . . .	26
Mobile Units in Operation. . . . .	3
Field Studies Conducted . . . . .	5

### FINANCES, FISCAL YEAR 1976:

BUREAU OF AIR QUALITY CONTROL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$211,300		\$		\$211,300
Departmental Operations					
Transfers					
Federal Grants			154,981		154,981
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	3,803		86,418		90,221
Adjustment of Balance Brought Forward			1,353		1,353
<b>TOTAL FUNDS AVAILABLE</b>	<b>215,103</b>		<b>242,752</b>		<b>457,855</b>

Monies received and deposited to the credit of the State	24,626				24,626
---	--------	--	--	--	--------

EXPENDITURES					
Total Personal Services	126,879		88,647		215,526
Wages & Salaries	114,845		80,239		195,084
Retirement	12,034		8,408		20,442
Total All Other	49,228		58,062		107,290
Contractual Services	40,495		41,599		82,094
Rents	3,862		3,616		7,478
Computer Services	60				60
Commodities	4,811		12,847		17,658
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	5,717		42,485		48,202
Buildings & Improvements			1,954		1,954
Equipment	5,717		40,531		46,248
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>181,824</b>		<b>189,194</b>		<b>371,018</b>

#### SUMMARY

Total Funds Available	215,103		242,752		457,855
Total Expenditure	181,824		189,194		371,017
NET	33,279		53,558		86,837
Unexpended Balance Forward	1,542		53,558		55,100
Unexpended Balance Lapsed	31,737				31,737

## NATURAL RESOURCES

Sources Inspected .....	240
Sources Tested (Contractual Service) .....	9
24 Hour Samples Taken .....	3920
24 Hour Sample Analysis Conducted .....	1960
Licenses Issued or Renewed .....	203
Sources on Compliance Schedules .....	11
Man Years spent in Data Resolution .....	3.2
Man Years spent in Tending Peripheral sites .....	2.0
Town Dump Monitoring Studies .....	15

**PUBLICATIONS:** See Departmental listings.

### **LICENSES, PERMITS, ETC.:**

License:

Air Emission

## **BUREAU OF WATER QUALITY CONTROL**

**GEORGE C. GORMLEY, DIRECTOR**

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2591

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 06; *Unit:* 100; *Unit Citation:* 38 M.R.S.A., Sect. 342

*Average Number of Full-Time Employees:* 90

*Authorized Employee Level:* 42

*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.

## NATURAL RESOURCES

**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 EIC as the Board of Environmental Protection and created a new Department of Environmental Protection consisting of three bureaus, including the Bureau of Water Quality Control.

**PROGRAM:** The Bureau of Water Quality Control is responsible essentially for studying Maine's waterways and reporting to the Legislature their best uses and recommended classifications. Once legal standards have been set, the Bureau must see that the classifications are attained and maintained. Many other activities of the Bureau are mandated on an annual basis by federal laws. Certain outputs must be maintained in order to qualify for federal funds through the Water Pollution Control Act. Federal funds for the past three 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. Grants to aid communities in construction of pollution abatement facilities in this fiscal year totaled \$78.5 million federal money, and \$15 million in state funds.

As the Bureau of Water Quality Control is basically organized by function at the Division level, the Bureau's programs and accomplishments for this year are contained in the following Division reports.

**Division of Industrial Services.** This Division reviews plans, specifications and reports relating to industrial wastewater treatment facilities; makes on-site construction and operation inspections; establishes effluent parameters for industrial wastewater discharge licenses; and supervises effluent monitoring of industrial wastewater streams. The Division has been monitoring compliance with statutory construction time schedules and doing on-site tests to monitor compliance with license provisions. A major effort of the Division in FY 76 has been to computerize the industrial licensing files, self monitoring reports and Department industrial lab reports. This allows the division to readily check monitoring violations.

As of this report all industrial plants have wastewater treatment facilities under construction or in operation except those awaiting connection to municipal systems which are being planned for their inclusion. The following is a summary of Division activities during FY 76:

Active industrial licenses .....	239
Industrial projects under construction .....	60
Industrial projects in operation .....	126
Industrial projects discharging to municipal system .....	53
State Sales and Use Tax Certification applications received .....	22
Approved .....	22
Denied .....	0
State Property Tax Exemption applications received .....	5
Approved .....	5
Denied .....	0
Federal IRS Rapid Tax Amortization Certification requests .....	2
Approved .....	2
Denied .....	0
Field Inspections conducted .....	225

## NATURAL RESOURCES

**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 processing log storage permits. 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 FY 76.

Total Board actions involving the Division .....	423
Joint licenses issued with federal Environmental Protection Agency .....	111
Municipal .....	55
Commercial .....	6
Industrial .....	50
Total State licenses issued .....	302
Municipal .....	62
Commercial .....	30
Industrial .....	50
Residential .....	160
Unlicensed residential discharges registered .....	692
Inspections of individual waste treatment facilities .....	837
Referrals to Attorney General for court action .....	10
Applications certified to Maine Guarantee Authority .....	15
Complaints investigated .....	169

**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 review of facility reports, plans and specifications, and on-site inspections of on-going construction of municipal treatment plants. The following is a summary of Division activities during FY 76:

Municipal treatment facilities in operation .....	79
Construction grant projects funded in the fiscal year .....	16
Brunswick Sewer District, Ellsworth, Madawaska, Manchester Sanitary District, Milford, Millinocket, Old Orchard Beach, Old Town, Pittsfield, Portland, Topsham Sewer District, Westbrook, Wilton, Winslow, Winter Harbor, York Sewer District.	
Municipal pollution abatement projects construction commenced .....	12
Brunswick Sewer District, Fort Fairfield Utilities District, Freeport Sewer District, Manchester Sanitary District, Old Orchard Beach, Portland, South Portland, Topsham Sewer District, Westbrook, Winslow, Winter Harbor, and York Sewer District.	
Pollution abatement projects completed .....	9
Blue Hill, Brewer, Lisbon, Livermore Falls, Machias, Paris Utilities District, Penobscot Tribal Reservation Housing Authority, Rangeley, and Southwest Harbor.	
Federal grant monies made available .....	\$78,495,200
State grant monies made available .....	15,700,000
Sanitary Districts formed in FY 76 .....	0
Construction project inspections by Division personnel .....	115
Operation and maintenance inspections of existing plants .....	365

Maine has been a leader in its ability to obligate federal construction grant funds, as evidenced by the fact that it ended the fiscal year second only to Hawaii in percentage of funds obligated.

**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 licenses

## NATURAL RESOURCES

are treating or will be treating their wastes. Ultimately all discharges, when analyzed collectively, and after treatment, will meet statutory water quality standards. The Division also prepares overall basin plans required by the federal Water Pollution Control Act (an effort to determine and control activities that affect water quality within a river basin), and assists regional planning agencies and the State's 208 planning areas designated under the Water Pollution Control Act.

Special studies of water quality involving on-site sampling and follow-up data resolution, were conducted for each of five designated areas. These studies were developed and coordinated by the Planning Division. River basin plans required by federal law have been completed in final form for the Kennebec, Penobscot, Presumpscot, Aroostook, Sebasticook, St. Croix, and St. John Rivers and also for the Prestile Stream and coastal Maine areas.

**Division of Lakes and Biological Studies.** This division is responsible for administering the State's Great Ponds (research) Program, which requires that all lakes be classified according to their trophic condition. The program also involves 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 has begun on one special group of Maine lakes in cooperation with the U.S. Geological Survey (U.S.G.S.). 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 has completed a draft of its new trophic classification system for lakes to comply with the state's Great Ponds (research) Program and U.S. Public Law 92-500 Section 314. Also in the final draft stage is a report on the eutrophication study of 22 Maine lakes. The U.S.G.S./D.E.P. project has produced two data reports with a third one due in 1977. Furthermore, the Division has begun a cooperative drainage area project with the U.S.G.S. to determine the drainage areas of all Maine lakes. A final report will be made available.

This Division has also collaborated with the Division of Water Quality Evaluation and Planning to assist in the production of a four-volume document under contract with the E. C. Jordan Co. on the levels of biological productivity generated by nutrients available to aquatic life.

Public hearings and meetings are one of the Division's prime activities. Meeting and discussing lakes and lake problems, and sharing knowledge with thousands of Maine residents is an annual affair, having a direct benefit to lakeshore property owners.

The following is a summary of Division activities during FY 76:

Lakes and ponds studied this fiscal year	
U.S.G.S. project .....	43
Other D.E.P. lake studies .....	12
Lay water quality monitoring .....	65
Rivers and streams studied this fiscal year	
Benthic sampling studies .....	15
Other biologically-related studies .....	2
Fish kills investigated .....	3
Hearings, meetings and public education programs in which the division participated .....	67

**Division of Laboratory and Field Studies.** The Division provides sample collection and a full line of analytical services for water related problems encountered by the Land and Water Bureaus of the Department. The Division employs the most modern sampling and analytical equipment and techniques for determining nutrients, metals, hydrocarbons,

## NATURAL RESOURCES

organic, bacteria, oxygen demand, and other important water quality parameters. Other essential hydrological parameters such as water flow and time of travel are also determined. These services are available to all Divisions of the Land, Air, and Water Bureaus.

Current activities include the monitoring of industrial treatment plants, municipal treatment plants, rivers, ocean, streams, and lakes pursuant to the demands of the federal Clean Water Act. Response to complaints, enforcement activities, ground water quality determinations around municipal or industrial dumps, and water quality evaluation for planning purposes are other essential services provided.

The size of the state can cause severe logistical problems. By decentralization of Division activities and the use of common carrier to transport supplies and samples division costs are minimized. A semimobile laboratory performs essential services in Southern Maine while a self contained mobile laboratory services Penobscot, Hancock, and Washington Counties. The mobile laboratory is also available to travel anywhere in Maine for special studies. The Augusta laboratory provides regional services for central Maine as well as special analytical services for the entire state. Aroostook County is covered by a separate division.

**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.

The office is currently responsible for compliance monitoring of municipal, industrial, and several intermediate treatment facilities. Construction of a half dozen additional facilities will be completed during the next year. In addition, the Presque Isle staff regularly samples four National Water Quality Surveillance System (N.W.Q.S.S.) network stations — two of which were added this summer on the St. John River — and three area lakes in conjunction with the Lay Monitoring program. An expansion which is now under way in the Presque Isle office and lab facilities will enable the regional office to better handle this increasing work load and perform in-house much of the analysis now sent to the Augusta lab.

Until 1975 the Presque Isle office dealt exclusively with water related problems. In adding a technician in mid 1975, the office expanded its capabilities to assist the public in numerous Air and Land Bureau related activities of Aroostook County.

The Presque Isle staff now regularly conducts inspections and investigations of oil and pesticide spills as well as follow-up of Land, Air, and Water complaints.

Special projects undertaken by the Presque Isle office in this fiscal year include the following:

- Time-of-travel studies on the Aroostook and St. John River

- A reclassification study of the Limestone Stream basin (an international sub-basin on the Aroostook River).

- Cooperation with the University of Maine and the department's Solid Waste Division in Aroostook County in a waste disposal experiment.

- Continuing work with Northern Maine Regional Planning Commission in portions of the Agency's "208" effort.

- Evaluation of a proposed innovative method for treating potato processing waste water.

## NATURAL RESOURCES

**Division of Oil Conveyance Services.** This Division administers the Oil Discharge Prevention and Pollution Control Act. It also holds the responsibility of enforcing environmental regulations relating to the long term storage of tank vessels in State waters. Responsible for preventing, and supervising the clean-up of oil spills which result from the handling of oil throughout the state, the Division licenses and inspects Maine's larger oil terminals. The following is a summary of Division activities during FY 76:

Oil terminals licensed to operate	
Permanent .....	36
Temporary .....	2
Oil Spills Reported .....	207
Small (barrel or less) .....	132
Moderate (1-100 barrels) .....	61
Large (more than 100 barrels) .....	5
Spills of Unknown Origin .....	41
 Maine Coastal Protection Fund Balance June 30, 1976 .....	 \$3,660,332.54
Total Funds Available July 1, 1976 .....	\$3,666,040.98
Total Expenditures, Fiscal Year 1976 .....	\$ 429,136.00
Applications for Lay-up of Tank Vessels .....	0

**PUBLICATIONS:** See departmental listing.

### **LICENSES - PERMITS, ETC.:**

Certification:

    Sewage Treatment Plant Operators

    Sewage Treatment Plant

Permit:

    Log Storage

## NATURAL RESOURCES

### FINANCES, FISCAL YEAR 1976:

BUREAU OF WATER QUALITY CONTROL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
<b>RECEIPTS</b>					
Total Legislative Appropriation/Allocation	\$746,982		\$		\$746,982
Departmental Operations					
Transfers					
Federal Grants			395,741		395,741
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	5,361		422,446		427,807
Adjustment of Balance Brought Forward	(95)		(97)		(192)
<b>TOTAL FUNDS AVAILABLE</b>	<b>752,248</b>		<b>818,090</b>		<b>1,570,338</b>
Monies received and deposited to the credit of the State	40,671				40,671
<b>EXPENDITURES</b>					
Total Personal Services	397,175		278,020		675,195
Wages & Salaries	359,653		253,239		612,892
Retirement	37,522		24,781		62,303
Total All Other	209,460		110,307		319,767
Contractual Services	151,089		84,239		235,328
Rents	14,672		1,969		16,641
Computer Services	12,624		2,235		14,859
Commodities	31,075		21,864		52,939
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	3,786		106,752		110,538
Buildings & Improvements			19,745		19,745
Equipment	3,786		87,007		90,793
Purchases of Land					
<b>TOTAL EXPENDITURE</b>	<b>610,421</b>		<b>495,079</b>		<b>1,105,500</b>
<b>SUMMARY</b>					
Total Funds Available	752,248		818,090		1,570,338
Total Expenditure	610,421		495,079		1,105,500
<b>NET</b>	<b>141,827</b>		<b>323,011</b>		<b>464,838</b>
Unexpended Balance Forward	423		323,011		323,434
Unexpended Balance Lapsed	141,404				141,404

## BOARD OF ENVIRONMENTAL PROTECTION

**WILLIAM R. ADAMS, JR., COMMISSIONER**

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2811

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 06; *Unit:* 101; *Unit Citation:* 38 M.R.S.A., Sect. 341

*Average Number of Members:* 10

*Authorized Level:* 10

**PURPOSE:** It is the duty of the board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

## NATURAL RESOURCES

**ORGANIZATION:** The Board of Environmental Protection consists of 10 members appointed by the Governor with the advice and consent of the Council. Two members represent manufacturing interests of the State, 2 more are representatives of municipalities, 2 others represent the public generally, 2 more represent the conservation interests in the State and 2 other members knowledgeable in matters relating to air pollution, and the Commissioner of Environmental Protection ex officio. The members shall be appointed for a term of 3 years and until their successors are appointed and duly qualified.

The members appointed by the Governor shall receive \$25 per day for their services at meetings or hearings and all members shall receive necessary traveling expenses for attending any meetings of the board or for any other travel in connection with the official board business while under the specific authority of the board. Traveling expenses are paid out of the General Fund.

Meetings, their times and places are determined by the board. During October of each year the board elects a secretary who is not necessarily chosen from among the members of the board. Six members of the board constitute a quorum, except for the purpose of conducting any hearing.

**PROGRAM:** Some 1,571 applications were filed with the department in all categories this year, nearly identical to last year's 1,560. Of these, the Board approved 980 and denied 90, for an approval rate of 91 percent. The staff approved 445 and denied 56, with an 87 percent approval rate. As predicted, the staff handled a third of the workload, reviewing those applications which had formerly been a drain on the energies of the Board. The lower rate of staff approvals was also predicted, because denials are more apt to occur in the great ponds and wetlands categories which are handled almost exclusively by staff. Significantly, the Board's overall approval rate in FY 75 — when all decisions were made by the Board — was identical to this year's staff rate of 87 percent: with great ponds and wetlands cases deleted, last year's report anticipated Board approval rate in excess of 90 percent. Overall, the change in procedures has worked almost exactly as predicted.

In contrast to the heated public hearings and publicity of recent years, this was a relatively tranquil year for the Board of Environmental Protection. There were fewer applications or public hearings which captured the interest of press and public, thus allowing the Board more time to focus its attention on individual projects and on matters of Board and departmental policy. This year, for example, the Board formally adopted as written policy its philosophy that enforcement of environmental laws and regulations must be firm yet fair — the threat of enforcement action, the new regulations stipulate, "shall be used sparingly and only as a last resort."

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Board of Environmental Protection	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$30,000				\$30,000
Total Expenditure	28,350				28,350
NET	1,650				1,650
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,650				1,650

NATURAL RESOURCES

**DEPARTMENT OF INLAND FISHERIES  
AND WILDLIFE**

**MAYNARD F. MARSH, COMMISSIONER**  
**J. WILLIAM PEPPARD, Deputy Commissioner**

*Central Office:* 284 State Street, Augusta 04333

*Telephone:* 289-3371

*Established:* 1880

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 09; *Unit:* 137; *Unit Citation:* 12 M.R.S.A., Sect. 1951

*Average Number of Full-Time Employees:* 300

*Authorized Employee Level:* 329

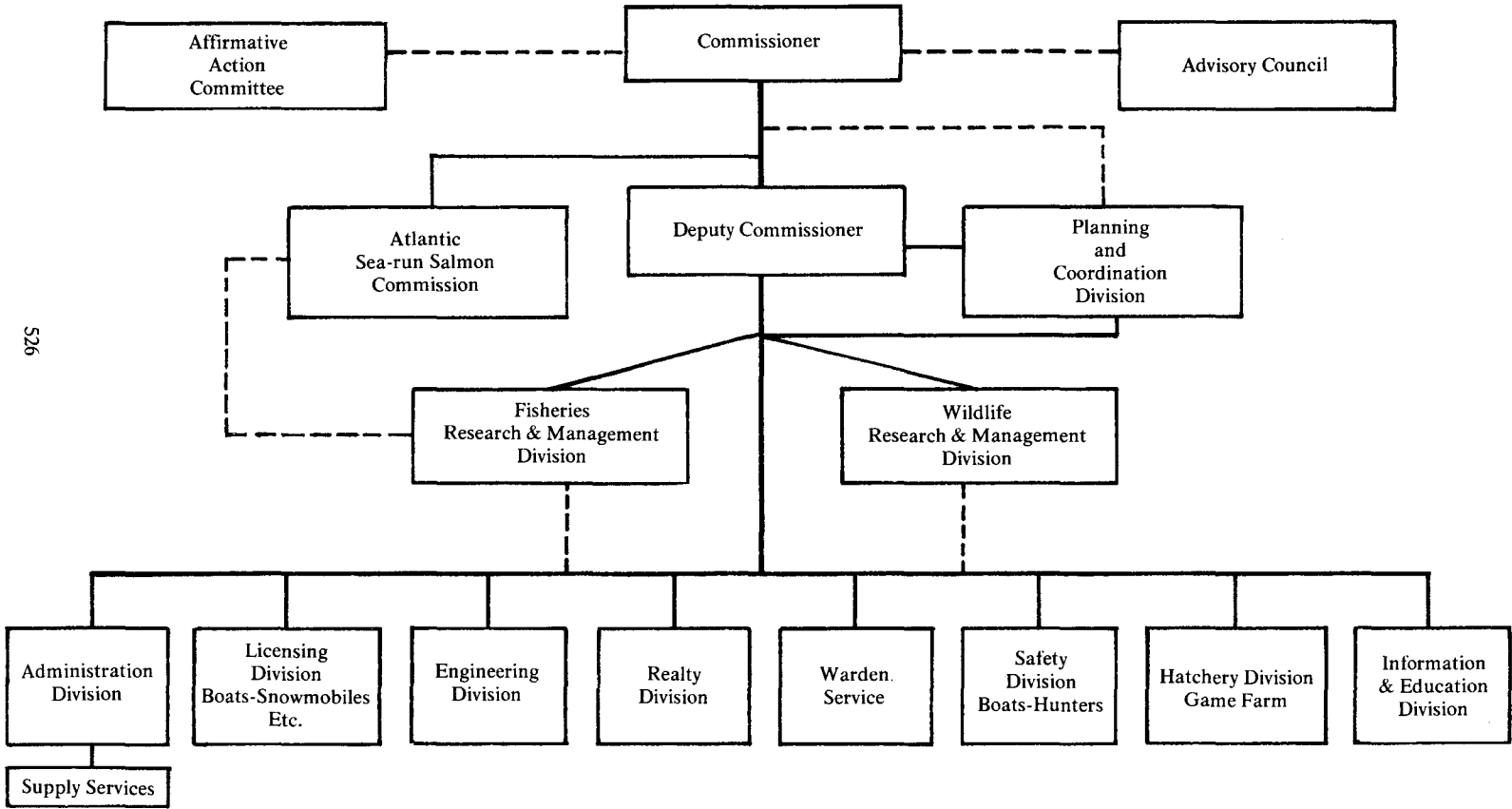
*Organizational Units:*

Administration Division	Game Research and Management Division
Planning and Coordination Division	Game Farm
Information and Education Division	Warden Service
Engineering Division	Division of Safety & Snowmobile Registration
Realty Division	Division of Watercraft Registration & Safety
Fishery Research and Management Division	Junior Guide Examining Board
Fish Hatchery Division	Advisory Council (Inland Fisheries & Wildlife)
Atlantic Sea Run Salmon Commission	

**PURPOSE:** The Department of Inland Fisheries and Wildlife 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 Wildlife 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 in 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 Snowmobile Safety (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 was renamed Department of Inland Fisheries and Wildlife.

**ORGANIZATION CHART  
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**



## NATURAL RESOURCES

**PROGRAM:** The Department administers a variety of programs concerned with the management of the State's inland fisheries, Atlantic salmon and wildlife resources. Programs are based upon the most current information available and focused on long range species management goals and objectives. Specific data needed to assess the current status of individual species is collected to support the development of sound regulatory recommendations.

Applied research studies are conducted to provide for a more complete understanding of the characteristics, needs, and factors affecting specific species of inland fisheries, Atlantic salmon and wildlife. Surveys and inventories are conducted to provide information concerning human use of inland fisheries, Atlantic salmon and wildlife resources, as well as land and water use trends which can be expected to affect the supply of and demand for these resources. Emphasis is focused on specific types of information needed to support the development and maintenance of sound management programs. Regulations are established to encourage or discourage human use of inland fisheries, Atlantic salmon and wildlife resources in keeping with selected species management goals and objectives. Laws and regulations pertaining to the taking of inland fisheries, Atlantic salmon and wildlife resources are enforced, as well as environmental regulations concerned with the maintenance of adequate habitat conditions for these resources. Environmental law enforcement includes the Stream Alteration Act which is administered by this Department, and others such as the Site Selection, Wetlands, Great Ponds Act and the Land Use Regulation Commission regulations which are administered by other state agencies.

Artificial propagation and stocking of various game species is carried out as required to meet management objectives. Habitat conditions are maintained and improved through habitat acquisition, habitat improvement, technical assistance to private landowners, and technical assistance to other state and federal agencies administering specific environmental regulations and land use planning and control efforts.

The Department is actively engaged in the dissemination of timely information concerning the State's inland fisheries, Atlantic salmon and wildlife resources to the public utilizing the Department's magazine, "Maine Fish and Wildlife," publications, news releases, movies, and other information disseminating techniques. In addition, a Hunter Safety Program is also conducted in order to accomplish several objectives. These include: to teach and to familiarize the sportsmen with wildlife management, conservation and wildlife laws and regulations, to teach identification and habits of wildlife, to teach the responsibilities due to landowners, fish and wildlife and finally, to teach thoughtful and safe use of sporting equipment.

The Department is responsible for the coordination, administration and legal functions associated with applications to alter waters under the jurisdiction of the Stream Alteration Act. Biological assessments concerning the impact of proposals on inland fisheries, Atlantic salmon and/or wildlife resources is made for each application. The Department is also responsible for the administration of the State's Snowmobile and Watercraft Registration system and also for the enforcement of the laws pertaining to their use. Snowmobile and watercraft safety programs are implemented to familiarize snowmobile and boat users with mechanical considerations, regulations, rules of the road, and thoughtful and safe use considerations.

Furthermore, the Department is responsible for the coordination of lost person search and rescue operations. In order to accomplish this mission, the Department trains and maintains special mountain and aquatic rescue teams, organizes and directs search operations and assembles manpower as well as specialized equipment including helicopter, fixed-wing aircraft, boats, vehicles, and communications systems. We also assist other enforcement agencies in a variety of investigations.

### **PUBLICATIONS:**

Laws — Hunting, Fishing, Ice Fishing (free)

Maine Fish and Wildlife Magazine — published quarterly — cost \$2.00 annually

## NATURAL RESOURCES

### **LICENSES - PERMITS, ETC.:**

#### **Office of Commissioner**

##### **License:**

- Dam Construction
- Complimentary Fishing and Hunting
- Junior Guide
- Importation of Wild Birds and Animals
- Stocking of State Waters

##### **Permit:**

- Breeders of Menagerie (Moose, Caribou & Bear)
- To transport Live Animals for Breeding and Advertise

#### **Fisheries Division**

##### **Permit:**

- Eel, Alewife, & Sucker (over 20 lbs.)

#### **Warden Service**

##### **License:**

- Hunting License, Commercial Shooting Area
- Use of Dog Training (All Categories)
- Field Trial License (Retrievers & Sporting Dogs)
- Etc. (not exceeding 20 lbs. to licensed trapper for trap bait)
- Fishing License for Children's Camps
- Snowmobile Races

##### **Permit:**

- Coon Dog Training
- Dog Training Area, Club
- Dog Training (With Raccoons)
- Deer Transportation
- Live Bait Taking in Closed Waters
- Transportation Tags (Fish)

#### **Hatchery Division**

##### **License:**

- To Cultivate or Harvest Fish and Private Ponds

##### **Permit:**

- To Import Live Fresh Water Fish or Eggs

#### **Game Division**

##### **License:**

- Falconry

##### **Permit:**

- Bird Banding Permit
- Camping in Game Management Areas
- Permission to Use Poison
- Scientific Collectors Permit
- Swan Island Camping Permit
- Wildlife Control

#### **Augusta Office License Clerk (or) License Agent or License Clerk in Town or City**

##### **License:**

- Archery
- Combination Fishing & Hunting
- Combination Servicemen's
- Fishing
- Small Game Hunting
- Big Game Hunting

## NATURAL RESOURCES

### Stamp:

- Atlantic Salmon
- Pheasant

### Augusta Office License Clerk

#### License:

- Commercial Shooting Area
- Breeder
- Deer Skin Dealer
- Fishing (For Blind)
- Fishing and Hunting for Resident over 70
- Fur Buyers
- Game Bird Breeders
- Game and Fur Farm
- Guide
- Indian Hunting, Fishing, Trapping & Archery
- Live Bait Dealer
- Roadside Menagerie
- License to Sell Inland Fish
- License to Sell Live Smelts
- Taxidermist
- Trapping

#### Permit:

- Camp Trip Leader

#### Miscellaneous:

- Game Bird Seal
- Pheasant Wing Bands
- Pheasant Importation Wing Bands

# NATURAL RESOURCES

## FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation		\$10,000	\$		\$10,000
Departmental Operations					
Transfers		78,508			78,508
Federal Grants			610,125		610,125
County & Municipal					
Private Contributions					
Sales					
Services & Fees		4,941,809			4,941,809
Other		378,941			378,941
Unexpended Balance Brought Forward		2,064,613			2,064,613
Adjustment of Balance Brought Forward		511			511
TOTAL FUNDS AVAILABLE		7,474,382	610,125		8,084,507

Monies received and deposited to the credit of the State					
---	--	--	--	--	--

EXPENDITURES					
Total Personal Services		3,883,865			3,883,865
Wages & Salaries		3,248,239			3,248,239
Retirement		635,626			635,626
Total All Other		1,530,451			1,530,451
Contractual Services		1,154,335			1,154,335
Rents		52,901			52,901
Computer Services		17,478			17,478
Commodities		344,033			344,033
Grants, Subsidies, Pensions		32,083			32,083
Transfers to Other Funds					
Other					
Total Capital Expenditures		544,777			544,777
Buildings & Improvements		47,714			47,714
Equipment		482,641			482,641
Purchases of Land		14,422			14,422
TOTAL EXPENDITURE		5,959,093			5,959,093

### SUMMARY

Total Funds Available		7,474,382	610,125		8,084,507
Total Expenditure		5,959,093			5,959,093
NET		1,515,289	610,125		2,125,414
Unexpended Balance Forward		1,515,289	610,125		2,125,414
Unexpended Balance Lapsed					

## ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

**DR. ALONZO GARCELON, CHAIRMAN**  
**GLENN H. MANUEL, Vice Chairman**

Central Office: 284 State Street, Augusta 04333

Telephone: 289-3371

Established: 1945

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 09; Unit: 140; Unit Citation: 12 M.R.S.A., Sect. 1955

Average Number of Full-Time Employees: 7

Authorized Employee Level: 7

## NATURAL RESOURCES

**PURPOSE:** To advise the Commissioner of Inland Fisheries and Wildlife of changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

**ORGANIZATION:** The advisory council, consisting of 7 members, chosen one from each of the councilor districts, is appointed by the Governor with the advice and consent of the Council. Appointment shall be for the terms of 6 years and until successors are appointed and qualified. Upon the death, resignation or removal from office of any person so appointed, the Governor, with the advice and consent of his Council, appoints a member to serve for the unexpired term. The members of the advisory council receive \$25 per diem for their services, and the council is allowed actual expenses not exceeding \$2,000 for each fiscal year. The council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable.

**PROGRAM:** The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters six times during FY 76.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Advisory Council (Inland Fisheries and Wildlife)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available					
Total Expenditure		\$3,476			\$3,476
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

## DIVISION OF WATERCRAFT REGISTRATION AND SAFETY

MAYNARD F. MARSH, COMMISSIONER  
LORENZO J. GAUDREAU, Director

Central Office: 284 State Street, Augusta 04333

Telephone: 289-2766

Established: 1963

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 09; Unit: 141; Unit Citation: 12 M.R.S.A., Sect. 2067

Average Number of Full-Time Employees: 6

Authorized Employee Level: 10

**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.

## NATURAL RESOURCES

**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.

**PROGRAM:** The recent changes in federal and State boat laws required a complete re-vamping 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 were 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 40,000 renewal applications were mailed to boat registrants.

Nine 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 105,950 boats listed. During the first six months of 1976, the Division had registered an additional 15,638 boats, issued 211 operator licenses, granted 31 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 made 55 presentations to 6,500 students in schools and summer camps.

### **PUBLICATIONS:**

Watercraft Laws (free)

Applications for Registration (free)

### **LICENSES - PERMITS, ETC.:**

License:

Motorboat Operator License

(To carry passengers for hire in inland waters)

## NATURAL RESOURCES

Permit:

Watercraft Races & Regattas on Inland Waters

Registration:

Motorboat

Snowmobile

### FINANCES, FISCAL YEAR 1976:

Bureau of Watercraft Registration	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$215,612			\$215,612
Total Expenditure		101,505			101,505
NET		114,107			114,107
Unexpended Balance Forward		114,107			114,107
Unexpended Balance Lapsed					

## JUNIOR GUIDE EXAMINING BOARD

MAYNARD F. MARSH, COMMISSIONER

Central Office: 284 State Street, Augusta 04333

Telephone: 289-3371

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 09; Unit: 143; Unit Citation: 12 M.R.S.A., Sect. 2052

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

**PURPOSE:** The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for registration as Junior Guides.

**ORGANIZATION:** The Commissioner of the Department of Inland Fisheries and Wildlife appointed a board of 4 members, one member of which was a Maine camp director. The board serves without compensation for 3 years or until successors are appointed.

**PROGRAM:** The board was appointed by the Commissioner in 1975 and has held no meetings of record; no Junior Guide licenses have ever been issued, nor have there been any qualifying examinations.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

## ATLANTIC SEA RUN SALMON COMMISSION

MAYNARD F. MARSH, CHAIRMAN

Central Office: 34 Idaho Avenue, Bangor 04401

Telephone: 947-8627

Established: 1947

Maine State Government Reference Manual Data:

Policy Area: 05; Umbrella: 09; Unit: 289; Unit Citation: 12 M.R.S.A., Sect. 3601

Average Number of Full-Time Employees: 6

Authorized Employee Level: 6

Organizational Units:

Research Committee

Two Regional Offices — Augusta, Machias

## NATURAL RESOURCES

**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-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 (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, 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 remained in force until 1976 when an updated and revised Memorandum of Agreement was entered into by the signatory parties.

The Memorandum of Agreement establishes a Research Committee composed of appointed representatives of the signatory parties. The representatives are charged with the responsibilities of reviewing, approving and making recommendations to the Commission for research, management and restoration of Atlantic salmon in the State of Maine. The Agreement further establishes the headquarters of the Commission at the University of Maine and commits the signatory agencies to assist the U.S. Fish and Wildlife Service in the preparation of a regional restoration and management plan for Atlantic salmon in New England.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, 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 Wildlife 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 Wildlife, with concurrent jurisdiction by the Division of Law Enforcement of the Department of Marine Resources where salmon rules and regulations are concerned.

**PROGRAM:** Many of the activities of the Atlantic Sea Run Salmon Commission involve cooperative and coordinated projects with state, national and international agencies and organizations. Brief highlights of the program are as follows:

**Salmon Restoration Projects.** The major restoration emphasis continues to be directed towards the Penobscot and Union River systems. Limited funds and personnel prevented more than cursory examination of additional waters. The Union River, located in a high-use recreational zone, provides sport fishing and an alternate source of brood stock for the new Green Lake National Fish Hatchery. Trapping facilities completed in September, 1974 permit the capture of anadromous fishes not taken in the sport fishery. A large alewife run has been developed (over 11 tons harvested in 1976) and the salmon run promises to provide a major portion of the hatchery egg needs. From a modest beginning in 1974 when 16 adult salmon were recovered in the traps, the run increased to 65 fish in 1975 and to date in 1976, over 216 salmon have been collected. Limited manpower has prevented an accurate count of the sport catch but preliminary figures would indicate that 15-20 percent of the run is caught by the angler.

The Penobscot Project can be considered to be on the threshold of success. Spawning salmon were found in numerous tributaries during the fall of 1975 and electrofishing studies

## NATURAL RESOURCES

during 1976 have confirmed the presence of naturally-produced young salmon throughout the drainage. However, populations are low and are inadequate to provide a self-sustaining fishery. As of the date of submission of this report, the rod catch on the Penobscot and the trap catch at the Bangor Dam totals 670 as compared with the catch of 1050 in 1975.

Adverse weather conditions during early summer of 1976, low flows and high temperatures, delayed the entry of the salmon runs and the sport fishery catches were low during the peak fishing period in June. With the advent of cool wet weather in July the runs improved and escapement to headwater spawning areas was excellent in all of the salmon streams of Maine. The deteriorating condition of the Bangor Dam permitted an estimated 20-25 percent of the Penobscot run to ascend this structure without using the fishway. Jagged rocks and spikes in the timbers of the dam took their toll and numerous fish were recovered with severe wounds received when they attempted to jump the breach in the dam. It is expected that ice in the spring of 1977 will completely remove this obstruction and trapping facilities will be moved upstream to the next Dam.

During 1976 the adult Atlantic salmon ascending the Penobscot River were partially delayed at the West Enfield Dam where closure of the area below the spillway prevented losses through poaching. It is expected that an additional fishway will be required at this site in the not-too-distant future.

**Fish Cultural Activities.** In the fall of 1975 brood stock from the Penobscot River and a few from the Union River provided 1.3 million eggs for fish cultural activities. Brood stock obtained from the above-mentioned rivers are expected to provide an estimated 2.0 million eggs in the fall of 1976. Delays in construction of the necessary holding and rearing facilities at the Green Lake National Fish Hatchery will prevent full production for at least another two years. Currently the capacity of this installation is approximately 2-300,000 smolts or about one-half of the planned production. Failure to implement the construction timetable necessitated the release of 100,000 fish in the fall of 1976.

During the spring of 1976, over 300,000 smolts (migratory-size young salmon) were released in Maine rivers. This represents the initial production of the Green Lake facility and the production from the Craig Brook National Fish Hatchery. This represents the first time ever that production has topped the 200,000 figure.

Problems were encountered during 1976 that are beyond the control of this agency. Commercial fish food purchased for hatchery use was found to contain PCBs (poly chlorinated biphenyls). This accidental contamination resulted in the loss of numbers of young fish and necessitated changing diets as well as altering the established rearing regime at the hatcheries.

Diseases continue to present a problem in the crowded conditions of the hatchery. Furunculosis and Enteric Red Mouth (both are bacterial diseases) were encountered and presented problems until brought under control by the use of antibiotics. This control does not mean the diseases were eliminated and we must consider that the above-mentioned problems are endemic in the afflicted hatcheries.

**Other Commission Activities.** The salmon spawning project on rivers in Washington County reveals that spawning began on October 16 in 1975 at a water temperature of 10.5°C. Water current velocities measured at the redd site during spawning gave mean velocities of .50 m/sec and the mean depth of water over the redd was found to be .36 meters. Egg survival from natural production ranged from 90 - 97 percent as compared with 85 - 95 in 1974. Hatching occurred in early March and fry emergence was completed by the end of May, 1976. Studies indicate that fry emergence occurs during darkness. Additional studies on water percolation through the gravel of the spawning sites continued.

Cooperative studies with the University of Maine continued on the radio tracking of migrating smolts in the estuary of the Penobscot and the study was extended to include tracking of adults in the main stem of the Penobscot during the summer of 1976. The smolt release pond was operated for the third year in Brewer and preliminary returns of adults from the earlier releases indicates that this method of release justifies additional study and may circumvent a logistics problem associated with the movement of large numbers of fish by truck in a short period of time.

## NATURAL RESOURCES

Commission personnel serve as advisors or cooperators on numerous studies and projects. The following indicates the diversity of these activities; national advisor to Trout Unlimited, advisory council of the North American Salmon Research Center, Migratory Fish Research Center, Resource Conservation and Development Projects, development of a New England Regional Salmon Restoration Program, and other programs involving international and national fishery agencies.

In 1976 the Salmon Commission hosted a meeting of the Canadian Federal-Provincial Program Working Party on Atlantic Anadromous Fishes. This meeting was attended by over 40 scientists working on Atlantic salmon restoration and management. In addition, personnel attended Federal Aid Coordinators Workshops, a Pacific Salmon for New England Workshop, and meetings of the Program Working Party on the St. Croix River.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Atlantic Sea Run Salmon Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$101,880	\$124,184			\$245,671
Total Expenditure	89,032	6,312			95,344
NET	12,848	117,872			150,327
Unexpended Balance Forward		117,872			137,479
Unexpended Balance Lapsed	12,848				12,848

## STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

ROBERT B. FISK, CHAIRMAN  
ALBERT J. CHILDS, Vice Chairman

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2791

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 90; *Unit:* 046; *Unit Citation:* 32 M.R.S.A., Sect. 5004

*Average Number of Full-Time Employees:* 1

**PURPOSE:** The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters.

**ORGANIZATION:** The Board consists of 5 professional foresters and one public member who is appointed by the Governor, with the advice and consent of the Executive Council. Since the Board was established in 1975, the initial board members have been appointed for terms of one, 2, 3, 4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the terms of any initial board member the Governor will, with the advice and consent of the Executive Council, appoint members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and a secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the board itself.

## NATURAL RESOURCES

**PROGRAM:** Since taking effect in December of 1975, the Board of Registration for Professional Foresters has tested and certified approximately 265 professional foresters and the board is still receiving applications.

The Board members have refused to certify only 4 foresters since they did not meet the qualifications.

### **PUBLICATIONS:**

Laws and Rules of the Maine State Board of Registration of Professional Foresters

Listing of all licensed Professional Foresters — Names, Addresses, License Numbers

### **LICENSES, PERMITS, ETC.:**

License:

Registered Professional Forester

### **FINANCES, FISCAL YEAR 1976:**

State Board of Registration for Professional Foresters	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$8,883			\$8,883
Total Expenditure		1,431			1,431
NET		7,452			7,452
Unexpended Balance Forward		7,452			7,452
Unexpended Balance Lapsed					

## **(OFFICE OF) INSPECTOR OF DAMS AND RESERVOIRS**

**REDINGTON R. ROBBINS, III, INSPECTOR OF DAMS AND RESERVOIRS**

*Central Office:* State Office Building, Augusta 04333

*Telephone:* 622-6201

*Established:* 1875

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 90; *Unit:* 309; *Unit Citation:* 38 M.R.S.A., Sect. 811

**PURPOSE:** The Office of Inspector of Dams and Reservoirs was established to provide state inspection of dams and reservoirs to protect human life and property.

**ORGANIZATION:** The inspector is required to be a competent and practical engineer appointed annually by the Governor with advice and consent of the Council. Since establishment, the law has been amended to provide for year round inspections instead of restricting to the months of August, September and October.

The engineers compensation is the same today as 1875, five (5) dollars per day plus actual travelling expenses to be paid either by the dam owner when the dam is found to be unsafe, repaired, and upon subsequent inspection, certified as safe, or by the State of Maine, if the dam is initially found to be safe.

**PROGRAM:** Upon receipt of a petition from 10 resident taxpayers, selectmen or assessors or the county commissioners, a hearing will be held to determine the safety and sufficiency of the dam. After personal survey and inspection, and hearing testimony, a report is made to the Governor as to whether the dam is unsafe or dangerous to lives or property of persons residing, carrying on business or employed near or downstream.

Petitions were received during FY 76 which requested dam inspections in Gardiner, Litchfield, Lyman, Monmouth and Waterboro. Reports for dams in Gardiner and Monmouth have been forwarded to the Governor.

### **LICENSES, PERMITS, ETC.:**

Inspection:

Dams

Reservoirs

## NATURAL RESOURCES

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** Since no unsafe dam has been completely repaired to the point that it is "safe and sufficient," the office has received no funds during FY 76.

### COMMITTEE ON SPRUCE-FIR SILVICULTURE

LLOYD C. IRLAND, FOREST INSECT MANAGER

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2791

*Established:* 1976

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 92; *Unit:* 298; *Unit Citation:* 12 M.R.S.A., Sect. 1022

*Average Number of Full-Time Employees:* 1

*Authorized Employee Level:* 1

**PURPOSE:** It is the committee's purpose to approve rules issued by the Director, and the Bureau of Forestry, providing standards for silvicultural withdrawals. Furthermore it hears appeals of decisions of the Director or of the State Entomologist under these programs and advises and consults with the Director on Spruce-Fir Silviculture.

The director adopts, and may from time to time amend and repeal, subject to the approval of the Committee on Spruce Fir Silviculture, rules relating to the qualifications of parcels of forest land for silvicultural treatment designation and new market withdrawal. The purpose and scope of such rules is the reduction of the vulnerability and susceptibility of the Maine spruce fir forest to spruce budworm depredations, the reduction of the economic losses to the State of Maine from such depredations as do occur, and to assure future supplies of spruce and fir. Such rules establish standards for forest management, including, but not limited to, timber stand improvement and harvesting, in accordance with sound silvicultural principles. Economic considerations as well as all other relevant considerations are taken into account in determining such rules. The director shall promulgate only those rules directly related to the foregoing purposes.

**ORGANIZATION:** The Committee elected a chairman at its first meeting in June 1976. An executive director was hired and assumed duties on July 6, 1976.

The committee itself consists of 5 Maine citizens, at least 3 of whom are foresters who are knowledgeable as to commercial forest land management. They are appointed for terms of 2 years each by the Commissioner of Conservation with the advice and consent of the Governor. Each member is entitled to his actual expenses and \$50 per diem to be drawn from the Budworm Suppression Fund. They are subject to removal for cause by the commissioner with the approval of the Governor.

**PROGRAM:** The Committee met several times and held three public hearings before approving final rules which were signed by the Director of the Bureau of Forestry, on July 30.

Notice was given through press announcements and a mailing to all affected landowners in the Spruce-Fir Protection district. Plans were prepared to provide for administration and inspection, as required, of plans submitted for silvicultural withdrawals.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The finances of the Committee on Spruce-Fir Silviculture are incorporated with the budget of the Bureau of Forestry, Department of Conservation.

## NATURAL RESOURCES

# MAINE MARINE RESOURCES COMMISSION

**RICHARD N. BERRY, CHAIRMAN**

**ROBERT G. DOYLE, Secretary**

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2801

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 94; *Unit:* 060A; *Unit Citation:* 1973 Leg. order, 654

**PURPOSE:** The Maine Marine Resources Commission was established to advise the Governor and the several departments, bureaus, and offices of the State as to problems associated with the marine resources of the State; study, evaluate, and make recommendations on the administration of the marine resources of the State; and participate on behalf of the State of Maine, on request of the Governor, in the conduct of negotiations leading to the determination of marine geographical boundaries of the State.

**ORGANIZATION:** The Maine Marine Resources Commission was created by SP654 of the 105th Maine State Legislature in June, 1973. The Commission is comprised of five members, three of whom are appointed by the Governor and two of whom are ex officio: the Commissioner of Marine Resources, and the State Geologist.

**PROGRAM:** The primary activity of the commission has been in the matter of the marine boundary determination between Maine and the provinces of New Brunswick and Nova Scotia. Such work has involved meetings and consultations with representatives of the office of Legal Adviser, Department of State, Washington, D.C., Office of the Attorney General of Maine, and contractual investigation and reports prepared by consultants expert in the matter of marine boundaries.

The marine boundary in question involves the eventual determination of the international boundary in an area containing a tremendous potential for both biological and mineral resources. The location of the boundary is a continuing matter of negotiation between the American and Canadian governments to which the Marine Resources Commission has been of some assistance in providing data and background information.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Marine Resources Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$				\$
Total Expenditure	7,049				7,049
NET	7,049				7,049
Unexpended Balance Forward					
Unexpended Balance Lapsed					

These expenditures are included in legislative account number 1050.1073.

# BAXTER STATE PARK AUTHORITY

**MAYNARD F. MARSH, CHAIRMAN**

**A. LEE TIBBS, Director**

*Central Office:* 146 State Street, Augusta 04333

*Telephone:* 289-2200

*Established:* 1933

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 94; *Unit:* 293; *Unit Citation:* 12 M.R.S.A., Sect. 901

*Average Number of Full-Time Employees:* 21

*Authorized Employee Level:* N.A.

## NATURAL RESOURCES

**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 in part from use fees, rents, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 which presently amounts to 1.6 million dollars and the larger fund established through his will in 1969 which presently amounts to 6.5 million dollars and is administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating 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 are walk-in. These campgrounds, including group areas, have a daily capacity of 830 for the 1976 season with a potential seasonal capacity of 117,565 although actual use will average around 60% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following statistics are on a calendar year in order to reflect a full season and show a comparison for the past three years.

	1975	1974	1973
<b>USE BY TYPES:</b>			
Day Use	34,825	41,167	52,352
Transients	14,942	18,004	19,849
Campers	18,532	21,512	25,696
Lodge Guests	552	739	1,154
<b>TOTALS</b>	<u>68,861</u>	<u>81,422</u>	<u>99,051</u>
<b>OTHER USE STATISTICS:</b>			
Camper Days	49,142	55,124	62,863
Average Stay (Days)	2.65	2.56	2.45
Number of Vehicles	23,538	26,298	31,807

# NATURAL RESOURCES

## FINANCIAL:

### INCOME:

Use Fees (Net)	\$ 73,870	\$ 72,946	\$ 57,698
Per Camper	3.99	3.39	2.25
Non-Res. Entrance Fee	45,185	11,086	—

### EXPENDITURES:

Personal Services	\$278,616	\$251,063	\$206,786
All Other	144,898	113,712	98,083
Fire Protection	32,160	31,800	27,000
Capital	120,174	139,488	36,083

<b>TOTALS</b>	<b>\$575,848</b>	<b>\$536,063</b>	<b>\$367,952</b>
---------------	------------------	------------------	------------------

Interim objectives for Baxter State Park were approved by the authority in December 1972 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. He will also be responsible to see that budgets are kept within available funds whereas no state funds are used.

## FINANCES, FISCAL YEAR 1976:

BAXTER STATE PARK AUTHORITY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation		\$			\$
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales		2,872			2,872
Services & Fees		6,242			6,242
Other		746,358			746,358
Unexpended Balance Brought Forward		26,225			26,225
Adjustment of Balance Brought Forward		138			138
<b>TOTAL FUNDS AVAILABLE</b>		<b>781,835</b>			<b>781,835</b>

Monies received and deposited to the credit of the State		755,471			755,471
--	--	---------	--	--	---------

EXPENDITURES					
Total Personal Services		292,264			292,264
Wages & Salaries		264,891			264,891
Retirement		27,373			27,373
Total All Other		194,387			194,387
Contractual Services		136,822			136,822
Rents		13,891			13,891
Computer Services					
Commodities		25,164			25,164
Grants, Subsidies, Pensions		241			241
Transfers to Other Funds		32,160			32,160
Other					
Total Capital Expenditures		194,012			194,012
Buildings & Improvements		161,757			161,757
Equipment		32,255			32,255
Purchases of Land					
<b>TOTAL EXPENDITURE</b>		<b>680,663</b>			<b>680,663</b>

### SUMMARY

Total Funds Available		781,835			781,835
Total Expenditure		680,663			680,663
NET		101,172			101,172
Unexpended Balance Forward		101,172			101,172
Unexpended Balance Lapsed					

## NATURAL RESOURCES

### PUBLICATIONS:

	Fee
Rules and Regulations	No Charge
Map, handout	No Charge
Map, U.S.G.S. (Park area only)	\$ .75 plus tax
The Geology of Baxter State Park	\$1.25 plus tax

## FORESTRY APPEALS BOARD

JOHN S. WALKER, CHAIRMAN

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2791

*Established:* 1965

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 94; *Unit:* 330; *Unit Citation:* 36 M.R.S.A., Sect. 565

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 was one case before the Forestry Appeals Board during FY 76.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The Forestry Appeals Board received and expended no funds during the fiscal year.

## SACO RIVER CORRIDOR COMMISSION

CARL H. LAWS, EXECUTIVE DIRECTOR

*Central Office:* Main Street, Box 283, Cornish 04020

*Telephone:* 625-8213

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 94; *Unit:* 412; *Unit Citation:* 1973 P&SL, Chap. 150

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* N.A.

**PURPOSE:** The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, arch-

## NATURAL RESOURCES

aeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

**ORGANIZATION:** The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director, a secretary, and a part-time bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

**PROGRAM:** In order to promote orderly growth within the Corridor, the "Act" established a permit procedure. The Commission staff provides assistance to permit applicants both in working out a reasonable and acceptable site plan and in completing the necessary application form. During FY 76, the Commission considered forty-seven applications for permits or variances and two amendments to previously considered applications. It conducted eight public hearings, two of which involved the question of realignment of district boundaries within the Corridor area. In both cases, after considerable deliberation, the Commissioners agreed to uphold the original district boundary determination.

Also of concern to the Commission this year was the Lake Arrowhead Estates controversy created during the districting of the towns of Limerick and Waterboro. The Lake Arrowhead Estates Development, consisting of approximately 3200 lots, is a 2600 acre second home development located in the towns of Limerick and Waterboro on a power company flowage on the Little Ossipee River. When, in 1974, the Lake Arrowhead development applied to the Department of Environmental Protection for minimum lot size waivers for more than one hundred lots, the Maine Soil and Water Conservation Commission, after a review of available soils information, reported in part that "In the case of lots with rapidly permeable outwash soils . . . we see great potential for ground and surface water contamination with the intensity of development proposed." In general, steep slopes and high water table conditions on many of the lots involved in the controversy produced potentially severe limitations for septic sewage disposal.

In the early part of 1975, the Commission had placed those portions of Lake Arrowhead Estates within the Corridor in the Limited Residential District, rather than in a General Development District, thereby necessitating the combination of some lots within the development and requiring permits for house construction on those lots within the district boundary. The developer brought suit against the Commission, and, in November 1975, on a motion of summary judgement, the court ruled that the Commission had acted properly under the Act.

In February of 1976, it was brought to the Commission's attention that a subsidiary of Boston Sand and Gravel Company intended to create a solid waste landfill in a spent gravel pit in the Town of Ossipee, New Hampshire. The sanitary landfill would be used to dispose of waste from southern New Hampshire cities. The disposal site itself was characterized by an extremely high water table, and, flowing through and around the site, surface streams, all of which are part of the Ossipee River watershed. Local citizens opposed to the landfill proposal had been unable to prevail upon their local and state officials to assure adequate review of the project. The Commission brought the proposal and its potential hazards to the attention of Governor Longley, and, subsequently, Governor Thompson of New Hampshire rescinded the New Hampshire permit. The local citizens then voted at a town meeting to prevent the

## NATURAL RESOURCES

importation of solid waste into their town without local approval. Bringing the proposal to the public spotlight and its subsequent defeat prevented a serious threat to the water quality of the river, which serves as the domestic water supply for the Saco-Biddeford area, a threat which could not otherwise have been controlled by Maine authorities.

At the request of the Bureau of Civil Emergency Preparedness, the Commission staff this year gave assistance to several towns within the Corridor area in complying with the National Flood Insurance Act. The Commission staff worked with local selectmen and planning boards to develop suitable ordinance changes and town meeting warrants and to compile a package of materials for compliance with the Flood Insurance Act.

Commission staff also assisted local citizens and municipal officials in matters relating to other state laws and regulations. This assistance often took the form of directing citizens and officials to the appropriate individuals to answer questions or suggest solutions, as well as of making some preliminary inquiries on behalf of citizens and officials. Because the Commission office is located in a rural community, and because this community and its neighbors are without professional town managers and other full time local government officials, the Commission staff is often sought by the citizens to provide all manner of advice regarding environmental issues and regulations.

The year has seen a drastic increase in recreational use of the river, particularly by canoeists. One of the future objectives of the Commission is to address the problem of recreational over-use of some sections of the river. A mid-summer 1976 survey conducted by the Commission at Swans Falls in Fryeburg, one of the five canoe access points in that community, indicated that in a three hour period, 248 people put in at that point. At the end of the three hour period, potential canoeists were turned away for lack of parking facilities. Several groups are concerned with various aspects of this problem: The Department of Parks and Recreation has been working on acquisition and development of public access points; the Department of Inland Fish and Wildlife, which manages the Brownfield Bog and owns the area known as Walkers' Rips, is concerned with the growing need for increased river patrol; the Appalachian Mountain Club, which operates the Swans Falls access and which leases the Walkers' Rips access and campground from the Department of Inland Fish and Wildlife, is also concerned with maintaining an equal balance between responsible recreational use and continued water quality; the Forestry Department and local fire departments are concerned with the ever increasing fire hazards inherent in the situation; and individual land owners are concerned with the potential and actual abuse of their properties. The Commission is working to pull these diverse groups together to arrive at some mutual understandings and solutions to their problems and to the basic problem of recreational over-use of the river.

In summary, the Commission's primary function has been to review the maintenance of the qualities of the river corridor. Supplementary to that, and because of its location and availability, the Commission staff has assisted individuals and municipal officials in their relationships with state laws and agencies, as well as providing information to various Augusta based agencies. The spring of 1976 saw a substantial surge in the number of permit requests received by the Commission. As the building climate continues to improve, the Commission foresees a marked increase in its activities. The Commission's first responsibility continues to be protection of the river for the people of the State through the regulatory program outlined by the Statute. This program has been implemented in a manner in which the Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

### PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" (\$.25)
2. *The Saco River Corridor: The View From the Valley* — the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of \$4.00.

### LICENSES, PERMITS, ETC.:

#### Permits:

- Building — within the statutorily defined corridor
- Filling — within the statutorily defined corridor
- Excavating — within the statutorily defined corridor

## NATURAL RESOURCES

### FINANCES, FISCAL YEAR 1976:

Saco River Corridor Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$25,000		\$3,320	\$3,738	\$32,058
Total Expenditure	24,250		3,320	3,300	30,870
NET	750			438	1,188
Unexpended Balance Forward	750			438	1,188
Unexpended Balance Lapsed					

## ATLANTIC STATES MARINE FISHERIES COMMISSION

**IRWIN M. ALPERIN, EXECUTIVE DIRECTOR**  
**VINAL O. LOOK, Comm. of Marine Resources**

*Central Office:* 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036  
*Telephone:* 202 387-5331

*Established:* 1942

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 98; *Unit:* 290; *Unit Citation:* 12 M.R.S.A., Sect. 4603

*Average Number of Full-Time Employees:* 5

*Authorized Employee Level:* 5

*Organizational Units:*

All of the 15 Atlantic Coast States.

**PURPOSE:** The commission's main focus is to provide for better utilization of the fisheries — marine, shell, and anadromous, through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

**ORGANIZATION:** The Atlantic States Marine Fisheries Commission was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

## NATURAL RESOURCES

**PROGRAM:** The Commission reinforced and promoted its programs especially in the State-Federal area, both under contract with NMFS and in other interfacing agencies. A most significant development was the creation of the Northern Shrimp Section, comprised of the nine Commissioners from Maine, New Hampshire, and Massachusetts; and established under the provisions of Amendment 1 for the purpose of promulgating rules and regulations for the management and conservation of the shrimp resources of the Gulf of Maine. This unprecedented, cooperative action represents an important conservation measure. Establishing optimum mesh-size regulations will permit the escapement of small shrimp from commercial catches in the Northern Shrimp fisheries, and ASMFC maintains regulatory authority through this Section.

Through our contract with NMFS and by other means, ASMFC remains deeply committed in the State-Federal Fisheries Management Program. Funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic Coast species. To keep abreast of the major activities, we maintain close liaison with the Federal office of State-Federal Relationships in Washington, D.C., and with the satellite offices in the Northeast and Southeast Regional Headquarters of NMFS.

**PUBLICATIONS:** Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atlantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036

### FINANCES, FISCAL YEAR 1976:

Atlantic States Marine Fisheries Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$8,570				\$8,570
Total Expenditure	8,110				8,110
NET	460				460
Unexpended Balance Forward					
Unexpended Balance Lapsed	460				460

NOTE: These financial figures are also incorporated within the Department of Marine Resources financial data.

## NORTHEASTERN FOREST FIRE PROTECTION COMMISSION

JOHN S. WALKER, DIRECTOR

*Central Office:* Ray Building, A.M.H.I., Augusta 04333

*Telephone:* 289-2791

*Established:* 1949

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 98; *Unit:* 327; *Unit Citation:* 1949 P&SL Chap. 75

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* N.A.

**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 FY 76 included the annual Commission meeting at Quebec, P.Q., Canada, and the annual training session at Concord, New Hampshire, which covered the subject of forest fire prevention. This meeting was attended by five members of the Division of Fire Control (Department of Conservation) who are involved in the development of forest fire prevention programs for state and local use.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** 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, Department of Conservation.

## NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

**WILLIAM R. ADAMS, JR. is a member of NEIWPCC from Maine**

*Central Office:* 607 Boylston Street, Boston, Mass. 02116

*Telephone:* (617) 261-3758

*Established:* 1947

*Maine State Government Reference Manual Data:*

*Policy Area:* 05; *Umbrella:* 98; *Unit:* 428; *Unit Citation:* 38 M.R.S.A., Sect. 532

**PURPOSE:** The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

**ORGANIZATION:** The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

**PROGRAM:** Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

### **PUBLICATIONS:**

"Aqua News" — a quarterly newsletter providing information on Commission projects and members, and on current events in local and national water pollution control efforts.

The Annual Report of the NEIWPCC

## NATURAL RESOURCES

### Three Brochures:

“In Search of Clean Water” — facts and figures on water and water pollution in layman’s language

“Stand Up for Clean Water” — a look at cleanup efforts on our regional waterways

“Careers in Water Pollution Control” — discussion of careers in water cleanup

Technical reports on various research and demonstration projects of the NEIWPCC Audio-visual educational materials

### FINANCES, FISCAL YEAR 1976:

New England Interstate Water Pollution Control Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,000				\$6,000
Total Expenditure	3,841				3,841
NET	2,159				2,159
Unexpended Balance Forward					
Unexpended Balance Lapsed	2,159				2,159

NOTE: Funds reported here are included in Receipts and Expenditures reported for the Bureau of Water Quality Control in the Department of Environmental Protection.

STATE  
POLICY AREA **06**

# **Public Protection**

**Department of Defense and Veterans' Services  
Department of Public Safety  
Other Independent Agencies, Boards, Commissions**





## DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

*Central Office:* Camp Keyes, Augusta 04333

*Telephone:* 622-9331

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 15; *Unit:* 210; *Unit Citation:* 37A M.R.S.A. Sect. 1

*Average Number of Full-Time Employees:* 150 State, 544 Federal

*Authorized Employee Level:* 155 State, 654 Federal

*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

Interstate Civil Defense and Disaster Compact

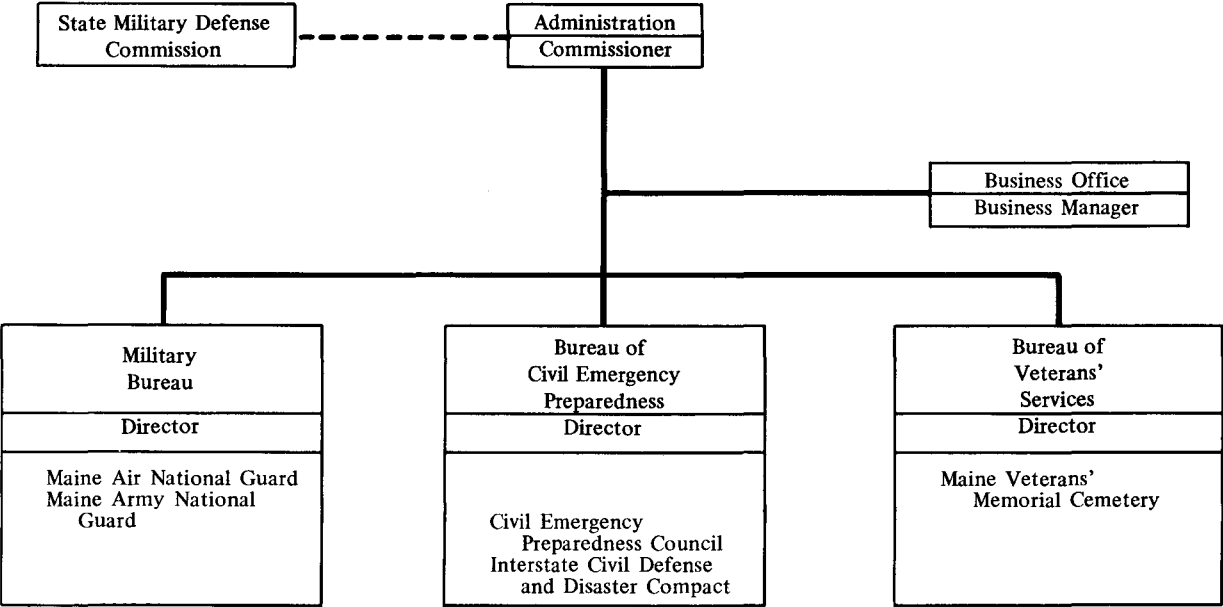
**PURPOSE:** The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to the military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

**ORGANIZATION:** The Department of Defense 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. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

**PROGRAM:** The programs of the Department of Defense and Veterans Services are outlined as follows in the reports of its operating units.

**PUBLICATIONS:** None.

ORGANIZATION CHART  
DEPARTMENT OF DEFENSE  
AND VETERANS SERVICES



PUBLIC PROTECTION

**FINANCES, FISCAL YEAR 1976:**

DEPARTMENT OF DEFENSE AND VETERANS SERVICES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$2,574,405		\$	\$	\$2,574,405
Departmental Operations	2,516,051				2,516,051
Transfers	58,354				58,354
Federal Grants			1,284,079		1,284,079
County & Municipal					
Private Contributions			600		600
Sales			250		250
Services & Fees			411		411
Other					
Unexpended Balance Brought Forward	319,855		123,998	22,040	465,893
Adjustment of Balance Brought Forward	(23,865)		(7,555)		(31,420)
TOTAL FUNDS AVAILABLE	2,870,395		1,401,783	22,040	4,294,218

Monies received and deposited to the credit of the State	394,992				394,992
---	---------	--	--	--	---------

EXPENDITURES					
Total Personal Services	1,231,502		212,328		1,443,830
Wages & Salaries	1,105,098		205,585		1,310,683
Retirement	126,404		6,743		133,147
Total All Other	1,187,843		1,046,383		2,234,226
Contractual Services	402,492		186,476		588,968
Rents	5,828		2,061		7,889
Computer Services			21		21
Commodities	352,643		5,609		358,252
Grants, Subsidies, Pensions	432,708		854,298		1,287,006
Transfers to Other Funds					
Other					
Total Capital Expenditures	98,270		15,831	8,237	122,338
Buildings & Improvements	39,597			8,237	47,834
Equipment	57,006		15,831		72,837
Purchases of Land	1,667				1,667
TOTAL EXPENDITURE	2,517,615		1,274,542	8,237	3,800,394

**SUMMARY**

Total Funds Available	2,867,850		1,401,783	22,040	4,291,673
Total Expenditure	2,517,615		1,274,542	8,237	3,800,394
NET	350,235		127,241	13,803	491,279
Unexpended Balance Forward	144,922		127,241	13,803	285,966
Unexpended Balance Lapsed	205,313				205,313

PUBLIC PROTECTION

**MILITARY BUREAU**

**BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR**

*Central Office:* Camp Keyes, Augusta 04333

*Telephone:* 622-9331

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 15; *Unit:* 213; *Unit Citation:* 37A M.R.S.A., Sect. 1

*Average Number of Full-Time Employees:* 89 State, 540 Federal

*Authorized Employee Level:* 93 State, 586 Federal

*Organizational Units:*

Maine Army National Guard

State Military Defense Commission

Maine Air National Guard

**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.

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 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 FY 76 the Maine National Guard suffered losses in strength, causing its actual strength to dip to an average of 95% of authorized. While not a serious problem in itself, the trend is of some concern, and major efforts will have to be spent in FY 77 to at least hold our current strength posture, since future losses could cause a loss of units, which would have a dramatic impact on the economy of the state. Minority recruiting shows a very favorable trend, with an increase of women resulting in a total of over 100 now assigned to the National Guard.

## PUBLIC PROTECTION

During this fiscal year, Army National Guard units trained primarily at Fort Drum, New York. While not a popular location, Fort Drum does afford an opportunity to train in some of the combat skills in areas more suitable than those in state. Plans for FY 77 call for "in state" training again, with the attendant construction by our engineer units, which is helpful to our towns and communities, as well as charitable institutions.

There was no serious flooding in the state during the fiscal year and hence no callups of Guard personnel for this purpose. One company of the National Guard did participate in a search operation for a four-year old boy who was lost in a densely wooded area near Coburn Gore. Unfortunately this search was unsuccessful. Emergency evacuation of infants from outlying areas to sophisticated medical centers continued as a relatively large program using the helicopters of the 112th Air Ambulance Company. The Federal Government again funded the lion's share of the National Guard operation, providing over 19 million dollars in support of the program. It is important to note that any decrease in the National Guard program will cause a major loss of Federal revenue.

Construction of the new Aviation Maintenance Shop continued, with completion scheduled for the fall of 1976. Total cost of this facility is in excess of one million, two hundred thousand dollars. When completed, covered storage and maintenance of all National Guard helicopters will be possible. During the fiscal year the 101st Fighter Interceptor Wing was converted to the 101st Air Refueling Wing, providing jet air refueling capability for the U.S. Air Force. A number of major projects for new facilities and conversion of existing facilities at the Bangor International Airport are just beginning in conjunction with this conversion.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, a Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron and a Combat Communications Squadron.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Military Bureau	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,810,547			\$22,040	\$1,832,587
Total Expenditure	1,577,217			8,237	1,585,454
NET	233,330			13,803	247,133
Unexpended Balance Forward	83,216			13,803	97,019
Unexpended Balance Lapsed	150,114				150,114

## BUREAU OF CIVIL EMERGENCY PREPAREDNESS

**NICHOLAS L. CARAGANIS, DIRECTOR**

**LESLIE B. HIGGINS, Deputy Director**

*Central Office:* State Office Building, Augusta, Maine 04333

*Telephone:* 622-6201

*Established:* 1949

*Incoming WATS:* Emergency only 800-452-8735

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 15; *Unit:* 214; *Unit Citation:* 37A M.R.S.A. Sect. 54

*Average Number of Full-Time Employees:* 21

*Authorized Employee Level:* 29

*Organizational Units:*

Administrative Section

Public Information Section

Operations Section

Disaster Assistance Office

Engineering Section

Interstate Civil Defense & Disaster Compact

**PURPOSE:** The Bureau of Civil Emergency Preparedness was established to assist and protect the public during any disaster, catastrophe or major emergency that may occur. It acts on behalf

## PUBLIC PROTECTION

of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county and local government, serves primarily as a coordinating agency by furnishing emergency operating centers and a complex communications systems whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster, catastrophe or major emergency.

The Bureau also serves as the Governor's liaison with federal agencies, namely; the Defense Civil Preparedness Agency (DCPA) which provides 50% funding and furnishes all the hardware that enables the entire civil emergency preparedness mechanism to function throughout the State; the Federal Disaster Assistance Administration (FDAA) which represents the President when a given area has been declared a major disaster area and federal funds are channeled into the State; and the Federal Preparedness Agency (FPA) which has the responsibility for relocating and/or reconstituting federal level agencies to assist state government in times of major disaster. The Bureau also serves as the requisitioning agency and the conduit through which excess and surplus equipment and materials are obtained and allocated to political subdivisions and other state agencies for use in their supporting roles during emergencies or disasters. The Bureau is empowered 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 acts as the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Disaster Compact.

**ORGANIZATION:** The Bureau of Civil Emergency Preparedness (C.E.P.) has as its basis, the Maine Civil Defense and Public Safety Act of 1949 which authorized the Governor to set up, within the executive department, a civil defense and public safety agency. As a result of the 1972 amendment, retitled the Maine Civil Defense Act, the Civil Defense and Public Safety Department was redesignated as the Bureau of Civil Defense within the Department of Military. In 1974, the Department of Military was redesignated as the Department of Military, Civil Emergency Preparedness and Veterans Services and the Bureau's name was changed to the Bureau of Civil Emergency Preparedness — an identification that more precisely defines the Bureau's mission, particularly since disaster relief and assistance resulting from natural disasters is handled by the Disaster Assistance Office, added in 1974 which would also function in a similar manner for disasters resulting from a thermo-nuclear attack.

The Civil Defense Council, created in 1973 and renamed the Civil Emergency Preparedness Council in 1974, advises the Governor and the Bureau directors on all matters pertaining to civil emergency preparedness. The five member council, plus the Adjutant General as an ex officio member, are appointed by and serve at the pleasure of the Governor and Executive Council.

The Interstate Civil Defense and Disaster Compact, enacted in 1972, was established to provide for and facilitate the use of mutual aid between the several states in meeting an emergency or disaster, whatever its cause.

The Bureau's ability to function viably is dependent to a great extent on the substructure composed of county and local civil emergency preparedness units; the on-line organizations made up primarily of dedicated volunteers and augmented in times of crisis by other volunteer and relief services organizations; and state agencies appropriate for response.

**PROGRAM:** The Bureau was allocated \$424,140 for FY 76 from the Federal Department of Defense Civil Preparedness Agency for Personnel and Administrative purposes for the entire State of Maine. This is based on matching funds and was allocated by the Bureau of C.E.P. with \$159,341 for State Headquarters and \$264,799 for the subdivisions throughout the state. Of this \$10,000 was not used by State Headquarters and DCPA was notified of this saving and allocation reduced accordingly.

Project applications in the amount of \$39,910 were approved for Maintenance and Recurring charges for the entire State. These funds are also on a matching funds basis and are used for maintaining the communications systems, warning systems and emergency operations centers on a day-to-day basis and which have proven invaluable during a disaster.

Excess equipment received from the Government, consisting primarily of trucks, jeeps, and generators totalled \$340,926 for the entire state at no cost. Surplus equipment of a similar nature in the amount of \$91,996 was obtained at a minimal cost to the subdivisions. This

## PUBLIC PROTECTION

enables many communities throughout the state to have equipment that otherwise would not be available due to the costs involved.

The bureau conducted seven advance local director seminars with 175 local persons participating. The Rescue Program involved eighty communities throughout the State of Maine with 2600 students receiving instruction. One of the most helpful programs for local citizens is the On-Site Assistance Program, in which local communities receive direct state agency assistance in the development of an acceptable Civil Emergency Preparedness posture. Five communities received assistance from the On-Site Assistance Program.

The Civil Defense University Education Program (CDUEP) was relocated to Augusta to achieve improved coordination with the Civil Emergency Preparedness Bureau Staff. This program, federally funded in the amount of \$46,710 specializes in Emergency Operation Simulation (EOS) and Plans and Operations (P&O) courses and assistance in civil defense procedures for various business and industrial activities.

The Radiological Maintenance and Calibration Section, under a 100% federal contract, completed a cycle of exchange for 929 radiological instrument kits throughout the state. Radiological monitor training continued with 11 courses given. A two week Radiological Defense Officer course, instructed by personnel from the University of Lowell, Lowell, Massachusetts was held in Augusta, March 2-12, 1976. The Radiological Home Study program continues with great success.

**Natural Disaster Plan:** During FY 76 the natural disaster effort progressed satisfactorily. The project is currently in its final phase and will be completed in September 1976. The Federal Disaster Assistance Administration has advised the Bureau that they are pleased with progress to date and the Bureau anticipates that the State of Maine Natural Disaster Plan will be a prototype to be used by other states. A series of useful maps and charts, depicting state resources and disaster vulnerability data, were completed by William Dickson Associates, the project planning contractor. These products were widely disseminated to state agencies and the University of Maine at Orono, Farmington and Portland-Gorham. The Federal Disaster Assistance Administration is making available funds for a continuation of the project beyond completion of the basic plan. Our intentions are to proceed by developing resource files for each of the state's sixteen counties. In addition, we hope to expand our planning concepts to include counties and municipalities in the future.

During FY 76, the bureau initiated action within two areas to materially improve overall communications.

1. The mobile radio capability will be updated by installing modern four frequency solid state radios.
2. One additional transmitting site will become operational within the near term. This additional transmission capability will improve base-to-base and mobile communications within the southwestern part of the state.

**PUBLICATIONS:** *Maine Scroll* (free).

## FINANCES, FISCAL YEAR 1976:

Bureau of Civil Emergency Preparedness	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$229,286		\$1,401,783		\$1,631,069
Total Expenditure	195,499		1,274,543		1,470,042
NET	33,787		127,240		161,027*
Unexpended Balance Forward	763		127,240		128,003
Unexpended Balance Lapsed	33,024				33,024

PUBLIC PROTECTION

**BUREAU OF VETERANS SERVICES**

**ROBERT R. WASHBURN, DIRECTOR**

*Central Office:* Camp Keyes, Augusta 04333

*Telephone:* 289-3441

*Established:* 1947

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 15; *Unit:* 215; *Unit Citation:* 37A M.S.R.A. Sect. 11

*Average Number of Full-Time Employees:* 23½

*Authorized Employee Level:* 26

*Organizational Units:*

Field Offices (7)

Maine Veterans Memorial Cemetery

**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 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 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 Defense 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, 1,387 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 76,532 contacts by veterans or dependents on veterans affairs. \$2,642,382 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 786 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.** Under this program, 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 become totally disabled or died as a result of service in the armed forces of the United States. 312 persons were assisted during the year.

## PUBLIC PROTECTION

**Certification of Eligibility for Small Business Loan Guarantees.** The Bureau certified 456 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 2,512 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 283 burials were made, of which 230 persons were veterans; 45 were wives (or widows) and 8 were dependent children; and 163 reservations for burial were made by surviving veterans or spouses. At the end of the year, 1,412 persons were buried in the Cemetery, and there were 879 reservations for future burial on file.

The National Guard again worked on the new road providing access from Interstate Route 95 to the cemetery. Completion of the road awaits future funding. \*

### PUBLICATIONS:

Maine Veterans Laws, 1976 Edition.

Informational Pamphlet on World War Assistance.

A Quick Guide to Veterans Benefits for Maine Veterans.

Maine Veterans Memorial Cemetery (Brochure)

### FINANCES, FISCAL YEAR 1976:

Bureau of Veterans Services	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$828,017				\$828,017
Total Expenditure	744,899				744,899
NET	83,118				83,118
Unexpended Balance Forward	60,943				60,943
Unexpended Balance Lapsed	22,175				22,175

## CIVIL EMERGENCY PREPAREDNESS COUNCIL

NICHOLAS L. CARAGANIS, DIRECTOR

Central Office: State Office Building, Augusta 04333

Telephone: 622-6201

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 06; Umbrella: 15; Unit: 217; Unit Citation: 37A M.R.S.A. Sect. 56

Average Number of Full-Time Employees: N.A.

Authorized Employee Level: N.A.

**PURPOSE:** The primary responsibility of the Civil Emergency Preparedness Council is to advise the Governor and Bureau director on all matters pertaining to civil defense. The council cannot by statute interfere with any of the operational duties of the director.

**ORGANIZATION:** The council is composed of 5 members who are appointed by the Governor, with the advice and consent of the council. They serve during the pleasure of the Governor and the Executive Council. The Adjutant General is an ex officio member of the council. Meetings can be called by the Director of the Bureau or by the Council Chairman.

**PROGRAM:** The Civil Emergency Preparedness Council is an advisory and guidance body only. During the past year they have met twice to furnish advice and consultation to the Bureau of Civil Emergency Preparedness.

**PUBLICATIONS:** None

**FINANCES, FISCAL YEAR 1976:** The members of the Council serve without compensation. However they may be reimbursed for expenses incurred in the performance of their duty.

PUBLIC PROTECTION

**STATE MILITARY DEFENSE COMMISSION**

**MAJOR GENERAL PAUL R. DAY, COMMISSIONER**

*Central Office:* Camp Keyes, Augusta 04333

*Telephone:* 622-9331, Ex. 24

*Established:* 1940

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 15; *Unit:* 218; *Unit Citation:* 37A M.R.S.A. Sect. 219

*Average Number of Full-Time Employees:* 0

*Authorized Employee Level:* 0

**PURPOSE:** To advise the Adjutant General in any matters pertaining to the administration and operation of the National Guard in Maine and to administer a single rather large fund which was acquired by a bond issue in 1940 for the construction of military facilities within the state.

**ORGANIZATION:** The Military Defense Commission was established by Legislative act during the Special Session of 1940. Initially the Commission administered a rather large fund which was raised by a bond issue in 1940. This fund is now virtually depleted and the Commission has granted the Adjutant General the authority to expend the last few thousand dollars remaining therein at his discretion. The Commission consists of the Governor and the Adjutant General as ex officio members and six at large members appointed by the Governor.

**PROGRAM:** One meeting of the Military Defense Commission was held during FY 76, at which time the Adjutant General was granted the authority to expend the \$21,000 which then remained in the Military Defense Commission fund at his discretion for the improvement of National Guard facilities in Maine.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The Commission operates on a no-cost basis to the State, members donating their time and services.

PUBLIC PROTECTION

**DEPARTMENT OF PUBLIC SAFETY**

**COLONEL ALLAN H. WEEKS, COMMISSIONER**

**ROBERT B. HAYDEN, Admin. Assistant**

*Central Office:* 36 Hospital Street, Augusta 04333

*Telephone:* 289-3801

*Established:* 1971

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 16; *Unit:* 219; *Unit Citation:* 25 M.R.S.A. Sect. 2901

*Average Number of Full-Time Employees:* 456

*Authorized Employee Level:* 60

*Organizational Units:*

Bureau of Public Safety

Bureau of Liquor Enforcement

Office of the State Fire Marshal

Maine Criminal Justice Committee

Board of Trustees Criminal Justice Academy

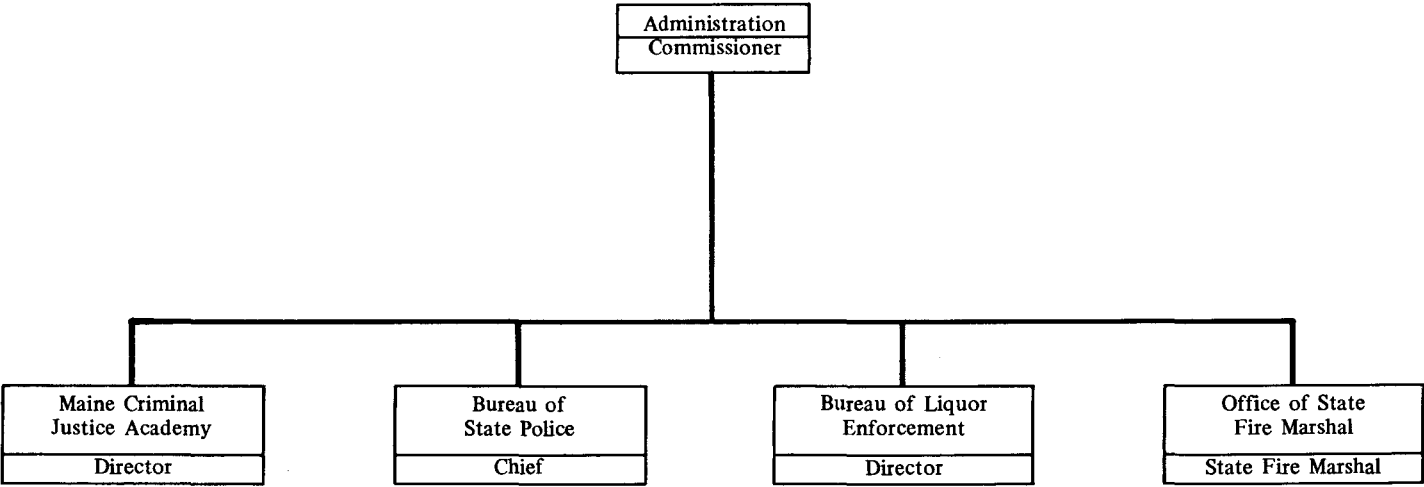
**PURPOSE:** The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of 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 Commissioner of Public Safety may organize the Department into such division, 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 FY 76 are discussed in the individual reports of its component agencies.

**PUBLICATIONS:** None.

**ORGANIZATION CHART  
DEPARTMENT OF PUBLIC SAFETY**



# PUBLIC PROTECTION

## FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF PUBLIC SAFETY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$613,469	\$94,935	\$	\$8,039,969	\$8,748,373
Departmental Operations	613,469			6,029,977	6,643,446
Transfers		94,935		2,009,992	2,104,927
Federal Grants			431,848		431,848
County & Municipal		22,749			22,749
Private Contributions					
Sales		277		2,663	2,940
Services & Fees		75,219		51,496	126,715
Other		252,403		37,106	289,509
Unexpended Balance Brought Forward	24,638	404,295	57,880	333,552	820,366
Adjustment of Balance Brought Forward	(171)	22,603	(6,056)	(44,265)	(27,890)
TOTAL FUNDS AVAILABLE	637,936	872,480	483,672	8,420,522	10,414,612

Monies received and deposited to the credit of the State					
---	--	--	--	--	--

EXPENDITURES					
Total Personal Services	340,533	274,606	102,787	5,338,179	6,056,106
Wages & Salaries	299,882	247,196	91,469	4,191,202	4,829,750
Retirement	40,651	27,409	11,317	1,146,977	1,226,355
Total All Other	183,398	113,628	235,346	2,093,334	2,625,707
Contractual Services	146,649	102,080	199,674	1,396,559	1,844,962
Rents	886	11,557	2,590	141,259	156,293
Computer Services		983	40,198	12,533	23,174
Commodities	36,749	10,848	35,671	185,156	268,425
Grants, Subsidies, Pensions		700		499,111	499,811
Transfers to Other Funds				12,506	12,506
Other					
Total Capital Expenditures	10,981	118,376	129,115	381,502	639,976
Buildings & Improvements	16			9,387	9,403
Equipment	10,965	118,376	129,115	372,115	630,573
Purchases of Land					
TOTAL EXPENDITURE	534,912	506,611	467,249	7,813,016	9,321,789

### SUMMARY

Total Funds Available	637,936	872,480	483,672	8,420,522	10,414,612
Total Expenditure	534,912	506,611	467,249	7,813,016	9,321,789
NET	103,024	365,869	16,423	607,505	1,092,822
Unexpended Balance Forward	29,640	365,869	16,423	272,927	684,860
Unexpended Balance Lapsed	73,384			334,578	407,962

## BUREAU OF STATE POLICE

ALLAN H. WEEKS, CHIEF  
RONALD A. HILTZ, Deputy Chief

Central Office: 36 Hospital Street, Augusta 04333

Telephone: 289-2155

Established: 1925

Maine State Government Reference Manual Data:

Policy Area: 06; Umbrella: 16; Unit: 222; Unit Citation: 25 M.R.S.A., Sect. 1501

Average Number of Full-Time Employees: 377

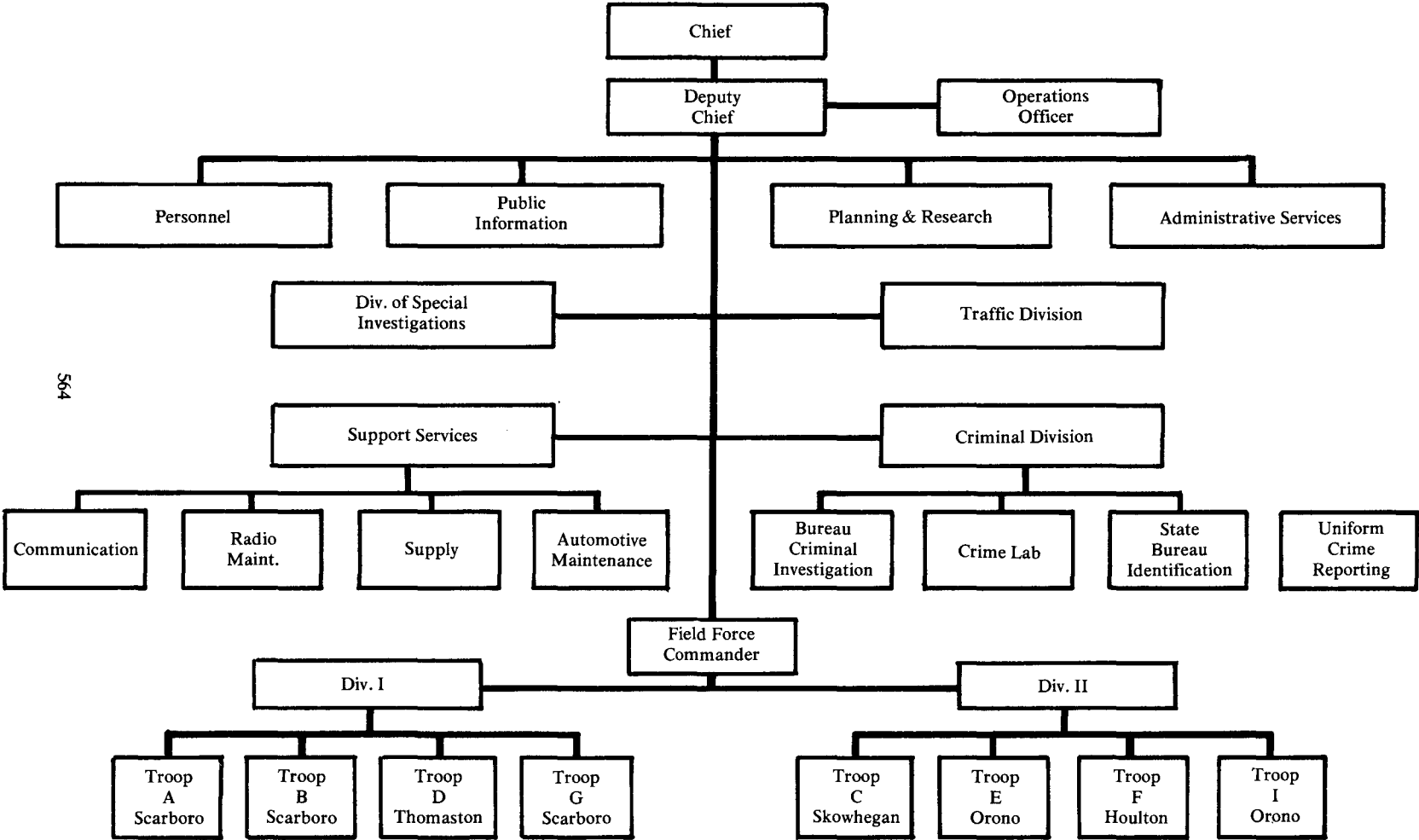
Authorized Employee Level: 400

Organizational Units:

Division of Administrative Services  
Office of Planning and Research  
Division of Personnel  
Public Information Officer

Traffic Division  
Criminal Division  
Division of Special Investigations  
Support Services Division

BUREAU OF STATE POLICE ORGANIZATIONAL CHART



## PUBLIC PROTECTION

**PURPOSE:** The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of the Maine State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and 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. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,600 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating 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. The Identification Bureau is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

**ORGANIZATION:** The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriffs' departments. In 1931, a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor and Executive Council. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

### PROGRAM:

**Division of Administrative Services.** The Division of Administrative Services is responsible for providing administrative services and directing all fiscal and budgetary operations. The Division maintains all financial records, time and leave records, payrolls, and inventory controls. Other functions include:

1. Preparation of purchase requisitions
2. Contractual services
3. Purchase of equipment, clothing, supplies
4. Maintenance of equipment
5. Preparation of Biennial Budget
6. Printing of bulletins, forms, orders, etc.
7. Disbursement of funds
8. Twenty-eight day cycle reports and time & leave records.

#### Summary of Expenditures (combined activities)

	1974-75
Personal Services	\$4,841,574
All Other (see statistical section)	2,051,362
Capital Equipment	<u>525,170</u>
	\$7,418,106

**Office of Planning and Research.** During 1975, the Office of Planning and Research provided management support and program development in both administrative and

## PUBLIC PROTECTION

operational matters. In addition, its data processing unit processed officer activity reports (17,000), arrest reports (50,500), and State of Maine police traffic accident reports (26,672).

Major activities during 1975 included:

1. A manpower allocation survey, which assessed existing methods and recommended a system based on activity and demands for services in each troop area.
2. Special programs to certify enforcement of the 55 mile per hour speed limit and to determine the frequency of accidents during twilight hours.
3. Hosting the State Police Planning Officers Association Conference at South Portland during July. Twenty-two states and the Royal Canadian Mounted Police were represented at the three-day conference.

Major projects included: Vehicle Cost Analysis, Maine Turnpike Authority Patrol Cost Proposal, Vehicle Use Implementation Plan for State-owned Vehicles, and coordination of a single vehicle accident study. Staff time was spent on developing a Uniform Traffic Ticket and physical fitness proposals for State Police entrance agility requirements.

Federal grants coordination and project program planning was a major function of the Office of Planning and Research. Major grants from the Maine Criminal Justice Planning and Assistance Agency were for the Division of Special Investigations, Uniform Crime Reporting, Crime Laboratory expansion (to include increased polygraph capability), and an electro-mechanical retrieval and filing system for the State Bureau of Identification.

Source funding from the National Highway Traffic and Safety Administration, through the Maine Department of Transportation's Bureau of Safety, provided for video terminals at Regional Communication Centers manned by State Police, additional radar units and citizen band radios to be utilized for highway safety, and a pilot aircraft speed enforcement project.

The prime enforcement activities for the 1975 fiscal year are:

Traffic Summonses	51,960
Criminal Summonses	2,822
Written Warnings	88,457
Defective Equipment Warnings	113,780
Aids to Motorists	27,585
Total Fines	\$1,611,175
Accident Reports	8,051

**Division of Personnel:** It is the responsibility of the Division of Personnel to maintain career statistics on the 467 employees of the Department of Public Safety, including 319 sworn personnel and 83 civilian employees of the Maine State Police. The Personnel Division actively assists the State Department of Personnel in the application process of all prospective employees of Public Safety, but is especially involved with applicants for the position of State Police Trooper.

The State Department of Personnel held a series of meetings with personnel representatives from the various agencies and departments with the announced intent of decentralizing and returning to the individual departments many of the functions — from recruiting, examination and certification to actual employment — now performed almost exclusively by State Personnel. Public Safety (and particularly State Police) has wholeheartedly supported this concept as a means by which vacancies can most efficiently and expeditiously be filled.

**Public Information Division.** The Public Information Officer (PIO), a staff officer, is responsible for planning, directing and/or coordinating public information activities. The PIO also advises the Chief and Deputy Chief on public information matters which should be brought to their attention. Although all State Police Officers are authorized to make news releases on routine matters, the PIO serves as spokesman for major crimes or other serious news events, to take the pressure off the investigating officer. On call 24 hours a day, the PIO maintains liaison with the news media.

During 1975, a total of 119 news releases were written and distributed to appropriate print and broadcast media. In addition, the PIO served as spokesman in 106 instances. Media mailing lists were revised to reflect media needs. Broadcast Public Service spots on road safety including the 55 m.p.h. limit, motor vehicle inspection, motor vehicle accident prevention, school bus/pedestrian/bicycle safety, defensive driving, rural crime, and recruiting were disseminated. There were 30 radio and/or TV interviews, in addition to seven broadcast and 17

## PUBLIC PROTECTION

press feature stories. An additional 4,000 copies of the Personal Property Record with tips on curbing rural crime were disseminated. The first annual report in 11 years was published, and tours of headquarters were given to more than 50 children from schools and organizations.

**Traffic Division.** Responsibilities of the Traffic Division include: administration of Maine's motor vehicle inspection program; processing local, county, and State Police Officers' accident reports; and coding State Police arrest reports. The division maintains files on: junkyard licenses, original State Police traffic complaints, and Department of Transportation (DOT) designated highway construction areas and other construction area permits.

During 1975, the Division sold more than 1,280,000 inspection stickers; made in excess of 1,000 manual file searches for sticker stubs requested by police agencies; and, maintained an active inspection station file for approximately 1,600 motor vehicle stations and a file of some 6,000 licensed inspection mechanics. Processed and microfilmed were 27,500 police officer accident reports; approximately 8,000 requests for copies by interested parties were made. In addition, 49,647 State Police arrest reports were coded for key punch operation.

**Criminal Division.** The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any noncompliance. The Criminal Division, administered by a captain, is composed of the Bureau of Criminal Investigation, Beano & Games of Chance, Crime Laboratory, and the State Bureau of Identification.

**Bureau of Criminal Investigation.** In 1955, the Bureau of Criminal Investigation (BCI) was formed to investigate major criminal offenses, so uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with special emphasis on homicides); and, to provide an official clearing agency for investigations available to all enforcement agencies within and outside Maine.

BCI, in addition, has the responsibility to process and maintain records of all criminal investigations conducted by the State Police. BCI also maintains liaison with the Department of the Attorney General (for investigation of homicides, complaints and major crimes) and other agencies to avoid duplication of effort. Other duties include informing the Chief and Deputy Chief of the status of criminal activity within the State; and, the issuance of all permits to out-of-state residents to carry concealed weapons.

BCI processed a total of 4,144 criminal complaints, investigated by State Police during 1975.

The investigation of suspicious unattended deaths remained the top priority for personnel assigned to the Bureau in 1975. Of the 117 unattended deaths investigated by State Police during the year, 28 were determined to be criminal homicide.

A breakdown of major crimes reported to the State Police in 1975 shows an overall increase of 12.6%.

Offenses were:

	1974	1975
Homicide	33	28
Rape	22	16
Robbery	61	27
Assault & Battery	183	243
B.E. & L.	663	742
Larceny	509	600

The addition of another lieutenant assigned this year has made it possible to divide BCI into two divisions. This will provide for a smaller span of control and is designed to increase the efficiency in the supervision of investigations and personnel.

A new criminal case report was developed in 1975 to provide for a more standard and complete report of an investigation. The form was designed to save time on the report writing of routine investigations, and to provide the agency with data needed to comply with the Uniform Crime Reporting System.

An Auto Theft Unit, consisting of two officers, was started in 1975. Investigation of several stolen car rings in Maine during the year, resulted in the recovery of over \$375,000 worth of stolen vehicles. This unit provided assistance to many out-of-state agencies as well as the Maine Motor Vehicle Registry, and instructed at an Auto Theft Seminar provided for local police agencies.

## PUBLIC PROTECTION

BCI continued to provide assistance to other state and federal agencies such as the FBI, U.S. Customs, Alcohol, Tobacco and Firearms, Secret Service, etc.

Bureau personnel responded to requests for 30 speaking engagements during 1975, to organizations such as schools and civic groups, on topics that included Drugs, Organized Crime Methods, Homicide Investigations, and BCI functions.

BCI membership in organizations such as the New England State Police Administrators Conference (NESPAC), Law Enforcement Intelligence Unit (Leiu), and International Association of Auto Theft Investigators provides a valuable means of obtaining information, to aid investigations being conducted by the State Police and to furnish assistance to local law enforcement.

A change in the law, relating to the licensing of private detectives and watch guard agencies during 1975, placed the responsibilities for providing and reviewing these applications with the State Police. BCI has been designated as the repository for these applications and presently maintains files on 71 private detectives and 43 watch guard and patrol agencies.

The acquisition of a bus in 1975 has provided the State Police with the capability of a Mobile Command Post. The vehicle has been equipped with a radio, typewriter, telephone, and other equipment necessary to conduct the investigations of major crimes in the rural areas.

The Maine State Police Criminal Bulletin, published periodically, has been found to be well accepted by personnel in the field and other law enforcement agencies. Bulletins are now being sent to 61 municipal police departments, all five New England criminal intelligence units, seven government agencies and Maine State Liquor Enforcement, for a total of 74 law enforcement agencies other than State Police personnel. The information published in these bulletins has led to the arrest of several criminal violators in Maine and throughout New England.

During the calendar year 1975, three State Police detectives were attached to the Criminal Division, Department of the Attorney General.

The State Police detectives were assigned work with the Chief Criminal Inspector in the Investigative Section. The majority of the work involved inquiries into criminal complaints, including the investigation of government officers, physicians and attorneys charged with malpractice, and other offenses of an administrative nature. They are also assigned on a request basis to aid federal and local law enforcement agencies on a variety of investigations.

Although the State Police detectives' primary assignments are to the Criminal Division, investigations are assigned from the Consumer Fraud Division on a "need be" basis.

Total activity by category:

Embezzlement - Cheating - Forgery	28
Police - Public Officials - Physicians - Attorneys	58
Voting Violations	3
Extortion	1
Perjury	1
Questionable Deaths	11
Drugs	1
Other	31
	<hr/> 134

Of these, ninety-eight (98) were closed; sixteen (16) are awaiting trial; eight (8) are under attorney review; and twelve (12) are under investigation.

Relays & Service of Process	97
Aids to Other Agencies & Inquiries of a Non-case report nature	180
Bloodhound Searches	6
Interviews	927

The Criminal Division of the Maine State Police is responsible for the enforcement, licensing and administration of Beano and Games of Chance. The Division also maintains close and effective cooperation with other law enforcement agencies. Routine inspections of licensed games are made as frequently as possible with all complaints being fully investigated. Over 500 written information requests are answered yearly.

## PUBLIC PROTECTION

Summary of 1975 activities include:

### Beano & Bingo

1. Total number of weekly Beano licenses — 12,305
  - a. Number of Beano permits issued — 3,556
2. Total Beano organizations licensed — 339
3. Total income received from Beano by the State — \$29,920.00

### Games of Chance

1. Weekly licenses issued — 982
2. Monthly licenses issued — 1,325
3. Raffle licenses issued — 1,609
  - a. Number of permits issued — 3,727
4. Distributors licensed — 6
5. Printers licensed — 94
6. Original applications processed — 1,053
7. Total income received from Games of Chance by the State — \$51,588.00
8. Total Games of Chance organizations — 1,128

**Crime Laboratory.** Laboratory functions include photography and crime scene processing, developing and printing photographs related to criminal or accident investigations, comparison of latent prints lifted at the scene of a crime with suspect's prints; firearms identification and tool-mark comparison, restoration of serial numbers of stolen vehicles or other items; serological examinations of blood, semen and other body fluids; polygraph examinations of witnesses, victims and suspects in criminal violations; making identification cards for members of State agencies; instruction of state, county and local police officers in laboratory procedures; and expert testimony in court.

Over 4,000 black and white negatives were processed. 14,000 black and white enlargements produced and more than 500 rolls of color slides were processed in 1975. New automated processing machinery was installed in late Fall 1975. Other darkroom equipment scheduled to be utilized includes revolving darkroom doors, light tight ventilating system, and film and print dryers.

A fingerprint comparison expert can conclusively state that any given fingerprint came from a particular finger to the exclusion of all others. Latent impressions are those fingerprints and palmprints left on an object after that object has been handled. Over 350 latent fingerprints and palmprints were processed in 1975. These were compared with over 7,000 fingerprints and palmprints of suspects in criminal cases. Several hundred articles were submitted for examination to determine if latent prints were present, in addition to the above figure.

Methods used in determining the presence or absence of latent prints are: dusting with various powders, iodine fuming, ninhydrin and silver nitrate testing. Fingerprint comparison is a positive science which requires great concentration. No two persons' fingerprints have ever been found to be the same.

Firearms identification is also a positive science. It encompasses the comparison of a test bullet from a suspect weapon with a bullet found at the scene of a crime; comparison of extractor-ejector marks found on a cartridge case at a crime scene with cartridge case(s) used for test purposes in a suspect weapon; distances from which a shot was fired; and the make, caliber and type of firearm from which a given shot was fired.

In October, 1975, the State Police Crime Lab acquired a new comparison microscope. It is one of the very few in this nation, and is the ultimate in its field. In addition to firearms identification, this microscope is also used for examining tool marks and other pieces of evidence used or suspected of being used in the commission of a crime. In 1975, 531 microscopic examinations were performed.

Weapons submitted from:

State Police		Other Agencies
34	Rifles	8
24	Shotguns	5
25	Handguns	7

## PUBLIC PROTECTION

Unknowns Submitted		
149	Bullets	43
129	Cartridge Cases	34
16	Shotgun cases	57
Live Ammo Submitted		
278	Rifle & Handgun	71
14	Shotguns	19
19	Wadding	13
23	Shot Pellets	8
Serial Number Restoration		
16		3
Tool Marks		
4		7

The serology section of the Crime Lab is responsible for the examination of blood and other body fluids. In cases of rape, assault and murder, microscopic examination of body fluids, such as the typing of blood, often eliminates a suspect from the investigation as well as narrows the investigation to a particular subject. During 1975, a total of 395 items of evidence were examined.

Laboratory capabilities have expanded and will soon be able to determine through distillation processes what type of accelerant was used, if any, in fire investigations where arson is suspected.

Polygraph examinations are designed to determine truth or deception when a subject is asked questions about his or her knowledge, participation and/or complicity in, an illegal act. The Crime Lab, in conjunction with BCI, has three modern multi-channel polygraph instruments and two examination facilities. There are three polygraph examiners, two of which are stationed at Augusta and one at Scarborough. Examinations are scheduled on a first-come, first-served basis for federal, state, county and municipal departments. All types of crimes are covered by polygraph examinations from homicide to motor vehicle violations.

During 1975, 299 polygraph examinations were conducted, 138 of which were for the State Police and 161 for other agencies.

**Uniform Crime Reporting.** For the first time in the history of the State of Maine, reliable crime information is now available in many forms and from 100% reporting of all organized law enforcement agencies. Data is collected on offenses reported to police, arrests by age, race, and sex; court dispositions of cases; values of articles stolen and recovered; crime location and time; employee data, assaults on police and other supplemental data.

This year was to see the first fruits of the Uniform Crime Reporting (UCR) program consisting of reports of "Crime in Maine" for the periods of July-December, 1974; January-June, 1975, plus intermediate quarterly reports. In process right now is a comprehensive "Crime in Maine" publication for the entire 1975 year. UCR is mandated by State Law and requires the full cooperation of all law enforcement agencies in the State. Presently, UCR is receiving it and is endeavoring to make the program responsive to the contributions and also useful to the Governor, legislators, and related criminal justice agencies.

In July, 1975, the Maine UCR program was refunded through a Law Enforcement Assistance Association discretionary grant for two more years with an endorsement from the FBI Chief of Uniform Crime Reports. It said: "The Maine UCR Program has been extremely successful in its endeavor, and we believe it is one of the finest state UCR programs in existence."

Activities of the UCR division, in addition to the routine operational function of data collection, includes training of contributor personnel (453 trained to date) in regional schools; serving as staff to a Committee of Maine Chiefs of Police Association on the Uniform Traffic Ticket development; providing technical assistance to Vermont and New Hampshire representatives on UCR operations; speaking engagements at clubs and schools; consulting with UCR contributors; providing 15 police department crime profiles on request with the assistance of the Criminal Justice Data Analysis Center, and extensive cooperation with allied criminal justice agencies.

## PUBLIC PROTECTION

**Division of Special Investigations.** The Division of Special Investigations (DSI) is an investigative unit that identifies drug traffickers and drug related crime in Maine, and prosecutes those individuals involved. The unit, directed by a State Police captain, receives its manpower from state, county, and local police agencies.

DSI was involved in 654 felony drug cases (i.e., sale of marijuana and hard drugs) with a material value of \$167,451.10 (drugs: \$104,866.10; and, stolen property recovered; \$62,585). During 1975, of the 289 cases that were adjudicated, involving 192 defendants, there was a conviction rate of 74 percent.

**PUBLICATIONS:** Maine State Police Criminal Bulletin (controlled distribution).

### **LICENSES, PERMITS etc.:**

License:

Games of Chance  
Beano  
Motor Vehicle Inspection  
Private Detectives  
Security Guard  
Watch Guard

Permit:

Towing  
(Unregistered/Uninspected Vehicles)  
Gun

### **FINANCES, FISCAL YEAR 1976:**

BUREAU OF STATE POLICE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation		\$94,235	\$	\$7,828,361	\$7,922,596
Departmental Operations				5,871,271	5,871,271
Transfers		94,235		1,957,090	2,051,325
Federal Grants			425,548		425,548
County & Municipal					
Private Contributions					
Sales				2,663	2,663
Services & Fees				51,496	51,496
Other				37,106	37,106
Unexpended Balance Brought Forward		4,728	9,711	333,552	347,992
Adjustment of Balance Brought Forward		22,602	6,261	(44,265)	(15,401)
<b>TOTAL FUNDS AVAILABLE</b>		<b>121,565</b>	<b>441,521</b>	<b>8,208,914</b>	<b>8,772,002</b>

Monies received and deposited to the credit of the State

EXPENDITURES					
Total Personal Services		30,351	102,702	5,164,345	5,297,399
Wages & Salaries		28,790	91,384	4,057,666	4,177,841
Retirement		1,560	11,317	1,106,679	1,119,557
Total All Other		31,326	209,706	2,058,595	2,299,628
Contractual Services		29,185	186,062	1,384,208	1,599,456
Rents		779	2,590	141,257	144,627
Computer Services		983	40,198	12,533	53,714
Commodities		2,141	23,643	162,768	188,553
Grants, Subsidies, Pensions				499,111	499,111
Transfers to Other Funds				12,506	12,506
Other					
Total Capital Expenditures		56,511	117,115	378,467	552,094
Buildings & Improvements				9,387	9,387
Equipment		56,511	117,115	369,080	542,707
Purchase of Land					
<b>TOTAL EXPENDITURE</b>		<b>118,189</b>	<b>429,524</b>	<b>1,601,408</b>	<b>8,149,123</b>

### SUMMARY

Total Funds Available		121,565	441,521	8,208,914	8,772,002
Total Expenditure		118,189	429,524	7,601,408	8,149,123
<b>NET</b>		<b>3,376</b>	<b>11,997</b>	<b>607,505</b>	<b>622,879</b>
Unexpended Balance Forward		3,376	11,997	272,927	288,301
Unexpended Balance Lapsed				334,578	334,578

## PUBLIC PROTECTION

### STATE BUREAU OF IDENTIFICATION ALLAN H. WEEKS, CHIEF, MAINE STATE POLICE

*Central Office:* 36 Hospital Street, Augusta 04333

*Telephone:* 289-3801

*Established:* 1954

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 16; *Unit:* 223; *Unit Citation:* 25 M.R.S.A. Sect. 1541

*Average Number of Full-Time Employees:* 7

*Authorized Employee Level:* 8

**PURPOSE:** The Bureau is responsible for the maintenance of criminal records within the State of Maine.

**ORGANIZATION:** The Supervisor of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Supervisor has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

**PROGRAM:** Several vendor proposals for modernizing the State Bureau of Investigation (SBI) outdated records system were studied. One proposal was selected and implemented. The result was the conversion of the inefficient manual filing system into an electro-mechanical retrieval system. In conjunction with the acquisition of the hardware, completely modernized filing concepts were initiated to increase the efficiency. In addition, continuing contact was maintained with members of the criminal justice community to aid SBI in meeting its responsibilities.

SBI activities during 1975 included:

9,156 Fingerprint cards classified and searched. (No previous record)

3,354 Fingerprint cards matched with existing records.

835 Final disposition sheets received and filed.

1,529 Photographs and negatives received and filed.

4,024 Additional record sheets received and filed. (Individuals previously involved with criminal justice system resulting in their fingerprints being already on file.)

18,667 Court abstract cards received and filed.

26,904 Inquiries (record checks) processed.

4,781 Expungement sheets processed. (Notices to expunge record due to dismissal, acquittal, and pardon)

**PUBLICATIONS:** None.

#### FINANCES, FISCAL YEAR 1976:

State Bureau of Identification	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$211,608	\$211,608
Total Expenditure				211,608	211,608
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

PUBLIC PROTECTION

**OFFICE OF THE STATE FIRE MARSHAL**

**DONALD M. BISSET, STATE FIRE MARSHAL**  
**HARRY B. ROLLINS, Asst. State Fire Marshal**

*Central Office:* 99 Western Avenue, Augusta 04333

*Telephone:* 289-2481

*Established:* 1973

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 16; *Unit:* 224; *Unit Citation:* 25 M.R.S.A. Sect. 2396

*Average Number of Full-Time Employees:* 26

*Authorized Employee Level:* 23

**PURPOSE:** The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established 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 following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage and transportation, sale and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.

**ORGANIZATION:** The Division of State Fire Prevention was created in 1937 in an attempt to combat the increasing fraudulent insurance claims resulting from set fires. The last 3 decades have seen a substantial growth in the area of responsibility of the Division of State Fire Prevention, and as its title implies, is broadening its scope to include a host of activities oriented toward the life safety and fire prevention field. Under its first Director, the Division grew to a force of 14 in 1955. After that time, increasing operational costs and lack of promotional increase in funding caused the Division to cut its personnel. The Division dropped to nine in 1968, but rebounded during the next 4 years. The staff now numbers twenty-one.

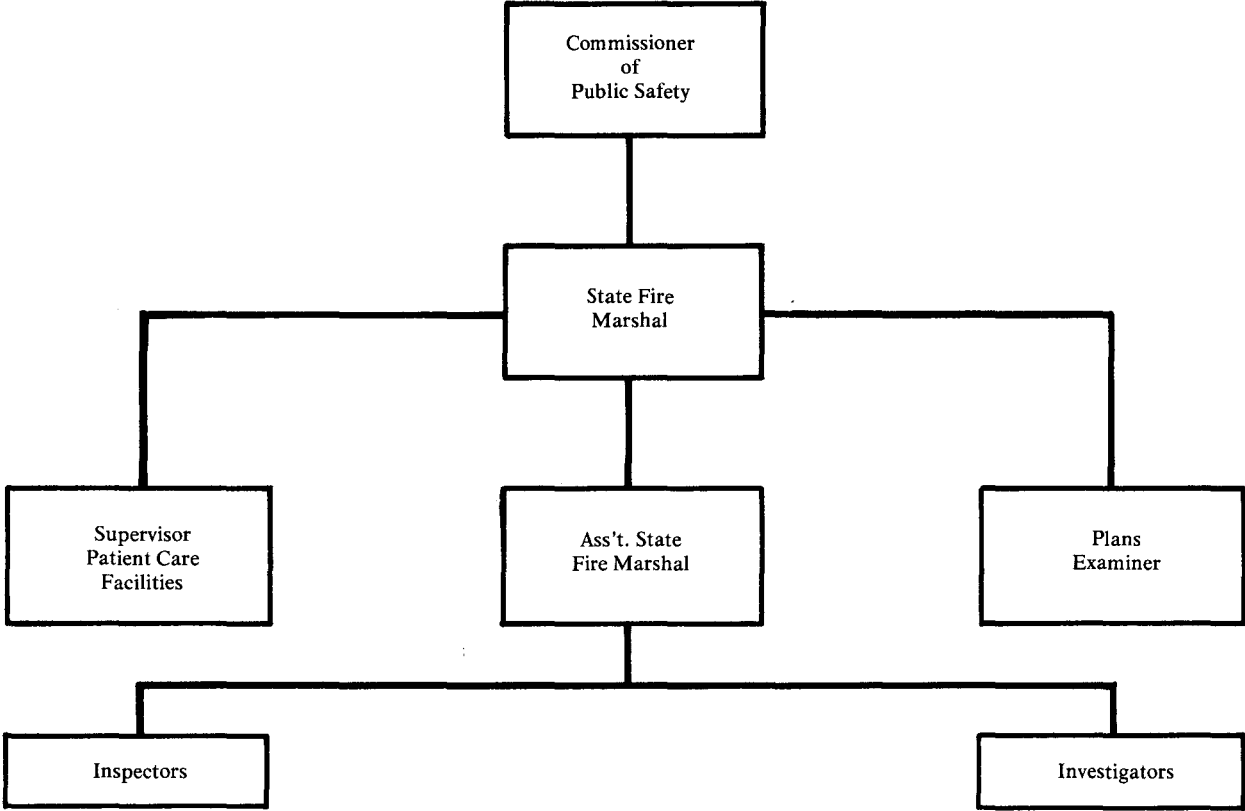
In order to provide better coverage of fire investigations, the 104th Legislature transferred the responsibility for arson investigation from the Insurance Commissioner to a shared responsibility with the Attorney General's Office. This action coordinates arson investigations by using staff from both the Fire Prevention Office and from the Bureau of State Police. On July 1, 1972, the Division became completely divorced from the Insurance Department and was transferred to the new Department of Public Safety. During the 106th Legislature, the Office of State Fire Marshal was created.

The capabilities of arson investigations of the Fire Marshal's Office were substantially increased through the addition of four State Police Officers being assigned to the office. Through an arrangement with the Commissioner of Public Safety, the Fire Marshal's Office provides the equipment and pays the salaries of these four personnel.

**PROGRAM:** In FY 76, the Office of State Fire Marshal met with and assisted Legislators of the 107th Special Session in drafting proposed legislation which was subsequently enacted into law. The legislation concerned drafting the statutes Relating to Community-based Facilities for Children and Adults.

The Fire Marshal's Office employs four Trooper Detectives, provided their equipment and trained them to assist in field investigations. The capability of the State Crime Lab, under the jurisdiction of the State Police, was expanded by the purchase of numerous devices and instruments to provide both quantitative and qualitative analysis for fire scene evidence. The four State Police personnel and one Inspector attended the Fire and Arson School at Rutgers University this year. The Office of State Fire Marshal, during FY 76, also carried out its day-to-day statutory duties.

OFFICE OF STATE FIRE MARSHAL  
ORGANIZATIONAL CHART



## PUBLIC PROTECTION

### INFORMATIONAL DATA:

Total number of building inspections	3,878
Total number of explosives, flammable liquids, etc. inspections	780
Fire Deaths	26

**PUBLICATIONS:** None.

### LICENSES, PERMITS ETC.:

#### License:

- Circuses & Carnivals
- Dance Halls
- Lightning Rod Agents
- Lightning Rod Manufacturers
- Motion Picture Operator
- Motion Picture Operator Apprentice
- Motor Vehicle Racing
- Mechanical Rides
- Fireworks Display
- Fireworks, Competent Operator
- Flammable Liquids, Above & Underground

#### Permit:

- Construction Permits & Plans Review
- Transportation of Explosives
- Fire Prevention Building Code

### FINANCES, FISCAL YEAR 1976:

Office of the State Fire Marshal	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$727,458			
Total Expenditure		387,722			
NET		339,736			
Unexpended Balance Forward		339,736			
Unexpended Balance Lapsed					

## BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

*Central Office:* 10-12 Water Street, Augusta 04333

*Telephone:* 289-3571

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 16; *Unit:* 226; *Unit Citation:* 25 M.R.S.A., Sect. 2902

*Average Number of Full-Time Employees:* 21

*Authorized Employee Level:* 22

**PURPOSE:** The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor inspectors who work under the direction of the chief inspector and an assigned supervisor, but normally acts independently in the field. Each inspector is responsible for the conduct of approximately 200 liquor outlets within his designated territory. He is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. He also makes field investigations and inspections on both retail and wholesale levels to secure and verify information for legal and administrative purposes. Field inspectors spend many hours engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Inspectors of the Bureau give

## PUBLIC PROTECTION

presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 18 years, as well as many other violations. In the course of his work, an inspector has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

**ORGANIZATION:** The Maine Liquor Commission was established by the Legislature in 1933 with the liquor inspectors under its control. In 1947, the liquor inspectors were placed under the State Personnel Law, which forced prospective inspectors to take State examinations in order to be eligible for inspector positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, each commanded by an Inspector II, with the rank of sergeant. These areas are as follows:

1. Portland
2. Lewiston
3. Augusta
4. Bangor
5. Presque Isle

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas in regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field inspectors monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

**PROGRAM:** As with most dynamic agencies in State government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

*Instructors* — The Bureau to date had three (3) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These three individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy, as well as teaching at numerous Inservice Schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor related problems.

*Increase Manpower* — At present the Bureau consists of a Director, 16 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. We have some 3,500 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M. — 1 A.M. and on Sundays 12 Noon — 1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem as well as illegal sales and possession of intoxicating liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

*Procuring for Minors* — Procuring is the act of an individual 18 years or older purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentations and closer working relationships with the Maine liquor licensee holders. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

## PUBLIC PROTECTION

**Presentations** — The Bureau fully intends to continue the present program of holding meetings with licensees and their employees throughout the State, as the returns have been favorable.

**Warning System** — The Bureau is presently in the process of establishing a warning system for minor infractions of the liquor laws and Rules and Regulations. Through this system the Bureau will document the infractions of licensees and bring to their attention complaints that we have received, so that they may rectify their operation. Also, it is the belief of the Bureau that this will definitely insure better public relations with the licensees.

During the past fiscal year, Inspector II's have been visiting the various clubs throughout the State to promote awareness of the laws to club officials, directors and managers. The inspectors explain the laws and listen to problems and suggestions resulting in improved relations between the Bureau of Liquor Enforcement and the licensed clubs. This program will be continued because of the substantial turnover of club officials, directors and managers.

From the Premise Inspection Reporting System (PIRS) records of the Bureau reflect the following for FY 76:

1. A total of 6,145 Licensed Premise Inspections Completed
2. A total of 10,151 Licensed Premise Checked for Conditions
3. A total of 2,456 violations as a result of the PIRS were corrected in the field by the inspectors.

During FY 76, a team of field inspectors evaluated the Premise Inspection Reporting System at the request of the director. Ideas to improve the system were fed in from the field inspectors. Forms were changed to aid inspectors and to give better documentation to the Bureau. In FY 76, there were some 216 Licensed Premise Hearings held before the Administrative Court concerning possible suspension or revocation of licenses. During FY 76, a total of 20 cases were investigated, apprehended and prosecuted for illegal sales of intoxicating liquor without a license in full force and effect (bootlegging).

A major goal of 1975 was the holding of meetings with liquor licensees and their employees throughout the State. Supervised by area sergeants, these meetings consisted of discussing problems and providing licensees with educational information designed to aid them in the operation of their premises. The acceptance of these meetings was overwhelmingly favorable.

**Uniforms** — On April 15, 1976, the Bureau of Liquor Enforcement became a uniformed troop of the Department of Public Safety. The uniform is very similar to that of the Maine State Police; except for its dark green color. Periodically the troop is inspected by the Commissioner of Public Safety. The uniform has been received by the liquor license holders and the general public very favorably. Internally, it has also brought a closer working relationship with other law enforcement agencies.

When the Bureau became a uniformed troop, military rank was applied in order to inform the general public and other law enforcement agencies as to who directed and was responsible for a particular operation. Military terminology, used for rank of supervisors, is less confusing when used uniformly in law enforcement. Therefore, Bureau area supervisors are no longer addressed as senior inspectors, but as sergeants. The director of the Bureau holds the military rank of Captain.

The side effects of military rank are shown in the Bureau. These effects are most notable in the pride manifested by the inspectors and the Bureau's organization as a well disciplined unit. Inspectors of the Bureau still wear civilian clothes if a particular situation dictates that it would be the best approach to a problem. The area sergeants have the authority to make this decision.

**PUBLICATIONS:** None.

## FINANCES, FISCAL YEAR 1976:

Bureau of Liquor Enforcement	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$337,729				
Total Expenditure	307,363				
NET	30,366				
Unexpended Balance Forward	16,620				
Unexpended Balance Lapsed	13,746				

PUBLIC PROTECTION

**BOARD OF TRUSTEES CRIMINAL JUSTICE ACADEMY**  
**MAURICE HARVEY, CHAIRMAN**

*Maine State Government Reference Manual Data:*

*Central Office:* 93 Silver Street, Waterville 04901

*Telephone:* 289-2788

*Established:* 1969

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 16; *Unit:* 227; *Unit Citation:* 25 M.R.S.A., Sect. 2802

*Average Number of Full-Time Employees:* 10

*Authorized Employee Level:* 11

**PURPOSE:** The primary responsibilities of the Board of Trustees of the Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the academy, to promulgate the standards for recruitment of academy students and finally, to prescribe the content of the curriculum. Furthermore, the board of trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs and for local law enforcement officers.

**ORGANIZATION:** In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 12 members as follows: The Commissioner of Public Safety, ex officio; the Attorney General, ex officio; and the following members who are appointed by the Governor with the advice and consent of the Council: A commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two 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 of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for the Commissioner of Public Safety (or his designee) and the Attorney General (or his designee) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the academy, to employ, subject to the Personnel Law, all personnel required to operate the academy, to lease, rent or acquire adequate facilities at a location determined by the board of trustees, to conduct the academy's training programs, and finally, to accept any federal funds that might be made available to the academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise the day-to-day operations of the academy and to carry out the policies of the trustees.

**PROGRAM:** See the Maine Criminal Justice Academy.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Members of the board serve without compensation except for reimbursement for actual expenses incurred in the performance of their duties.

## PUBLIC PROTECTION

# MAINE CRIMINAL JUSTICE ACADEMY

MARTIN W. MURPHY, DIRECTOR

Central Office: 93 Silver Street, Waterville 04901

Telephone: 289-2788

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 06; Umbrella: 16; Unit: 228; Unit Citation: 25 M.R.S.A. Sect. 2801A

Average Number of Full-Time Employees: 12

Authorized Employee Level: 15

**PURPOSE:** The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement personnel of the State and for other 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.

**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 inservice training requirement and provide an enforcement provision to the mandatory police training law.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

**PROGRAM:** During FY 76, four Municipal Police Schools of 10-weeks duration each were conducted by the Maine Criminal Justice Academy; 165 local law enforcement officers, including State Coastal Wardens, graduated. Also, two State Police Schools, each of 16-weeks duration, graduated 34 new State Police officers. The Academy sponsored 20 specialized and advanced courses from which 414 state and local law enforcement officers graduated. In addition, Academy facilities accommodated 118 criminal justice meetings, conferences and seminars for a total of 2,334 persons.

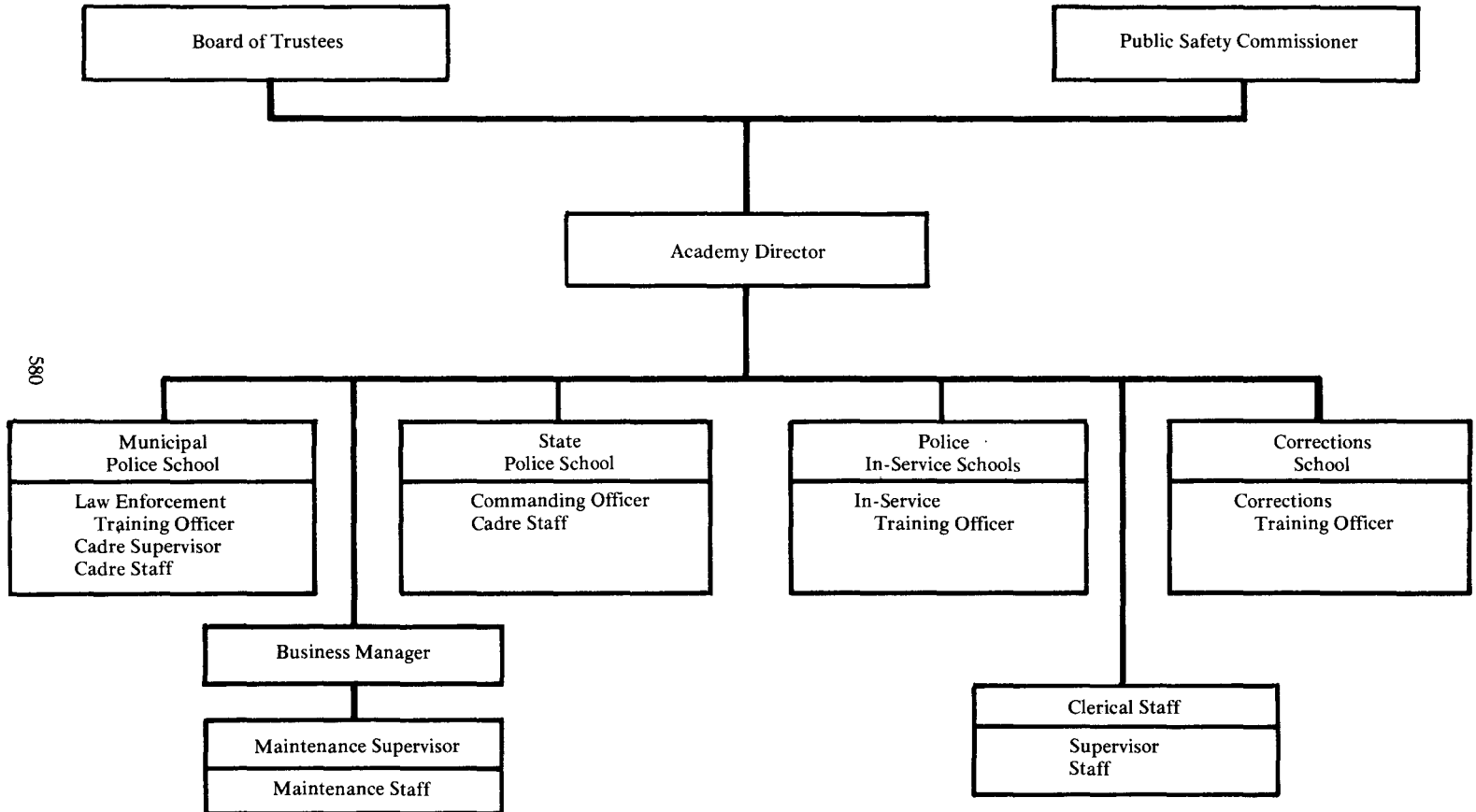
The Academy is located in Waterville on the 13-acre site, formerly the campus of Thomas College. The facilities include two dormitory buildings, two classroom buildings, a library, a dining room, an auditorium and a small exercise gym.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Criminal Justice Academy	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$300,207	\$23,457	\$42,151		\$365,815
Total Expenditure	227,549	700	37,725		265,974
NET	72,658	22,757	4,426		99,841
Unexpended Balance Forward	13,020	22,757	4,426		40,203
Unexpended Balance Lapsed	59,638				59,638

## 580



August 26, 1976

PUBLIC PROTECTION

**ADVISORY COMMITTEE  
FOR THE TRAINING OF FIREMEN**

**FRANCIS E. RODERICK, CONSULTANT**

*Central Office:* Department of Educational and Cultural Services, Augusta 04333

*Telephone:* 289-3367

*Established:* 1959

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 92; *Unit:* 326; *Unit Citation:* 20 M.R.S.A., Sect. 2552

**PURPOSE:** The purpose of the Advisory Committee for the Training of Firemen is to guide and to advise the consultant of the Fire Service Training Program on policies effecting training and education in the State of Maine.

**ORGANIZATION:** The Advisory Committee's membership is composed of two members representing fire chiefs, two members representing fire fighters, two members representing municipal government, one member representing insurance concerns, and finally, one member representing the Department of Educational and Cultural Services.

**PROGRAM:** During FY 76, the Advisory Committee has worked on devising a delivery system to municipal firefighters to enable them to meet the standards established by the National Firefighters Qualification Board. This national board has set forth minimum professional qualifications for the positions of Firefighter I, II, and III, based upon competency.

The Fire Academy at Northern Maine Vocational Technical Institute was conducted during the first two weeks of September 1976. Thirty-six candidates representing all areas of the State were graduated and awarded certificates. The Fire Academy is now an on-going program, which will offer courses each spring and fall.

Throughout the year, the Advisory Committee has been discussing and working on a State of Maine master plan for fire prevention, control and administration. Furthermore, firefighters can earn an associate degree as part of their inservice training from Southern Maine Vocational Technical Institute. These courses can also be taken at EMVTI and at KVVTI, although the degree is ultimately awarded from SMVTI.

**PUBLICATONS:** None.

**FINANCES, FISCAL YEAR 1976:** The Advisory Committee serves without compensation excepting mileage and lunch which is reimbursed to committee members who attend meetings.

**MAINE VETERANS  
SMALL BUSINESS LOAN AUTHORITY**

**ROBERT G. O'MALLEY, MANAGER**

*Central Office:* 1 Community Drive, Augusta 04330

*Telephone:* 289-2094

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 99; *Unit:* 216; *Unit Citation:* 37A M.R.S.A., Sect. 41

*Average Number of Full-Time Employees:* 2

*Authorized Employee Level:* 2

## PUBLIC PROTECTION

**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:** This agency is comprised of a Board of Directors, a manager, and a secretary.

The Directors meet once a month to review and approve loan requests. The loan authority board consists of 9 members, including the Director of Veterans Services and 8 members appointed at large by the Governor with the advice and consent of the Council.

**PROGRAM:** After its second year of operation, the Maine Veterans Small Business Loan Authority approved 106 loans representing \$1,005,615. This was accomplished through 31 banks throughout the State. A breakdown by counties is as follows:

Androscoggin: 11	Oxford: 3
Aroostook: 2	Penobscot: 8
Cumberland: 34	Piscataquis: 0
Franklin: 3	Sagadahoc: 6
Hancock: 0	Somerset: 4
Kennebec: 11	Waldo: 0
Knox: 4	Washington: 3
Lincoln: 9	York: 8

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, Service-master and Chem Clean Company, public accountant, security agency, landscaping, saw mill, card and gift shop, electrician, ice cream wholesale distributor, printing company, laundrette, convenience type food market, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings business.

The Authority has had to honor its guarantee on only two loans for a total of \$14,922 during its two years of operation. This is a very small loss ratio; much lower than was ever anticipated when this program was developed. Projections after two years of operations stated losses of \$100,000. As evidence by our performance we experienced less than 15 percent of that amount. The new businesses which have been established are estimated to be generating \$2½ million in sales. They are also paying taxes in various forms to the local and state government. The overall economy and benefit to the State would seem to more than justify the performance of this agency. The current special session of the Legislature has approved and sent to referendum a proposed constitutional amendment raising our limit from a total of \$2 million to \$4 million. No additional funds are being requested to continue operations of this program.

## PUBLIC PROTECTION

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Maine Veterans Small Business Loan Authority Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$204,536				\$204,536
Total Expenditure	50,073				50,073
NET	154,463				154,463
Unexpended Balance Forward	154,463				154,463
Unexpended Balance Lapsed					

## CIVIL AIR PATROL

**COLONEL 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:* 207-622-7722

*Established:* 1941

*Maine State Government Reference Manual Data:*

*Policy Area:* 06; *Umbrella:* 99; *Unit:* 238; *Unit Citation:* 6 M.R.S.A., Sect. 16

*Average Number of Full-Time Employees:* None

*Authorized Employee Level:* None

#### *Organizational Units:*

A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine

B. Subordinate Units:

1. Auburn Composite Squadron — Auburn
2. Augusta-Gardiner Composite Squadron — Augusta
3. Bangor-Brewer Composite Squadron — Bangor
4. Border Senior Squadron — Houlton
5. Brunswick-Topsham Composite Squadron — Topsham
6. Caribou Composite Squadron — Caribou
7. Dexter Senior Squadron — Dexter
8. Down-East Patrol Composite Squadron — Ellsworth
9. Greater Portland Composite Squadron — South Portland
10. Greenville Composite Squadron — Greenville
11. Liberty Cadet Squadron — Berwick
12. Oxford Senior Squadron — Rumford
13. Pinetree Senior Squadron — Bath
14. Waterville Composite Squadron — Waterville

**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.

## PUBLIC PROTECTION

**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.

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.

**PUBLICATIONS:** Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

### FINANCES, FISCAL YEAR 1976:

Civil Air Patrol	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$5,000	\$5,000
Total Expenditure				5,000	5,000
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

STATE  
POLICY  
AREA **07**

# Transportation

**Department of Transportation  
Other Independent Agencies, Boards, Commissions**





## DEPARTMENT OF TRANSPORTATION

ROGER L. MALLAR, COMMISSIONER

RICHARD A. LUETTICH, Deputy Commissioner

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-2551

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 229; *Unit Citation:* 23 M.R.S.A., Sect. 4205

*Average Number of Full-Time Employees:* 2,700

*Authorized Employee Level:* N.A.

*Organizational Units:*

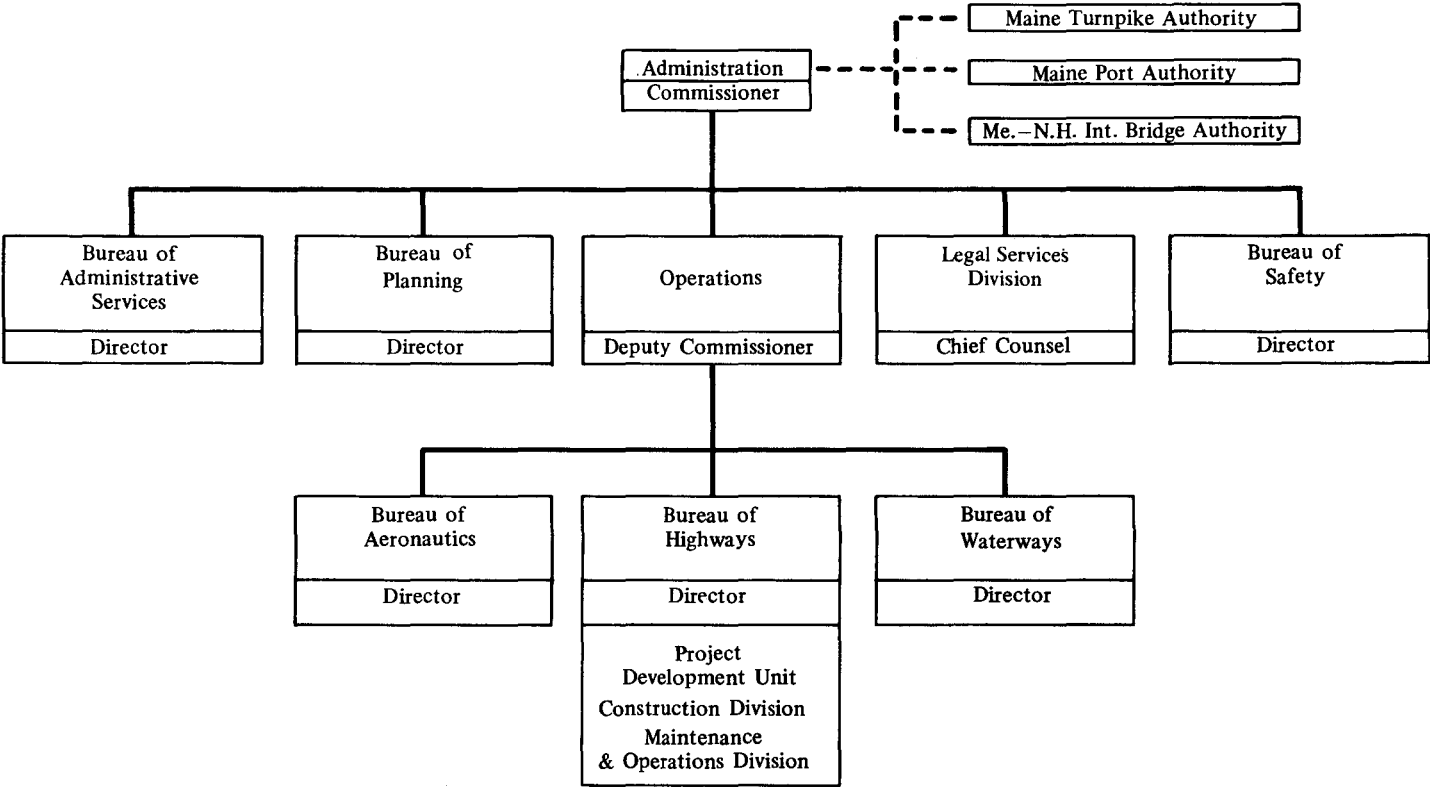
Bureau of Administrative Services (Transportation)	Bureau of Aeronautics
Bureau of Transportation Planning and Services	Maine State Ferry Advisory Board
Legal Services Division (Transportation)	Highway Safety Advisory Committee
Bureau of Highways	Maine Port Authority
Bureau of Waterways	Vehicle Equipment Safety Commission

**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.

With the major expansion of the State's highway system since the 1930's and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics (established 1969), the Economic Advisory Board (established 1951), the Maine Port Authority (established 1929), the Advisory Committee of Ferry Service (established 1957), the Scenic Highway Board (established 1969), the Highway Safety Committee (established 1963) and the Vehicle Equipment Safety Commission (established 1963). Further, the legislation required the Commissioner of Transportation to organize the Department into five bureaus and one division, specifically, the Bureaus of Administrative Services, Transportation Planning and Services (designated Bureau of Planning in 1974), Aeronautics, Highways, and Waterways and

**ORGANIZATION CHART  
DEPARTMENT OF TRANSPORTATION**



## TRANSPORTATION

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. The Department established a Ferry Service Advisory Committee in 1975.

**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

### FINANCES, FISCAL YEAR 1976:

DEPARTMENT OF TRANSPORTATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,300,488	\$65,149,327	\$	\$	\$66,449,815
Departmental Operations					
Transfers	2,387	(10,000)		796,244	788,631
Federal Grants		30,433,316	215,249	19,100	30,667,665
County & Municipal		3,128,459			3,128,459
Private Contributions					
Sales		164,425		2,367	166,792
Services & Fees		189,543		742,162	931,705
Other		138,231	75	188,743	327,049
Unexpended Balance Brought Forward	1,479,880	40,831,992	5,998	887,634	43,205,504
Adjustment of Balance Brought Forward	194,515	11	534		195,060
TOTAL FUNDS AVAILABLE	2,977,270	140,025,304	221,856	2,636,250	145,860,680

Monies received and deposited to the credit of the State					
--	--	--	--	--	--

EXPENDITURES					
Total Personal Services	65,190	26,144,291		785,378	26,994,859
Wages & Salaries	59,006	23,669,052		710,920	24,438,978
Retirement	6,184	2,475,239		74,458	2,555,881
Total All Other	1,665,395	38,167,609	88,105	878,794	40,799,903
Contractual Services	73,476	16,019,007	88,105	602,871	16,783,459
Rents	1,637	12,145,430		56,922	12,203,989
Computer Services		352,339			352,339
Commodities	644	9,975,050		63,616	10,039,310
Grants, Subsidies, Pensions	721,264	3,884,591		72,965	4,678,820
Transfers to Other Funds	870,011	459,614			1,329,625
Other		7,829,347		139,342	7,968,689
Total Capital Expenditures	40,341	33,839,368	122,661	2,997	34,005,367
Buildings & Improvements	40,341	32,583,716	122,661	2,997	32,749,715
Equipment		249,274			249,274
Purchases of Land		1,006,378			1,006,378
TOTAL EXPENDITURE	1,770,926	98,151,268	210,766	1,667,169	101,800,129

#### SUMMARY

Total Funds Available	2,977,270	140,025,304	221,856	2,636,250	145,860,680
Total Expenditure	1,770,926	98,151,268	210,766	1,667,169	101,800,129
NET	1,206,344	41,874,036	11,090	969,081	44,060,551
Unexpended Balance Forward	1,134,034	40,838,709	11,090	969,081	42,952,914
Unexpended Balance Lapsed	72,310	1,035,327			1,107,637

Approximately \$41 million of the Unexpended Balance Forward is held in reserve for authorized expenditures.

## TRANSPORTATION

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.

The move by the Department of Transportation to the new Transportation Building commenced in June 1976 and was completed in the latter part of the month. This move consolidated all the various departments that were previously located on the fourth and fifth floors of the State Office Building, the Vickery-Hill Building, the Aeronautics Building at the Augusta State Airport and various offices on State Street and Sewall Street into one location on Child Street. The Transportation Building features the "office landscape concept", which eliminates full height partitions with privacy obtained through the placement of screens and files.

**PROGRAM:** The program of the Department of Transportation is administered by its statutorily created components which are individually reported in the subsequent entries.

**Bureau of Safety.** During FY 76 the eight-hour National Safety Council Defensive Driving Course was presented by the Bureau of Safety at approximately 100 locations throughout the State, and approximately 4,200 people completed the course. In addition, effective May 21, 1976 all drivers completing this course were provided with three points on their driver history by the Secretary of State. The major programs implemented during this fiscal year by the Bureau, administratively created by the Department, have been 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 an effort to further reduce highway deaths and injuries the Bureau has obtained a "seatbelt convincer", a device that simulates seven MPH impact and firmly convinces the rider of the importance of wearing seatbelts. The device was demonstrated at schools, fairs, shopping centers, large public gatherings and police departments throughout the State. Approximately 4,000 people rode the convincer with approximately 8,000 others observing the impact. In addition, the Bureau's film library processed over 2,700 requests from various schools and agencies for the loan of highway safety films.

**LICENSES, PERMITS, ETC.: Permits:** Outdoor Advertising; Driveway Entrance; Stud Tires; Road Opening; Over Limit.

**PUBLICATIONS:** None.

## BUREAU OF ADMINISTRATIVE SERVICES (TRANSPORTATION)

HENRY L. CRANSHAW, DIRECTOR

STANLEY J. SOBUS, Assistant Director

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-3583

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 231; *Unit Citation:* 23 M.R.S.A., Sect. 4206

*Average Number of Full-Time Employees:* 70

*Authorized Employee Level:* N.A.

*Organizational Units:*

Computer Services Group

Personnel Section

Finance and Accounting Section

Purchasing Unit

Audit, Internal and External

Central Stores and Reproduction

## TRANSPORTATION

**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 the State government re-organization 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 Bureau of Administrative Services is undertaking the development of new financial reporting systems within the Department of Transportation. Through the "management information system", both financial and statistical information can be extracted that is essential to modern day management-oriented decisions. This system will also provide Bureau or Division heads with sufficient information to plan or evaluate departmental programs.

The Bureau is also developing plans for the implementation of the Hay Pay Plan for classified and unclassified employees, bi-weekly payrolls and bonus payments to State employees due in fiscal 1977.

Preparations were completed for turning possession and operation of the central processing unit over to Central Computer Services. This change was made with fixed maximum charge agreement. Size of memory on the 370 computer was increased to nearly one-half million bytes with a slight increase in cost by going to a non-IBM vendor.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal accounts for the Bureau of Administrative Services are not maintained separately, but are included with those of the Department of Transportation.

## BUREAU OF TRANSPORTATION PLANNING AND SERVICES

**DANIEL WEBSTER, JR., DIRECTOR**

**GIDEON G. PICHER, Assistant Director**

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-3131

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 232; *Unit Citation:* 23 M.R.S.A., Sect. 4206

*Average Number of Full-Time Employees:* 60

*Authorized Employee Level:* N.A.

*Organizational Units:*

Environmental Services Division

Highway Planning and Programming Division

Data Resources Division

Airport Planning Division

Transportation Services Division

Special Services Division

**PURPOSE:** The Bureau of Transportation Planning and Services 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.

## 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 for the designation of that system of scenic highways with regard for 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. Highway safety activities were transferred from the Bureau of Transportation Planning and Services to the Bureau of Safety. In late 1973, the Bureau was reorganized and its name was administratively changed to Bureau of Planning. Other significant changes included the transfer of the traffic section to the Maintenance and Operations Division in the Bureau of Highways, and subsequently the addition of three new service divisions to the Bureau: Transportation Services, Environmental Services, and Special Services. Administrative changes during the year included the transfer of highway programming activities to the Highway Planning and Programming Division and redefining the responsibilities of the Systems and Programming Division as a Data Resources Division.

**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. Also this division is responsible for development of the Biennial Highway and Bridge Improvement Program.

One of the activities of the Bureau is provided by its Data Resources Division relating to highway data resources, including traffic counting, vehicle classification, sufficiency rating, truck weighing and travel data collections. The Airport Planning Division is responsible for conducting statewide airport planning, coordinated with all federal, state, county, town and city governmental bodies and, at times, with private industries, businesses and citizens; establishing needs in an order of priority and developing appropriate airport construction programs; advising and cooperating with the Bureau of Aeronautics on airport operational problems; supervising the development and partial funding of airport master plans throughout the State,

## TRANSPORTATION

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.

### **PUBLICATIONS:**

Highway Sufficiency Report

Maine Highway Atlas (\$6.00)

Official Maine State Highway Map

County Maps (large scale \$1.00, small scale \$.15)

Urban Maps (\$.75)

Transportation News

**FINANCES, FISCAL YEAR 1976:** Fiscal accounts for the Bureau of Planning are not maintained separately, but are included with those of the Department of Transportation.

## **LEGAL SERVICES DIVISION (TRANSPORTATION)**

**LESTER A. OLSON JR., ACTING CHIEF COUNSEL**

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-2251

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 233; *Unit Citation:* 23 M.R.S.A., Sect. 4206

*Average Number of Full-Time Employees:* 16

*Authorized Employee Level:* N.A.

**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.

## TRANSPORTATION

**PROGRAM:** During FY 76 the Legal Services Division completed 358 and updated 61 title abstracts. Before condemnation 897 title abstracts were brought to date; another 412 were brought to date after condemnation; 17 project condemnations were checked and 25 condemnations were recorded.

The Division processed 17 Land Damage Board petitions, presented 39 cases to the Board and settled 5 Land Damage Board cases before going to trial. The Division also settled 10 cases before going to trial in Superior Court. It was involved in 17 jury trials in Superior Court and has 21 cases pending before the Superior Court which are unrelated to the Land Damage Board. Forty-two cases were presented to the Industrial Accident Commission and 35 collection cases were processed.

During the reporting period the Division verified 27 mailing lists, rendered advice and counsel services, wrote opinions and performed research in connection with activities of the Department.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal accounts for the Legal Services Division are not maintained separately, but are included with those of the Department of Transportation.

## BUREAU OF HIGHWAYS

**RICHARD A. LUETTICH, DEPUTY COMMISSIONER**

**RICHARD COLEMAN, Deputy Chief Engineer**

*Central Office:* Transportation Building, Augusta, Maine 04333

*Telephone:* 289-2551

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 234; *Unit Citation:* 23 M.R.S.A., Sect. 4206

*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

## TRANSPORTATION

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:** The Bureau of Highway's program is implemented through its three administratively-created units.

**Project Development Unit:** This unit advanced 68 projects to the construction stage during the fiscal year. These projects have a contract value in excess of \$31,000,000. Highlighting the unit's activities was the continuation of the implementation of the Stop-Gap Improvement concept, first introduced in 1972. Unprecedented inflationary trends and declining revenues have severely impacted the Department's ability to maintain a reasonable Capital Improvement Program. The Stop-Gap Improvement concept represented the Department's effort to continue to maintain a reasonable level of improvements to our transportation facilities by reducing the cost of construction, currently at a rate of \$350,000 to \$600,000 a mile, to less than \$200,000 a mile. Stop-Gap Improvements provide for the reconstruction of the existing facility to safe and efficient standards, with minimal environmental impacts and substantial reductions in right-of-way requirements. In general, pavement and shoulder widths are reduced by one classification of standards with a 50 M.P.H. design speed.

In order to achieve maximum cost reductions, several techniques were used generally consisting of:

1. Recycling the existing pavement and base for use as a base course to support a new bituminous concrete surface. Widening and paving of existing shoulders. Providing additional drainage as necessary. Eliminating or modernizing existing guard rail sections.
2. Variable depth gravel base placed on the existing highway with a new bituminous concrete surface with stabilized shoulders and guard rail.

In most instances short sections of a project will require alteration to the existing horizontal and vertical alignment, and a complete base section and drainage will be required. An example of the success being experienced in this area is the reconstruction of Route 17 in the towns of Washington and Union. The cost of improving this facility was approximately \$140,000 a mile.

This concept has been carried over into our Bridge Improvement Program. Sound portions of existing structures are retained and only the weak sections are rehabilitated or replaced. Thus, we are able to extend the useful life of these structures for many years at a minimal cost. Examples of the type of work being carried out in this area would be the rehabilitation of the deck of Carlton Bridge in Bath and Woolwich, the Presumpscot River Bridge in Falmouth, and the State Street Bridge in Bangor.

The National Geodetic Control Network is being updated and expanded throughout the nation. This effort requires the cooperation of both federal and state personnel. Maine's first monumentation project, financed with State and Federal-aid Funds, was completed in 1958. This project began in Fairfield and extended north to Houlton, following the Interstate corridor.

In July of 1974, the second monumentation project was started. This project provided for the extension of the monumentation from Fairfield to Kittery; generally along the Interstate corridor, ranging 7 to 8 miles east and west of the expressway. This project was completed in August of 1975.

In September of 1975, the third monumentation project was started. This project encompassed the southern section of Interstate 95 and extended to the New Hampshire Border with Route 26 representing the northerly border of the project. The two current projects are serving as an excellent training mission for MDOT personnel, as well as to complete the control network along Maine's Interstate system and expand and provide accessible horizontal and vertical survey control in and through the heaviest populated areas of the state.

The result of the monumentation program will be the establishment of an accurate relationship among all survey and mapping projects, which are essential to MDOT's highway corridor engineering and environmental studies, project site location, and drainage studies. The

## TRANSPORTATION

new monumentation will also serve as a base for updated U. S. Geological Topographic maps and our own long-range planning and environmental assessment of proposed construction projects.

The unit, responding to Section 122 of the Federal-Aid Highway Amendments Act of 1974, completed the development of procedures under which the Off-Systems Road Program will be administered. This program is oriented to the improvement of public transportation facilities off the Federal-Aid System. Forty-six projects were approved by the Federal Highway Administration for construction under this program. Although the funds were heavily oriented toward the improvement of bridge structures, we were able to supplement the Special State-Aid Program with sufficient Federal-Aid Funds to provide the same level of funding that this program had received in previous years.

The unit has continued its efforts in developing claims, providing additional revenue in the form of billboard bonus funds. Partial claims have been submitted for Interstate 95-1, and a partial claim for Interstate 295 and 95 percent complete at the end of the fiscal year.

Right-of-Way activities included the following:

1. Plans were prepared for 47 projects involving the appraisal and negotiations of 543 parcels with a total appraised value of \$590,000, resulting in the displacement of 20 individuals, 9 families and 6 businesses.
2. Preparation of 46 Land Damage Board hearings and 19 Superior Court cases.
3. Issued 2711 permits for off-premise signs, acquired 6 nonconforming signs (total value \$2675), removed 272 illegal and abandoned signs without compensation.
4. Received 43 well claims of which 28 were valid, resulting in an expenditure of \$93,000, and provided new wells for four Department owned areas, resulting in an expenditure of \$10,600.

**Construction Division:** During FY 76, the Construction Division assumed contract administration, construction engineering and construction inspection responsibilities for sixty-three contracts amounting to an estimated \$33,453,812. as follows:

20 Complete highway construction contracts (including bridges)

- 4 Highway grading contracts
- 14 Highway paving contracts
- 1 Highway lighting contract
- 1 Slope rehabilitation contract
- 3 Highway signing contracts
- 1 Fencing contract
- 1 Traffic signal & channelization contract
- 11 Bridge construction contracts (including approaches)
- 3 Bridge deck replacement contracts
- 1 Pedestrian overpass contract
- 1 Pavement markings contract
- 2 Rest area contracts

In addition, the division assumed contract administration responsibilities for eight contracts, five traffic signal contracts and three roadside improvement contracts amounting to an estimated total of \$211,865.

During the fiscal year, the division completed contract administration, construction engineering and construction inspection responsibilities for seventy-one contracts amounting to a final total of \$30,734,494. as follows:

26 Complete highway construction contracts (including bridges)

- 5 Highway grading contracts
- 9 Highway paving contracts
- 1 Highway lighting contract
- 1 Highway signing contract
- 1 Slope rehabilitation contract
- 1 Guard rail contract
- 1 Airport improvement contract
- 23 Bridge construction contracts (including approaches)
- 2 Bridge deck replacement contracts
- 1 Pedestrian overpass contract
- 4 Rest area contracts

In addition, the division completed administration responsibilities for eight contracts, six

## TRANSPORTATION

traffic signal contracts and two roadside improvement contracts amounting to a final total of \$244,126.

**Maintenance and Operations Division:** The most noticeable program to the public remains the Department's so-called "hot maintenance mulch" program. The same tonnage has been allocated this year as last for each of the MDOT's seven divisions; 63,000 tons. It is hoped that nearly 1,000 miles of roadway state-wide will be treated with this hot mix. Quite often overlooked is the fact that about that same amount of mileage is also ditched and culverts replaced so that proper drainage is obtained to prolong the life of the new surface.

A new form of salt calibration is being tried now and hopefully up to a 10% savings in salt may be realized. The division is attempting to calibrate the salt used in sand and salt mixture. With the addition of another hopper at screening plants the division is able to more uniformly mix winter sand while screening the material in the pit. Not only are extra steps being eliminated that were formerly used to mix sand, but the division is able to reduce the quantity of salt used per cubic yard of sand.

The Maintenance and Operations Division's most interesting program is the refurbishing of concrete decks. In this system, the existing wearing surface is removed and enough of the concrete is very carefully taken off to remove only the poor and leave the good. An integral placement of concrete is then made to replace the deteriorated concrete on the deck and the wearing surface. This has resulted in the restoration of a number of bridges to a new condition at a substantially reduced cost and doing no more than merely causing one-way traffic during the repair. In addition to the refurbishing program during the last year a Bridge Posting Committee was formed in order to evaluate in detail the data gathered by the Bridge Inspection Program.

The State Aid Program continues to have the support of Maine municipalities as evidenced by the State having to match the State Share against the Town Share of 508 municipalities this past year. The flexibility of this program and the minimal standards upon which State Aid Roadway may be constructed or reconstructed under the concept of maximum footage at least cost remains to be one of the ultimate goals of this program. Many municipalities will and have been applying their State Aid Joint Fund towards roadway construction and reconstruction, Bridge Act Projects, contract type construction, and considerable resurfacing efforts throughout the State.

The Motor Transport Service is continuing to develop, introduce and evaluate mechanical devices and equipment which are designed to increase the performance and productivity of its crews. More efficient trucks, tractors, backhoes, mowers, bodies and chemical spreaders are recent introductions intended to raise the levels of general highway maintenance.

The Traffic Engineering operation is continuing to be a leader among the states in the Pavement Edgeline Demonstration Program which has received wide public acceptance. This program along with other traffic control safety programs is providing measures of highway safety unknown only a decade ago. Public response to these operational improvements has been gratifying.

This is the second year that traffic engineers have been assigned to the MDOT's division offices to carry out the traffic operations work. The division traffic engineers review requests from other operating divisions and Bureaus of the Department, those from local municipalities, and those from private citizens. These services include traffic control devices, traffic operations recommendations, electrical maintenance and design operations, and highway safety recommendations.

During the past year in the traffic control device area, approximately 45,000 signs were manufactured and installed. The placement of pavement markings consumed some 209,000 gallons of traffic paint and 1,254,000 pounds of reflective glass beads during the same period.

At the headquarters office, two interstate signing contracts, one pavement marking contract, two street lighting contracts and ten traffic signal contracts were designed and prepared for contract.

The traffic signals involved 21 intersections placed under construction for the installation of new traffic signal equipment. The pavement marking contract will place permanent type markings at approximately 200 railroad grade crossings.

The Maintenance and Operations Division maintains approximately 169 rest areas throughout the State. Ten of these areas are along the Interstate System and includes three areas with permanent buildings. Also included is the Information Building and grounds at Kittery. The rest area of Route 1 Eastbound in West Bath is presently being rebuilt and will include a permanent building.

## TRANSPORTATION

One rest area was completely reconstructed this past year. The area is located on Route 1 in Rockport. Work here consisted of separation of the parking/picnicking facilities, providing additional parking spaces, constructing a turnaround for improved traffic flow and a hot bituminous pavement. Existing equipment was relocated in the area and some new equipment was installed. Two other areas are in the process of reconstruction. Various equipment was designed or modified and installed at a number of areas.

The Permit Section, including the 7 Division Offices, issued to date a total of 17,465 Overlimit Permits for moving loads that exceeded the legal limits. A total of 602 Road Opening Permits were issued in order to repair or for new utility installations. Also three permits were issued to make transit moves for vehicles with studded tires.

In Radio Operations, the major effort in addition to routine maintenance, has been to update obsolete equipment as funds are made available. This should provide more reliable communications at a reduced cost for maintenance.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Fiscal accounts for the Bureau of Highways are not maintained separately, but are included with those of the Department of Transportation.

## BUREAU OF WATERWAYS

**RICHARD A. LUETTICH, DEPUTY COMMISSIONER**

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-2641

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 235; *Unit Citation:* 23 M.R.S.A., Sect. 4206

*Average Number of Full-Time Employees:* 61

*Authorized Employee Level:* 70

*Organizational Units:*

Maine State Pier

Casco Bay Docks

State Ferry Service

**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 made a unit of the Department also in 1972, except certain powers and duties relating to the development of Maine ports and facilities and the conduct of allied activities, which remained with the Authority.

## TRANSPORTATION

**PROGRAM:** Studies were continued on development of a feeder service for containers and roll-on, roll-off cargo in transit between Portland, Maine and Nova Scotia. Studies were also in progress on 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. Several meetings were held with interested parties and officials to determine cargo, pier facilities and promotional efforts required for this endeavor. Preliminary plans have been developed for Phase I of connecting waste and sewage lines of the Maine State Pier with the Portland city sewage system.

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 1975, the State Ferry Service transported 82,601 vehicles and 249,446 passengers between the three mainland and five island terminals. Storage tanks are being installed on all ferry vessels. 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 have been developed to connect waste and sewage lines of the Rockland Ferry Service terminal with the Rockland city sewage system.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Bureau of Waterways	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,083,227		\$534	\$1,564,300	\$2,648,061
Total Expenditure	761,468		534	1,397,043	2,159,045
NET	321,759			167,257	489,016
Unexpended Balance Forward	296,168			167,257	463,425
Unexpended Balance Lapsed	25,591				25,591

## BUREAU OF AERONAUTICS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

WALTER B. LOVETT, JR., Airport Manager

*Central Office:* Augusta State Airport Terminal, Augusta 04333

*Telephone:* 289-3185

*Established:* 1972

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 236; *Unit Citation:* 23 M.R.S.A., Sect. 4206

*Average Number of Full-Time Employees:* 11

*Authorized Employee Level:* 12

*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 co-operating 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;

## TRANSPORTATION

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 66 airports in the State, investigated 31 aircraft accidents, registered 702 aircraft, and reimbursed .32 airports a total of \$135,036 in snow removal money.

The Bureau's Engineering Section was active in finalizing and closing out old airport construction projects. A total of 14 projects were completed out of a total of 29 outstanding projects. No new projects were started during the fiscal year due to the fact that the Federal Aid Program for Airports (ADAP) expired on June 30, 1975 and as of June 30, 1976, Congress had not authorized a new program.

The Bureau continued to work with a statewide airport advisory committee to draft a new set of aeronautical laws for the State of Maine. Other aviation organizations instrumental in helping to collect input for these new laws were the Maine Pilots Association, representing the pilot's interest, and the Maine Airport Association, representing management and airport owners interest.

The Augusta State Airport continued to be a leading commercial airport in Maine, ranking third in airplane activities and fourth in passenger enplanements. Bar Harbor Airways began operations in September and along with Air New England, are the two carriers that offer scheduled passenger service. Passenger statistics for this fiscal year were: Air New England, 28,922; and Bar Harbor Airways, 2,013. The resulting drop in total passenger service from the preceding year (down from 35,558 to 30,935) was because Air New England discontinued its New York route from Augusta in October of 1975. The construction project to build a new taxiway to Runway 35, reconstruct service road, and erect a safety fence was completed in the late fall. Other minor construction, or maintenance projects, included additional lighting to auto parking lot, striping the REIL lights on Runway 17. The FAA announced that plans were being drawn up to install a localizer on the 35 end to aid aircraft during inclement weather.

**PUBLICATIONS:** None.

### FINANCES, FISCAL YEAR 1976:

Bureau of Aeronautics	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,682,747		\$221,322	\$1,071,950	\$2,976,019
Total Expenditure	935,403		210,232	270,126	1,415,761
NET	747,344		11,090	801,824	1,560,258
Unexpended Balance Forward	731,169		11,090	801,824	1,544,083
Unexpended Balance Lapsed	16,175				16,175

## TRANSPORTATION

### MAINE STATE FERRY ADVISORY BOARD

RICHARD A. LUETTICH, ACTING CHAIRMAN

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-2551

*Established:* 1975

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 325; *Unit Citation:* 23 M.R.S.A., Sect. 4301

*Average Number of Full-Time Employees:* N.A.

*Authorized Employee Level:* N.A.

**PURPOSE:** The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

**ORGANIZATION:** The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

**PROGRAM:** The Board met together for the first time on January 14, 1976 and discussed subjects of concern to the ferry service, such as: free passes, reservations, reduced fares for senior citizens, life expectancy of existing ferry vessels, and service to Hurricane Island and Matinicus. Training programs, particularly for able-bodied seaman and ferry service captains were discussed as related to vocational schools. On April 28, 1976 the Board met for the second time in the fiscal year and reviewed active ferry service projects: Lighting to be installed at Bass Harbor and Rockland parking lots, a transfer bridge to be repaired at Long Island, sanitary tie-in for Rockland terminal with city system, new generator for ferry Governor Muskie, and backup generators for transfer bridges at each island terminal.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** The finances for the Maine State Ferry Advisory Board are included in the Bureau of Waterways.

### MAINE HIGHWAY SAFETY COMMITTEE

ROGER L. MALLAR, COMMISSIONER OF TRANSPORTATION

*Central Office:* Department of Transportation, Augusta 04333

*Telephone:* 289-2581

*Established:* 1974

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 229A; *Unit Citation:* 23 M.R.S.A., Sect. 4205

*Average Number of Full-Time Employees:* N/A

*Authorized Employee Level:* N/A.

**PURPOSE:** The Maine Highway Safety Committee is established to advise the Commissioner of Transportation on those matters relating to Highway Safety. The Committee serves as a liaison between the Maine Department of Transportation, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of a greater mutual understanding of the total highway safety effort.

**ORGANIZATION:** The Maine Highway Safety Committee was established in 1957 with 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

## TRANSPORTATION

create a new advisory committee as he deems necessary, subject to approval of the Governor and Council. The Maine Highway Safety Committee was re-established 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:** The Highway Safety Advisory Committee has no specific program since it is advisory in nature.

**PUBLICATIONS:** None.

### MAINE PORT AUTHORITY

ROGER L. MALLAR, PRESIDENT

DAVID H. STEVENS, Secretary

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-2551

*Established:* 1951

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 17; *Unit:* 398; *Unit Citation:* 1929 P&SL, Chap. 114

**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, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor with the advice and consent of the Council. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under a new Bureau of Waterways.

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:** Under an agreement between the Maine Port Authority and the New England Energy Company (NEECO) dated November 7, 1973 as subsequently modified on August 9, 1974, terms and conditions were established for improvements at the Port of Portland to provide for an oil handling pier and a cargo pier. The necessary applications were filed and hearings held by the Board of Environmental Protection. Subsequently, acting on a request

## TRANSPORTATION

by NEECO and this Authority for continuance, the Board issued an order discussing the application, with a provision for resumption of the hearings upon reapplication.

NEECO continues to explore possibilities for financing the project pending a solution to the problem of adoption of a satisfactory energy policy by the U.S. Government. The Maine Port Authority continues to follow this project and will provide assistance for its implementation if hearings are resumed.

The Maine Port Authority has an interest in other potential development including possible improvements at the Port of Searsport and is available to participate in activities at other ports on the Coast of Maine where indicated and where sound economic justification can be shown.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Included with the Bureau of Waterways.

## MOUNTAIN RESORTS AIRPORT AUTHORITY

RICHARD A. LUETTICH, DEPUTY DIRECTOR OF TRANSPORTATION

*Central Office:* Transportation Building, Augusta 04333

*Telephone:* 289-3185

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 94; *Unit:* 283; *Unit Citation:* 10 M.R.S.A., Sect. 7051

*Average Number of Full-Time Employees:* N.A.

*Authorized Employee Level:* N.A.

**PURPOSE:** The Mountain Resort Airport Authority is created to meet two major objectives: to stimulate new industry and recreational expansion within a 30 mile radius of Stratton, and to service present facilities and recreational projects throughout the State.

**ORGANIZATION:** This Authority consists of the Commissioner of Transportation, Director of the Bureau of Parks and Recreation and 4 at-large members appointed by the Governor with the advice and consent of the Council for a period of 3 years.

**PROGRAM:** The Mountain Resort Airport Authority is inactive and therefore has no program.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** None.

## VEHICLE EQUIPMENT SAFETY COMMISSION

ROGER L. MALLAR, COMMISSIONER OF TRANSPORTATION

*Central Office:* Department of Transportation, Augusta 04333

*Telephone:* 289-2581

*Established:* 1963

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 98; *Unit:* 432; *Unit Citation:* 29 M.R.S.A., Sect. 1513

*Average Number of Full-Time Employees:* N.A.

*Authorized Employee Level:* N.A.

**PURPOSE:** The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of

## TRANSPORTATION

means for the encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

**ORGANIZATION:** The Vehicle Equipment Safety Commission is an agency of the party states. The commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the commission either for the duration of his membership or any lesser period of time by an alternate.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1976:** Each commissioner and each alternate when serving in the place of a commissioner, shall be entitled to be reimbursed by the commission for expenses actually incurred in attending commission meetings or while engaged in the business of the commission.

### MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

KENNETH J. LIBBY, Acting Executive Director

*Central Office:* 17 Bishop Street (P.O. Box 839), Portland 04104 *Telephone:* (207) 797-7771

*Established:* 1941

*Maine State Government Reference Manual Data:*

*Policy Area:* 07; *Umbrella:* 99; *Unit:* 420; *Unit Citation:* 1941 P&SL, Chap. 69

*Average Number of Full-Time Employees:* 210

*Authorized Employee Level:* N.A.

**PURPOSE:** This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

**ORGANIZATION:** The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor with the advice and consent of the Council. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic. It is therefore an independent agency not part of State government created by the Legislature.

**PROGRAM:** Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

**PUBLICATIONS:** None.

**FINANCES, FISCAL YEAR 1975: (Coincides with Calendar Year):**

Maine Turnpike Authority	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available					
Total Expenditure				\$5,952,244	\$5,952,244
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

The Maine Turnpike Authority maintenance, operations and debt amortization are supported entirely by toll revenues without federal, state or local funds or taxes.

# Index





## INDEX

Accountancy, Board of . . . . .	221
Accident and Sickness or Health Insurance Program . . . . .	131
Accident Commission, Industrial . . . . .	234
Accounts and Control, Bureau of . . . . .	95
Administration, Bureau of (Human Services) . . . . .	346
Administration, Division of (Agriculture) . . . . .	165
Administrative Court . . . . .	125
Administrative Director, (Office of) Legislative . . . . .	11
Administrative Services Division, (Conservation) . . . . .	496
Administrative Services (Transportation), Bureau of . . . . .	590
Advisory Council (Inland Fisheries & Wildlife) . . . . .	530
Advisory Council, State (to Manpower Affairs) . . . . .	457
Advisory Council (to Marine Resources) . . . . .	220
Advisory and Review Board, on Driver Licensing and Vehicle Registration . . . . .	59
Advocacy, Office of (MH&C) . . . . .	422
Aeronautics, Bureau of . . . . .	599
Affirmative Action, Equal Opportunity and . . . . .	139
Aging, Maine Committee on . . . . .	383
Agricultural Bargaining Board, Maine . . . . .	181
Agricultural Fairs . . . . .	170
Agriculture, Department of . . . . .	161
Air Quality Control, Bureau of . . . . .	513
Airport Authority, Mountain Resorts . . . . .	603
Alcohol and Drug Abuse Prevention and Treatment, Maine Council on . . . . .	381
Alcoholic Beverages, Bureau of . . . . .	107
Alcoholism and Drug Abuse Prevention, Office of . . . . .	376
Alewite Management Project . . . . .	211
Allagash Wilderness Waterway . . . . .	488
Ambulance Services, Vehicles & Personnel, Advisory Board for . . . . .	388
American Revolution Bicentennial Commission, Maine State . . . . .	326
Anadromous Fish . . . . .	210
Animal Industry, Division of . . . . .	169
Animal Welfare, Division of . . . . .	173
(Animal Welfare) Advisory Board . . . . .	182
Apprenticeship Council, State . . . . .	474
Arbitration and Conciliation, State Board . . . . .	476
Arborist Examining Board . . . . .	222
Archaeological Investigations, State Museum (Bureau) . . . . .	287
Architects, Maine State Board of Registration of . . . . .	223
Archives, Maine State . . . . .	53
Archives Advisory Board . . . . .	59
Aroostook Residential Center . . . . .	407
Arts and Humanities Bureau . . . . .	288
Arts and Humanities, Maine State Commission on . . . . .	313
Assessment Review, Board of . . . . .	113
Atlantic Sea Run Salmon Commission . . . . .	533
Atlantic States Marine Fisheries Commission . . . . .	545
Atomic Development Activities, Coordinator of . . . . .	81
Attorney General, Department of . . . . .	27
Audit, Department of . . . . .	37
Audit Division (Bureau of Taxation) . . . . .	101
Banking, Bureau of . . . . .	191
Bar, Board of Examiners for the Examination of Applicants for Admission to the . . . . .	224
Barbers, State Board of . . . . .	225
Baxter State Park Authority . . . . .	539
Baxter State School for the Deaf, Governor . . . . .	316
Bean and Pea Inspection . . . . .	167

# INDEX

Bicentennial Commission, Maine State American Revolution . . . . .	326
Blaine House. . . . .	61
Blueberry Industry, Advisory Board . . . . .	265
Blueberry Industry Advisory Committee. . . . .	267
Boiler Rules, Board of . . . . .	468
Boundary Commission, Interstate . . . . .	126
Boxing Commission, Maine State. . . . .	197
Budget, Bureau of the . . . . .	93
Budget Document, State . . . . .	94
Business Development and Promotion, Governor's Advisory Council . . . . .	70
Business Development and Subcontracting . . . . .	86
Business Regulation, Department of . . . . .	189
Canadian Affairs, Governor's Advisory Commission on Maine . . . . .	70
Capitol Planning Commission . . . . .	112
Career Management Division. . . . .	140
Cash Management, ((Office of) Treasurer of State) . . . . .	42
Central Computer Services, Bureau of . . . . .	105
CETA Planning and Coordination, Office of . . . . .	63
Children and Youth, Governors's Committee on. . . . .	385
Children's Home, State Military and Naval . . . . .	424
Chiropractic Examination & Registration, Board of. . . . .	227
Citizens' Assistance Line . . . . .	65
Civil Air Patrol . . . . .	583
Civil Division (Dept. of Attorney General) . . . . .	28
Civil Emergency Preparedness, Bureau of . . . . .	555
Civil Emergency Preparedness Council. . . . .	559
Claims Board, State. . . . .	199
Clearinghouse (A-95 Review), State . . . . .	74
Coastal Development and Conservation, Governor's Advisory Committee on . . . . .	69
Coastal Island Registry . . . . .	500
Community Development . . . . .	66
Community Development Assistance . . . . .	88
Community Services, Division of . . . . .	64
Computer Services Advisory Board . . . . .	117
Computer Services, Bureau of Central . . . . .	105
Conservation, Department of . . . . .	481
Conservation, Governor's Advisory Committee on Coastal Development and . . . . .	69
Consumer Protection, Bureau of . . . . .	204
Consumer Credit, Council of Advisors on . . . . .	268
Contractual Services, Review Committee for. . . . .	100
Cooperation, Commission on Interstate . . . . .	25
Coordinating Committee (OADAP), Interdepartmental . . . . .	382
Corporation, and UCC Division . . . . .	47
Correctional Advisory Commission, Maine. . . . .	427
Correctional Center, Maine . . . . .	418
Corrections, Bureau of. . . . .	410
Cosmetology, State Board of . . . . .	228
Cost Allocation Program, State . . . . .	94
County Records Board. . . . .	113
Court and Prosecution. . . . .	83
Crab Study, Green. . . . .	212
Crime Laboratory . . . . .	569
Criminal Division (Attorney General). . . . .	33
Criminal Justice Academy, Maine . . . . .	579
Criminal Justice Academy, Board of Trustees. . . . .	578
Criminal Justice Planning & Assistance Agency . . . . .	81
Criminal Law Advisory Commission. . . . .	115
Critical Areas Advisory Board, Maine . . . . .	119
Critical Areas Program . . . . .	76

# INDEX

Dairy and Nutrition Council Committee, Maine . . . . .	177
Dams and Reservoirs, (Office of) Inspector of . . . . .	537
Debt Management, ((Office of) Treasurer of State) . . . . .	43
Defense and Veterans Services, Department of. . . . .	551
Deferred Compensation Plans, Advisory Council on . . . . .	120
Dental Examiners, Board of . . . . .	230
Dental Health Council, Maine . . . . .	392
Dental Health, Office of. . . . .	390
Development and Promotion, Governor's Advisory Council on Business . . . . .	70
Development Office, State. . . . .	85
Developmental Disabilities Services Facilities Construction, State Planning and Advisory Council . . . . .	427
Disaster Plan, Natural . . . . .	557
Disease Control, Division of. . . . .	354
Diseases, Control of Livestock and Poultry . . . . .	169
Dog License Administration . . . . .	170
Drug Abuse Coordinating Committee, State Government. . . . .	382
Dumps, Open Burning . . . . .	515
Economic Advisory Committee, Governor's . . . . .	67
Education, State Board of . . . . .	306
Education Commission of the States . . . . .	329
Education Council, Maine . . . . .	319
Educational and Cultural Services, Department of . . . . .	277
Educational Leave Advisory Board. . . . .	320
Elderly, Bureau of Maine's . . . . .	368
Elderly Coordinator (Division of Community Services) . . . . .	66
Elderly Householders Tax and Rent Refund Activities . . . . .	103
Elections, Division of. . . . .	47
Election Practices, The Commission on Governmental Ethics and . . . . .	21
Electricians' Examining Board . . . . .	202
Elevator Rules and Regulations, Board of . . . . .	469
Elizabeth Levinson Center . . . . .	408
Emergency Municipal Finance, Board of . . . . .	127
Employees' Appeals Board, State. . . . .	128
Employee Relations, Office of State . . . . .	61
Employment of the Handicapped, Governor's Committee. . . . .	435
Employment Security Commission, Maine . . . . .	458
Energy Conservation . . . . .	79
Energy Planning, Comprehensive. . . . .	78
Energy Policy Development . . . . .	79
Energy Resources Advisory Board, State . . . . .	129
Energy Resources, Office of. . . . .	78
Engineers, State Board of Registration for Professional . . . . .	231
Entomologist, (Office of) State . . . . .	486
Environmental Protection, Board of. . . . .	523
Environmental Protection, Department of . . . . .	506
Equal Employment Opportunity and Affirmative Action . . . . .	139
Ethics and Election Practices, Commission on Governmental . . . . .	21
Evaluation Division, Program Review and . . . . .	40
Excess Property Program. . . . .	66
Excise Tax Section (Bureau of Taxation) . . . . .	103
Executive Council . . . . .	72
Eye Care, Division of . . . . .	373
Family Planning Program (Human Services) . . . . .	350
Federal-State Coordinator (Office of). . . . .	77
Feed Program . . . . .	173
Ferry Advisory Board, Maine State . . . . .	601
Finance and Administration, Department of . . . . .	90
Finance Officer, (Office of) Legislative . . . . .	12

# INDEX

Fire Marshal, Office of the State . . . . .	573
Firemen, Advisory Committee for the Training of . . . . .	581
Fish Disease Research . . . . .	214
Fish Stocks, Biochemical Identification of . . . . .	211
Forest Authority, Maine . . . . .	505
Forest Land Valuation Advisory Council . . . . .	121
Forest Fire Protection Commission, Northeastern. . . . .	546
Foresters, State Board of Registration for Professional . . . . .	535
Forestry Appeals Board . . . . .	542
Forestry, Bureau of . . . . .	484
Fraud Division, State. . . . .	36
Fraud Investigation Division (Dept. of Audit). . . . .	41
Fraud Investigation Unit, Human Services. . . . .	380
Fruit and Vegetable Inspection . . . . .	166
Fuel Conservation . . . . .	79
Funeral Service, State Board of . . . . .	233
General Lines Agents Examination Advisory Board . . . . .	196
Genetic Disease Program (Human Services). . . . .	354
Geologists and Soil Scientists, State Board of Certification . . . . .	504
Geology, Bureau of . . . . .	492
Government Reorganization, State . . . . .	74
Governor, (Office of) . . . . .	61
Guarantee Authority, Maine . . . . .	269
Harness Racing Commission, State . . . . .	178
Health, Bureau of . . . . .	349
Health Facilities Authority, Maine. . . . .	437
Health Facilities Advisory Council . . . . .	431
Health Laboratory, Public (Human Services) . . . . .	356
Health Planning Agency, Maine's Comprehensive (Human Services). . . . .	360
Hearing Aid Dealers and Fitters, Board of . . . . .	388
Heavy Metals Project . . . . .	211
Herring Catch Survey . . . . .	213
Herring Research, Larval. . . . .	212
Higher Education Facilities Act of 1963, Maine State Commission for the. . . . .	309
Higher Education, New England Board of . . . . .	328
Highway Safety Committee, Maine . . . . .	601
Highways, Bureau of . . . . .	594
Historian, State (Office of). . . . .	312
Historic Preservation Commission, Maine . . . . .	315
Historical Society, Maine. . . . .	331
Homemaker Aide Service. . . . .	366
Home Repair Advisory Board . . . . .	194
Horse Racing Commission, State Running . . . . .	198
Horticulturist, (Office of) State. . . . .	171
Hospital Services, Division of. . . . .	359
House of Representatives . . . . .	8
Housing (Division of Community Services) . . . . .	66
Housing Authorities (Maine Indian), See Indian	
Housing Authority, Advisory Board to the Maine State. . . . .	443
Housing Authority, Maine State. . . . .	440
Housing Plan, State. . . . .	74
Human Rights Commission, Maine . . . . .	438
Human Services, Department of . . . . .	345
Human Services Council, Maine . . . . .	386
Identification, State Bureau of. . . . .	572
Income Tax Section (Bureau of Taxation). . . . .	103
Indian Affairs, Department of . . . . .	393
Indian Housing Authority (Old Town), Penobscot . . . . .	444
Indian Housing Authority (Pleasant Point), Passamaquoddy . . . . .	445

# INDEX

(Indian Township) Housing Authority, Passamaquoddy . . . . .	447
Indian Scholarship Committee. . . . .	308
Industrial Accident Commission . . . . .	234
Industrial Development. . . . .	85
Inheritance Tax Section (Bureau of Taxation) . . . . .	103
Inland Fisheries and Wildlife, Advisory Council . . . . .	529
Inland Fisheries and Wildlife, Department of. . . . .	525
Inspections, Division of (Agriculture). . . . .	172
Insurance Advisory Board, Maine . . . . .	110
Insurance, Board of Trustees, Group Accident & Sickness or Health . . . . .	131
Insurance, Bureau of . . . . .	194
Intergovernmental Relations, Commission on . . . . .	26
Internship Program Advisory Committee, State Government . . . . .	321
Interstate Boundary Commission. . . . .	126
Interstate Cooperation, Commission on . . . . .	25
Investment Management, ((Office of) Treasurer of State) . . . . .	42
Judicial Council. . . . .	132
Junior Guide Examining Board . . . . .	533
Justice Planning and Assistance Agency, Maine Criminal . . . . .	81
Juvenile Services . . . . .	82
Juveniles, Commission to Revise Statutes Relating to . . . . .	123
Keep Maine Scenic Committee . . . . .	491
Labor, Bureau of. . . . .	455
Labor Relations Board, Maine. . . . .	472
Laboratory Commission, Maine Medical . . . . .	432
Laboratory Services, Division of (Maine State Archives) . . . . .	55
Land and Water Resources Council, Maine . . . . .	72
Land Damage Board see Claims Board, State. . . . .	199
Land Management, Multiple Use. . . . .	499
Land Quality Control, Bureau of . . . . .	510
Land, Submerged . . . . .	499
Land Surveyors, State Board of Registration for . . . . .	236
Land Use Regulation Commission, Maine . . . . .	494
Law and Legislative Reference Library. . . . .	18
Law Enforcement Education Section . . . . .	34
Laws, Commission on Uniform State . . . . .	23
Laws Relating to Medical and Hospital Malpractice Insurance, Commission to Revise . . . . .	434
Lead Poisoning Screening Program (Human Services) . . . . .	356
Legal Services Division (Transportation) . . . . .	593
Legislation Revising the Trial Court System, Commission to Prepare . . . . .	130
Legislative Administrative Director (Office of) . . . . .	11
Legislative Council . . . . .	9
Legislative Finance Officer (Office of) . . . . .	12
Legislative Program Coordination and Development . . . . .	74
Legislative Research, (Office of) Director of . . . . .	13
Legislative Staff Assistants. . . . .	10
Legislature . . . . .	1
Levinson, Elizabeth, Center . . . . .	408
Library (Bureau), Maine State . . . . .	290
Library Commission, Maine. . . . .	310
Library, Law and Legislative Reference . . . . .	18
Licensure of Administrators of Medical Care Facilities Other than Hospitals, Board of. . . . .	237
Life Agents Examination Advisory Board. . . . .	197
Lifeline (Division of Community Services). . . . .	66
Liquor Enforcement, Bureau of . . . . .	575
Liquor Commission, State . . . . .	108
Lobster Research. . . . .	214
Lobster Tagging Study. . . . .	213
Lottery Commission, State. . . . .	133

# INDEX

Maine-Canadian Affairs, Governor's Advisory Commission on . . . . .	70
Maine-Canadian Exchange Advisory Commission . . . . .	116
Maine-Canadian Exchange Office . . . . .	124
Maine Employment Security Commission . . . . .	458
Maine's Future, Commission on. . . . .	134
Manpower Affairs, Department of . . . . .	451
Manpower Services Council, State . . . . .	454
Mapping Advisory Committee . . . . .	63
Marine Extension, Division of . . . . .	215
Marine Research, Division of . . . . .	208
Marine Resources) Advisory Council (to . . . . .	220
Marine Resources Commission, Maine. . . . .	539
Marine Resources, Department of . . . . .	206
Marine Worm Research. . . . .	213
Maritime Academy, Maine . . . . .	334
Marketing, Foreign Trade . . . . .	87
Markets (Agriculture), Division of . . . . .	166
Mediators, Panel of . . . . .	477
Medicaid Surveillance, Division of . . . . .	359
Medical Advisory Committee (Re: Licensing of Drivers) . . . . .	60
Medical Assistance, Division of . . . . .	360
Medical Examiner for the State of Maine, Office of Chief . . . . .	32
Medical Services, Emergency (Human Services) . . . . .	353
Medicine, Board of Registration in. . . . .	239
Mental Health, Bureau of . . . . .	398
Mental Health, Committee on . . . . .	401
Mental Health and Corrections, Department of . . . . .	396
Mental Health Institute, Augusta. . . . .	401
Mental Health Institute, Bangor . . . . .	403
Mental Retardation, Bureau of . . . . .	404
Mentally Retarded, Maine Committee on the Problems of . . . . .	442
MIDAS (Maine Informational Display Analysis System). . . . .	75
Military Bureau. . . . .	554
Military Defense Commission, State. . . . .	560
Military and Naval Children's Home, State . . . . .	424
Milk Products Advertising . . . . .	185
Milk Commission, Maine. . . . .	176
Milk Tax Committee, Maine . . . . .	184
Mining Bureau, Maine . . . . .	501
Minority Business Educational and Managerial Development Project. . . . .	67
Motor Vehicles, Division of . . . . .	49
Municipal Bond Bank, Maine . . . . .	135
Municipal Finance, Board of Emergency . . . . .	127
Municipal Records Board . . . . .	114
Municipal Valuation Appeals Board . . . . .	136
Museum (Bureau), State . . . . .	283
Museum Commission, Maine State . . . . .	311
Mussels. . . . .	216
Nursing, Public Health, Division of Bureau of Health . . . . .	356
Nursing, School of Practical. . . . .	305
Nursing, State Board of . . . . .	242
Nutrition Programs, Division of School (Educational and Cultural). . . . .	281
Occupational Safety and Health, Board of . . . . .	471
Oil Burner Men's Licensing Board. . . . .	203
Ombudsman, Office of . . . . .	65
Optometry, State Board of . . . . .	247
Osteopathic Examination & Registration, Board of . . . . .	248
Parks and Recreation, Bureau of . . . . .	488
Parole Board, State . . . . .	423

# INDEX

Passenger Tramway Safety Board .....	250
Pathfinder Program .....	414
Penobscot Bay and River Pilotage Commission .....	251
Personnel, (Office of) Commissioner .....	138
Personnel Board, State .....	122
Pesticides Control, Board of .....	187
Pesticides Program .....	172
Pharmacy, Board of Commissioners of the Profession of .....	252
Physical Therapy, Board of Examiners in .....	254
Pineland Center .....	406
Planning Commission, Capitol .....	112
Planning Commission, New England Interstate .....	157
Planning Office, State .....	73
Plant Industry, Division of .....	170
Plumbers' Examining Board .....	255
Podiatrists, Examiners of .....	256
Police, Bureau of State .....	563
Port Authority, Maine .....	602
Post-Secondary Education Commission of Maine (PECOM) .....	325
Potato Board, Seed .....	175
Potato Commission, Maine .....	186
Potato Marketing Committee, Maine .....	174
Potatoes, Objective Yield on .....	167
Poultry and Egg Grading .....	166
Prison, State .....	420
Probate Code for the State of Maine, Commission to Supervise the Preparation .....	144
Probation and Parole, Division of .....	412
Program Evaluation & Review Division .....	40
Promotions, Division of (Agriculture) .....	167
Property Management Division (Bureau of Public Improvements) .....	97
Property Tax Division (Bureau of Taxation) .....	102
Psychologists, State Board of Examiners of .....	262
Public Broadcasting, Advisory Committee on Maine .....	322
Public Broadcasting Network, Maine .....	339
Public Health Laboratory .....	356
Public Improvements, Bureau of .....	96
Public Lands, Bureau of .....	498
Public Safety, Department of .....	561
Public Utilities Commission .....	257
Pullet Test, Maine Production and .....	170
Purchases, Bureau of .....	98
Quahogs, Mahogany .....	216
Racing Commission, State Harness .....	178
Reference Manual, Maine State Government .....	94
Rehabilitation, Bureau of .....	374
Representatives, House of .....	8
Resource Development, Bureau of .....	364
Retirement System, Maine State (Board of Trustees of the) .....	145
Saco River Corridor Commission .....	542
Safety, Bureau of (Transportation) .....	590
Salmon Restoration Projects .....	533
Sanitation Licensing & Inspection, Board of .....	426
Sardine Council, Maine .....	272
Sardine Industry Advisory Board .....	182
Scallop Research .....	209
Scenic Committee, Keep Maine .....	491
School Building Authority, Maine .....	330
Secretary of State, Department of the .....	45
Securities Division .....	193

# INDEX

Seed and Fertilizer Program . . . . .	173
Seed Potato Board . . . . .	175
Senate . . . . .	7
Shellfish Sanitation . . . . .	209
Shoreland Zoning . . . . .	75
Shrimp Project . . . . .	209
Snowmobile Division . . . . .	489
Social Welfare, Bureau of . . . . .	363
Social Worker Registration, State Board of . . . . .	263
Soil and Water Conservation Commission, State . . . . .	180
Spruce Fir Silviculture, Committee on . . . . .	538
Standardization Committee . . . . .	101
State Police, Bureau of . . . . .	563
Steam Engineers and Boiler Operators Examining Committee, Stationary . . . . .	469
Taxation, Bureau of . . . . .	101
Telecommunications, Advisory Committee on State . . . . .	118
Tours of State House Complex, Scheduling . . . . .	66
Trails System Advisory Committee, Maine . . . . .	503
Training Center, Boys see Youth Center, Maine . . . . .	414
Transportation, Department of . . . . .	587
Transportation Planning and Services, Bureau of . . . . .	591
Treasurer of State (Office of) . . . . .	42
Trial Court System, Commission to Prepare Legislation Revising the . . . . .	130
Tuberculosis Control Program . . . . .	355
Turnpike Authority, Maine . . . . .	604
University of Maine, Board of Trustees . . . . .	337
Utilities Commission, Public . . . . .	257
Vehicle Equipment Safety Commission . . . . .	603
Vehicles, Division of Motor . . . . .	48
Venereal Disease Control Project (Human Services) . . . . .	354
Veteran's Services, Bureau of . . . . .	558
Veterans Small Business Loan Authority Board, Maine . . . . .	581
Veterinary Medicine, State Board of . . . . .	183
Vietnamese Resettlement Program . . . . .	65
Visitors (To State Institutions), Board of . . . . .	433
Vocational Education, Bureau of . . . . .	291
Vocational Development Commission, Maine . . . . .	324
Vocational Education, Advisory Council on . . . . .	318
Vocational Technical Institute, Central Maine . . . . .	301
Vocational Technical Institute, Eastern Maine . . . . .	298
Vocational Technical Institute, Kennebec Valley . . . . .	300
Vocational Technical Institute, Northern Maine . . . . .	296
Vocational Technical Institute, Southern Maine . . . . .	303
Vocational Technical Institute, Washington County . . . . .	297
Volunteerism, Maine State Office on . . . . .	65
Wage Rate on Construction Projects Board, Minimum . . . . .	475
Water Conservation Commission, State Soil and . . . . .	180
Water Pollution Control, New England Interstate . . . . .	547
Water Quality Control, Bureau of . . . . .	517
Water Resources Council, Maine Land and . . . . .	72
(Water Treatment Plant Operators), Board of Certification . . . . .	264
Watercraft Registration and Safety, Division of . . . . .	531
Waterways, Bureau of . . . . .	598
Weights and Measures, (Office of) Sealer of . . . . .	165
Winterization . . . . .	65
Women, Advisory Council on the Status of . . . . .	429
Youth Center, Maine . . . . .	414
Youth Conservation Corps (YCC) . . . . .	66
Zoning, Shoreland . . . . .	75