

MAINE STATE LEGISLATURE

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MAINE STATE GOVERNMENT ANNUAL REPORT 1976-1977



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

*Published at
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1978*

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

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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
1976-1977**



James B. Longley
Governor of Maine

STATE OF MAINE ORGANIZATION CHART OF STATE GOVERNMENT

Based on Elective or Appointive Line of Authority

Major State Agencies

CITIZENS

GOVERNOR

JUDICIAL DEPARTMENT

Supreme Judicial Court
Superior Court
District Courts

EXECUTIVE DEPARTMENT

Office of the Governor
Office of Federal-State
Coordinator
State Planning Office
Office of State Employee
Relations
State Development Office
Office of Energy
Resources
Division of Community
Services
Criminal Justice Planning
& Assistance Agency

LEGISLATIVE DEPARTMENT

Senate
House
Legislative Council
Secretary of State
Treasurer of State
Attorney General
State Auditor

Agriculture

Business
Regulation

Conservation

Defense &
Veterans'
Services

Educational &
Cultural
Services

Environmental
Protection

Finance &
Administration

Human
Services

Indian
Affairs

Inland
Fisheries &
Wildlife

Manpower
Affairs

Marine
Resources

Mental
Health &
Corrections

Personnel

Public
Safety

Transportation

MISCELLANEOUS BOARDS & COMMISSIONS

Human Rights Commission
Industrial Accident Commission
Public Utilities Commission
State Employee's Appeals Board
State Lottery Commission

QUASI-INDEPENDENT AGENCIES

Baxter State Park Authority
Maine Housing Authority
Maine Maritime Academy
Maine Port Authority
Maine State Retirement System
Maine Guarantee Authority
Maine Turnpike Authority
Maine Municipal Bond Bank
University of Maine

Prepared by
State Planning
Office
Feb 1977

Foreword

00 General Government

01 Economic Development

02 Education & Culture

03 Human Services

04 Manpower

05 Natural Resources

06 Public Protection

07 Transportation

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FOREWORD

The *Maine State Government Annual Report* is 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 documents, 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 1976-1977 fiscal period.

The mass of reports accumulated by the Bureau of the Budget have been 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 finally followed by 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 seven basis elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year 1977

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.

Each of these 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

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 these Umbrellas has been assigned a name and a 2-digit number as follows:

- 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 membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and Permanent Legislative Count. One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency’s original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count*, where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count 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. 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 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 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 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 is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become 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.

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

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

FINANCES, FISCAL YEAR 1977. Financial data relating to agency operations during the past fiscal year is presented in the form of a financial statement indicating all agency resources and expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system

supplemented by data not included in the State's accounting: either not carried or carried in insufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those resource and expenditure elements which are included in the work program process.

Resources indicated on the statement include all those known to be appropriated, allocated or otherwise available to an agency to support its operation. Expenditures of the agency are indicated by fund and line category detail in general accordance with the States accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial statements: one which records the summary of all resources and expenditures for the umbrella; and one for those resources and expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

• • • •

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

THE EDITOR

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STATE
POLICY AREA 00

General Government

Legislative Department

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

Executive Department

Judicial 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: Statehouse, Augusta, Maine 04333

Telephone: Senate 289-3604
House 289-3384

Established: 1820

Maine State Government Reference Manual Data:

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

Organizational Units:

Senate	Legislative Information Office
House of Representatives	(Office of) Legislative Finance Officer
Legislative Council	Law and Legislative Reference Library
(Office of) Legislative Administrative Director	(Office of) Legislative Staff Assistants
(Office of) Director of Legislative Research	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."

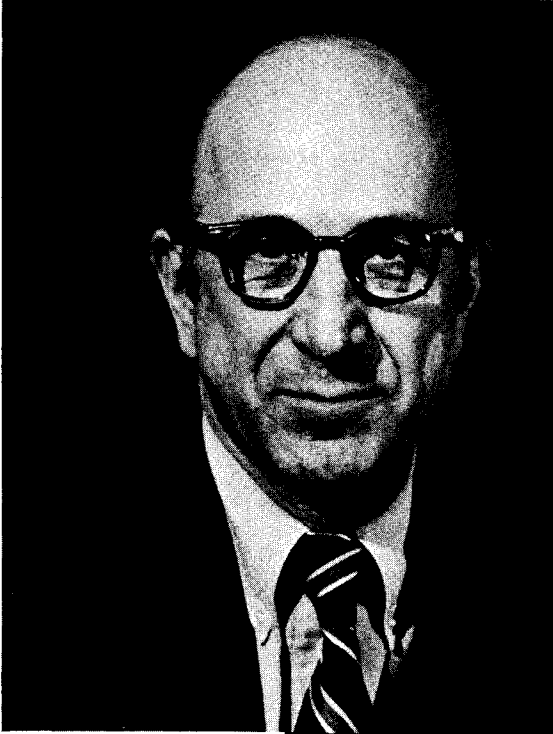
Maine Constitution, Article IV,
Part Third, Section 1

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 in 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 set up as one of 3 distinct departments: the Legislative Department, the Judicial Department and the Executive Department.

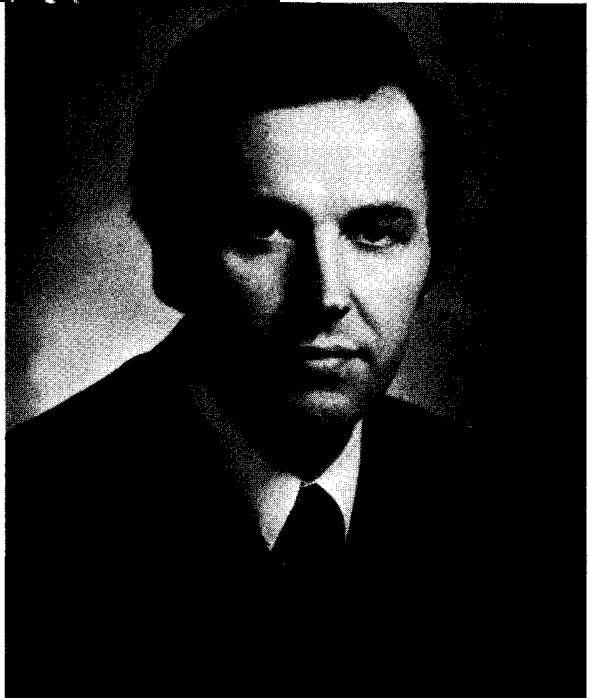
In 1820, the Senate was established at not less than 20 nor more than 31 Senators, to be elected from Senate districts, and the House of Representatives was established at not less than 100 nor more than 200 Representatives, to be elected from House districts. Both Senate and House districts were patterned on county and town lines. By constitutional provision the number of Senators and Representatives was 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. This amendment was adopted by the people in November, 1975, and the 108th Legislature convened in the first regular session in 1977, with the 2nd regular session to be held in 1978.

GENERAL GOVERNMENT



Joseph Sewall
President of the Senate



John Martin
*Speaker of the House
of Representatives*

3



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 77 LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	47,693	47,693				
Bal Brt Fwd— Encumbered	21,657	21,657				
Revenue From Federal Govt	27,900		27,900			
Legislative Approp/ Alloc	3,577,107	3,577,107				
Adjustment of Balance Fwd	7,956	3,456	4,500			
TOTAL RESOURCES	3,682,313	3,649,913	32,400			
EXPENDITURES						
Salaries and Wages	1,652,122	1,652,122				
State Share of Retirement	129,893	129,893				
Prof Service, Not By State	98,527	66,040	32,487			
Other Prof. Serv., By State	75,812	75,812				
Travel Expenses, In-State	560,582	560,582				
Travel Expense, Out-State	21,275	21,275				
Utilities	96,975	96,975				
Rents	14,317	14,317				
Repairs	9,365	9,365				
Insurance	30,292	30,292				
General Operating Expense	507,012	507,012				
Other Supplies	68,406	68,406				
Grants to Pub. & Priv. Orgs.	32,240	32,240				
Public Assistance Grants	40	40				
Misc. Grants to Individual	37,048	37,048				
Equipment Purchases	15,687	15,687				
TOTAL EXPENDITURES	3,349,593	3,317,106	32,487			

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 was 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 First Regular Session of the 108th Legislature recommended for adoption a constitutional amendment providing that the Legislature shall convene on the first Wednesday of December following a general election. This proposal will be presented to the voters in November of 1978 and if adopted will become part of the Constitution.

The Legislature, during the FY 1977, was 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
- State Government
- Taxation
- Transportation
- Veterans and Retirement

PROGRAM: The 108th Legislature met in the first regular session from January 5, 1977 to July 25, 1977. During this session the Legislature considered 1,900 bills. Among bills considered were bills on subjects such as tort claims, motorcycle helmets, the age of persons selling or buying liquor, campaign reports and financing, the distribution of obscene materials to minors, displaced homemakers, reestablishment of the death penalty, experimental moose hunting season, taxation reform, energy conservation and assistance to the elderly, disabled, retarded and handicapped citizens of Maine.

After careful deliberation the first regular session of the 108th Legislature also enacted some significant pieces of legislation pertaining to legislative oversight of state government. These Acts included:

- An Act to Require Periodic Justification of State Government Programs and Independent Agencies (PL 1977, c. 554)
- An Act to Provide for Legislative Review and Automatic Termination of State Agency Rules (PL 1977 c. 566)
- An Act to Provide Legislative Oversight of Appropriated Fund Transfers (PL 1977, c. 576)
- An Act to Provide for Legislative Review of Federal Grant Applications by State Agencies (PL 1977, c. 378)
- An Act to Provide for Budgeting of State Expenditures of Federal Funds (PL 1977, c. 583)

GENERAL GOVERNMENT

The first regular session enacted 584 public laws, 83 private and special laws and 58 resolves. It also recommended for approval of the people of Maine 5 constitutional amendments. These constitutional amendments concerned: the elimination of the office of justice of the peace as a constitutional office; the repeal of provisions in the Constitution relating to the poll tax and to payment in lieu of military duty; the reduction and combination of the guarantee limits for the insurance of enterprises within the State and the eligibility of vessels registered in the State for that insurance; a requirement that the Legislature convene in December after the general election; and the reimbursement of municipalities by the State from State tax sources for 50% of losses caused by property tax exemptions and credits enacted after April 1, 1978.

Also, during the first regular session, the Joint Standing Committees of the Legislature, acting in accordance with the constitutional amendment abolishing the Executive Council and transferring certain of its confirming powers to the Legislature, held hearings and made recommendations on 16 gubernatorial nominations. (For the positions concerned, see the report of the Senate.) At the same session, the Legislature, by adopting Joint Rules 37 and 38, clarified the procedure for legislative confirmation of gubernatorial nominations and established the positions of partisan staff assistants for nominations, setting them the task of providing "all necessary assistance to each Joint Standing Committee required by law to recommend action on a gubernatorial appointee."

During the first regular session, the State Auditor resigned in order to take a position with the Federal Government and the Legislature, in joint convention, elected a new State Auditor to a term of 4 years.

Throughout the first regular session, the 108th 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 of all Titles and sections of the Maine Revised Statutes which were affected by pending and enacted legislation.

PUBLICATIONS:

108th Legislature, State of Maine: 1977 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

FINANCES, FISCAL YEAR 1977:

LEGISLATURE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	44,291	44,291				
Bal Brt Fwd— Encumbered	7,833	7,833				
Revenue From Federal Govt	27,900		27,900			
Legislative Approp/ Alloc	3,140,417	3,140,417				
Adjustment of Balance Fwd	2,573	—1,927	4,500			
Transfers—Non-Federal \$	—6,802	—6,802				
TOTAL RESOURCES	3,216,212	3,183,812	32,400			
EXPENDITURES						
Salaries and Wages	1,421,466	1,421,466				
State Share of Retirement	105,681	105,681				
Prof Service, Not By State	86,829	54,429	32,400			
Other Prof. Serv., By State	75,812	75,812				
Travel Expenses, In-State	558,940	558,940				
Travel Expense, Out-State	15,685	15,685				
Utilities	92,327	92,327				
Rents	10,536	10,536				
Repairs	9,001	9,001				
Insurance	26,191	26,191				
General Operating Expense	428,221	428,221				
Other Supplies	35,631	35,631				
Misc. Grants to Individual	37,048	37,048				
Equipment Purchases	14,894	14,894				
TOTAL EXPENDITURES	2,918,262	2,885,862	32,400			

SENATE

JOSEPH SEWALL, PRESIDENT OF THE SENATE

MAY M. ROSS, Secretary of the Senate

Central Office: Statehouse, 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 Constit., Art. IV, Part Sec.

Average Count—All Positions: 2

Permanent Legislative Count: 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 is the final confirming body for a number of gubernatorial appointments formerly confirmed by the Executive Council.

GENERAL GOVERNMENT

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: During this session there were introduced into the Senate 344 proposed Acts, 14 proposed resolves, 7 proposed constitutional resolutions, 428 proposed amendments and 132 proposed joint orders. Including bills, amendments and joint orders introduced in both Houses, the Senate during the session considered a total of 1,900 legislative documents, 1,376 amendments and 421 joint orders.

Also during this session the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: one person to be Assistant Administrative Court Judge; one person to be Superintendent of Banks and Banking; one person to be a member of the State Employees Appeals Board; two persons to be members of the State Personnel Board; one person to be a member of the Board of Environmental Protection; two persons to be members of the Maine Guarantee Authority; three persons to be members of the Board of Trustees of the Maine Maritime Academy; one person to be a commissioner of the Public Utilities Commission; one person to be a member of the Board of Trustees of the State Retirement System; one person to be a Justice of the Supreme Judicial Court and two persons to be members of the Board of Trustees of the University of Maine.

The Senate adjourned on July 25, 1977.

PUBLICATIONS:

Senate Advance Journal and Calendar (Daily; Free)

Legislative Public Hearing Schedule (Weekly; Free)

FINANCES, FISCAL YEAR 1977: 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: Statehouse, 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 Count—All Positions: 2

Permanent Legislative Count: 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

GENERAL GOVERNMENT

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 regular session of the 108th Legislature on Wednesday, January 5, 1977. During this session it considered 1,900 legislative documents and 289 House-sponsored joint orders. The House adjourned from the first regular session on July 25, 1977, after meeting for 101 legislative days.

The second regular session of the 108th Legislature will be convened Wednesday, January 4, 1978.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special session). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge.

Weekly Legislative Calendar—(published weekly when the Legislature is not in session). Edited by the Clerk of the House. Lists meetings of Legislative committees and the subjects these committees are considering. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

FINANCES, FISCAL YEAR 1977: 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: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Legislative Council, by 3 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;
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;

GENERAL GOVERNMENT

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 FY 77, the Legislative Council held 14 formal meetings, at which it accepted the reports of joint standing and select committees, approved or disapproved committee per diem and travel requests, oversaw both legislative studies and the efforts of the various legislative staff agencies, monitored the State's revenue and expenditures, reviewed implementation of the Hay Classification Plan for state employees and examined the establishment of a collective bargaining system for state employees. The Legislative Council also approved a recodification of the Joint Rules of the Legislature and voted to recommend to the Legislature the abolition of the Reference of Bills Committee in favor of a system of bill referral by the President of the Senate and Speaker of the House, acting on the recommendations of the Secretary of the Senate and the Clerk of the House. Subsequent to these recommendations, the First Regular Session of the 108th Legislature adopted both the Joint Rule codification and the new method of bill referral.

In addition to the above accomplishments, during FY 1977 the Council, acting in response to an increased legislative workload, authorized the employment of additional staff personnel in the State Law and Legislative Reference Library, the Legislative Finance Office, the Office of Legislative Assistants and the Legislative Research Office, and dealt with many recommendations concerning legislative efficiency which were presented by a consultant employed jointly by the Legislative Council and the State Legislative Leaders Foundation.

PUBLICATIONS: See entries under each individual legislative staff agency report.

FINANCES, FISCAL YEAR 1977: Fiscal data for the Legislative Council is included in the financial report of the Legislature.

GENERAL GOVERNMENT

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

Central Office: Statehouse, 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 Count—All Positions: 14

Permanent Legislative Count: 14

Organizational Units:

Office of Legislative Assistants

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 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 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.

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.

GENERAL GOVERNMENT

During the 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, drafting bills and amendments, preparing research materials on topics of interest to the committees 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.

PROGRAM: At the direction of the Legislative Council, the Legislative Administrative Director has coordinated the efforts of legislative staff offices and agencies during FY 1977, including the first regular session of the 108th Legislature. In addition, he has advised the Council on staff needs and requests, has served as coordinator for the Legislative Council on grant applications and administration, has advised the Legislature on expenditures by joint standing committees for legislative studies and on consultant recommendations concerning changes to the legislative process in an attempt to increase efficiency, has overseen the summer internship program of the Office of Legislative Assistants and has carried out other assignments given to him by the Legislative Council.

Chapter 566 of the public laws of 1977, "An Act to Provide for Legislative Review and Automatic Termination of State Agency Rules," requires the Legislative Administrative Director to provide staff to implement legislative review of agency rules, subject to the approval of the Legislative Council, and also requires him to evaluate the program of legislative review from time to time, but not less often than February 1st of even-numbered years. This chapter will become effective in fall, 1977.

Office of Legislative Assistants. During the first session of the 108th Legislature, 10 assistants served 21 of the 22 joint standing committees and in the interim period completed reports on 61 studies for 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. *Mental Retardations Services*, report of the Health & Institutional Services Committee, January, 1977.
2. *University of Maine*, report of the Performance Audit Committee, January, 1977.
3. *Study on County Government*, report of Joint Select Committee on County Government, January, 1977.
4. *Classifications of Policy Positions in State Government*, report of the State Government Committee, December, 1976.
5. *Laws Relating to Barbers and Cosmetologists*, report of the Business Legislation Committee, January, 1977.
6. *State Lottery Commission*, report of the Performance Audit Committee, January, 1977.
7. *A Progress Report on Maine's State & Local Tax Structure*, report of the Joint Select Committee on State Tax Policy, December, 1976.
8. *Is the State Valuations Accurate?* A report of the Joint Select Committee on State Property Tax Valuation, February, 1977.
9. *Fisheries Industry* — a report of the Marine Resources Committee, February, 1977.
10. *Forest Products of Maine*, report of the Joint Select Committee on Forest Resources, 1977.

FINANCES, FISCAL YEAR 1977: Fiscal data for the (Office of) Legislative Administrative Director is included in that of the Legislature.

GENERAL GOVERNMENT

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

RONALD H. LORD, LEGISLATIVE FINANCE OFFICER

BENT SCHLOSSER, Assistant Legislative Finance Officer

Central Office: Statehouse, 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 Count—All Positions: 5

Permanent Legislative Count: 5

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.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He was then, as now, a nonpartisan appointee whose appointment depended entirely on fitness to serve. 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 of 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 duties.

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

PROGRAM: During FY 77, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations and the Legislative Council in completing 4 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 first regular session of the 108th 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. 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 provisions 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.

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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: Publication #8, Nov. 1976 (Free, available on request)

FINANCES, FISCAL YEAR 1977: Fiscal data for the (Office of) Legislative Finance Officer is included in that of the Legislature.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR
CHARLES R. PRIEST, Assistant Director

Central Office: Statehouse, 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 Count—All Positions: 12

Permanent Legislative Count: 12

Organizational Units:

Office of Legislative Information

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

Provide a comprehensive research service on legislative problems;

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

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

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

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

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

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

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

GENERAL GOVERNMENT

After each session of the Legislature to cause to be published cumulative pocket supplements of the volumes of the Revised Statutes, and any replacement of 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.

The office acts as a clerk to the Standing Committee 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.

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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.

In 1977, the Legislative Council, responding to a study of legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

PROGRAM: During FY 77, 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 the first regular session of the 108th Legislature, the office continued to serve as the control point for the introduction of legislation and for the maintenance of a standard form for that legislation. The Office provided bill drafting services for each of the three branches of State Government and routinely carried out spot research to aid in that drafting. In addition to serving the individual drafting requests of legislators, the office also received drafts of legislation from legislative staff, the Attorney General's office, lobbyists and outside attorneys for preparation into final form for introduction by a legislator or by a legislative committee. During the first regular session, the office prepared a total of 2,491 bills and resolves, of which 1,900 were printed, 725 enacted into law and 5 Constitutional Resolutions recommended for adoption. In addition, the office prepared 1,741 amendments to bills, of which 1,376 were printed for distribution and 751 adopted by both Houses, and also prepared 421 joint orders which were printed.

During the interim period between legislative sessions, the office normally devotes the majority of its efforts both to publishing official publications of newly enacted statutes and to revising the master setup of the Maine Statutes maintained in the office. FY 77 was no exception. During the fall of 1976, the office published, at a cost of \$8,910, the soft-bound edition of the Acts and Resolves of the First and Second Special Sessions of the 107th Legislature. When the edition was ready, the Office distributed approximately 7,500 copies of it free of charge to legislators, to various agencies of State Government and to the public. During FY 77, the office also served as the primary source of information for the commercial publication of supplementary pocket parts for the years 1976-77, which were published at a cost of \$43,225.

The Legislature, during the First Regular Session of the 108th Legislature, authorized the office to proceed with the much-needed republication of four volumes in the commercial set of the Maine Revised Statutes Annotated, which volumes had become difficult to use because of the large quantity of supplementary material added since their original publication in 1964. The office thus plans to republish the material in volume 14 as volumes 14 and 14A, and the material in volume 15 as volume 15 and volume 15A, during the fall and winter of 1977-78, and to republish the material presently contained in volumes 2 and 16 during the fall and winter of 1978-79. The appropriation for this republication was \$93,000 in fiscal year 1978 and \$99,600 in fiscal year 1979.

During the fall of 1976, the office also served, under the direction of the Legislative Council, as the coordinator of the 1976 Pre-Legislative Conference, arranging a series of presentations and meetings whose purpose was to introduce newly elected legislators to their duties.

In addition, the office prepared for the sponsorship of the Legislative Council a limited number of copies of *The Legislator's Guide*, an 86-page publication distributed to legislators and intended as "a guide for acquainting....incoming legislators with the basics of the Maine legislative process."

During the First Regular Session of the 108th Legislature, the Office kept the commercial publisher of the Maine Revised Statutes abreast of all newly enacted public laws so that it could publish the Maine Legislative Service, and also continuously sent in proofs of current enactments to the publisher of the soft-bound volume of the public laws of the First Regular Session of the 108th Legislature in order to aid in early publication of those laws.

In the fall of 1976, the Legislative Council, acting in accordance with the recommendations of a consultant retained to study the efficiency of the legislative process in Maine, authorized the hiring of two additional attorneys for the office, one to be hired immediately

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and one to be hired in the spring of 1977. An attorney was found to participate in drafting for the First Regular Session of the 108th Legislature, but funds to retain the second attorney were never authorized by the Legislature and so this position still remains open.

During FY 77 the Legislative Indexer attached to the office continued supervising the development of the Title and Section Monitoring System previously authorized by the Legislative Council. This system lists all titles and sections affected by pending legislation and is an invaluable tool for legislators and joint committees to use in avoiding substantive and allocation conflicts in laws enacted during the same legislative session. This system has given the Legislature, for the first time, the capability of knowing at a glance the scope of legislation being considered and provides for the defense against troublesome and costly conflicts before they are enacted. The Indexer worked closely with attorneys in the Office of Legislative Research, with committee staff attached to the joint standing committees, and with the House and Senate Chairmen of the Committees on Bills in the Second Reading in order to resolve detected conflicts before the Legislature adjourned. By the end of the session, the computer program had detected 114 potential conflicts in legislation, of which 110 were avoided by rewriting or amending legislation. In addition to work on this program, the Indexer continued to update and standardize the various indexes of enacted legislation contained in noncommercial publications of the State statutes, continued to develop computer programs to aid in the speedy compilation and printing of these indexes, and continued to create the index to the Legislative Record of the House and Senate.

Also during FY 1977, the Office of Legislative Research continued its supervision of Maine's computerized legislative bill status system. This system, which is located in the Legislative Information Office, and which is constantly updated during the session by Legislative Information Officers monitoring the House and Senate proceedings, provided current information on all bills introduced into the First Regular Session of the 108th Legislature, and included 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 maintained a computerized, on-line list of biographical data on each legislator for public use, answered a growing number of queries from legislators, the press, and the public about legislation introduced and enacted during recent legislative sessions, and published and distributed 600 copies of the *History and Disposition of Legislative Documents and Papers of the 107th Legislature first and second regular sessions*. This History and Disposition consisted of a pamphlet printed from a computerized readout of the final legislation status indexes kept during the regular session, together with pertinent legislative history about that legislation.

In looking to the future, it is the hope of the Director that a more timely approach can be developed for processing the legislative programs of the various departments and agencies, and the office intends to work with all branches of State Government in bringing this about.

Two long-range goals of the Legislative Research Office remain: 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 will not only enable legislative changes to be more clearly understood but will 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. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Laws of Maine, 1975 (V. 3) and Laws of Maine, 1977 (2 V)*—Contains laws enacted by the first and second special sessions of the 107th Legislature and laws enacted by the first regular session of the 108th Legislature. Also contains a table of Maine Revised Statute titles and sections affected by previous legislation and a subject index.

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(Distributed through the Law and Legislative Reference Library at a fee to be set in fall, 1977. Available in late fall, 1977.)

3. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Eighth Legislature* of the State of Maine at the first regular session, January 5, 1977 to July 25, 1977. Contains a subject index.

(Limited publication available without charge from the Office of Legislative Research in late fall of 1977)

4. *Legislative Documents and Papers of the 108th Legislature*, first regular session, January 5, 1977 to July 25, 1977-History and Final Disposition. Compiled by the Legislative Information Office.

(Limited publication available without charge from the Legislative Information Office in fall of 1977.)

FINANCES, FISCAL YEAR 1977:

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	9,310	9,310				
Legislative Approp/ Alloc	265,758	265,758				
Adjustment of Balance Fwd	—219	—219				
Transfers—Non-Federal \$	6,802	6,802				
TOTAL RESOURCES	281,651	281,651				
EXPENDITURES						
Salaries and Wages	158,307	158,307				
State Share of Retirement	16,492	16,492				
Prof Service, Not By State	3,915	3,915				
Travel Expenses, In-State	91	91				
Travel Expense, Out-State	1,459	1,459				
Utilities	2,856	2,856				
Rents	2,806	2,806				
Repairs	324	324				
Insurance	2,579	2,579				
General Operating Expense	65,052	65,052				
Other Supplies	4,071	4,071				
Public Assistance Grants	40	40				
Equipment Purchases	733	733				
TOTAL EXPENDITURES	258,725	258,725				

LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN
ALICE G. NUTE, DEPUTY LAW LIBRARIAN

Central Office: Statehouse, 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 Count—All Positions: 6

Permanent Legislative Count: 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 pro-

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vide 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. 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 77, 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 legislative session the Library circulated to 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's collections have been maintained with the usual current additions of state and federal laws, court decisions, finding aids and commentaries. 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 gives the Library access to the LEGIST program for rapid retrieval of legislative bill-status information.

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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 1976 supplements to the *Maine Revised Statutes Annotated*, the 1976 *Legislative Record*, and two volumes of the *Maine Reporter*. Twenty-five legislative committee studies, the 1,900 legislative documents of the regular session 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. Weekly printed reports on the status of current legislation were supplied to the Law School during the Legislative session.

Other statistics for the year include:

Circulation of items (exclusive of clippings) outside the Library	6,875
Cards added to the catalog	4,449
Books added (exclusive of supplementary materials, Congressional bills, etc.)	1,788
Legislative reference collection additions (exclusive of periodicals)	1,501
Briefs and records, Maine Supreme Judicial Court (Sept. 1975-June 1976 terms) added	603

Lastly, the Law and Legislative Reference Library gave advice to the law libraries in Lincoln, Oxford, and Piscataquis Counties concerning their budget, collections and shelving problems.

FINANCES, FISCAL YEAR 1977:

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	4,514	4,514				
Legislative Approp/Alloc	125,650	125,650				
Adjustment of Balance Fwd	—164	—164				
TOTAL RESOURCES	130,000	130,000				
EXPENDITURES						
Salaries and Wages	70,343	70,343				
State Share of Retirement	7,504	7,504				
Prof Service, Not By State	581	494	87			
Travel Expenses, In-State	67	67				
Utilities	1,553	1,553				
Rents	975	975				
Repairs	40	40				
Insurance	1,522	1,522				
General Operating Expense	9,593	9,593				
Other Supplies	28,638	28,638				
Equipment Purchases	60	60				
TOTAL EXPENDITURES	120,876	120,789	87			

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MADELEINE R. FREEMAN, CHAIRMAN
JAMES M. BOWIE, Assistant to the Commission

Central Office: Statehouse, Augusta 04333

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 Count—All Positions: 0

Permanent Legislative Count: 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: During FY 77, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

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1. Two sets of reports for candidates and committees involved in the 1976 primary election and two sets of reports for candidates and committees involved in the 1976 general election.
2. Three sets of Quarterly Post-Election Reports outlining the disposition of campaign surpluses and deficits reported by more than one hundred candidates and committees in summary reports for either the 1976 primary or general election.
3. Reports filed by candidates and political committees active in the special elections held in the House of Representatives Districts 89 and 15 and Senate District 8.
4. Reports from organizations involved in three initiative campaigns and one campaign to promote a referendum.
5. Monthly and post-election reports of eight organizations active in the November referendum campaign.

In accordance with 21 MRSA §1398, the Commission submitted to the Attorney General for possible legal action the names of candidates and political committees that did not file required campaign reports.

Subsequent to the 1976 primary election, the Commission received appeals concerning three contested Legislative elections. All three appeals involved disputed ballots. The Commission held hearings on all three appeals, preparing findings of fact and opinion for transmittal to the Secretary of State and Governor in two cases. One appeal was dropped, before the Commission made its determinations.

Subsequent to the 1976 general election, the Commission received appeals concerning five contested Legislative elections. All five appeals involved disputed ballots; additionally, one appeal involved a formal request for investigation of alleged irregularities in election administration. The Commission held hearings on all five appeals, preparing findings of fact and opinion for transmittal to the appropriate Legislative body in each case.

The Commission met to consider five requests for advisory opinions concerning possible conflicts of interest. These requests involved four Legislators. Two Legislators appeared before the Commission in this regard. The Commission rendered opinions in each case, transmitting copies to the Clerk of the House of Representatives and the presiding officer of the Legislative body involved.

The Commission also completed drafting of rules and regulations for hearings pertaining to election recount appeals and Legislative ethics questions, administered the disclosure of Legislators' statements of sources of income, and drafted several pieces of legislation amending its enabling legislation and the campaign finance law.

The Commission met officially a total of 14 times during FY 77. In addition, there was one meeting of a Commission subcommittee to make recommendations for Legislative proposals.

PUBLICATIONS:

Hearing Procedures: Maine Commission on Governmental Ethics and Election Practices
Findings of Fact and Opinion:

- In Re: Appeal of Wayne Kennedy
Democratic Primary, Senate District #6
- In Re: Appeal of Robert James Barry
Democratic Primary, House District #15
- In Re: Appeal of Gordon F. Cunningham
General Election, House District #29
- In Re: Appeal of Barbara E. Strout
General Election, House District #23
- In Re: Appeal of Jed Davis
General Election, House District #45
- In Re: Appeal of William J. Hennessey
General Election, House District #89
- In Re: Appeal of Marietta E. Burrowes
General Election, Senate District #8

These materials are available at the cost of duplication.

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FINANCES, FISCAL YEAR 1977:

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Bri Fwd—Unencumbered	3,402	3,402				
Legislative Approp/Alloc	6,250	6,250				
TOTAL RESOURCES	9,652	9,652				
EXPENDITURES						
Salaries and Wages	2,006	2,006				
State Share of Retirement	216	216				
Prof Service, Not By State	4,000	4,000				
Travel Expenses, In-State	1,336	1,336				
Utilities	239	239				
General Operating Expense	1,693	1,693				
Other Supplies	66	66				
TOTAL EXPENDITURES	9,556	9,556				

COMMISSION ON UNIFORM STATE LAWS

FREDERICK P. O'CONNELL, COMMISSIONER

CHARLES R. PRIEST, Associate Commissioner

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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. 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.

GENERAL GOVERNMENT

PROGRAM: During fiscal year 1977, Maine commissioners attended the annual meeting of the National Conference of Commissioners on Uniform State Laws which was held in Atlanta, Georgia from July 31 to August 6, 1976. During this meeting, the Conference considered a number of uniform acts proposed for adoption by the states, and recommended that the following uniform acts be adopted:

The Revised Uniform Limited Partnership Act (1976)

The Uniform Exemptions Act

The Uniform Class Actions Act (or Rule)

The Uniform Simplification of Land Transfers Act

During fiscal year 1977, Maine commissioners served in a number of positions with the Conference, including Secretary to the National Conference, member of the Special Committee on the Uniform Exemptions Act, and member of the Special Committee on the Uniform Motor Vehicle Accident Reparation Act. In this same fiscal year, the terms of two of the Maine commissioners expired, and the Governor appointed two new persons to serve as commissioners from Maine, both of whom were confirmed to their new positions.

During its first regular session, the 108th Maine Legislature enacted the following modifications to Uniform State Laws which are presently part of the Maine Revised Statutes.

Modifications to the Uniform Commercial Code:

PL 1977, c. 90 An Act to Increase the Fee Charged for U.C.C. Certificates of Information

PL 1977, c. 526 An Act Relating to Secured Transactions under the Uniform Commercial Code

Modifications to the Uniform Common Trust Fund Act:

PL 1977, c. 129 An Act to Authorize Affiliated Banks to Operate Combined Common Trust Funds

Modifications to the Uniform Consumer Credit Code:

PL 1977, c. 159 An Act Relating to a Consumer's Notice of Right to Cure under the Credit Code

PL 1977, c. 161 An Act Relating to Motor Vehicle Sales Financing under the Maine Consumer Credit Code

PL 1977, c. 179 An Act to Provide Fees for Consumer Education Materials

PL 1977, c. 421 An Act Relating to an Equitable Billing Procedure for Open-end Credit under the Consumer Credit Code

Modifications to the Uniform Criminal Extradition Act:

PL 1977, c. 66 An Act to Clarify the Responsibility for Payment of Expenses on Rendition of Prisoners

Modifications to the Uniform Limited Partnership Act:

PL 1977, c. 78 An Act to Correct Errors and Inconsistencies in the Laws of Maine

PL 1977, c. 319 An Act to Increase Limited Partnership Filing Fees

Modifications to the Uniform Motor Vehicle Certificate of Title and Anti-theft Act:

PL 1977, c. 294 An Act to Revise the Certificate of Anti-theft Laws under the Motor Vehicle Division

PL 1977, c. 402 An Act to Recognize Mopeds as being in a Different Classification than Motorcycles

Modifications to the Uniform Narcotic Drug Act:

PL 1977, c. 457 An Act to Repeal and Correct Certain Laws Relating to Health and Institutions

Modifications to the Uniform Partnership Act:

PL 1977, c. 322 An Act Relating to Partnerships Between Husbands and Wives

The first regular session of the 108th Legislature also considered the Uniform Residential Landlord and Tenant Act, finally enacting the bill, after considerable modification, as PL 1977, c. 401, "An Act Defining the Rights and Responsibilities of Landlords and Tenants in Residential Property."

GENERAL GOVERNMENT

PUBLICATIONS:

Copies of all Uniform and Model Acts and other printed matter issued by the Conference may be obtained from:

National Conference of Commissioners on Uniform State Laws
645 North Michigan Avenue, Suite 510
Chicago, Illinois 60611

FINANCES, FISCAL YEAR 1977:

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	4,464	4,464				
TOTAL RESOURCES	4,464	4,464				
EXPENDITURES						
Travel Expense, Out-State	2,010	2,010				
General Operating Expense	2,453	2,453				
TOTAL EXPENDITURES	4,463	4,463				

COMMISSION ON INTERSTATE COOPERATION

SENATOR THEODORE S. CURTIS, JR., CHAIRMAN
REPRESENTATIVE JAMES DUDLEY, Secretary

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 carry out this participation, the commission is authorized to perform all suitable 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 to develop the Council of State Governments for that purpose.

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.

GENERAL GOVERNMENT

PROGRAM: The commission continues to serve as a clearing house for information on state programs of national and international interest, to serve as the Maine affiliate for the Council of State Governments and to coordinate activities of the National Conference of State Legislatures. Maine was represented at a number of regional and national conferences this year on such topics as "sunset legislation" and "economic development." Senator Jerrold Speers continued his service as Maine's legislative representative on the Atlantic States Marine Fisheries Commission and Rep. Donald Hall was elected to the Northeastern Interstate Forest Fire Compact.

PUBLICATIONS:

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

2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarrett and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.

FINANCES, FISCAL YEAR 1977:

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	34,568	34,568				
Adjustment of Balance Fwd	5,766	5,766				
TOTAL RESOURCES	40,334	40,334				
EXPENDITURES						
Prof Service, Not By State	3,202	3,202				
Travel Expenses, In-State	148	148				
Travel Expense, Out-State	2,121	2,121				
Grants to Pub. & Priv. Orgs.	32,240	32,240				
TOTAL EXPENDITURES	37,711	37,711				

COMMISSION ON INTERGOVERNMENTAL RELATIONS

JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta 04333

Telephone: 289-2491

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 Count—All Positions: 0

Permanent Legislative Count: 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;

GENERAL GOVERNMENT

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 77.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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: Statehouse, Augusta 04333

Telephone: 289-3661

Established: 1820

Maine State Government Reference Manual Data:

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

Average Count—All Positions: 51*

Permanent Legislative Count: 53*

Organizational Units:

Civil Division

Criminal Division

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 the State. 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.

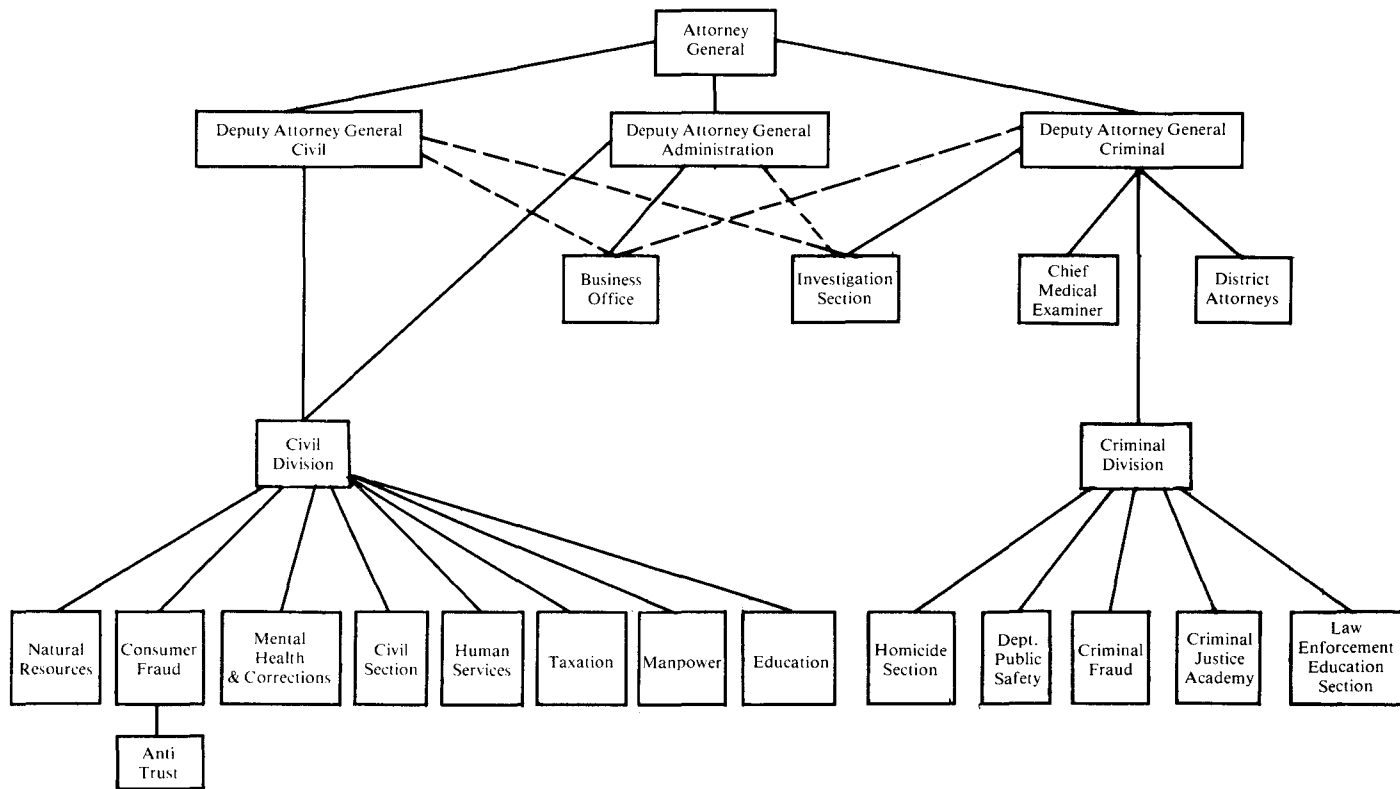
The Attorney General is executive head of the Department of the Attorney General. The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (c) issue written opinions upon questions of law submitted by the Governor, the head of any State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (d) 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; (e) control and direct the investigation and prosecution of homicides and other major crimes including frauds against the State; (f) 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, (g) administer and enforce the State unfair trade practices and antitrust laws.

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 write-offs of debts owed the State, enforce standards of conduct of the legal profession, participate in making investment decisions regarding the state trustee funds 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.

*In addition, District Attorneys were authorized 33 positions, which they control, as part of the Attorney General's budget.

**ORGANIZATION CHART
DEPARTMENT OF ATTORNEY GENERAL**



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 77 DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	22,593	2,000	20,593			
Bal Brt Fwd— Encumbered	19,769	15,885	3,884			
Revenue From Federal Govt	107,002		107,002			
Revenue—Private Sources	15,693		15,693			
Fees Charged For Services	5,529		5,529			
Legislative Approp/Alloc	1,695,661	1,695,661				
Transfers Contingent Acct	6,156	6,156				
Adjustment of Balance Fwd	—5,218	—5,224	6			
Transfers—Non-Federal \$	35,533	11,982	23,551			
Transfers—Federal \$	17,099		17,099			
TOTAL RESOURCES	1,919,817	1,726,460	193,357			
EXPENDITURES						
Salaries and Wages	1,358,669	1,260,910	97,759			
State Share of Retirement	92,254	89,544	2,710			
Prof Service, Not By State	154,461	132,585	21,876			
Computer Service, By State	449		449			
Other Prof. Serv., By State	7,967	8,467	—500			
Travel Expenses, In-State	30,339	20,402	9,937			
Travel Expense, Out-State	12,816	7,543	5,273			
Operation—State Vehicles	12,326	12,326				
Utilities	39,179	37,477	1,702			
Rents	40	40				
Repairs	2,882	2,882				
Insurance	20,697	19,310	1,387			
General Operating Expense	47,031	32,674	14,357			
Other Supplies	16,530	15,331	1,199			
Public Assistance Grants	709		709			
Equipment Purchases	3,664	2,971	693			
TOTAL EXPENDITURES	1,800,013	1,642,462	157,551			

GENERAL GOVERNMENT

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.

PROGRAM: During fiscal year 1977, 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 and the Southern District of Texas, the Maine Supreme Judicial Court, all other Maine courts, and bankruptcy courts in Maine and Texas. The Department also appears in adjudicatory proceedings before several Federal agencies, including the Federal Power Commission, the Environmental Protection Agency and the Postal Rate Commission.

Indian Case. In discussing the work of the Department in the past year, the problems posed by the Indian Land Claims Case require special mention. Initially the case developed in 1972 when the Penobscot and Passamaquoddy Indians sued the United States Government claiming that the United States Government had a trust responsibility to them under the Nonintercourse Act of 1790. In 1972, the United States, at direction of the Court, also filed suits against the State seeking damages, but not recovery of land. In the initial case both the United States and Maine were on the same side and Maine relied on representations of the United States that they were adequately defending the case and that efforts by the United States to eject private landowners would never occur. Ultimately the United States District Court held that the Nonintercourse Act did create a trust relationship and that opinion was sustained by the Court of Appeals. However, the Court of Appeals also cautioned that it was leaving all issues open to further litigation and that its decisions in no way implied any rights of the Indians to recover any land or money. Subsequent research by the State has raised very serious questions as to how actively and aggressively the staff attorneys working on the initial case for the United States Government researched the Nonintercourse Act questions or defended Maine's interest as they represented what they were doing.

The Indians presently claim that they are seeking recovery of approximately 60% of the land of the State and \$25 billion in damages from the citizens of Maine. Based on the legal and historical research conducted by the Office, the Attorney General has concluded that the Indian claims are without merit.

During fiscal 1977 a significant portion of the Department's time and resources were dedicated to researching and documenting the legal and historical aspects of the cases. The year also saw a number of significant developments:

1. As a result of efforts by Indian advocates, the Indian case, for the first time, received significant national media attention. Because of this attention, for a brief period, questions were raised about the capacity of Maine local governments and corporations to sell bonds and about the transferability of title in the Indian Land Claim area. These concerns were quickly resolved, however, and sales of bonds and property transfers have been proceeding normally.
2. A New York law firm advising bond purchasers, after review of the law, concluded that pending Indian claims did not present a significant risk to bond purchasers or title holders.
3. As one of the last acts of the outgoing Administration, the Interior Department recommended in January that the State and private land owners be sued for damages and the pending suit be amended to seek ejectment of all persons living in the claim area from their homes and businesses. The Justice Department has yet to act formally on the recommendation.
4. President Carter appointed a Special Advisory, retired Georgia Supreme Court Justice William Gunter, to advise him on the Indian Land Claim. In a report to the President, Justice Gunter advised that the Indians be paid \$25 million in Federal funds and either that they be given 100,000 acres of land by the State and private land owners or that they be permitted to litigate for the public lands within the State. The Indians rejected the proposed \$25 million settlement. The Attorney General has indicated that he has no objection to the Federal government paying the Indians \$25 million if it is regarded as compensation for the past failures of the Federal government to aid Maine Indians. The Attorney General has also stated that he is willing to accept the alternative proposed by Justice Gunter allowing litigation for the state public lands, declining the option of simply giving the Indians 100,000 acres of state land.

GENERAL GOVERNMENT

5. Legal and historical research accumulated by the State made it evident that when the United States was on the same side as the State in litigation between 1972 and 1975 and was assuring the State that it was aggressively defending the case, the United States was either not seriously researching the matter or ignoring a large amount of legal and historical data which might have caused the District Court of the United States Court of Appeals to determine that the Nonintercourse Act did not apply to the Penobscot and Passamaquoddy Indians. The Attorney General is currently conducting inquiries with the United States Government as to why the matter was not more aggressively pursued.

6. During the fiscal year it also became evident that Maine is not an isolated case in Indian litigation. The United States Department of Interior revealed that over 1,000 Indian claims in nearly all 50 states are currently being researched. Further, Indians asserted claims to the entire states of North and South Dakota and portions of Wyoming, Montana and Nebraska, to over 300,000 acres of New York State, including the City of Syracuse, New York and many other claims which, if successful, would result in ejection of private citizens from lands which they have owned for generations and payment of huge sums of money.

Other Responsibilities. The Department was also actively involved in a number of other areas in fiscal 1977;

1. *Homicide prosecutions:* During fiscal 1977 the Department investigated 35 homicides occurring during the fiscal year and continued the investigation of 27 others from previous years. Of these 62 cases, 26 were closed by conviction, 9 were closed in other ways (e.g., defendant unable to stand trial, juvenile cases, homicide-suicides), 29 cases remained open with no arrest and 6 were awaiting trial. Only one defendant was found not guilty.

2. *Other prosecutions of significance:* During the year the Department additionally investigated and prosecuted a large number of other cases including 13 tax fraud cases, 9 cases of corporations doing business in the State without proper registration, 11 cases involving violation of environmental laws and numerous other cases including several election law violations, frauds in charging for services to nursing home patients and medicare recipients, and misuse of unemployment funds. The tax fraud cases were the first such cases filed by the State in recent memory.

3. *Fisheries case:* The Department challenged regulations published by the United States Department of Commerce under the 200 Mile Fisheries Limit. The basis of this suit was that the Commerce Department acted illegally in granting foreign fleets a quota of 21 million pounds of herring compared to only 12 million pounds of herring allocated to domestic fisheries. The Department took the position that foreign fleets should have been allocated a significantly lower quota to allow replenishment of depleted herring fisheries stocks.

4. *The State Education Funding Law:* The State continued its involvement in several cases defending the constitutionality and legality of application of the Uniform Property Tax and the Education Funding Law.

5. *Pineland Hospital Services:* The Department also continued its involvement in a suit initiated in previous years in United States District Court which challenges the adequacy of services provided to retarded individuals at the Pineland institution. As part of its involvement with this suit, the Department aided in developing legislation and appropriations to address some of the problems of staffing and services at the Pineland Center in hopes of reaching a settlement of this case.

6. *New Hampshire Commuter Tax:* The Department initiated a suit in New Hampshire State Courts on behalf of over 6,000 Maine taxpayers who had been forced to pay the New Hampshire Commuters Income Tax which the United States Supreme Court ruled illegal in March of 1975 but which New Hampshire continued to collect through April of 1976. If this suit is successful it may result in recovery of over \$3 million to individual Maine citizens, and it may result in recovery of some of these funds to the State of Maine.

7. *Bank Inspection:* The Department initiated suit challenging the refusal of certain Federally chartered banks in the State to permit State Banking officials to inspect their books to determine if consumer credit laws were being complied with.

8. *Postal Rates:* The Department continued its efforts in United States Court of Appeals for the District of Columbia to reverse the decision of the Postal Service to increase first class postage rates to 13¢. The Department, in cooperation with Attorneys General of ten other states, also intervened in the current proceeding before the Postal Rate Commission in opposition to the pending proposal to increase first class rates to 16¢.

GENERAL GOVERNMENT

9. *Legislative Assistance.* In fiscal 1977 the Department assisted members of the 108th Legislature in drafting several significant pieces of legislation including comprehensive revisions of the Administrative Code and the Juvenile Code and laws relating to commitment and treatment of retarded individuals. In addition the Department assisted in drafting new legislation in many areas, including processing of Tort claims against the State, State budgeting of Federal assistance and controls of charitable solicitations and the operations of itinerant vendors. In total, the Department, at the request of individual legislators or officials of state departments, assisted in preparation of over 300 bills which were presented to the 108th Legislature.

10. *Opinions:* During the fiscal year, the Department issued 473 opinions, including 260 opinions to administrative agencies and 213 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.

11. *Law Enforcement Education:* The Department also continued its extensive law enforcement education program providing written material to law enforcement officers, prosecutors and judges, to keep them abreast of the most recent developments in the 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 litigation, drafting of opinions, reviewing or drafting regulations, contracts, deeds and other legal matters relating to their official business. The Civil Division is divided into seven sections: Civil, Consumer and Antitrust, Human Services, Mental Health and Corrections, Natural Resources, Taxation and Manpower Affairs.

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. The Civil Section is also responsible for defending against claims against the State arising from the new Tort Claims Act and Workmen's Compensation laws.

The Consumer and Antitrust 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. Its responsibilities include seeking amicable resolution of consumer complaints with businesses.

The Human Services Section serves as general counsel to the Department of Human Services. It 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. The section also directly investigates and prosecutes frauds incident to state welfare programs.

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 commitments of individuals to state hospitals. In fiscal 1977 the section handled nearly 200 commitment hearings, and that workload is expected to increase significantly in fiscal 1978 as a result of new laws relating to commitment of retarded individuals.

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 fisheries and outer continental shelf matters. The section is also responsible for representing the Attorney General in Public Utilities Commission rate proceedings. In fiscal 1977 the section recovered \$120,312.50 in fines and penalties which were paid to the State as a result of prosecutions for violation of pollution control laws.

GENERAL GOVERNMENT

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. In fiscal 1977 the section collected through court action over \$90,000 in funds owed the State. It is currently involved in litigation by corporations contesting over \$1,000,000 in tax assessments.

Lastly, the Manpower Affairs Section represents the Department of Manpower Affairs and the Employment Security Commission. It is responsible for generally advising the Department and aiding administration and enforcement of the employment security and unemployment compensation laws. In fiscal 1977 the section's two attorneys collected \$231,011.70 in unpaid unemployment funds due to the State.

Criminal Division. During fiscal year 1977, the Criminal Division conducted the following specific activities:

Homicides and Other Deaths: Working with the Maine State Police and various local police departments, the Division investigated 35 homicides which occurred from July 1, 1976 to June 30, 1977, and continued the investigation of 27 homicides which preceded July 1, 1976. Of these 62 cases (which includes 3 double homicides), 26 cases resulted in convictions and 9 were disposed of in other ways (i.e., 1 defendant unable to stand trial; 2 juvenile cases; 2 homicide/suicides, and 4 No Bill); 29 cases were still open, with no arrests; and 6 cases were waiting trial. Only 1 defendant was found not guilty.

The Division investigated 36 additional death cases categorized as unattended deaths, questionable or suspicious deaths, accidental deaths and suicides.

Criminal and Non-criminal Complaints/Investigations: The Division conducted investigations and prosecutions in 360 cases in addition to homicides in fiscal year 1977. These cases involved a myriad of offenses, both felonies and misdemeanors, including assaults, frauds against the State, election law violations and cheating by false pretense.

During fiscal 1977, the Criminal Division Fraud Unit has been taking numerous referrals from State agencies. Some 21 criminal cases have been prosecuted or are now pending in court. Of this number, 13 are tax cases. These cases represent approximately \$23,750 in uncollected State revenues. In addition, the Fraud Unit prosecuted a case of fraudulent alteration of nominating petitions involving seven defendants and assisted in developing the lobbyist/legislator influence cases currently pending in Kennebec County.

Immunity Requests: Under the provision of 15 M.R.S.A. Section 1314A, the Attorney General must approve the granting of immunity to a witness after application by the prosecutor before immunity can be conferred. The Attorney General investigates each request for immunity before approving this procedure. In fiscal year 1977, there were 20 such proceedings.

Other Agencies and Departments: Besides handling various criminal and non-criminal matters for State departments and agencies, the Criminal Division serves as counsel to the Department of Public Safety. During the fiscal year, Criminal Division attorneys appeared before the Administrative Court in 214 cases. Of that number, 185 cases involved violations of the State Liquor Laws brought by the Department of Public Safety. Of 89 decisions rendered, 63 found a violation; 2 found no violation; 10 were dismissed, and 18 were filed. The total amount of fines imposed was in excess of \$11,000. The remainder of the cases coming before the Court (28) concerned violations of the State inspection station and mechanic laws. Approximately 32 such cases are now pending before the Court.

During that same year, counsel was involved in defending two civil actions brought against the Department of Public Safety. The defense was successful, thus resulting in a potential savings to the State of \$132,000. In addition, three civil actions are now pending with potential claims of \$750,220.

Law Enforcement Education Section. The Law Enforcement Education Section maintains a program of continuing legal education for criminal justice personnel in Maine. In fulfilling this responsibility, it issues various publications and provides research and consulting services for members of the criminal justice community. Members of the section also provided help to legislators in drafting criminal legislation, worked on Attorney General opinions in the area of criminal law, and were frequently consulted on matters pertaining to the Maine Criminal Code.

GENERAL GOVERNMENT

Services Provided to Law Enforcement Officers.

ALERT Bulletin. The *Alert Bulletin*, first issued in October, 1970, continued to be published monthly during fiscal year 1977. *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, answers and announcements, and a section for summaries of recent 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 all law enforcement personnel in Maine by means of a computerized mailing list.

Law Enforcement Officer's Manual. The Section published a Law Enforcement Officer's Manual in December 1974, which is designed to be used both as a text and as a ready reference for legal questions relating to the law enforcement officer's duties. The Manual is updated with loose-leaf pages and enables officers to keep abreast of changes in criminal law and procedure and of turnover in government agencies. The Manual is being used for in-service training and as a text at the Maine Criminal Justice Academy. It is distributed to all full-time law enforcement officers in Maine.

Lecturing and Teaching. Attorneys in the Section served, along with other attorneys in the Department, as lecturers and teachers for training programs at the Maine Criminal Justice Academy. They also lectured at local law enforcement conferences throughout the State. Because of the increased need for legal instruction at the Criminal Justice Academy, an Assistant Attorney General, hired under a grant from the Maine Criminal Justice Planning and Assistance Agency, now teaches full-time at the Academy.

Services Provided to Judges and Prosecutors.

The Maine Prosecutor Bulletin. During fiscal year 1977, the Section continued publishing educational materials for prosecuting attorneys and judges under a series entitled *The Maine Prosecutor Bulletin*. The Bulletin includes 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, and Attorney General opinions.

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 fiscal year 1977. In December 1976, the Attorney General's office sponsored a three-day training seminar for all Maine prosecuting attorneys. Speakers from Maine and other parts of the country discussed various 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.

Library Services. Over the past six years, the Section has been purchasing materials on criminal justice topics for a research and reference library. These books, periodicals and training materials are used by attorneys in the Attorney General's office and are loaned to criminal justice personnel throughout the State. At present, the Law Enforcement Education Library comprises more than 300 books and pamphlets.

Criminal Research Information Bank The Section has established and maintains the Criminal Research Information Bank (CRIB) which is a centralized index system for retrieving current 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. The CRIB has proved very useful as a research tool and as a quick reference for current information on criminal justice topics.

Appellate Section The Appellate Section, in conjunction with the remainder of the Criminal Division, handled the following appellate matters in fiscal year 1977:

Cases on Appeal to the Maine Law Court:	52
Cases on Report to the Maine Law Court:	5
State Post-Conviction Habeas Corpus Cases:	58
Federal District Court Habeas Corpus Cases:	9
1st Circuit Cases:	4
United States Supreme Court Cases:	3

GENERAL GOVERNMENT

The number of appeals to the Maine Law Court reflects approximately the same number as last year. State and Federal Post-Conviction Habeas Corpus cases reflect an increase of about one hundred percent. In actuality, the total number of post-conviction habeas corpus cases handled in the State of Maine remained roughly the same as last year. The number handled by this Section, however, markedly increased, since as reflected in last year's report, the Attorney General placed full responsibility for 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 handled by the Appellate Section arise from prosecutions undertaken by this Division, with the remainder reflecting those cases taken by the Section upon the request of certain District Attorneys.

Although the total number of appellate cases generated by the Department was too great to be handled exclusively by the Appellate Section in the first portion of this year, with the addition of a much-needed second full-time assistant attorney general, the Appellate Section now bears the full burden of appellate matters generated by the Department. In addition, the Section is now better able to provide legal research and advice to the trial attorneys in the Division, provide legal research and advice to the various District Attorneys who request it, and undertake whatever appellate matters the various District Attorneys may request that the Section handle.

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

PUBLICATIONS:

- Alert Bulletin

- Law Enforcement Officer's Manual

- Maine Prosecutor Bulletin

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	22,593	2,000	20,593			
Bal Brt Fwd— Encumbered	9,156	5,272	3,884			
Revenue From Federal Govt	107,002		107,002			
Revenue—Private Sources	15,693		15,693			
Fees Charged For Services	5,529		5,529			
Legislative Approp/ Alloc	1,492,133	1,492,133				
Transfers Contingent Acct	6,156	6,156				
Adjustment of Balance Fwd	—741	—747	6			
Transfers—Non-Federal \$	35,533	11,982	23,551			
Transfers—Federal \$	17,099		17,099			
TOTAL RESOURCES	1,710,153	1,516,796	193,357			
EXPENDITURES						
Salaries and Wages	1,305,978	1,208,219	97,759			
State Share of Retirement	86,569	83,859	2,710			
Prof Service, Not By State	50,078	28,202	21,876			
Computer Service, By State	449		449			
Other Prof. Serv., By State	—490	10	—500			
Travel Expenses, In-State	29,330	19,393	9,937			
Travel Expense, Out-State	12,816	7,543	5,273			
Operation—State Vehicles	12,326	12,326				
Utilities	36,042	34,340	1,702			
Rents	40	40				
Repairs	2,765	2,765				
Insurance	20,307	18,920	1,387			
General Operating Expense	32,814	18,457	14,357			
Other Supplies	16,030	14,831	1,199			
Public Assistance Grants	709		709			
Equipment Purchases	1,979	1,286	693			
TOTAL EXPENDITURES	1,607,742	1,450,191	157,551			

GENERAL GOVERNMENT

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

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Statehouse, Augusta, Maine 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 Count—All Positions: 2

Permanent Legislative Count: 2

PURPOSE: The Office of the Chief Medical Examiner investigates all deaths which are due to trauma or violence or which cannot be otherwise certified due to the lack of an attending physician.

The medical examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased; thru the processes of investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths, providing reports for legal and vital records purposes and procuring evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

ORGANIZATION: The medical examiner system became a State function in 1968 with the establishment of the Office of the Chief Medical Examiner. Existing county medical examiners were reappointed with State-wide jurisdiction and a specialist in forensic pathology was hired to head the State system as Chief Medical Examiner. Appropriate changes in the statute were made to affect this change.

The system is fundamentally the same as it was when it was first established with resident licensed physicians serving as medical examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources.

The Office of Chief Medical Examiner was first established in Augusta, moved to Lewiston, and in 1976 returned to Augusta. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor and he in turn appoints all other medical examiners.

PROGRAM: In Calendar Year 1976 the Office investigated 1,956 cases and autopsied 391 cases 29 of which were ruled homicide or undetermined-suspicious for homicide.

Thru multi-directional recruitment procedures, 30 new medical examiners were enrolled, 6 were lost thru resignation, illness and death. A permanent office was established in the State Office Building in Augusta and office procedures were profoundly changed by new reporting forms, a new filing system, the initiation of form letter correspondence, the archiving of little used records and an elaborate control system for follow-up on incomplete records. Record keeping was oriented toward the calendar year to allow for comparison with other systems nationally.

Communications were considerably improved thru the establishment of an emergency 24 hour telephone number, radio communications capability for the Chief Medical Examiner, and a system of police teletype reporting of all medical examiner cases. Close liaison was established with other agencies in the State such as the Department of Human Services' Vital Records Division to provide for review of incomplete vital records directly by the Chief Medical Examiner, the early reliable reporting of deaths due to child abuse and better utilization of laboratory services by medical examiners. Protocols for police involvement in death investigation and autopsies were established and disseminated. The services of the State Museum (Bureau) and Forestry service entomologist were used for the first time. Close ties were established with the Chief Medical Examiner of Vermont, Connecticut, and Rhode Island for consultation and laboratory assistance purposes. Specific arrangements have been established for the use of private expertise in physical anthropology and forensic odontology within the State. A schedule of lectures for medical examiners, physicians, police, and emergency medical technicians has been established thru the State and County Medical

GENERAL GOVERNMENT

Societies, Hospital Administrations, Maine Criminal Justice Academy, Medical Care Development, Inc., and the Maine Medical Legal Society.

A reasonably complete file of visual aide material has been prepared with about 300 slides representing medical-legal problems.

A completely revised Maine Medical Examiner's Manual has been prepared and distributed consisting of a tabulation of relevant laws, specific departmental regulation, an administrative policy and technical information for medical examiners, pathologists, and law enforcement officials, a directory of pathologists, medical examiners, hospitals, State and local officials, supplementary material of interest to medical examiner and an index. The manual is over 160 pages long, is in loose leaf format, has been revised and updated once and was distributed to all medical examiners, pathologists, prosecutors and many police and related officials.

Case records are being programmed for computer use to provide a detailed annual report in the future.

LICENSES, PERMITS, ETC.: Certificate of appointment of medical examiners—issued to persons appointed to serve by the Chief Medical Examiner thru the Office of Secretary of State.

PUBLICATIONS: Annual reports of numbers of cases investigated by type for each fiscal year 1971 thru 1975—free.

FINANCES, FISCAL YEAR 1977:

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	10,613	10,613				
Legislative Approp/ Alloc	203,528	203,528				
Adjustment of Balance Fwd	—4,477	—4,477				
TOTAL RESOURCES	209,664	209,664				
EXPENDITURES						
Salaries and Wages	52,691	52,691				
State Share of Retirement	5,685	5,685				
Prof Service, Not By State	104,383	104,383				
Other Prof. Serv., By State	8,457	8,457				
Travel Expenses, In-State	1,009	1,009				
Utilities	3,137	3,137				
Repairs	117	117				
Insurance	390	390				
General Operating Expense	14,217	14,217				
Other Supplies	500	500				
Equipment Purchases	1,685	1,685				
TOTAL EXPENDITURES	192,271	192,271				

GENERAL GOVERNMENT

DEPARTMENT OF AUDIT

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

Central Office: Statehouse, 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 Count—All Positions: 36

Permanent Legislative Count: 40

Organizational Units:

Departmental Bureau

Municipal Bureau

Program Review & Evaluation 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.

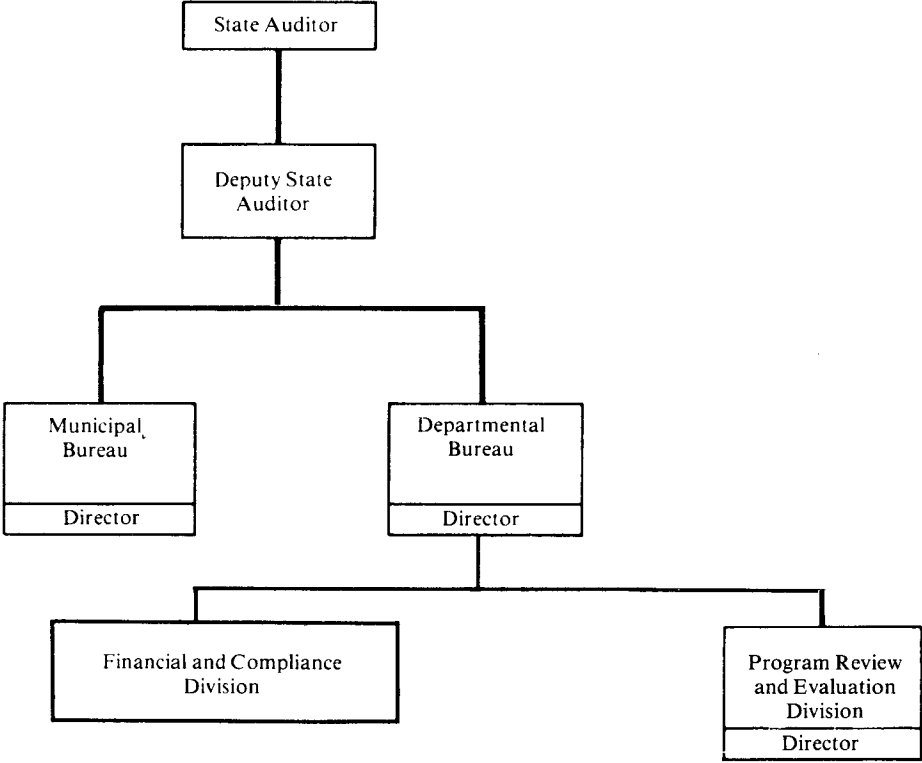
ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring 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: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Financial and Compliance Division of the Departmental Bureau, performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 77 totaled 157. These 157 audits consisted of 84 departments, bureaus, agencies, and/or commissions, 11 institutions, 6 vocational technical institutes, one school of practical nursing, 39 examining boards and 16 public administrators.

**ORGANIZATION CHART
DEPARTMENT OF AUDIT**



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 77 DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	251,433		251,433			
Revenue From Local Govts	225,312		225,312			
Fees Charged For Services	38,387		38,387			
Receipts From Other Funds	9,908		9,908			
Legislative Approp/Alloc	366,294	366,294				
Transfers—Non-Federal \$	3,937	3,937				
TOTAL RESOURCES	895,271	370,231	525,040			
EXPENDITURES						
Salaries and Wages	487,054	290,996	196,058			
State Share of Retirement	50,948	30,490	20,458			
Prof Service, Not By State	185	185				
Travel Expenses, In-State	37,769	5,294	32,475			
Travel Expense, Out-State	1,136	1,136				
Utilities	4,215	1,781	2,434			
Repairs	1,309	832	477			
Insurance	8,551	5,004	3,547			
General Operating Expense	3,736	2,083	1,653			
Other Supplies	6,217	2,980	3,237			
Equipment Purchases	895	305	590			
Trans. to Gen.-Fund Sta-Cap	5,063		5,063			
TOTAL EXPENDITURES	607,078	341,086	265,992			

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.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 77 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 Bureau. The Municipal Bureau'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 \$281,000.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF AUDIT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	251,433		251,433			
Revenue From Local Govts	225,312		225,312			
Fees Charged For Services	38,387		38,387			
Receipts From Other Funds	9,908		9,908			
Legislative Approp/ Alloc	298,782	298,782				
Transfers—Non-Federal \$	2,900	2,900				
TOTAL RESOURCES	826,722	301,682	525,040			
EXPENDITURES						
Salaries and Wages	430,707	234,649	196,058			
State Share of Retirement	45,004	24,546	20,458			
Travel Expenses, In-State	37,436	4,961	32,475			
Travel Expense, Out-State	1,050	1,050				
Utilities	4,161	1,727	2,434			
Repairs	1,208	731	477			
Insurance	7,512	3,965	3,547			
General Operating Expense	3,309	1,656	1,653			
Other Supplies	5,797	2,560	3,237			
Equipment Purchases	895	305	590			
Trans. to Gen.-Fund Sta-Cap	5,063		5,063			
TOTAL EXPENDITURES	542,142	276,150	265,992			

GENERAL GOVERNMENT

**PROGRAM REVIEW
& EVALUATION DIVISION**

STANLEY R. SUMNER, DIRECTOR

Central Office: Statehouse, 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 Count—All Positions: 4

Permanent Legislative Count: 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 asked 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 77 covering audits for effectiveness, efficiency and economy pertained to the following programs:

Reports Issued in 1976-1977:

Evaluation—Work Incentive Program (WIN)

Rate of Placement and Generated Savings

Evaluation—State Lottery Commission

Performance Review—State Museum (Bureau)

Report on the Management and Use of State-Owned Passenger Vehicles

In Progress at June 30, 1977:

Performance Audit—Division of State Property Tax

Performance Review—Governor Baxter State School for the Deaf

Operational Audit—Department of Agriculture centralization/decentralization of administrative-financial activities

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

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

PROGRAM EVALUATION & REVIEW DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	67,512	67,512				
Transfers—Non-Federal \$	1,037	1,037				
TOTAL RESOURCES	68,549	68,549				
EXPENDITURES						
Salaries and Wages	56,347	56,347				
State Share of Retirement	5,944	5,944				
Prof Service, Not By State	185	185				
Travel Expenses, In-State	333	333				
Travel Expense, Out-State	86	86				
Utilities	54	54				
Repairs	101	101				
Insurance	1,039	1,039				
General Operating Expense	427	427				
Other Supplies	420	420				
TOTAL EXPENDITURES	64,936	64,936				

(OFFICE OF) TREASURER OF STATE

LEIGHTON H. COONEY JR., STATE TREASURER

MAURICE F. STICKNEY, Deputy Treasurer

Central Office: Statehouse, 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

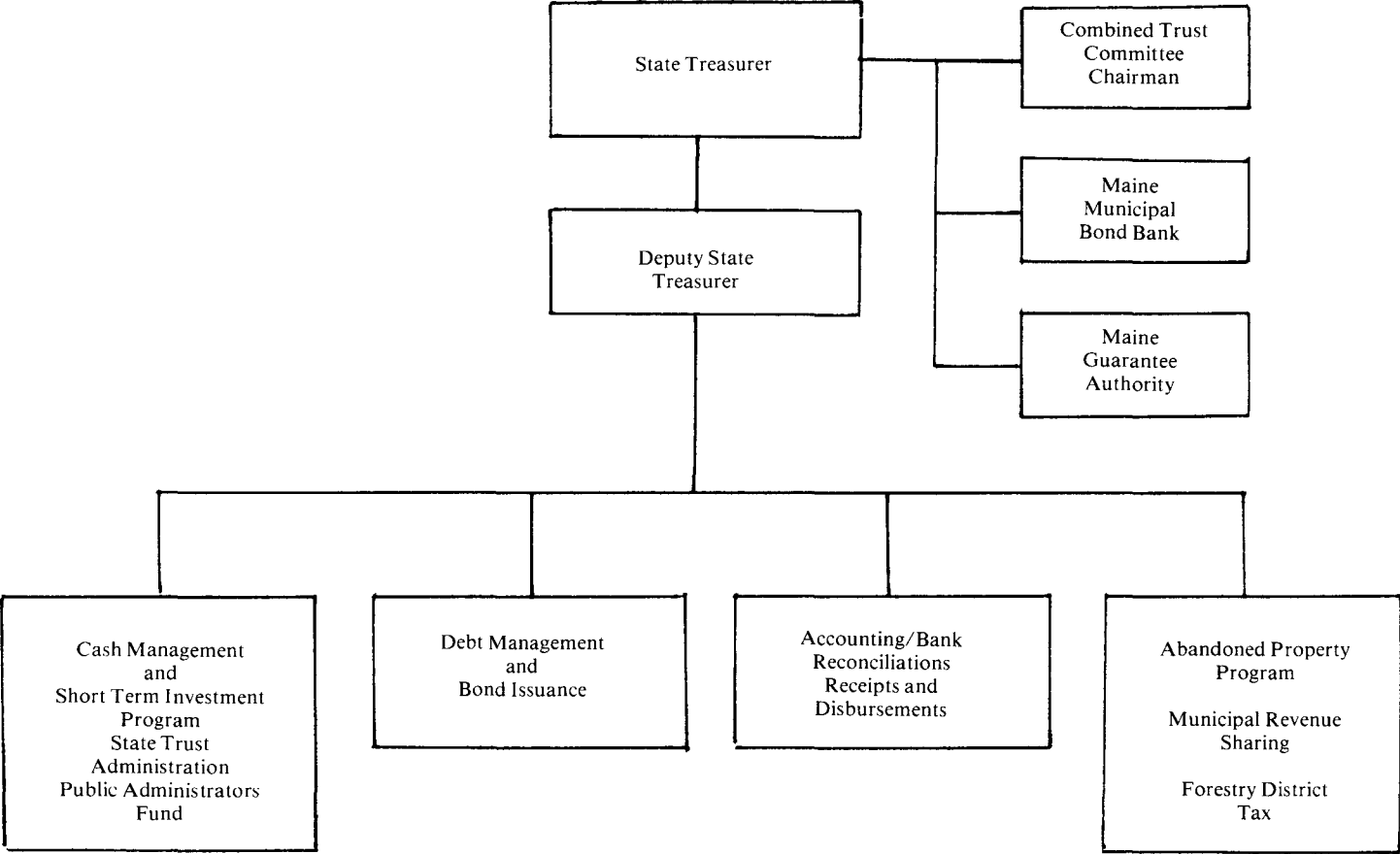
Average Count—All Positions: 10

Permanent Legislative Count: 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.

**ORGANIZATION CHART
(OFFICE OF) TREASURER OF STATE**



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 77
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,158	1,721	437			
Bal Brt Fwd— Encumbered	150	150				
Licenses/Permits/Fees/Tax	9,887,461		9,887,461			
Interest/Investment/Rents	735,682					735,682
Legislative Approp/ Alloc	24,920,494	24,920,494				
Adjustment of Balance Fwd	4,026		4,053			—27
Transfers—Non-Federal \$	724	1,915,280				—1,914,556
TOTAL RESOURCES	35,550,695	26,837,645	9,891,951			—1,178,901
EXPENDITURES						
Salaries and Wages	105,192	105,192				
State Share of Retirement	11,142	11,142				
Prof Service, Not By State	8,849	8,849				
Computer Service, By State	184	46	138			
Other Prof. Serv., By State	14	14				
Travel Expenses, In-State	574	574				
Travel Expense, Out-State	2,310	2,310				
Utilities	3,831	3,831				
Repairs	1,596	1,596				
Insurance	4,267	4,267				
General Operating Expense	52,770	51,845	925			
Other Supplies	910	910				
Grants to Local Govts.	12,772,249	2,885,690	9,886,559			
Equipment Purchases	568	568				
Debt Retirement, Interest	23,510,461	23,510,461				
Trans. to Gen.-Fund Sta-Cap	20		20			
TOTAL EXPENDITURES	36,474,937	26,587,295	9,887,642			

GENERAL GOVERNMENT

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 270 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 31,000 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 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.

GENERAL GOVERNMENT

Providing information 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.

FINANCES, FISCAL YEAR 1977:

(OFFICE OF) TREASURER OF STATE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,158	1,721	437			
Bal Brt Fwd— Encumbered	150	150				
Licenses/Permits/Fees/Tax	9,887,461		9,887,461			
Interest/Investment/Rents	735,682					735,682
Legislative Approp/Alloc	24,920,494	24,920,494				
Adjustment of Balance Fwd	4,026		4,053			—27
Transfers—Non-Federal \$	724	1,915,280				—1,914,556
TOTAL RESOURCES	35,550,695	26,837,645	9,891,951			—1,178,901
EXPENDITURES						
Salaries and Wages	105,192	105,192				
State Share of Retirement	11,142	11,142				
Prof Service, Not By State	8,849	8,849				
Computer Service, By State	184	46	138			
Other Prof. Serv., By State	14	14				
Travel Expenses, In-State	574	574				
Travel Expense, Out-State	2,310	2,310				
Utilities	3,831	3,831				
Repairs	1,596	1,596				
Insurance	4,267	4,267				
General Operating Expense	52,770	51,845	925			
Other Supplies	910	910				
Grants to Local Govts.	12,772,249	2,885,690	9,886,559			
Equipment Purchases	568	568				
Debt Retirement, Interest	23,510,461	23,510,461				
Trans. to Gen.-Fund Sta-Cap	20		20			
TOTAL EXPENDITURES	36,474,937	26,587,295	9,887,642			

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: Statehouse, 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 Count—All Positions: 281

Permanent Legislative Count: 326

Organizational Units:

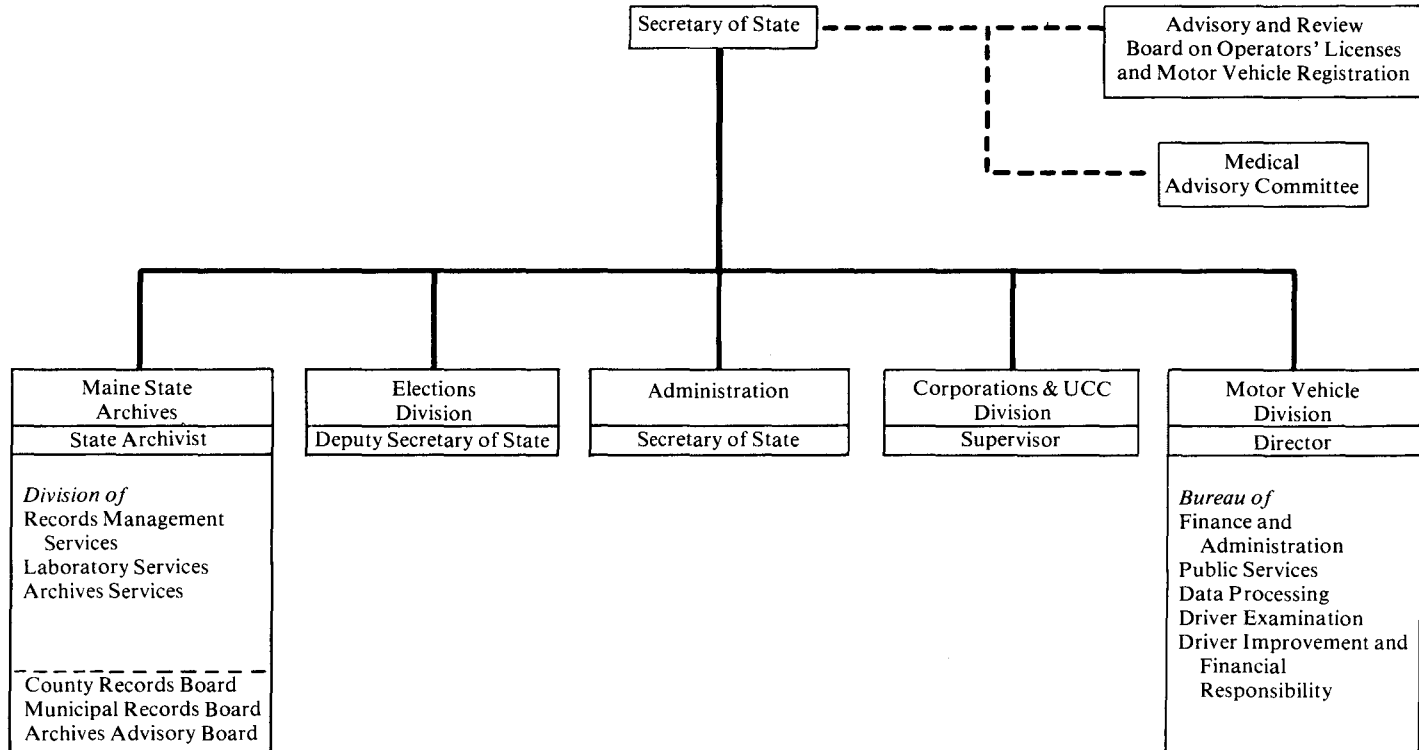
Administration
Corporation & UCC Division
Election Division
Engrossing
Lobbyist Registration

Maine State Archives
Archives Advisory Board
Motor Vehicle Division
Advisory and Review Board
Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, 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, Senate and House of Representatives as they shall respectively require; to appoint all notaries public and provide written notice of expiration of commissions to notaries public and justices of the peace, to renew commissions for both of these offices, to file notice of their qualification and notify registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; to prepare commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; to cause all bills passed by the Legislature to be engrossed; to distribute printed information and instructions, ballots and blanks for all election returns required by law to clerks of the several towns; to file articles of incorporation 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; issue certificates of title, license new and used car dealers; 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.

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



GENERAL GOVERNMENT

GENERAL GOVERNMENT

**CONSOLIDATED FINANCIAL CHART FOR FY 77
DEPARTMENT OF THE SECRETARY OF STATE**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	25,198		25,197	1		
Bal Brt Fwd— Encumbered	71,975	3,205		68,770		
Licenses/Permits/Fees/Tax	490,780		—26	490,806		
Revenue From Federal Govt	59,250		7,937	51,313		
Fees Charged For Services	476,777		12,197	464,580		
Legislative Approp/ Alloc	3,482,230	729,423		2,752,807		
Adjustment of Balance Fwd	—114	—125	11			
Transfers—Non-Federal \$	12,249	12,249				
Transfers—Federal \$	—36,000			—36,000		
TOTAL RESOURCES	4,582,345	744,752	45,316	3,792,277		
EXPENDITURES						
Salaries and Wages	2,384,055	405,266	9,682	1,969,107		
State Share of Retirement	248,447	42,516	994	204,937		
Prof Service, Not By State	32,080	5,178	284	26,618		
Computer Service, By State	291,798	549		291,249		
Travel Expenses, In-State	24,008	1,024	288	22,696		
Travel Expense, Out-State	2,359	1,361		998		
Operation—State Vehicles	56,864	976		55,888		
Utilities	124,547	13,863	142	110,542		
Rents	165,942	6,227	182	159,533		
Repairs	28,417	4,128		24,289		
Insurance	75,401	11,261	318	63,822		
General Operating Expense	386,165	56,268	392	329,505		
Fuel	4,755			4,755		
Other Supplies	510,945	92,563	94	418,288		
Buildings & Improvements	15,212			15,212		
Equipment Purchases	24,268	311	9,816	14,141		
TOTAL EXPENDITURES	4,375,263	641,491	22,192	3,711,580		

GENERAL GOVERNMENT

PROGRAM: The Program of the Secretary of State is implemented through its sections and divisions.

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

Election 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 maximum citizen participation.

Significant activities of the Election Division during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, Registrars and Boards of Registration of each county in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Election Laws, assisting in the preparation of several significant changes and departmental program evaluation directed at improving election procedures and departmental services.

Corporation and UCC 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 11.6% over the last fiscal year and the revenue received on Annual Reports again 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 commissions for notaries public and renewals of both notaries public and justices of the peace by the Secretary of State.

UCC Section. The volume of secured transaction filings increased 5.5% over FY 77 with the volume of terminations filed decreasing 2%.

LICENSES, PERMITS, ETC.:

Licenses:

Minister

Regulations:

Regulation of Trading Stamp Companies

Commissions:

Justice of the Peace

Notary Public

Filings:

Administrative Code

Domestic Profit & Non Profit Corporations

Foreign Corporations

Log Wood Marks

Miscellaneous Filings by State Agencies

Trade Marks

Uniform Commercial Code

Uniform Limited Partnership

Union Labels

GENERAL GOVERNMENT

PUBLICATIONS:

Business Corporations, Laws Relating To
 Corporations Without Capital Stock, Laws Relating To
 Election, Laws Pertaining To
 Marriage & Marriage Records, Laws Relating To
 Trademark Law
 Uniform Commercial Code @ \$1.50 per copy
 Uniform Limited Partnership Act

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF THE SECRETARY OF STATE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,052		2,052			
Bal Brt Fwd— Encumbered	1,517	1,517				
Revenue From Federal Govt	772		772			
Fees Charged For Services	4,255		4,255			
Legislative Approp/ Alloc	435,048	435,048				
Adjustment of Balance Fwd	—6	—6				
Transfers—Non-Federal \$	1,214	1,214				
TOTAL RESOURCES	444,852	437,773	7,079			
EXPENDITURES						
Salaries and Wages	190,605	187,534	3,071			
State Share of Retirement	20,008	19,710	298			
Prof Service, Not By State	5,175	4,891	284			
Computer Service, By State	549	549				
Travel Expenses, In-State	557	557				
Travel Expense, Out-State	300	300				
Operation—State Vehicles	192	192				
Utilities	7,392	7,392				
Rents	6,236	6,054	182			
Repairs	1,899	1,899				
Insurance	6,039	5,983	56			
General Operating Expense	43,501	43,134	367			
Other Supplies	76,186	76,092	94			
Equipment Purchases	311	311				
TOTAL EXPENDITURES	358,950	354,598	4,352			

GENERAL GOVERNMENT

DIVISION OF MOTOR VEHICLES
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 Count—All Positions: 233

Permanent Legislative Count: 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 1975 model year and newer vehicles; collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

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: FY 77 was highlighted by the expansion of the local Re-registration Program which was implemented in October 1975 and allows municipal tax collectors to issue certain classes of vehicle re-registration acting as Agents of the Secretary of State. Growth was in the form of more communities entering into the Program plus an increase in the authority of the municipal agents to allow processing of other categories of re-registrations.

During the year the number of participating communities increased from 287 to 336. Collectively, these municipal agents process more automobile re-registrations each month than does the Motor Vehicle Division. In addition to issuing re-registrations for passenger cars and pickup trucks, Agents may now process motorcycle renewals and, commencing in October 1977, will be allowed to issue renewals of all truck re-registrations. The local Registration Program has proven to be very popular, both with the public and with municipal officials and provides a convenient means for Maine motorists to renew their vehicle registrations locally.

A second Program that has proven equally successful involves the collection of sales tax by the Motor Vehicle Division as a pre-requisite to registration. This plan was developed through the cooperative efforts of the Bureau of Taxation and the Motor Vehicle Division and

GENERAL GOVERNMENT

enacted into Law by the 107th Legislature becoming effective on July 29, 1976. Since that date the Motor Vehicle Division has collected 3,200,000 dollars in sales tax which represents a 300% increase in the amount collected from this source the previous year. Prior to collection of the sales tax by the Motor Vehicle Division, individuals who purchased a motor vehicle through a casual sale, i.e., not from a licensed Maine auto 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 "After the Fact 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 the time of registration.

One long range plan developed in FY 77 and enacted into Law by the 108th Legislature increases the term of validity of all operator licenses and renewals issued to persons under the age of 65 from two years to four years. Once implemented, the four year license system will result in an annual savings of approximately \$30,000.00 in postage alone since the number of renewals mailed to licensees each week will be reduced by one-half. Four year licenses will first be issued commencing November 1977.

Additional plans were developed and implemented to up-grade the quality of service provided the public at the Motor Vehicle Branch services. An "express line" for single or simple transactions only has been established at the Augusta Branch Office on a pilot basis and will be similarly established at other Branches if it proves to be helpful in terms of processing customers.

During FY 77 the microfilming of all Driver History Records was accomplished. The scope of this undertaking can best be described by the fact that records which prior to microfilming required over two hundred, five drawer letter size file cabinets for storage are now reduced to three mechanical rotary files. Office personnel use a Viewer and a Reader/Printer to read case histories and are able to obtain paper copy normal size reproductions of any portion of a case history by use of this equipment. This new system not only reduces storage requirements dramatically but enables more efficient location and retrieval of history data. This accomplishment represents attainment of a long range Motor Vehicle Division goal and will allow a manpower savings in excess of \$100,000.00 per year.

This year also witnessed legislation transferring the Driver Rehabilitation Program from the Motor Vehicle Division to the Department of Human Services. The rationale for this inter-departmental transfer being that rehabilitation rightfully is a function of the Department of Human Services rather than Motor Vehicles.

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)
- Instruction (motorcycle)

GENERAL GOVERNMENT

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

PUBLICATIONS:

Driver License Examination Manual (no fee)
Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1977:

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd--Unencumbered	3,088		3,087	1		
Bal Brt Fwd-- Encumbered	68,770			68,770		
Licenses/Permits/Fees/Tax	490,806			490,806		
Revenue From Federal Govt	58,478		7,165	51,313		
Fees Charged For Services	464,580			464,580		
Legislative Approp/Alloc	2,752,807			2,752,807		
Transfers--Federal\$	—36,000			—36,000		
TOTAL RESOURCES	3,802,529		10,252	3,792,277		
EXPENDITURES						
Salaries and Wages	1,975,718		6,611	1,969,107		
State Share of Retirement	205,633		696	204,937		
Prof Service, Not By State	26,618			26,618		
Computer Service, By State	291,249			291,249		
Travel Expenses, In-State	22,984		288	22,696		
Travel Expense, Out-State	998			998		
Operation--State Vehicles	55,888			55,888		
Utilities	110,684		142	110,542		
Rents	159,533			159,533		
Repairs	24,289			24,289		
Insurance	64,084		262	63,822		
General Operating Expense	329,505			329,505		
Fuel	4,755			4,755		
Other Supplies	418,288			418,288		
Buildings & Improvements	15,212			15,212		
Equipment Purchases	14,141			14,141		
TOTAL EXPENDITURES	3,719,579		7,999	3,711,580		

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST
SYLVIA J. SHERMAN, Director, Archives Services

Central Office: Cultural 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. 94

Average Count—All Positions: 19

Permanent Legislative Count: 19

Organizational Units:

Office of the State Archivist

Archives Advisory Board

Division of Archives Services

Advisory Committee on Judicial Records

Division of Laboratory Services

County Records Board

Division of Records Management Services

Municipal Records Board

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

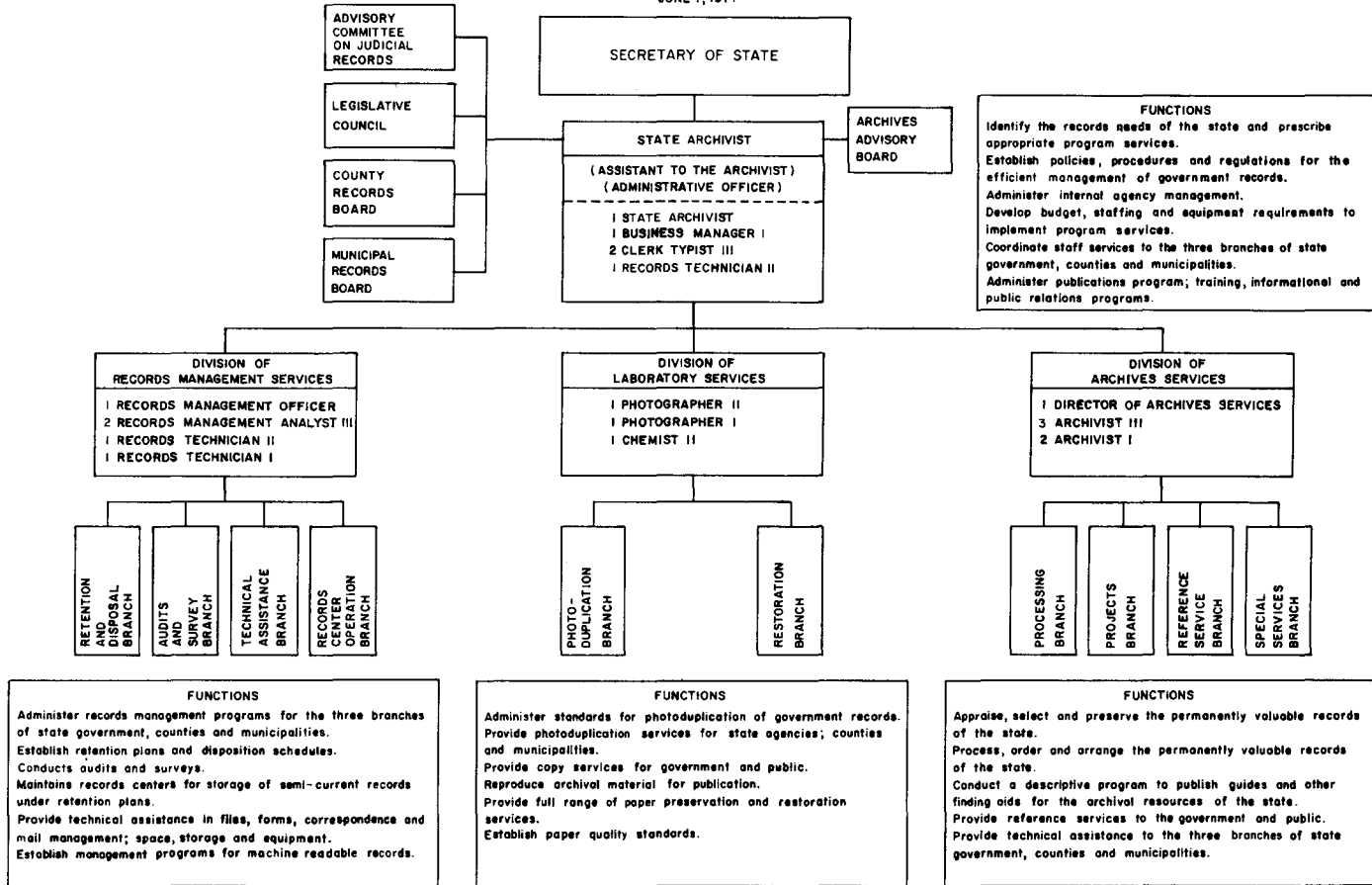
Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include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

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.

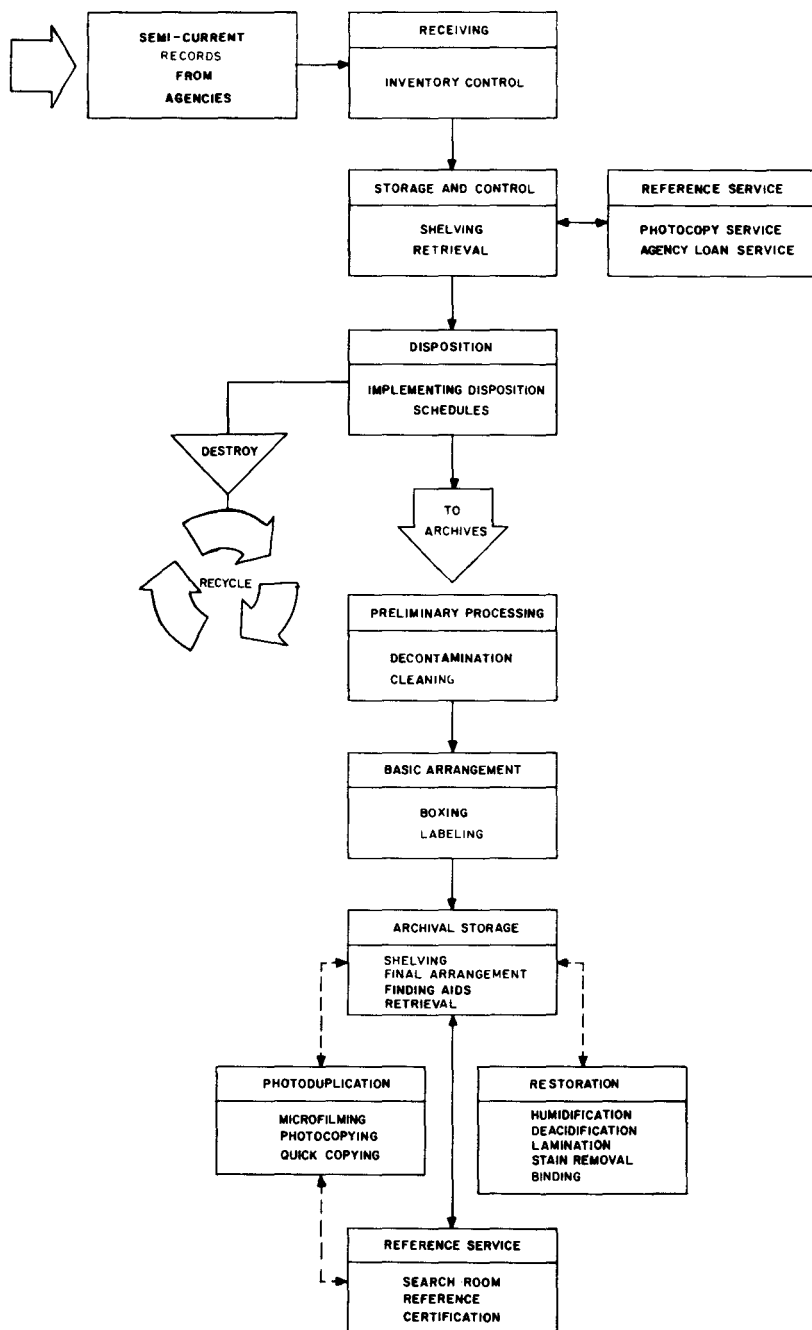
The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The first two divisions are subdivided into appropriate specialized or professional branches for specific program 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.

MAINE STATE ARCHIVES
ORGANIZATIONAL CHART
 JUNE 1, 1977



GENERAL GOVERNMENT

MAINE STATE ARCHIVES WORK FLOW AND OPERATIONS



GENERAL GOVERNMENT

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 77 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. These schedules 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.

Divisional staff have continued a 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 design to other State agencies including a pilot forms design project for the Bureau of Motor Vehicles.

Division of Archives Services. Reference services for permanently valuable State records were provided to more than 2,700 in-person visitors to the Archives Search Room; upwards of 2,500 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 and non-profit organizations as Maine State Archives resources permitted.

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. Ongoing microfilm projects for the Departments of Transportation and Human Services and the Bureaus of Taxation and Accounts and Control continued.

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 continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which 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.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State.

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 Special List No. 1, Records Relating to the Civil War Career of Joshua Lawrence Chamberlain*; *Agencies of Government, 1820-1971: Part II Private and Special and Resolve Agencies*. *Public Record Repositories in Maine* was revised and updated, and the agency's informational brochures were again reprinted to meet public demand. Publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives*, a technical assistance manual on records storage and preservation for use by local government agencies; various documentaries, special lists and finding aids.

Professional Development Activities. The Maine State Archives actively participates in several national professional associations, including the National Microfilm Association, the

GENERAL GOVERNMENT

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.

LICENSES, PERMITS, ETC.:

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS:

Informational Brochures:

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

Reference Publications:

- (5) *Maine State Archives, Microfilm List: Maine Town Records and Maine Census Records*
- (6) *Agencies of Government, State of Maine, 1820-1971: Part I Constitutional and Public Law Agencies; Part II Private and Special and Resolve Agencies*
- (7) *Public Record Repositories in Maine*

Operations Manuals:

- (8) *Disposition of State Records*

Documentary Publications:

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

Special Lists:

- (10) *Maine State Archives Special List No. 1. Records Relating to the Civil War Career of Joshua Lawrence Chamberlain.*

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	20,058		20,058			
Bal Brt Fwd— Encumbered	1,688	1,688				
Licenses/ Permits/Fees/Tax	—26		—26			
Fees Charged For Services	7,942		7,942			
Legislative Approp/ Alloc	294,375	294,375				
Adjustment of Balance Fwd	—108	—119	11			
Transfers—Non-Federal \$	11,035	11,035				
TOTAL RESOURCES	334,964	306,979	27,985			
EXPENDITURES						
Salaries and Wages	217,732	217,732				
State Share of Retirement	22,806	22,806				
Prof Service, Not By State	287	287				
Travel Expenses, In-State	467	467				
Travel Expense, Out-State	1,061	1,061				
Operation—State Vehicles	784	784				
Utilities	6,471	6,471				
Rents	173	173				
Repairs	2,229	2,229				
Insurance	5,278	5,278				
General Operating Expense	13,159	13,134	25			
Other Supplies	16,471	16,471				
Equipment Purchases	9,816		9,816			
TOTAL EXPENDITURES	296,734	286,893	9,841			

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 Count—All Positions: 0

Permanent Legislative Count: 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.

GENERAL GOVERNMENT

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.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any costs have been absorbed by a related State agency unit.

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 Count—All Positions: 0

Permanent Legislative Count: 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 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 77, and reviewed the Maine Point System, which became effective May 21, 1976.

GENERAL GOVERNMENT

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 0

Permanent Legislative Count: 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: Numerous meetings have been held during the past year with the Social Medical Co-ordinator and Dr. George Maltby, Chairman of the Medical Advisory Committee and Dr. Dan Hanley, Executive Director of the Maine Medical Association. Medical Standards were adopted in principle, based on American Medical Association guidelines found in the "Physician's Guide for Determining Driver Limitations". Through the courtesy of the Maine Medical Association, booklets have been purchased and distributed by the Maine Medical Association to all their membership and to all the membership of the Osteopathic Physicians and Surgeons Association.

The year ended in June 1977 with several members of the committee participating in a program on the medical aspects of driver licensure, presented to the Maine Medico-Legal Society, at the Maine Medical Association Annual Convention.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

GENERAL GOVERNMENT

(OFFICE OF) GOVERNOR

JAMES B. LONGLEY, GOVERNOR

Central Office: Statehouse, 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 Count—All Positions: 10

Permanent Legislative Count: 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) 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.

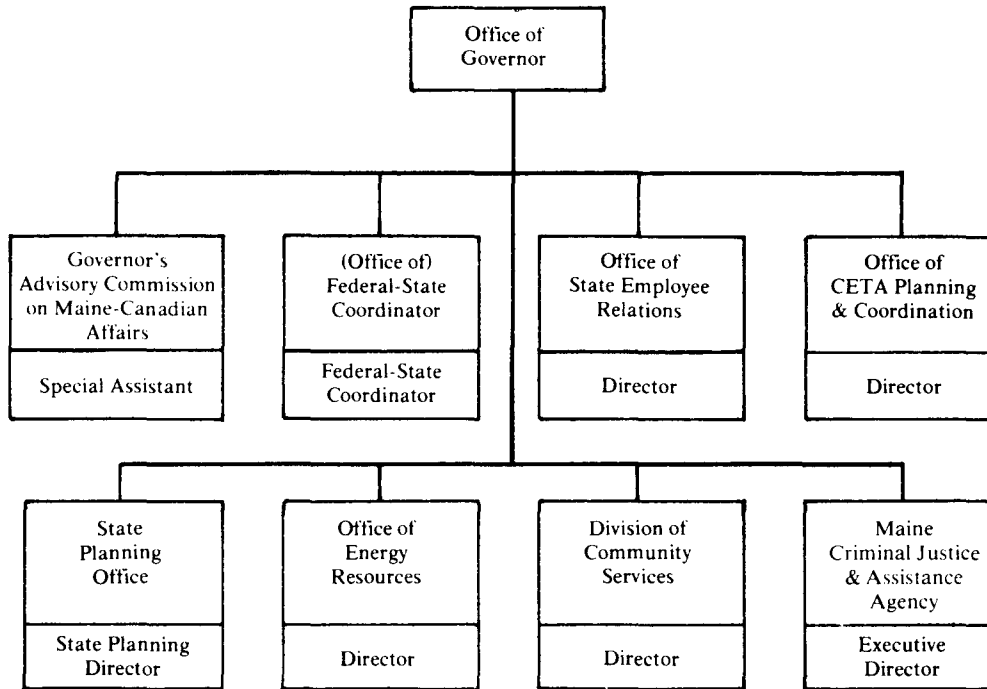
Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

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.

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 sub-

ORGANIZATION CHART
EXECUTIVE DEPARTMENT



GENERAL GOVERNMENT

**CONSOLIDATED FINANCIAL CHART FOR FY 77
EXECUTIVE DEPARTMENT**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—1,521,437	633,707	—2,155,144			
Bal Brt Fwd— Encumbered	3,513,093	65,290	3,447,803			
Revenue From Federal Govt	19,959,430		19,959,430			
Revenue From Local Govts	260,216		260,216			
Revenue—Private Sources	12,664		12,664			
Fees Charged For Services	30,406		30,406			
Receipts From Other Funds	375		375			
Legislative Approp/ Alloc	1,331,797	1,331,797				
Transfers Contingent Acct	—212,465	—212,465				
Adjustment of Balance Fwd	1,001,027	—1,269	1,002,296			
Transfers—Non-Federal \$	421,217	381,590	39,627			
Transfers—Federal \$	—3,319,326		—3,319,326			
TOTAL RESOURCES	21,476,997	2,198,650	19,278,347			
EXPENDITURES						
Salaries and Wages	3,704,876	763,200	2,941,676			
State Share of Retirement	269,335	71,133	198,202			
Prof Service, Not By State	1,542,420	124,908	1,417,512			
Computer Service, By State	36,665	20,532	16,133			
Other Prof. Serv., By State	2,195	913	1,282			
Travel Expenses, In-State	148,216	41,046	107,170			
Travel Expense, Out-State	54,170	10,433	43,737			
Operation—State Vehicles	11,800	3,661	8,139			
Utilities	149,094	45,270	103,824			
Rents	205,532	66,547	138,985			
Repairs	10,575	2,523	8,052			
Insurance	179,859	12,754	167,105			
General Operating Expense	260,985	109,971	151,014			
Food	14,648	3,920	10,728			
Fuel	13,199	5,177	8,022			
Other Supplies	116,000	26,124	89,876			
Depreciation	2	2				
Grants to Local Govts.	5,311,621	41,285	5,270,336			
Grants to Pub. & Priv. Orgs.	7,791,947	304,594	7,487,353			
Unemployment Comp. Benefit	2,300	2,300				
Public Assistance Grants	—3,677	247	—3,924			
Misc. Grants to Individual	21,961	21,961				
Buildings & Improvements	2,522		2,522			
Equipment Purchases	18,663	1,007	17,656			
Structures & Improvements	5,799		5,799			
Chgs. To Asset/ Liab. Accts.	22		22			
Trans. to Enterprise Fund	100,000	100,000				
Trans. to Trust Fund	23,962	23,962				
Trans. to Gen.-Fund Sta-Cap	34,601		34,601			
TOTAL EXPENDITURES	20,029,292	1,803,470	18,225,822			

GENERAL GOVERNMENT

contracts. 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 77 were \$11,696,657.

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.

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 were established for State employees as a result of decisions by the Executive Director of the Maine Labor Relations Board and by an appeal to the Board during fiscal 1977. The Legislature also amended the University of Maine collective bargaining law establishing separate bargaining units for employees of the vocational and technical institutes. That law, however, will not take effect until fiscal 1978. Elections for bargaining agents were held and bargaining agents were recognized or certified in all units, except one requiring a run-off election. Negotiations started in the State Police Unit and were under way at year end. The State was awaiting demands for negotiations from other certified and recognized agents. Training was conducted for State officials who would serve as departmental representatives on the State's negotiating committees. Operating costs for fiscal 1977 were \$140,348.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—2,328,020	397,670	—2,725,690			
Bal Brt Fwd— Encumbered	2,982,438	2,651	2,979,787			
Revenue From Federal Govt	13,193,601		13,193,601			
Revenue From Local Govts	161,800		161,800			
Revenue—Private Sources	11,071		11,071			
Fees Charged For Services	2,633		2,633			
Receipts From Other Funds	375		375			
Legislative Approp/ Alloc	557,590	557,590				
Transfers Contingent Acct	—212,465	—212,465				
Adjustment of Balance Fwd	1,000,735	—1,111	1,001,846			
Transfers—Non-Federal \$	45,000	45,000				
Transfers—Federal \$	—1,887,042		—1,887,042			
TOTAL RESOURCES	13,527,716	789,335	12,738,381			
EXPENDITURES						
Salaries and Wages	1,951,584	272,852	1,678,732			
State Share of Retirement	110,558	24,911	85,647			
Prof Service, Not By State	126,696	19,083	107,613			
Computer Service, By State	10,010	10,010				
Other Prof. Serv., By State	1,027		1,027			
Travel Expenses, In-State	50,250	5,356	44,894			
Travel Expense, Out-State	12,215	3,337	8,878			
Operation—State Vehicles	7,272	1,838	5,434			
Utilities	59,263	22,106	37,157			
Rents	65,460	8,585	56,875			
Repairs	4,418	916	3,502			
Insurance	140,652	5,110	135,542			
General Operating Expense	82,532	43,369	39,163			
Food	14,614	3,920	10,694			
Fuel	11,463	3,441	8,022			
Other Supplies	44,665	8,026	36,639			
Grants to Local Govts.	5,097,909	30,500	5,067,409			
Grants to Pub. & Priv. Orgs.	5,377,671	89,950	5,287,721			
Public Assistance Grants	—6,093	247	—6,340			
Misc. Grants to Individual	3,013	3,013				
Buildings & Improvements	1,155		1,155			
Equipment Purchases	4,622	1,007	3,615			
Chgs. To Asset/ Liab. Accts.	22		22			
Trans. to Enterprise Fund	100,000	100,000				
Trans. to Gen.-Fund Sta-Cap	9,498		9,498			
TOTAL EXPENDITURES	13,280,476	657,577	12,622,899			

GENERAL GOVERNMENT

MAPPING ADVISORY COMMITTEE

ROBERT G. DOYLE, CHAIRMAN

Central Office: Maine Geological Survey, Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: N.A.

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 Maine Geological Survey 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 photogrametric projects conducted in the State.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Fiscal accounts for the Mapping Advisory Committee are not maintained separately, but are included with those of the Maine Geological Survey.

GOVERNMENTAL METRIC POLICIES COMMITTEE

ARNOLD O. JOHNSON, CHAIRMAN
STEPHANIE ANDERSON, Co-chairman

Central Office: Education Building, Augusta 04333

Telephone: 289-2541

Established: 1976

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 07; *Unit:* 102B; *Unit Citation:* FY 77 Exec. Order 1

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The purpose of the Governmental Metric Policies Committee is to assess the impact that conversion to the metric system will have on the State and on State governmental operations; assess the state of preparedness of State Government to use and promote metric measure; prepare an assessment of the needs of business and industry, particularly the

GENERAL GOVERNMENT

measurement sensitive industries and trades; locate available human and material resources; produce a plan for State metric conversion; provide coordination within State Government and among the State's businesses and industries; provide metric training for State employees; and promote greater awareness of the general public to the inevitableness of metric changeover within the next decade.

ORGANIZATION: The membership of the Committee shall include but not be limited to representation from the following departments and agencies:

1. The Department of Agriculture,
2. The Department of Transportation,
3. The Department of Educational and Cultural Services,
4. The Department of Business Regulation,
5. The Department of Finance and Administration,
6. The Department of Conservation,
7. The Department of Environmental Protection,
8. The Department of Marine Resources,
9. The State Development Office,
10. The State Planning Office,
11. The (Office of) Governor, and
12. The Public Utilities Commission

PROGRAM: Each of the departments and agencies represented presented to the Committee a statement of its present state of preparedness and an assessment of the impact metric transition would make on it.

The Committee presented to the Governor a tentative outline of a plan for State metric conversion. The final plan will incorporate features of a New England plan cooperatively developed by representatives from the six state area.

In addition, some metric training of State employees has been accomplished. Further activities involve implementation of the State plan and securing the services of a full-time metric coordinator, but these activities await funding.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 24

Permanent Legislative Count: 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

GENERAL GOVERNMENT

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.

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 Community Services 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 \$245,890 approximately 2,200 homes of low-income Maine citizens of all ages were winterized to a significant degree. Since its inception, the winterization program has brought over \$1.9 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 \$750,000. Thus, it is felt that another 4,400 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), Federal Energy Administration, and State general fund 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.

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Total number of cases to July, 1977	341
Number Closed	316
Number pending and near completion	25

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 September 1975 to September, 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. In addition, however, the program offers its services to all 400 Indo-Chinese who are presently in the state.

Maine State Office of 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 services agencies, etc.) through both the public and private sectors of the state.

This office provides training to volunteer managers and volunteers through a Statewide Conference on Volunteerism and through various workshops. It also provides information and referral services to voluntary agencies and/or to the 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.

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 and was awarded a grant of \$239,870. This grant has enabled the Division through its affiliated Community Action Program (CAP) agencies to hire 13 housing rehabilitation technicians who 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 14 month program began in February, 1977 and has to date set in motion approximately 160 loans and grants.

Research and Planning Related Activities. Technical assistance in research and planning activities to internal agency program coordinators and to the thirteen 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 1977 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 on 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, 1976. It has provided Federal Excess Property to non-profit organizations, such as town, educational institutes, the Department of Mental Health and Corrections, and other State agencies. It has increased various educational programs' abilities when budgets did not allow for expensive equipment. An estimated total dollar value for the year approaches \$25 million.

This program consists of the screening of property, processing of paper work, and 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 camp experience. 1977 expanded to three camp sites—Mt. Blue State Park and Camden Hill State Park from the previous year and Baxter State Park as

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the newest site. 180 participants are employed to do much needed conservation projects while receiving valuable environmental awareness training at the same time.

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 five Regional Task Forces.

Tour Scheduling. The Division assumed the tour scheduling activities for the State House Complex on January 5, 1976, a task formerly done by the State Museum. These activities include (1) arranging, scheduling, and cancelling, if necessary, tours of the State House Complex for groups (schools, senior citizens, girl/boy scouts, 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 approximately 620 tours scheduled by the Division that there were approximately 18,000 scheduled visitors to the State House Complex during 1976-77.

Special Crisis Intervention Program. Under the \$200 million legislated nationally, Maine through the Division of Community Services will distribute \$3.14 million to eligible elderly and low-income families to aid these people with energy/fuel bills for the 76-77 heating season.

PUBLICATIONS:

Profile of Poverty—Maine

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

A Personnel Handbook (Controlled Distribution)

FINANCES, FISCAL YEAR 1977:

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	160,456		160,456			
Bal Brt Fwd— Encumbered	300,051		300,051			
Revenue From Federal Govt	1,238,273		1,238,273			
Revenue—Private Sources	1,593		1,593			
Fees Charged For Services	4,205		4,205			
Adjustment of Balance Fwd	—806		—806			
Transfers—Federal \$	50,959		50,959			
TOTAL RESOURCES	1,754,731		1,754,731			
EXPENDITURES						
Salaries and Wages	296,134		296,134			
State Share of Retirement	25,752		25,752			
Prof Service, Not By State	851,197		851,197			
Other Prof. Serv., By State	20		20			
Travel Expenses, In-State	20,962		20,962			
Travel Expense, Out-State	12,991		12,991			
Operation—State Vehicles	141		141			
Utilities	19,178		19,178			
Rents	60,065		60,065			
Repairs	341		341			
Insurance	12,811		12,811			
General Operating Expense	17,123		17,123			
Other Supplies	27,427		27,427			
Grants to Pub. & Priv. Orgs.	40,511		40,511			
Public Assistance Grants	2,080		2,080			
Buildings & Improvements	1,367		1,367			
Equipment Purchases	9,905		9,905			
Structures & Improvements	5,799		5,799			
TOTAL EXPENDITURES	1,403,804		1,403,804			

GOVERNOR'S ECONOMIC ADVISORY COMMITTEE

JOHN M. DAIGLE, CHAIRMAN
GALEN COLE, Vice Chairman

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 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 for 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.

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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.

In June 1976, the Governor appointed a task force, consisting of several members of the full committee, to prepare a comprehensive Legislative program for economic development for presentation to the 108th Legislature. A report covering the work of this task force was presented to the Governor in October, 1976, and shortly thereafter the chairman participated in a public hearing on the subject of this report and the work of other task forces. The 108th Legislature considered various pieces of Legislation developed through this effort. Following the completion of this work, the task force is now inactive.

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

Report to James B. Longley—Legislative Recommendations of the Governor's Task Force on Economic Development, October 1976.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

GOVERNOR'S ADVISORY COMMITTEE ON COASTAL DEVELOPMENT AND CONSERVATION

JEAN CHILDS, CHAIRMAN
R. ALEC GIFFEN, Staff Supervisor

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 Program. The Coastal 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.

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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 18 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 8. All of the members, except those which serve ex officio, are appointed by the Governor.

PROGRAM: The full Committee on Coastal Development and Conservation met five times during FY 77. In addition, its subcommittees met several times to work on specific issues and to prepare reports for the full Committee.

This year the Committee has done considerable work in four major areas. First, it identified the most important policy issues confronting the coast and assigned the tasks of preparing policy reports on those issues. Second, it established a set of goals and objectives to guide the process of developing policy recommendations on those issues. Third, it has monitored Maine's Coastal Program, which has included such activities as gathering information, publishing maps and books to assist coastal decision makers, providing technical assistance to towns and private organizations, providing funding for coastal Regional Planning Commissions to increase their services to coastal towns, and improving coordination among agencies and organizations involved in planning for, managing, and using the coast. Fourth, the Committee has directed the process of developing an application for funding available under Section 306 of the federal Coastal Zone Management Act of 1972. This activity has included a major public participation effort. This fourth activity is important to assure the continued availability of resources to address coastal issues and problems in Maine.

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 Program as a whole.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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

WOODBURY BRACKETT, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 an area meeting 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 1977: None.

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

JULIEN LE BLANC, COORDINATOR

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: N.A.

PURPOSE: This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Canadian cooperation, particu-

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larly with the Eastern Canadian provinces and to strengthen all areas of worthwhile regional cooperation with Canada and to 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 1975.

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 in June 1976. 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN

CRAIG W. TEN BROECK, EXECUTIVE SECRETARY

Central Office: Statehouse, Augusta 04333

Telephone: 289-2212

Established: 1976

Maine State Government Reference Manual Data:

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

Average Count—All Positions: 0

Permanent Legislative Count: 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: The Land and Water Resources Council met six times during FY 1976-1977, and has acted as an open forum for the exchange of ideas, the distribution of agencies materials, and the interaction of members and staff personnel of all organizations involved in natural resource use. Participation at Council and sub-committee meetings has been good and the exchange of information, resultant interaction and productive results in terms of integrated efforts favorable.

The Council has instituted action to inventory and investigate the direction and use of all natural resource programs wherein the State and Federal governments have arranged for mutual participation and have shared goals. This will result in creation and maintenance of a current file of programs identified by agency sponsorship, program name or title, purpose or function, legislative authority (if applicable), history (important dates and time limits as applicable), results of activities, and prospective future.

A major role of the Council in terms of time spent has been in reviewing proposals for individual private or departmental programs. Three such proposals have come before the Council this year. The Acadia National Park Plan was reviewed and a position paper submitted. The plan was endorsed with 12 specific conditions qualifying the endorsement. The Maine Geological Survey 5 Year Program Plan was reviewed and endorsed with the provision that a User's Group be included in the plan to advise the Survey on research and formats which would be most useful to using agencies.

A Draft Environmental Impact Statement for the Pittston Oil Refinery proposal which was prepared by the U.S. Environmental Protection Agency was also reviewed. A position

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paper dealing with five separate areas of concern was submitted for the record and review by Environmental Protection Agency. The Council has also acted as a multi-agency steering committee for several departmental programs: the U.S. Department of Housing and Urban Development 701 Land Uses Element and the Geographical Information System.

The Council has furthermore concentrated effort on the formulation of operating procedures to govern the task of bringing together a dozen groups, each with individual mandates or statutory requirements, and to achieve consensus on all items of importance. This is a major goal of the Council and information has been solicited from all the states in the nation and from several multi-agency groups, to assist in developing those procedures which will best serve to accomplish the Council's objectives.

PUBLICATIONS:

Position Papers (free to public)
Arcadia National Park Plan 12/9/76
Maine Geographical Survey's Five Year Plan 10/19/77
Draft Environment Impact Statement on Pittston-Eastport Refinery 11/19/77

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Costs have been absorbed by a related State agency unit.

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

JOSEPH M. JABAR, CHAIRMAN

Central Office: Statehouse, Augusta 04333

Telephone: 289-3531

Established: 1977

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Unit Citation:* 1977 Exec. Order 5

Average Count—All Positions: None

Permanent Legislative Count: None

PURPOSE: As established by Executive Order number 5 on May 16, 1977, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATION: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency met for the first hearings on July 27, 1977. They will soon be making their recommendations to the Governor.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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EXECUTIVE COUNCIL

CARL E. CIANCHETTE, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: N.A.

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.

PROGRAM: The Executive Council went out of existence on January 1, 1977. Through referendum, a constitutional amendment removed the authorizing citation from the Constitution.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

STATE PLANNING OFFICE

ALLEN G. PEASE, DIRECTOR

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 Count—All Positions: 50

Permanent Legislative Count: 53

Organizational Units:

Comprehensive Planning & Assistance Division
Economic Planning & Analysis Division
Office of the Director

Natural Resources Planning Div.
Technical Services Division

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

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opportunities, 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 in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning. 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; to represent the State on the New England River Basins Commission; and to administer the statewide (A-95) clearinghouse.

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 A-95 Project Notification and Review, in 1970; Maine Information 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 and additional Economic Planning & Analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the A-95 Clearinghouse, the Land and Water Resources Council, Advisory Committee on Coastal Development and Conservation, federal activities impact coordination, membership on the New England River Basins Commission, Coastal Energy Impact Program administration, and Science and Technology activities coordination.

The internal organization established administratively in 1975 includes the office of the Director and four divisions; namely, Comprehensive Planning and Assistance Division, Natural Resources 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.

A study of the small boards, commissions and agencies of Maine State Government and their relationship to the Executive Branch of State Government was conducted under the supervision of the State Planning Office by students of the Harvard Graduate School of Business Administration. The report entitled *Consensus For Change* was issued in May, 1976. Implementing legislation was subsequently introduced for consideration by the 108th regular session in January, 1977.

A special Task Force on Government Reorganization was appointed in June, 1976 to review the overall structure of Maine State Government. The findings and recommendations of

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the Task Force were reported to Governor Longley in October, 1976 and many of the recommendations were presented to the First Regular Session of the 108th Legislature.

State Clearinghouse (A-95). During FY 77, over 1,000 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 50 State agency contracts and 30 non-state contracts (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 contracts 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 Task Forces and committees; the Governor's Office and the Bureau of the Budget. 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 Planning Office prepared a state housing plan currently under review by the Governor. The Office, under new legislative authority, must prepare an annual report to the Governor and Legislature regarding housing needs in Maine. Housing studies nearing completion include a report on Housing Rehabilitation in Maine; Elderly and Handicapped Housing Needs; and, a report on the impact of development regulations on low-moderate income households.

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 114 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.

Comprehensive Planning. The State Planning Office continues to administer HUD "701" planning grants to nine non-metropolitan regional planning agencies, and coordinates and assists their planning programs, in addition to three Indian Reservations. Coordination and assistance is also provided metropolitan areawide planning agencies. The Planning and Development Advisory Committee, which meets bi-monthly, includes these groups as well as major municipal planning departments. The State Planning Office, the Maine State Housing Authority and the Regional Planning Commissions are cooperating in the development of a statewide housing plan. The State Planning Office is also coordinating development of a state land use element of the Comprehensive 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 up-date of the Maine Capitol Planning Commission Report. An inventory of all state agency plans and planning activities has been made with the results to be published shortly.

Planning Information Data System. The Office is now developing a computerized planning information data system. The system includes town socio-economic and demographic data as well as town and state population and household projections. Some of the system outputs will be in the form of published statistical reports as well as computer printouts. Updated publications such as the Index of State Agency Data Files and the Maine Land Use Classifica-

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tion System are also system components. The State Planning Office continues to maintain MIDAS for the storage vehicle for other agency data files.

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 the loss of machine gun contract at Marmont in Saco to a Belgian firm.

Water Resources Planning Program. During the last year the Water Resources Planning Program placed increased emphasis on water use policy issues of broad concern. During this time, and in conjunction with other concerned state agencies, the major water use issues were identified and priorities established. Plans were formulated to prepare recommendations for the Land & Water Resources Council, Governor, and Legislature on the highest priority issues.

Another part of the Water Resources Planning Program was to continue participation in the organizational development of the Land and Water Resources Council. This work included participation in the development of operating procedures for the Council, and a number of other council projects including reviews of state and federal plans and environmental impact statements.

Considerable attention was also given to state participation in the development of regional and national strategy for water resources planning and management with 1) completion of work on the Federal Water Resources Council's Land National Assessment of Water Resources, 2) participation in activities of the Interstate Conference on Water Problems, the organization of states that shapes states views on national water policy, and 3) cooperation with the New England River Basins Commission in its activities, particularly the formulation of planning guides for the major river basin areas in Maine. The remainder of program activities were concerned essentially with water resources data acquisition needed as a basis for improved resources planning and management. The contribution to specific activities included: (1) Critical Areas projects relating to water, (2) A Saco River Corridor Commission project to develop a method whereby residents of rural areas, ineligible for general public assistance, can meet water quality standards, (3) an interagency project to provide updated and new measurements of stream mile lengths and watersheds of various classes (4) a project accomplished in cooperation with the Maine Geological Survey to complete survey work in the coastal area on surficial deposits, bedrock groundwater and the marine environment and (5) a project undertaken with Bigelow Laboratories to compile an inventory of invertebrate fauna in intertidal zone of coastal waters.

Statewide Resources Planning. Early in the year, a two year work program for this activity was approved by the Maine Land and Water Resources Council. Major projects that have been undertaken include: 1) Preparation of a statewide series of accurate base maps at a scale of 1:50,000. These base maps will provide for better coordination of many current natural resource planning activities, 2) A study investigating the feasibility of establishing a statewide Geographic Information system (a computerized system for storing and analyzing mapped information), 3) An inventory of existing legislative policies influencing growth and the management of natural resources, 4) An inventory of existing state agency activities concerned with the planning and management of land and water resources, 5) Initial work on an analysis of the opportunities and constraints used by Maine's natural resources, economy, and infrastructure for the growth, development, and the use of natural resources from a state-overview perspective, and 6) Designing a process for developing a Natural Resources Data Collection plan for the State, and conducting an assessment of user needs for natural resources data as the first phase of this process.

Staff work was also provided for a number of other Land and Water Resources Council projects, including: 1) Review of Maine Geological Survey, Five-Year Program Plan, 2) Review of Draft Acadia Park Master Plan, 3) Review of Draft Environmental Impact Statement for the Pittston Corp., Eastport Oil Refinery Proposal, and 4) Preparation of Bylaws for conduct of Land and Water Resources Council activities.

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 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,

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2 maps of wildlife and marine resources, and a map of watersheds and water classifications. A handbook was prepared to assist those using the maps to interpret them correctly. Work continued to complete socio-economic and natural resource inventories for the coastal area. In addition to the inventories mentioned above, those covering intertidal, and nearshore marine geology, bedrock groundwater hydrology, and surficial geology were also complete in cooperation with the Maine Geological Survey. 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.

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. As part of their efforts to increase public input, the Committee on Coastal Development and Conservation and the State Planning Office held over 35 meetings with coastal residents and their elected representatives during the fall and winter of 76-77. Based on the direction most of the people attending these meetings favored, the Committee on Coastal Development and Conservation has developed a draft application for program approval under Section 306 of the Federal Coastal Zone Management Act. If approved, Maine's coastal towns and state and regional agencies will receive funding for continuation of coastal resource planning and management activities. In addition, based on the public and legislative inputs, the Committee has undertaken work on 6 high priority policy issues, e.g. heavy industrial siting and how to improve the prospects for commercial fishing. Recommendations on these six issues will be prepared in the next year.

Critical Areas Program (CAP). This program identifies inventories, documents and registers natural features of state significance that are worthy of conservation. A topic is selected for investigation and specific areas are identified. These areas are then field checked and evaluated. After areas are registered the CAP works with the land owner on the long term conservation of registered areas. Because the program is essentially nonregulatory, the conservation of areas depends upon the cooperation of the landowner. Since its formation in 1974, 62 areas have been included on the Register of Critical Areas.

During FY 76, 32 critical areas were registered. Fourteen planning reports were completed and printed. Fourteen contracts were administered, these contracts have resulted in the identification of over 150 areas to be evaluated for registration. A 43 page booklet, *The Landowner's Option*, was prepared and printed to assist landowners of critical areas in making decisions about the future management of their property.

Economic Planning and Analysis Division. This Division has been engaged in policy planning, including preparation of *The Halfway Point: Goals and Major Activities for 1977-1978* and follow-up work, guidelines for use of the Governor's discretionary funds from the Economic Development Administration, cooperation with the Commission on Maine's Future, and preparation of an overview of possible outer continental shelf oil and gas development. Strategic economic planning is also a major effort of the Division, including port development planning, econometric modeling, a regional impact model for heavy industry siting, and in-depth analysis of various sectors of the state's economy.

The Division provides basic economic information through its membership in the New England Economic Project and a quarterly analysis of state sales tax data. Members of the Division served as staff to the Governor's Advisory Committee on Economic Development. Revenue and manpower forecasting have been undertaken. A community development handbook, a basic manual for identifying and carrying out the tasks of planning and implementing a program for economic development at the local or regional level, is being prepared. Division staff have also prepared analyses of several specific economic issues, including the Indian claims region and the uniform property tax.

PUBLICATIONS:

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

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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, 1977 (Free)
 State Planning Office
 Maine Critical Areas Program—The Landowners Options
 Management of Water and Related Land Resources in the State of Maine
 Maine Coastal Inventory
 A series of maps and Maine Coastal Inventory Handbook
 Standard Classification System for Land Cover in Maine;
 Land Cover Coding Manual
 Maine's Coast-Special Consideration for the Municipal Planning Process
 Draft State Housing Plan
 Index of State Agency Data Files
 Maine Housing Newsletter
 Maine Planning Digest
 1977 Maine Directory of Natural Resource Organizations

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
STATE PLANNING OFFICE						
RESOURCES						
Bal Bri Fwd—Unencumbered	83,743	30,000	53,743			
Bal Bri Fwd— Encumbered	174,957	27,600	147,357			
Revenue From Federal Govt	925,096		925,096			
Fees Charged For Services	23,265		23,265			
Legislative Approp/Alloc	391,055	391,055				
Adjustment of Balance Fwd	—133	—138	5			
Transfers—Non-Federal \$	161,485	158,715	2,770			
Transfers—Federal \$	—68,020		—68,020			
TOTAL RESOURCES	1,691,448	607,232	1,084,216			
EXPENDITURES						
Salaries and Wages	593,801	238,586	355,215			
State Share of Retirement	53,963	21,850	32,113			
Prof Service, Not By State	468,505	52,919	415,586			
Computer Service, By State	9,539	7,289	2,250			
Other Prof. Serv., By State	270	35	235			
Travel Expenses, In-State	14,622	7,149	7,473			
Travel Expense, Out-State	10,339	4,095	6,244			
Operation—State Vehicles	1,508	856	652			
Utilities	15,580	6,556	9,024			
Rents	15,256	9,556	5,700			
Repairs	1,242	410	832			
Insurance	11,443	4,069	7,374			
General Operating Expense	69,949	19,998	49,951			
Other Supplies	19,887	10,246	9,641			
Depreciation	2	2				
Grants to Pub. & Priv. Orgs.	110,000	110,000				
Equipment Purchases	2,846		2,846			
Trans. to Gen.-Fund Sta-Cap	17,746		17,746			
TOTAL EXPENDITURES	1,416,498	493,616	922,882			

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(OFFICE OF) FEDERAL-STATE COORDINATOR

JOSEPH M. HOCHADEL, FEDERAL-STATE COORDINATOR

Central Office: Room 226, Statehouse, 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 Count—All Positions: 2

Permanent Legislative Count: 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 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.

FINANCES, FISCAL YEAR 1977:

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	41,259		41,259			
Bal Brt Fwd— Encumbered	45		45			
Revenue From Federal Govt	208,528		208,528			
Legislative Approp/ Alloc	43,959	43,959				
Transfers—Non-Federal \$	10,000	10,000				
Transfers—Federal \$	—54,500		—54,500			
TOTAL RESOURCES	249,291	53,959	195,332			
EXPENDITURES						
Salaries and Wages	139,682	29,880	109,802			
State Share of Retirement	14,951	3,185	11,766			
Prof Service, Not By State	6,632		6,632			
Computer Service, By State	3,233	3,233				
Travel Expenses, In-State	1,298	31	1,267			
Travel Expense, Out-State	6,501	47	6,454			
Operation—State Vehicles	95	54	41			
Utilities	5,173	1,502	3,671			
Rents	4,993		4,993			
Repairs	96		96			
Insurance	1,748	679	1,069			
General Operating Expense	10,535	5,310	5,225			
Other Supplies	112	6	106			
Grants to Pub. & Priv. Orgs.	25,000		25,000			
Trans. to Gen.-Fund Sta-Cap	1,654		1,654			
TOTAL EXPENDITURES	221,703	43,927	177,776			

GENERAL GOVERNMENT

OFFICE OF ENERGY RESOURCES

GARY LINTON, ACTING 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; *Unit Citation:* 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 7

Permanent Legislative Count: 2

Organizational Units:

Comprehensive Energy Planning

Fuel Management

Education and Consumer Affairs

Energy Policy Analysis

Energy Conservation Programs

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 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 following. 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: The Office of Energy Resources is virtually responsible for all in-State energy programming. Many of the program elements are created by State legislation while others are Federal programs administered at the State level. Some examples follow:

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 integration between plans and to coordinate data usage.

Both the Maine Comprehensive Energy Plan, 1976 Edition, and the Maine Energy Emergency Contingency Plans have been completed and are subject to constant update as new data, technologies, and methodologies are developed that influence the objectives advanced in these Plans.

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. The Maine Energy Policy Statement was promulgated by Executive Order on April 25, 1977.

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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 Brookhaven National Laboratory.

Fuel Allocation. It has been an ongoing function of the Office to insure adequate petroleum supplies to all Maine consumers. A part of the mechanism by which petroleum reaches markets where supplies may be limited is through the State set-aside system.

The State set-aside program is administered by the Federal Energy Administration and the State Allocation Officer. The regulations for administering the program are found in the "Federal Energy Guidelines". Since March of 1977 only motor gasoline and propane are subject to State set-aside regulations. All other refined petroleum products have been decontrolled.

Middle distillates (no. 1 and no. 2) home heating oils were decontrolled, but it is expected that a State set-aside system will be in place for the upcoming heating season. This expectation is based on the experience of last winter when government and the petroleum industry realized some difficulty in providing necessary supplies for increased demand. The State set-aside served to alleviate all of the spot shortages that occurred which could not be satisfied by normal supply methods.

A summary of State set-aside usage to alleviate shortfall situations by product type, is as follows:

Propane	15,300 gallons
Gasoline	2,586,215 gallons
Kerosene	200,061 gallons
No. 2 fuel oil	1,497,880 gallons
Diesel	69,102 gallons

Total cases handled numbered 241.

Fuel Management. Fuel management has come to mean any and all activities of the OER related to petroleum supply, demand and distribution. This function includes the gathering of all data pertinent to the supply and demand of petroleum energy. Much of this data is later utilized by the policy and planning staff as well as the legislative and executive branches of government.

The activity also involves a full working knowledge of the petroleum industry from the point of exploration and crude extraction through to the retail distribution system. The pricing posture of the petroleum industry is also covered under this heading. Of special concern is the effect price has on the budgets of Maine's consumers, and our economic growth.

Any and all political (state, national, international) and industry-wide actions are closely examined and if necessary investigations undertaken and responses prepared as the Governor may deem appropriate.

Below are cited new and specific Fuel Management Programs undertaken by the Office of Energy Resources (OER) during the last fiscal period:

The issue paper *Strategic Storage in Maine* identified all above- and below-ground storage in our State. This paper was written at the Governor's request for the purpose of determining if adequate short-term storage exists. The paper concluded that adequate storage exists for all product types, except No. 5 and No. 6 is residual. A system to alleviate short-term disruption of this product type is being explored by the Office and the Federal Energy Administration.

1975 Fuel Use Survey. This project identified nearly all of the major refiner and distributor petroleum sales in the State. For planning and policy purposes this survey allows a higher degree of flexibility in analysing changing demand and supply scenarios and the resulting impacts on various geographic areas.

Distillate Price Monitoring System. At the time of this writing the distillate price monitoring system is only two months old. The survey is based on a scientific sample of distillate dealers in the State which gives the Office the ability to monitor price changes in the State. It is hoped, that in the near future, this System will be expanded to other product types.

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Gasoline Dealer Survey. This is a new undertaking by the Office which has as its purpose identifying all gasoline outlets in the State and the amount of gallonage sold. This Survey will complement the fuel use survey by taking gasoline distribution one more step, which is the actual point of end-use sale or consumption. It will also allow the Office to monitor any changes in the number of retail stations servicing Maine's citizens.

Energy Conservation. During FY 77, the Office of Energy Resources' Energy Conservation activities centered around three programs: Energy Conservation Month, the State of Maine Energy Conservation Plan, and the drafting of an Energy Extension Service Proposal.

Energy Conservation Month was conducted between November 10 and December 10, 1976, and consisted of a public awareness campaign aimed at educating the general public in ways that they could conserve energy in their day-to-day activities. A number of committees were formed, made up of professionals throughout the State, and an extensive schedule of activities organized. In all, over 50 organizations and 100 individuals combined to reach thousands of Maine citizens in a successful public education effort.

The Office of Energy Resources also developed a State Conservation Plan intended to reduce Maine's projected 1980 energy consumption by 5 percent. Numerous measures are delineated in the Plan in order to achieve this goal.

The Office of Energy Resources has also developed and sent to the Energy Research and Development (ERDA) a proposal to establish an Energy Extension Service in the State of Maine. Maine's proposal stresses the establishment of outreach centers located throughout the State. The centers will be manned by workers who will be available to provide technical assistance to Maine citizens in the areas of energy conservation and practical, economical alternative energy sources.

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.

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. The Office is currently partially funding nine research and development projects throughout the State.

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 lecture 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 home improvements for the do-it-yourselfer. \$.55

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

"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 ASHRAE 90-75 Building Standards"—Proceedings of November 1975 conference of engineers, architects, builders, developers, and government officials to discuss the ASHRAE 90-75 Energy Conservation building Standard. (Free)

"Some Useful Information on Cutting and Burning of Wood" Pamphlet (Free)

"Solar Energy for Space Heating and Hot Water in Maine" Pamphlet (Free)

"State of Maine Energy Conservation Plan" (Free)

"Maine Comprehensive Energy Plan, 1976 Edition" Executive Summary, (Free). Volume I, The Plan, \$2.50. Volume II, Appendix, \$2.50

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FINANCES, FISCAL YEAR 1977:

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	36,236		36,236			
Bal Brt Fwd— Encumbered	7,239		7,239			
Revenue From Federal Govt	147,476		147,476			
Fees Charged For Services	303		303			
Legislative Approp/Alloc	30,000	30,000				
Adjustment of Balance Fwd	107		107			
TOTAL RESOURCES	221,361	30,000	191,361			
EXPENDITURES						
Salaries and Wages	107,856	21,457	86,399			
State Share of Retirement	11,515	2,281	9,234			
Prof Service, Not By State	31,121		31,121			
Computer Service, By State	2,727		2,727			
Travel Expenses, In-State	2,294		2,294			
Travel Expense, Out-State	4,853		4,853			
Operation—State Vehicles	255		255			
Utilities	11,355		11,355			
Rents	1,805		1,805			
Repairs	392		392			
Insurance	2,317	444	1,873			
General Operating Expense	18,927	50	18,877			
Food	34		34			
Other Supplies	3,408		3,408			
Equipment Purchases	1,290		1,290			
Trans. to Gen.-Fund Sta-Cap	1,710		1,710			
TOTAL EXPENDITURES	201,859	24,232	177,627			

COORDINATOR OF ATOMIC DEVELOPMENT ACTIVITIES

For Information Contact (Office of) the Governor

Central Office: Statehouse, Augusta 04333

Telephone: 289-3531

Established: 1955

Maine State Government Reference Manual Data:

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

Average Count—All Positions: 0

Permanent Legislative Count: 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 interests 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 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 appoints a citizen of this State to serve as adviser to the Governor with respect to atomic industrial development within the State.

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

During the 108th Legislature, Legislative Document 1787 was submitted which would repeal this office. This bill will be studied by the Joint Standing Committee on State Government and a report will be submitted to the Legislative Council by December 1, 1977.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY

THEODORE T. TROTT, JR., EXECUTIVE 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 Count—All Positions: 35

Permanent Legislative Count: 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 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.

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ORGANIZATION: The Maine Criminal Justice Planning & 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 twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health & Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. 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. The Maine Criminal Justice Planning & Assistance Agency (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.

The operation of the MCJPAA through its several and varied projects is designed to impact two major goals. The first of these is the improvement and cohesion of the criminal justice system and all of its elements. The second is directed to the reduction of crime.

Listing of major efforts while not totally representative of what has been done or is in process does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concomitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State. Also within the system are six regional communications centers which have data communication capability to the State motor vehicle record systems, NCIC, NLETS, etc. These centers will also tie in other State services including such activity as Emergency Medical Services, et al.

A major program of law reform resulted first in a complete revision of the Criminal Code and most recently a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a Court Management System were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis being on system integration and improvement.

The game plan for the current year involves completion of major system changes such as correctional and juvenile service delivery; targeting on major crime incidence such as burglary and larceny; and finally, providing specific programs to assist victims and witnesses to the same extent that we now serve offenders.

Several of the major project activities, namely, Correctional Economics Project, Criminal Code Impact Project, Criminal Justice Standards & Goals, Criminal Code Revision, Juvenile Statute Revision, Community Justice Project, and Children & Youth Services Planning Project, because of their significance and importance have been consolidated by means of an overview committee which deals with all the issues arising from these activities to ensure a directed and consistent approach to solutions in all necessary forums.

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, the county, and local units of government; the judge, the cop, and the warden; to develop mutually acceptable solutions to endemic problems.

PUBLICATIONS:

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.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	484,889	206,037	278,852			
Bal Brt Fwd— Encumbered	13,324		13,324			
Revenue From Federal Govt	4,219,167		4,219,167			
Revenue From Local Govts	98,416		98,416			
Legislative Approp/Alloc	309,193	309,193				
Adjustment of Balance Fwd	1,158	14	1,144			
Transfers—Non-Federal \$	—208,159	—245,016	36,857			
Transfers—Federal \$	—1,360,723		—1,360,723			
TOTAL RESOURCES	3,557,265	270,228	3,287,037			
EXPENDITURES						
Salaries and Wages	486,246	69,873	416,373			
State Share of Retirement	41,079	7,300	33,779			
Prof Service, Not By State	2,490	1,127	1,363			
Computer Service, By State	11,156		11,156			
Travel Expenses, In-State	54,516	24,236	30,280			
Travel Expense, Out-State	4,427	110	4,317			
Operation—State Vehicles	2,529	913	1,616			
Utilities	32,316	8,877	23,439			
Rents	45,026	35,479	9,547			
Repairs	3,356	467	2,889			
Insurance	8,440		8,440			
General Operating Expense	20,998	323	20,675			
Other Supplies	18,755	6,100	12,655			
Grants to Local Govts.	213,712	10,785	202,927			
Grants to Pub. & Priv. Orgs.	2,234,917	104,644	2,130,273			
Public Assistance Grants	336		336			
Trans. to Gen.-Fund Sta-Cap	3,993		3,993			
TOTAL EXPENDITURES	3,184,292	270,234	2,914,058			

STATE DEVELOPMENT OFFICE

HADLEY P. ATLASS, DIRECTOR

Central Office: 193 State Street, 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 Count—All Positions: 8

Permanent Legislative Count: 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.

GENERAL GOVERNMENT

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, 1977, 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. 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.

The year 1977 showed a continued up-turn on bona fide inquiries from out-of-state companies interested in expanding into Maine. This increase resulted from aggressive solicitation efforts by the Governor personally and additional executive level contacts by staff members. There was no national advertising during the period. During the year, 24 new manufacturers announced locations in Maine, with 18 existing firms expanding creating an estimated total of 2,647 new jobs, representing an increase of 42 percent over the 1,864 new jobs created the previous year. 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.

New and Expanding Industries in the State of Maine, July 1, 1976-June 30, 1977

Name of Company	City or Town	Products	Sq.Ft.	New Jobs
New Industries				
Microwave Associates	Sanford	Electronic Devices	28,000	100
Dirigo Plastics, Inc.	Biddeford	Plastic Injection Molding	10,000	15
Superior Shellfish Co.	Searsport	Clam Processing	8,000	12

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Sirois Leather, Inc.	Rockland	Leather Tanning	40,000	80
Saco Valley Mfg. Co.	Fryeburg	Kitchen Cabinets	5,000	22
Christian Enterprises, Ltd.	Oxford	Pine Furniture	9,000	25
M&W Industries	Wilton	Wooden Novelties	6,000	12
Moose River Lumber Company, Inc.	Holeb	Lumber	30,000	40
Oxford Homes, Inc.	Oxford	Mobile Homes	44,900	50
Old Fox Chemicals, Inc.	Leeds	Mixed Fertilizers	6,000	6
Bio-Kenetics, Inc.	Presque Isle	Feed Supplements	8,068	10
Digital Equipment Corp.	Augusta	Memory Engineering & Manufacturing	60,000	500
Unitrode-Maine	Westbrook	Semiconductor Devices	33,000	250
Pyr-a-larm, Inc.	Brewer	Fire Warning Devices	27,200	250
Miller Shoe	Brunswick	Shoe Mfg.	35,000	125
Frederick Haer Co.	Brunswick	Medical Research	3,000	15
Rice Mfg. Co.	Calais	Clapboards-Wooden Bowls	16,000	25
Boulet Lumber Co.	Greenville	Dimension Lumber	35,800	50
Mecon	Oxford	Electronic Components	6,000	80
Elscott	Gouldsboro	Incandescent Lamp Components	9,400	50
Ark-Les Switch Co.	So. Portland	Electric Switches	10,000	50
Gamage & Stevens	Boothbay	Boat Building	20,000	25
C.P. Blouin, Inc.	Portland	Sheet Metal Fabrication	9,200	20
Pilot Instruments Corps.	Waldoboro	Depth Finders	5,300	10

Expansion

Arno Moccasin Co.	Lewiston	Moccasin Mfg.	11,000	40
Pinkham Lumber Co.	Ashland	Dimension Lumber	63,500	80
Dexter Mills	Dexter	Acrylic Cloth	86,000	50
Jos. Kirschner Co.	Augusta	Processed Meats	18,000	25
Saunders Mfg. Co.	Readfield	Business Form Holders	14,000	25
Kent, Inc.	Ft. Kent	Childrens' Sleepwear	70,000	100
Sprague Electric Co.	Sanford	Electrical Components	22,500	100
Samco Can Co.	Rockland	Can Mfg.	32,000	35
Lewiston Shoe Machinery, Inc.	Lisbon Falls	Recondition Shoe Machinery	17,000	15
Southworth Machine Co.	Portland	Machine Products	8,000	15
Prime Tanning Co.	Berwick	Leather Tanning	9,000	10
G.H. Bass Co.	Rumford	Shoe Mfg.	14,400	150
Kasbay Fisheries	Portland	Herring Processing	8,00	120
Westinghouse Elec. Corp.	Augusta	Elec. Equip. Repair	10,000	15
Pond Cove Millwork	Cape Elizabeth	Architectural Millwork	5,000	8
Wood Structures, Inc.	Biddeford	Roof Trusses	24,000	12
Western Maine Graphics	Oxford	Printing	5,000	5
L.C. Andrew	So. Windham	Roof Trusses	10,000	20

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, 27 new 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.

The objective of the business development and subcontracting program is to assist Maine firms to obtain manufacturing subcontracts with large out-of-state firms and to expand or establish business relationships with corporate and government procurement offices. Specific activities in this program included assisting the Maine Metal Products Association in planning and organizing the 7th Annual Business Development Conference and Exhibition held in Portland in August 1976. SDO prepared and mailed promotional material and invitations, arranged media coverage, TV talk show appearances and pre-show and post-show publicity.

In October 1976, SDO sponsored a Business Development Conference at the Central Maine Vocational and Technical Institute in Lewiston. Maine firms then doing business or interested in doing business with Digital Equipment Corporation of Maynard, Massachusetts were invited to participate. A procurement team representing Digital plants throughout the

GENERAL GOVERNMENT

United States were present and over 50 people, representing 38 Maine business concerns, attended the all day conference. Those who had done business with Digital 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 Digital plants purchase. All had an opportunity to talk privately with appropriate buyers.

Through personal contact, arrangements were 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 numerous personal contacts were made with major industrial concerns and government agencies capable of providing marketing opportunities for Maine goods and services.

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. To facilitate further expansion, 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 leads from the various trade consulate office, 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.

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 77 to meeting the requirements of existing industry, large and small. This effort consisted of over 1,000 personal visits throughout the state. All requests for assistance are given prompt attention even though many projects which originated in 1976, may not materialize until late 1977 or 1978.

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 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.

GENERAL GOVERNMENT

PUBLICATIONS:

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

FINANCES, FISCAL YEAR 1977:

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	35,039	35,039				
Revenue From Federal Govt	27,289		27,289			
Adjustment of Balance Fwd	—34	—34				
Transfers—Non-Federal \$	412,891	412,891				
TOTAL RESOURCES	475,185	447,896	27,289			
EXPENDITURES						
Salaries and Wages	129,573	130,552	—979			
State Share of Retirement	11,517	11,606	—89			
Prof Service, Not By State	55,779	51,779	4,000			
Other Prof. Serv., By State	878	878				
Travel Expenses, In-State	4,274	4,274				
Travel Expense, Out-State	2,844	2,844				
Utilities	6,229	6,229				
Rents	12,927	12,927				
Repairs	730	730				
Insurance	2,448	2,452	—4			
General Operating Expense	40,921	40,921				
Fuel	1,736	1,736				
Other Supplies	1,746	1,746				
Grants to Pub. & Priv. Orgs.	3,848		3,848			
Unemployment Comp. Benefit	2,300	2,300				
Misc. Grants to Individual	18,948	18,948				
Trans. to Trust Fund	23,962	23,962				
TOTAL EXPENDITURES	320,660	313,884	6,776			

GENERAL GOVERNMENT

JUDICIAL DEPARTMENT

ARMAND A. DUFRESNE, JR., CHIEF JUSTICE*

Central Office: 142 Federal Street, Portland 04112

Telephone: 775-5851

Established: 1820

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Unit Citation:* 4 M.R.S.A., Sect. 1

**Since the close of the fiscal year, Vincent L. McKusick has been appointed Chief Justice.*

PURPOSE: The purpose of the Judicial Department is to administer the units of State Government within that Department.

ORGANIZATION: The Chief Justice is the head of the Judicial Department of the State. In the event of his disability for any cause, the senior associate, not under disability, shall perform any and all of his duties.

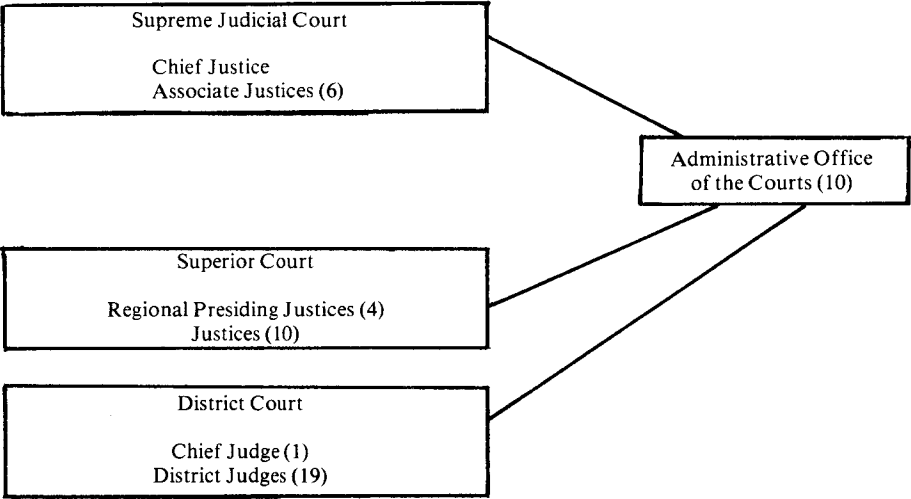
The Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department and makes and promulgates rules, regulations and orders governing the administration of the Judicial Department.

The Chief Justice, as the head of the Judicial Department, shall, in accordance with the rules, regulations and orders of the Supreme Judicial Court, be responsible for the efficient operation of the Judicial Department and for the expeditious dispatch of litigation therein and for the proper conduct of business in all courts. The Chief Justice may require reports from all courts in the State and may issue orders and regulations necessary for the efficient operation of the Judicial Department and the prompt and proper administration of justice.

PROGRAM: The report of the Judicial Department covers the period from August, 1975-December, 1976; and its activities are reported by its five units.

PUBLICATIONS: None.

**ORGANIZATION CHART
MAINE STATE COURT SYSTEM**



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 77
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	71,353		71,353			
Bal Brt Fwd— Encumbered	42,338	20,595	21,743			
Revenue From Federal Govt	226,544		226,544			
Legislative Approp/Alloc	6,513,372	6,513,372				
Adjustment of Balance Fwd	—255	—32	—223			
Transfers—Non-Federal \$	—33,174	—191,138	157,964			
Transfers—Federal \$	—810		—810			
TOTAL RESOURCES	6,819,368	6,342,797	476,571			
EXPENDITURES						
Salaries and Wages	2,949,132	2,794,862	154,270			
State Share of Retirement	197,854	181,346	16,508			
Prof Service, Not By State	793,548	747,616	45,932			
Computer Service, By State	865		865			
Other Prof. Serv., By State	52,317	52,317				
Travel Expenses, In-State	176,005	156,545	19,460			
Travel Expense, Out-State	6,471	3,207	3,264			
Operation—State Vehicles	2,204	2,204				
Utilities	124,408	108,897	15,511			
Rents	206,761	200,521	6,240			
Repairs	67,466	10,273	57,193			
Insurance	57,483	54,428	3,055			
General Operating Expense	1,024,651	1,019,133	5,518			
Fuel	3,386	3,386				
Other Supplies	71,938	69,147	2,791			
Grants to Local Govts.	197,774	197,774				
Grants to Pub. & Priv. Orgs.	122,438	122,438				
Public Assistance Grants	161	161				
Pensions	337,879	337,879				
Buildings & Improvements	18,084		18,084			
Equipment Purchases	99,790	54,120	45,670			
Structures & Improvements	627		627			
Trans. to Gen.-Fund Sta-Cap	5,225		5,225			
TOTAL EXPENDITURES	6,516,467	6,116,254	400,213			

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	40,139		40,139			
Bal Brt Fwd— Encumbered	235		235			
Revenue From Federal Govt	226,544		226,544			
Legislative Approp/ Alloc	3,970,516	3,970,516				
Adjustment of Balance Fwd	—223		—223			
Transfers—Non-Federal \$	—157,602	—179,566	21,964			
Transfers—Federal \$	943		943			
TOTAL RESOURCES	4,080,552	3,790,950	289,602			
EXPENDITURES						
Salaries and Wages	1,641,113	1,486,843	154,270			
State Share of Retirement	109,826	93,318	16,508			
Prof Service, Not By State	510,735	464,803	45,932			
Computer Service, By State	865		865			
Other Prof. Serv., By State	1,220	1,220				
Travel Expenses, In-State	118,299	98,839	19,460			
Travel Expense, Out-State	5,254	1,990	3,264			
Utilities	72,186	56,675	15,511			
Rents	15,711	9,471	6,240			
Repairs	2,453	2,242	211			
Insurance	31,475	28,420	3,055			
General Operating Expense	948,287	942,769	5,518			
Other Supplies	30,451	27,774	2,677			
Grants to Pub. & Priv. Orgs.	122,438	122,438				
Pensions	243,182	243,182				
Buildings & Improvements	1,000		1,000			
Equipment Purchases	2,987	2,752	235			
Trans. to Gen.-Fund Sta-Cap	3,762		3,762			
TOTAL EXPENDITURES	3,861,244	3,582,736	278,508			

SUPREME JUDICIAL COURT

ARMAND A. DUFRESNE, JR., CHIEF JUSTICE*

Central Office: 142 Federal Street, Portland 04112

Telephone: 775-5851

Established: 1820

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Unit Citation:* 4 M.R.S.A., Sect. 1

**Since the close of the fiscal year, Vincent L. McKusick has been appointed Chief Justice*

PURPOSE: The purpose of the Supreme Judicial Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court consists of a Chief Justice and 6 associate justices and such Active Retired Justices as may be appointed and serving on the Court, learned in the law and of sobriety of manners.

GENERAL GOVERNMENT

PROGRAM: The Supreme Judicial Court designated itself as the third priority of the Administrative Office of the Courts at the meetings in August, 1975. Therefore, to date, administrative assistance to the Supreme Judicial Court has been provided on an ad hoc basis only.

Statistics. Under the same grant that provided assistance in developing a new statistical reporting form and instructions for the Superior Court, new reporting forms for the Law Court and the Appellate Division were also developed.

Estimated expenditures submitted for the Supreme Judicial Court for fiscal year 1978 are:
Supreme Judicial Court \$883,217

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Fiscal data for the Supreme Judicial Court is included in that of the Judicial Department.

SUPERIOR COURT

ARMAND A. DUFRESNE, JR., CHIEF JUSTICE*

Central Office: 142 Federal Street, Portland 04112

Telephone: 775-5851

Established: 1930

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Unit Citation:* 4 M.R.S.A., Sect. 101

**Since the close of the fiscal year, Vincent L. McKusick has been appointed Chief Justice*

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine.

ORGANIZATION: The Superior Court consists of 14 justices and such Active Retired Justices as may be appointed and serving on the Court, learned in the law and of sobriety of manners. In addition the Chief Justice has designated four judicial regions in the State and appointed a Regional Presiding Justice for each region (pursuant to the provisions of 4 M.R.S.A. 19).

Because the Regional Presiding Justices are full-time judges, the task of providing necessary administrative information and day-to-day management is delegated to the Regional Court Administrators, under direct supervision of the Regional Presiding Justices.

These Regional Court Administrators are staff members of the Administrative Office of the Courts, but they serve the Regional Presiding Justices and the courts within their regions.

PROGRAM: The activities of the Superior Court are as follows:

Regional Presiding Justices. In 1975, pursuant to the provisions of 4 M.R.S.A. 19, the Chief Justice designated four judicial regions in the State and appointed a Regional Presiding Justice for each region.

Honorable Harry P. Glassman, Region I

Cumberland and York counties

Honorable Harold J. Rubin, Region II

Androscoggin, Franklin, Lincoln, Oxford and Sagadahoc counties

Honorable Lewis I. Naiman, Region III

Kennebec, Knox, Somerset and Waldo counties

Honorable David G. Roberts, Region IV

Aroostook, Hancock, Penobscot, Piscataquis and Washington counties

GENERAL GOVERNMENT

By Administrative Rule, the Supreme Judicial Court delegated the following duties and responsibilities to the Regional Presiding Justices:

- 1) The supervision of all Superior Court justices assigned to their respective regions and of all non judicial personnel serving the Superior Court within their respective regions.

- 2) The assignment and re-assignment of Superior Court justices within their respective regions.

- 3) The supervision of the caseload management system in the Superior Courts within their respective regions.

- 4) The implementation and enforcement, within their respective regions, of all administrative rules, orders and policies.

- 5) The securing of uniformity of practices and procedures among the several regions, to the extent practicable, through the issuance of joint directives and administrative orders after consultation with the State Court Administrator.

- 6) The performance of such other functions and duties as may be assigned by the Chief Justice or by rule of the Supreme Judicial Court.

Because the Regional Presiding Justices are full-time judges, the task of providing necessary administrative information and day-to-day management is delegated to the Regional Court Administrators, under direct supervision of the Regional Presiding Justices.

Regional Court Administrators. The Regional Court Administrators are staff members of the Administrative Office of the Courts, but they serve the Regional Presiding Justices and the courts within their regions. Each one is a vital link between the Administrative Office of the Courts, the Regional Presiding Justice and each court in their region. For example, the Regional Presiding Justice is delegated the authority to see that a caseload management system is implemented within his region, but the Regional Court Administrator actually works with the Calendar Clerk in the implementation of that caseload management system. The State Court Administrator is delegated the responsibility to see that uniform fiscal policies are implemented in the Superior Court, but the Regional Court Administrators actually work with each clerk to effect that implementation locally.

Being in almost daily contact with the courts within their regions, they continually monitor and study the administrative operation of each court and make recommendations to the State Court Administrator and Regional Presiding Justices regarding the operation of the Superior Court. Under supervision of the State Court Administrator and the Regional Presiding Justices, they direct the day-to-day administrative operation of the region to assure the best possible service to citizens.

Administrative Analysis. In August and September of 1975, the Regional Court Administrators did an administrative analysis of each Superior Court clerk's office. The facts obtained from these studies were discussed with each Regional Court Administrator and with the four Regional Court Administrators at weekly meetings established in September and continued to date.

During these meetings, plans were developed for the administrative reorganization of each office, in order to produce a uniform state-wide system of efficiently operating clerks' offices.

In September, the State Court Administrator and the Regional Court Administrators began monthly meetings with the Regional Presiding Justices. At these meetings, all facets of Superior Court operation were considered, problems discussed, and plans and procedures developed. Decisions made and the resulting procedures developed were implemented in the Superior Courts by the Regional Court Administrators. Policies and procedures affecting Superior Court Justices directly were discussed with them at periodic meetings and a policy consensus developed for implementation.

System Modification. In October, 1975, the Administrative Office of the Courts began to modify Superior Court operations along agreed upon lines. Implementation of changes continues to date and is expected to continue indefinitely. Below are brief descriptions of some of the changes:

- 1) *Workload Redistribution.* Where possible, office layouts have been modified to promote efficient internal operation and teamwork. The workload in many offices has been redistributed to effect more efficient workflow and some cross-training. The position of Clerk of Courts is now a full-time position. In the clerks' offices, four full-time positions have been abolished and six full-time positions have been reclassified to part-time positions. Present plans call for elimination of additional positions as vacancies occur.

GENERAL GOVERNMENT

Functions improperly performed in clerks' offices have been transferred to the proper agency.

2) *Duplicate and Unnecessary Functions.* Internal duplicate functions and unnecessary functions are being eliminated. For example, legislation will be introduced during the 108th Legislature to abolish the extended record, which is a retyping of every paper filed with the court in a particular case.

3) *Records and Exhibits.* Both have been reorganized and properly housed, where possible.

4) *Dockets and Files.* All dockets and files have been inventoried, so that all cases are accounted for and are being processed through the courts. Various dockets have been consolidated. A uniform case numbering system has been developed and implemented.

5) *Grand Juries.* Grand juries are scheduled more frequently to move criminal cases more effectively.

6) *Standardization of Procedures.* Some standardization has been achieved in clerks' offices throughout the state and more will be coming. For example, a uniform docket number system and case indexing system was inaugurated throughout the state on January 1, 1977.

7) *Research and Writing Time.* One week per quarter is scheduled for each Superior Court Justice. During this time, justices do the necessary research and writing for decisions in cases they have taken under advisement.

Justices are asked to submit a list of cases under advisement to the Regional Presiding Justice each quarter. When possible, additional research and writing time is allocated to Justices who have accumulated more cases than can be disposed during the scheduled time.

8) *Secretarial Assistance.* Secretarial assistance is available to Justices in each region now, either on a full-time or part-time basis.

9) *Individuals in Custody Form.* Each county sheriff is requested to submit a list of those persons incarcerated in the county jail to the Regional Court Administrator once a week. Superior Court Justices have determined that cases involving incarcerated defendants should be given priority settings. It is the responsibility of the Regional Court Administrator to work with the appropriate Calendar Clerk to move these cases.

10) *Juvenile Appeal Cases.* By consensus of Superior Court Justices, these cases have been given priority status and are now scheduled almost immediately after they are filed.

11) *Notification to Register of Deeds.* In the past, notification to the Register of Deeds, regarding filing of cases involving real property disputes, was often prepared by clerks. These forms are now prepared by attorneys involved in these cases.

12) *Passport and Naturalization Fees.* Fees for processing these forms now accrue to the State.

13) *Warrants of Arrest.* Warrants are now issued only to District Attorneys or Sheriffs, as determined by the individual Regional Presiding Justice. Execution is made pursuant to statute and rule. Clerks no longer issue warrants directly.

14) *Attorney Credit.* Attorneys are now required to pay appropriate court charges immediately.

15) *Law Clerks.* Because of workload and the logistical problems of a circuit court system, Superior Court Justices were increasingly unable to allocate library research time necessary for decision preparation. To assist them in decision research, two law clerk positions have been created. One position is located in Portland and one in Bangor.

16) *Indigency Cases.* An indigency determination form has been developed for use in both Superior and District Court as well as a voucher for payment for services for indigent defendants. These forms will assist Justices, Judges and the Administrative Office of the Courts in handling indigency cases expeditiously.

17) *Hearings.* By order of the Chief Justice, hearings in matters involving docketed cases are being held in the courtroom and on the record, except when the jury must be excluded pursuant to court rule.

18) *Bail.* A new uniform bail form has been developed and is now in use. Bail commissioners are charged a per sheet cost for the forms, which are supplied by District Court Clerks.

19) *Disposition of Appeals and Bail Review.* At the request of District Court Judges, monthly information concerning disposition of cases appealed from District Court to Superior Court, and the outcome of bail review hearings, is being forwarded from Superior Court to District Court through a system developed by the Regional Court Administrators.

GENERAL GOVERNMENT

20) *41(b) Cases*. Rule 41 (b) of the Maine Rules of Civil Procedure requires that civil cases be dismissed for want of prosecution, if the court docket shows no action in the case for two years. Clerks now prepare a list of these cases monthly, and the cases are dismissed promptly by the Regional Presiding Justice after appropriate notice to litigants.

21) *Jury*. All clerical work, concerning juries has been consolidated in respective clerks' offices, and the position of jury commission executive secretary is no longer being funded. In addition jury summons are being sent by first class rather than registered mail at a substantial saving.

22) *Statistics*. A new statistical reporting form and instruction book has been developed by the Administrative Office of the Courts, with assistance provided by a Court Technical Assistance Project grant through American University in Washington, D.C. Through use of the new form, the Administrative Office of the Courts will be able to gather case time-lapse information which can be used to determine whether case backlogs are developing in specific courts. In addition, more complete and accurate case filing and disposition information will be compiled.

23) *Clerks' Manual*. The Maine Superior Court Clerks' Manual, developed in 1974, is being revised and up-dated to reflect changes made in the Superior Court operations. The revision will be completed in 1977.

Caseflow Management System. The most important change in Superior Court operation has been development and implementation of the caseflow management system.

Due to a statutory change, the Chief Justice now assigns Superior Court Justices to one of the four regions for a specific period, and the Justices are then assigned within the region by the appropriate Regional Presiding Justice. This procedure allows flexibility in allocating judicial time by allowing Justices to respond to caseload demands rather than a fixed schedule of so many days per court, regardless of caseload.

Prior to 1976, the District Attorney scheduled criminal cases and attorneys often could schedule civil cases. On January 1, 1976, the Superior Court assumed total scheduling responsibility.

Under the new system, a calendar clerk is designated in each clerk's office. (In larger courts, one person has been designated civil calendar clerk and another criminal calendar clerk.) Under supervision of the Regional Court Administrators, the calendar clerks schedule all matters for hearing. Thus, when a Justice arrives at court, a calendar of scheduled cases awaits him, the attorneys and litigants are ready for trial, and the Justice begins to hear cases immediately. Continuances are granted only for good cause after a formal motion has been filed with the court.

The time-consuming call of the docket has been eliminated, and civil cases are no longer neglected because of criminal caseloads.

In addition, a schedule of motion days has been established, eliminating as much as possible motion day conflicts between contiguous counties.

The use of the caseflow management system, combined with the hard work of existing Superior Court Justices and clerks' office staffs, resulted in the disappearance of existing Superior Court case backlogs between January 1 and July 1 of 1976. The Superior Court is now current in that cases ready for trial can be scheduled for trial within 30 to 60 days.

Court Reporters. Prior to August 1975, there were 18 court reporters, who were assigned to court terms by a Chief Court Reporter. Inefficient use of court reporter time, and the fact that reporters were available for non court work, resulted in backlogs of unprepared transcripts which delayed cases on appeal.

Since January 1, 1976 court reporters have been assigned to regions by the State Court Administrator and within the regions by the Regional Court Administrators. Reporters are being assigned to serve specific justices for specific periods, within their region of residence when possible.

Court reporters now file a monthly report with the Administrative Office of the Courts indicating their transcript backlogs. From the information contained in these reports, the State Court Administrator can schedule reporter transcript time for those reporters whose backlogs are most severe, just as research and writing time is scheduled for Superior Court Justices.

The number of court reporters has been reduced from 18 to 15. Reporters are now full-time court employees, and legislation will be introduced during the 108th Legislature to permit absorption of the reporters into the court personnel system.

GENERAL GOVERNMENT

State Funding and Fiscal Organization. On July 1, 1976, the Superior Court came under state funding. Prior to that time, each of the 16 courts was funded by its respective county, which resulted in 16 different financial systems.

In the Spring of 1976, the Administrative Office of the Courts developed a Manual of Financial Procedures for Superior Court. Included in the manual are sections on Payment of Jurors, Payroll, Fees, Bail, Weekly Income Statements and Supplies. Included, also, is a list of items of cost in Superior Court with citations for payment authority. The latter was developed at the request of county commissioners.

A training session on the new uniform fiscal procedures was held for court clerks in June, and a smooth transition from county to state funding of the Superior Court was accomplished.

While preparations for state funding were going on, internal fiscal procedures for the Administrative Office of the Courts were being developed. A uniform system for handling court requisitions, invoices, payroll, cash deposits, monthly reports to the State Treasurer and monthly reconciliations from Accounts and Control was implemented. Further refinement of the present fiscal controls, accounts and procedures is planned, as we gain more experience with a centralized fiscal operation of the Judicial Department.

Forms. The Chief Justice has appointed both a criminal and civil forms committee for Superior Court. Each committee is composed of a Justice, Regional Court Administrator and court clerks.

The Criminal Forms Committee began its work in early 1976 with the goal of reviewing all the existing forms and establishing an official set of criminal forms for Superior Court by July 1, 1976. On that date, a rule revision went into effect mandating 8½ x 11" instead of 8½ x 14" for the form size. The Committee achieved its goal. Through the abolition of archaic forms, consolidation of forms and revisions, the number of Superior Court forms went from 80 (with variations in those 80 from county to county) to one set of 60 official Superior Court forms. The revised set of forms was reviewed and approved by all Superior Court Justices prior to distribution throughout the system.

Benchbook. Under contract with the National Center for State Courts, with funds provided by Maine Criminal Justice Planning and Assistance Agency, a Superior Court Benchbook was developed and distributed to all the Justices.

Estimated expenditures submitted for the Superior Court for fiscal year 1978 are:

Superior Court	\$ 3,329,286
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In order to provide a complete fiscal picture of the Judicial Department, below are appropriate figures:

Superior Court revenue	
First 6 months FY 77 (fees and fines):	\$118,352.47

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Fiscal data for the Superior Court is included with that of the Judicial Department.

DISTRICT COURT FOR THE STATE OF MAINE

NICHOLAS W. DANTON, CHIEF JUDGE

Central Office: Butler Street, Hamelyn School, Springvale 04083

Telephone: 324-9292

Established: 1961

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Unit Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

GENERAL GOVERNMENT

ORGANIZATION: The Governor appoints to the District Court 5 judges at-large and 15 other judges. Each has a term of office of 7 years. The Chief Justice of the Supreme Judicial Court designates one of the judges as Chief Judge.

PROGRAM: The program of the District Court for the State of Maine is as follows:

Administrative Analysis. At the meetings with the Supreme Judicial Court in August, 1975, it was determined that the Administrative Office of the Courts should direct its attention to the District Court, after the initial work in Superior Court was completed. Although the Administrative Office of the Courts worked with the District Court administrative office in Bangor and the Chief Judge on various problems and projects, intensive work with that court did not begin until May of 1976.

At the May meeting of the District Judges, the State Court Administrator reported on the progress of the personnel study and the State Court Administrator and Regional Court Administrators outlined plans for the administrative analysis of District Court clerks' offices, similar to those done for Superior Court.

At the end of this meeting, the Chief Judge appointed the District Court Planning and Advisory Committee which was authorized to review the proposed personnel system on behalf of the District Court, and to whom the Administrative Office of the Courts was directed to present its recommendations when the administrative analysis was completed.

During July, August and September, 1976, the Regional Court Administrators carried on their study of each District Court clerk's office operation. At a series of meetings following the study, the State Court Administrator and Regional Court Administrators developed proposed recommendations for consideration by the Chief Judge and the Planning and Advisory Committee. The proposals were distributed to the Committee on October 18, and were discussed at length with all the District Court Judges and Supreme Judicial Court at a meeting on December 3.

Uniform Traffic Ticket and Complaint. The 106th Legislature (1975) enacted into law recommendations of the Maine Traffic Court Advisory Committee which resulted in major changes in processing of traffic cases, effective October 1, 1975. The State Court Administrator discovered in late August that little had been done to implement the legislation.

Between August 25 and October 1, 1975, the State Court Administrator worked with a previously established committee to draft the necessary uniform traffic ticket and complaint, establish procedures, draft procedural forms, arrange for printing and distribution of the materials throughout the State, and hold training sessions for over 2,000 law enforcement personnel and District Court Clerks. The entire implementation of the new system was accomplished in less than six weeks; only one day after the effective date.

Statistics. A new statistical reporting system, which will produce accurate filing and disposition figures as well as case time lapse figures, is in the planning stage at the present time.

Estimated expenditures submitted for the District Court for FY 78 are:

District Court	\$3,185,318
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In order to provide a complete fiscal picture of the Judicial Department, below are appropriate figures:

District Court revenue.

First 6 months FY 77 (fees and fines)	\$2,655,361.32
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PUBLICATIONS: None.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

DISTRICT COURT FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,214		31,214			
Bal Brt Fwd— Encumbered	42,103	20,595	21,508			
Legislative Approp/Alloc	2,542,856	2,542,856				
Adjustment of Balance Fwd	—32	—32				
Transfers—Non-Federal \$	124,428	—11,572	136,000			
Transfers—Federal \$	—1,753		—1,753			
TOTAL RESOURCES	2,738,816	2,551,847	186,969			
EXPENDITURES						
Salaries and Wages	1,308,019	1,308,019				
State Share of Retirement	88,028	88,028				
Prof Service, Not By State	282,813	282,813				
Other Prof. Serv., By State	51,097	51,097				
Travel Expenses, In-State	57,706	57,706				
Travel Expense, Out-State	1,217	1,217				
Operation—State Vehicles	2,204	2,204				
Utilities	52,222	52,222				
Rents	191,050	191,050				
Repairs	65,013	8,031	56,982			
Insurance	26,008	26,008				
General Operating Expense	76,364	76,364				
Fuel	3,386	3,386				
Other Supplies	41,487	41,373	114			
Grants to Local Govts.	197,774	197,774				
Public Assistance Grants	161	161				
Pensions	94,697	94,697				
Buildings & Improvements	17,084		17,084			
Equipment Purchases	96,803	51,368	45,435			
Structures & Improvements	627		627			
Trans. to Gen.-Fund Sta-Cap	1,463		1,463			
TOTAL EXPENDITURES	2,655,223	2,533,518	121,705			

ADMINISTRATIVE OFFICE OF THE COURTS

ELIZABETH D. BELSHAW, STATE COURT ADMINISTRATOR

Central Office: P.O. Box 4820, DTS, 66 Pearl Street, Portland 04112 *Telephone:* 775-1500

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Unit Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court is empowered to:

1. Conduct Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning;

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator must indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances;

GENERAL GOVERNMENT

3. Investigate complaints. Investigate complaints with respect to the operation of the courts;

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator must also collect and analyze statistical and other data relating to the business of the courts;

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in all state courts;

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts, judges and justices;

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for all courts in the Judicial Department and serve as auditor of the Judicial Department;

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof;

9. Act as secretary. Act as secretary to the Judicial Conference;

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year;

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department;

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior and District Courts within each county. Provide for a central clerk of court office at each county seat with satellite clerk in each court;

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for judicial and nonjudicial personnel of the Judicial Department; and

14. Perform duties and attend other matters. Perform such other duties and attend to such other matters consistent with the powers delegated by law assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: In 1973, the 104th Legislature created the Trial Court Revision Commission which proposed court reform legislation adopted by the 107th Legislature. One of the Commission's recommendations made into law was the establishment of the Administrative Office of the Courts for the State court system.

In 1975, the legislature adopted the Commission's recommendations and created the Administrative Office of the Courts to be directed by the State Court Administrator appointed by the Chief Justice.

PROGRAM: The Administrative Office of the Courts began its work in August, 1975, under a grant from the Maine Criminal Justice Planning and Assistance Agency. Employed under the grant are the State Court Administrator, four Regional Court Administrators, the Fiscal Director and the Secretary. One Administrative Services Officer and an accountant were transferred from the office of Clerk of the Law Court to the Administrative Office of the Courts. When the District Court Administrative Office in Bangor was closed, one accounting clerk position was transferred to the Administrative Office of the Courts, one employee was transferred into the District Court transcription division, and two positions were abolished. The Maine court system now has a professional administrative office including the following positions:

State Court Administrator

Regional Court Administrators (4)

GENERAL GOVERNMENT

Fiscal Director
Administrative Services Officer
Accountant
Accounting Clerk
Secretary

The State Court Administrator is appointed by, and serves at the pleasure of the Chief Justice. Staff for the Administrative Office of the Courts is appointed by the State Court Administrator with approval of the Chief Justice.

Setting Priorities. At meetings with the Supreme Judicial Court in August, 1975, it was determined that the Administrative Office of the Courts should concentrate its initial effort in the Superior Court, because of the advent of state funding of that court on July 1, 1976, and because of the need to implement the regional structure. In addition, the Administrative Office of the Courts was directed to comply with statute by developing a personnel system for the Judicial Department and by preparing a consolidated operating budget for the Judicial Department to be submitted in September of 1976.

Personnel System. In April, 1976, the Administrative Office of the Courts received grants from the Intergovernmental Personnel Agency and Maine Criminal Justice Planning and Assistance Agency, whereby it contracted with Resource Planning Corporation of Washington, D.C. to assist in developing a merit personnel system for court employees.

By July, position classifications had been developed, class descriptions written, a compensation scale established, and the Maine Court System Personnel Policy and Procedures Manual drafted.

After review by the Supreme Judicial Court, the Regional Presiding Justices and District Court Planning and Advisory Committee, the Maine Court Personnel System was promulgated by the Supreme Judicial Court effective July 1, 1976.

Each court employee received a copy of the Policy and Procedures Manual, which covers all aspects of personnel administration for the system, including position classification, compensation, hiring, evaluation, leave, discipline, grievance and appeal.

Implementation of the new personnel system was begun in July and will continue for several months. As part of the implementation process, on August 6, 1976, the Chief Justice appointed the Appeal Board for the Court System. Between August and January, the Appeal Board processed all appeals arising out of the initial classification of non judicial employees of the Judicial Department under the new personnel system.

Budget. In the Fall of 1976, the Administrative Office of the Courts submitted the first consolidated operating budget for the Judicial Department. This budget was prepared by the Administrative Office of the Courts in consultation with the Chief Justice and the Chief Judge of the District Court, and it was approved in final form by the Chief Justice prior to submission.

Included in the budget request is \$194,803 to operate the Administrative Office of the Courts during fiscal year 1978. A breakdown of that request follows:

Personal Services	\$134,166
General Operation Expense	57,737
Supplies	2,400
Equipment	500
Total:	\$194,803

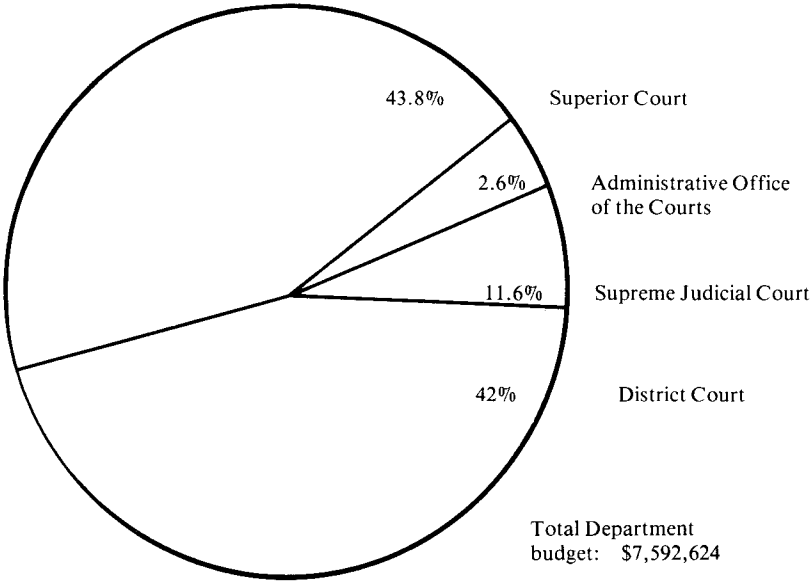
Estimated expenditures submitted for the Supreme Judicial Court, Superior and District Courts for fiscal year 1978 are:

Supreme Judicial Court	\$ 883,217
Superior Court	3,329,286
District Court	3,185,318

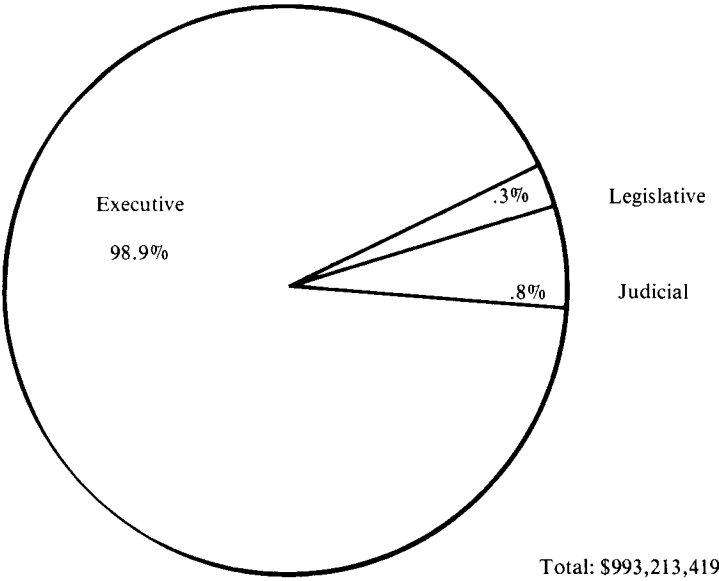
The cost of administering the Judicial Department is less than three percent of the total department budget.

GENERAL GOVERNMENT

Below is a pie chart showing the percentage cost of the Administrative Office of the Courts in relation to the total Judicial Department budget request:



Below is a pie chart showing the Judicial Department budget request as a percentage of all State agency budget requests for fiscal year 1978:



GENERAL GOVERNMENT

In order to provide a complete fiscal picture of the Judicial Department, below are appropriate figures:

Superior Court revenue	
First 6 months FY 1977 (fees and fines):	\$ 188,352.47
District Court revenue	
First 6 months FY 1977 (fees and fines):	2,655,361.32
Total:	\$2,843,713.79

Of this total, \$303,527.70 was dedicated to other State agencies or returned to local governments.

At present, projected net revenue from both courts for FY 1977 is \$5,080,372.18.

Investigate Complaints. There have been no records kept of the number of complaints received, but they have been many and are wide-ranging. Those that concerned specific cases or specific procedural problems were investigated, dealt with and followed to resolution for the complainant. Those of a more general nature, were answered with information or explanations.

Investigation and resolution of complaints is given a high priority by the Administrative Office of the Courts, because most of the complaints come from citizens who are disturbed by their court experience or lack thereof or who, often because of a lack of understanding of what the court system is and how it works, are angry with that system.

Facilities. This is a very difficult area and one in which much needs to be done. A comprehensive court facilities study is planned during 1977, which will assist in developing a system-wide facilities plan for implementation.

In the past year, problems from peeling plaster to jurors fainting in the heat to miserably cramped working quarters have been handled as they arose and solved as best as possible under the circumstances.

One major effort was an attempt to secure an independent, expert evaluation of the Central Maine Power Building in Augusta as a possible permanent Supreme Judicial Court facility. This effort was suspended when the Bureau of Public Improvements made its recommendation against purchase of the building for such a facility.

Equipment. The Office is beginning to compile an accurate inventory of all court system equipment, but this project has not been given a high priority.

In the meantime, when an equipment request is made, the Regional Court Administrators contact all courts within their regions to see if there is a surplus of the wanted item. If there is, permission is obtained from the Chief Judge or Regional Presiding Justice to transfer the needed item to another court. So far, typewriters, file cabinets, desks, chairs, tables and books have been transferred.

An additional saving has been made in the area of copy machines. In some locations, the machine has been located so that both Superior Court and District Court have access to it, and one machine can suffice for both courts.

Telephones. The Administrative Office of the Courts, in conjunction with New England Telephone Company, is conducting a state-wide study of court telephone usage which will be completed during 1977.

Substantial monthly cost savings have been accomplished in some courts by a change in instrument distribution and arrangement. In addition, transfer of calls between Superior and District Court is now possible in many courts.

Secretary to Judicial Conference. Since no conference was held during the reporting period, the Administrative Office of the Courts has provided no services in this regard.

Maintain Liaison. The State Court Administrator has spent a great deal of time working to develop liaison with public and private agencies.

During implementation of the modifications in Superior Court operations, meetings were held with all but four local bar associations to gain input from the bar regarding the changes. Follow-up meetings have been held with these groups and also the Maine Bar Association.

Upon invitation, informational meetings were held with university groups, the Sheriffs' association, League groups, the Standards and Goals committees, and Maine Criminal Justice Planning and Assistance Agency projects groups. The State Court Administrator has attended meetings of Citizens for Modern Courts, a newly incorporated citizens group, and the Administrative Office of the Courts has acted as an information resource for this group.

The State Court Administrator was invited to attend Judicial Council meetings and the meetings of the Juvenile Laws Revision Commission, acting as a resource person for both groups.

GENERAL GOVERNMENT

Within the court system, the State Court Administrator has participated in many meetings with Justices and Judges from the three levels of the system. A new system liaison group has been established with inauguration of quarterly meetings of the Regional Presiding Justices and the District Court Planning and Advisory Committee. Several meetings have been held with court reporters and clerks.

Within state government, working relationships have been established with the Department of Attorney General, Department of Audit, the Executive Department, Bureau of Accounts and Control, Bureau of Budget, Bureau of Central Computer Services, Bureau of Public Improvements, Bureau of Purchases, State Law Library, Legislative Research and Legislative Finance offices, Department of Mental Health and Corrections, Department of Public Safety, Maine State Retirement System, Motor Vehicle Division and the (Office of) Treasurer of State.

In addition, the State Court Administrator has appeared before the Appropriations and Judiciary Committees of the Legislature and provided requested information to these committees as well as to individual legislators.

Educational and Training Programs. Except for educational and training sessions for clerks of court, this mandate has been handled through attendance by Justices and Judges at seminars sponsored or organized by private and public organizations, not the Administrative Office of the Courts.

Until such time as the Maine court system is operating at a level acceptable to the Supreme Judicial Court, by agreement with the Chief Justice, Justices and Judges will attend education and training seminars developed by organizations such as the American Academy of Judicial Education, the National College of the State Judiciary or the National College of Juvenile Justice. This program is already in operation and funds have been set aside to continue it.

Education and training of clerical personnel has begun and will continue under the auspices of the Administrative Office of the Courts. Sessions are planned on personnel, statistics, docketing, fiscal procedures and record maintenance.

Planning. Planning is not listed as a specific duty of the State Court Administrator. Instead, it is included as an afterthought in the section on "Continuous Study and Survey" in 4 M.R.S.A. 17. It is highlighted in this report because of its importance to the Administrative Office of the Courts and the Supreme Judicial Court.

With the advent of the Administrative Office of the Courts and a new era of court improvement in Maine, the need for short and long range system planning is acute. Unfortunately, all too often, this vital function is relegated a low priority. Long range planning has been given a low priority in the Maine court system during the past 16 months. This situation will change shortly.

Maine has been chosen as one of five pilot states in an LEAA funded Court Planning Capabilities Project of the National Center for State Courts. This means that over the next year, the Maine court system will be involved in both short and long range system planning under the guidance and assistance of the National Center for State Courts. The Office looks forward to this opportunity to move a vital administrative function from low to high priority.

Estimated expenditures submitted for the Administrative Office of the Courts for fiscal year 1978 are:

Administrative Office of the Courts	\$194,803.
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PUBLICATIONS:

Annual Report—1977

Citizens' Handbook on Maine Courts

FINANCES, FISCAL YEAR 1977: The financial data for the Administrative Office of the Courts is included in that of the Judicial Department.

GENERAL GOVERNMENT

**DEPARTMENT OF FINANCE
AND ADMINISTRATION**

JOHN P. O'SULLIVAN, COMMISSIONER
OTTO W. SIEBERT, Deputy Commissioner

Central Office: Statehouse, 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 Count—All Positions: 923

Permanent Legislative Count: 1009

Organizational Units:

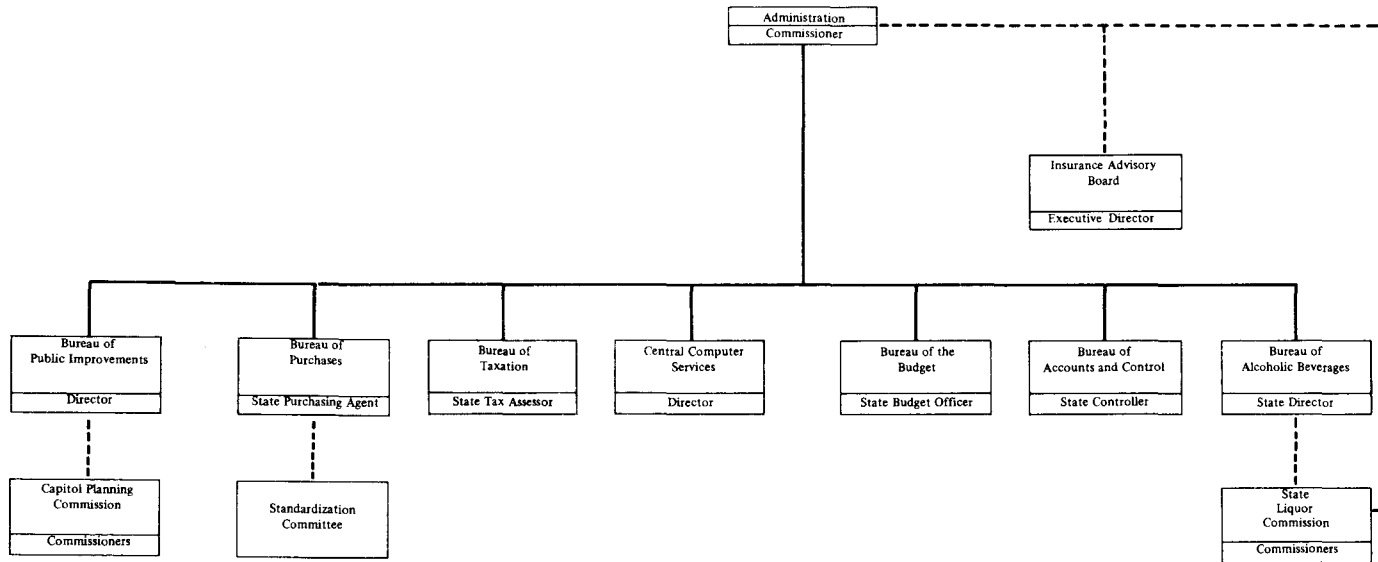
Bureau of the Budget	Board of Emergency Municipal Finance
Bureau of Accounts and Control	Maine Insurance Advisory Board
Central Computer Services	Review Committee for Contractual Services
Bureau of Purchases	Standardization Committee
Bureau of Public Improvements	Capitol Planning Commission
Bureau of Taxation	Land Use Tax Committee
Bureau of Alcoholic Beverages	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 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.

ORGANIZATION CHART
DEPARTMENT
OF
FINANCE AND ADMINISTRATION



GENERAL GOVERNMENT

**CONSOLIDATED FINANCIAL CHART FOR FY 1977
DEPARTMENT OF FINANCE AND ADMINISTRATION**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	669,310	133,786	8,400			527,124
Bal Brt Fwd— Encumbered	210,833	222,463		177		—11,807
Licenses/Permits/Fees/Tax	—61,832					—61,832
Interest/Investment/ Rents	181,100					181,100
Revenue From Federal Govt	8,600		8,600			
Fees Charged For Services	2,355,070					2,355,070
Receipts From Other Funds	100					100
Legislative Approp/ Alloc	18,819,389	14,522,960			315,000	3,981,429
Transfers Contingent Acct	88,395	88,395				
Adjustment of Balance Fwd	—42,803	—42,891				88
Transfers—Non-Federal \$	—1,837,867	—2,081,432	—17,000	260,565		
TOTAL RESOURCES	20,390,295	12,843,281		260,742	315,000	6,971,272
EXPENDITURES						
Salaries and Wages	7,666,934	4,361,496		120,347		3,185,091
State Share of Retirement	778,138	456,354		12,449		309,335
Prof Service, Not By State	157,641	50,146	16,936	1,870		88,689
Computer Service, By State	536,268	496,006				40,262
Other Prof. Serv., By State	1,456	1,396		60		
Travel Expenses, In-State	150,231	142,605			32	7,594
Travel Expense, Out-State	55,578	52,246				3,332
Operation—State Vehicles	32,116	18,249				13,867
Utilities	742,665	298,640		108,811		335,214
Rents	835,620	135,200				700,420
Repairs	670,167	241,003		9,225		419,939
Insurance	308,660	173,801		3,160		131,699
General Operating Expense	414,350	346,561		375	201	67,213
Food	25	25				
Fuel	210,218	154,871		12,575		42,772
Other Supplies	340,875	186,098		10,151		144,626
Depreciation	940,821					940,821
Grants to Pub. & Priv. Orgs.	70,000	70,000				
Public Assistance Grants	3,751,872	3,751,872				
Pensions	12,202	3,858				8,344
Land And Land Rights	1,054	1,054				
Buildings & Improvements	213,243	208,394		330	846	3,673
Equipment Purchases	32,368	31,295		1,073		
Structures & Improvements	6,700	6,700				
Debt Retirement, Interest	208,066					208,066
Chgs. To Asset/Liab. Accts.	15,781					15,781
Trans. to Spec. Rev. Fund	71,925					71,925
TOTAL EXPENDITURES	18,224,974	11,187,870	16,936	280,426	1,079	6,738,663

GENERAL GOVERNMENT

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 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 1977:

DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	89,411	89,411				
Bal Brt Fwd— Encumbered	1,000	1,000				
Legislative Approp/Alloc	2,751,087	2,751,087				
Adjustment of Balance Fwd	—24,924	—24,924				
Transfers—Non-Federal \$	—1,737,036	—1,737,036				
TOTAL RESOURCES	1,079,538	1,079,538				
EXPENDITURES						
Salaries and Wages	61,811	61,811				
State Share of Retirement	5,126	5,126				
Prof Service, Not By State	47,536	30,600	16,936			
Computer Service, By State	12,030	12,030				
Travel Expenses, In-State	712	712				
Travel Expense, Out-State	450	450				
Utilities	4,438	4,438				
Repairs	75	75				
Insurance	833	833				
General Operating Expense	8,435	8,435				
Other Supplies	1,589	1,589				
Grants to Pub. & Priv. Orgs.	70,000	70,000				
TOTAL EXPENDITURES	213,035	196,099	16,936			

BUREAU OF THE BUDGET

OTTO W. SIEBERT, STATE BUDGET OFFICER
G. WILLIAM BUKER, Deputy State Budget Officer

Central Office: Statehouse, Augusta 04333

Telephone: 289-2881

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 Count—All Positions: 14

Permanent Legislative Count: 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

GENERAL GOVERNMENT

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.

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 data by funds, organization units, and 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 matter, at the discretion of the State Budget Officer.

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

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium, which sets forth all proposed expenditures of the departments and agencies of the State, all interest and debt redemption charges during each fiscal year, and all expenditures for capital projects to be undertaken and executed during each fiscal year of the biennium. In addition, the document sets forth the anticipated revenues of the State government and any other means of financing expenditures proposed for each fiscal year of the biennium. The document is divided into three parts: 1) the

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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.

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 Cost Allocation Plan and in negotiating to completion the allocation of approximately four 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 of 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 Bureau directs substantial effort during the year toward maintaining the integrity of the data contained in the Maine State Government Reference Manual. An update of the Manual's "Organizational Directory" section was made and distributed to those having Manuals in late June of 1977.

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, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

Computerization of Personnel System. In cooperation with the Office of Commissioner of Personnel and the Central Computer Services, the Bureau participates 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.

Pla-Bac. The Bureau's computer-based Pla-Bac file is the only constantly-updated database readily available to relate organizational units with each other, the statutes, accounting

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and the budgetary process, and, therefore, assures compatability in organizing data in work programs, the Budget Document, the Reference Manual, and the Annual Report.

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 1977:

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	8,400		8,400			
Bal Brt Fwd— Encumbered	5	5				
Revenue From Federal Govt	8,600		8,600			
Legislative Approp/ Alloc	242,749	242,749				
Adjustment of Balance Fwd	—5	—5				
Transfers—Non-Federal \$	23,000	40,000	—17,000			
TOTAL RESOURCES	282,749	282,749				
EXPENDITURES						
Salaries and Wages	171,180	171,180				
State Share of Retirement	18,246	18,246				
Prof Service, Not By State	2,540	2,540				
Computer Service, By State	37,467	37,467				
Travel Expenses, In-State	593	593				
Travel Expense, Out-State	1,912	1,912				
Operation—State Vehicles	123	123				
Utilities	5,371	5,371				
Rents	2,576	2,576				
Repairs	293	293				
Insurance	3,384	3,384				
General Operating Expense	21,735	21,735				
Food	25	25				
Other Supplies	3,262	3,262				
Equipment Purchases	731	731				
TOTAL EXPENDITURES	269,438	269,438				

BUREAU OF ACCOUNTS AND CONTROL

RICHARD A. DIEFFENBACH, STATE CONTROLLER

DONALD A. BROWN, Deputy State Controller

Central Office: Statehouse, 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 Count—All Positions: 67

Permanent Legislative Count: 71

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.

GENERAL GOVERNMENT

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.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

During the past year the Bureau converted from a weekly to a biweekly payroll system and standardized the payroll process. Additionally electronic deposit of pay was introduced as a payroll option through the New England Automated Clearing House (NEACH).

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1977:

BUREAU OF ACCOUNTS AND CONTRL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	307	307				
Legislative Approp/ Alloc	967,502	967,502				
Transfers—Non-Federal \$	—5,300	—5,300				
TOTAL RESOURCES	962,509	962,509				
EXPENDITURES						
Salaries and Wages	571,709	571,709				
State Share of Retirement	60,088	60,088				
Prof Service, Not By State	330	330				
Computer Service, By State	202,649	202,649				
Travel Expenses, In-State	1,510	1,510				
Travel Expense, Out-State	280	280				
Utilities	8,826	8,826				
Repairs	2,292	2,292				
Insurance	16,901	16,901				
General Operating Expense	15,154	15,154				
Other Supplies	5,605	5,605				
Equipment Purchases	1,969	1,969				
TOTAL EXPENDITURES	887,313	887,313				

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BUREAU OF PUBLIC IMPROVEMENTS

RICHARD G. BACHELDER, DIRECTOR
HOWARD R. McCARTNEY, Assistant Director

Central Office: Statehouse, 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 Count—All Positions: 188

Permanent Legislative Count: 208

Organizational Units:

Bureau of Public Improvements

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 improvements 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: A major reshuffling of departmental office space was accomplished during the year with the return of agencies housed in leased space at the Capitol Shopping Center to the

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Capitol Complex, occupying space vacated by other moves from the State Office Building to the new Department of Transportation Building and to the Ray Building. As a result, most agencies remaining in the State Office Building were also moved or re-arranged. This involved a major job of partitioning, painting, and repair by Property Management personnel. Two agencies, Marine Resources and Community Services, were moved to quarters at the vacant Stevens School in Hallowell.

In June, after much planning, a program of energy surveys of State-owned buildings and public school facilities was instituted. A double-glass program for energy savings in the Capitol Complex was also started. These projects were made possible by funds from the Public Works Employment Act.

The Bureau is continuing its function of reviewing agencies' space needs outside the Capitol Complex and has, during FY 1977, reviewed and approved 94 leases statewide.

Planning and Construction of State-Owned Facilities and Public School Facilities. During the year, the Bureau monitored the construction of 12 State-owned projects with a total cost of approximately \$7,500,000. and was involved in the planning of 6 others at \$363,000. Furthermore, the Bureau was involved in the planning process of 29 school projects with an estimated cost of \$37,400,000. and monitored the construction of 64 public school projects with a total construction cost of approximately \$67,300,000.

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

Property Management Division. During FY 1977, 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 renovations to offices to complete the relocation projects begun in the previous year.

The new Department of Transportation Building has required a great many hours of adjustments, corrections, changes, etc., to achieve the level of equipment operation and employee comfort and satisfaction that was built into it. These "growing pains" have been principally in area of mechanical equipment, but all crafts have been involved at one time or another.

Complete renovation of the constitutional office of the Secretary of State has been completed and will be followed in the next fiscal year by similar renovations in the Attorney General's constitutional office. Also, extensive renovations were made to the McLean House for the State Development Office.

Two State units were relocated to the former Stevens Training Center at Hallowell. Community Services now occupies the classroom building, while Marine Resources has moved into the Baker Building. In addition, major renovations are presently underway at the old Motor Vehicle Registration Building for the regional Motor Vehicle Unit. Additional areas have been prepared for the Historic Preservation Commission and for Arts and Humanities.

The Nash School property has been purchased and will be used as storage space for Law Library materials. During the year, the decision was made to close Vickery and Hill Building and to sell the property. Necessary preparations are underway to accomplish this.

Continued expansion of the Division's "DELTA 2000" environmental control unit has required a considerable amount of time and continues to show successes in energy savings and better security. Legislation has been passed transferring the security unit and responsibility for Complex security to the Department of Public Safety. This will be accomplished about October 25, 1977.

Small bi-centennial projects were completed by the grounds section around the Cultural Building, adding to the overall projects of beautification of the Complex.

A complete overhaul of the electronic equipment and running gear of the four State Office Building elevators was completed with exceptionally good results.

The attempted project of contract housekeeping was tried for a few months at the State Police Complex and at the former Stevens Training Center, with less than satisfactory results. State forces are again doing the housekeeping at State Police while a second attempt at contract cleaning will be made at the former Stevens Training Center.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	47,220	44,375				2,845
Bal Brt Fwd— Encumbered	208,295	208,118		177		
Legislative Approp/Alloc	3,209,981	2,894,981			315,000	
Transfers Contingent Acct	88,395	88,395				
Adjustment of Balance Fwd	—17,430	—17,430				
Transfers—Non-Federal \$	—88,550	—349,115		260,565		
TOTAL RESOURCES	3,447,911	2,869,324		260,742	315,000	2,845
EXPENDITURES						
Salaries and Wages	1,509,197	1,388,850		120,347		
State Share of Retirement	156,531	144,082		12,449		
Prof Service, Not By State	7,888	6,018		1,870		
Computer Service, By State	665	665				
Other Prof. Serv., By State	1,059	999		60		
Travel Expenses, In-State	2,193	2,161			32	
Travel Expense, Out-State	164	164				
Operation—State Vehicles	15,641	15,641				
Utilities	333,322	224,511		108,811		
Rents	108,237	108,237				
Repairs	236,801	224,731		9,225		2,845
Insurance	49,302	46,142		3,160		
General Operating Expense	26,344	25,768		375	201	
Fuel	167,446	154,871		12,575		
Other Supplies	54,791	44,640		10,151		
Pensions	3,858	3,858				
Land And Land Rights	1,054	1,054				
Buildings & Improvements	209,570	208,394		330	846	
Equipment Purchases	9,752	8,679		1,073		
Structures & Improvements	6,700	6,700				
TOTAL EXPENDITURES	2,900,515	2,616,165		280,426	1,079	2,845

BUREAU OF PURCHASES

JOSEPH E. STEPHENSON, STATE PURCHASING AGENT

Central Office: Statehouse, 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 Count—All Positions: 67

Permanent Legislative Count: 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

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

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 1977 to require the approval of the Governor and subject to review by the Joint Standing Committee on State Government and to confirmation by the Legislature. Within the Bureau are the divisions of Postal Service, Warehousing, Central Duplicating and Central Photography services.

PROGRAM: The 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 issued a booklet entitled *How to Sell to the State of Maine* which, in capsule form, outlines the State's needs and requirements and solicits vendor justification in its buying program. The Bureau also revamped many of its procedures and instituted standardized service contracts permitting greater efficiencies to outlying State agencies.

Many of the buyers participated in a formal purchasing course sponsored by the Purchasing Management Association of Maine in cooperation with the University of Maine at Portland-Gorham. Participation in special courses and services has been a continuing professional development program of the Bureau.

State Surplus transferred over \$225,600.00 worth of State property between departments and agencies or sold to municipalities. In addition, the surplus auctions totaled a record \$246,656.50. Furthermore, the State postal service handled over 25 million pieces of mail and recorded postage sales of \$994,356.52. A single permit number system was initiated for all agencies for "Business Reply" and "Bulk Rate" mail. Lastly, the Standardization Committee adopted a copier analysis guide, which provides a more effective means of determining equipment needs.

The Reprographics Division was restructured and all classifications were reviewed and necessary personnel upgrading accomplished. The discontinuation of special sizes and special stock and colors has added to overall efficiency and has reduced operating costs.

PUBLICATIONS: *How to Sell to the State of Maine*—(Free)

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
BUREAU OF PURCHASES						
RESOURCES						
Bal Brt Fwd—Unencumbered	420,180					420,180
Interest/ Investment/ Rents	5,193					5,193
Fees Charged For Services	6,838					6,838
Legislative Approp/ Alloc	274,402	274,402				
TOTAL RESOURCES	706,613	274,402				432,211
EXPENDITURES						
Salaries and Wages	567,442	199,442				368,000
State Share of Retirement	57,710	21,051				36,659
Prof Service, Not By State	183					183
Computer Service, By State	9,517	89				9,428
Other Prof. Serv., By State	—4	—4				
Travel Expenses, In-State	1,243	1,106				137
Travel Expense, Out-State	604	164				440
Operation—State Vehicles	4,566					4,566
Utilities	10,959	6,476				4,483
Rents	13,509	2,203				11,306
Repairs	27,147	488				26,659
Insurance	18,588	5,408				13,180
General Operating Expense	15,810	13,364				2,446
Other Supplies	12,663	5,412				7,251
Depreciation	16,661					16,661
Equipment Purchases	900	900				
TOTAL EXPENDITURES	757,498	256,099				501,399

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

JOSEPH E. STEPHENSON, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: Statehouse, 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 Count—All Positions: 1

Permanent Legislative Count: 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, originated in December, 1969, through an Executive Order of the Governor which established the 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

GENERAL GOVERNMENT

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. In September of that year, again by mutual consent, ex-officio membership of the Committee was changed to replace the Director of Central Computer Services with the State Director of Public Improvements.

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.

During the past year, the Committee acted upon more than 650 contracts and contract amendments involving a total expenditure of approximately \$9¼ million 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. This activity was conducted through numerous work sessions and meetings with agency representatives as well as independent review by individual Committee members.

Also, in a continuing effort to standardize and simplify contractual procedures, the Committee participated in a joint project to catalog the many types of contractual agreements and related procedures in use within Maine State government. The findings of this research will form a partial basis for a major overhaul of Section 48 of the *Manual of Financial Procedures* this year, to be followed by a series of instructional seminars for agency contract administrators. This effort is in addition to the routine advice and assistance provided daily by the Committee and staff concerning RFP and contract preparation and processing.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

STANDARDIZATION COMMITTEE JOSEPH E. STEPHENSON, RECORDING SECRETARY

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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.

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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. This past year standards have been set in the area of office furniture, carpeting and photo-copiers.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

Central Office: Statehouse, 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 Count—All Positions: 200

Permanent Legislative Count: 222

Organizational Units:

Property Tax Division

State Tax Division

Audit Division

Operations 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 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 and 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

GENERAL GOVERNMENT

of Property Taxation was abolished. Early in 1976 the Bureau implemented a reorganization plan which provided for a Property Tax Division, State Tax Division, Operations Division, and Audit Division.

PROGRAM:

Property Tax Division. In the Unorganized Territory during FY 77, the Bureau completed property evaluation of 40 townships including inspection and appraisal of 3,000 individual properties. A complete revision of all acreage values throughout the Unorganized Territory was accomplished. An ongoing revision of all Property Tax maps including identification of parcels, ownership changes and property splits was conducted. In addition, 32 township maps were completely reconstructed. Furthermore, the Bureau maintained approximately 20,000 taxpayer accounts including new valuations, map changes, tax billings, advertising and lien procedures.

Concerning the Spruce Budworm Suppression Tax law, the Bureau implemented full computerization for identification, billing and revenue accounting for all owners of parcels subject to this tax in both the organized municipalities and unorganized territory.

With regards to organized municipalities, the Bureau completed the field studies of municipalities for the 1978 State Valuation utilizing the computerized sales ratio program developed in FY 76; continued upgrading of the municipal statistics programs; prepared and presented 24 courses in Property Assessment Techniques and Administration throughout the State in 15 locations with total attendance of 460 students; prepared and presented certification examinations for 85 applicants. The Bureau also provided assistance to municipal assessors in setting tax rates, making tax commitments, interpretation of Property Tax law and appraisal techniques; provided assistance to municipal tax collectors regarding the Motor Vehicle Excise Tax law; and initiated a computerized program for developing calendar and fiscal year State Tax assessments.

Division revenues for the fiscal year are as follows:

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PROPERTY TAX DIVISION

1976-1977

Unorganized Territory

Real Estate Tax	\$7,260,602.
Personal Property Tax	205,485.
Spruce Budworm Tax	1,356,804.
Real Estate Transfer Tax	682,863.
Interest on Tax	8,283.
Total	\$9,514,037.

Organized Municipalities

Spruce Budworm Tax	\$ 698,246.
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State Tax Division.

Sales Tax Section. Net assessment for sales, rentals, use tax, interest and penalties for the fiscal year ending June 30, 1977 were \$163,601,966. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately \$4,354,000 for the fiscal year ending June 30, 1977.

The First Special Session of the 107th Legislature required the payment of any use tax due on the casual sale of out-of-state purchase of a motor vehicle to the Motor Vehicle Division of the Secretary of State's Office as a prerequisite to registration. The new method of collection has resulted in a substantial increase in revenue.

The 108th Session of the Legislature enacted legislation exempting from sales tax certain solar energy equipment and jet fuel used in international flights, as well as several changes which will expedite the collection of sales and use taxes.

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Inheritance Tax Section. Revenue for the fiscal year ending June 30, 1977 totaled \$8,040,815. No new inheritance tax legislation was passed by the Regular Session of the 108th Maine Legislature. During the 76-77 fiscal year, the changes in the law relating to the valuation of joint bank accounts between husbands and wives, effective July 29, 1976, and the exemption and rate changes, effective October 3, 1975, began to be more fully reflected in tax assessments. These changes indicate that the total revenue will remain constant as was estimated when the changes were recommended.

Income Tax Section. Total net assessments from corporate income tax for FY 77 were \$33,968,950; and net assessments from the individual income tax for FY 77 were \$72,564,021.

Recent changes in the Internal Revenue Code have again caused the standard deduction on Maine income tax returns to be different from Federal, effective January 1, 1977. The Federal standard deduction is more liberal than Maine's.

Recent legislation changes in the income tax law permit reciprocal tax credits with the Canadian provinces, allowing child care credits and imposing a minimum tax on tax preference income, as well as lump-sum retirement plan distributions. The due dates of corporate estimate payments now conform with Federal due dates.

The section of our law restricting State withholding from members of the military was deleted. This will permit Maine to participate in the new Federal program of withholding State income taxes from members of the armed forces.

Excise Tax Section. Several changes were made in Chapter 701 of Title 36 (Blueberry Tax). The purpose of these changes was to reorganize the laws relating to the blueberry tax. The tax rate imposed on blueberries was increased from 1¼ mills to 2 mills and from 2¼ mills to 3 mills per pound. It also replaced the Blueberry Industry Advisory Committee and the Advisory Board with a University of Maine Blueberry Advisory Committee and a Maine Blueberry Commission. Effective date of this legislation is October 24, 1977.

Chapter 534, February 21, 1977, under an emergency preamble, repealed the Marine Worm Tax and replaced it with a fee for inspection and specified certain offenses concerning the sale of marine worms and other commodities to be administered by the Department of Agriculture.

A change in the Internal Security and Public Safety Law (Title 25) increases the tax on premiums for fire risks written in the State of Maine from ⅓ of 1% to ¾ of 1%. This is effective October 24, 1977. Additionally, section 2903 of the Gasoline Tax law was amended to increase the tax on jet fuel used in international flights from one cent to two cents.

Total net assessments for FY 77 were: Gasoline, Use Fuel and Motor Carrier—\$54,170,813., Business and Special Industry Taxes and Cigarette Tax—\$47,020,304., Aeronautical Gas Tax \$436,373.

Elderly Householders Tax and Rent Refund Activities. The Elderly Householders Tax and Rent Refund Program was amended by the 108th Legislature to provide increased benefits. Applicants will now receive a refund of the amount by which their property tax, or 25% of rent paid, exceeds 10% (previously 21%) of their household income in excess of \$3,000. The income limits remain unchanged.

Elderly Householders Tax and Rent Refund Activity

Year Ending June 30:	1975	1976	1977
Number of Applications Filed	17,615	23,125	22,326
Number of Applications Approved	15,074	19,958	19,299
Total Payments	\$3,119,341.	\$3,853,134.	\$3,759,492.
Average Payment	\$ 206.94	\$ 193.06	\$ 194.80

Audit Division. The Audit Division coordinates field audits for sales, income and motor fuel taxes. The division now includes delinquent account activities in order to provide greater efficiency of operation.

Audit statistics for fiscal year 77 are as follows:

Net Revenue:

Sales Tax	\$ 637,387.00
Income Tax	1,682,168.00
Excise Tax	56,229.00
TOTAL	\$2,375,784.00

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In-State	\$ 787,833.00
Out-of-State	1,587,951.00
TOTAL	\$2,375,784.00

Operations Division. Operations Division is the administrative support unit for the Bureau. It is principally responsible for the processing of mail, revenue accounting, computer services, file and storage services and administrative support.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	12,921	12,921				
Legislative Approp/ Alloc	7,194,623	7,194,623				
Adjustment of Balance Fwd	—532	—532				
Transfers—Non-Federal \$	8,521	8,521				
TOTAL RESOURCES	7,215,533	7,215,533				
EXPENDITURES						
Salaries and Wages	1,931,249	1,931,249				
State Share of Retirement	203,853	203,853				
Prof Service, Not By State	10,103	10,103				
Computer Service, By State	243,106	243,106				
Other Prof. Serv., By State	401	401				
Travel Expenses, In-State	134,705	134,705				
Travel Expense, Out-State	48,859	48,859				
Operation—State Vehicles	2,485	2,485				
Utilities	47,462	47,462				
Rents	22,184	22,184				
Repairs	13,074	13,074				
Insurance	52,367	52,367				
General Operating Expense	260,366	260,366				
Other Supplies	124,384	124,384				
Public Assistance Grants	3,751,872	3,751,872				
Equipment Purchases	19,016	19,016				
TOTAL EXPENDITURES	6,865,486	6,865,486				

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: Statehouse, 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 Count—All Positions: 42

Permanent Legislative Count: 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

GENERAL GOVERNMENT

responsibility for monitoring the purchase and rental of data processing equipment by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

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 and Systems and Programming are the two major facets of the program of Central Computer Services.

Computer Operations. Physical consolidation and enhancement of the IBM 370/135 Computer, reorganization of Computer Operations functional work environment, refinements to the Honeywell 6000, and efforts to train personnel were the highlights of the past year.

Work relating to the physical consolidation of the IBM System 370/135 from the Department of Transportation to Central Computer Services, and rejoining the Systems and Programming and Administrative Staffs that had been scattered throughout the building as our space requirements grew, occupied most of the summer months of 1976. Computer Operations was significantly expanded to provide space for the incoming IBM 370 and the overflowing support sections. Remodeling of the computer room involved an expansion of some 1,200 square feet of raised flooring, additional power and air conditioning and extension of the fire detection and suppression system. Work was completed in the computer room in August to facilitate the consolidation.

The Computer Services Support Unit was expanded to meet a growing need for additional Tape Library and Input/Output Section space. The Auxiliary and Data Entry Sections were separated, the former being placed in line with the job flow. Generally, much consideration was given to security, the access requirements of the users, and future expansion requirements, which hopefully will not result in as much physical movement. Additional user output space (approximately three times the present space) was planned and work continues to complete this area.

Supervisory and management personnel were relocated to afford better access by both the public and their sections, and the Systems Software Support Group was expanded and relocated as well.

The IBM System 370/135 was moved to Central Computer Services in Mid-August 1976 without occurrence. The Department of Transportation (DOT) readily moved into a remote job entry environment that seems to work out very well. During the late fall and winter months, Computer Operations gradually began building the OS software portion of the 370/135. A variety of packages, compilers and assemblies were installed to better serve our OS Users and to begin the planning of DOT's conversion from DOS to OS. In late winter Central Computer Services and the Department of Educational and Cultural Services agreed to the development of a Vocational Technical Institute System, and work began on the implementation of communications capability on the 370/135. CICS (Customer Information Control System) was chosen to support on-line terminals and a schedule of operation was chosen to facilitate testing and development of the new system in conjunction with providing the turnaround required by DOT's production work.

IBM's announcement of its System 370/138 was met with much enthusiasm at Central Computer Services, and a Model 138 was ordered for installation in July of 1977. The Model 138 has caused a 30% improvement in throughput capability at a reduced cost. Computer Operations spent much of the late spring and early summer developing the software necessary for the new machine. Contractual arrangements with Control Data Corporation (the supplier

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for memory on the 370/135) were made to substitute plug-compatible disk drives for CDC memory during the remainder of their contract. The disk drives were installed in May.

The Honeywell 6060 Computer System showed little growth during the year, as user efforts were more geared to efficiency in existing systems as opposed to developing new systems. Two additional disk drives and a few terminals were added to support growing on-line requirements. In January 1977, 128K of core memory was added to the dual processor 6060 to meet day shift and on-line memory requirements, and to support the planned implementation of Medicaid Management Information System. Software enhancements to the Honeywell systems were geared toward better security and monitoring of utilization. For the largest portion of the year Honeywell System availability was better than 99%.

Computer Operations in addition spent a portion of time investigating a variety of future time and money savers including Page Printing, (a device that prints, bursts and collates data at the rate of 18,000 lines/minute), mini computer concentrators (devices concentrating many communications lines into one), and an assortment of data entry and terminal devices. Computer Operations research into short haul modems in 1976-'77 as an alternative to leased telephone company modems in a local environment is already saving State Government in excess of \$3,000/month in lease charges. Computer Output Microfilm (COM) a contracted service first provided for users in 1975-'76 is growing well to the point where it may be cost beneficial to start in-house COM processing sometime during the next biennium.

Systems and Programming. Through its Systems and Programming Division Central Computer Services (CCS) provides support for several agencies which do not have their own data processing staff. Included among the users in this category and the systems CCS is involved with are:

User	System
Agriculture	Seed Potato, Pesticide Licensing, Egg Production
Alcoholic Beverages	Warehouse Inventory
Budget	Budget Document Preparation, Work Program
Courts	Civil and Criminal Activity
Executive	Boards and Commissions
Inland Fisheries & Wildlife	Snowmobile, Watercraft, Subscription
Labor and Industry	Boiler and Elevators, Occupational Safety and Health
Legislature	Bill status, Title and Section
Lottery	Weekly Game
Nursing	Licensing
State Employee Relations	Collective Bargaining
Personnel	Certification, Employee, Position
Purchases	Journal Consolidation
Retirement	Actuarial, Contributions
State Police	Activity, Vehicle Maintenance

In addition Central Computer Services maintains SCORE, a generalized report generator, and MIDAS a generalized data base manager for use by State government. Systems and Programming also performs work for agencies, which have their own staff, but may need assistance on a project basis. In the past year we have been involved with several projects in this category:

User	System
Education	Vocational Training Information System
Human Services	Vocational Rehabilitation
Taxation	Income Tax, Property Tax

In the past year services have also been provided to the Temporary Compensation Review Board, the Maine Criminal Justice and Planning Assistance Agency and Banks and Banking. Among major accomplishments were documentation of Taxation Systems; design of Retirement Contributions, Vocational Education and Personnel Certification Systems; and Budget, Legislative and Alcoholic Beverages enhancements.

In order to support maintenance activities and an increased demand for services three positions were added to this Division giving a total of thirteen.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	104,060					104,060
Licenses/Permits/Fees/Tax	—61,832					—61,832
Interest/Investment/Rents	17,565					17,565
Fees Charged For Services	2,339,318					2,339,318
TOTAL RESOURCES	2,399,111					2,399,111
EXPENDITURES						
Salaries and Wages	485,766					485,766
State Share of Retirement	50,411					50,411
Prof Service, Not By State	82,896					82,896
Travel Expenses, In-State	751					751
Travel Expense, Out-State	2,658					2,658
Utilities	14,882					14,882
Rents	389,569					389,569
Repairs	352,866					352,866
Insurance	14,059					14,059
General Operating Expense	6,895					6,895
Other Supplies	77,254					77,254
Depreciation	854,830					854,830
Buildings & Improvements	3,673					3,673
Debt Retirement, Interest	208,066					208,066
Chgs. To Asset/Liab. Accts.	2,244					2,244
TOTAL EXPENDITURES	2,546,820					2,546,820

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 Count—All Positions: 242

Permanent Legislative Count: 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.

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

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation was continued and four more stores were converted and two former self-service stores were closed during FY77. The Bureau now operates twenty nine self-service outlets and the program will be continued within available funds and at suitable locations.

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 smaller towns may be closed and agency stores established which would result in savings of operating costs for the state. During FY77 fifteen more agencies were established making the total twenty eight and at least nine 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.

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FINANCES, FISCAL YEAR 1977:

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	39					39
Bal Brt Fwd— Encumbered	—11,807					—11,807
Fees Charged For Services	200					200
Legislative Approp/Alloc	3,971,578					3,971,578
Adjustment of Balance Fwd	88					88
TOTAL RESOURCES	3,960,098					3,960,098
EXPENDITURES						
Salaries and Wages	2,325,775					2,325,775
State Share of Retirement	222,265					222,265
Prof Service, Not By State	5,126					5,126
Computer Service, By State	30,834					30,834
Travel Expenses, In-State	5,246					5,246
Travel Expense, Out-State	234					234
Operation—State Vehicles	9,301					9,301
Utilities	315,595					315,595
Rents	299,545					299,545
Repairs	37,569					37,569
Insurance	70,404					70,404
General Operating Expense	57,872					57,872
Fuel	42,772					42,772
Other Supplies	60,121					60,121
Depreciation	69,330					69,330
Pensions	8,344					8,344
Chgs. To Asset/ Liab. Accts.	13,537					13,537
Trans. to Spec. Rev. Fund	71,925					71,925
TOTAL EXPENDITURES	3,645,795					3,645,795

STATE LIQUOR COMMISSION

AURELE J. BOSSE, 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 Count—All Positions: 0

Permanent Legislative Count: 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 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

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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 was 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.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
STATE LIQUOR COMMISSION						
RESOURCES						
Legislative Approp/Alloc	9,851					9,851
TOTAL RESOURCES	9,851					9,851
EXPENDITURES						
Salaries and Wages	5,550					5,550
Travel Expenses, In-State	1,460					1,460
Utilities	254					254
Insurance	7					7
TOTAL EXPENDITURES	7,271					7,271

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MAINE INSURANCE ADVISORY BOARD

HARRIMAN W. MCKOWEN, EXECUTIVE SECRETARY

Central Office: Statehouse, 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 Count—All Positions: 3

Permanent Legislative Count: 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 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, 7/1/76	\$2,703,711.15
Premium Savings Deposited	10,879.70
Investment Income	158,342.42
Total	\$2,872,933.27
Withdrawn During Fiscal Year	—34,348.71
Balance 6/30/77	\$2,838,584.56

STATE AUTOMOBILE FLEET LIABILITY*

Term:	September 8, 1976 to September 8, 1977
Company:	Continental Insurance Company
Agency:	Morse, Payson & Noyes, Portland
Limits:	100/300/351
Premiums (subject of audit)	\$243,122
Total Number of Units	4,066
Total Number of Reported Accidents	488 (est)

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Losses Paid and Incurred to date	164,547 (est)
Loss Ratio	67.7% (est)

*Figures applicable as of 8/22/77

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, 1976 to July 9, 1977
Company:	Maine Bonding & Casualty Company
Agency:	John C. Paige Company, Portland
Limit:	\$1,000,000
Number of Employees Reported	17,101
Annual Premium (1975-1976)	16,151
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, 1976 to August 6, 1977
Company:	International Aviation Underwriters
Agency:	Turner, Barker & Company, Inc., Portland
Premium	\$18,972
Total Number of Units	25
Total Number of Losses	1
Losses Paid	\$35,000 (est)

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.

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FINANCES, FISCAL YEAR 1977:

MAINE INSURANCE ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	112	112				
Interest/Investment/Rents	158,342					158,342
Fees Charged For Services	8,714					8,714
Receipts From Other Funds	100					100
Legislative Approp/Alloc	196,786	196,786				
Transfers—Non-Federal \$	—38,502	—38,502				
TOTAL RESOURCES	325,552	158,396				167,156
EXPENDITURES						
Salaries and Wages	37,255	37,255				
State Share of Retirement	3,908	3,908				
Prof Service, Not By State	1,039	555				484
Travel Expenses, In-State	1,769	1,769				
Travel Expense, Out-State	417	417				
Utilities	1,556	1,556				
Repairs	50	50				
Insurance	82,815	48,766				34,049
General Operating Expense	1,334	1,334				
Other Supplies	1,206	1,206				
TOTAL EXPENDITURES	131,349	96,816				34,533

CAPITOL PLANNING COMMISSION

ALLEN G. PEASE, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 a 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: With the support of the State Planning Office and the Bureau of Public Improvements, the Commission prepared the Maine Capitol Planning Commission Report in accordance with statutory requirements. This report is an update of the Capitol Complex Master Plan submitted in 1969. This current report (December 1976) by the Commission indicates the accomplishments and the development within the Complex area since the original report. It further includes proposed direction for any future development and/or im-

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provements within the Complex area, with no basic change in the original philosophy of the earlier Master Plan.

This updated report was forwarded to the 108th Legislature for adoption. A joint resolution, dated June 20, 1977, was adopted by the 108th Legislature "Accepting the Capitol Planning Commission Report and indicating a willingness to utilize the Capitol Complex Plan and Public Improvements proposals as a guide for all future legislation pertaining to the Capitol Complex." This resolution further requires the Capitol Planning Commission to submit a report to the Second Regular Session of the 108th Legislature covering the following:

1. Advantages and disadvantages of centralizing government facilities in the Capitol Planning Area.
2. Advantages and disadvantages of expansion of the boundaries of the Capitol Complex Area to include other State government land located in the Augusta and Hallowell area.

The Capitol Planning Commission held several meetings with various property owners within the Complex Area pertaining to requests for variances and signage approval.

PUBLICATIONS:

Capitol Planning Commission Report (December 1976)

FINANCES, FISCAL YEAR 1977:

CAPITOL PLANNING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	830	830				
TOTAL RESOURCES	830	830				
EXPENDITURES						
Travel Expenses, In-State	49	49				
General Operating Expense	405	405				
TOTAL EXPENDITURES	454	454				

STATE BOARD OF ASSESSMENT REVIEW

JOHN SEXTON, CHAIRMAN

Central Office: Statehouse, Augusta 04333

Telephone: 622-1213

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 Count—All Positions: 0

Permanent Legislative Count: 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.

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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 1977:

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR		Special Revenue		Special	
	ALL FUNDS	General Fund	Funds (incl Federal)	Highway Fund	Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	2,000	2,000				
TOTAL RESOURCES	2,000	2,000				
EXPENDITURES						
TOTAL EXPENDITURES						

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: Cultural 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 Count—All Positions: 0

Permanent Legislative Count: 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.

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 acted upon requests submitted by county offices to destroy specified records having no permanent value. Projects pending include a pilot inventory of county records to be conducted in Penobscot and Hancock for the purpose of establishing comprehensive general disposition schedules; the development of a uniform indexing system for Registers of Deeds in cooperation with title attorneys; and the establishment of statewide standards in various phases of county record keeping. The Maine State Archives has continued to provide technical assistance and cleaning and fumigation services for interested

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counties; and in cooperation with the Board is providing emergency records storage to counties as well as security microfilm storage. County officers attended workshops conducted by the Maine State Archives on document restoration.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records*.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Costs have been absorbed by a related State agency unit.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: Cultural 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 Count—All Positions: 0

Permanent Legislative Count: 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.

PROGRAM: Projects undertaken by the Municipal Records Board include the development of a pilot inventory of municipal records in cooperation with the City of Belfast to facilitate the establishment of general disposition schedules. The Board acted upon requests to destroy specified records submitted by various municipalities, including the submission of the City of Gardiner which has undertaken a comprehensive records scheduling program. In cooperation with the Municipal Records Board, the Maine State Archives provided technical assistance to a number of municipalities, including consultant services to the town of Berwick which is establishing a municipal archives. Other services include records storage, fumigation, and selected microfilming projects. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

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LICENSES, PERMITS, ETC.:

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records*.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Costs have been absorbed by a related State agency unit.

TEMPORARY COMPENSATION REVIEW BOARD

ROGER V. SNOW, JR., CHAIRMAN

Central Office: Statehouse, Augusta 04333

Telephone: 289-2029

Established: 1976

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 90; *Unit:* 391; *Unit Citation:* 1975 P&SL Chap. 147

Average Count—All Positions: 4

Permanent Legislative Count: N.A.

PURPOSE: The Temporary Compensation Review Board was established in July 1976 as a result of legislation passed during the Special Session of the 107th Legislature, Chapter 147 of the Private and Special Laws, Part D, Employees Salary Plan. Its purpose was to hear appeals from the State employees who felt that their classification or position was not properly allocated to a pay range as a result of the recent Hay Classification Study.

ORGANIZATION: The five member Board was appointed by the Governor in July 1976. Two members were selected by the Governor from lists of five persons supplied by the two major State employee organizations. (Maine State Employees Association and the American Federation of State, County and Municipal Employees.) Two more were chosen by the Governor. The fifth was chosen from a list of five agreed upon by the President of the Senate and the Speaker of the House and submitted to the Governor.

PROGRAM: The Board determined that hearings would be held for each classification appealed. Its decision to interpret the statute as requiring public hearings was made only after much deliberation. Never before in any State had employees been invited to participate in hearings in person under a Hay Associates proposed pay plan. Other significant procedures adopted by the Board provided:

- 1) that there would be at least 10 (ten) days notice of each hearing.
- 2) that employees could speak for themselves and/or be represented by a spokesperson.
- 3) that employee organizations, the employing departments and the Governor's Cabinet Management group could speak at the hearings and present evaluations.
- 4) that any concerned party appearing at the hearing might submit additional documentation in support of a position within three business days following the hearings.
- 5) that appeals, once made, could not be withdrawn.

Besides all the testimony, evaluations and post-hearing briefs, the Board also received many briefs, charts, and other informative and helpful material during the hearing process.

The Board worked full time and issued its decisions on most of the classified service on December 14, 1976. (Although the legislation had anticipated that the Board would be finished with its business on November 1, 1976, it soon became apparent that much more time would be necessary to complete its assignment.) It released its final report on the classified service on January 26, 1977. Hearings began in January on the unclassified service, and the Board issued its preliminary report on the unclassified service on February 25, 1977. It then adjourned until

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May 1977 in order that the Personnel Department could perform audits on positions that the Board found impossible to evaluate. The Board reconvened for four days in May, and issued its final report on June 14, 1977 at which time it considered that it had fulfilled its statutory responsibilities to the best of its abilities.

The Board determined the pay ranges for 703 classifications in the classified service, and talked with more than 1,600 persons at its hearings. The percentage of classes decided by the Board was 66% of the total number of classifications existing. In addition the board held 181 hearings in the unclassified service, involving more than 600 individuals, determining the pay ranges for approximately 60% of the unclassified service.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

TEMPORARY COMPENSATION REVIEW BOARD	TOTAL FOR		Special Revenue			
	ALL FUNDS	General Fund	Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	20,000	20,000				
Transfers—Non-Federal \$	35,000	35,000				
TOTAL RESOURCES	55,000	55,000				
EXPENDITURES						
Salaries and Wages	30,780	30,780				
Computer Service, By State	11,927	11,927				
Travel Expenses, In-State	3,226	3,226				
General Operating Expense	5,963	5,963				
Other Supplies	338	338				
TOTAL EXPENDITURES	52,234	52,234				

CRIMINAL LAW ADVISORY COMMISSION

PETER G. BALLOU, CHAIRMAN

STEPHEN L. DIAMOND, Staff Attorney Department of Attorney General

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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

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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: The Commission completed its organizational activities early in the fiscal year. During the course of the year, it researched, discussed, and drafted numerous proposed changes in Maine's criminal laws. Some of these changes were suggested by commission members and consultants, while others were submitted to the Commission by outside groups and individuals. Those changes approved by the Commission were submitted to the Joint Standing Committee on the Judiciary. The Commission's proposed legislation was enacted into law as part of Chapter 510 of the Public Laws of 1977. In addition, the Commission reviewed all legislative documents relevant to the criminal laws of Maine and made recommendations to the appropriate legislative committees.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE-CANADIAN EXCHANGE ADVISORY COMMITTEE

ROBERT L. COUTURIER, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 77, the Commission met twice to discuss current problems.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

GENERAL GOVERNMENT

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN

ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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: Six meetings were held at least quarterly during FY 77. Some of the services performed were: reviewed the feasibility of purchasing the IBM 370 Model 145 installed at the University of Maine,—eventually terminated because of legal questions involved; determined a method of providing cost justification studies for computer application areas previously defined; assisted in the development and approved the final content of the State Data Processing Master Plan which was submitted to the Governor and Legislature in March of 1977; and considered and approved suggested changes for FY 78 and FY 79 Budgets for Central Computer Services, rates for computer services for FY 77, a computer upgrade from IBM S/370 Model 135 to Model 138 with additional memory capacity at reduced costs, and an equipment upgrade for Maine Employment Security Commission to facilitate job-matching services.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Board expenses are assumed by the Bureau of Central Computer Services and are included in the fiscal data of that Bureau.

GENERAL GOVERNMENT

ADVISORY COMMITTEE ON STATE TELECOMMUNICATIONS

RICHARD G. BACHELDER, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 Department of Conservation, Finance and Administration, Inland Fisheries and Wildlife, Marine Resources, Public Safety, and Transportation; also from the Bureau of the Military, Bureau of Civil 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: In addition to the membership established by the Legislature, representatives from the University of Maine and the Emergency Medical Services project have been attending Committee meetings. Involvement of these additional agencies has enhanced the potential of this Committee to effect increased communication efficiency and capability among the agencies involved. Emergency Medical Services has recently employed, on a full time basis, a Communication Technician who will be assisting the Committee.

The Committee met several times during the year and much progress has been made regarding a more knowledgeable understanding of each agencies' communication system as it relates to that agencies responsibilities. It appears that the replacement of the individual agency systems with one State-wide system will not be feasible for quite some time, if ever. However, further understanding and coordination will result in better agency communication programs with minimum duplication of effort. All agencies represented have extended cooperation in this effort.

The Telecommunications Committee will continue to explore the feasibility of full-time personnel service resources being made available on a State-wide basis, to maximize efficiency, capability and savings in this most important area of communication.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

GENERAL GOVERNMENT

MAINE CRITICAL AREAS ADVISORY BOARD

LINDA JONES, CHAIRMAN
R. ALEC GIFFIN, Staff Supervisor

Central Office: State Planning Office, 184 State Street, 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 Count—All Positions: 0

Permanent Legislative Count: 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 Programs. 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 77, the Maine Critical Areas Advisory Board met seven times. Fifteen planning reports were delivered to the Board. These reports provide the justification to evaluate areas for registration as critical areas. On the basis of these reports and specific evaluations of areas, 32 areas were selected for inclusion on the Register. Twenty-three additional planning reports were submitted to the State Planning Office (SPO). The Critical Areas Program initiated contractual work on thirteen subjects, which result in sixteen planning reports. At the conclusion of the fiscal year, there were a total of 62 areas included on the Register.

In addition to registration activities, the Board and the State Planning Office worked with other agencies, private conservation organizations, and landowners to conserve the values of critical areas by properly managing these areas.

A general brochure on Least Terns was prepared.

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
Inkberry
Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers and Least Terns
Panax quinquefolius
Small Whorled Pogonia
Ram's-head Lady's Slipper
Wading Birds
Widers
Horseshoe Crab

Mountains
Mountain-laurel
Sassafras
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea

Other Publications: "Critical Areas Program", a pamphlet
"Least Terns", a brochure

GENERAL GOVERNMENT

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

JOHN P. O'SULLIVAN, COMMISSIONER,
DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 conducted open enrollment October through December 1976.

PUBLICATIONS: *Maine State Deferred Compensation Plan* (controlled distribution to new State employees).

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

GENERAL GOVERNMENT

FOREST LAND VALUATION ADVISORY COUNCIL

PERRY LAMB, CHAIRMAN
NORMAN P. LEDEW, Director, Property Tax Division

Central Office: Statehouse, Augusta 04333

Telephone: 289-2011

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 Count—All Positions: 0

Permanent Legislative Count: 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

STATE PERSONNEL BOARD

PATRICIA E. RYAN, CHAIRPERSON

Central Office: Statehouse, 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 Count—All Positions: N.A.

Permanent Legislative Count: 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. The 107th Legislature vested these powers in the Commissioner of Personnel and amended the purpose to that of making recommendations and rendering assistance relative to the State's personnel system. The Board is also charged with hearing and resolving in matters of determination of classification, allocation and reallocations actions.

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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 passed during the 107th Legislature, the Office of Commissioner of Personnel was 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 Commissioner of Personnel 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 normally meets regularly at least once each month, and may hold additional meetings as may be necessary. The Commissioner 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 ten regular meetings. There were fewer than normal meetings because of the changing role of the Board and because agendas in January and February lacked activity. Specific activities and accomplishments of the Board are contained in the administrative Report of the (Office of) Commissioner of Personnel.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The expenses of this Board are included in the finances of the (Office of) Commissioner of Personnel.

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 Count—All Positions: 0

Permanent Legislative Count: 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.

GENERAL GOVERNMENT

PROGRAM: Governor Longley convened the first Commission meeting on October 2, 1975. Subsequently, the Commission has met at least once a month. The Commission has also held two series of public hearings across the State, as well as numerous work sessions with representatives of State agencies, the judiciary, law enforcement personnel, family and children's services workers, and other interested groups. In its work the Commission focused on four areas: prevention, non-criminal behavior, criminal behavior, and juvenile courts.

Based on the results of its research and public reaction to its preliminary report of findings and recommendations, the Commission made its final decisions for legislative recommendations in December, 1976. In January, 1977, the Commission submitted a draft of a proposed new Maine Juvenile Code to the Legislature and the Governor. This proposed Juvenile Code was refined in the legislative process, enacted by the Legislature, and signed by the Governor on July 19, 1977.

In order to ensure that the new code is properly implemented, the Commission will monitor preparations for its implementation and assist with the preparation of any legislation which is necessary to clarify or technically correct some feature of the code.

PUBLICATIONS:

Background Research Reports (Free; available from Maine Criminal Justice Planning and Assistance Agency and Commission members for on-location use.)

"Goals of Maine's Juvenile Justice System: Report on Task 1," February, 1976; 109 pgs., 17 appendices.

"Statutes of Maine's Juvenile Justice System: Report on Task 3," March, 1976; 99 pgs., 3 appendices.

"Regulations of Maine's Juvenile Justice System: Report on Task 4," July, 1976; 133 pgs., 6 appendices.

Data Analysis Reports (Free; available from Maine Criminal Justice Planning and Assistance Agency and Commission members for on-location use.)

"Analysis of Available Statistical Data Related to Prevention Issues," August, 1976; 24 pgs., 1 appendix.

"Analysis of Available Statistical Data Related to Criminal and Non-Criminal Behavior—An Interim Report," September, 1976; 6 pgs., 1 appendix.

"Analysis of Available Statistical Data Related to the Juvenile Court System," October, 1976; 27 pgs., 1 appendix.

Commission Reports (Free; available from Maine Criminal Justice Planning and Assistance Agency.)

"Preliminary Report of Recommendations and Analysis," (2 volumes), October, 1976; 152 pgs., 12 appendices.

"Summary of Preliminary Report of Recommendations and Analysis," October, 1976; 48 pgs.

"Proposed Draft of a New Maine Juvenile Code," January, 1977; 88 pgs.

FINANCES, FISCAL YEAR 1977: The state accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

GENERAL GOVERNMENT

MAINE-CANADIAN EXCHANGE OFFICE

Vacant—For Information Telephone 289-3531

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 77 the Office was inactive.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

GENERAL GOVERNMENT

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 Count—All Positions: 4

Permanent Legislative Count: 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.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
ADMINISTRATIVE COURT						
RESOURCES						
Legislative Approp/Alloc	39,844	39,844				
Transfers—Non-Federal \$	372	372				
TOTAL RESOURCES	40,216	40,216				
EXPENDITURES						
Salaries and Wages	34,602	34,602				
State Share of Retirement	1,149	1,149				
Travel Expenses, In-State	1,414	1,414				
Utilities	908	908				
Repairs	99	99				
Insurance	563	563				
General Operating Expense	692	692				
Other Supplies	247	247				
TOTAL EXPENDITURES	39,674	39,674				

INTERSTATE BOUNDARY COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: c/o Department of Attorney General, Statehouse, Augusta 04333

Established: 1971

Telephone: 289-3661

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 94; *Unit:* 286; *Unit Citation:* 1971 P & SL, Chap. 131

Average Count—All Positions: 0

Permanent Legislative Count: 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 were studied by the Interstate Boundary Commission and the Department of the Attorney General to determine if the boundary line proposed therein properly protected the interests of the State of Maine.

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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 remained was for the two states to agree upon the manner and method of locating the line.

Proposals were advanced to indicate the final interstate marine boundary either by (1) placement of a buoyage system along the boundary line or (2) by delineating the boundary on United States nautical and topographical charts and maps. The State of Maine recommended the chart and map approach as being less costly to implement and maintain and also with the knowledge that the principal parties involved, the fishermen, would know the location once it had been published. Ultimately this view was accepted by all concerned and was recommended thus to the Supreme Court. An early final Order is anticipated.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

INTERSTATE BOUNDARY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,333	4,333				
TOTAL RESOURCES	4,333	4,333				
EXPENDITURES						
Travel Expense, Out-State	31	31				
General Operating Expense	32	32				
TOTAL EXPENDITURES	63	63				

BOARD OF EMERGENCY MUNICIPAL FINANCE

R. L. HALPERIN, STATE TAX ASSESSOR, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: N.A.

Permanent Legislative Count: 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 Tax Assessor 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 77.

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 judg-

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ment 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

STATE EMPLOYEES' APPEALS BOARD

SAMUEL D. SHAPIRO, CHAIRMAN

Central Office: 4 Pray Avenue, Waterville 04901

Telephone: 872-5820

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 Count—All Positions: 0

Permanent Legislative Count: 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 77, 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 10 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.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

STATE EMPLOYEES' APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	11,844	11,844				
TOTAL RESOURCES	11,844	11,844				
EXPENDITURES						
Salaries and Wages	10,561	10,561				
Prof Service, Not By State	100	100				
Travel Expenses, In-State	436	436				
Travel Expense, Out-State	3	3				
Utilities	60	60				
General Operating Expense	133	133				
Other Supplies	18	18				
TOTAL EXPENDITURES	11,311	11,311				

STATE ENERGY RESOURCES ADVISORY BOARD

RICHARD R. J. MORIN, CHAIRMAN
GARY LINTON, Acting Director,
OFFICE OF ENERGY RESOURCES

Central Office: 55 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 Count—All Positions: 0

Permanent Legislative Count: 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 four times during 1976-77: October, December, March and June.

The Board advises the Director on all matters concerning the operations of the Office as well as on energy policy. Major tasks undertaken in 1976-77 were review of the calendar year work program, recommendations on the comprehensive energy plan, and recommendations for the "Maine Energy Policy Statement." 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.

GENERAL GOVERNMENT

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN

Central Office: c/o Department of Finance and Administration, Augusta 04333

Established: 1968

Telephone: 289-3781

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 94; *Unit:* 352; *Unit Citation:* 5 M.R.S.A., Sect. 285

Average Count—All Positions: 0

Permanent Legislative Count: 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; 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 policies for the State employees' group insurance.

PROGRAM: The Board of Trustees awarded contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Union Mutual Life Insurance Company for major medical coverage for the policy year ending April 30, 1978 based on competitive bidding. During the year the Board met periodically to review the operation of the Program.

PUBLICATIONS: "Your Health Care Benefits And How To Use Them."

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 0

Permanent Legislative Count: 1 part-time

**Since the close of the fiscal year, Vincent L. McKusick has been appointed Chief Justice.*

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 is also involved with improving present procedures for judicial selection and judicial administration and discipline.

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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 38

Permanent Legislative Count: 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, 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, 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, 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 new weekly game which went into effect on May 18, 1977, and instant games have been quite successful during the past year. Instant Lottery Games have proven to be very profitable due to instant information as to the results of the purchase.

A live, weekly two-minute television show informs the public of the winning numbers and keeps the public abreast of current Lottery activities. The new weekly game is designed to include Bonus Games which will be used in the near future as supplements to the weekly game.

LICENSES, PERMITS, ETC.:

License:

Lottery Sales Agent: Licenses are issued for a period of one year and are renewed annually.

PUBLICATIONS: Feedback, a newsletter published monthly distributed to sale agents. Copies can be obtained upon request of the Commission.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
STATE LOTTERY COMMISSION						
RESOURCES						
Bal Brt Fwd— Encumbered	217,735					217,735
Legislative Approp/Alloc	1,627,428					1,627,428
TOTAL RESOURCES	1,845,163					1,845,163
EXPENDITURES						
Salaries and Wages	358,757					358,757
State Share of Retirement	34,687					34,687
Prof Service, Not By State	243,421					243,421
Computer Service, By State	35,212					35,212
Travel Expenses, In-State	8,365					8,365
Travel Expense, Out-State	1,365					1,365
Operation—State Vehicles	20,607					20,607
Utilities	13,028					13,028
Rents	35,130					35,130
Repairs	1,435					1,435
Insurance	9,192					9,192
General Operating Expense	375,174					375,174
Other Supplies	7,086					7,086
Depreciation	18,274					18,274
Pensions	3					3
Trans. to Gen.-Fund Sta-Cap	6,512					6,512
TOTAL EXPENDITURES	1,168,248					1,168,248

COMMISSION ON MAINE'S FUTURE

HALSEY SMITH, CHAIRMAN

Central Office: 184 State Street, 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 Count—All Positions: 4

Permanent Legislative Count: 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 report is due to the Governor and Legislature on June 30, 1977, with the final report due on November 1, 1977. An interim report on the Commission's 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. The Commission was appointed and organized in the spring of 1975, and has been extremely active since its inception, holding frequent meetings to hear expert testimony, and numerous subcommittee meetings to complete research projects on a number of issues. The Commission is a volunteer organization 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 subjects of critical concern to Maine's future growth and development, e.g. population growth, and economy, natural resources, energy, transportation, education, social needs, and governmental institutions. The purpose of these meetings was to

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enlighten the Commission on matters of critical concern to Maine's future and to assist them in identifying probable trends which are likely to affect Maine in the future.

Simultaneously, the Commission staff, with the technical assistance of the State Planning Office, completed research studies in a number of areas, including the economy, demography, the environment, social and health concerns, and government.

In January 1976, the Commission was subdivided into four groups (Economy, Environment, Social Needs, and Government). Each of these groups conducted independent research and inquiries into their respective areas. Research documents were completed by each subgroup and were submitted to the entire Commission in November 1976. The Commission then reviewed each of these research reports and formulated alternative policies and recommendations for consideration.

In the late spring of 1976, the Commission began a public involvement program which included a five-part television series, special panel discussions open to the public, a booth at an agency fair, and public speaking engagements by Commission members before numerous groups throughout Maine. In addition, six "Futures Days" were held on Saturdays in various communities to expose Maine citizens to possible future trends and to determine how Maine people felt about given issues. Questionnaires were distributed and the results analyzed to inform Commission members how different regions of the state compared on each issue.

In November 1976, the Commission submitted an interim report on its activities to the Governor and Legislature. This report explained in detail how the Commission was conducting its study of the future and which issues were the focus of its work.

On June 30, 1977, the Commission submitted its preliminary report on its findings to the Governor, Legislature, and people of Maine. This report outlined the major areas of concern to the future of Maine, and listed some of the recommendations which the Commission had under consideration.

Shortly after the preliminary report was published, the Commission released a slide show entitled, "Maine 2000: Can We Get There From Here?". This film was based upon the findings of the Commission's preliminary report, and was shown to more than 140 public groups in 94 cities and towns throughout the summer months. The film was designed to inform Maine citizens of the problems and trends they would have to face as we approach the end of this century. Through the use of a questionnaire, the Commission elicited public response to some of the recommendations under consideration for inclusion in the final report. The results of this questionnaire were tabulated and were considered by the Commission prior to making its final recommendations.

On November 1, 1977, the Commission submitted its final report to the Governor. After final printing, the report will be made available free of charge to any person or group. Write: the Maine State Planning Office, 184 State Street, Augusta, Maine 04333. Or call: (207) 289-3261.

PUBLICATIONS:

Commission on Maine's Future Preliminary Report, June 30, 1977.

Commission on Maine's Future Final Report, November 1, 1977.

FINANCES, FISCAL YEAR 1977: Fiscal data for the Commission on Maine's Future is included in that of the State Planning Office.

GENERAL GOVERNMENT

MAINE MUNICIPAL BOND BANK

NORMAN S. KOMINSKY, 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 Count—All Positions: 2

Permanent Legislative Count: 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 Maine Municipal 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, 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 Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: The Maine Municipal Bond Bank had one bond offering during the fiscal year in May of 1977 rated Aa by Moody's and AA by Standard & Poor for \$20,500 that helped eleven local governmental units finance their capital projects. In addition, the Maine Municipal Bond Bank assists such units, especially the smaller units, with their long range financial plans and debt management problems.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

MUNICIPAL VALUATION APPEALS BOARD

HARRY G. SHULMAN, CHAIRMAN

Central Office: Statehouse, Augusta 04333

Telephone: 289-2615

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 Count—All Positions: 0

Permanent Legislative Count: 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,

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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, 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 received appeals requests from 39 municipalities during the fiscal year. One case was settled without hearing. Three towns withdrew their requests and two were denied hearings because their requests were received after the deadline. A total of 33 hearings were held, including a one-day session in Washington County which was intended to reduce the cost in time and money to those municipalities.

A total of 12 towns received reductions in their valuations. Twenty-one were not changed. Four of the municipalities which were denied reductions have appealed the decisions to the Maine Superior Court in actions against the State Bureau of Taxation and the Municipal Valuation Appeals Board. As yet, there has been no decision by the Superior Court.

Altogether it has been an active year. Three members of the Board were inexperienced in the hearings procedures and had to be indoctrinated while the hearings were actually in progress. It is gratifying to note that the sessions progressed successfully. Since the termination of the hearings the Board has conducted a series of instructional meetings with key members from the Bureau of Taxation, an attorney from the Attorney General's office, and in reviewing procedures. In addition, the Board is revising its list of instructions for towns and cities contemplating appeals.

The Board presently is faced with a problem of finding new quarters with the proposal to sell the Vickery-Hill Building. No funds are available in its budget to rent outside space and apparently officials have been unable to find suitable office space in State owned building.

This year, for the first time, with the State adopting a system of annual valuations, the Municipal Valuation Appeals Board anticipates a shift to annual hearings, probably beginning sometime in September.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	20,089	20,089				
Transfers—Non-Federal \$	172	172				
TOTAL RESOURCES	20,261	20,261				
EXPENDITURES						
Salaries and Wages	13,678	13,678				
State Share of Retirement	694	694				
Prof Service, Not By State	250	250				
Travel Expenses, In-State	3,058	3,058				
Utilities	576	576				
Repairs	41	41				
Insurance	269	269				
General Operating Expense	129	129				
Other Supplies	270	270				
TOTAL EXPENDITURES	18,965	18,965				

GENERAL GOVERNMENT
(OFFICE OF) COMMISSIONER OF PERSONNEL
ROBERT J. STOLT, COMMISSIONER

Central Office: Statehouse, 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 Count—All Positions: 29

Permanent Legislative Count: 30

Organization Units:

Merit Systems Division

Administrative Division

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 two major divisions through which it administers its statutory responsibilities; namely, the Administrative Division, and Merit Systems Division. 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, but is now integrated as a branch of the Administrative Division.

PROGRAM: During FY77, the (Office of) Commissioner of Personnel completed its 30th year of operation. Since their inception, the State Personnel Board and the office have worked towards realization of merit systems 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

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a competent and efficient working force to carry out the business of the State of Maine. Job analysis and management are the basic means by which to attain this goal.

During FY 77, 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:

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, designs of an additional computer module to be applied to eligibility and certification lists were completed.

Equal Employment Opportunity and Affirmative Action. Following appointment of an Affirmative Action Specialist in 1975, the department continues to assist and monitor all State agencies in matters involving Equal Employment Opportunity and Affirmative Action. An annual report to the Federal Government is prepared in order to determine the degree of compliance with Equal Employment Opportunity regulations.

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 system 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 and expand supervisory and employee training and staff development programs;
- 4.) Develop a new classification plan from the results of the job analysis program implemented in FY 77;
- 5.) Review and improve the Salary Plan;
- 6.) Improve service and administration through faster, higher quality word processing;
- 7.) Continue to pursue a fully effective use of electronic data processing in position and employee records system;
- 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;
- 12.) Continue an internal evaluation of current personnel management practices designed to achieve a more effective administration of the Personnel Law and Rules; and
- 13.) Revise and codify the Personnel Rules.

Merit System Division. Early in 1977 the former Classification and Compensation Division was merged with the Examination Construction branch of the former Career Management Division, to form the Merit System Division. Primary functions of the Merit System Division are: job analysis, examination construction and validation, maintenance of the classification and compensation plans, organizational studies and position management, research, labor relations, grievance processing, affirmative action, administration and revision of the Personnel Rules, collective bargaining advice and support.

During this reporting period Open Competitive examinations were conducted for 107 classifications on a continuous basis and for 114 classifications on a limited period basis (two to three weeks). Notifications released for Agency/Statewide Promotional Opportunities

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numbered 120. The total number of applications received and processed was 15,463. Of this number, 14,174 were directed to competitive classifications, 1,078 to non-competitive or labor classes and 211 were submitted for project/emergency appointments or reclassification actions.

Examinations for 25 different classifications included Oral Board Interviews; written tests were used in the examination process for 171 classifications; and experience and training evaluations (other than normal screening) were performed for 234 classifications, 1,762 applications were processed for classifications requiring a typing, stenographic or data entry performance test. With the assistance of user Agency personnel, 11 new written tests were developed and administered; structured, job-related interviews were developed and used for 15 different classifications; and 13 Experience & Training Rating Formats designed.

Examination staff continue to participate in the joint validation study (Game Warden I) sponsored by the New England Public Personnel Council. Presently, staff is planning the use of Subject Matter Experts within the Warden Service to review and evaluate over 300 test questions compiled by the Council. Results from all states will be analyzed by computer and a common test assembled.

The Department of Personnel completed the Hay Study and implemented the findings of the Temporary Compensation Review Board. Staff Development, cross-training of present employees and the addition of several new employees allowed the department to formally reorganize to increase its efficiency. The reorganization was completed during May and the generalist approach to personnel management was implemented, the classification, compensation and examination divisions were combined to describe, analyze, measure, compensate and examine for jobs in a complete and systematic manner.

Several new procedures have been implemented as well as the training of Agency personnel which will allow decentralization of the department. In addition, new approaches to job classification are under study and the department has listed and defined its goals and objectives in the areas of classification, job evaluation and examination. New methods of handling personnel matters in a positive manner have made FY 77 the most significant one in the history of the department.

Administrative Division. The Division encompasses the recruiting, examination, training, eligible registers, certification, data processing and records functions. Prior to reorganization, these branches were largely included in the former Career Management Division. The division also exercises supervision over the Public Services Careers program. The tight job market served to accelerate the application/examination volume and frequency. More job seekers applied for State service than ever before. Promotional opportunities also increased during the past year.

During the late winter and early spring, the division participated in job fairs and career days at the University of Maine at Portland-Gorham, University of Maine at Orono, Bowdoin College and at three high schools. These activities served to heighten interest in State service and to attract many high quality candidates. In addition, the division participated in or sponsored several training programs ranging from performance appraisal to supervisory training. Deep research into state-wide training requirements was also conducted to identify needs and to locate resources.

In June five all-day training sessions on the performance appraisal system were conducted for 273 top level supervisors. Plans were made to conduct a series of five day courses for 2,500 supervisors and a 2½ hour orientation for 9,600 non-supervisory employees.

Because of increased application and examination activity, the intensity and volume of eligible register and certification actions increased significantly. Because of this, the design of an automated register/certification system was started. Once this system is fully operational eligible register and certification actions may all be completed within 24 hours.

As of the end of the year the automated employee file started in September 1976 was 26% complete. This program which will replace the manual employee records system will progress at a much faster rate because of added personnel assets and program enhancement.

Implementation of the Hay Plan was accomplished for nearly 13,000 employees during October and November 1976, including all transitional allowances.

The division hosted two day meetings of the New England Public Personnel Council at Old Orchard Beach in October 1976 and April 1977. This forum brought together administration, examination, classification compensation, labor relations and affirmative action experts from the six New England states. Maine has already experienced the benefits of these sessions

GENERAL GOVERNMENT

through adoption of procedures, techniques, and subsystems successfully used by other New England jurisdictions.

Public Service Careers (PSC). 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 for the State of Maine.

In FY 77, Public Service Careers met and exceeded its objective of 50 placements by placing 57 economically disadvantaged people in State service positions. This is an increase of 11.8% over the previous year when 51 people were placed in permanent, full-time entry level positions. Of those placed this year, 30 have successfully completed the six-month probationary period, with 21 still on parole and expected to complete satisfactorily. The retention rate of PSC placements is far greater than that within the normal competitive 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, PSC provided a variety of training courses to State employees at a nominal cost to the employing agencies. Approximately 675 employees were involved in beginning, advanced and refresher courses in many subject areas. Business Education courses offered included Stenography, Typing, Business Math, Business English, Filing and Advanced Office Practice. In November of 1976, the curriculum was expanded to include Business Correspondence, General Math, General Recordkeeping, Business Law, Economics, Applied Typing and Exploratory Business. Approximately 325 State employees completed one or more of these courses.

"A Basic Orientation to Supervision in Maine State Service", a course developed by PSC staff in 1975 and revised and updated in the winter of 1976, was presented to approximately 336 State employees. This course is specifically designed to address supervisory problems in Maine State service. During FY 77, the course was presented to supervisors in Augusta, Portland, Bangor, Lewiston and Rockland. A special seminar was prepared for presentation to all supervisory personnel in the Department of Agriculture at the request of the Commissioner of Agriculture. This seminar is in its final week as of July 18th.

Other training efforts included a five-day training session for specially selected personnel from several State departments in the philosophy and practice of Functional Job Analysis. Approximately 14 people participated in this training which was held in April. PSC also administered a training session for all supervisory personnel in the State during September 1976, in the use of the (then new) Performance Appraisal System. Sixteen trainers from various departments, in eight teams, were instructed in the use of the System and then sent out to twenty locations around the state where local supervisory personnel were given a three-hour training session. The program took approximately two weeks and reached over 2,000 employees from all state departments.

In addition to their normal placement and training duties, PSC staff provided assistance to the (Office of) Commissioner of Personnel in the administration, monitoring and scoring of virtually all the written and performance examinations given in the Augusta area. PSC staff scored these exams immediately after the test session, giving the scores to candidates and greatly enhancing the public image of the department. Most of the written and performance tests given in other areas of Maine are scored by PSC staff as well.

Since April 1977, PSC staff have edited and published a monthly Employee Newsletter for the Department of Personnel. The newsletter includes items of personal and professional interest to state employees, and features a listing of jobs open to recruitment, courses available to state employees, and items from the State Controller's office relating to employee pay and benefits. Approximately 1,300 copies of each month's issue are circulated to all agencies and departments around the state.

The program for FY 78 is still being planned. However, it is projected that the training of State employees will take a greater share of PSC staff time. The unit will become the department's State Training Program, and training will not only be continued and expanded on the same lines as other years, but contracted to outside educational programs as well. The State Training Program will be separated into two components, both training-related: the placement of economically disadvantaged Maine residents, approximately 50 per year, into entry-level state positions for on-the-job training; and the second component of brokering training and educational programs for all state employees including placements. Such brokering would be done through the U.S. Civil Service Commission, the University of Maine, and any other educational agencies which may offer programs compatible with our needs.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

(OFFICE OF) COMMISSIONER OF PERSONNEL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	969		969			
Revenue From Federal Govt	59,837		59,837			
Fees Charged For Services	9,203		9,203			
Legislative Approp/Alloc	452,819	362,819			90,000	
Transfers—Non-Federal \$	21,842	4,842	17,000			
TOTAL RESOURCES	544,670	367,661	87,009		90,000	
EXPENDITURES						
Salaries and Wages	334,705	276,390	48,511		9,804	
State Share of Retirement	33,147	26,930	5,159		1,058	
Prof Service, Not By State	768	768				
Other Prof. Serv., By State	252	233	19			
Travel Expenses, In-State	2,051	825	1,226			
Travel Expense, Out-State	50	50				
Utilities	9,121	7,555	1,566			
Rents	3,714	2,658	1,056			
Repairs	794	787	7			
Insurance	8,289	6,807	1,482			
General Operating Expense	23,017	21,004	2,013			
Other Supplies	10,200	4,357	5,843			
Public Assistance Grants	3,036	36	3,000			
Equipment Purchases	3,277	2,288	989			
Trans. to Gen.-Fund Sta-Cap	1,369		1,369			
TOTAL EXPENDITURES	433,790	350,688	72,240		10,862	

COMMISSION TO SUPERVISE THE PREPARATION OF A PROBATE CODE FOR THE STATE OF MAINE

JOHN B. ROBERTS, CHAIRMAN

Central Office: 6 Washington Street, Sanford 04073

Telephone: 324-3165

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 94; *Unit:* 403; *Unit Citation:* 1973 P & SL, Chap. 126

Average Count—All Positions: 0

Permanent Legislative Count: 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.

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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 1977:

COMMISSION TO SUPERVISE THE PREPARATION OF A PROBATE CODE FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	26,262	26,262				
Legislative Approp/ Alloc	20,000	20,000				
TOTAL RESOURCES	46,262	46,262				
EXPENDITURES						
Prof Service, Not By State	9,131	9,131				
Travel Expenses, In-State	692	692				
Rents	91	91				
General Operating Expense	—233	—233				
Other Supplies	102	102				
TOTAL EXPENDITURES	9,783	9,783				

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

ROBERT BOURGAULT, CHAIRMAN, BOARD OF TRUSTEES
WILLIAM G. BLODGETT, Executive Director

Central Office: Statehouse, 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 Count—All Positions: 36

Permanent Legislative Count: 41

Organizational Units:

Maine State Retirement System

Social Security

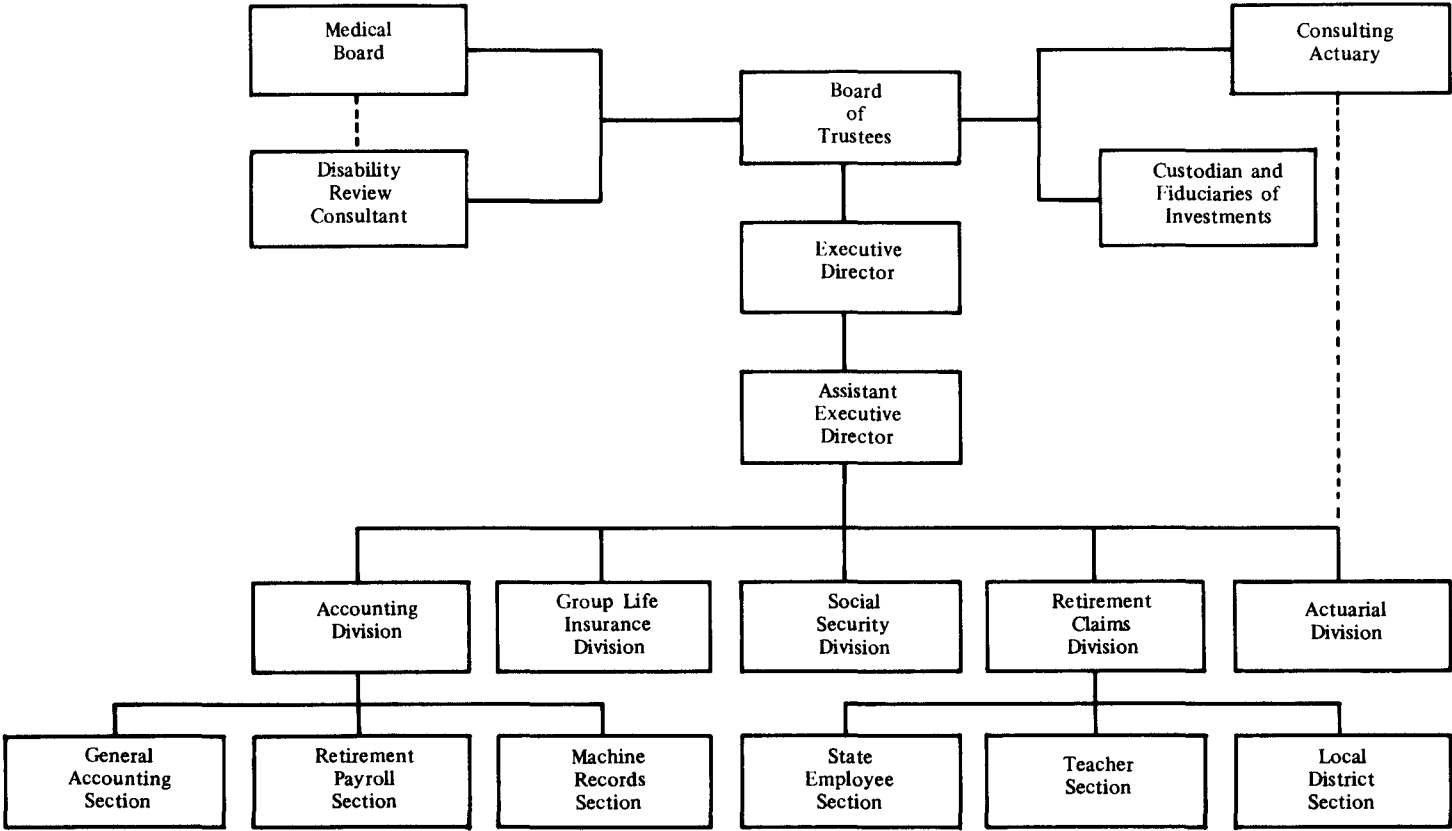
Group Life Insurance

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.

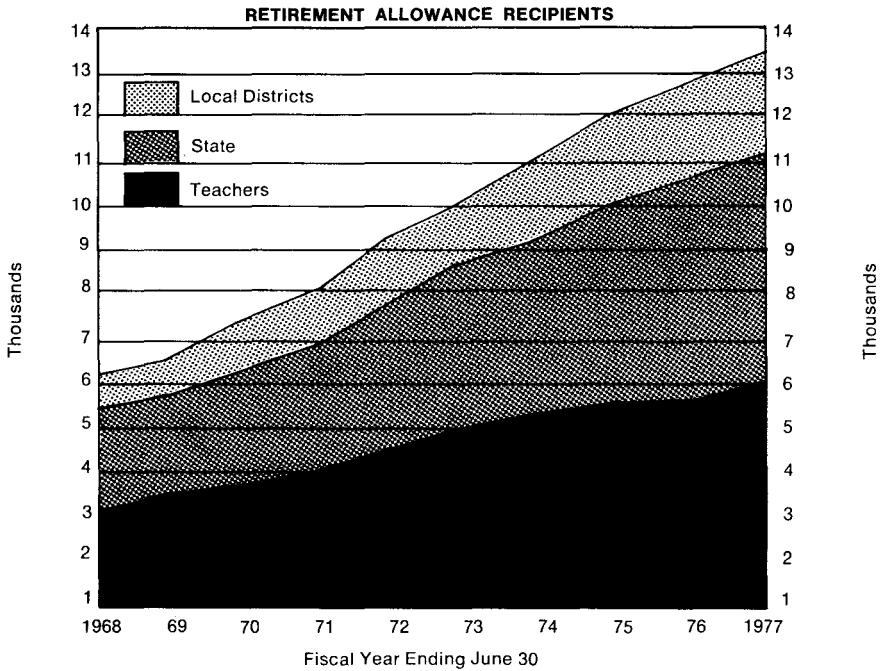
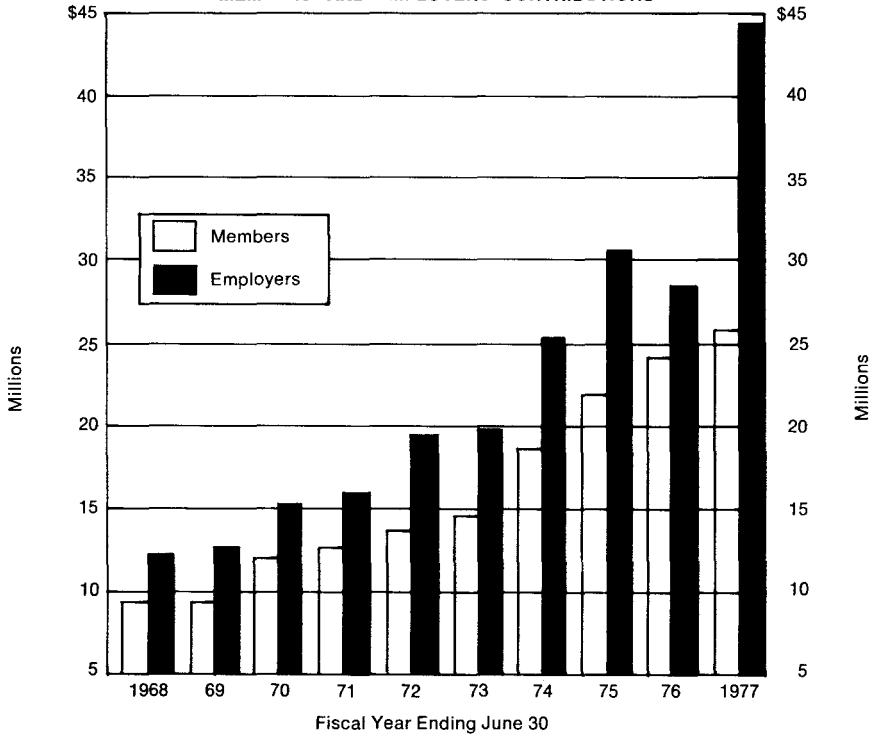
ORGANIZATION: A jointly-contributory State Employees' Retirement System of the State of Maine, administered by a three-member Board of Trustees, was first created in 1942. The Board was expanded to include five members in 1945 and to six members in 1947 when the

ORGANIZATION CHART
MAINE STATE RETIREMENT SYSTEM

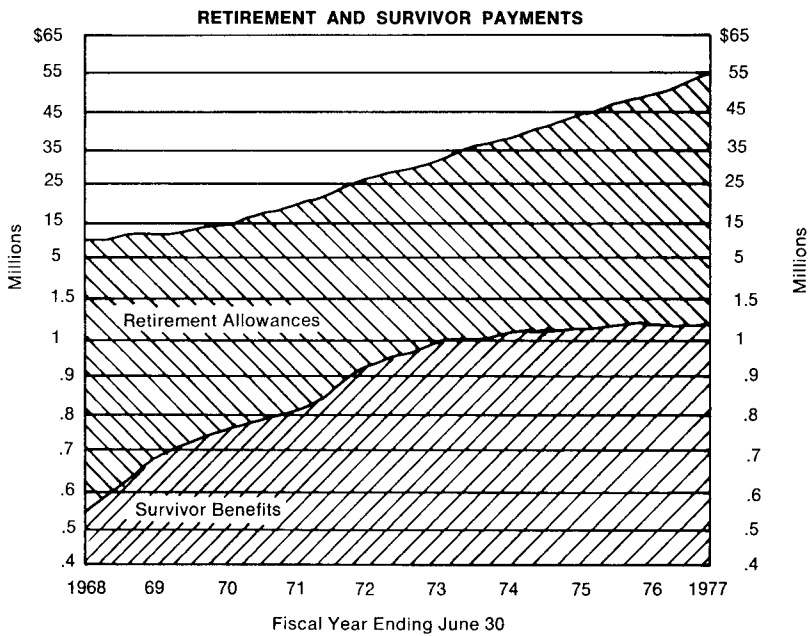
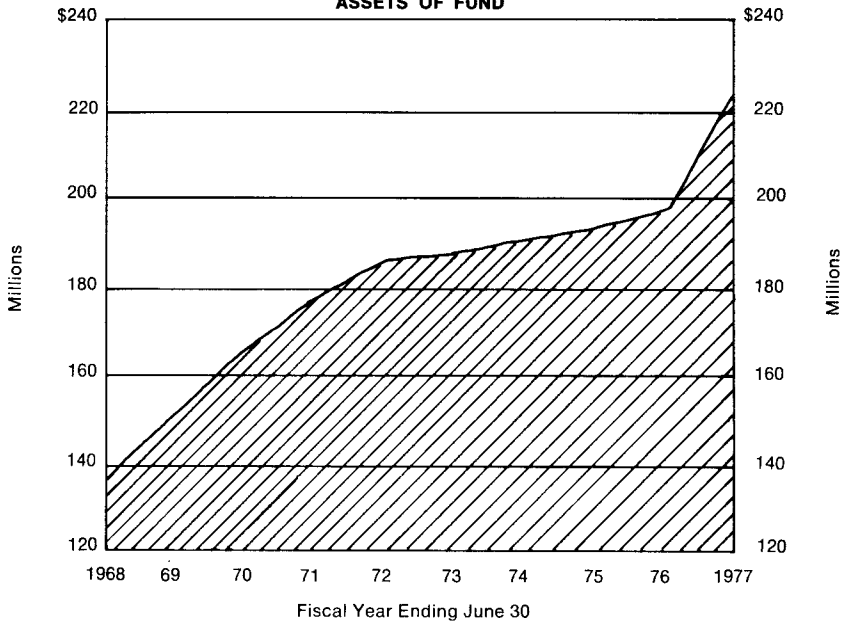


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MAINE STATE RETIREMENT SYSTEM
MEMBERS' AND EMPLOYERS CONTRIBUTIONS



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MAINE STATE RETIREMENT SYSTEM
ASSETS OF FUND



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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: The administrative responsibility and approval of the payment of all retirement benefits is vested in the Executive Director appointed by the Board. Membership in the System is comprised of public school teachers, state employees and the employees of participating local districts which elect to provide retirement and disability benefits for their employees. Participating local districts, comprised of cities, towns, counties, water districts, sewer districts, and other quasi-municipal corporations within the State of Maine, numbered 229 as of June 30, 1977. Total membership in the System of both active and inactive members at June 30, 1977, was 57,364, representing 26,185 teacher accounts, 18,705 state employee accounts and 12,474 participating local district employee accounts.

During the past year the Trustees entered into contractual agreements with three investment managers: David L. Babson & Company of Boston, Merchants National Bank of Bangor, and Merrill Trust Company of Bangor, to manage segments of the System's equity portfolio.

Total trust fund reserves of the System as of June 30, 1977 were \$223,136,972, an increase of \$24,142,385 over reserves at the beginning of the year. Contributions by the State of Maine on account of state employees and teachers totaled \$35,004,560, of which \$14,274,071 was made on account of state employees and \$20,730,489 on account of teachers. Appropriations for teacher retirement during the year included \$6,800,000 which had not been appropriated in the prior year but was scheduled for appropriation in the year covered by this report. Participating local districts made contributions on account of employees in these units in the amount of \$9,335,476, and represented an increase from these employers in contributions of \$1,341,885 over the previous year.

Contributions to the System by members totaled \$25,890,129 during the 1976-77 year, an increase of \$2,001,875 over the previous year, as follows:

	1976-77	1975-76
Teachers	\$12,181,041	\$11,103,542
State Employees	8,341,022	8,043,779
Participating District Employees	5,368,066	4,740,933
Total	\$25,890,129	\$23,888,254

Retirement allowances authorized during the year ending June 30, 1977 totaled 1,071, being comprised of 391 teachers; 449 state employees; and 231 participating district employees. The retirement allowance payroll for June, 1977, included 13,446 persons and an expenditure of \$4,606,832. There were 6,179 teachers, 5,035 state employees, and 2,232 participating district retired persons included on this payroll.

There were 728 more persons on the retirement payroll than at the previous year end, an increase of approximately 5.7%.

Payments to retired persons during the year totaled \$54,069,527, which included retirement allowance adjustment payments (cost-of-living) of \$12,176,315. Retirement allowances

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were paid to the following groups: teachers \$29,568,580; state employees \$18,275,458; and the retired employees of participating local districts \$6,225,489. Retirement payments were \$6,675,925 more than the previous fiscal year, resulting in part from the additional number of retired persons and in part to cost-of-living increases granted during the year. In July of 1976 a 6% cost-of-living increase was paid to retired persons, in November of 1976 a .4% increase in cost-of-living benefits was paid, and in June of 1977 a 1.3% cost-of-living increase was paid, making total cost-of-living increases granted during the year of 7.7%.

Benefits being paid to survivors of former members of the System, whose death occurred prior to retirement, through the year ending June 30, 1977, totaled \$1,265,696. There were 45 claims for survivor benefits authorized during the year, which included 21 state employees; 9 teachers; and 15 participating local district employee survivors. The June 30, 1977, Survivor Benefit payroll totaled \$109,175, and included the survivors of 389 state employees, 160 teachers, and 125 participating district employees.

Total assets of the System at June 30, 1977, amounted to \$223,586,246, an increase of \$24,219,003 over the previous year end. These assets were comprised of investments with a book value of \$206,401,916, cash of \$17,179,066, and miscellaneous items totaling \$5,264. Cash held in the State Treasurer's "Cash Pool" totaled \$15,533,894 and earned interest from short term investments being made by the State Treasurer. Of this amount \$8,000,000 has been earmarked for investment in long term and medium term investments by Morgan Guaranty Trust Company, which has recently been nominated by the Trustees as an investment manager for the System. The balance of cash in the State Treasurer's Pool is being held for payment of retirement and survivors benefits. Cash held in the custodian bank of \$1,645,172 is to meet security purchase commitments by the System's investment managers.

The cost, or book value, of investments at year end was \$206,401,916 and had a market value of \$210,352,615. The investment portfolio was comprised of 51.9% in common and preferred stocks, 41.2% in corporate and other bonds, 4.5% in mortgages and 2.4% in an insured guaranteed contract.

The investment performance reports submitted by the System's investment evaluation consultant revealed that investments under management had a time-weighted rate of return of 2.7% for the fiscal year ending June 30, 1977. This compares with a return of 7.7% in the previous year. This investment performance covers only investments under management by the System's investment managers, i.e., Alliance Capital Management Corporation, Massachusetts Financial Services, Inc., Putnam Advisory Company, Inc., Merrill Trust Company and Merchants National Bank. The time-weighted rate of return includes appreciation and/or depreciation of investments on a market value basis, and takes into consideration earnings on investments and new funds turned over for management. The unmanaged mortgage portfolio, cash deposits in the State Treasurer's "Cash Pool" and insured guaranteed contracts are not included in the above investment performance percentages. Care should be taken not to confuse the earnings rate of return reported elsewhere in this report which is computed on the basis of trust reserves owned by the System. The rate of return on this basis was determined to be 5.2269% during the year and does not recognize the market value of assets.

The 108th Legislature enacted the following legislation, which directly affects active members and retirees of the System:

Chapter 36, Private & Special Laws, provided a cost-of-living increase to recipients of retirement allowances and survivor benefits equivalent to 1.3%, making a total cost-of-living adjustment during the past fiscal year of 7.7%, and comparable with the Hay reclassification study salary adjustments to active state employees.

Chapter 450, Public Laws, amended the provisions for members to qualify for disability retirement by providing that a member whose physical or mental disability existed prior to employment, must have 5 years of continuous creditable service immediately preceding the application for a disability retirement allowance, to qualify for benefits.

Chapter 573, Public Laws, establishes the "Consumer Price Index" compiled by the Bureau of Labor Statistics of the United States Department of Labor as the basis for granting cost-of-living increases or decreases to retired persons under the Maine State Retirement System (M.S.R.S.), with the first adjustment to be paid in November of 1977. Annual adjustments will be made in September in future years up to a maximum annual increase or decrease of 4%. This statute also provides that in February of each year the Trustees will report to the Legislature as to the percentage increase or decrease granted as

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well as the actual "Consumer Price Index" movement during the preceding 12 months ending June 30.

Chapter 580 of the Public Laws, becomes effective July 1, 1978, and eliminates any mandatory retirement age under the Maine State Retirement System. Heretofore mandatory retirement ages were 70 for the general plan, and 55, 60 and 65 for certain special plans under the law enforcement group.

Chapter 35, Private & Special Laws, permits the Town of Cranberry Isles to withdraw from the Maine State Retirement System, however, requires that the Town provide funding for persons who have retired or who have acquired a vested right in the M.S.R.S.

Administrative expenses during the fiscal year were \$975,190, an increase of \$120,885 over the previous year. This increase was reflected for the most part in costs for retirees health insurance premiums which were \$556,785, an increase of 28.7% over the previous year. Additional retirees and an increase in hospital insurance premium rates account for this cost increase.

During the 12 months ending June 30, 1977, staff members of the M.S.R.S. have met with 35 groups of public school teachers, state employees and the employees of participating local districts, for the purpose of reviewing the System's programs relating to retirement and survivors benefits, disability retirement, and group life insurance coverage.

Group Life Insurance. The Trustees of the System administer the State Group Life Insurance program which is available to all public school teachers, state employees, and the employees of those participating local districts which elect to participate. The insurance plan is made up of three sections: a Basic plan, a Supplemental plan and a Dependent plan. The Basic and Supplemental plans provide for \$1000 of coverage for each \$1000 of the participant's annual salary, up to a maximum of \$25,000 under the Basic plan and \$25,000 under the Supplemental plan. The Dependent plan offers coverage of \$2000 on the life of a spouse, \$500 and \$100 on the life of children up to the age of 19 years and 6 months respectively. Participation is optional by the employee under all plans.

Total assets of the Group Life Insurance Fund amounted to \$5,485,197 as of June 30, 1977, and were comprised of reserves and working capital of \$5,197,417 and accounts payable to the underwriter of \$287,791 for premiums. Premiums payable represented June premiums which were paid to the underwriter in July.

Assets of the Fund consisted of cash held in the State Treasurer's "Cash Pool" on which interest is credited monthly. The average interest credited to this fund through the Treasurer's "Cash Pool" during the 12 months ending June 30, 1977 was 5.732% and totaled \$331,697.

Premiums collected during the year amounted to \$2,656,687, a decrease of \$223,159 from the previous year. This decrease is attributable to a reduction in the premium rate effective July 1, 1976; said reduction was approximately 20% on average, and was offset in part by additional premiums due to higher salaries and additional participation in the plan.

Reserves at the year end totaled \$5,147,417, and were comprised of reserves for retired state employee and teacher premiums of \$3,365,443 and Supplemental dividend reserves of \$1,781,974. Retired state employees and teachers do not pay premiums on Group Life Insurance under the statutes. Supplemental dividend reserves are currently being distributed to beneficiaries of members who participated in this program at a 30% level.

Social Security. In 1951 the State Legislature designated the Maine State Retirement System to administer the Social Security program for those political subdivisions within the State of Maine, which elect to provide these benefits for their employees. As of June 30, 1977, there were 605 agreements in force between the State and reporting units. The System administers the collection of the F.I.C.A. tax, however, the benefits under Social Security are administered directly by the Social Security Administration.

The Social Security Administration has filed proposed changes in regulations which would require states to collect and deposit F.I.C.A. tax collections on a monthly basis, and report salary earnings on an annual basis, versus the deposit and reporting on a quarterly basis at present. State Social Security Administrators have filed vigorous protests, with the Social Security Administration and the state congressional delegations, to the proposed change in reporting procedures. The end result of the proposed changes would be to deprive the states of short term earnings on temporary investments of F.I.C.A. tax collections, which earnings are used by the Maine State Retirement System to defray administrative expenses involved in the Social Security program. The Maine State Retirement System has not assessed local units in Maine for administrative expenses during the past 8 years.

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Earnings on investments (short term U.S. Government securities) totaled \$83,839 during the fiscal year, and administrative costs amounted to \$37,471. The staff has conducted 90 administrative audits on units under the Social Security program during the past year, and has participated in 5 on-site reviews in cooperation with representatives of the Social Security Administration. Reports have been rendered on all audits and on-site reviews, recommendations were made which we believe will materially assist the local municipality personnel in the collection of F.I.C.A. taxes and reporting of same.

A review of the Board's investment management related activities during the fiscal year ending June 30, 1977 reveals a continued focus on the fund's asset mix as the key determinant of investment performance. With Evaluation Associates, Incorporated's assistance, the investment guidelines were revised, new managers were interviewed and selected, and the asset mix was continuously monitored. In addition, new members were provided background information on the status of the fund and decisions affecting it, and the quarterly reporting format was expanded.

Investment Guidelines. Changes to the guidelines under which the investment managers operate were considered by the trustees and managers during the year and adopted in June. The thrust of the changes was to recognize that in the last few years money managers have no longer been hired to manage both stocks and bonds, but have been hired as experts in one or the other, so that goals, asset mix, diversification and restrictions were no longer necessarily applicable. The major changes are outlined here. First, the goals have been restated to reflect a long-term (10 year) total fund return of 8%, holding stock managers to outperform the S&P 500 Index by 10% per year over a market cycle and bond managers to outperform the Salomon Brothers Bond Index by 100 basis points per year over a market cycle. Second, the total fund asset mix was increased to a minimum of 40% in fixed income securities, with stock managers free to purchase fixed income investments as appropriate. Third, the risk section was expanded to reflect the quantitative and diversification monitoring that is prepared quarterly. Finally, the section outlining absolute restrictions was amended to permit the trustees to hire managers for specific purposes, such as private placements.

Manager Selection. In the early part of the fiscal year it was decided to hire permanent managers for the second stock portfolio managed by Alliance since 1974 when one of the managers was terminated. The type of manager to be sought was explored by the Board, and four were invited to make presentations: The Equitable, Lionel D. Edie & Company, David L. Babson & Company and F. Eberstadt & Co. Concurrently, banks located in Maine were invited to submit their performance records to the Board, and after further information as to performance, philosophy, system and staff was received, seven banks were reviewed and two gave presentations to the Board: The Merrill Trust Company and Merchants National Bank of Bangor. The trustees selected David L. Babson & Company to manage approximately \$25 million (management began July 1, 1977) and each of the two Maine banks to manage approximately \$6 million each (management began February 1, 1977). It was decided that new funds available for contribution, and held in the Treasurer's Fund, were to be invested in a fixed income vehicle, preferably one with low volatility. After determining that attractive insured guarantee contracts were unavailable, the Trustees considered private placement managers, interviewing the Equitable and Morgan Guaranty Trust Company of New York, both of which had managed their commingled private placement funds for a number of years. With its emphasis on higher credit quality, Morgan Guaranty was selected to manage \$8 million (management is projected to begin October 1, 1977).

Asset Mix. The minimum 40% fixed income content for the total fund was reaffirmed. The investment managers were pressed for their views on the appropriate asset mix for the fund, and various studies were used to provide outside perspective. In essence, it is felt that if our economic system is to continue, albeit with changes, then the borrowers of capital (the corporations, whose owners are stockholders) have to earn more than the lenders (bondholders) or they would not borrow. Also in favor of stocks long-term, many are now selling below book value, and below their absolute and relative historical price-earnings ratios. With the heavy flow of new pension fund assets into bonds, the downside cushion for stock prices has been pushed down, but it also appears that bonds may be becoming less attractive now as they are bid up in price due to the higher demand.

Performance. Whereas during the 1976 fiscal year the stockmarket outperformed the bond market, in the 1977 fiscal year the reverse was true, with stock market performance near zero and bonds up 15%. For the past two years, the stock managers have not kept pace with

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the stock market as the managers did not own enough utility stocks or high yielding smaller capitalization cyclical stocks which carried the market for most of the period. The larger growth stocks are less prominent in the Maine State Retirement System (M.S.R.S.) portfolio than before, but remain substantial enough so that their relative better performance over the past several months should benefit portfolio results.

During the past year, Evaluation Associates, Incorporated (EAI) has issued a publication called *Investment Manager Profiles*, containing performance and other related information on many of the larger managers of employee benefit funds in the United States. The following comparisons include such results, although it must be realized that by and large the better performing managers are the ones that have been willing to have their performance published. The bank pooled funds are compiled by a firm called CDA Associates. The following results are total rates of return, including capital appreciation and interest and dividend income, and therefore the total fund excludes returns from both the insured guarantee plan and the mortgage portfolio, neither of which is valued at market. When EAI examines yield, it takes these assets into account in its regular monitoring.

	Fiscal Year 1976	Fiscal Year 1977
Maine State Retirement System Total Fund	7.7%	2.7%
Standard & Poor's 500	13.9	0.4
Dow Jones Industrials	18.9	-4.6
Standard & Poor's Utilities	12.1	30.2
Salomon Brothers Bond	10.4	15.2
Kuhn Loeb Fund	12.8	15.1
90 Day Treasury Bills	5.6	4.8
CDA Bank Pooled Funds		
Total Funds	9.0	4.2
Equity Funds	8.9	-2.7
Bond Funds	10.5	12.5
PROFILES		
Balanced Funds	9.7	4.9
Equity Fund Managers	9.5	0.7
Bond Fund Managers	10.5	12.3

The purpose of comparing the fund with not only market indices, which are unmanaged portfolios, but also with managed portfolios, as represented by the pooled fund numbers or *Profiles* balanced managers, is that there can be substantial differences between managed and unmanaged portfolios, and it is important to gauge whether it is the general equity environment or the specific manager that is not meeting established goals. In the case of the Maine State Retirement System fund, it has been primarily the volatile and poor equity markets rather than primarily poor performance of the managers that has affected the fund's results, and this is why the fund's asset mix has remained the focal point throughout the year.

GENERAL GOVERNMENT

Statistics

MEMBERSHIP—June 30, 1977:

	Total (Active & Inactive)
State Employees	18,705
Teachers	26,185
Participating Local Districts	12,474
TOTAL	57,364

RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1977:

		Percent
State Employees	449	41.9%
Teachers	391	36.5%
Participating Local Districts	231	21.6%
TOTAL	1,071	

SURVIVOR BENEFITS—Authorized Year Ended June 30, 1977:

		Percent
State Employees	21	46.7%
Teachers	9	20.0%
Participating Local Districts	15	33.3%
TOTAL	45	

Participating Districts

Towns	92
Sewer & Water Districts	42
Miscellaneous	27
Cities	20
S.A.D.'s	19
Counties	16
Housing Authorities	9
Public Libraries	4
TOTAL	229

Financial Highlights

	1977	1976
Assets of the Fund at Year End	\$223,586,246	\$199,367,243
Earned Income on Investments	\$ 10,751,250	\$ 8,861,729
Year End Investments (Cost)	\$206,401,916	\$193,878,412
Year End Investments (Market)	\$210,352,615	\$205,710,550
Corporate Stock in Portfolio (Cost)	\$107,085,060	\$100,873,794
Percent of Portfolio	51.9%	52.0%
Bonds in Portfolio (Cost)	\$ 84,967,665	\$ 70,652,563
Percent of Portfolio	41.2%	36.5%
Mortgages in Portfolio (Cost)	\$ 9,349,191	\$ 10,629,055
Percent of Portfolio	4.5%	5.4%
Insured Guaranteed Contract (Cost)	\$ 5,000,000	\$ 5,000,000
Percent of Portfolio	2.4%	2.6%
Time Deposits in Portfolio (Cost)	—	\$ 6,723,000
Percent of Portfolio	—	3.5%

RETIREMENT ALLOWANCES paid—June 30, 1977

	VALUE		PERSONS	
	Dollars	Percent	Number	Percent
State Employees	\$1,588,036	34.5%	5,035	37.4%
Teachers	\$2,474,411	53.7%	6,179	46.0%
Participating Local Districts	\$ 544,385	11.8%	2,232	16.6%
TOTAL	\$4,606,832		13,446	

SURVIVOR BENEFITS paid—June 30, 1977

	VALUE		PERSONS	
	\$	Percent	Number	Percent
State Employees	\$ 62,208	57.0%	389	57.7%
Teachers	29,273	26.8%	160	23.7%
Participating Local Districts	17,694	16.2%	125	18.6%
TOTAL	\$ 109,175		674	

MAINE STATE RETIREMENT SYSTEM
Comparative Balance Sheet
at June 30

ASSETS

		1977	1976	Increase or (Decrease)
Investments:				
Bonds	Note I	\$ 84,967,664.82	\$ 70,652,562.60	\$ 14,315,102.22
Stocks				
Common	Note II	106,460,179.70	99,544,649.17	6,915,530.53
Preferred	Note II	624,880.00	1,329,145.00	(704,265.00)
		107,085,059.70	100,873,794.17	6,211,265.53
Mortgages	Note III	9,349,191.21	10,629,054.79	(1,279,863.58)
Cash—Time Deposits		—	6,723,000.00	(6,723,000.00)
Insured Guaranteed Contract (Unionmutual)		5,000,000.00	5,000,000.00	—
Total Investments		206,401,915.73	193,878,411.56	12,523,504.17
Other Assets:				
Cash (Demand Deposit)		15,533,894.38	4,960,397.51	10,573,496.87
Cash (Fiduciary)		1,645,171.98	525,147.57	1,120,024.41
Prepaid Expenses		3,360.12	2,932.09	428.03
Accounts Receivable (Net)		1,854.27	354.77	1,499.50
Suspense Account-Debit Balance		50.00	—	50.00
Total Other Assets		17,184,330.75	5,488,831.94	11,695,498.81
Total Assets		\$223,586,246.48	\$199,367,243.50	\$ 24,219,002.98

TRUST RESERVES AND LIABILITIES

Trust Reserves:				
Members Contribution Fund-Current		\$168,960,559.61	\$150,397,916.68	\$ 18,562,642.93
Members Contribution Fund— Prior		515,102.54	663,261.41	(148,158.87)
Retirement Allowance Fund		68,289,841.21	67,929,208.18	360,633.03
Survivor Benefit Fund		8,511,430.66	7,413,536.44	1,097,894.22
Reserve Against Future Losses (Net Loss)		(23,139,961.79)	(27,409,335.28)	4,269,373.49
Total Trust Reserves		223,136,972.23	198,994,587.43	24,142,384.80

Liabilities:

Suspense Account-Credit Balance	—	90.00	(90.00)
Accounts Payable	224,725.09	223,499.70	1,225.39
Reserve for Expenditures	221,189.04	146,134.28	75,054.76
Due to Other Funds	3,360.12	2,932.09	428.03
Total Liabilities	449,274.25	372,656.07	76,618.18
Total Trust Reserves & Liabilities	\$223,586,246.48	\$199,367,243.50	\$ 24,219,002.98

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 Banks of Lewiston & Auburn, Maine \$209,057,323.61

Deduct:

Amortization of bond premiums 98,199.48

Trade-date Items not settled 2,557,208.40

Book Value of Investments per Maine State Retirement System \$206,401,915.73

Market Value of Securities, June 30, 1977

	Putnam	Alliance	Alliance #2	Mass. Finance	Merrill	Merchants	Northeast Bank	Total
Bonds	\$27,876,832.89	\$29,368,622.09	\$ —	\$26,402,149.40	\$1,006,884.40	\$1,786,829.80	\$ —	\$ 86,441,318.58
Stocks-Common	37,645,512.50	37,124,988.00	28,624,435.25	—	3,165,181.90	2,279,312.50	—	108,839,430.15
Stocks-Preferred	722,675.00	—	—	—	—	—	—	722,675.00
Mortgages	—	—	—	—	—	—	9,349,191.21	*9,349,191.21
Insured Guaranteed Contract								
(Unionmutual)	—	—	—	—	—	—	5,000,000.00	*5,000,000.00
Total	\$66,245,020.39	\$66,493,610.09	\$28,624,435.25	\$26,402,149.40	\$4,172,066.30	\$4,066,142.30	\$14,349,191.21	\$210,352,614.94

*Book Value—Market Value not available/Custodial Service Only.

¹Unfunded Accrued Benefits (Liability) at June 30, 1977—State Employees & Teachers.²Included in Unfunded Benefits (Liability¹) is an amount of \$91,719,086.31, representing benefits paid and interest costs on “non-contributory” teachers in excess of funding which is considered payable by the State of Maine.³Unfunded Accrued Benefits (Liability) at June 30, 1977—Participating Districts.

MAINE STATE RETIREMENT SYSTEM
Administration Funds
Fiscal Year Ending June 1977 and 1976

	General Administration		Participating Districts Actuarial Services	
Revenue:	1977	1976	1977	1976
General Fund—State	\$ 330,981.37	\$286,526.91	\$	\$
General Fund—Teachers	187,380.00	187,380.00		
Highway Funds	195,240.66	171,012.35		
Special Revenue Funds	178,354.93	155,584.70		
All Other State Funds	45,605.47	40,577.11		
University of Maine & Indian Education	18,928.92	15,465.11		
Participating Districts	93,589.16	87,033.80		
Actuarial Services	144.76	181.77	51,563.50	45,777.75
Miscellaneous Income	20.40	96.50		
Total Revenue	1,050,245.67	943,858.25	51,563.50	45,777.75
Expenditures:				
Personal Services	251,241.90	241,205.10		
Actuarial Services				
Towne & Associates	14,049.86	11,777.30	51,563.50	45,777.75
Towers, Perrin, Forster & Crosby	—	23,013.10		
Data Processing	26,491.45	35,827.25		
Utilities	4,386.03	3,798.19		
Postage & Mailing	30,450.67	26,653.56		
Repairs to Equipment	8,092.77	7,398.54		
Printing & Binding	11,988.27	9,004.94		
Office Supplies	7,766.27	7,304.00		
Retirement Costs	29,713.28	28,252.01		
Research & Legal Services	11,305.81	11,858.43		
Health Insurance				
Active Employees	9,037.42	5,142.34		
Retirees	556,785.42	432,460.46		
General Operating Costs	10,368.42	10,511.91		
Office Equipment	3,513.34	98.70		
Total Expenditures	975,190.91	854,305.83	51,563.50	45,777.75
Current Year Reserves	75,054.76	89,552.42		
Prior Year Reserves	146,134.28	56,581.86		
Balance of Reserves	\$ 221,189.04	\$146,134.28	—0—	—0—

Note: Expenditures have been reduced for the 1977 year by \$70,130.74 and charged to the Insurance (\$32,660.00) and Social Security (\$37,470.74) administration accounts

GENERAL GOVERNMENT

GENERAL GOVERNMENT
MAINE STATE RETIREMENT SYSTEM
ANALYSIS OF CHANGES IN TRUST FUND RESERVES
YEAR ENDING JUNE 30, 1977

Balance July \$198,994,587.43

ADDITIONS:

State Contributions:

General Fund, State Employees & U of M	\$ 6,487,922.88	
General Fund, Contributory Teachers	20,308,275.00	
General Fund, Non-Contributory Teachers	422,214.00	
Highway Funds	3,871,301.90	
Special Revenue Funds	3,179,402.75	
Public Service Enterprises	351,649.05	
Working Capital Funds	349,700.97	
All Other State Funds	34,093.85	
		\$35,004,560.40
Participating Districts		9,335,476.39
Individuals		25,890,129.33
Earnings on Investments		10,551,498.46
Profits on Sale of Securities		4,269,373.49
Adjustment of Balance Forward		27,700.39

TOTAL ADDITIONS:

85,078,738.46

DEDUCTIONS:

Retirement Allowance Paid

Number

Council Order	4	3,082.80	
Legislative Resolves	13	38,318.54	
Retirement Full Benefits	6037	19,811,396.52	
Ordinary Disability	244	737,505.85	
Option I	1565	4,777,451.88	
Option II	1152	3,620,103.76	
Option III	1490	6,787,258.14	
Option IV	183	812,364.52	
Option II—Beneficiary	285	551,015.94	
Automatic Option II—Beneficiary	426	934,516.19	
Option III—Beneficiary	350	469,884.46	
Option IV—Beneficiary	77	159,463.93	
Automatic Option IV—Beneficiary	70	70,769.76	
Service Incurred Disability	103	430,972.04	
Service Incurred Death—P&F	6	26,066.36	
15-Year Teachers	172	170,477.25	
10-Year Vested Right	931	1,209,457.59	
Service Incurred Death—Sheriffs & Deputies	3	16,598.52	
20-Year Teachers	39	37,140.30	
Law Enforcement Officers—Marine Resources	18	86,274.54	
Fish & Wildlife	56	269,556.06	
State Police	100	511,635.50	
25-Year Service-Age 55	15	61,515.23	
Forest Rangers	3	13,128.10	
Fire Fighters & Police			
Spec. Prov.—Sec. 1121	7	45,313.79	
Spec. Prov.—Sec. 1092	18	86,387.23	
Benefits by P & S Laws	69	108,368.22	
Prison Guards—Sec. 1121			
Sub-Section 2-F	10	47,188.68	
			41,893,211.70

Retirement Allowance Adjustment Paid

Council Order	5,477.68
Legislative Resolves	5,279.86
Retirement Full Benefits	5,907,572.62
Ordinary Disability	120,576.12
Option I	1,881,934.28
Option II	684,636.94
Option III	1,595,651.34
Option IV	239,020.75
Option II—Beneficiary	222,405.17
Automatic Option II—Beneficiary	373,510.26
Option III—Beneficiary	259,252.81
Option IV—Beneficiary	47,933.36

GENERAL GOVERNMENT

Automatic Option IV—Beneficiary		34,034.06	
Service Incurred Disability		109,292.52	
Service Incurred Death—P & F		9,106.08	
15-Year Teachers		84,471.35	
10-Year Vested Right		328,979.87	
Service Incurred Death—			
Sheriffs & Deputies		5,225.76	
20-Year Teachers		22,203.06	
Law Enforcement Officers—			
Marine Resources		17,739.14	
Fish & Wildlife		60,757.74	
State Police		94,921.42	
25-Year Service—Age 55		21,025.35	
Forest Rangers		1,786.81	
Fire Fighters & Police			
Spec. Prov.—Sec. 1121		8,931.22	
Spec. Prov.—Sec. 1092		14,702.42	
Benefits by P & S Laws		12,954.29	
Prison Guards—Sec. 1121			
Sub-Section 2-F		6,932.79	
			12,176,315.07
Survivor Benefits	Number		
Accidental Death—			
Service Incurred	11	24,693.18	
Spouse—Age 60	233	331,272.13	
Spouse—10-Year Clause	172	251,259.44	
Spouse—Children	171	497,123.56	
Children	64	122,540.15	
Parents	23	38,807.20	
			1,265,695.66
Refunds			
To Former Members		4,758,455.54	
To Beneficiary of Deceased Members		193,495.16	
To Survivor of a Disability Pensioner		8,778.87	
To Beneficiary of Deceased—Option I		132,199.50	
			5,092,929.07
Other Deductions			
Amortization of Premiums		98,199.48	
Custodial Fees		76,957.22	
Investment Advisors Fees		296,005.47	
Investment Evaluation Consultant Fees		27,000.00	
Miscellaneous Fees		473.75	
Other Charges to General Ledger		9,566.24	
			508,202.16
TOTAL DEDUCTIONS			60,936,353.66
BALANCE JUNE 30			\$223,136,972.23

PUBLICATIONS:

- Maine State Retirement System Laws, 1976 Revision
- Informational Handbook—Maine State Retirement System—For State employees and Public School Teachers—1976 Revision
- Explanation of Group Life Insurance—Basic, Supplemental and Dependent
- Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1976
- For Employees of Participating Districts 1977 Revision

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1977:

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	80,003,655					80,003,655
Interest/Investment/ Rents	10,883,196					10,883,196
Revenue From Local Govts	200,543					200,543
Revenue—Private Sources	—117,971					—117,971
Fees Charged For Services	20					20
Receipts From Other Funds	33,596,391					33,596,391
Legislative Approp/Alloc	414,266	414,266				
Adjustment of Balance Fwd	22,955					22,955
TOTAL RESOURCES	125,003,055	414,266				124,588,789
EXPENDITURES						
Salaries and Wages	307,485					307,485
State Share of Retirement	32,181					32,181
Prof Service, Not By State	481,985					481,985
Computer Service, By State	28,692					28,692
Travel Expenses, In-State	4,324					4,324
Travel Expense, Out-State	1,904					1,904
Utilities	4,750					4,750
Rents	1,656					1,656
Repairs	8,766					8,766
Insurance	1,231,824					1,231,824
General Operating Expense	46,753					46,753
Other Supplies	8,411					8,411
Pensions	43,158,900					43,158,900
Equipment Purchases	3,805					3,805
Debt Retirement, Interest	17,224,886					17,224,886
Chgs. To Asset/Liab. Accts.	439,369					439,369
Trans. to Trust Fund	374,266	374,266				
Misc Ins/Retirmnt Fd Tran	65,907					65,907
TOTAL EXPENDITURES	63,425,864	374,266				63,051,598

NEW ENGLAND INTERSTATE PLANNING COMMISSION

ALLEN G. PEASE, DIRECTOR, STATE PLANNING OFFICE

Central Office: 184 State Street, Augusta 0433

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 Count—All Positions: 0

Permanent Legislative Count: 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

GENERAL GOVERNMENT

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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE INSURANCE GUARANTY ASSOCIATION

FRANK R. FOWLES, JR., CHAIRMAN OF BOARD
LEO H. TROSS, Vice Chairman

Central Office: 400 Congress Street, Portland 04111

Telephone: 775-5621

Established: 1970

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Unit Citation:* 24-A M.R.S.A., Sect. 4436

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

PURPOSE: The purpose of this organization is to provide a mechanism for the payment of covered claims under certain insurance policies, to avoid excessive delay in payment, to avoid financial loss to claimants or policyholders because of the insolvency of an insurer, to assist in the detection and prevention of insurer insolvencies, and to provide an association to assess the cost of such protection among insurers.

ORGANIZATION: The board of directors of the association consists of not less than 7 persons serving terms as established in the plan of operation. The members of the board are selected by member insurers subject to the approval of the commissioner. Vacancies on the board shall be filled for the remaining period of the term in the same manner as initial appointments.

In approving selections to the board, the superintendent must consider among other things whether all member insurers are fairly represented. Members of the board may be reimbursed from the assets of the association for expenses incurred by them as members of the board of directors.

PROGRAM: During FY 77 the Association has adjusted two claims taken over from the insolvent Professional Insurance Company of New York.

The principal activity of the Maine Insurance Guaranty Association to date has been the adjustment of outstanding claims of the Maine Insurance Company which was declared insolvent in February 1971. In addition, the Association refunded the unexpired portion of premiums to the Company's policyholders. The Association has also adjusted a few Maine claims arising from policies written by insolvent out-of-state companies. For these activities the Association employed the services of lawyers and claim adjusters under the Servicing Facility provisions of the applicable statute.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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, COMMISSIONER

PAUL J. EASTMAN, Deputy Commissioner

Central Office: Statehouse, Augusta 04333

Telephone: 289-2298

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 Count—All Positions: 306

Permanent Legislative Count: 148

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

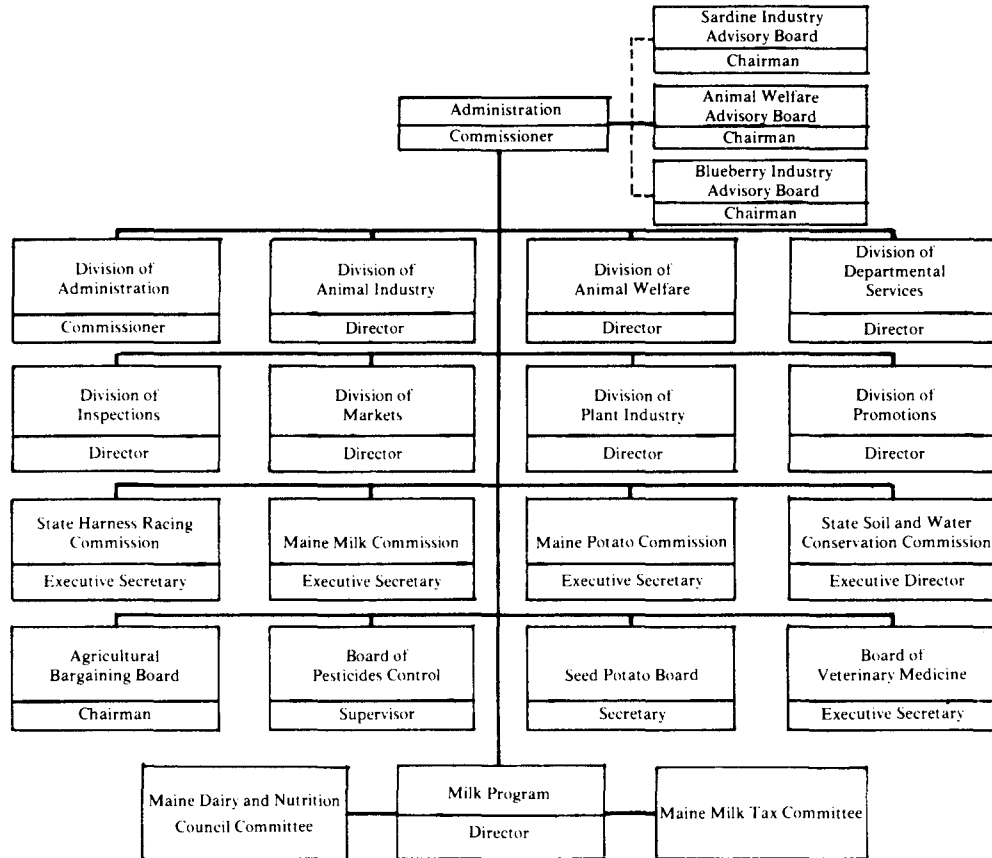
PURPOSE: The Department of Agriculture was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the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

**ORGANIZATION CHART
DEPARTMENT OF AGRICULTURE**



ECONOMIC DEVELOPMENT
DEPARTMENT OF AGRICULTURE
CONSOLIDATED FINANCIAL CHART FOR FY 77

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,419,787		1,203,242			216,545
Bal Brt Fwd— Encumbered	58,001	10,231	47,770			
Licenses/Permits/Fees/Tax	1,561,142		1,561,142			
Fines/Forfeits/Penalties	9,368		9,368			
Interest/Investment/Rents	9,323					9,323
Revenue From Federal Govt	517,696		454,046			63,650
Revenue—Private Sources	46,891		46,891			
Fees Charged For Services	2,143,168		1,849,254			293,914
Legislative Approp/Alloc	1,856,213	1,856,213				
Transfers Contingent Acct	950	950				
Adjustment of Balance Fwd	—16,504	—771	—15,733			
Transfers—Non-Federal \$	48,971	48,971				
TOTAL RESOURCES	7,655,006	1,915,594	5,155,980			583,432
EXPENDITURES						
Salaries and Wages	2,994,843	1,004,077	1,928,478			62,288
State Share of Retirement	305,011	102,182	196,161			6,668
Prof Service, Not By State	664,250	244,026	395,875			24,349
Computer Service, By State	1,323	73	1,250			
Other Prof.Serv., By State	24,968	19,510	5,458			
Travel Expenses, In-State	346,788	130,619	212,188			3,981
Travel Expense, Out-State	45,029	13,581	19,689			11,759
Operation—State Vehicles	53,869	31,263	19,933			2,673
Utilities	70,490	35,767	29,852			4,871
Rents	35,688	52	13,671			21,965
Repairs	15,763	10,015	2,152			3,596
Insurance	77,350	25,902	50,372			1,076
General Operating Expense	412,658	49,725	347,639			15,294
Food	26,677	26,647				30
Fuel	14,879	7,336	248			7,295
Other Supplies	182,328	35,378	107,988			38,962
Depreciation	4,953					4,953
Highway Materials	35	35				
Grants To Federal Govt.	10,003	10,003				
Grants to Local Govts.	3,302					3,302
Grants to Pub. & Priv. Orgs.	502,907	57,260	445,647			
Misc. Grants to Individual	12,477	12,377	100			
Pensions	6,640		6,640			
Equipment Purchases	59,759	4,997	54,762			
Transfer to General Fund	20,339		20,339			
Trans. to Gen.-Fund Sta-Cap	50,412		47,736			2,676
TOTAL EXPENDITURES	5,942,741	1,820,825	3,906,178			215,738

ECONOMIC DEVELOPMENT

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, with much of its responsibility regulatory and consumer protection in nature. More and more, however, the Department is called upon to address "general farm problems" which do not fall under the authority of its various divisions and agencies: farm land taxation and preservation, small farm problems, farm financing, energy in agriculture and food policy development.

There was continuing emphasis during FY 77 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. Legislative changes in the Branding Law provided for stiffer penalties for violations. A total of 21,973 potato shipments were inspected during the 1976-77 season, due in part to the greatest potato export program in the history of the industry. Animal Welfare officials investigated 1,200 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 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 "Taste of Maine" promotions in Portland and Bangor. As the result of a major milk advertising program during the year, milk sales in the State reached an unprecedented 138.6 million quarts in 1976—an increase of 5 percent over 1975.

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. The weekly newsletter "Maine-ly Agriculture" replaced the Department's market report and was reaching nearly 1,000 subscribers by the end of FY 77.

The emphasis of the Harness Racing Commission was in the improvement of the sport and promotion of a breed of Maine Standardbred Horses. The colt stakes program received additional funding from the 108th Legislature. Pari mutuel betting continued to provide substantial award money to the agricultural fairs. Also, during the year, the Department terminated its cooperative agreement with the U.S. Department of Agriculture for poultry inspection in the State. The program is now totally under Federal jurisdiction.

The seed potato program faced the worst crisis in its history: disease in a major seed variety and freeze damage to the Florida crop. The effect of these problems will be felt for the next couple of years.

During FY 77, the Pesticides Control Board implemented the Federally-mandated program for the certification of pesticide applicators. A total of 3,672 private applicators (including 1,300 farmers) are now authorized to use restricted-use pesticides.

Within the Department, new and larger quarters in the State Office Building meant the location of most "umbrella" agencies in the central complex. The Department continued to consolidate and improve internal management, especially in budget and finance.

LICENSES, PERMITS, ETC.:

License:

Fairs & Agricultural Exhibitions.

Permit:

Animal Pulling Contest Holders.

ECONOMIC DEVELOPMENT

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF AGRICULTURE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,016	1,016				
Legislative Approp/ Alloc	45,648	45,648				
Transfers—Non-Federal \$	6,676	6,676				
TOTAL RESOURCES	53,340	53,340				
EXPENDITURES						
Salaries and Wages	29,829	29,829				
State Share of Retirement	905	905				
Prof Service, Not By State	150	150				
Travel Expenses, In-State	2,620	2,620				
Travel Expense, Out-State	1,293	1,293				
Operation—State Vehicles	477	477				
Utilities	1,383	1,383				
Repairs	4,343	4,343				
Insurance	286	286				
General Operating Expense	7,002	7,002				
Other Supplies	732	732				
Highway Materials	35	35				
Grants to Pub. & Priv. Orgs.	200	200				
Equipment Purchases	1,218	1,218				
TOTAL EXPENDITURES	50,473	50,473				

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

JOSEPH N. WILLIAMS, STATE SEALER
GAYLON M. KENNEDY, Deputy State Sealer

Central Office: Statehouse, Augusta 04333

Telephone: 289-3621

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 Count—All Positions: 8

Permanent Legislative Count: 8

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 State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Inspections.

PROGRAM: The Division of Inspections' 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.

ECONOMIC DEVELOPMENT

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 1977: Fiscal data for the (Office of) Sealer of Weights and Measures is included in that of the Division of Inspections.

DIVISION OF ADMINISTRATION (AGRICULTURE)

JOSEPH N. WILLIAMS, COMMISSIONER

Central Office: Statehouse, 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 Count—All Positions: 15

Permanent Legislative Count: 15

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

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

PROGRAM: A specific program initiated during FY 77 was the formation of a task force to work on the problems of the potato industry. Total participants were 42 individuals who were farmers, shippers, and non-industry people. The three areas of concern were marketing, information and education, and research. In order to utilize the report of the task force, it is evident that a reorganization of the Maine Potato Commission is vital to get various programs recommended by the task force under way. It is expected that prior to the next session of the Legislature, that legislation will be completed which will, hopefully, improve the effectiveness of the Commission and exert its influence in solving the problems of the potato industry.

Another major project worked on during FY 77 was the development of programs that will preserve productive agricultural farmland, not only from development but to maintain high quality soils. It does appear that the State of Maine is of the frame of mind to attempt to solve these problems. The ability to implement will depend on our ability to get financial support for the agricultural community from the total money source area: Commercial Banks, Farmers Home Administration, and Production Credit.

The initial attempts to make the people of Maine aware of the economic impact and the importance of agriculture to the State have been continued. Some progress has been made in this area; however most non-farm people in the State still downplay the economic importance and employment opportunities that agriculture does present.

Finance Section. Additional progress was made during the year in centralizing the fiscal and budgeting functions of the Department.

Research Section. The Research Section, as an adjunct to its ongoing work of monitoring and compiling statistics on agriculture and answering inquiries, was involved in legislative coordination, collective bargaining, animal welfare administration, liaison with governmental agencies and agricultural groups for such activities as occupational safety and health, land use policy, transportation and feed grain rates, and departmental reorganization.

Motion Picture Services and Publicity were transferred to the Division of Promotions.

ECONOMIC DEVELOPMENT

PUBLICATIONS: Goals for Maine Agriculture, (free).

FINANCES, FISCAL YEAR 1977:

DIVISION OF ADMINISTRATION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,447		4,447			
Bal Brt Fwd— Encumbered	4,228	4,228				
Fees Charged For Services	1,300		1,300			
Legislative Approp/ Alloc	172,210	172,210				
Adjustment of Balance Fwd	—87	—87				
Transfers—Non-Federal \$	—9,385	—9,385				
TOTAL RESOURCES	172,713	166,966	5,747			
EXPENDITURES						
Salaries and Wages	99,549	99,549				
State Share of Retirement	10,526	10,526				
Prof Service, Not By State	1,963	1,963				
Travel Expenses, In-State	570	570				
Travel Expense, Out-State	900	900				
Operation—State Vehicles	19	19				
Utilities	10,362	10,138	224			
Repairs	1,649	1,649				
Insurance	2,941	2,941				
General Operating Expense	7,813	7,031	782			
Fuel	5,416	5,416				
Other Supplies	5,461	4,895	566			
Equipment Purchases	65		65			
Trans. to Gen.-Fund Sta-Cap	30		30			
TOTAL EXPENDITURES	147,264	145,597	1,667			

DIVISION OF MARKETS (AGRICULTURE)

CARL H. WATTS, DIRECTOR

Central Office: Statehouse, 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 Count-All Positions: 116

Permanent Legislative Count: 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 fruit 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.

ECONOMIC DEVELOPMENT

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

Branding Law. There are four products that are required by law to be inspected at the retail, wholesale or packing level: apples, eggs, potatoes and maple products. 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. There have been two revisions to the Potato Branding Law: (1) The unclassified grade was deleted, and (2) fines for violations were increased considerably.

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.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

DIVISION OF MARKETS (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	423,091		423,091			
Bal Brt Fwd— Encumbered	6,037		6,037			
Licenses/Permits/ Fees/Tax	72		72			
Fines/ Forfeits/ Penalties	7,575		7,575			
Revenue From Federal Govt	26,803		26,803			
Fees Charged For Services	1,305,709		1,305,709			
Legislative Approp/ Alloc	76,505	76,505				
Adjustment of Balance Fwd	—6,270		—6,270			
Transfers—Non-Federal \$	—2,993	—2,993				
TOTAL RESOURCES	1,836,529	73,512	1,763,017			
EXPENDITURES						
Salaries and Wages	1,086,036	57,967	1,028,069			
State Share of Retirement	114,985	6,067	108,918			
Prof Service, Not By State	65,008	32	64,976			
Computer Service, By State	83		83			
Travel Expenses, In-State	111,222	1,624	109,598			
Travel Expense, Out-State	3,237	554	2,683			
Operation—State Vehicles	8,419		8,419			
Utilities	11,577	707	10,870			
Rents	2,344		2,344			
Repairs	233	28	205			
Insurance	25,381	1,640	23,741			
General Operating Expense	9,941	521	9,420			
Other Supplies	9,569	387	9,182			
Pensions	6,640		6,640			
Equipment Purchases	29,723		29,723			
Trans. to Gen.-Fund Sta-Cap	19,549		19,549			
TOTAL EXPENDITURES	1,503,947	69,527	1,434,420			

DIVISION OF PROMOTIONS (AGRICULTURE)

HORACE P. LANDRY, DIRECTOR

Central Office: Statehouse, Augusta 04333

Telephone: 289-2163

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 Count—All Positions: 8

Permanent Legislative Count: 8

PURPOSE: The Division of Promotions was established to provide general assistance to Maine agriculture in the promotion and marketing of the State's agricultural products and resources. Its primary responsibilities are to gather and disseminate market information such as daily commodity prices, weekly crop condition and progress reports, weekly egg inventories, monthly apple storage inventories, annual blueberry pack report, and to cooperate with the U.S. Department of Agriculture Market News by supporting the operation of the USDA Daily Potato Bulletin Market News office at Presque Isle and Boston office of the New England Crop Reporting Service; to provide promotional assistance to the Maine commodity production organization involving such products as apples, blueberries, eggs, poultry, potatoes, and maple; to provide publicity services plus counsel and guidance and some exhibit materials for the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, Potato Week and various other agriculture-oriented functions;

ECONOMIC DEVELOPMENT

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. 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.

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 consisting 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.

ECONOMIC DEVELOPMENT

In September of 1976, publicity and public relations activities of the Department were incorporated into the Division of Promotions, which involves news releases and photography. Several months later, in January 1977, a weekly newsletter entitled "Maine-ly Agriculture" began publication replacing the Maine Market Report. This publication includes agriculture news, Commissioner's comments, livestock auction prices and a section devoted to free classified advertising. Also, in May, 1977, the Motion Picture Services was transferred into the Division of Promotions. During the preceding calendar year, 4,520 agriculture-related films were distributed to television stations and schools by this Service for viewing throughout the nation.

LICENSES, PERMITS, ETC.:

License

Potato Processors

PUBLICATIONS:

Farming in Maine

Motion Pictures From Maine

Agriculture Fairs in Maine

Adventures with Maine Apples

Fruit from Maine

Flavor-full Maine Baked Bean Recipes

Maine Chicken Barbecue

Maine Blueberry Recipes

Flavorful Potatoes Recipes

Above publications are free

Maine-ly Agriculture (weekly) \$5 annual subscription.

FINANCES, FISCAL YEAR 1977:

DIVISION OF PROMOTIONS (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	87,923		87,923			
Bal Brt Fwd— Encumbered	4,245	4,245				
Licenses/Permits/Fees/Tax	306,771		306,771			
Legislative Approp/ Alloc	170,753	170,753				
Adjustment of Balance Fwd	—726	—488	—238			
Transfers—Non-Federal \$	—8,167	—8,167				
TOTAL RESOURCES	560,799	166,343	394,456			
EXPENDITURES						
Salaries and Wages	58,109	58,109				
State Share of Retirement	6,016	6,016				
Prof Service, Not By State	22,346	22,325	21			
Computer Service, By State	71	71				
Other Prof. Serv., By State	660		660			
Travel Expenses, In-State	3,203	2,494	709			
Travel Expense, Out-State	4,590	4,590				
Operation—State Vehicles	1,169	869	300			
Utilities	5,630	4,380	1,250			
Repairs	309	309				
Insurance	3,763	3,763				
General Operating Expense	16,612	15,812	800			
Food	180	180				
Other Supplies	5,148	4,353	795			
Grants to Pub. & Priv. Orgs.	310,701	29,810	280,891			
TOTAL EXPENDITURES	438,507	153,081	285,426			

ECONOMIC DEVELOPMENT

DIVISION OF ANIMAL INDUSTRY

JOHN A. SMILEY, DIRECTOR

Central Office: Statehouse, 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 Count—All Positions: 18

Permanent Legislative Count: 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 State Board of Veterinary Medicine 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 addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine and saliva from the several racetracks in the State.

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

Dog License Administration. This Division provides each of the State's 498 municipal clerks with licenses and tags to license the 97,760 dogs and 1,006 kennels—an increase over 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.

ECONOMIC DEVELOPMENT

LICENSES, PERMITS, ETC.:

License:

Swing Garbage Feeders
Livestock & Poultry Dealers
Boarding Kennels
Pet Shops

PUBLICATIONS:

Maine Production and Pullet Test (free)

FINANCES, FISCAL YEAR 1977:

DIVISION OF ANIMAL INDUSTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	42,298		42,298			
Bal Brt Fwd— Encumbered	298	298				
Revenue From Federal Govt	—1,197		—1,197			
Fees Charged For Services	22,903		22,903			
Legislative Approp/ Alloc	245,876	245,876				
Adjustment of Balance Fwd	—196	—196				
Transfers—Non-Federal \$	12,330	12,330				
TOTAL RESOURCES	322,312	258,308	64,004			
EXPENDITURES						
Salaries and Wages	178,647	160,025	18,622			
State Share of Retirement	18,256	16,562	1,694			
Prof Service, Not By State	12,038	11,986	52			
Computer Service, By State	25	2	23			
Other Prof. Serv., By State	—990	—990				
Travel Expenses, In-State	15,930	13,652	2,278			
Travel Expense, Out-State	1,457	1,170	287			
Operation—State Vehicles	1,919	1,919				
Utilities	4,773	4,603	170			
Rents	3		3			
Repairs	895	777	118			
Insurance	4,001	3,659	342			
General Operating Expense	6,850	6,695	155			
Food	26,467	26,467				
Fuel	1,702	1,702				
Other Supplies	17,061	9,005	8,056			
Misc. Grants to Individual	69	69				
Equipment Purchases	4,621	80	4,541			
Trans. to Gen.-Fund Sta-Cap	509		509			
TOTAL EXPENDITURES	294,233	257,383	36,850			

DIVISION OF PLANT INDUSTRY

PAUL J. EASTMAN, DIRECTOR

Central Office: Statehouse, 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 Count—All Positions: 34

Permanent Legislative Count: 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

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plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes and promulgate regulations relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; and bees and bee keepers; and to the quarantine, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

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

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

PROGRAM: The major activity of the Division of Plant Industry is the certification of seed potatoes which is self-supporting through fees charged to participants. Sixty thousand acres of potatoes were inspected in the field, and about 2,000,000 cwts of seed potatoes were inspected prior to shipment in FY 77.

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:

List of Seed Potato Growers—annual (free)
List of Licensed Producers and Handlers of Nursery and Ornamental Stock—
annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

DIVISION OF PLANT INDUSTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	196,458		196,458			
Revenue—Private Sources	37,453		37,453			
Fees Charged For Services	300,034		300,034			
Legislative Approp/Alloc	65,953	65,953				
Adjustment of Balance Fwd	16		16			
Transfers—Non-Federal \$	5,746	5,746				
TOTAL RESOURCES	605,660	71,699	533,961			
EXPENDITURES						
Salaries and Wages	258,332	54,265	204,067			
State Share of Retirement	27,049	5,787	21,262			
Prof Service, Not By State	12,803	42	12,761			
Computer Service, By State	790		790			
Travel Expenses, In-State	25,870	5,211	20,659			
Travel Expense, Out-State	4,334	605	3,729			
Operation—State Vehicles	9,279	1,160	8,119			
Utilities	5,051	920	4,131			
Rents	5,616		5,616			
Repairs	342	29	313			
Insurance	5,671	970	4,701			
General Operating Expense	12,877	1,479	11,398			
Fuel	248		248			
Other Supplies	49,725	739	48,986			
Grants to Pub. & Priv. Orgs.	100	100				
Equipment Purchases	14,887		14,887			
Trans. to Gen.-Fund Sta-Cap	4,382		4,382			
TOTAL EXPENDITURES	437,356	71,307	366,049			

(OFFICE OF) STATE HORTICULTURIST

A. DWIGHT BLACK, STATE HORTICULTURIST

Central Office: Statehouse, 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 Count—All Positions: 4

Permanent Legislative Count: 4

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement.

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 and 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, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, with the Apple Tree Pool an added program in late winter and spring.

ECONOMIC DEVELOPMENT

Bee inspection and licensing of beekeepers are handled by a part-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. 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 of the Eastern Plant Board.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: 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: Statehouse, 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 Count—All Positions: 75

Permanent Legislative Count: 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.

PROGRAM:

Pesticide Program. Under the Pesticide Control Act of 1975, 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.

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 84 establishments under inspection; this includes both custom and commercial establishments. 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

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the past. More dairies are now included on the Inter-state Milk Shippers list in order to sell their surplus milk. The State's responsibility for the poultry inspection program, begun in 1958, was terminated on November 10, 1976, and the program is now totally under Federal supervision.

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 1977:

DIVISION OF INSPECTIONS (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	202,082		202,082			
Bal Brt Fwd— Encumbered	240	240				
Licenses/Permits/Fees/Tax	179,653		179,653			
Fines/Forfeits/Penalties	1,793		1,793			
Revenue From Federal Govt	387,690		387,690			
Revenue—Private Sources	9,438		9,438			
Fees Charged For Services	144,383		144,383			
Legislative Approp/Alloc	763,460	763,460				
Adjustment of Balance Fwd	—9,844		—9,844			
Transfers—Non-Federal \$	23,880	23,880				
TOTAL RESOURCES	1,702,775	787,580	915,195			
EXPENDITURES						
Salaries and Wages	881,194	379,347	501,847			
State Share of Retirement	91,428	40,159	51,269			
Prof Service, Not By State	247,706	197,355	50,351			
Travel Expenses, In-State	120,843	65,275	55,568			
Travel Expense, Out-State	5,968	3,418	2,550			
Operation—State Vehicles	29,392	26,336	3,056			
Utilities	10,572	7,701	2,871			
Rents	52	52				
Repairs	1,832	634	1,198			
Insurance	24,227	9,514	14,713			
General Operating Expense	8,445	4,187	4,258			
Fuel	218	218				
Other Supplies	14,997	11,867	3,130			
Misc. Grants to Individual	12,263	12,263				
Equipment Purchases	5,491	3,699	1,792			
Transfer to General Fund	1,551		1,551			
Trans. to Gen.-Fund Sta-Cap	11,396		11,396			
TOTAL EXPENDITURES	1,467,575	762,025	705,550			

ECONOMIC DEVELOPMENT
DIVISION OF ANIMAL WELFARE
STANLEY T. BROWNE, DIRECTOR

Central Office: Statehouse, 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 Count—All Positions: 4

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

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State’s “Cruelty to Animals” laws. Persons desiring to be Agents upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State. The twenty-seven part-time Agents already licensed continued under the new law.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

PROGRAM: During FY 77, the Division’s staff investigated more than 1,200 complaints of cruelty to animals or other related violations. Fourteen violations necessitated court related action. The Division also monitored livestock auctions, public animal displays, animal events at agricultural fairs and riding facilities for possible violations of humane statutes.

Examples of continued efforts to expand the Division’s participation in areas of service are such activities as: instructing in animal welfare statutes and emergency animal first aid at the Maine Criminal Justice Academy, developing and maintaining a complete reference file on animal welfare investigations and court related activities, participating in two animal control officers workshops, cooperation with state and regional Federations of Humane Societies, numerous public speaking engagements plus an informational exhibit prepared and displayed at various public and professional functions.

The Division participated in (Animal Welfare) Advisory Board meetings and performed associated secretarial duties.

PUBLICATIONS:

Laws Relating to Animal Welfare (free)

Animal Welfare Newsletter (published quarterly) (free)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

DIVISION OF ANIMAL WELFARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1	1				
Legislative Approp/Alloc	69,705	69,705				
Transfers—Non-Federal \$	2,284	2,284				
TOTAL RESOURCES	71,990	71,990				
EXPENDITURES						
Salaries and Wages	49,504	49,504				
State Share of Retirement	4,307	4,307				
Prof Service, Not By State	357	357				
Travel Expenses, In-State	11,703	11,703				
Travel Expense, Out-State	179	179				
Operation—State Vehicles	18	18				
Utilities	2,341	2,341				
Repairs	53	53				
Insurance	1,091	1,091				
General Operating Expense	787	787				
Other Supplies	817	817				
Grants To Federal Govt.	3	3				
Misc. Grants to Individual	45	45				
TOTAL EXPENDITURES	71,205	71,205				

MAINE POTATO MARKETING COMMITTEE

JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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 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.)

ECONOMIC DEVELOPMENT

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

SEED POTATO BOARD

JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE
PAUL J. EASTMAN, Secretary

Central Office: Statehouse, Augusta 04333

Telephone: 289-3891

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 Count—All Positions: 19

Permanent Legislative Count: 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 77 was not a particularly successful year for the Board. While the virus disease problem was greatly improved, the finding of one ring rot tuber in the Katahdin variety was a severe blow to the program both financially and from the standpoint of seed improvement. It will take at least two years for the Board to recover.

The loss of the Florida crop by freezing on January 19, 1977 was another cause for loss of income to the Board.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
SEED POTATO BOARD						
RESOURCES						
Bal Brt Fwd—Unencumbered	216,545					216,545
Interest/Investment/ Rents	9,323					9,323
Revenue From Federal Govt	63,650					63,650
Fees Charged For Services	293,914					293,914
TOTAL RESOURCES	583,432					583,432
EXPENDITURES						
Salaries and Wages	62,288					62,288
State Share of Retirement	6,668					6,668
Prof Service, Not By State	24,349					24,349
Travel Expenses, In-State	3,981					3,981
Travel Expense, Out-State	11,759					11,759
Operation—State Vehicles	2,673					2,673
Utilities	4,871					4,871
Rents	21,965					21,965
Repairs	3,596					3,596
Insurance	1,076					1,076
General Operating Expense	15,294					15,294
Food	30					30
Fuel	7,295					7,295
Other Supplies	38,962					38,962
Depreciation	4,953					4,953
Grants to Local Govts.	3,302					3,302
Trans. to Gen.-Fund Sta-Cap	2,676					2,676
TOTAL EXPENDITURES	215,738					215,738

MAINE MILK COMMISSION

MARIA A. HANLEY, CHAIRMAN

WALTER B. STEELE, JR., Executive Secretary

Central Office: Statehouse, 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 Count—All Positions: 5

Permanent Legislative Count: 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-

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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 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 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 has enabled 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.

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.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brl Fwd—Unencumbered	11,077		11,077			
Licenses/Permits/Fees/Tax	111,672		111,672			
Transfers—Non-Federal \$	—10,000		—10,000			
TOTAL RESOURCES	112,749		112,749			
EXPENDITURES						
Salaries and Wages	56,397		56,397			
State Share of Retirement	5,483		5,483			
Prof Service, Not By State	5,187		5,187			
Travel Expenses, In-State	3,835		3,835			
Travel Expense, Out-State	1,576		1,576			
Utilities	1,974		1,974			
Rents	222		222			
Repairs	59		59			
Insurance	1,342		1,342			
General Operating Expense	8,089		8,089			
Other Supplies	974		974			
Trans. to Gen.-Fund Sta-Cap	1,267		1,267			
TOTAL EXPENDITURES	86,405		86,405			

MAINE DAIRY AND NUTRITION COUNCIL COMMITTEE

NORMAN A. WING, DIRECTOR

Central Office: Statehouse, Augusta 04333

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 Count—All Positions: 4

Permanent Legislative Count: 4

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 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.

ECONOMIC DEVELOPMENT

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 four 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 1977:

MAINE DAIRY AND NUTRITION COUNCIL COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	28,503		28,503			
Bal Brt Fwd— Encumbered	3,683		3,683			
Licenses/Permits/Fees/Tax	100,604		100,604			
Adjustment of Balance Fwd	500		500			
Transfers—Non-Federal \$	10,000		10,000			
TOTAL RESOURCES	143,290		143,290			
EXPENDITURES						
Salaries and Wages	41,321		41,321			
State Share of Retirement	4,152		4,152			
Travel Expenses, In-State	6,755		6,755			
Travel Expense, Out-State	1,217		1,217			
Operation—State Vehicles	39		39			
Utilities	2,395		2,395			
Rents	1,632		1,632			
Repairs	199		199			
Insurance	850		850			
General Operating Expense	15,702		15,702			
Other Supplies	35,229		35,229			
Equipment Purchases	467		467			
Transfer to General Fund	1,516		1,516			
Trans. to Gen.-Fund Sta-Cap	1,537		1,537			
TOTAL EXPENDITURES	113,011		113,011			

ECONOMIC DEVELOPMENT

STATE HARNESS RACING COMMISSION

JOSEPH P. KENNEALLY, CHAIRMAN
THOMAS WEBSTER, Executive Secretary

Central Office: Statehouse, 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 Count—All Positions: 4

Permanent Legislative Count: 4

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, for terms of three years. No more than two members may be of the same political party and one member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are a continuing effort in cooperation with the Department of Animal Industry and the Public Health Laboratory to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races should exceed \$175,000.00 annually.

LICENSES, PERMITS, ETC.:

License:

Standard Bred Horse Owners
Drivers/Trainers Standard Bred Horses
Various Pari-Mutuel Racing Officials

ECONOMIC DEVELOPMENT

Pari-Mutuel Racing Association—
Fairs or Extended Meets
Grooms of Standard Breed Horses

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977:

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	79,065		79,065			
Bal Brt Fwd— Encumbered	203	203				
Licenses/Permits/Fees/Tax	16,691		16,691			
Fees Charged For Services	62,181		62,181			
Legislative Approp/Alloc	112,437	112,437				
Transfers—Non-Federal \$	18,600	18,600				
TOTAL RESOURCES	289,177	131,240	157,937			
EXPENDITURES						
Salaries and Wages	69,728	69,728				
State Share of Retirement	7,049	7,049				
Prof Service, Not By State	155	155				
Other Prof.Serv., By State	19,800	19,800				
Travel Expenses, In-State	21,618	21,618				
Operation—State Vehicles	396	396				
Utilities	1,761	1,761				
Repairs	151	151				
Insurance	933	933				
General Operating Expense	2,393	2,393				
Other Supplies	2,227	2,227				
Grants to Pub. & Priv. Orgs.	8,880		8,880			
Equipment Purchases	154		154			
TOTAL EXPENDITURES	135,245	126,211	9,034			

STATE SOIL AND WATER CONSERVATION COMMISSION

WALLACE BOYD, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: Statehouse, 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 Count—All Positions: 3

Permanent Legislative Count: 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 coor-

ECONOMIC DEVELOPMENT

dinate 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, Westbrook

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 12,547 private landowners in cooperation with Maine's sixteen Soil and Water Conservation Districts; 4,124 landowners were assisted during FY 77, 1,611 developed complete conservation plans; and 7,863 landowners applied one or more conservation practices on their land.

The Commission and Districts reviewed and evaluated over 485 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, and Department 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, 29 Work-Study Students were employed by the Commission during the summer.

The registry of dams was established and 441 dams have been registered. Four hearings have been held for the establishment of water levels on lakes.

ECONOMIC DEVELOPMENT

LICENSES, PERMITS, ETC.:

Registration:

Dams

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine

Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land

Soil Surveys—The Municipal Officer's Good Right Hand

Maine Guidelines for Septic Tank Sludge Disposal on the Land

Native and Introduced Wildlife Shrubs of Maine

Environmental Quality Handbook

Conservation Needs Inventory—Maine

All above publications are free.

FINANCES, FISCAL YEAR 1977:

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	84		84			
Fees Charged For Services	6,735		6,735			
Legislative Approp/ Alloc	97,272	97,272				
Transfers Contingent Acct	950	950				
TOTAL RESOURCES	105,041	98,222	6,819			
EXPENDITURES						
Salaries and Wages	28,795	28,795				
State Share of Retirement	3,073	3,073				
Prof Service, Not By State	11,145	9,268	1,877			
Travel Expenses, In-State	5,752	4,966	786			
Travel Expense, Out-State	719	719				
Operation—State Vehicles	69	69				
Utilities	1,737	1,737				
Repairs	1,953	1,953				
Insurance	577	577				
General Operating Expense	3,483	3,021	462			
Other Supplies	236	236				
Grants To Federal Govt.	10,000	10,000				
Grants to Pub. & Priv. Orgs.	27,150	27,150				
Trans. to Gen.-Fund Sta-Cap	46		46			
TOTAL EXPENDITURES	94,735	91,564	3,171			

MAINE AGRICULTURAL BARGAINING BOARD

SETH BRADSTREET, CHAIRMAN

RALPH M. KEIRSTEAD, Secretary

Central Office: Statehouse, Augusta 04333

Telephone: 289-2163

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 Count—All Positions: 0

Permanent Legislative Count: 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

ECONOMIC DEVELOPMENT

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 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 1977:

MAINE AGRICULTURAL BARGAINING BOARD	TOTAL FOR		Special Revenue			
	ALL FUNDS	General Fund	Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	9,501	9,501				
TOTAL RESOURCES	9,501	9,501				
EXPENDITURES						
Salaries and Wages	1,090	1,090				
State Share of Retirement	39	39				
Travel Expenses, In-State	384	384				
Utilities	96	96				
TOTAL EXPENDITURES	1,609	1,609				

(ANIMAL WELFARE) ADVISORY BOARD

THEODORE KURTZ, CHAIRMAN
STANLEY T. BROWNE, Director

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 0

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.

ECONOMIC DEVELOPMENT

PROGRAM: The Board meets periodically during the year. It has no statutory programs, administrative responsibility or funding.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Actual expenses incurred are paid by the Department of Agriculture.

SARDINE INDUSTRY ADVISORY BOARD

JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 0

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.

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 77. It is anticipated that the Board will resume meetings during FY 78.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

STATE BOARD OF VETERINARY MEDICINE

ALLAN INGRAHAM, DVM, PRESIDENT

BARRY P. FOSSETT, DVM, Secretary

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 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

ECONOMIC DEVELOPMENT

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 became effective July 29, 1976.

PROGRAM: The Board met in Augusta five times between July 1, 1976 and June 30, 1977. 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 65 requests for exam applications, 25 completed the application requirements, and 22 applicants took the exam. The secretary also responded to many governmental forms and questionnaires. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered. Also many letters pertaining to the practice of this profession in Maine were received from private individuals and institutional researchers.

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 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 1977:

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	6,116		6,116			
Fees Charged For Services	5,735		5,735			
TOTAL RESOURCES	11,851		11,851			
EXPENDITURES						
Salaries and Wages	2,000		2,000			
Prof Service, Not By State	100		100			
Other Prof. Serv., By State	500		500			
Travel Expenses, In-State	415		415			
General Operating Expense	250		250			
Other Supplies	135		135			
Equipment Purchases	120		120			
Trans. to Gen.-Fund Sta-Cap	40		40			
TOTAL EXPENDITURES	3,560		3,560			

ECONOMIC DEVELOPMENT
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 Count—All Positions: 1

Permanent Legislative Count: 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 FY 77, the Maine Milk Tax Committee implemented one of the strongest advertising campaigns in years, on behalf of the Maine dairy industry. Class I sales at the end of the year were an unprecedented 138,601,419 quarts representing an increase of over 7¼ million quarts over 1975. Encouraged by these results and the unending need to educate and sell the consumer, the Maine Milk Tax Committee embarked on another vigorous campaign to bring a positive image to the Maine consumer in 1977.

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.

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, capitalizing on the Olympic Games publicity, 56 four color billboards were located through Maine's major tourist arteries using the theme FOR THE LONG RUN—MILK IS A NATURAL.

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 feels is slanted press. To date, six 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 26 weeks. In that time, each station aired 80 spots to the news-watching audiences.

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 during FY 77, each one ran five-color, full-page ads. Each ad tied into the various themes of the in-store promotions.

ECONOMIC DEVELOPMENT

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 preceding 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 1977:

MAINE MILK TAX COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	15,905		15,905			
Bal Brt Fwd— Encumbered	37,595		37,595			
Licenses/ Permits/Fees/Tax	311,210		311,210			
TOTAL RESOURCES	364,710		364,710			
EXPENDITURES						
Salaries and Wages	17,914		17,914			
State Share of Retirement	1,589		1,589			
Prof Service, Not By State	256,055		256,055			
Travel Expenses, In-State	2,668		2,668			
Travel Expense, Out-State	3,184		3,184			
Utilities	118		118			
Rents	1,500		1,500			
Insurance	286		286			
General Operating Expense	35,590		35,590			
Transfer to General Fund	4,746		4,746			
Trans. to Gen.-Fund Sta-Cap	4,779		4,779			
TOTAL EXPENDITURES	328,429		328,429			

MAINE POTATO COMMISSION

REYNOLD S. SOUCY, 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 Count—All Positions: 2

Permanent Legislative Count: 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 im-

ECONOMIC DEVELOPMENT

posed 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 Director to administer policies established by the Commission.

PROGRAM: The Maine Potato Commission's advertising and promotion campaign for the 1976 crop of Maine potatoes encompassed a meeting with 150 produce executives of chain stores and independent retailers in the New York-New Jersey metropolitan area; exhibition of Maine potato products at the Eastern States Exposition, West Springfield, Massachusetts; Maine Agricultural Trades Show, Augusta, and Maine Mall Exhibit, Portland.

Television advertising was conducted in New York City, Albany N.Y., Pittsburgh and Philadelphia, Pa., and Cleveland, Ohio to stimulate a strong consumer demand, resulting in consistent premium prices to Maine potato growers. Grocery stores and supermarkets were supplied with bright, bold posters, banners and price cards to attract consumers. In addition to these point of sale materials, Maine potato recipe booklets were provided to thousands of stores to distribute to their customers. A regular direct mail communication of potato recipes, buying, preparation and storage was established with food editors and a promotion activity letter was sent to buyers and key produce executives to keep them abreast of promotion activities. This year considerable effort was devoted to the production of a quality seed sales brochure for promotion of Maine seed potatoes.

Potato tax funds were expended during FY 77 to underwrite the potato breeding program, Central Maine project and potato silage project by the Life Sciences and Agriculture Experiment Station, University of Maine; continuation of 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 by the University of Massachusetts; and continuation of the Sangerville seed project and support for plant pathologist project and equipment by the Maine Seed Potato Board.

Grants of potato tax funds were also made during FY 77 to the Maine Potato Council (an association of potato producers) and to the Maine Potato Sales Association (an organization of shippers). The objective of both groups is to work for the betterment of the Maine potato industry through their respective memberships.

PUBLICATIONS: None.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

MAINE POTATO COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	75,521		75,521			
Bal Brt Fwd— Encumbered	455		455			
Licenses/Permits/Fees/Tax	497,289		497,289			
Fees Charged For Services	274		274			
Adjustment of Balance Fwd	37		37			
TOTAL RESOURCES	573,576		573,576			
EXPENDITURES						
Salaries and Wages	31,436		31,436			
Prof Service, Not By State	3,133		3,133			
Travel Expenses, In-State	4,586		4,586			
Travel Expense, Out-State	3,790		3,790			
Utilities	4,313		4,313			
Rents	2,354		2,354			
Repairs	60		60			
Insurance	4,227		4,227			
General Operating Expense	256,228		256,228			
Other Supplies	442		442			
Grants to Pub. & Priv. Orgs.	155,876		155,876			
Misc. Grants to Individual	100		100			
Transfer to General Fund	12,526		12,526			
Trans. to Gen.-Fund Sta-Cap	3,607		3,607			
TOTAL EXPENDITURES	482,678		482,678			

BOARD OF PESTICIDES CONTROL

MAYNARD F. MARSH, CHAIRMAN
DONALD MAIRS, Supervisor

Central Office: Statehouse, 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 Count—All Positions: 2

Permanent Legislative Count: 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 license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; 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, Human Services, Inland Fisheries and Wildlife, 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

ECONOMIC DEVELOPMENT

personnel as necessary. A new Federal Environmental Protection Agency grant now provides funds for the position of certification coordinator; the incumbent is responsible for administering federally-mandated applicator certification activities.

PROGRAM: The federally-mandated program for certification of pesticide applicators was implemented. Over 1,300 farmers and other private applicators were trained and examined, bringing the total number of private applicators certified to purchase and use restricted-use pesticides to 3,672. An examination and licensing system for distributors of restricted-use chemicals went on line, with 187 dealers and salesmen licensed. Primary emphasis was placed on training and examination of commercial pesticide applicators in ten specialty categories, and numerous sub-categories as follows: Agricultural (Plant, Animal); Forest (General, Timber Stand Improvement); Ornamental and Turf (Arborists, Floral and Turf); Aquatic; Right-of-Way; Industrial, Institutional, Structural, and Health-Related (Structural, Food Processing, Outdoor Rodent, Miscellaneous); Public Health (Biting Fly, Miscellaneous); Regulatory; Demonstration and Research; Aerial (Agricultural, Forest, Right-of-Way, Public Health). By the year's end, 445 individuals were licensed by category and subcategory, including, for the first time, State, Federal and university employees. A new Federal grant facilitated the implementation of the certification program by employing a coordinator; the task could not otherwise have been accomplished.

As usual, numerous pesticide mis-use complaints were investigated. Two license-suspension hearings were held, with one license suspended and the other retained. Some pesticide use and disposal observations were made utilizing a helicopter, which proved a very valuable cost-effective tool.

Considerable time was spent in environmental monitoring associated with the spruce budworm control program, and some field work was done in evaluating methods of bird and mammal control. Public interest in biting-fly control continues at a high level, and much staff time was expended in this connection.

Service requests from the public increased sharply, severely straining the response capability of our limited staff.

LICENSES, PERMITS, ETC.:

License:

- Commercial Pesticide Applicators

- Pesticide Dealers

Certificate:

- Private Pesticide Applicators

Permit:

- Aquatic Pesticide

- Limited-Use Pesticide

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	30,672		30,672			
Licenses/Permits/Fees/Tax	37,180		37,180			
Revenue From Federal Govt	40,750		40,750			
Legislative Approp/Alloc	26,893	26,893				
Adjustment of Balance Fwd	66		66			
TOTAL RESOURCES	135,561	26,893	108,668			
EXPENDITURES						
Salaries and Wages	42,674	15,869	26,805			
State Share of Retirement	3,486	1,692	1,794			
Prof Service, Not By State	1,755	393	1,362			
Computer Service, By State	354		354			
Other Prof. Serv., By State	4,998	700	4,298			
Travel Expenses, In-State	4,833	502	4,331			
Travel Expense, Out-State	826	153	673			
Utilities	1,536		1,536			
Repairs	89	89				
Insurance	698	528	170			
General Operating Expense	5,302	797	4,505			
Other Supplies	613	120	493			
Equipment Purchases	3,013		3,013			
Trans. to Gen.-Fund Sta-Cap	594		594			
TOTAL EXPENDITURES	70,771	20,843	49,928			

DEPARTMENT OF BUSINESS REGULATION

ALFRED W. PERKINS, COMMISSIONER
LINDA S. GILSON, Business Manager

Central Office: Statehouse, 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 Count—All Positions: 109.5

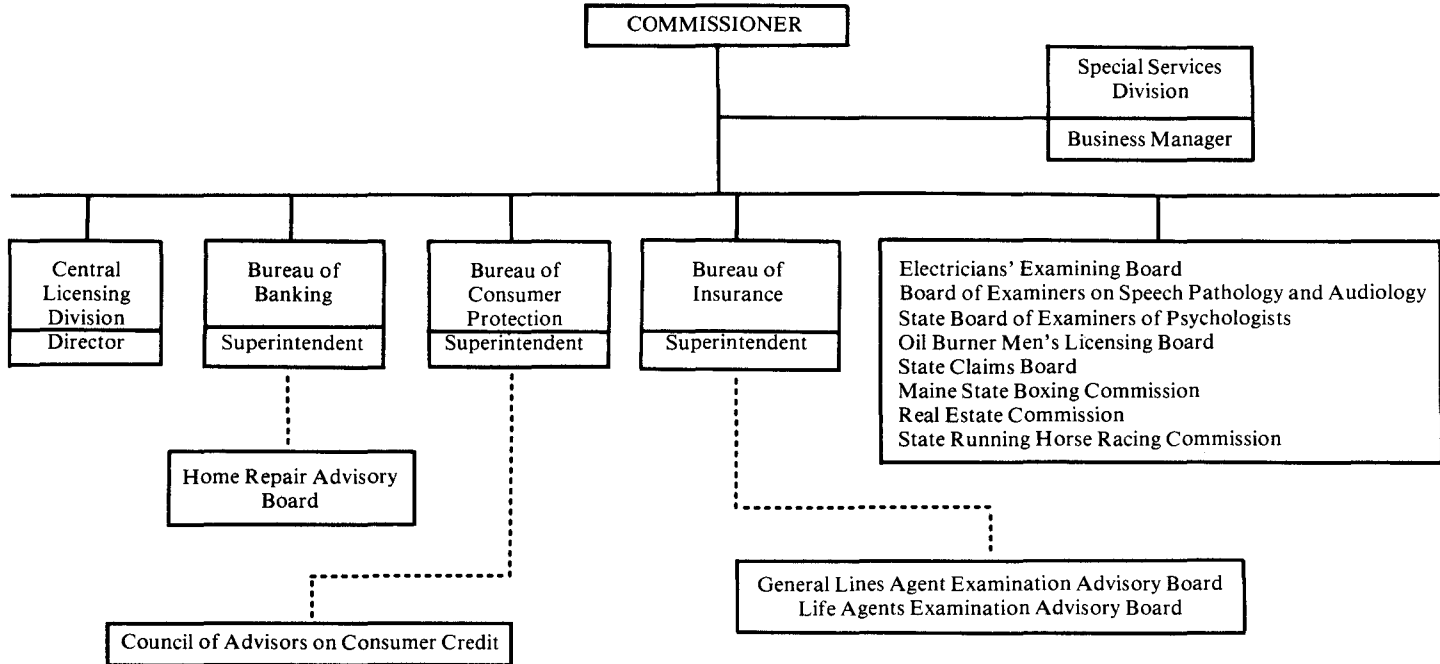
Permanent Legislative Count: 13.5

Organizational Units:

Special Services Division	State Claims Board
Bureau of Banking	Oil Burner Men's Licensing Board
Bureau of Insurance	Electrician's Examining Board
Bureau of Consumer Protection	Central Licensing Division
Real Estate Commission	Life Agents Examination Advisory Board
State Running Horse Racing Commission	General Lines Agents Examination Advisory Board
Maine State Boxing Commission	State Board of Examiners of Psychologists
Home Repair Advisory Board	
Board of Examiners on Speech Pathology and Audiology	

PURPOSE: The Department of Business Regulation was established to regulate financial institutions, insurance companies, commercial sports and grantors of consumer credit, to license professional and occupational trades and to award just compensation in land condemnations.

**ORGANIZATION CHART
DEPARTMENT OF BUSINESS REGULATION**



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ECONOMIC DEVELOPMENT
DEPARTMENT OF BUSINESS REGULATION
CONSOLIDATED FINANCIAL CHART FOR FY 77

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,040,406		1,040,406			
Bal Brt Fwd— Encumbered	22,027		22,027			
Licenses/Permits/ Fees/Tax	998,091		998,091			
Fees Charged For Services	275,126		274,841	285		
Receipts From Other Funds	500		500			
Legislative Approp/Alloc	287,860	170,419		117,441		
Adjustment of Balance Fwd	—154		—154			
TOTAL RESOURCES	2,623,856	170,419	2,335,711	117,726		
EXPENDITURES						
Salaries and Wages	839,143	107,527	692,422	39,194		
State Share of Retirement	86,178	11,250	72,166	2,762		
Prof Service, Not By State	115,041		115,029	12		
Computer Service, By State	97		97			
Other Prof. Serv., By State	46		46			
Travel Expenses, In-State	91,451	945	88,437	2,069		
Travel Expense, Out-State	9,032	966	8,066			
Operation—State Vehicles	7,716		7,716			
Utilities	30,358	6,567	22,204	1,587		
Rents	19,342		19,142	200		
Repairs	5,161	37	5,075	49		
Insurance	19,630	1,805	17,307	518		
General Operating Expense	69,876	2,306	66,013	1,557		
Other Supplies	35,329	2,594	32,140	595		
Public Assistance Grants	185		185			
Equipment Purchases	22,021		22,021			
Trans. to Gen.-Fund Sta-Cap	22,225		21,327	898		
TOTAL EXPENDITURES	1,372,831	133,997	1,189,393	49,441		

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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 State Claims 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 77 are discussed in the following reports of its primary component agencies.

PUBLICATIONS: See reports of component units.

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF BUSINESS REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,025		5,025			
Legislative Approp/Alloc	40,821	40,821				
Adjustment of Balance Fwd	7,281		7,281			
Transfers—Non-Federal \$	23,337		23,337			
TOTAL RESOURCES	76,464	40,821	35,643			
EXPENDITURES						
Salaries and Wages	36,033	15,983	20,050			
State Share of Retirement	3,799	1,539	2,260			
Travel Expenses, In-State	93	10	83			
Operation—State Vehicles	899		899			
Utilities	1,600	1,344	256			
Repairs	306		306			
Insurance	671	97	574			
General Operating Expense	165	22	143			
Other Supplies	1,017	4	1,013			
Equipment Purchases	1,723		1,723			
Trans. to Gen.-Fund Sta-Cap	470		470			
TOTAL EXPENDITURES	46,776	18,999	27,777			

ECONOMIC DEVELOPMENT
BUREAU OF BANKING
JOHN A. DURHAM, SUPERINTENDENT
LESLIE G. HILTON, Deputy Superintendent

Central Office: Statehouse, 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 Count—All Positions: 23

Permanent Legislative Count: 30

Organizational Units:

Banking Division

Securities Division

Home Repair Advisory Board

Negotiable Checks and Money Orders

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. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

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.

ECONOMIC DEVELOPMENT

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 1976 and by June 30, 1977, the Bureau of Banking was well along in 1977 examinations. Of the six branch applications pending June 30, 1976, and the fourteen applications received during fiscal year 1977, fifteen were approved and five are pending on June 30, 1977. Also, applications for relocations for branches of one trust company, three savings banks, and the only office of two credit unions were approved. One relocation application was pending at the close of the fiscal year. One application for merger was pending as of June 30, 1976. This, along with four other merger applications for FY 1977 were approved. One application for a bank to become a financial institution holding company was approved; a service corporation was given permission to organize; and an application to establish a Stock Savings Bank is pending decision. In conjunction with this request, a bank holding company has submitted application to purchase controlling interest in this stock savings bank, should permission be granted to incorporate.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. Advanced examiner training included: two examiners attended the Conference of State Bank Supervisors School in Chicago; four examiners attended the CSBS Computer Audit and Control Conference in Boston, Massachusetts; three examiners attended a course presented by the Federal Reserve Bank in Boston, Mass.; one examiner attended the FDIC School for Senior Assistants and another participated in the FDIC School for Examiners; one examiner participated in a Trust Clinic presented in Philadelphia, Pa. by the National Bank Examiners; and another represented the Bureau at the Second Annual Meeting of the Society of Financial Examiners held in Hartford, Conn. One examiner graduated from the Graduate Savings Bank School at Brown University (a 3-year course); another graduated from the Graduate School of Banking at the University of Wisconsin and a third has completed his second year at this university.

Short-term Bureau goals include the development of career opportunities for personnel by grade reclassification and upgrading of professional opportunities; the development of adequate research, data-gathering and consumer service capacities; and establishment of an expanded, comprehensive training program to provide qualified examiners in a reduced time-frame. Long-term goals include addition of examination capabilities to the Securities Division and recodification of Securities laws; and development of the capacity to assume greater responsibilities in bank examinations from Federal regulatory agencies.

Securities Division. During the preceding fiscal year, the Securities Division processed 1,250 applications to register securities. Issuer-applicants were varied, and included corporations of churches, hospitals, holding companies, public utilities, transportation companies, industrial companies, investment companies; as well as unit investment trusts for tax-exempt bond funds; foreign governments; limited partnership syndications for oil/gas drilling, land, apartments, computers, historic building renovation and development companies of out-of-state land sub-divisions and condominiums. Local issuers, exempt from Federal registration requirements and subject only to Maine registration requirements, included limited partner-

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ships for low income apartment projects, corporations involved in fisheries, banking-related services, research and development of alternate energy and sales of gifts/accessories. Local issuers as well as investment companies, unit investment trusts and out-of-state land/condominium offerors required the most attention in the registration process.

Dealer and agent registration was on a calendar year basis, through December 31, 1976. As of that date, the Division had registered 425 dealers in securities and 1760 agents. An amendment in the statutes, effective October 1, 1976, changed the registration period, to provide for an expiration date on September 30th rather than December 31st, and for a biennial renewal of registration. Dealers and agents were renewed as of January 1, 1977 with one-half of the renewal applicants registered for the period ending September 30, 1977 and one-half registered for the period ending September 30, 1978. All new applicant/registrants after January 1, 1977 were registered for the period ending September 30, 1977.

The Division received and processed complaints involving possible fraud in the sale of securities. One complaint for injunction was prosecuted by the Attorney General. Numerous inquiries were processed and investigations conducted in the sale of securities, unauthorized purchases, offers or sales of securities by unregistered dealers or agents, and errors in account registration.

LICENSES, PERMITS, ETC.:

License:

- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders

PUBLICATIONS:

Laws, Regulations and Bulletins—Maine Bureau of Banking (\$20.00)

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
BUREAU OF BANKING						
RESOURCES						
Bal Brt Fwd—Unencumbered	85,920		85,920			
Bal Brt Fwd— Encumbered	513		513			
Licenses/Permits/Fees/Tax	238,881		238,881			
Fees Charged For Services	190,290		190,290			
Legislative Approp/Alloc	42,999	42,999				
Adjustment of Balance Fwd	—3,356		—3,356			
Transfers—Non-Federal \$	—8,937		—8,937			
TOTAL RESOURCES	546,310	42,999	503,311			
EXPENDITURES						
Salaries and Wages	265,618	33,557	232,061			
State Share of Retirement	28,153	3,569	24,584			
Prof Service, Not By State	450		450			
Computer Service, By State	97		97			
Travel Expenses, In-State	56,459		56,459			
Travel Expense, Out-State	4,819		4,819			
Utilities	6,037	943	5,094			
Rents	3,065		3,065			
Repairs	1,511	29	1,482			
Insurance	6,101	576	5,525			
General Operating Expense	13,865	1,299	12,566			
Other Supplies	9,101	1,333	7,768			
Public Assistance Grants	100		100			
Equipment Purchases	4,208		4,208			
Trans. to Gen.-Fund Sta-Cap	6,807		6,807			
TOTAL EXPENDITURES	406,391	41,306	365,085			

ECONOMIC DEVELOPMENT
HOME REPAIR ADVISORY BOARD
JOHN A. DURHAM, SUPERINTENDENT

Central Office: Statehouse, Augusta 04333

Telephone: 289-3231

Established: 1966

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 037; *Unit Citation:* 9 M.R.S.A., Sect. 3752

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: There are two main purposes of the Home Repair Advisory Board: to advise and consult with the Superintendent of the Bureau of Banking within 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 Superintendent, who is the chairman of the Board, and 4 other members appointed by the Superintendent. 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 FY 77 the Home Repair Advisory Board was inactive having no meetings, programs or accounts. There are no appointees to the Board.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: None.

BUREAU OF INSURANCE
FRANK M. HOGERTY, JR., SUPERINTENDENT
THEODORE T. BRIGGS, First Deputy Superintendent

Central Office: Statehouse, 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 Count—All Positions: 27

Permanent Legislative Count: 27

Organizational Units:

General Lines Agent Examination Advisory Board

Licensing Division

Life Agent Examination Advisory Board

Property and Casualty Division

Examination Division

Life and Health Division

Consumer Services Division

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

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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, and it reviewed, from a financial aspect, four (4) policy reserve valuations. Furthermore, one (1) domestic insurance company was sold during the year, and one (1) foreign company was acquired by a domestic company.

The Licensing Division processed licenses for sixteen (16) new insurance companies, one (1) new road service club, twenty-one (21) new insurance adjusters, sixty (60) new brokers, and 1,035 new agents. The net gain in the number of agents licensed in Maine was 824.

The Consumer Services Division processed 2,868 cases and held 169 hearings on cancellation and non-renewal cases concerning automobile and homeowners' insurance policies during the fiscal year.

The Insurance Superintendent activated the Temporary Joint Underwriting Association for malpractice insurance for both hospitals and physicians after hearings were held and it was determined that this type of insurance coverage was not readily available in the voluntary market. Furthermore, the Insurance Superintendent ordered the formation of a voluntary insurance industry organization, subsequently called "The Maine Market Assistance Program", to handle the availability problems being experienced in the Products Liability Insurance Field.

The following regulations and bulletins were issued by the Bureau: Regulation 76-1 (Health Maintenance Organizations) establishing procedures to be followed by such organizations; Regulation 77-1 (Non-profit Hospital or Medical Services Organizations) specifying that certain provisions of Title 24-A shall be applicable to those organizations; Bulletin 123 (Annual Statement Filing Report of Maine Business) requiring two additional copies of certain portions of property and casualty insurers' Annual Statements.

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.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
BUREAU OF INSURANCE						
RESOURCES						
Bal Brt Fwd—Unencumbered	586,910		586,910			
Bal Brt Fwd— Encumbered	6,883		6,883			
Licenses/Permits/Fees/Tax	209,801		209,801			
Fees Charged For Services	35,323		35,323			
Legislative Approp/ Alloc	71,371	71,371				
Adjustment of Balance Fwd	—2,259		—2,259			
Transfers—Non-Federal \$	—7,446		—7,446			
TOTAL RESOURCES	900,583	71,371	829,212			
EXPENDITURES						
Salaries and Wages	245,638	49,098	196,540			
State Share of Retirement	26,594	5,926	20,668			
Prof Service, Not By State	82,022		82,022			
Travel Expenses, In-State	7,874	9	7,865			
Travel Expense, Out-State	1,867	761	1,106			
Utilities	6,838	3,808	3,030			
Rents	6,857		6,857			
Repairs	2,193	8	2,185			
Insurance	6,201	1,128	5,073			
General Operating Expense	16,129	846	15,283			
Other Supplies	8,009	868	7,141			
Public Assistance Grants	85		85			
Equipment Purchases	5,151		5,151			
Trans. to Gen.-Fund Sta-Cap	6,789		6,789			
TOTAL EXPENDITURES	422,247	62,452	359,795			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

FRANK M. HOGERTY, JR., SUPERINTENDENT

Central Office: Statehouse, Augusta 04333

Telephone: 289-3141

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Unit Citation:* 24 M.R.S.A. Sect. 1525

Average Count—All Positions: 0

Permanent Legislative Count: 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 General Lines Agent Examination 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 the 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.

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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.

PROGRAM: The General Lines Agent 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

LIFE AGENTS EXAMINATION ADVISORY BOARD

FRANK M. HOGERTY, SUPERINTENDENT

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislature Count: 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.

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 life insurance by licensed life 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.

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.

ECONOMIC DEVELOPMENT

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE ATHLETIC COMMISSION (Formerly MAINE STATE BOXING COMMISSION)

JOAN M. SURAWSKI, EXECUTIVE SECRETARY

Central Office: Statehouse, 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 Count—All Positions: ½

Permanent Legislative Count: 3

PURPOSE: The Maine Athletic 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 contests and exhibitions; to deny, revoke or suspend licenses of boxers for mental or physical reasons, or in the case of officials, for cause; and to ensure payment into the general fund by promoters of three percent of gross receipts from boxing contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of three members appointed by the 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.

May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has noted an increase in boxing activity, both professional and amateur, throughout the State during the past fiscal year due to issuance of more promoters' licenses.

The Commission is preparing to accept professional wrestling under its jurisdiction as recently passed by the 108th Legislature. During FY 77, other legislation has changed the name of the Commission to the Maine Athletic Commission.

LICENSES, PERMITS, ETC.:

License:

- Professional Boxer
- Boxing Doctor
- Boxing Judge
- Boxing Promotor
- Boxing Referee
- Boxing Time Keeper
- Boxing Second
- Boxing Manager

ECONOMIC DEVELOPMENT

PUBLICATIONS: Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

FINANCES, FISCAL YEAR 1977:

MAINE ATHLETIC COMMISSION (FORMERLY MAINE STATE BOXING COMMISSION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	15,228	15,228				
TOTAL RESOURCES	15,228	15,228				
EXPENDITURES						
Salaries and Wages	8,889	8,889				
State Share of Retirement	216	216				
Travel Expenses, In-State	926	926				
Travel Expense, Out-State	205	205				
Utilities	472	472				
Insurance	4	4				
General Operating Expense	139	139				
Other Supplies	389	389				
TOTAL EXPENDITURES	11,240	11,240				

STATE RUNNING HORSE RACING COMMISSION

ALFRED W. PERKINS, COMMISSIONER OF BUSINESS REGULATION

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: 0

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 any pecuniary interest in any racing or the sale of pari-mutuel pools.

PROGRAM: During FY 77 the State Running Horse Racing Commission was inactive, having no programs or accounts.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 77: The State accounting records for FY 77 do not contain any accounts assigned to this unit.

ECONOMIC DEVELOPMENT

STATE CLAIMS BOARD

RICHARD A. HULL, III, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: Statehouse, Augusta 04333

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 Count—All Positions: 2

Permanent Legislative Count: 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; and, in addition thereto, to approve, partially approve or disapprove of claims against the State or any of its agents, which is not submitted under a specific statutory provision, and which does not exceed the sum of \$2,000.00 for each claim.

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.

PROGRAM: The State Claims Board scheduled a total of 68 cases during FY 77. However, there were 103 cases disposed of, 63 of which were land damage cases and 40 represented small claims. There were 38 cases which were either settled or otherwise closed without the need of hearings, 33 being land damage cases and 5 small claims. There were 65 cases heard before the Board, 30 land damage cases and 35 small claims. There were 3 cases 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; the assessment of damages for takings by the Portland Water District; and to approve, partially approve or disapprove of claims against the State or any of its agents, which is not submitted under a specific statutory provision, and which does not exceed the sum of \$2,000.00 for each claim.

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

ECONOMIC DEVELOPMENT

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 is continuing 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 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
STATE CLAIMS BOARD						
RESOURCES						
Fees Charged For Services	285			285		
Legislative Approp/Alloc	117,441			117,441		
TOTAL RESOURCES	117,726			117,726		
EXPENDITURES						
Salaries and Wages	39,194			39,194		
State Share of Retirement	2,762			2,762		
Prof Service, Not By State	12			12		
Travel Expenses, In-State	2,069			2,069		
Utilities	1,587			1,587		
Rents	200			200		
Repairs	49			49		
Insurance	518			518		
General Operating Expense	1,557			1,557		
Other Supplies	595			595		
Trans. to Gen.-Fund Sta-Cap	898			898		
TOTAL EXPENDITURES	49,441			49,441		

REAL ESTATE COMMISSION

PAUL A. SAWYER, DIRECTOR
CAROL H. LEIGHTON, Supervisor

Central Office: Statehouse, 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 Count—All Positions: 7

Permanent Legislative Count: 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 transac-

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tions. 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 fiscal year was directed toward improving real estate education and the processing of complaints filed against licensees. The Commission members held twenty-three meetings.

Education. A workbook of reference material for use by approved real estate schools was completed and distributed to instructors; a Center for real estate education at the University of Maine at Portland-Gorham was created and began functioning on January of 1977 to assist the Commission with its educational responsibilities; approval was granted to real estate schools for offering programs in twenty-one (21) locations throughout the State; a revised and expanded pre-licensure course of study for real estate broker applicants was implemented in September of 1976; two educational newsletters were published and distributed to licensees; a roster of real estate brokers and salesmen was published and distributed; and the Commission met with local Realtor Boards during the year upon request. The Commission was unsuccessful in obtaining legislation to require a pre-licensure course of study for real estate salesmen applicants.

Enforcement. This portion of the program consists of periodic examination of real estate brokerage offices and investigation of alleged license law violations. The office examination segment of the program was conducted in Androscoggin, Aroostook, Franklin, Hancock, Knox, Lincoln, Penobscot, Somerset and Waldo counties. It should be noted that methods of conducting examinations were altered to examine more offices, in less depth than in the past. The program was also interrupted by position vacancies during the year.

Processing was completed on ninety-six (96) investigations which resulted in dismissal of fifty-one (51) complaints because violations were not indicated; filing of twenty-nine (29) complaints because prosecution was not deemed justified, and sixteen (16) complaints were referred to the Attorney General for prosecution. The Commission also continued negotiations throughout the year with the Attorney General's Office to obtain legal assistance commensurate with the agency's needs. An agreement was reached for securing more assistance in the next fiscal year. Legislation was prepared and passed to improve the enforcement provisions of the licensing law.

Licensing. Applications were processed for administration of four hundred ninety-one (491) real estate broker license examinations and nine hundred eighty-five (985) real estate salesman license examinations. Negotiations were completed for using a license examination in 1977-78 based upon Maine's required course of study rather than the national type exam used during this fiscal year. Licenses were processed for 3,664 real estate brokers, 1,138 real estate salesmen, and 175 branch offices for a total of 4,977 during this fiscal year.

LICENSES, PERMITS, ETC.:

License:

Real Estate Broker

Real Estate Salesman

ECONOMIC DEVELOPMENT

Branch Office
Certificate of Approval Real Estate School

PUBLICATIONS:

License Law and Rules and Regulations—Free
Maine Real Estate News—Free
Roster of Real Estate Brokers and Salesmen—\$1.50

FINANCES, FISCAL YEAR 1977:

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	146,170		146,170			
Bal Brt Fwd— Encumbered	13,480		13,480			
Licenses/Permits/Fees/Tax	204,130		204,130			
Fees Charged For Services	4,830		4,830			
Adjustment of Balance Fwd	—993		—993			
Transfers—Non-Federal \$	—2,979		—2,979			
TOTAL RESOURCES	364,638		364,638			
EXPENDITURES						
Salaries and Wages	66,125		66,125			
State Share of Retirement	6,331		6,331			
Prof Service, Not By State	30,306		30,306			
Travel Expenses, In-State	6,844		6,844			
Travel Expense, Out-State	1,460		1,460			
Utilities	3,363		3,363			
Rents	1,378		1,378			
Repairs	267		267			
Insurance	1,553		1,553			
General Operating Expense	15,408		15,408			
Other Supplies	7,419		7,419			
Equipment Purchases	74		74			
Trans. to Gen.-Fund Sta-Cap	2,570		2,570			
TOTAL EXPENDITURES	143,098		143,098			

CENTRAL LICENSING DIVISION

MARY ELLEN PEASLEE, DIRECTOR

Central Office: Statehouse, Augusta 04333

Telephone: 289-2217

Established: 1976

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Unit Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 1

Permanent Legislative Count: 1

PURPOSE: To process and issue certificates of registration, or reregistration for all individuals, bureaus, boards and commissions within the Department of Business Regulation and to maintain a central register containing the necessary facts for administrative information or planning purposes.

ORGANIZATION: The Central Licensing Division within the Department of Business Regulation was created in 1976 and first implemented in 1977. The Commissioner of the Department is charged with hiring the Director of the Central Licensing Division and any other staff necessary to discharge the licensing and administrative duties of the Division.

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PROGRAM: The programs of this Division are in the process of being developed. It is expected that the present manual system of licensing for each unit within the Department of Business Regulation will be considered for computerization in the near future.

Standardization of licenses will be given top priority as well as improved service to the people of Maine.

LICENSES, PERMITS, ETC.:

Actual issuance and processing of all licenses required by the Department of Business Regulation will be handled by this division.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

LOUIS B. PELLETIER, ScD, CHAIRMAN

Central Office: C/O Division Child Health, Statehouse, Augusta 04333 *Telephone:* 289-3311

Established: 1976

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Unit Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state, and to provide regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members and are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary.

PROGRAM: During this first year, the Board has licensed 77 speech pathologists and 15 audiologists. 32 M.R.S.A., Sect. 6010 requires the Board to develop Rules and Regulations. Among the topics to be included are continuing education and test selection as part of the licensure mechanism. The Board is currently holding meetings with invited speakers from Maine Speech and Hearing Association, Department of Education and Cultural Services and University of Maine and others to present and discuss arguments of continuing education.

LICENSES, PERMITS, ETC.:

Speech Pathology.

Speech Pathology, temporary.

Audiology.

Audiology, temporary.

Speech Pathology and Audiology.

ECONOMIC DEVELOPMENT

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Licenses/Permits/Fees/Tax	2,800		2,800			
TOTAL RESOURCES	2,800		2,800			
EXPENDITURES						
Salaries and Wages	150		150			
Travel Expenses, In-State	82		82			
General Operating Expense	76		76			
Other Supplies	119		119			
TOTAL EXPENDITURES	427		427			

ELECTRICIANS' EXAMINING BOARD

EDWARD F. WELCH, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: 5½

Permanent Legislative Count: 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, 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 Regulation 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 77, the Electricians' Examining Board held 18 organized meetings, administered examinations to 1,264 applicants and issued 6,250 licenses.

The inspectors of the Board are constantly conducting inspections of electrical systems in new and existing buildings throughout the State. A total of 1,340 inspections were made during the year. The Board works in conjunction with the State Fire Marshall in the investigation of

ECONOMIC DEVELOPMENT

electrical complaints and fires. Inspectors are often required to testify in cases involving faulty electrical installations. They were involved in 75 court cases. Also, inspectors continually teach code courses and attend schools on the installation of electrical equipment.

The State of Maine has adopted a reciprocity agreement with New Hampshire and Vermont.

LICENSES, PERMITS, ETC.:

License:

Apprentice Electrician
Helper Electrician
Journeyman Electrician
Limited Electrician
Master Electrician

PUBLICATIONS:

Statutes of the Electricians Examining Board (free)
Roster of licensed electricians (\$2.00)

FINANCES, FISCAL YEAR 1977:

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	90,186		90,186			
Bal Brt Fwd— Encumbered	423		423			
Licenses/Permits/Fees/Tax	164,680		164,680			
Fees Charged For Services	2,655		2,655			
Receipts From Other Funds	500		500			
Adjustment of Balance Fwd	—497		—497			
Transfers—Non-Federal \$	—1,491		—1,491			
TOTAL RESOURCES	256,456		256,456			
EXPENDITURES						
Salaries and Wages	52,464		52,464			
State Share of Retirement	5,306		5,306			
Prof Service, Not By State	209		209			
Travel Expenses, In-State	5,208		5,208			
Travel Expense, Out-State	183		183			
Operation—State Vehicles	3,537		3,537			
Utilities	4,126		4,126			
Rents	2,962		2,962			
Repairs	372		372			
Insurance	1,350		1,350			
General Operating Expense	6,356		6,356			
Other Supplies	2,578		2,578			
Equipment Purchases	5,971		5,971			
Trans. to Gen.-Fund Sta-Cap	1,602		1,602			
TOTAL EXPENDITURES	92,224		92,224			

ECONOMIC DEVELOPMENT

OIL BURNER MEN'S LICENSING BOARD

JAMES W. MOORE, SR., CHAIRMAN

GEORGE E. HAZEL, Executive Secretary

Central Office: Statehouse, 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 Count—All Positions: 5

Permanent Legislative Count: 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 77, the Oil Burner Men's Licensing Board held (16) sixteen meetings and administered 7 licensing examinations. Approximately 2,000 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.

The Board has been engaged in approving combination wood/oil units, heat reclaimers, automatic stack dampers and miscellaneous equipment. They have contracted the services of Southern Maine Vocational Technical Institute to do testing on these units. Some of the equipment has been approved, while others are undergoing testing.

A Clerk Typist II position was established and filled and a third inspector was added to the staff.

LICENSES, PERMITS, ETC.:

License:

- Oilburner man Apprentice
- Oilburner man Journeyman
- Oilburner man Master

PUBLICATIONS:

- National Fire Protection Association (NFPA) No. 31—(\$3.00)
- Rules and Regulations pamphlet (free)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

OIL BURNER MEN'S LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	78,288		78,288			
Licenses/Permits/Fees/Tax	72,605		72,605			
Fees Charged For Services	3,242		3,242			
Adjustment of Balance Fwd	—330		—330			
Transfers—Non-Federal \$	—1,491		—1,491			
TOTAL RESOURCES	152,314		152,314			
EXPENDITURES						
Salaries and Wages	39,748		39,748			
State Share of Retirement	3,960		3,960			
Prof Service, Not By State	148		148			
Other Prof. Serv., By State	36		36			
Travel Expenses, In-State	5,540		5,540			
Travel Expense, Out-State	10		10			
Operation—State Vehicles	3,280		3,280			
Utilities	2,736		2,736			
Rents	2,962		2,962			
Repairs	329		329			
Insurance	1,032		1,032			
General Operating Expense	4,529		4,529			
Other Supplies	3,017		3,017			
Equipment Purchases	4,746		4,746			
Trans. to Gen.-Fund Sta-Cap	1,249		1,249			
TOTAL EXPENDITURES	73,322		73,322			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ARNOLD FUCHS, CHAIRMAN

DR. ANN HESS, Secretary

ROBERT WHITE, JR., Treasurer

Central Office: 415 Congress Street, Portland 04111

Telephone: 774-1015

Established: 1968

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *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 of the Board are appointed by the Governor for a term of 5 years from a list of licensed psychologists submitted by the Maine Psychological Association. The members elect a chairman, secretary and treasurer every two years.

PROGRAM: As of May, 1977 there are 156 licensed psychologists and 50 licensed psychological examiners representing a combined total of 206 persons licensed to practice

ECONOMIC DEVELOPMENT

Psychology in the State of Maine. During the 12 month period of May, 1976 thru May, 1977, 25 persons received a psychology license.

LICENSES, PERMITS, ETC.:

License:

To Practice Psychology

To Practice as a Psychological Examiner

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,491		1,491			
Fees Charged For Services	5,685		5,685			
TOTAL RESOURCES	7,176		7,176			
EXPENDITURES						
Prof Service, Not By State	1,717		1,717			
Travel Expenses, In-State	923		923			
General Operating Expense	181		181			
Other Supplies	57		57			
Trans. to Gen.-Fund Sta-Cap	17		17			
TOTAL EXPENDITURES	2,895		2,895			

BUREAU OF CONSUMER PROTECTION

JOHN E. QUINN, SUPERINTENDENT

HARRY W. GIDDINGE, Deputy Superintendent

Central Office: Statehouse, Augusta 04333

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 Count—All Positions: 7

Permanent Legislative Count: 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, is responsible for administration of consumer-related State Acts concerning Truth-in-Lending, Home Repair Financing, Collection Agencies, and Insurance Premium Finance Companies.

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.

ECONOMIC DEVELOPMENT

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 amendments were prepared to shift the administrative authority of laws administered by the former Division of Personal and Consumer Finance from the Superintendent of Banks and Banking to the Superintendent of Consumer Protection.

PROGRAM: The Bureau's Truth-in-Lending enforcement and education programs continued to attract attention during FY 77. The Bureau's superintendent was invited to testify before three congressional subcommittees during this period on the subject of total simplification.

The Bureau's publication "The DownEaster's Pocket Credit Guide" has received widespread acceptance while 50,000 copies of the Guide were distributed to Maine residents, free of charge, another 27,000 were sold to non-residents across the country. Its availability has been featured in the nationally syndicated Sylvia Porter column, as well as mentioned in numerous national magazines. The most recent magazine to mention the "Guide" is "Changing Times". The United States Armed Forces Information Office has ordered an initial printing of 120,000 copies for distribution to military personnel.

The Bureau filed suit against a federally chartered national bank to resolve the question of whether the State may examine a national bank for compliance with Maine's consumer protection statutes. Presently, Maine's 19 national banks refuse to allow State examiners to review their consumer loans.

LICENSES, PERMITS, ETC.:

License:

- Home Repair Contractor
- Home Repair Financing Agency
- Home Repair Salesman
- Consumer Credit Code Permit
- Collection Agency
- Insurance Premium Finance Company
- Supervised Lenders-Consumer Credit Code

PUBLICATIONS:

- Help The Credit Code Help You (free to Maine residents)
- Down Easter's Pocket Credit Guide (free to Maine residents)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

BUREAU OF CONSUMER PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	46,416		46,416			
Bal Brt Fwd— Encumbered	728		728			
Licenses/Permits/Fees/Tax	105,194		105,194			
Fees Charged For Services	32,816		32,816			
Transfers—Non-Federal \$	—993		—993			
TOTAL RESOURCES	184,161		184,161			
EXPENDITURES						
Salaries and Wages	85,284		85,284			
State Share of Retirement	9,057		9,057			
Prof Service, Not By State	177		177			
Other Prof. Serv., By State	10		10			
Travel Expenses, In-State	5,433		5,433			
Travel Expense, Out-State	488		488			
Utilities	3,599		3,599			
Rents	1,918		1,918			
Repairs	134		134			
Insurance	2,200		2,200			
General Operating Expense	11,471		11,471			
Other Supplies	3,028		3,028			
Equipment Purchases	148		148			
Trans. to Gen.-Fund Sta-Cap	1,823		1,823			
TOTAL EXPENDITURES	124,770		124,770			

DEPARTMENT OF MARINE RESOURCES

VINAL O. LOOK, COMMISSIONER
RICHARD P. CHOATE, Deputy Commissioner

Central Office: Statehouse, 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 Count—All Positions: 128

Permanent Legislative Count: 128

Organizational Units:

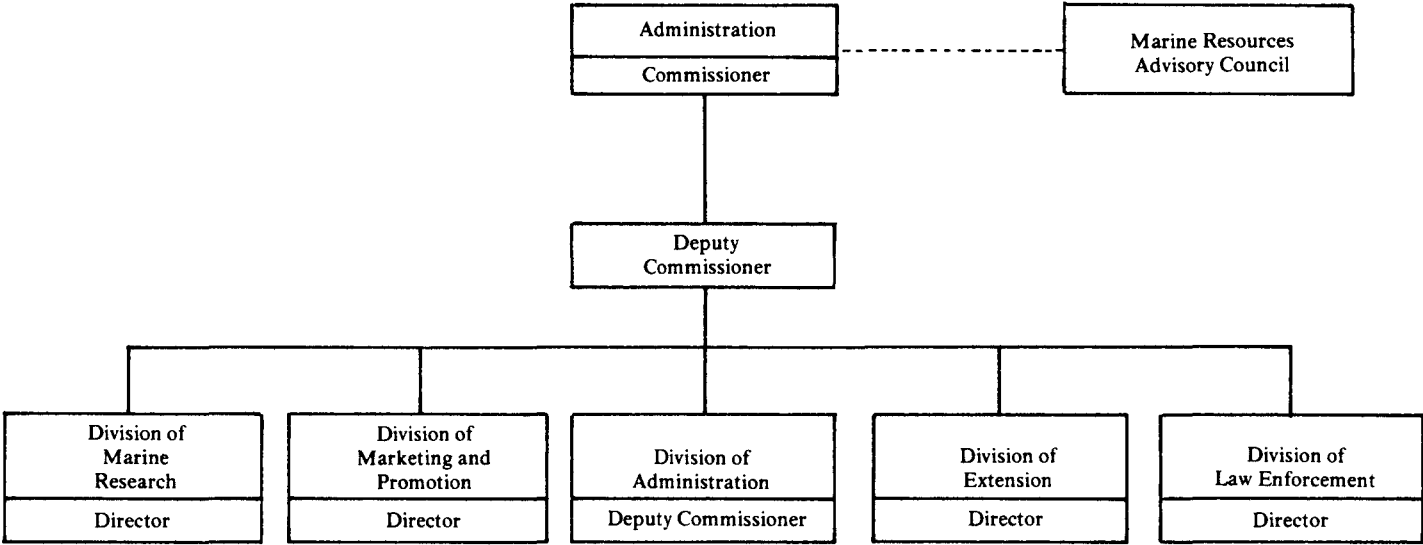
Division of Administration
Division of Marine Research
Division of Extension

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

**ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES**



ECONOMIC DEVELOPMENT

CONSOLIDATED FINANCIAL CHART FOR FY 77 DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	799,159	32,700	766,459			
Bal Brt Fwd— Encumbered	58,248	11,297	46,951			
Licenses/Permits/Fees/Tax	175,793		175,793			
Revenue From Federal Govt	469,662		469,662			
Fees Charged For Services	6,907		6,907			
Receipts From Other Funds	3,078		3,078			
Legislative Approp/ Alloc	1,855,018	1,855,018				
Adjustment of Balance Fwd	—7,645	—7,818	173			
Transfers—Non-Federal \$	101,526	55,318	46,208			
TOTAL RESOURCES	3,461,746	1,946,515	1,515,231			
EXPENDITURES						
Salaries and Wages	1,376,536	1,059,433	317,103			
State Share of Retirement	228,884	194,096	34,788			
Prof Service, Not By State	149,374	142,981	6,393			
Other Prof. Serv., By State	1,046	323	723			
Travel Expenses, In-State	100,474	84,519	15,955			
Travel Expense, Out-State	12,271	9,905	2,366			
Operation—State Vehicles	94,255	79,420	14,835			
Utilities	44,919	41,562	3,357			
Rents	3,657	2,908	749			
Repairs	13,022	10,580	2,442			
Insurance	28,910	22,152	6,758			
General Operating Expense	92,105	47,546	44,559			
Food	3,301	2,477	824			
Fuel	16,429	16,420	9			
Other Supplies	147,474	48,330	99,144			
Grants to Local Govts.	492		492			
Pensions	3,590	3,590				
Buildings & Improvements	613		613			
Equipment Purchases	171,891	28,144	143,747			
Structures & Improvements	24,524	11,608	12,916			
Trans. to Gen.-Fund Sta-Cap	8,871		8,871			
TOTAL EXPENDITURES	2,522,638	1,805,994	716,644			

ECONOMIC DEVELOPMENT

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, which was implemented in early 1977, 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.

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. It continues to be clear 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, therefore, is 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 New England Regional Council. As a result, certain organizational changes within the Department have been 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 property use agreement 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.

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 bacterial pollution; to provide the fishing industry with assistance and guidance in the solution of biological and bacteriological problems; to participate with other divisions of the Department in providing assistance to the fishing industry; and to provide educational materials for junior and senior high school programs as well as to colleges, universities and technical schools.

ECONOMIC DEVELOPMENT

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 1,300 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 indicates 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 extended to January 1, 1977, when a $4\frac{1}{2}$ month fishing season was approved 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 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

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effect of a range of temperatures from 2° to 15°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 when adequate food for larval shrimp is not available.

Anadromous Fish: Historically, Maine's abundance and accessibility of freshwater 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 for Blackmun Stream, Bradley; Sennebec Dam, St. George River; and Elm Street Dam, Royal River. The Gardner Lake Fishway project in East Machias was completed in October, 1976, and a commercial fishery for alewives was carried on at this site during the spring of 1977. Completion of the Elm Street Dam project (Royal River), scheduled for the fall of 1977, will provide for access of migratory fish to the major portion of this 148 square mile watershed. Anadromous fish personnel continued to maintain and regulate flows through eight fishways on coastal watersheds from Yarmouth to Perry.

Assessments of anadromous fish populations on the Royal River in Yarmouth and Nonesuch River in Scarborough were continued through 1977. With the assistance of a student from the University of Maine Cooperative Fishery Unit, a shad run of 14 adults was monitored at the Nonesuch River counting fence. This dramatic drop in total numbers from 57 adult shad in 1976 indicates that the run is at a critically low level. Monitoring of this run will be continued to document fluctuations in the size of the population and determine possible causative factors.

A small commercial shad fishery was active on the Abagedasset River, a small tributary of the lower Kennebec, during the spring of 1977. The limited catches in this fishery are an encouraging sign of water quality improvement in the lower Kennebec. The presence of this remnant shad stock can form the nucleus for the reestablishment of a significant shad fishery in the lower Kennebec in future years.

A creel survey of the winter smelt sport fishery continued on the Kennebec River estuary utilizing a stratified random sampling design employed since 1975. The 1977 total effort of $585,698 \pm 144,208$ line hours accounted for a catch of $96,325 \pm 29,426$ pounds compared to the 1976 effort of $493,597 \pm 90,978$ line hours and catch of $51,619 \pm 14,062$ pounds. The 1977 effort and catch was the highest since the beginning of the survey program in 1974. This high catch in 1977 is attributed to improved ice conditions over 1976 and also an apparent increase in the smelt population size over previous years.

A total of 2,365 Kennebec River smelt were tagged and released at three separate locations within the Kennebec River estuary. The total of 11 recaptures represented a return of 0.46% and indicates an extremely low exploitation rate by the hook and line fishery. This suggests that the smelt fishery resource of the lower Kennebec River could sustain greatly expanded fishing pressure.

ECONOMIC DEVELOPMENT

The Atlantic and shortnose sturgeon population assessment program for the Kennebec-Sheepscot River estuary resulted in the capture, marking, and release of 146 shortnose sturgeon and three Atlantic sturgeon. The recapture of only two shortnose sturgeon to date indicates the presence of a substantial population of shortnose sturgeon in the Kennebec-Sheepscot estuary. The apparent lack of adult Atlantic sturgeon captures may be due to the difficulty of effectively fishing the deeper river areas where the Atlantic sturgeon reside.

Alewife runs in the Sheepscot and Damariscotta rivers were sampled to determine the age composition of the stocks. Both stocks followed a recent trend towards a reduction in the numbers of older fish. Calculated exploitation rates indicate that the commercial fishery at Damariscotta is harvesting more than 95% of the recruited stock. These alewives are apparently capable of surviving despite the remarkable efficiency of the fishery.

Preliminary experiments on the spawning of alewives in captivity were unsuccessful due to an apparent propensity for cannibalism by the parents. Studies of the emigration of juvenile alewives at Damariscotta suggest the movements of schools are probably random and the fish locate the outlet stream by chance. Marked environmental changes, such as heavy rainfall or a sudden drop in temperatures, appear to increase the movements of juvenile alewives and thus increase their chances of finding their way out of the pond.

The Damariscotta River alewife fishery at Damariscotta Mills has been the most consistently productive alewife fishery in Maine. During the period 1971-76, Damariscotta Mills caught 28.7% of the state alewife harvest. A stratified random sampling program was designed and instituted at the Damariscotta Mills fishway during May and June 1977. Adult alewives, *Alosa pseudoharengus*, were trapped and counted before entering Damariscotta Lake to spawn. An estimated 26,813 adult alewives ($\pm 2,624$) entered the lake during the 50-day period from May 5 through June 23. This represents an estimated 2.1% of the stock entering the Nobleboro-Newcastle fishery. Of the adults entering the lake, 9,000 were female (34%).

Miscellaneous activities included evaluation of water resource development projects, waste discharge applications, wetlands alterations, highway construction proposals, and industrial development proposals that have a potential for adverse impact on anadromous fishery resources.

200-Mile Fisheries Extension: The past year has been spent assembling data pertaining to the foreign and domestic fisheries of Georges bank. This information is needed to determine how the 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 off-shore 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 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,

ECONOMIC DEVELOPMENT

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 1976 were completed. Updated copies of the complete record of sea surface temperatures, 1905-1976, 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 1976 year classes of green crabs have been particularly successful.

- 3) The impact on soft shell clam stocks through the virtual elimination of annual sets has been particularly severe over the past four years (1973-1976).

- 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 three years will be required to produce another marketable crop after crab abundance has been markedly reduced by either natural or man-imposed changes. Any such widespread, marked reduction in crab abundance is not foreseen for several years, barring any unpredictable mass mortalities.

Larval Herring Research: Forecast 1978: Sardine herring should be relatively abundant along coastal Maine in 1978. The catch this year should be similar to that in 1973 when 8,100 metric tons of 2-year-old herring (5-7 per can) were captured by the Maine sardine fishery. Because our indices are higher than those related to the 1973 fishery, the 8,100 metric tons obtained in 1973 will be exceeded in 1978. The catch of 3-year-old herring (4-5 per can) was estimated as 8500 metric tons.

Basis of Forecast: This forecast for 2-year-old herring is based on two indices of larval herring abundance: (1) the catch of larval herring in the autumn and winter, and (2) the catch in the spring just before the larvae change into their adult form. The larvae hatch along our coast every autumn and migrate shoreward into the estuaries and embayments. The Division monitors their abundance and shoreward movements by setting out buoyed and anchored nets in the Sheepscot estuary to strain the larvae from the tidal flows. In spring, those remaining larvae that overwintered along the coast and some larvae, considered to be from offshore,

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make a final migration into the estuaries and embayments. Their abundance is monitored by towing a large net at centrally located stations along the coast and within the Boothbay area. In addition, samples are taken at western and eastern coastal stations and within the inshore waters of Casco Bay and Frenchman Bay.

Good catches of two-year-old juvenile herring usually indicate good catches the following year of three-year-old herring. Since 1966, an average decrease of about 27% occurred between catches of two and three-year-old juvenile herring from one year to the next. Under these circumstances, a catch of 8,500 metric tons would be anticipated during 1978.

Changes in Coastal Populations: It appears that in 1974 and perhaps as early as 1973, the coastal herring populations altered their behavior. Previously, larval herring completed their autumn migration into the coastal embayments and estuaries by early December. Since 1974 they have continued to enter the estuaries and embayments as late as February. One explanation for these continued movements is that these small larvae are from later spawnings and have a shorter overwintering period. Coastal data suggests that shortening of this overwintering period leads to a higher survival of the larvae. Thus, although the coastal spawning stocks are low, they would still produce a relatively large number of juvenile (sardine) herring because of the higher survival of their larvae.

Coastal research suggests that there are two sources of larval herring along the coast and that larval contributions from these two sources changed after 1973. Previously, the two larval contributions were related. When the larvae sampled in early winter from coastal spawning were low, the larvae sampled in the spring were also low. Included in the spring larvae would be those from offshore. In 1974-75 the catch of larvae in early winter was very high. In contrast, the spring catch (1976) continued to decline, reaching the lowest point recorded in 13 years and causing the Division to issue a forecast for a poor fishery in 1977. This forecast was recently revised upward because of the continued high winter catches in the Sheepscot estuary. In the subsequent winter of 1976, the larval catches were again large and this was followed by the largest catches ever made in the spring. However, the large catches were concentrated in the estuaries and embayments and not at the adjacent coastal stations. This inshore concentration suggested that the large inshore catches were of overwintering larval herring spawned by the coastal populations. Only once before has a similar distribution of larvae been observed. During the spring of 1972 a larval catch of 1.61 larvae per 100 cubic meters of water strained by our sampling nets coincided with a catch of 8,100 metric tons of sardine herring (5-7 per can) in 1973 and 5,489 metric tons (4-5 per can) in 1974. Because our larval catch in 1977 (3.30) was twice that of 1972 and the difference between the larval catches of the two years was statistically significant the forecast of 8,100 metric tons for 1978 is considered minimal.

Long Term Considerations: The coastal herring populations have changed their behavior resulting in large abundances of larvae. In contrast, the contribution of larvae from offshore may have remained low. One interpretation of these events is that the coastal populations are making a "comeback" while those offshore are still declining. Relatively good coastal fisheries have occurred in 1975-76 and should remain good in 1977-78. Usually, a single large and successful hatching is sufficient to support a good sardine fishery for two years and continue later to support the adult fishery of Maine. If the increased number of adult fish along the coast are permitted to spawn the recovery of coastal herring populations will continue.

Marine Worm Research: The sampling survey of commercial bloodworms (*Glycera dibranchiata*) and sandworms (*Nereis virens*) landings was terminated in 1977 at the request of the industry. Currently departmental researchers are reviewing ten or more possible regulations based on the data which have been accumulated concerning marine worms since 1950. The results of these studies and their analysis will be presented to the Marine Resources legislative committee in the form of priority recommendations.

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. Two years later, 2,188 tagged lobsters had been recovered, representing 75.9%. The highest percentage of recovery was at Jonesport, 85.1%; at Kennebunkport the recovery was 74.8%; and at Boothbay Harbor, 67.5%. 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. Ninety-seven lobsters wandered less than or equal to seven nautical miles. The most notable movement have been treks of 137, 63, and 60 miles

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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%.

Research on Lobster Trap Escape Vents: During 1976 the Maine Department of Marine Resources conducted a study to find an escape vent that would select similar sized lobsters as the rectangular vent, yet retain Cancer crabs — 90 mm carapace width. Analysis of the size composition of research and commercial catches from experimental traps revealed that circular (58 mm diameter) and rectangular vents (44.5 x 152.4 mm) release shorts and retain legal lobsters (— 81 mm carapace length) equally well and decidedly more marketable-sized crabs were captured in traps with circular vents. Length-width relationship shows that crabs — 90 mm carapace width have lengths — 58 mm, thus precluding the possibility of marketable-sized crabs exiting through an opening 58 mm in diameter. Escapement studies for lobsters confirm that with the present minimum legal size of 3 $\frac{3}{8}$ in. a 58 mm diameter vent will select legal sizes and allow most of the sublegals to escape.

Accordingly, the Department of Marine Resources (DMR) recommends that either circular (— 58 mm diameter) or oblong (— 44.5 x 152.4 mm) escape vents be incorporated in all crab and lobster traps along the Maine coast.

Lobster Research: During this project year, the lobster research team has continued the survey of the commercial lobster fishery. Sampling over 18 tons of lobsters during 1976, the Department has determined, among many other things, that the average carapace length of all legal-size lobsters which are caught is 89.2 mm (approximately 3.5 inches), while the average weight is 536 grams (approximately 1.18 pounds; this includes an annual cull rate of 6% in numbers). The collected information also allows an estimation of an exploitation rate of 86%; this means that 86% of the legal-sized population is caught each year.

Other activities have included such things as, (1) attending State-Federal meetings on lobster research for the area from Maine to North Carolina, (2) discussing the results of research with high school teachers and students, fishermen, legislators, and the interested public, (3) identifying diseases of lobsters in holding "pounds" in this state, then recommending courses of action for these pound owners, (4) answering requests for information on recirculating and filtering systems for holding live lobsters in retail stores, (5) giving counsel to legislative committees on types of legislation that they propose on the lobster fishery.

Other Lobster Research: A report on the relationship of sea surface temperature to American and European lobster landings was published in the *Journal du Conseil*. The report discussed the analyses of sea surface temperature and lobster landings data in which there are highly significant correlation coefficients between (1) temperature at Boothbay Harbor, Maine, USA, and Torungen, Aust Agder, Norway, from 1905 to 1974; (2) Maine landings of American lobsters and total European lobster landings from 1950 to 1971; (3) Boothbay Harbor temperature and Maine landings; and (4) Boothbay Harbor temperature and total European lobster landings during the same period, support the assumption that the cyclic increase and decline in landings of both species can be attributed to the same factors: corresponding cyclic increases and declines in temperature and, as has been demonstrated for northern New England and the Canadian maritimes, evidence of overfishing.

Fish Disease Research: A joint contract between DMR, the University of Maine at Orono (UMO), and the National Institutes of Health and the National Science Foundation to do research on piscine erythrocytic necrosis (cod virus) has been in effect during the past fiscal year.

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 21 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

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area. Hematozoa were found in several species and a blood protozoan (*Hematractidium scomberi*) was discovered for the first time in mackerel from Maine.

Herring Catch Survey: The Maine herring fishery in 1976 was the best since 1968. Catches were over 30,000 metric tons. The first half of this year has run 30 percent behind 1976.

Shellfish Management: Forty-six percent (47) of the 101 coastal communities with producing clam flats have Department approved shellfish ordinances and conservation plans. Eighty-five percent (40) of the towns have established municipal licensing systems; whereas forty percent (19) have residential limitation regulations. The towns regulate the time, locations, and amount of clams harvested. The most common amount permitted for non-commercial use is one peck per day.

There are three depuration plants in Scarborough and one in Searsport. Clams in moderately polluted areas continue to be evaluated for depuration use. As a result the lower Kennebec River, a rich clam producing area, has been opened providing the depuration plants in the Scarborough area with a much needed supply. Other areas which might benefit the Searsport plant are being examined.

The Department is conducting a coastwide point source pollution survey in cooperation with the Department of Environmental Protection. Ocean outfalls are located, evaluated, owners identified, and in some cases receiving water quality tested. The coast between the New Hampshire border and the Penobscot River has been completed. The offshore islands in Penobscot Bay and the mainland east of the Penobscot River to Blue Hill is being surveyed.

The green crab fencing projects funded on a 50 percent State-Town basis are ongoing at Kittery and Yarmouth. The first year results indicated the efficiency of the fences in protecting the clam from predation.

Area Biologists: The area biologists' activities continue to be broad in scope. Environmental impact assessment relative to wetlands, ocean outfalls, aquaculture, dredging and spoil sites represent a major part of the area biologists' activity. Service to the coastal towns in providing data or the means of obtaining data for shellfish management is the other major activity.

Participation in the department's shellfish sanitation, extension service, and educational programs, as well as conducting shellfish management experiments, are other activities of note.

A regional marine scientist has been hired to assist the Washington County area biologist. This brings the number of area biologists to four.

Aquaculture Leases: Eleven aquaculture leases consisting of 39 tracts comprising 171 acres have been approved. Eight of the leases are for shellfish species (oysters, mussels, and scallops). Two are concerned with oysters, coho salmon, and rainbow trout. One is exclusively a site for coho salmon.

Herring Tagging Program: In May of 1976 the Maine Sardine Council awarded \$25,000 to the Maine Department of Marine Resources to conduct a herring tagging project along the Maine coast to determine whether these fish remain along the coast all year or move seasonally to other areas.

This question is important because fishing regulations for the offshore fishery are different for each stock (group) of herring and is an especially important question now that the Fishery Conservation and Management Act of 1976 (200 mile limit bill) has been passed. Foreign fishing is now allowed only on those fish not used by U.S. fisheries. If there are separate stocks and U.S. fishermen don't use all the fish produced in each, the foreign fleet will be allowed to take the excess of each stock. However, if all the herring mix, foreign nations will not be allowed to fish for herring until there is an excess everywhere.

Up to now, herring in the Gulf of Maine have been thought to belong to one of three stocks: New Brunswick-Nova Scotia, New England, or Georges Bank. However, herring tagged by Canadians in the Bay of Fundy have been caught as far south as Sandwich, Massachusetts, and as far east as Cape Breon, Nova Scotia.

To gain insight with the discreteness of herring found along the Maine coast, 23,000 herring were tagged by DMR personnel in the summer and fall of 1976. Returns indicate that in summer most juvenile herring along the Maine coast remain in one of three areas: Casco Bay, east of Casco Bay to Penobscot Bay, and east of Penobscot Bay. Five fish went more than 100 miles and 14 went more than 50 miles, but the majority of returns were within 25 miles of where tagged. These results are similar to those obtained in the 50's and 60's by U.S. and Canadian scientists. That they remain in these relatively small areas all summer and fall is interesting, especially after one realizes that they can swim more than 15 miles a day (Casco Bay is less than 20 miles across). During winter, however, at least some herring along the Maine

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coast move south to Stellwagen Bank and vicinity.

It is hoped that tagging of herring along the Maine coast can be continued for the next year or two (1) to determine how predictable herring movements are, and (2) to determine whether herring off the Maine coast in winter and spring have movements similar to those along the coast in summer and fall.

Climatic Influence on Marine Species Abundance: A study of the effects of climatic cycles on the relative abundance and availability of commercial marine and estuarine species by DMR research personnel indicates that fluctuations in the total weight and number of species, and the volume of each of 24 species in the annual catch of marine and estuarine fisheries of the Maine coast, representing 80 percent of total production, are highly significantly correlated with sea temperature cycles. Another seven species representing an additional two percent of total annual catch are significantly correlated in relative abundance or availability with the same cycles. A report on this study was published by the *Journal du Conseil* in the spring of 1977.

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 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, to anticipate problems and be able to work with the fishing industry to help solve some of these problems.

To this end the Extension Division has continued to devote most of its efforts to the development of some of these so-called "underutilized" marine species.

Mahogany Quahogs: Three years ago some southern Maine fishermen were interested in the possibility of harvesting mahogany quahogs as they were frequently found in their bottom drags. They requested technical aid from the Department's Extension Service and the research vessel "Duchess" was sent to the southern Maine area with three objectives: first, to determine if commercially abundant amounts of quahogs were present in the area; second, to develop efficient-harvesting methods; and third, to demonstrate the equipment and its operation to interested fishermen and processors. Extensive work was done in the Ogunquit area, with an increased interest in the mahogany quahog; similar work was carried out in Machias Bay, Dyers Bay, and more recently, Penobscot Bay.

The gear used by the Extension crew to capture the mahogany quahog has undergone substantial changes as research and technology was utilized to develop the most efficient gear practical for small Maine vessels. Since the mahogany quahog lies below the surface of the bottom it must be dug out in some manner to be captured. The most efficient way to harvest these quahogs is by the use of a hydraulic dredge; essentially a steel sled which is towed along the bottom attached to the front of the sled is a manifold with two sets of nozzles. The first set directs a stream of water at the bottom cutting away the bottom material dislodging the quahogs. The quahogs are then blown back against a cutter bar and then the water stream from the second set of nozzles moves the quahogs through the dredge into an attached ring bag. The dredge is occasionally raised and the bag emptied. On some tows up to ten bushels of quahogs have been caught in a ten minute tow.

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Recently the Extension Division published a booklet for fishing interests covering all aspects of quahogs from history, locations of beds, dredge scale designs, underwater photography, marketing and commercial recipes. The Department is continuing its survey of mahogany quahog stocks off the southwestern Maine coast. The recently renovated vessel "Explorer" is conducting this survey.

Pair Trawling: During the past year one of the Extension field agents worked at sea with two Maine trawlers experimentally fishing a two boat mid-water trawl. He has also served as an advisor to the New England Fisheries Steering Committee and other industry groups concerning herring stocks, fishery management plans, gear conflicts, etc.

Other Services: During the year, DMR continued to access feasibility of inshore gill netting for lobster bait as the bait situation continues to be an area of extreme concern to Maine lobstermen. The Department also worked with the new fishery co-op at Lubec in establishing markets for clam and fish products. Also introduced smelt bag net fishery to area but severe ice conditions in Washington County during the past winter prevented any substantive harvest of smelts. Also provided co-op with much material and information on other probable aspects of fishing in their area such as elvers, etc.

Extension staff assisted a large in-state commercial waterfront company with information on international seafood broker operations. At present time this company is planning a cold storage and freezing capacity operation in mid-coast Maine, which will be the largest fish storage and frozen capacity north of Gloucester. In addition the DMR assisted a mid-coast hardware dealer in formation of marine hardware dealer co-operative which plans to service all of the existing Maine fishery cooperatives. This operation should be functioning late fall this year.

The extension staff and vessel "Keynotes" assisted the Department's research division in a scallop tagging project along the Maine coast. Scallops were tagged at three different areas. Another vessel, the "Duchess" and extension crew assisted the staff of the Robert S. Friedman, Cobscook Bay Laboratory, on their undergraduate research program for several weeks last summer.

The Division prepared and distributed several informational booklets to the industry. 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 for a variety of projects.

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.

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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 44' patrol boat, "MAINE."

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.

Coastal Wardens receive basic law enforcement training at the Maine Criminal Justice Academy and all Coastal Warden personnel participate in in-service training programs and seminars to keep 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 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.

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 4,884,498 viewers have seen the former film, while 24,185,816 saw the latter during the time these films have been distributed nationally.

A new motion picture film designed to assist in the marketing of fresh seafood products

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titled FRESH IS BEST was produced through a federal grant as part of a cooperative New England Fresh Fish Program. Prints have been purchased and distribution will get underway in the next fiscal year.

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 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 Hotel, Motel and Restaurant Show in New York. The Department also participated in the New England Hotel, Motel and Restaurant Show in Boston.

Specifications were developed and invitations to bid submitted to professional survey companies for a market feasibility study to be conducted in major metropolitan areas throughout the country. Based on detailed presentations received, a firm of nationally-known management consultants was selected, and a contract was approved at the close of the fiscal year. Work on the study will be completed in the year ahead.

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.

A new summer advertising program for Maine, aimed at the state's millions of vacation visitors and year-round residents through the medium of radio, was developed during this fiscal year, and a contract was approved with a Maine advertising agency. The program is scheduled for implementation during the months of July and August of the next fiscal year. Design and production of new graphics also 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 continued to assist in developing new displays for 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, 1976. Lastly, a total of 177,738 seafood recipe leaflets, booklets and posters were distributed during the fiscal year. A new brochure, THE MAINE DISH IS MUSSELS, was designed, produced and distributed, supported by a federal grant.

Special Events: The Division aided, cooperated with, and participated in a large number of seafood-oriented events. These included: Maine Shrimp Festival, Boothbay Harbor; Yarmouth Clam Festival; Windjammer Days, Boothbay Harbor; and Maine Seafoods Festival, Rockland.

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.

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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 Shellfish
- Marine Worm Dealers
- Marine Worm Diggers
- Interstate Lobster Transportation
- Lobster and Crab Fishing
- Retail Seafood Dealer
- Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Special License (Research or Aquaculture)

Permit:

- Lobster Meat
- Casco Bay Otter Trawl
- Non-Resident Tuna Fishing

Certificate:

- Shellfish Sanitation

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)

FINANCES, FISCAL YEAR 1977: Finances for Chief Administrative Unit included in Consolidated Financial Chart.

ADVISORY COUNCIL (TO MARINE RESOURCES)

CALVIN STINSON, JR., CHAIRMAN
RICHARD P. CHOATE, Deputy Commissioner

Central Office: Statehouse, 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 Count—All Positions: 0

Permanent Legislative Count: N.A.

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to

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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.

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 included: discussions of the Department of Marine Resources' role in assisting Maine's commercial fishing industry to take advantage of Extended Fisheries Jurisdiction; the priority needs of the industry; state and federal fisheries legislation; Canadian competition and boundary disputes; Department of Marine Resources' programs and plans; the work of the newly established New England Regional Fisheries Management Council; seafood marketing problems; and jurisdictional questions involving various fisheries.

LICENSES, PERMITS, ETC.:

Permit:

Aquaculture Lease

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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

Average Count—All Positions: 0

Permanent Legislative Count: N.A.

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.

ECONOMIC DEVELOPMENT

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, 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 1977 the Board of Accountancy held Certified Public Accountant and Public Accountant examinations, issued CPA and PA Certificates by reciprocity from other states, issued annual permits to practice to qualified certificate holders, and investigated complaints against certificate holders, taking appropriate action where necessary. The Board prepared and distributed free of charge its roster of licensed practitioners in the State and provided information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting. Also, members of the Board attended regional and national State Board of Accountancy organization meetings with major emphasis on continuing education.

LICENSES, PERMITS, ETC.:

Certification:

Public Accountants
Office Registration
Certified Public Accountants
Annual Practice Permits

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice in this State (free).

FINANCES, FISCAL YEAR 1977:

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	19,255		19,255			
Fees Charged For Services	21,812		21,812			
Transfers—Non-Federal \$	—3,000		—3,000			
TOTAL RESOURCES	38,067		38,067			
EXPENDITURES						
Salaries and Wages	5,049		5,049			
Prof Service, Not By State	12,949		12,949			
Travel Expenses, In-State	1,498		1,498			
Travel Expense, Out-State	131		131			
Utilities	383		383			
General Operating Expense	4,798		4,798			
Other Supplies	434		434			
Trans. to Gen.-Fund Sta-Cap	451		451			
TOTAL EXPENDITURES	25,693		25,693			

ECONOMIC DEVELOPMENT

ARBORIST EXAMINING BOARD

JOHN S. WALKER, DIRECTOR
JOHN S. CHADWICK, State Entomologist

Central Office: Ray Building, A.M.H.I., 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 Count—All Positions: 0

Permanent Legislative Count: 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), four appointees by the Governor—one a plant pathologist from either the University of Maine or the Bureau of Forestry and two licensed commercial arborists, and one public member; all are appointed for a five year term.

PROGRAM: During fiscal year 1977, the Arborist Examining Board examined 73 applicants, issued 38 new arborist licenses and renewed 188 licenses.

LICENSES, PERMITS, ETC.:

License:

Pruning License (Cabling & Bracing)

Cavity

Spraying

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,261		5,261			
Licenses/Permits/Fees/Tax	1,840		1,840			
Adjustment of Balance Fwd	—30		—30			
TOTAL RESOURCES	7,071		7,071			
EXPENDITURES						
Salaries and Wages	200		200			
General Operating Expense	752		752			
Trans. to Gen.-Fund Sta-Cap	17		17			
TOTAL EXPENDITURES	969		969			

ECONOMIC DEVELOPMENT

**MAINE STATE BOARD FOR REGISTRATION OF
ARCHITECTS AND LANDSCAPE ARCHITECTS**

GEORGE W. GIBSON, CHAIRMAN
WILLIAM DICKSON, Secretary

Central Office: 477 Congress Street, Room 717, Portland 04101

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. 211

Average Count—All Positions: 0

Permanent Legislative Count: N.A.

PURPOSE: The Maine State Board for Registration of Architects and Landscape 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 and Landscape Architects was originally established in 1945 as the Maine State Board of Architects. The Board is composed of five practicing architects, or four practicing architects and one professor of architecture, and one representative of the public, who shall be appointed by the Governor. The term of office of each present member of the Board shall expire as now provided. The successors to the first three terms of office to expire shall be appointed for 2-year terms, thereafter all members shall be appointed for 3-year terms. 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 FY 77, seven residents in the State were registered as architects. Six by examination and one through the National Council of Architectural Registration Boards (NCARB). Thirty-one non-residents were registered. Thirty through NCARB and one by examination. Registration renewals were granted to 122 architects residing in Maine and 434 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

ECONOMIC DEVELOPMENT

PUBLICATIONS:

Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects and Landscape 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 1977:

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	21,383		21,383			
Fees Charged For Services	14,733		14,733			
Transfers—Non-Federal \$	—1,500		—1,500			
TOTAL RESOURCES	34,616		34,616			
EXPENDITURES						
Salaries and Wages	1,260		1,260			
Prof Service, Not By State	4,767		4,767			
Travel Expenses, In-State	121		121			
Travel Expense, Out-State	1,158		1,158			
Utilities	607		607			
Rents	1,182		1,182			
General Operating Expense	2,933		2,933			
Other Supplies	130		130			
Trans. to Gen.-Fund Sta-Cap	235		235			
TOTAL EXPENDITURES	12,393		12,393			

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 04101

Telephone: 774-6291

Established: 1899

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 90; *Unit:* 291; *Unit Citation:* 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0

Permanent Legislative Count: 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. 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

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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.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states.

	July 1975		February 1976		July 1976		February 1977	
	Regular Applicants	Modified Applicants	Regular Applicants	Modified Applicants	Regular Applicants	Modified Applicants	Regular Applicants	Modified Applicants
Number taking exam	100	6	34	9	145	11	61	4
Number passing exam	94	5	21	9	114	10	39	3

In its efforts 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
Pamphlet of Rules of the Board

(\$5.00/set)
(free)

FINANCES, FISCAL YEAR 1977:

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brl Fwd—Unencumbered	27,977		27,977			
Fees Charged For Services	25,535		25,535			
TOTAL RESOURCES	53,512		53,512			
EXPENDITURES						
Salaries and Wages	1,890		1,890			
Prof Service, Not By State	12,949		12,949			
Travel Expenses, In-State	1,227		1,227			
Travel Expense, Out-State	198		198			
Rents	110		110			
General Operating Expense	1,705		1,705			
Other Supplies	1,301		1,301			
Trans. to Gen.-Fund Sta-Cap	395		395			
TOTAL EXPENDITURES	19,775		19,775			

ECONOMIC DEVELOPMENT

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 Count—All Positions: 2

Permanent Legislative Count: 3

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 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 bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board has the authority, after hearing, to refuse to issue or renew a certificate, or to suspend a certificate until the complaint can be heard by the Administrative Court Judge. The Administrative Court Judge has the power to suspend or revoke the certificate of any school, barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; 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 Human Services, concerning the practice of barbering and operating 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 Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary and other staff as necessary for the operation of the unit.

PROGRAM: The Board held eight (8) meetings during the fiscal year. Two of these meetings were held in conjunction with examinations, one on October 18, and one on May 9 for eighteen (18) candidates, fourteen of these candidates received their certificates of registration and four 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. Examination was also given on October 18 for (1) candidate for instructor, who passed.

The Executive Secretary announced at a Board Meeting that he would be retiring effective June 30, 1978 and the Board obtained permission from the Department of Personnel to hire a replacement to familiarize himself with the duties of the Executive Secretary.

On September 19-23, a delegate from Maine attended the fiftieth annual conference of the National Association of the Board of Barber Examiners of America in New Orleans, Louisiana. A copy of the report is entered in the minutes of the Board's meeting. At the Maine State Barber's Association Convention held in Portland in October, Raymond Gagnon, delegate, gave the attending barbers a report of the highlights of the National Conference.

A bill was presented to the 108th Legislature to have the following three changes made in the Maine Barber Laws: (1) To issue bi-annual licenses instead of on a yearly basis; (2) to repeal hair coloring licenses; (3) to elect a Board Chairman at the first Board Meeting in January of each year.

ECONOMIC DEVELOPMENT

LICENSES, PERMITS, ETC.:

License:
 Barber Shop
 Barber School
 Instructor
 Registration:
 Certificate of Registration
 Permit:
 Apprentice
 Student

PUBLICATIONS:

Barber Board Bulletin, published twice annually and distributed to all barber shops (free).

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,608		31,608			
Bal Brt Fwd— Encumbered	187		187			
Licenses/Permits/Fees/Tax	28,156		28,156			
Fees Charged For Services	10		10			
TOTAL RESOURCES	59,961		59,961			
EXPENDITURES						
Salaries and Wages	17,619		17,619			
State Share of Retirement	1,732		1,732			
Prof Service, Not By State	482		482			
Travel Expenses, In-State	8,226		8,226			
Travel Expense, Out-State	474		474			
Utilities	618		618			
Rents	980		980			
Insurance	451		451			
General Operating Expense	1,256		1,256			
Other Supplies	105		105			
Equipment Purchases	498		498			
Trans. to Gen.-Fund Sta-Cap	583		583			
TOTAL EXPENDITURES	33,024		33,024			

BOARD OF CHIROPRACTIC EXAMINATION AND REGISTRATION

ROBERT P. LYNCH, D.C., PRESIDENT
THORVALD F. HOY, D.C., Secretary

Central Office: 1200 Broadway, South Portland 04106

Telephone: 799-7112

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 Count—All Positions: 0

Permanent Legislative Count: 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

ECONOMIC DEVELOPMENT

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 FY 77, 23 persons took the Board of Chiropractic Examination; 21 passed and were licensed. Another 3 licenses were awarded by reciprocity. Four applications were rejected for insufficient educational credits.

LICENSES, PERMITS, ETC.:

License:
To practice

PUBLICATIONS:

“Laws and Rules and Regulations Governing the Practice of Chiropractic”—No charge.

FINANCES, FISCAL YEAR 1977:

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,270		2,270			
Bal Brt Fwd— Encumbered	143		143			
Fees Charged For Services	4,835		4,835			
TOTAL RESOURCES	7,248		7,248			
EXPENDITURES						
Salaries and Wages	555		555			
Prof Service, Not By State	341		341			
Travel Expenses, In-State	165		165			
Travel Expense, Out-State	305		305			
Utilities	264		264			
Insurance	6		6			
General Operating Expense	1,712		1,712			
Trans. to Gen.-Fund Sta-Cap	29		29			
TOTAL EXPENDITURES	3,377		3,377			

ECONOMIC DEVELOPMENT
STATE BOARD OF COSMETOLOGY
LEONIE BUXTON, CHAIRMAN

Central Office: Capitol Shopping Ctr., Western Avenue, Augusta 04333

Telephone: 289-2231 & 289-2421

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 Count—All Positions: 6

Permanent Legislative Count: 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 of 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.

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

ECONOMIC DEVELOPMENT

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.

6. Legislature has passed a bill, L.D. 1838, which Revises the Laws Pertaining to Barbers and Cosmetologists.

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.

During the past fiscal year the Board conducted several meetings, of which, some were to examine new students and student instructor's for certification.

The Board worked on setting up new complaint procedures, so complaints may be handled in a more efficient manner. Much work has also been conducted on rules and regulations governing beauty schools, as well as laws pertaining to cosmetologists.

LICENSES, PERMITS, ETC.:

License:

- Beauty Shops
- Student Hairdresser
- Operator
- Instructor
- Demonstrator

Permit:

- Hairdressers Work Permit
- Apprentice License
- Student Instructor License

PUBLICATIONS:

- State Board of Cosmetology Laws Pertaining to Cosmetology 1976 (free)
- School Rules and Regulations (free)
- Student Rights (free)
- Rules and Regulations Pertaining to Beauty Shops (free)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	107,415		107,415			
Bal Brt Fwd— Encumbered	149		149			
Licenses/Permits/Fees/Tax	63,009		63,009			
Adjustment of Balance Fwd	—205		—205			
TOTAL RESOURCES	170,368		170,368			
EXPENDITURES						
Salaries and Wages	45,564		45,564			
State Share of Retirement	4,357		4,357			
Prof Service, Not By State	1,282		1,282			
Travel Expenses, In-State	12,444		12,444			
Travel Expense, Out-State	3,122		3,122			
Utilities	2,640		2,640			
Rents	7,834		7,834			
Repairs	364		364			
Insurance	1,304		1,304			
General Operating Expense	5,479		5,479			
Other Supplies	665		665			
Equipment Purchases	144		144			
Trans. to Gen.-Fund Sta-Cap	1,603		1,603			
TOTAL EXPENDITURES	86,802		86,802			

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 Count—All Positions: 0

Permanent Legislative Count: 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 and license qualified applicants for a certificate to practice dentistry or dental hygiene in Maine; upon payment of specified fees to register dentists biannually and dental hygienists annually who are 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 and a consumer appointed by the Governor for terms of five years. Dentist 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.

ECONOMIC DEVELOPMENT

PROGRAM: During fiscal year 1977, the Board of Dental Examiners licensed 90 dentists and 94 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:

Directory—Dentists & Dental Hygienists published even numbered years.

FINANCES, FISCAL YEAR 1977:

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	28,741		28,741			
Fees Charged For Services	8,875		8,875			
Transfers—Non-Federal \$	—3,000		—3,000			
TOTAL RESOURCES	34,616		34,616			
EXPENDITURES						
Salaries and Wages	3,250		3,250			
Prof Service, Not By State	2,600		2,600			
Travel Expenses, In-State	629		629			
Travel Expense, Out-State	1,563		1,563			
Utilities	1,393		1,393			
General Operating Expense	4,415		4,415			
Other Supplies	249		249			
Trans. to Gen.-Fund Sta-Cap	284		284			
TOTAL EXPENDITURES	14,383		14,383			

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 Count—All Positions: 0

Permanent Legislative Count: 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.

ECONOMIC DEVELOPMENT

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 and one representative of the public, who shall be appointed by the Governor 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 77, a total of 195 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 183 applicants. As of June 30, 1977, a total of 2,568 engineers were registered for the calendar years of 1976-77.

During the fiscal year, 142 applications for the Engineer-in-Training Certificates were received. Of this number 123 were Seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 134 applicants.

Two periods of written examinations are given each year by the Board, in November and in April. The November 5 and 6, 1976 examinations were given in Augusta with 55 professional engineer candidates and 30 engineer-in-training candidates attending. The April 15 and 16, 1977 examinations given in Augusta were attended by 71 professional engineering candidates and 34 engineer-in-training candidates. Also on April 16, 1977 the engineer-in-training examinations were given at Orono, at the University where 103 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 FY 77. The dates of the regular meetings were July 8 and October 14, 1976, and January 13 and March 17, 1977. The special meetings were necessary in order to canvass the late arrival of scores from NCEE of the April 1976 and November 1976 examinations for professional engineering registration; these meetings were held on July 23, 1976 and February 24, 1977.

The Board invited 6 applicants to appear for oral interviews; 3 were granted registration as professional engineers. The Board employed the services of the office of the Attorney General in checking three alleged infringements of the engineering registration laws. All meetings of the Board were held in Augusta where attendance of members averaged four per meeting.

LICENSES, PERMITS, ETC.:

Registration:
Professional Engineer
Engineer-in-Training

PUBLICATIONS:

"Forty-first Annual Report With Roster of Professional Engineers" as of December 31, 1976 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers"

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL	General	Special Revenue Funds	Highway	Special	Misc.
	FUNDS	Fund	(incl Federal)	Fund	Federal Funds	Funds
RESOURCES						
Bal Brl Fwd—Unencumbered	23,607		23,607			
Licenses/Permits/Fees/Tax	2,613		2,613			
Fees Charged For Services	7,748		7,748			
TOTAL RESOURCES	33,968		33,968			
EXPENDITURES						
Prof Service, Not By State	10,639		10,639			
Travel Expenses, In-State	844		844			
Travel Expense, Out-State	2,022		2,022			
Utilities	598		598			
General Operating Expense	3,165		3,165			
Other Supplies	33		33			
Trans. to Gen.-Fund Sta-Cap	183		183			
TOTAL EXPENDITURES	17,484		17,484			

STATE BOARD OF FUNERAL SERVICES

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 Count—All Positions: 1

Permanent Legislative Count: 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 Services 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, for terms of 4 years. In the case of vacancy by any reasons, 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 Services 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 77 there were 171 Funeral Homes, 453 Practitioners, 9 Embalmers, 24 Funeral Directors, 53 Resident Trainees and 110 Non-licensed employees registered and/or licensed.

ECONOMIC DEVELOPMENT

Throughout the year the Board had 4 regular meetings and 8 special meetings. Issues discussed included complaints, previous decisions by the Board, mortuary trusts, inspections of funeral homes and adopted amendments to its Rules and Regulations. The Board was also very active with new State Legislation.

The Board is anticipating FY 78 to be another very active year.

LICENSES, PERMITS, ETC.:

License:

- Practitioner
- Director
- Resident Trainee
- Non Licenses
- Embalmers

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 1977:

STATE BOARD OF FUNERAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	20,589		20,589			
Bal Brt Fwd— Encumbered	525		525			
Licenses/Permits/Fees/Tax	—12		—12			
Fees Charged For Services	6,822		6,822			
Adjustment of Balance Fwd	207		207			
TOTAL RESOURCES	28,131		28,131			
EXPENDITURES						
Salaries and Wages	5,827		5,827			
State Share of Retirement	337		337			
Prof Service, Not By State	39		39			
Other Prof. Serv., By State	275		275			
Utilities	478		478			
Rents	52		52			
Insurance	258		258			
General Operating Expense	5,020		5,020			
Other Supplies	4,043		4,043			
Equipment Purchases	666		666			
Trans. to Gen.-Fund Sta-Cap	155		155			
TOTAL EXPENDITURES	17,150		17,150			

ECONOMIC DEVELOPMENT

INDUSTRIAL ACCIDENT COMMISSION

JOHN V. KEANEY, CHAIRMAN

JOHN J. JOLICOEUR, Executive Secretary

Central Office: Statehouse, 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 Count—All Positions: 21

Permanent Legislative Count: 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. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, 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. 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 which 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 FY 76 was 38,555, and for the past fiscal year the number of reports filed totaled 42,850, an increase of 4,295 or 11%. Agreements processed by the Commission increased from 9,764 in FY 76 to 11,395 for FY 77, an increase of 1,631 or 17%. The number of petitions of all kinds filed in FY 76 totaled 2,112, while in FY 77 they amounted to 2,802, an increase of 690 or 33%. The total number of hearings held in FY 76 was 4,032; hearings held in the past fiscal year totaled 5,040, an increase of 1,008 or 25%.

The balance of the Second Injury Fund as of June 30, 1977 was \$97,261.65.

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
1976	45,890,018	903,040	21,773,674

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)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

INDUSTRIAL ACCIDENT COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	2,922	2,922				
Legislative Approp/Alloc	263,495	263,495				
Transfers—Non-Federal \$	12,629	12,629				
TOTAL RESOURCES	279,046	279,046				
EXPENDITURES						
Salaries and Wages	210,353	210,353				
State Share of Retirement	22,360	22,360				
Travel Expenses, In-State	6,007	6,007				
Travel Expense, Out-State	869	869				
Operation—State Vehicles	3,123	3,123				
Utilities	5,664	5,664				
Rents	5	5				
Repairs	577	577				
Insurance	5,150	5,150				
General Operating Expense	12,871	12,871				
Other Supplies	2,063	2,063				
Equipment Purchases	5,856	5,856				
TOTAL EXPENDITURES	274,898	274,898				

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

RICHARD A. COLEMAN, CHAIRMAN
CLYDE E. MASON, Secretary

Central Office: Augusta, Maine 04330

Telephone: 622-5287

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 Count—All Positions: 0

Permanent Legislative Count: 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, 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

ECONOMIC DEVELOPMENT

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 1977, 66 Land Surveyor applications were received and 16 were registered. The total number of registrants on 30 June 1977 was 1043. Of this number 187 are non-state residents. Land Surveyor-in-Training applications during this period were 67. A total of 34 were certified which included applications from the previous year. There are now 355 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.

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL		Special Revenue Funds		Special Federal Funds	Misc. Funds
	FUNDS	General Fund	(incl Federal)	Highway Fund		
RESOURCES						
Bal Brt Fwd—Unencumbered	6,933		6,933			
Bal Brt Fwd— Encumbered	784		784			
Fees Charged For Services	6,679		6,679			
TOTAL RESOURCES	14,396		14,396			
EXPENDITURES						
Prof Service, Not By State	5,314		5,314			
Travel Expenses, In-State	750		750			
Travel Expense, Out-State	404		404			
Utilities	61		61			
General Operating Expense	3,238		3,238			
Other Supplies	39		39			
Equipment Purchases	338		338			
Trans. to Gen.-Fund Sta-Cap	44		44			
TOTAL EXPENDITURES	10,188		10,188			

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

ETHEL C. STOVER, CHAIRMAN

Central Office: Hodge Street, Wiscasset 04578

Telephone: 633-5353

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 90; Unit: 371; Unit Citation: 32 M.R.S.A., Sect. 63

Average Count—All Positions: 0

Permanent Legislative Count: N.A.

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including

ECONOMIC DEVELOPMENT

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. 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. The Board has resumed the original 24 continuing education hours yearly—voted and accepted at 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)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Bal Brt Fwd—Unencumbered	3,398		3,398			
Bal Brt Fwd— Encumbered	1,961		1,961			
Licenses/ Permits/Fees/Tax	16,250		16,250			
Fees Charged For Services	1,475		1,475			
Adjustment of Balance Fwd	50		50			
TOTAL RESOURCES	23,134		23,134			
EXPENDITURES						
Salaries and Wages	4,420		4,420			
State Share of Retirement	114		114			
Prof Service, Not By State	1,654		1,654			
Travel Expenses, In-State	1,158		1,158			
Travel Expense, Out-State	126		126			
Utilities	322		322			
Rents	755		755			
Insurance	7		7			
General Operating Expense	1,057		1,057			
Other Supplies	769		769			
Equipment Purchases	283		283			
TOTAL EXPENDITURES	10,665		10,665			

BOARD OF REGISTRATION IN MEDICINE

ALAN M. ELKINS, 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 Count—All Positions: 3

Permanent Legislative Count: 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

ECONOMIC DEVELOPMENT

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 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: In July 1976, the Board voted to schedule regular meetings every two months to permit adequate management of the Board's proliferating items of business. In addition to the three statutorily required meetings in March, July and November, the entire Board met three times. Select committees held two pre-trial conferences, three work sessions to develop necessary legislative proposals, attended several public hearings on legislation related to matters of concern to the Board, and held one meeting with the Advisory Committee for Physician's Assistants. Two members and the Executive Secretary participated in a four-day annual meeting of the Federation of State Medical Boards; the major topics of the meeting were Continuing Medical Education as a Requirement for Relicensure and the Ramifications of the Health Professional Educational Assistance Act of 1976 (P.L. 94-484). Individual members of the Board, at their practice locations, conducted more than 270 applicant interviews during the past year.

Licensure. The State of Maine utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. When FLEX was initially administered in June 1968, Maine was one of the original seven states to participate. Thirty candidates were present at the first FLEX examination in Maine. Now in its tenth year, FLEX has been adopted by all fifty states and it provides a uniform nationwide standard for medical licensure. It is administered simultaneously throughout the country in June and December each year. During FY 77, 661 physicians, mostly foreign medical graduates were admitted to the FLEX administered at Waterville, Maine. This is an increase of over 800% per year in the number of participants examined in the State of Maine, a factor reflected in the Board's continuing increase in revenue.

Unfortunately, the days of the Board's financial well-being are numbered. The Health Professional Educational Assistance Act of 1976 placed new requirements on the entry of alien physicians to the United States beginning January 10, 1977. This will heavily curtail immigration of foreign medical graduates and will cut down significantly on the number of applicants for the FLEX. It is expected that revenue from this source will be significantly reduced in the near future. Fortunately, the physician population of Maine will not be seriously affected.

Of the 661 candidates who were examined in Maine, 283 passed the examination and were licensed. Approximately 97% of these have established practice out-of-state following endorsement of their Maine license.

A total of 465 physicians were issued permanent licensure to practice medicine in the State of Maine during FY 77: 182 by endorsement of credentials and 283 by examination.

On June 30, 1977, Board records showed a total of 4,422 medical doctors registered with this Board: 1,563 Residents of Maine;

2,859 Out-of-State Residents.

This reflects a net gain for the State of Maine of sixty-eight physicians within the last year.

One hundred eighty-eight (188) temporary limited licenses were issued:

31 Locum Tenens licenses

61 Camp (seasonal) licenses

96 Temporary Educational Permits for interns and residents

ECONOMIC DEVELOPMENT

Eighteen physicians whose licenses had been summarily revoked for failure to reregister requested reinstatement; seventeen were granted; one was denied.

Reregistration of physicians for the biennium was completed October 1, 1976:

- 1,412 Maine residents reregistered
- 2,318 Out-of-State residents reregistered
- 23 Retired
- 65 Withdrawals
- 42 Deceased
- 184 Summarily revoked for failure to reregister.

Biennial registration of Physician's Assistants was completed April 15, 1977. Thirty-four assistants reregistered; two were found ineligible, having failed to comply with examination requirements before March 31, 1977.

Investigations and Actions. During October 1976, the Attorney General replaced the Board's private counsel with legal representation from the Attorney General's office. Two assistants to the Attorney General have been assigned to work with the Board.

Thirty complaints against physicians or allied health personnel were filed with the Board this year. Formal investigations were conducted with regard to fifteen; probable cause for formal hearing was found in seven instances, four physicians voluntarily surrendered their license prior to the Board's initiating formal procedures, three cases were settled at pre-trial conferences. One physician's license was suspended, one was placed on probation for ten years, a third is providing new evidence in his own behalf.

Two investigatory hearings were held: physicians responded to questions raised by the Board regarding certain methods of practice. The Board made several recommendations which were favorably received by the physicians involved. In two instances, the Board mediated misunderstandings between patient and physician. Eight situations were found to be without probable cause for action.

Licensure by endorsement was denied to two physician applicants; admission to the examination was denied to three applicants. Three cases are pending. Certificates of Qualification of three physician's assistants were terminated for failure to comply with Board rules and regulations.

Grants. Pursuant to 32 MRSA Subsection 3269 (10), the Board disbursed funds accumulated through the receipt of examination and licensure fees to the following agencies:

1. Maine Medical Education Foundation, Inc. for the awarding of loans to Maine Students indicating an intent to establish family practice in rural Maine;
2. Department of Educational and Cultural Services for securing contract spaces for the admission of qualified Maine residents to the University of Vermont and Tufts Medical Schools.

Legislation. The Board submitted to the 108th Legislature proposed amendments to the Medical Practice Act which will revise licensure requirements, expand the Board's powers to properly implement the intent of the Act, adjust Board members salaries to reflect the amount of time required to properly perform the duties and functions of the Board and to facilitate the forthcoming recommendations of the Commission to Revise Laws Relating to Medical and Hospital Malpractice Insurance. In addition to existing grounds for investigation and hearing, the proposed bill will include incompetence in the practice of medicine, willful abandonment of patients, repeated charging of unreasonable and excessive fees and misconduct as defined by Board rules and regulations.

Records. A revised edition of the Board's Medical Directory is being prepared for publication later this year.

Other Activities. Incoming and outgoing mail totaled approximately 25,500 pieces this year, 11,700 incoming and 13,800 outgoing. In addition to routine business, Board activities included meeting with the Director of Emergency Medical Services with regard to procedures for evaluating programs for training Emergency Medical Technicians;

- meeting with the Director of COMBAT, a consumer organization located in Bangor, to resolve mutual problems related to medical services;
- discussions on the development of a format or protocol for the rehabilitation of alcoholic or otherwise impaired physicians;
- review of the annual report and a comparative statement of operations for the years 1970-1976;
- a research project on the practice of hypnotism;

ECONOMIC DEVELOPMENT

- responding to inquiries from the Governor and various legislative committees;
- withdrawal of the Board's blanket endorsement policy for applicants from the State of Florida who were licensed on basis of the Florida State Board exam;
- initiating the development of criteria for approval of residency programs not formally accredited by the Liaison Committee on Graduate Medical Education;
- meeting with representatives of the Family Nurse Associate Program, Portland, with regard to prescribing privileges for physician extenders;
- a review of a request for funds for further development of a continuing medical education program known as the Medical Education Consortium;
- discussion of and rendering an opinion on the utilization of psychological tests by physicians, the question of oral surgeons being granted hospital privileges to perform histories and physicals, the question of podiatrists being granted hospital privileges to perform surgical procedures on patients under general anesthesia administered by an anaesthesiologist; and
- discussions with regard to the demands of other departments within Maine State Government.

LICENSES, PERMITS, ETC.:

License:

M.D.
Residents
Interns
Camp
Locum tenens
Temporary Emergency

Registration:

Physician's assistants and their supervising physicians

PUBLICATIONS:

Medical Directory 1977-1978 (\$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 1977:

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	160,391		160,391			
Bal Brt Fwd— Encumbered	645		645			
Licenses/ Permits/Fees/Tax	110,241		110,241			
Fees Charged For Services	31,253		31,253			
Transfers—Non-Federal \$	—55,000		—55,000			
TOTAL RESOURCES	247,530		247,530			
EXPENDITURES						
Salaries and Wages	36,084		36,084			
State Share of Retirement	3,286		3,286			
Prof Service, Not By State	47,780		47,780			
Other Prof. Serv., By State	440		440			
Travel Expenses, In-State	916		916			
Travel Expense, Out-State	1,409		1,409			
Utilities	1,710		1,710			
Rents	4,657		4,657			
Repairs	60		60			
Insurance	1,071		1,071			
General Operating Expense	6,329		6,329			
Other Supplies	689		689			
Grants to Pub. & Priv. Orgs.	60,000		60,000			
Equipment Purchases	1,636		1,636			
TOTAL EXPENDITURES	166,067		166,067			

ECONOMIC DEVELOPMENT

STATE BOARD OF NURSING

NAOMI P. McNOR, R.N., PRESIDENT

MARION M. KLAPPMEIER, R.N., 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

Average Count—All Positions: 6

Permanent Legislative Count: 8

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court Judge; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve, in cooperation with the Board of Registration in Medicine and the Board of Osteopathic Examination and Registration, educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor 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 77, the Board met in eleven regular or special sessions, for a total of thirteen 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.

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 1976-77, the examination for registered nurse licensure was administered on July 14-15, 1976 and February 2-3, 1977 and the examination for practical nurse licensure on October 19, 1976 and April 19,

ECONOMIC DEVELOPMENT

1977. 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 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, 1976—June 30, 1977

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	337	305	32	38	32	6
Other States	55	51	4	9	7	2
Other Countries	13	1	12	15	6	9
Total	405	357	48	62	45	17

*90.5% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1976—June 30, 1977

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	192	192	0	0	0	0
Other States	13	12	1	1	1	0
Other Countries	1	1	0	1	0	1
Candidates on basis of:						
Equivalent Preparation	36	34	2	2	1	1
Armed Serv. Med. Train.	23	16	7	2	1	1
Total	265	255	10	6	3	3

*100. % of first time writers from Maine practical nursing programs were successful.

NURSES LICENSED BY ENDORSEMENT

July 1, 1976—June 30, 1977

Registered Nurses		Licensed Practical Nurses	
From Other States	553	From Other States	122
From Other Countries:		From Other Countries:	
with examination	7	with examination	1
without examination	65	without examination	5
Total	625	Total	128

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1976—June 30, 1977

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	395	257
Endorsement	625	128
Renewal	8,853	2,816
Reinstatement	307	242
Total	10,180	3,433

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 to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing*.

During FY 77, one site visit was made, on October 7, 1976, to Westbrook College Department of Nursing Education. Following a report to the Board, the program was granted continuing Board accreditation. Presently Maine has fourteen Board-accredited educational programs in nursing; nine to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital School of Nursing, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; and the Westbrook College Department of Nursing Education, Portland. A third type is the baccalaureate degree nursing program, which includes St. Joseph's College Department of Nursing, North Windham; and the University of Maine School of Nursing, Portland.

Educational programs in practical nursing are offered at CMVTI, EMVTI, NMVTI, SMVTI and the Maine School of Practical Nursing, Waterville.

Summary of Board Action. A brief summary of Board action in FY 77 follows:

- reviewed and accepted for filing the quarterly financial reports and the annual financial statement.
- reviewed and accepted for filing the Auditor's Report for fiscal years 1975 and 1976.
- restricted out-of-state travel to attendance by one person at one meeting.
- received reports on renewals and reinstatements of R.N. and L.P.N. licenses during the year.
- 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.
- approved applications for admission to the licensing examinations for registered nurse licensure and for practical nurse licensure.
- reviewed and approved changes in curriculum submitted by schools of nursing.
- reviewed and approved faculty biographical data for new faculty members, as submitted by schools of nursing.
- granted authorization to NMVTI to initiate planning for an associate degree program in nursing.
- approved six out-of-state programs for the expanded role of the registered professional nurse. Approval of such programs, in conjunction with the Board of Registration in Medicine and the Board of Osteopathic Examination and Registration, is necessary for a registered nurse to function as a nurse associate or nurse practitioner in the State of Maine.
- approved eight programs or courses to prepare unlicensed assistants to nurses to perform special nursing services upon delegation by a registered professional nurse.
- voted to continue to contract for use of the State Board Test Pool Examinations.
- devoted four days to reviewing drafts of test items for future licensing examinations.
- appealed Hay Classification rating for positions of Executive Director and Assistant Executive Director.
- appointed representatives to serve as participants in several professional or health-related programs.
- reviewed and initiated action, when necessary, on eleven complaints of possible unsafe nursing practice.
- issued a position statement on the licensed practical nurse and intravenous therapy.
- reviewed, upon request, "Regulations for Emergency Medical Technicians-Advanced".

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse

Licensed Practical Nurse

Temporary Authorization to Practice (Pending License Examination Results)

ECONOMIC DEVELOPMENT

PUBLICATIONS: (all free)

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 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
STATE BOARD OF NURSING						
RESOURCES						
Bal Brt Fwd—Unencumbered	105,727		105,727			
Bal Brt Fwd— Encumbered	694		694			
Licenses/Permits/Fees/Tax	182,071		182,071			
Fees Charged For Services	1,380		1,380			
TOTAL RESOURCES	289,872		289,872			
EXPENDITURES						
Salaries and Wages	60,265		60,265			
State Share of Retirement	6,235		6,235			
Computer Service, By State	3,170		3,170			
Other Prof. Serv., By State	80		80			
Travel Expenses, In-State	1,449		1,449			
Travel Expense, Out-State	610		610			
Utilities	1,806		1,806			
Rents	7,542		7,542			
Repairs	656		656			
Insurance	1,639		1,639			
General Operating Expense	6,402		6,402			
Other Supplies	14,206		14,206			
Equipment Purchases	81		81			
Trans. to Gen.-Fund Sta-Cap	2,020		2,020			
TOTAL EXPENDITURES	106,161		106,161			

STATE BOARD OF OPTOMETRY

RAYMOND M. SHAFFER, O.D., PRESIDENT

GEORGE S. 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 Count—All Positions: 0

Permanent Legislative Count: 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 a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ECONOMIC DEVELOPMENT

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, 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 two meetings during FY 77 on 12/4/76 and 6/5/77. On June 6 and 7, 1977, optometry examinations were administered to nine candidates, all of whom passed successfully. The nine candidates were registered and licenses were issued to them. Also, the Board issued 170 active, 48 nonactive and 18 auxiliary office licenses. Six active and four nonactive licenses were revoked for default of payment of license renewal fees, death or retirement.

LICENSES, PERMITS, ETC.:

License:
 Optometrist
 Diagnostic Drug License

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	10,606		10,606			
Fees Charged For Services	6,250		6,250			
Transfers—Non-Federal \$	—1,500		—1,500			
TOTAL RESOURCES	15,356		15,356			
EXPENDITURES						
Salaries and Wages	1,549		1,549			
State Share of Retirement	100		100			
Travel Expenses, In-State	331		331			
Utilities	183		183			
General Operating Expense	1,976		1,976			
Other Supplies	102		102			
TOTAL EXPENDITURES	4,241		4,241			

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 by maintaining 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

ECONOMIC DEVELOPMENT

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 increases the Board membership to six members.

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.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL	General	Special Revenue Funds	Highway	Special Federal	Misc.
	FUNDS	Fund	(incl Federal)	Fund	Funds	Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	7,054		7,054			
Fees Charged For Services	6,200		6,200			
TOTAL RESOURCES	13,254		13,254			
EXPENDITURES						
Salaries and Wages	1,050		1,050			
Prof Service, Not By State	5,415		5,415			
Travel Expenses, In-State	169		169			
Utilities	50		50			
General Operating Expense	223		223			
Other Supplies	1		1			
Trans. to Gen.-Fund Sta-Cap	89		89			
TOTAL EXPENDITURES	6,997		6,997			

PASSENGER TRAMWAY SAFETY BOARD

WILLIAM SAWYER, CHAIRMAN

HERBERT HARTMAN, Secretary-Treasurer

Central Office: Statehouse, 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

Average Count—All Positions: 0

Permanent Legislative Count: 2

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.

The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs.

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.

ECONOMIC DEVELOPMENT

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 1977:

PASSENGER TRAMWAY SAFETY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,877		1,877			
Fees Charged For Services	5,173		5,173			
TOTAL RESOURCES	7,050		7,050			
EXPENDITURES						
Salaries and Wages	4,255		4,255			
State Share of Retirement	449		449			
Travel Expenses, In-State	277		277			
Operation—State Vehicles	274		274			
Utilities	33		33			
General Operating Expense	131		131			
Other Supplies	123		123			
Trans. to Gen.-Fund Sta-Cap	130		130			
TOTAL EXPENDITURES	5,672		5,672			

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPTAIN H.L. WADLEIGH, CHAIRMAN
BERTRUM SNOW, Secretary

Central Office: 16 Scott Street, Rockland, Maine 04841

Telephone: 594-4919

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 Count—All Positions: 0

Permanent Legislative Count: 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.

ECONOMIC DEVELOPMENT

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, 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 1977 the Penobscot Bay and River Pilots Commission held 3 meetings in Rockland, Maine. The appointment of Captain Russell Terry expired as chairman and Governor Longley appointed Captain H.L. Wadleigh to replace him.

LICENSES, PERMITS, ETC.:

License:

Pilot Ship in Penobscot Bay River

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,508		4,508			
Fees Charged For Services	944		944			
TOTAL RESOURCES	5,452		5,452			
EXPENDITURES						
General Operating Expense	32		32			
Other Supplies	5		5			
TOTAL EXPENDITURES	37		37			

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 Count—All Positions: 1.5

Permanent Legislative Count: N.A.

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

ECONOMIC DEVELOPMENT

any person registered as an apothecary, received in writing and signed, for the violations 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, 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 77, the Board of Commissioners of the Profession of Pharmacy licensed 882 pharmacists (882 the previous year also), qualified assistants 47 (decrease of two from last year), and issued 240 pharmacy licenses (as compared with 226 last year). Reciprocity was granted to 30 pharmacists this year in comparison with 25 last year. Of the 14 taking the examination in December, 13 successfully passed. Of the 71 taking the examination 68 passed, in the spring.

The Board held nine meetings during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., at the Knox Room, Augusta Civic Center, Augusta, Maine as well as at other times as required. This started in the month of February. During the year, the Board sent a total of six notices to all registered pharmacies in the State. This covered the notice of hiring of a full-time Inspector and notice of meeting schedule. Other activities included: Statutory right to prescribe medications with cover letters from George Sullivan, M.D. (Board of Registration of Medicine) and Stanley H. Rowe, D.O. (Board of Registration of Osteopathic Physicians); placing of Dextropropoxphene in Schedule IV; new Standards for tight and well closed containers as set by the government; reminder that the Controlled Substance Act required inventories taken every two years on Schedule Drugs; and, notice that the DEA finalized rule to permit data processing systems.

The laws pertaining to pharmacy in the State of Maine were updated in the publication and made available with the 1977 revision to send to all pharmacies as well as being available on request. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law.

Mandatory continuing education is in the second year, requiring some 15 hours of C.E. credits for re-registration.

LICENSES, PERMITS, ETC.:

License:

Pharmacy
Pharmacist
Assistant Pharmacist
Wholesaler

PUBLICATIONS: None.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL	Special				
	FOR ALL FUNDS	General Fund	Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	42,887		42,887			
Fees Charged For Services	17,252		17,252			
TOTAL RESOURCES	60,139		60,139			
EXPENDITURES						
Salaries and Wages	13,488		13,488			
State Share of Retirement	676		676			
Travel Expenses, In-State	4,349		4,349			
Travel Expense, Out-State	122		122			
Utilities	994		994			
Repairs	177		177			
Insurance	48		48			
General Operating Expense	8,344		8,344			
Other Supplies	89		89			
Equipment Purchases	163		163			
TOTAL EXPENDITURES	28,450		28,450			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

ALAN M. ELKINS, 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 Count—All Positions: 0

Permanent Legislative Count: N.A.

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, director 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 as required by statute. One Physical Therapist member attended the Section Meeting of Licensure and Regulation of the National Association of Physical Therapists Association (APTA) Conference in New Orleans, Louisiana. He reported on national trends regarding unionization of

ECONOMIC DEVELOPMENT

physical therapists, the development of uniform applications for licensure, the formation of a national agency whose purpose would be the evaluation of credentials of foreign trained physical therapists, proposals for a required competency-based examination to replace the present type of exam and reexamination at 5-year intervals.

The nationally accepted examination developed by the Professional Examination Service (PES) for Physical Therapists continues to be utilized in the State of Maine for licensure. Three examinations are conducted yearly: in March, July and November. During FY 77, thirty-nine physical therapists were licensed: thirty-five by endorsement of another state license, four by examination. One applicant failed the examination. Two hundred eight physical therapists renewed their license, two were reinstated, and ten licenses lapsed for failure to renew. On June 30, 1977 there was a total of 233 licensed physical therapists in the State of Maine: 191 were Maine residents, and 42 reside out-of-state.

During FY 77, the Board revised and up-dated the examination for Physical Therapy Aides. Training programs for physical therapy aides are conducted at Northern Maine Vocational Technical Institute, Presque Isle and Kennebec Valley Vocational Technical Institute, Waterville. Two examinations were conducted for physical therapy aides: 43 applicants participated; 40 passed and were registered, and three failed. On June 30, 1977 there were 165 registered physical therapy aides in the State of Maine.

In addition to routine activities the Board:

- discussed submitting proposed amendments to revise licensure requirements for physical therapists and to provide for nationally recognized two-year Associate Degree programs for Physical Therapy Assistants;
- notified a Maine hospital that one of their employees was in violation of the statutes regulating Physical Therapy;
- discussed problems related to employment of physical therapists by hospitals;
- discussed experiential equivalency as an alternative approach to eligibility requirements for admission to the Physical Therapy Aide examination, and voted to conduct Physical Therapy Aide examinations in two locations in Maine.

A revised version of the Physical Therapy certificate to practice was issued to all Physical Therapists licensed in the State of Maine.

LICENSES, PERMITS, ETC.:

License:

Physical Therapists

Certificate:

Physical Therapy Aides

PUBLICATIONS:

Roster of Physical Therapists Licensed in the State of Maine

Roster of Physical Therapy Aides registered in Maine

FINANCES, FISCAL YEAR 1977:

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,075		4,075			
Licenses/Permits/Fees/Tax	1,855		1,855			
Fees Charged For Services	2,076		2,076			
TOTAL RESOURCES	8,006		8,006			
EXPENDITURES						
Salaries and Wages	795		795			
Prof Service, Not By State	1,233		1,233			
Travel Expenses, In-State	129		129			
Travel Expense, Out-State	562		562			
Utilities	122		122			
General Operating Expense	595		595			
Other Supplies	16		16			
Debt Retirement, Interest	25		25			
Trans. to Gen.-Fund Sta-Cap	220		220			
TOTAL EXPENDITURES	3,697		3,697			

ECONOMIC DEVELOPMENT

PLUMBERS' EXAMINING BOARD

DONALD C. HOXIE, EXECUTIVE OFFICER

PHYLLISMAE 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 Count—All Positions: 1

Permanent Legislative Count: 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. The Board consists of the Executive Officer, one Journeyman Plumber, one Master Plumber and a consumer. They attend two meetings a year to go over the upcoming exams and make changes. They also give examinations twice a year, usually in the month of May and November.

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 77, two examinations were held for Journeyman and Master Plumber. A total of 486 persons were examined, 100 persons were passed. Four complaints were registered for investigation relating to licensing. 228 Apprentices, 900 Journeyman and 1,128 Master plumbers were registered.

LICENSES, PERMITS, ETC.:

License:

Apprentice

Journeyman

Master

Certification:

Soil Investigators

Local Plumbing Inspector

Registration:

Trainee Plumber

PUBLICATIONS:

List of licensed Master and Journeyman plumbers (free)

Rules and Regulations (free)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	10,809		10,809			
Licenses/Permits/Fees/Tax	44,290		44,290			
Fees Charged For Services	2,814		2,814			
TOTAL RESOURCES	57,913		57,913			
EXPENDITURES						
Salaries and Wages	18,074		18,074			
State Share of Retirement	1,919		1,919			
Prof Service, Not By State	24		24			
Travel Expenses, In-State	1,188		1,188			
Utilities	322		322			
Rents	358		358			
Insurance	502		502			
General Operating Expense	7,315		7,315			
Other Supplies	1,851		1,851			
TOTAL EXPENDITURES	31,553		31,553			

EXAMINERS OF PODIATRISTS

ALAN M. ELKINS, 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

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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, 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. Two meetings were adjourned for lack of a quorum. The Examiners interviewed and orally examined four applicants for licensure to practice Podiatric Medicine. Three applicants were issued a license, one was denied on the basis of unsatisfactory responses to questions designed to evaluate knowledge of Podiatry. Thirty-nine podiatrists renewed their licenses as required by statute. Including the three new licensees, the total number of podiatrists licensed in the State of Maine on June 30, 1977 was forty-two. Twenty-four are residents of Maine.

During FY 77, the Examiners submitted to the 108th Legislature, proposals for amending the Podiatric Practice Act to adjust licensure fees and to provide for endorsement of National

ECONOMIC DEVELOPMENT

Board of Podiatry examinations. Another bill which was enacted permits the use of general anesthesia in conjunction with the practice of Podiatry when the anesthesia is administered by a qualified anesthesiologist.

A new examination for Podiatric licensure in the State of Maine was developed and will be utilized for applicants who are ineligible for licensure by another mechanism.

One complaint was filed with the Board. It is presently being investigated by the Attorney General.

LICENSES, PERMITS, ETC.:

License:

To Practice Podiatry

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXAMINERS OF PODIATRISTS						
RESOURCES						
Bal Brt Fwd—Unencumbered	3,702		3,702			
Licenses/Permits/Fees/Tax	416		416			
Fees Charged For Services	390		390			
TOTAL RESOURCES	4,508		4,508			
EXPENDITURES						
Salaries and Wages	125		125			
Prof Service, Not By State	136		136			
Travel Expenses, In-State	33		33			
Utilities	28		28			
General Operating Expense	138		138			
TOTAL EXPENDITURES	460		460			

PUBLIC UTILITIES COMMISSION

RALPH H. GELDER, CHAIRMAN
HOWARD M. CUNNINGHAM, Secretary

Central Office: 242 State Street, Augusta 04333

Telephone: 289-2445

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 Count—All Positions: 56

Permanent Legislative Count: 56

Organizational Units:

Economics and Finance Division

Electric and Telephone Division

Water and Gas Division

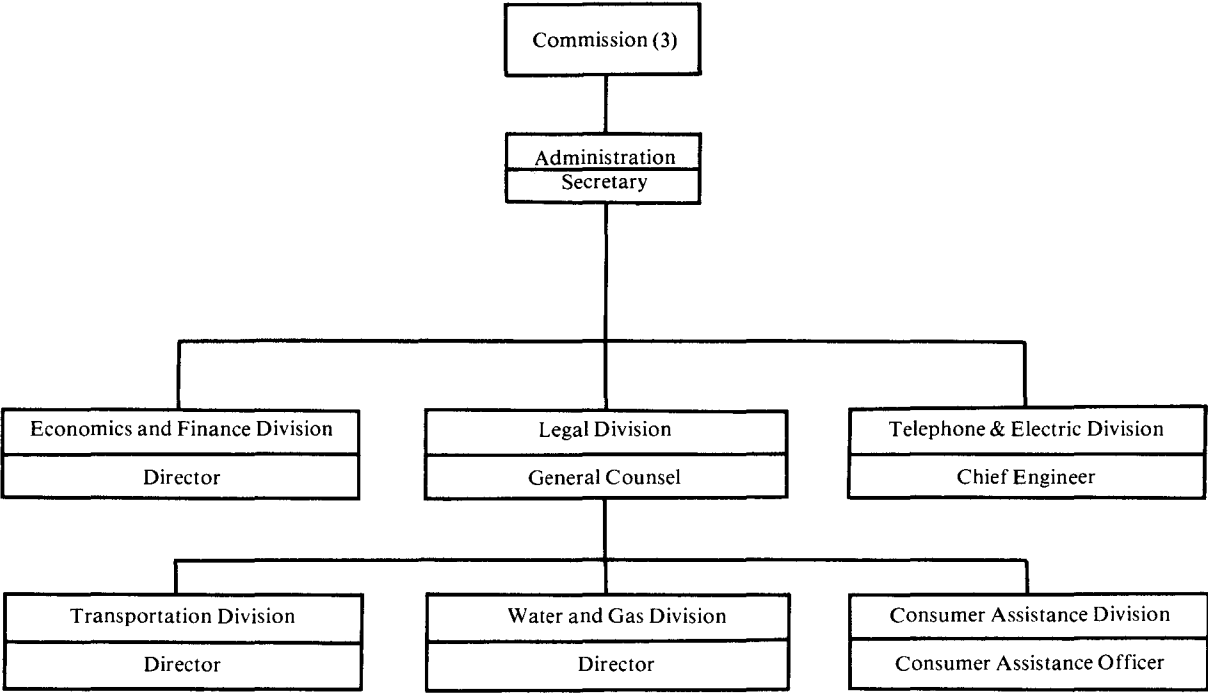
Legal Division

Transportation Division

Consumer Assistance Division

PURPOSE: The Public Utilities Commission's mission is 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 cases involving rates, service, financing and other activities of the various utilities it regulates. The Commission presently has jurisdiction over 151 water utilities, 17 electric corporations, 2 gas companies, 24 telephone and telegraph companies; 2,793 trucking companies; 57 bus companies; 8 railroads; one water carrier and limited aspects of radio common carriers.

**STATE OF MAINE
PUBLIC UTILITIES COMMISSION**



ECONOMIC DEVELOPMENT

The Commission is divided into six operating divisions with respective powers and duties as follows:

Economics and Finance Division. This 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, expenses and depreciation for rate hearings. The Division may prepare cross-examination on accounting and finance matters, present direct testimony, 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.

Water and Gas Division. This 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 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.

Electric and Telephone Division. This Division regulates 24 telephone and 17 electric utilities in Maine, involving approximately one million accounts; prepares engineering cross-examination in pending cases involving electric and telephone rate increases, service complaints, line extensions, etc.; conducts on-site investigations of 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.

Legal Division. This Division presides over many Commission public hearings and, in other cases, is responsible for examination of witnesses and presentation of evidence; handles many procedural problems, including 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 serves as advisor on public utility questions to the Commission and staff.

Transportation Division. This 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.

ECONOMIC DEVELOPMENT

Consumer Assistance Division. This Division processes customer inquiries and complaints against electric, gas, telephone and water utilities. The Consumer Assistance Division is responsible for assuring utility customers are treated fairly in accordance with Commission procedures on disconnections, billing arrangements and other service questions. This division also testifies in formal commission hearings involving customer-company billing, service and related complaints.

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, for terms of seven years. One member is designated by the Governor as chairman, and all three members devote fulltime to their duties.

PROGRAM: During fiscal year 1977, the Commission continued to face a heavy volume of utility rate increase requests amounting to a total of nearly \$65 million dollars. The Commission had difficulty keeping up with rate increase requests and at the same time handling numerous daily consumer complaints and inquiries regarding utility rates, billing practices and service.

The Commission recommended legislation to the 108th Legislature granting the Commission additional, implied and incidental powers specified in the Public Utilities Commission statute. This legislation also gives effect to all rules, orders, acts and regulations of the Commission, and they shall not be declared inoperative, illegal or void for any omission of a technical nature in respect thereto.

The Commission also recommended legislation to repeal extraordinary powers now exercised on appeal cases from Commission decisions and place judicial review of Commission decisions on a similar basis to what they are believed to be in a majority of other States. Important legislation was also suggested by the Commission which would give the Commission access to the books and records of affiliates of public utilities and greater control over transactions between a public utility and an affiliate.

Significant legislation was also enacted during 1977 which exempts small water districts from regulation by the Commission insofar as initial rates are concerned. Municipal and quasi-municipal water districts serving 400 or fewer customers fall under this legislation. At the present time 39 municipal districts qualify.

Legislation enacted during the early days of the 108th Legislature gave the Commission authority to order a second utility to provide service within a service area of an existing utility if both companies and the customer requesting service agreed. Prior to enactment of this legislation, the Commission was required to hold a public hearing before granting the requested authority. The Commission received legislative funding in early 1977 under the U.S. Public Works Employment Act to hire additional staff allowing for field inspections and audits, thus improving the Commission's capability in being more responsive to the demands of both the utilities and ratepayers in Maine.

Legislation was also enacted which simplifies procedures for granting temporary contract carrier permits by the Commission. Temporary permits may be issued for 90 days under this legislation without hearing when the commission finds an emergency exists and when the carriers have complied with all filing requirements under Commission statute.

Legislation was enacted which will require that certain conditions be met prior to certification of any nuclear power plant by the Commission. These conditions include a Commission finding of U.S. identification and approval of technology or means for the disposal of high level nuclear waste.

ECONOMIC DEVELOPMENT

Under legislation enacted by the 107th Legislature, the Commission during fiscal year 1977 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 were entitled to receive electrical service at a stable, fair and reasonable minimum cost. Residents of six Maine communities participated in this program. The demonstration program was completed in December, 1976 and the Commission will submit its report of findings and recommendations to the 108th Legislature later this year.

The 107th Legislature also required electric utilities to implement rate structures to recover all fuel component charges from a fuel adjustment charge on the customer's bill and report such fuel component as a separate item on the bill.

The Commission continued during this fiscal year to be certified 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 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.

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 Necessity

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
- Report of the Public Utilities Commission on the Demonstration Lifeline Electrical Program in Maine

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1977:

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	630,054		3,000	627,054		
Bal Brt Fwd— Encumbered	16,382	15,204		1,178		
Licenses/Permits/Fees/Tax	726,336		1,090	725,246		
Fines/Forfeits/Penalties	37,150			37,150		
Fees Charged For Services	945			945		
Legislative Approp/Alloc	472,244	442,244			30,000	
Transfers Contingent Acct	59,468	59,468				
Adjustment of Balance Fwd	—3,075	—3,220		145		
Transfers—Non-Federal \$	27,174	17,174	10,000			
TOTAL RESOURCES	1,966,678	530,870	14,090	1,391,718	30,000	
EXPENDITURES						
Salaries and Wages	658,179	302,011		356,168		
State Share of Retirement	69,631	32,043		37,588		
Prof Service, Not By State	63,226	62,542		684		
Travel Expenses, In-State	32,691	1,749		30,942		
Travel Expense, Out-State	5,186	2,830		2,356		
Operation—State Vehicles	921			921		
Utilities	20,431	14,828		5,603		
Rents	668	623		45		
Repairs	21,402	331		21,071		
Insurance	11,176	4,574		6,602		
General Operating Expense	29,243	11,374		17,570	299	
Other Supplies	20,731	7,655		13,076		
Grants To Federal Govt.	84,653	74,653	10,000			
Equipment Purchases	23,622	375		23,247		
Trans. to Gen.-Fund Sta-Cap	19,508			19,508		
TOTAL EXPENDITURES	1,061,268	515,588	10,000	535,381	299	

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 Count—All Positions: 0

Permanent Legislative Count: 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

ECONOMIC DEVELOPMENT

office until their successors are appointed and qualified. A part-time executive secretary has been retained to provide staff services to the Board.

PROGRAM: Examinations were given on four occasions during FY 77 to thirty-two Registered Social Workers and forty-three Associate Social Workers. Four persons failed the examination. Four Registered Social Workers were registered by endorsement of their out-of-state licensure. A total of 645 certificates have been issued to date by the Board.

LICENSES, PERMITS, ETC.:

Certificate:

Registration of Social Worker

Registration of Associate Social Worker

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,506		2,506			
Fees Charged For Services	6,600		6,600			
TOTAL RESOURCES	9,106		9,106			
EXPENDITURES						
Prof Service, Not By State	2,878		2,878			
Travel Expenses, In-State	209		209			
Travel Expense, Out-State	317		317			
Utilities	20		20			
General Operating Expense	408		408			
Other Supplies	49		49			
Trans. to Gen.-Fund Sta-Cap	56		56			
TOTAL EXPENDITURES	3,937		3,937			

BOARD OF CERTIFICATION (Water Treatment Plant Operators) GERALD BATES, SECRETARY

Central Office: Statehouse, 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. 2624

Average Count—All Positions: 0

Permanent Legislative Count: 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 cer-

ECONOMIC DEVELOPMENT

tified 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 1977:

BOARD OF CERTIFICATION (Water Treatment Plant Operators)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	765	765				
Transfers—Non-Federal \$	1,500	1,500				
TOTAL RESOURCES	2,265	2,265				
EXPENDITURES						
Prof Service, Not By State	34	34				
Travel Expenses, In-State	742	742				
General Operating Expense	726	726				
Other Supplies	677	677				
TOTAL EXPENDITURES	2,179	2,179				

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 Count—All Positions: 0

Permanent Legislative Count: 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.

ECONOMIC DEVELOPMENT

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.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by a new Blueberry Industry Advisory Board comprised of five members appointed by the Commissioner of Agriculture for terms of two to three years. This Board elects a chairman from its members and appoints administrative personnel. Funds generated by the "processors' tax" are not restricted to use by the University of Maine, and may be used for other research and promotion activities as determined by the Board.

In practice, the Board has appointed as its administrative secretary an officer of the University who also serves as secretary to the Blueberry Industry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

PROGRAM: The Board made the following allocations during the year:

Research, Maine Agricultural Experiment Station:		
Integrated Blueberry Management		\$11,000
Insect Control		3,000
Mechanical Harvesting		812
Blossom Blight Control		1,500
Blueberry Professorship		5,000
Electrical Pruning of Blueberries		1,500
Weed Roller Development		200
Promotion:		
North American Blueberry Council		5,000
Blueberry Queen		100
Taste of Maine Program		600
Operating Expense		500
	TOTAL	\$29,212

See report of Blueberry Industry Advisory Committee for additional information.

PUBLICATIONS: See report of Blueberry Industry Advisory Committee.

FINANCES, FISCAL YEAR 1977:

BLUEBERRY INDUSTRY ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	29,956		29,956			
Licenses/Permits/Fees/Tax	57,457		57,457			
TOTAL RESOURCES	87,413		87,413			
EXPENDITURES						
Prof Service, Not By State	27,246		27,246			
Travel Expenses, In-State	1,017		1,017			
General Operating Expense	722		722			
Grants to Pub. & Priv. Orgs.	23,851		23,851			
Transfer to General Fund	447		447			
Trans. to Gen.-Fund Sta-Cap	22		22			
TOTAL EXPENDITURES	53,305		53,305			

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**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: 01; *Umbrella:* 92; *Unit:* 295; *Unit Citation:* 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0

Permanent Legislative Count: 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 1 ¼ 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. 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
TOTAL	\$25,000

Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station.

As a result of previous research, this past year SINBAR was approved for use in blueberry fields to control weeds and grasses. The Extension Service has conducted an active campaign to demonstrate the use of this material along with improved fertilization practices. Proper use of this technology is expected to substantially increase blueberry yield with improved financial return to growers.

Continuing research projects are: insect control, disease control, weed control, breeding, winter injury, fertilization, rhizome development and plant spread, and pruning methods.

PUBLICATIONS:

Blueberry Newsletter, issued monthly by the University of Maine, Cooperative Extension Service, Orono, Maine—Free

Free bulletins available from: Public Information—Central Services, University of Maine, Orono, Maine 04473.

No. EB 568, Regulating Soil Acidity in Blueberry Fields

S 479, Producing Blueberries in Maine

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S 600, Controlling Lambkill in Low-Bush Blueberries
S 699, The Integrated Management of Low-Bush Blueberry Fields

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

COUNCIL OF ADVISORS ON CONSUMER CREDIT

ROBIE M. LISCOMB, CHAIRMAN

JOHN E. QUINN, SUPERINTENDENT, Bureau of Consumer Protection

Central Office: Statehouse, 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. 6.301

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 was appointed by the Governor and activated early in 1977. Three meetings were held; two for the purpose of organization, and the third, to discuss the activities of the Bureau of Consumer Protection with its Supervisor and to ascertain the council's role in carrying out the full intent of the Maine Consumer Credit Code under which it must operate.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 4

Permanent Legislative Count: N.A.

PURPOSE: The Maine Guarantee Authority was established to encourage the making of

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mortgage loans to help finance the development and expansion of industrial, manufacturing, fishing, agricultural and recreational enterprises within the State of Maine. The Authority presently administers three financial assistance programs designed to meet these goals. These programs are: (1) A mortgage guarantee program which permits the Authority to guarantee no more than 95% of a first mortgage loan used for the aforementioned purposes; (2) A municipal revenue obligation securities program; and (3) A direct loan program for the construction of speculative industrial buildings by municipalities.

ORGANIZATION: The Maine Guarantee Authority was created in 1973 by the 106th Legislature. It was created to replace three existing State agencies, to merge the statutory functions into a single agency and to administer a newly created program, the Community Industrial Building program. The agencies that the Maine Guarantee Authority 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. These members are: The Director of the State Development Office and eight members at large appointed by the Governor, subject to review by the Joint Standing Committee on State Government and confirmation by the Legislature. Each serves for a term of four years. A Manager is appointed by the Authority to direct and supervise its administrative affairs and technical activities.

PROGRAM: Six new guarantees were executed during the fiscal year ending June 30, 1977. Four of these had been committed during the previous year and two of them involved revitalization of projects which had been in a Chapter XI Bankruptcy. The four new guarantees were: A 95% guarantee of a \$174,000 loan involving New England Steel Co., Inc. of South Windham; and 80% guarantee of a \$283,500 loan involving Lewiston Shoe Machinery Co., Inc. of Lisbon; a 90% guarantee of a \$663,700 loan for the Cliff House & Motels, Inc. in York and a 75% guarantee of a \$2,046,000 loan involving McCain Foods, Inc. of Washburn. The other two guarantees were the assumption of a mortgage by McCain Foods, Inc. in Easton (formerly Vahlsing, Incorporated), and a 75% guarantee of a \$1,366,000 loan for Boulette Lumber Co., Inc. of Greenville (formerly Beaudry Lumber Company, Inc.)

Activity under the Municipal Securities Approval program was limited. Only three new issues were approved. Two of the issues involved the City of Westbrook—a \$5,000,000 issue for Scott Paper Company and a \$1,500,000 issue for Unitrode Corporation. The third issue involved the Town of Yarmouth and was a \$11,250,000 issue for Central Maine Power Company. The only activity in the Community Industrial Building program was the leasing of the building in Brewer to Pyr-A-Larm, Inc., a manufacturer of smoke detection devices.

The Authority continued to be plagued by the poor economic climate in the State as manifested by the continued Chapter XI Bankruptcy proceedings of American Kitchen Foods, Inc. of Caribou and Potato Services, Inc. of Presque Isle; the closing of the Kennebec River Pulp & Paper Company Mill in Madison; and the entry into Chapter XI Bankruptcy of Bonnar-Vawter, Incorporated in Rockland, Gladding Corporation in South Paris and McAuley Textiles Corporation in Ellsworth.

RECREATIONAL GUARANTEES

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1977 Balance
Beaver Brook Camping Area	Wayne	\$ 280,000	12/ 1/72	100%	\$ 272,310.54
Friendship Motor Inn	Old Orchard Beach	500,000	5/15/70	100%	407,443.30
Hyde School Tennis Court	Bath	270,000	11/ 1/69	100%	206,643.50
Indoor Tennis	Bangor	157,500	10/ 1/69	100%	137,792.35
Katahdin Shadows KOA	Millinocket	145,000	12/31/73	100%	113,375.30
Kimball Terrace Motor Inn	Northeast Harbor	473,000	9/29/71	100%	367,844.87
Landmark Motor Inn	Pittsfield	155,000	10/ 1/70	100%	129,798.21
Nautilus Motel & Restaurant	Kennebunk	182,899	8/15/67	100%	118,877.87
Patten Pond KOA	Ellsworth	200,100	12/ 4/73	87%	195,750.00
Pierce's Marine Service, Incorporated	Boothbay Harbor	125,000	11/27/68	100%	72,333.98
Port Harbor Marine, Inc.	South Portland	60,200	11/28/67	100%	40,869.23
Sebago Marine, Inc.	East Sebago	67,000	9/17/68	100%	47,834.86
Sugarloaf Mountain Corporation	Kingfield	2,533,102	12/11/75	100%	2,460,301.91
The Cliff House and Motels, Inc.	York	597,330	1/13/77	90%	597,330.00
The Colonial Village, Inc.	Ogunquit	567,000	1/29/69	100%	351,796.33
The Five Seasons, Incorporated	Mt. Vernon	225,000	4/13/73	100%	219,000.00
The Golden Anchor, Inc.	Bar Harbor	645,000	10/18/68	90%	450,000.00
The Waverly Motel	Old Orchard Beach	225,000	2/ 5/69	100%	146,250.00
Sub-Total: Guarantees Outstanding					\$ 6,335,552.25
Bonds Outstanding					4,962,200.00
Available for New Projects					5,702,274.75
GRAND TOTAL					\$17,000,000.00

INDUSTRIAL GUARANTEES

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1977 Balance
A.C. Lawrence Leather Co., Inc.	South Paris	\$ 675,000	3/ 5/76	90%	\$ 648,167.46
American Kitchen Foods, Inc.	Caribou	3,300,000	4/15/69	100%	1,602,754.65
Andrews Enterprises, Inc.	Kennebunk	405,000	9/16/74	90%	375,243.47
Bonnar-Vawter, Incorporated	Rockland	450,000	4/18/76	90%	414,722.46
Boulette Lumber Company, Inc.	Greenville	799,500	3/31/77	75%	799,500.00
Bridgton Knitting Mills, Inc.	Bridgton	370,860	10/16/63	100%	45,819.00
Casco Printing Co.	Portland	107,000	1/ 1/62	100%	29,651.65
Chemetron Corporation	Saco	72,000	2/17/61	100%	18,781.81
Congress Sportswear Company, Inc.	Bath	303,040	1/29/65	100%	154,533.01
Cooper-Weymouth Maine, Inc.	Clinton	227,425	8/20/68	100%	76,281.23
Cyr Bros. Meat Packing, Inc.	Caribou	1,350,000	12/22/75	90%	1,328,570.17
Dexter Shoe Company	Newport	118,000	12/22/64	100%	26,120.79
Edwards Mfg. Co., Inc.	Augusta	1,800,000	2/ 9/73	94.74%	987,567.80
First Hartford Realty Corporation	Waterville	4,650,000	12/15/72	100%	3,919,485.21
G.H. Bass & Co.	Wilton	2,215,400	7/31/75	95%	1,932,333.25
General Electric Company	Auburn	460,000	1/ 2/63	100%	286,267.98
Gladding Corporation	South Paris	764,200	3/29/72	100%	603,277.57
Guilford Industries, Inc.	Guilford	1,000,000	12/22/71	100%	244,757.46
Hallowell Shoe Company	Augusta	680,000	6/30/66	100%	381,463.26
Hancock-Ellsworth Tanners, Inc.	Hancock	682,422	10/ 4/61	100%	228,318.39
Hoerner Waldorf Corporation	Waterville	204,000	8/ 4/64	100%	96,450.72
Joseph M. Herman Shoe Company, Inc.	Scarborough	557,300	10/ 1/60	100%	193,782.85
Kennebec River Pulp & Paper Company, Inc.	Madison	4,953,900	9/15/71	100%	4,741,185.60
L.S. Thorsen Corporation	Hancock	90,000	12/29/59	100%	15,141.06
Lewiston Shoe Machinery Co., Inc.	Lisbon	226,800	12/30/76	80%	223,033.16
Lynn-Flex Industries, Inc.	Saco	588,000	10/ 1/62	100%	220,893.66
Marvel Homes, Inc.	Saco	67,500	10/23/75	90%	32,662.44
McAuley Textile Corporation	Ellsworth	864,000	3/10/76	90%	838,928.43
McCain Foods, Inc.	Easton	2,368,800	8/ 1/61	100%	725,953.02
McCain Foods, Inc.	Washburn	1,534,500	3/31/77	75%	1,525,494.20
New England Steel Co., Inc.	South Windham	165,300	11/12/76	95%	165,300.00
Nor'east Wood Products, Inc.	Wiscasset	396,000	11/20/75	90%	386,763.50
Rich Vale Homes, Inc.	Saco	360,000	10/17/73	90%	350,510.01
Saco Tanning Corporation	Saco	2,220,818	7/31/75	95%	1,955,681.72
Viner Brothers, Inc.	Bangor	832,500	7/11/75	90%	783,866.16
Volk Packaging Corporation	Biddeford	288,000	8/ 1/68	100%	163,655.59
W.H. Nichols Company	Portland	1,350,000	1/ 2/76	90%	1,331,938.96
Wendall W. Shaw	Fort Fairfield	79,150	10/10/67	100%	34,159.05
Wilfred Goodman Wiping Cloth Co., Inc.	Auburn	20,000	4/ 1/63	100%	1,446.60
Sub-Total: Guarantees Outstanding					\$27,890,463.35

COMMITMENTS OUTSTANDING

Boulette Lumber Company, Inc.	Greenville	75%	\$ 225,000.00
Maine Coast Oyster Corporation	Blue Hill	90%	76,500.00
New England Steel Co., Inc.	South Windham	95%	361,950.00
Sub-Total: Commitments Outstanding			\$ 663,450.00
Bonds Outstanding			3,648,000.00
Available for New Projects			7,798,086.65
GRAND TOTAL			\$40,000,000.00

MUNICIPAL SECURITIES APPROVALS
June 1, 1976 to June 30, 1977

Municipality	Tenant	Amount Approved	Date of Approval	Amount Issued	Bond Purchaser	Interest Rate
Westbrook	Scott Paper Company	\$ 5,000,000	9/76	\$ 1,100,000	Hartford Fire Insurance Co.	6.0%
Westbrook	Unitrode Corporation	1,500,000	1/77	1,500,000	Casco Bank & Trust Company	5.72%
Yarmouth	Central Maine Power Co.	11,250,000	2/77	11,250,000	Kidder, Peabody & Co., Inc.	6.75%

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FINANCIAL SUMMARY July 1, 1976 to June 30, 1977

INDUSTRIAL BUILDING MORTGAGE INSURANCE FUND

Balance Available 7/1/76	\$ (67,719.28)	
Income	2,176,104.55	
	\$2,108,385.27	
Expenditures	1,885,815.49	\$222,569.78

RECREATIONAL PROJECT MORTGAGE INSURANCE FUND

Balance Available 7/1/76	\$ 97,368.20	
Income	404,785.62	
	\$ 502,153.82	
Expenditures	388,068.26	114,085.56

COMMUNITY INDUSTRIAL BUILDING FUND

Balance Available 7/1/76	\$ 97,188.89	
Income	12,136.56	
	\$ 109,325.45	
Expenditures	6,798.68	102,526.77

TOTAL CASH BALANCE AVAILABLE JUNE 30, 1977 \$439,182.11

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

MAINE GUARANTEE AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Interest/Investment/Rents	195,770					195,770
Fees Charged For Services	1,149,912					1,149,912
Receipts From Other Funds	197,892					197,892
Legislative Approp/Alloc	1,000,000	1,000,000				
TOTAL RESOURCES	2,543,574	1,000,000				1,543,574
EXPENDITURES						
Salaries and Wages	61,469					61,469
State Share of Retirement	5,634					5,634
Prof Service, Not By State	36,086					36,086
Travel Expenses, In-State	6,839					6,839
Travel Expense, Out-State	33					33
Utilities	3,848					3,848
Rents	8,821					8,821
Repairs	90					90
Insurance	1,205					1,205
General Operating Expense	1,966,388					1,966,388
Other Supplies	476					476
Trans. to Enterprise Fund	1,000,000	1,000,000				
Trans. to Gen.-Fund Sta-Cap	35,981					35,981
TOTAL EXPENDITURES	3,126,870	1,000,000				2,126,870

ECONOMIC DEVELOPMENT

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 Count—All Positions: 6

Permanent Legislative Count: 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.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 77 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 Sardine Industry experienced increased demand for their products during 1976, and thus their inventory was practically depleted before the start of the 1977 Season in May of 1977. 1976 saw an increase in the catch along the Maine Coast, and the Industry is hopeful of a further increase in 1977, and thus not be so dependent on Canadian fish. The pack for 1976 was practically the same as for the prior 2 years. With the enactment of the

ECONOMIC DEVELOPMENT

Fisheries Conservation and Management Act (The 200 mile limit bill) the Industry is hopeful that the fish stocks will be rebuilt over the next four or five years so that the Industry can return to some of its higher production levels.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
 "Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1977:

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	233,733		233,733			
Bal Brt Fwd— Encumbered	20,054		20,054			
Licenses/Permits/Fees/Tax	256,643		256,643			
Adjustment of Balance Fwd	25		25			
Transfers—Non-Federal \$	—12,500		—12,500			
TOTAL RESOURCES	497,955		497,955			
EXPENDITURES						
Salaries and Wages	58,302		58,302			
State Share of Retirement	5,350		5,350			
Prof Service, Not By State	56,353		56,353			
Other Prof. Serv., By State	39,791		39,791			
Travel Expenses, In-State	2,823		2,823			
Travel Expense, Out-State	10,009		10,009			
Operation—State Vehicles	498		498			
Utilities	4,856		4,856			
Rents	2,666		2,666			
Repairs	1,547		1,547			
Insurance	1,299		1,299			
General Operating Expense	22,864		22,864			
Fuel	744		744			
Other Supplies	12,934		12,934			
Grants to Pub. & Priv. Orgs.	1,000		1,000			
Equipment Purchases	—14,195		—14,195			
Transfer to General Fund	1,998		1,998			
Trans. to Gen.-Fund Sta-Cap	4,239		4,239			
TOTAL EXPENDITURES	213,078		213,078			

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**



DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

H. SAWIN MILLETT, JR., COMMISSIONER
JAMES J. VICKERSON, JR., 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 Count—All Positions: 835

Permanent Legislative Count: 896

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)

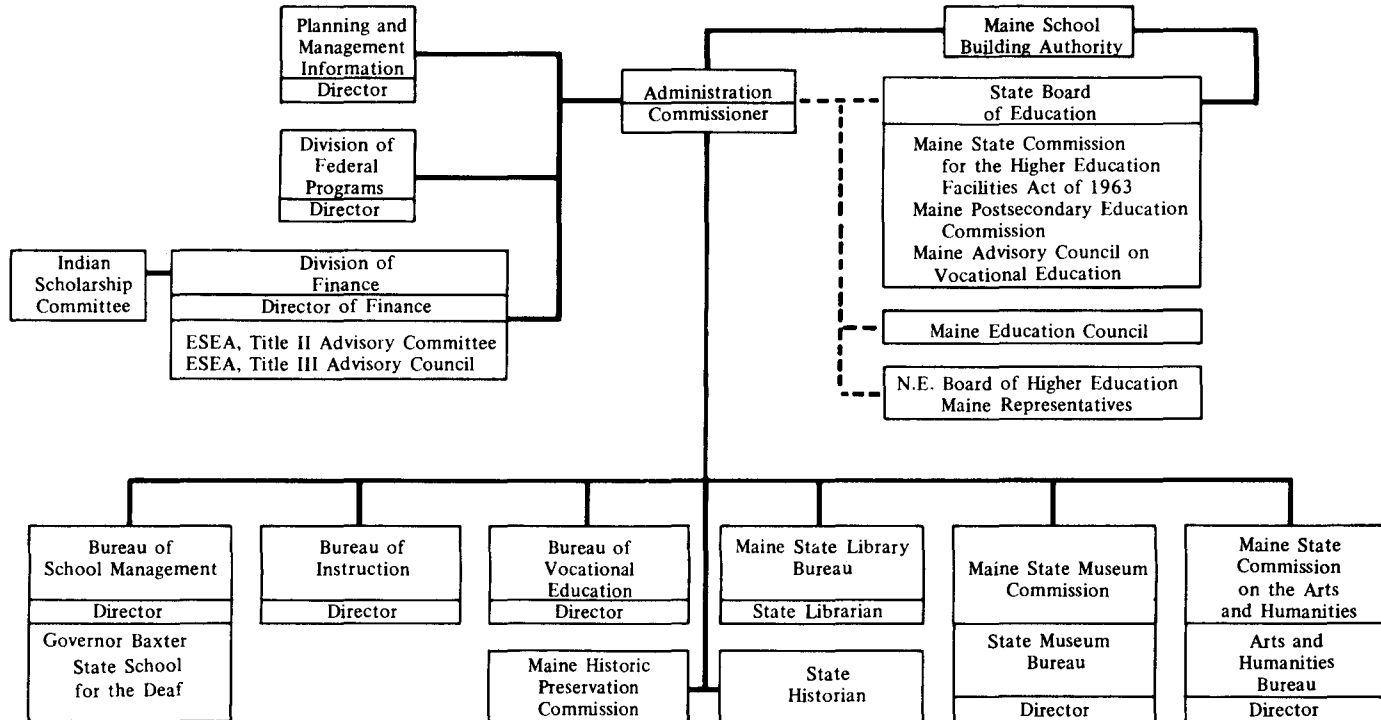
Maine Education Council

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

**ORGANIZATION CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES**



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DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES CONSOLIDATED FINANCIAL CHART FOR FY 77

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,607,646	349,247	1,943,507		4,219	1,310,673
Bal Brt Fwd— Encumbered	533,000	287,998	241,563			3,439
Interest/ Investment/ Rents	128,739				114,014	14,725
Revenue From Federal Govt	44,181,717		30,580,601		13,601,116	
Revenue—Private Sources	133,207		133,207			
Fees Charged For Services	1,069,449		1,002,929			66,520
Receipts From Other Funds	101,002		101,002			
Legislative Approp/ Alloc	189,385,883	175,385,883			14,000,000	
Adjustment of Balance Fwd	—290,970	—31,572	—259,425			27
Transfers—Non-Federal \$	205,172	154,848	50,324			
Transfers—Federal \$	—438,988		—438,988			
TOTAL RESOURCES	238,615,857	176,146,404	33,354,720		27,719,349	1,395,384
EXPENDITURES						
Salaries and Wages	9,941,555	7,279,936	2,661,619			
State Share of Retirement	979,857	753,671	226,186			
Prof Service, Not By State	802,843	297,951	504,892			
Computer Service, By State	100,100	68,133	31,967			
Other Prof. Serv., By State	4,011	2,513	1,498			
Travel Expenses, In-State	159,169	62,465	96,704			
Travel Expense, Out-State	48,419	15,678	32,741			
Operation—State Vehicles	124,999	111,175	13,225			599
Utilities	439,440	374,573	64,867			
Rents	171,855	97,079	74,776			
Repairs	191,793	144,915	43,785			3,093
Insurance	218,311	171,628	46,683			
General Operating Expense	2,197,222	1,334,615	844,943			17,664
Food	239,106	212,301	26,805			
Fuel	372,013	363,491	8,522			
Other Supplies	1,199,609	771,840	427,769			
Highway Materials	9,453		3,826	5,627		
Grants to Local Govts.	178,975,499	133,413,010	23,004,564		13,712,920	8,845,005
Grants to Pub. & Priv. Orgs.	3,099,996	1,920,635	1,179,361			
Unemployment Comp. Benefit	13,494	9,442	4,052			
Public Assistance Grants	723,913	115,027	608,886			
Misc. Grants to Individual	30,194		30,194			
Pensions	2,699	2,531	168			
Buildings & Improvements	375,384	274,766	99,951			667
Equipment Purchases	282,373	35,366	176,811			70,196
Structures & Improvements	25,161	24,723				438
Transfer to General Fund	360,199		360,199			
Trans. to Spec. Rev. Fund	65,000					65,000
Trans. to Intragov. Fund	50,000	50,000				
Trans. to Enterprise Fund	30,000	30,000				
Trans. to Trust Fund	21,512,361	21,512,293	68			
Trans. to Gen.-Fund Sta-Cap	84,236		84,187			49
TOTAL EXPENDITURES	222,830,264	169,453,583	30,661,050		13,712,920	9,002,711

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of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and 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 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 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), Maine State Commission on Arts and Humanities, 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.

Effectively January 1, 1977, the Commissioner is appointed by the Governor after consultation with the State Board of Education as established and subject to review by the Joint Standing Committee on Education and by confirmation by the Legislature.

PROGRAM: The program of the Department for FY 77 has been as follows:

Bureau of Instruction. The Bureau of Instruction provides administrative direction and support for the following divisions: Division of Curriculum; Division of Higher Education; Division of Human Development and Guidance Resources; Division of Teacher Certification and Placement; Division of Teacher Education Field Services; and Division of Special Education.

Division of Curriculum. The Division continued its study of a competency based diploma which would insure that every Maine high school graduate could demonstrate minimum profi-

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ciency in reading and mathematics. The study involves identification of competency levels and reactions from local school administrators. Final recommendations were presented to the State Board of Education in May.

The elementary self-evaluation document was revised and reprinted. Department consultants assisted school personnel and community representatives with the elementary program in twenty-four districts, both public and private, during the school year and, in addition, they worked with fourteen high schools. The self-evaluation process helps local school systems with the identification of needs, with planning, with the establishment of priorities, and with the development of programs to meet educational, emotional, social and physical needs of pupils.

The State Board of Education issued a resolution placing reading as a top priority. Workshops were conducted for Right-to-Read site directors, principals and superintendents at thirty-four sites. Teacher Centers consisting of professional materials were established in four leagues. Courses in Secondary Reading Competencies for content area teachers were conducted at three locations.

In response to the Commissioner's mandate to all schools, K-12, to provide metric instruction, the Metric Implementation Committee developed and disseminated metric study units to all elementary and secondary schools. Metric workshops and consultant services have also been made available to the schools.

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.

Furthermore 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). Helping with the development of instrumentation for Maine Assessment of Educational Progress (MAEP), the Division 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, because this process forces new schools to define their goals and educational philosophy. The Division further serves in a leadership capacity through the self-evaluation of elementary and secondary schools, and the accreditation of secondary schools. Through these programs school systems have become acquainted with better educational practices.

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 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.

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The Division also administers many Federal Assistance Programs for Maine Post-Secondary Education Institutes which include: Title VI-A Program of the Higher Education Act of 1965—Grants for Instructional Equipment, Materials, and Closed-Circuit Television; Title VII of the Higher Education Act of 1965—Grants for Construction Renovation, Accessibility to the Handicapped, and Energy Conservation; Grants for Planning under the Fund for Improvement of Post-Secondary Education; and Federal Student Assistance Program. The Division also maintains the records of all institutions that have ceased to operate. These records are preserved for historic purposes as well as for availability of students upon request.

The Division has been 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 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.

Total expenditures for the Division, including both State and Federal funds, for student assistance programs and post-secondary institutional aid totaled over two million dollars for Fiscal Year 1977.

Division of Human Development & Guidance Resources. The Division provides statewide services in two major areas: (1) alcohol and drug abuse education and training; and (2) guidance and counseling.

The Alcohol and Drug Abuse Education and Training Unit is responsible for assisting local schools to more effectively deal with the complex and often highly emotional problems of alcohol and drug abuse. The Unit provides program research and development, policy guide development, school consultation activities and operates a free film loan service. In addition four specific education and training programs are provided: (1) the Student-Teacher-Parent Program which brings teachers, students and parents together for prevention education and training; (2) the Drug, Alcohol, Tobacco and Human Behavior Program which focuses on preparing teachers in the theory, skills, and use of textbooks for classes K-12 including orientation meetings with parents; (3) the Self-Knowledge Project designed for preparing teachers and counselors at the junior and senior school levels in a decisions and consequences approach to the prevention of substance abuse; and (4) the Human Development Project (HDP) which focuses on self-awareness, mastery and social interaction skills. Over 4,000 Maine teachers have completed the HDP. Each program of the Unit has the goal of helping people to better understand and function in healthier, more effective ways within a complex, drug oriented society.

The Guidance and Counseling Unit efforts consist of consultation services, providing current statistical information to local school guidance personnel, providing leadership training sessions for counselors and for keeping local guidance and administrative personnel informed about federal and state legal and regulatory changes affecting pupil personnel and guidance services.

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 request them.

Division of Teacher Education Field Services. The Division has two major areas of service: (1) provision of staff support and liaison in conjunction with the State Board of Education and the Certification Advisory Committee in the development and implementations of standards for the review and approval of higher education programs which prepare educational professionals; and, (2) the development and administration of standards for the recer-

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tification of educational professionals and the review and approval of in-service staff development programs. The Division also offers direct services to school systems requesting assistance in the establishment of local in-service staff development programs as well as information sharing and coordinating activities in the areas of pre-service and in-service teacher education.

Division of Special Education. This Division is responsible for the implementation and administration of provisions of Title 20, Chapter 404, 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, review and approval of local special education programs; and statistical information of Special Education.

The following administrative units and programs fall within the service of the Bureau of School Management.

Division of School Facilities. During FY 77, 16 emergency major capital outlay projects were approved by the State Board of Education for an estimated total expenditure of \$466,586. In addition, a total of 108 leases were approved by the Commissioner at a total cost of \$353,823.40. A total of 26 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 over 400 pupils (K-8) and about 1,000 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 77 \$3,000,000 was approved for the purchase of 199 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 safety programs and school bus road-e-os. Five programs for training of school bus drivers were approved during the year.

Other division activities involved the administration of the statewide driver education program which was completed by approximately 14,000 students attending 141 programs, the coordination of driver education teacher training programs at the University of Maine at Orono, and the University of Maine at Portland-Gorham, plus the division coordinated training efforts for motorcycle driver education. The division maintained two mobile driver training simulator classrooms, and distributed traffic safety material to elementary schools.

Section of Surplus Property and Donated Commodities. Property with an original cost to the federal government of \$1,520,508 was distributed during FY 77. Of this amount, educational organizations received \$910,754, health institutions received \$44,878 and Civil Emergency Preparedness units received \$551,724. Miscellaneous donations for program administration amounted to \$13,152.

Service charges were assessed under the provisions of Title 20, Chapter 1, Section 2, Maine Revised Statutes to cover the costs of program operations. Such charges amounted to \$64,664 or about 4% of the original costs. Educational donees contributed \$36,279, health donees \$2,117, Civil Emergency Preparedness units paid \$26,243 and miscellaneous billings amounted to \$25.

Materials donated consisted primarily of mechanical and electrical components, office equipment and household furnishings. Anything of a personal property nature may be found in this program. One of the outstanding items consisted of three small aircraft acquired in Italy, dismantled and completely renovated by an aircraft school specializing in this type of work

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and located here in Maine. The resulting aircraft are like new at about one third the current market price for such craft.

Donated Commodities. During FY 77 36 different food products were received from the U.S. Department 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, 9,000 in summer camps, 4,379 in summer food service camps, 2,500 needy persons and 35,000 in Senior Citizens programs.

	Pounds	Value
Schools & Child Care Centers	6,249,621	\$2,740,934.77
Summer Camps	161,241	94,946.12
Summer Food Service Camps	3,725	3,567.07
Institutional Needy	119,428	59,425.14
Senior Citizens Programs	177,631	63,884.01
	6,711,646	\$2,962,757.11

Division of School Nutrition Programs. The Division administers and supervises the federally subsidized food service programs for public schools, public and/or nonprofit daycare centers, summer recreational sites or summer residential camps. The Division is responsible, too, for promoting nutrition education.

Federal subsidies available for safeguarding and improving the nutritional status of children through attractive meals amounted to \$12,000,000. State matching funds amounted to \$550,000. All meals served children were reimbursed in whole or in part by federal funds. In January, 1977, daily participation in Maine schools averaged 211,909 meals daily. The breakdown is shown below.

Program	Meals Served Daily			Total
	Free	Reduced Price	Regular Price	
Lunch	49,317	15,066	61,745	126,128
Breakfast	6,187	893	2,058	9,138
Milk	25,157		51,486	76,643

In addition, 2631 children in 98 daycare centers or family and group homes were served breakfast, lunch and/or supplemental meals daily.

During the summer of 1976 federally-subsidized meals were served to children in public or nonprofit recreational centers and summer camps. A total of 421,663 meals were served under this program:

Breakfast	88,144
Lunch	174,739
Dinner	82,417
Supplemental Meals	76,363

Furthermore, the Division offered assistance to schools, daycare centers and summer camps through workshops and training sessions for food service personnel, school administrators and sponsors of daycare and summer recreation programs. Lastly, "Nutrition Education, An Integrated Approach", a resource book for teachers grades K-3, was published and distributed to teachers.

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.

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*.

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FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,927,371	330,206	1,282,273		4,219	1,310,673
Bal Brt Fwd— Encumbered	256,494	124,390	128,665			3,439
Interest/ Investment/ Rents	128,739				114,014	14,725
Revenue From Federal Govt	39,462,220		25,861,104		13,601,116	
Revenue—Private Sources	25,800		25,800			
Fees Charged For Services	93,950		27,430			66,520
Receipts From Other Funds	100,882		100,882			
Legislative Approp/ Alloc	179,536,531	165,536,531			14,000,000	
Adjustment of Balance Fwd	—283,680	—12,253	—271,454			27
Transfers—Non-Federal \$	106,322	66,707	39,615			
Transfers—Federal \$	—614,778		—614,778			
TOTAL RESOURCES	221,739,851	166,045,581	26,579,537		27,719,349	1,395,384
EXPENDITURES						
Salaries and Wages	2,294,973	1,318,279	976,694			
State Share of Retirement	240,911	138,546	102,365			
Prof Service, Not By State	213,717	29,428	184,289			
Computer Service, By State	68,105	68,023	82			
Other Prof.Serv., By State	153	150	3			
Travel Expenses, In-State	85,020	30,160	54,860			
Travel Expense, Out-State	27,521	4,473	23,048			
Operation—State Vehicles	49,461	41,762	7,100			599
Utilities	78,714	39,196	39,518			
Rents	29,197	8,314	20,883			
Repairs	83,199	61,139	18,967			3,093
Insurance	48,689	28,510	20,179			
General Operating Expense	1,794,932	1,147,186	630,082			17,664
Food	1,674	525	1,149			
Fuel	19,615	17,088	2,527			
Other Supplies	104,748	43,861	60,887			
Grants to Local Govts.	177,596,407	133,106,338	21,932,144		13,712,920	8,845,005
Grants to Pub. & Priv. Orgs.	2,157,124	1,803,951	353,173			
Public Assistance Grants	99,346	72,535	26,811			
Misc. Grants to Individual	100		100			
Pensions	972	884	88			
Buildings & Improvements	270,451	269,784				667
Equipment Purchases	97,506	2,325	24,985			70,196
Structures & Improvements	25,161	24,723				438
Transfer to General Fund	24,000		24,000			
Trans. to Spec. Rev. Fund	65,000					65,000
Trans. to Intragov. Fund	50,000	50,000				
Trans. to Enterprise Fund	30,000	30,000				
Trans. to Trust Fund	21,512,293	21,512,293				
Trans. to Gen.-Fund Sta-Cap	46,006		45,957			49
TOTAL EXPENDITURES	207,114,995	159,849,473	24,549,891		13,712,920	9,002,711

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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 Count—All Positions: 25

Permanent Legislative Count: 25

Organizational Units:

Administration Division

Education and Public Services Division

Research and Collections Division

Design and Preparation Division

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) is responsible for providing 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: The primary emphasis of State Museum activities in FY 77 was directed toward the planning and implementation of exhibits to make more of the Museum's collections and facilities available for the education and enjoyment of the visiting public.

With this objective in mind, an ambitious program of permanent and temporary exhibit development was undertaken, a series of special open house programs was featured, and extensions of public visitation hours into the evening and weekends was initiated. This resulted in more than a 50% expansion of exhibit areas and exhibit materials accessible to the visiting public, as well as a 20% increase in the hours during which the Museum's exhibits are available for public visitation.

Visitation at the Museum totalled 48,813 which represents an increase of 8% over the previous year.

Exhibitions. During FY 77, programs for the general public were highlighted by the opening of two major elements in the Natural Environment exhibit, the opening of the lower exhibit level featuring six storefront and two room setting displays, together with a partial re-creation of the State Museum as it appeared in the early 1900s; and several special temporary exhibitions.

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The temporary exhibitions included the Bicentennial "76 Maine Artists", "A Woman's Place...The Maine Point of View", "Bicentennial Quilts", "The Wellington Collection", "The Maine Tourmaline Necklace", two photographic displays of Maine communities and prominent Maine citizens of the 19th and early 20th centuries from the Library of Congress Collection, special displays of new acquisitions, and an outstanding collection of American glassware bequeathed to the Museum by the late Katharine Hazzard Sheaffer.

Progress also continued on two additional permanent exhibits "The Measure of Maine" and "Producing and Exchanging". In keeping with established policy, these exhibit areas have remained open to the public during the developmental process giving the public an opportunity to watch exhibit work in progress.

School Services. Programs were provided for more than 19,700 Maine school children at the Museum during FY 77. Ten programs featuring topics of interest to all grade levels and special education groups were offered.

A new program, Museum In Schools, was initiated during the year. Four Museum programs were offered to schools within a 50-mile radius of Augusta. The program included a teacher workshop, delivery and pick-up of materials, pre-visit and follow-up materials for 5 classes, allowing the teacher to use the resources in the classroom. Four communities availed themselves of this service. Because of increased demand that these programs be offered in the Museum, the Museum In Schools operation has been suspended.

The educational field service programs were offered to 2,200 students in the Lincoln-Lee-Millinocket area. And, as a further means of fostering educational programs based upon "learning by doing" and incorporating the use of authentic artifacts, eight teacher training workshops were conducted.

Other Public Services. Specific services requested and provided by the State Museum included loan of exhibit materials and/or display cases, assistance in planning of local museums and museum programs, assistance in planning or improving security systems, guidance in organizing local historical organizations, researching local history, preservation or restoration of institutional collections, cataloguing of collections and liaison with sources of Federal, State and private funding for local museum-related programs.

Speakers and special programs were provided for a number of organizations throughout the State. Requests from individuals, historical societies and museums for research assistance, access to documentary or photographic resource materials, information related to preservation or restoration problems and other technical museum-related information has been provided on a regular basis.

Research. Several major research efforts were undertaken or continued during FY 77, which includes research in historical and scientific topics relating to the identification of items in the Museum's collections, and to the development of exhibit programs.

Of increasing importance to area governmental agencies is the research assistance offered in locating potential prehistoric archaeological sites. Survey work was done in the lower Kennebec and Androscoggin River valleys, within the Cobbossee watershed and on the islands and mainland of mid-coast Maine. Research work also continued on a major prehistoric habitation site following archaeological field investigations during the summer at North Haven.

In cooperation with the Maine Maritime Academy and the American Institute of Nautical Archaeology, research continues in relation to the location, recovery, preservation, identification and interpretation of artifacts from the Revolutionary War shipwreck sites in the Penobscot River.

Development and trial implementation of a "Maine Studies" curriculum designed to facilitate and encourage the teaching of Maine-related topics in Maine schools was initiated during the year as well. Also being developed are techniques for the preservation or restoration of historical and artistic artifacts in institutional collections and the development and implementation through the Museum's Regional Conservation Laboratory procedures for providing these services on a statewide basis.

Collections. Recorded during FY 77 were 108 accessions totalling more than 816 individual items. Among these are a surveying chain used by Moses Greenleaf in the early 1800s, an 8-piece set of Westward-Ho glass, a Spanish American War uniform donated by the original owner who was 100 years old, a dress and accessories worn in Saco at victory ball celebrating end of War of 1812, six pieces of Portland Glass—feather pattern, a 4-poster grain-ed and stenciled bed originally owned by Stephan Deane of West Leeds (c. 1830), articles deal-

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ing with Civil War and steamer transportation on Kennebec River from the collection of the former museum at Gardiner Public Library, Maine tourmaline and gold necklace and a pair of oil portraits of Addison Austin and wife painted 1858 by Scottish artist. Additions to the Museum's furniture collection made by Maine cabinetmakers were a dressing table made by J.P. Caffrey & Co., Waterville c. 1850-60 and a chest of drawers made by Daniel Howard, Cabinetmaker, Belfast, c. 1850.

The installation of improved security systems in the Museum's primary collection storage area, and the legislative allocation of funds for partial installation of a critically needed humidification system in its secondary storage facility are seen as significant steps taken in FY 77 to improve the Museum's ability to provide responsible care for items entrusted to its safekeeping.

The lack of physical space for storage of large collection items, however, and the continued need to prolong the temporary outdoor storage of some of these large items is a cause for concern and continues to invite damage due to vandalism and the effects of long exposure to weather.

Although the Museum has not had the resources to support continued implementation of its computerized cataloguing system in FY 77, its early leadership in this field has made it possible for Museum personnel to participate in major developmental efforts at the national level which have brought credit to this institution. The Bureau has also been of substantive assistance to several other Maine museums.

Volunteer Program. An active volunteer program to support the Museum's activities and public programs was initiated in FY 77. Volunteers are assisting in research projects, hostesses in the galleries, teaching school programs and as aides in the natural history, archaeological and conservation laboratories.

Publications. Two major publications were released in FY 77. They were a research guide, *Maine Communities and the War for Independence*, and a history of the changing role of women in Maine society, *A Woman's Place...The Maine Point of View*. Exhibit catalogues for the 1976 Maine Artists show and for several of the temporary exhibits were also issued.

LICENSES, PERMITS, ETC.:

Any person, agency or institution, other than the several departments of the State and their authorized representatives, desiring to remove prehistoric, aboriginal artifacts from or excavate a prehistoric, aboriginal site on State-controlled land or those desiring to remove other artifacts or materials from or excavate an historic site on State-controlled land shall submit a written application for such authorization to the State Museum not less than 10 days prior to the proposed time of removal or excavation. (27 MRSA Chapter 13, Sub-chapter II).

PUBLICATIONS:

- Everson, Jennie: **TIDEWATER ICE OF THE KENNEBEC RIVER**
The turn of the century ice industry on the Kennebec River, illustrated.
241 pp. ISBN 0-913764-03-5 cloth binding \$ 9.95
- Greenleaf, Moses: **A SURVEY OF MAINE IN REFERENCE TO ITS
GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL
ECONOMY**
Facsimile reprint of 1829 edition with biographical introduction. Text only.
469 pp. ISBN 0-913764-00-0 cloth binding 14.00
- Sullivan, James: **THE HISTORY OF THE DISTRICT OF MAINE**
Facsimile reprint of 1795 edition with biographical introduction and Osgood
Carleton map. 421 pp. ISBN 0-913764-01-9 cloth binding 14.00
- Demeritt, Dwight B. Jr.: **MAINE MADE GUNS AND THEIR MAKERS**
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.
ISBN 0-913764-04-3 cloth binding 22.00
- Myers, Denys Peter: **HISTORIC ARCHITECTURE OF MAINE**
The Maine Catalog, HABS, illustrated. 254 pp.
ISBN 0-913764-05-1 perfect bound 8.95
- Isaacson, Dorris A. (Ed.): **MAINE: A GUIDE 'DOWNEAST'**
Illustrated. 510 pp. American Guide Series, 2nd Edition
ISBN 0-913764-06-X cloth binding 6.50

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Camp, Helen: ARCHAEOLOGICAL EXCAVATIONS AT PEMAQUID, MAINE 1965-1974 Historical and Archaeological Findings of a 17th and 18th Century Colony. Illustrated. 89 pp. ISBN 0-913764-07-8 perfect bound	6.95
Churchill, Edwin A: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp. ISBN 0-913764-08-6 perfect bound	2.95
Ostroff, Susan: A WOMAN'S PLACE...THE MAINE POINT OF VIEW, Illus. 44 pp. ISBN 0-913764-09-4. Soft Cover	1.90

FINANCES, FISCAL YEAR 1977:

STATE MUSEUM (BUREAU)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	47,034	13,496	33,538			
Bal Brt Fwd— Encumbered	61,327	18,794	42,533			
Revenue From Federal Govt	34,639		34,639			
Revenue—Private Sources	14,236		14,236			
Fees Charged For Services	34,400		34,400			
Legislative Approp/Alloc	437,146	437,136				
Adjustment of Balance Fwd	—3,175	—175	—3,000			
Transfers—Non-Federal \$	27,765	24,379	3,386			
Transfers—Federal \$	4,500		4,500			
TOTAL RESOURCES	657,872	493,640	164,232			
EXPENDITURES						
Salaries and Wages	318,396	301,511	16,885			
State Share of Retirement	31,933	31,933				
Prof Service, Not By State	29,113	6,852	22,261			
Computer Service, By State	1,012	110	902			
Other Prof.Serv., By State	1,393	1,393				
Travel Expenses, In-State	8,652	2,859	5,793			
Travel Expense, Out-State	3,911	3,694	217			
Operation—State Vehicles	3,095	2,494	601			
Utilities	7,832	7,832				
Rents	509	9	500			
Repairs	1,010	768	242			
Insurance	10,717	10,404	313			
General Operating Expense	43,635	19,637	23,998			
Other Supplies	89,502	66,951	22,551			
Grants to Local Govts.	2,700		2,700			
Buildings & Improvements	2,759	2,759				
Equipment Purchases	29,169		29,169			
Trans. to Gen.-Fund Sta-Cap	2,656		2,656			
TOTAL EXPENDITURES	587,994	459,206	128,788			

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ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 242 State Street, 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 Count—All Positions: 7

Permanent Legislative Count: 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 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.

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. "Outreach: Maine Resources" continues to serve a vital function in bringing culture to Maine Communities with over 75 grants. Showcases were held in order to increase the talent bank available when Outreach is updated this fall. A study is underway to best determine ways to aid the marketing of Maine's crafts. Through Wider Availabilities of Museum Collections, a travelling exhibition program based at Bowdoin College, Maine's schools, libraries, museums and historical societies will be able to partake of a full roster of first rate exhibition materials including contemporary and historical photography, contemporary prints, Maine historical memorabilia and artifacts, crafts and an exhibition of twelve Artists-in-Residence work. The New England Touring Program continued to serve a six state area with the best of Maine and New England's performing arts.

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 "seed money" grants in order to carry out their programs. 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 FY 78.

Conservation of Art and Artifacts Grants Program. This program continues to serve the ongoing 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. Through numerous media events the Commission's programs have become known to a wider segment of the public.

Education Program. The Artist-in-Residence program now places professional artists in educational settings including schools, libraries, institutions and communities. Over 40 residencies took place ranging from a full year to one week in areas from poetry to painting. The program is designed to be a sustained interaction through a residency 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 Artist-in-Residence program. The coordinator is on the State Board of the Arts Alliance for Education which is still 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.

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Conferences have been held with poets and filmmakers associations to better coordinate the interchange of ideas between artists and the Bureau. Increasing emphasis is being placed on aiding the handicapped, disadvantaged, and other special constituencies. The Baxter State School for the Deaf had a painter in residence this year. Poets were involved in programs at the Bangor Mental Health Institute and the Maine State Prison. A new area, regional cooperation among the New England arts education coordinators, resulted in several conferences aimed at discussing the needs and objective of arts in education. This year saw 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 and applications for grants
 Supplemental Guidelines for Conservation of Art and Artifacts grants
 Guidelines for National Endowment for the Arts grants
 "The New England Touring Program"
 All are free

FINANCES, FISCAL YEAR 1977:

ARTS AND HUMANITIES BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	20,918		20,918			
Bal Brt Fwd— Encumbered	2,000		2,000			
Revenue From Federal Govt	384,987		384,987			
Revenue—Private Sources	1,367		1,367			
Legislative Approp/ Alloc	157,499	157,499				
TOTAL RESOURCES	566,771	157,499	409,272			
EXPENDITURES						
Salaries and Wages	66,359	44,670	21,689			
State Share of Retirement	7,073	4,767	2,306			
Prof Service, Not By State	6,434	1,058	5,376			
Travel Expenses, In-State	6,734	2,024	4,710			
Travel Expense, Out-State	3,732	671	3,061			
Utilities	4,347	3,531	816			
Rents	957	406	551			
Repairs	209	119	90			
Insurance	1,566	1,010	556			
General Operating Expense	16,063	5,208	10,855			
Other Supplies	1,014	572	442			
Grants to Pub. & Priv. Orgs.	438,393	84,504	353,889			
Trans. to Gen.-Fund Sta-Cap	868		868			
TOTAL EXPENDITURES	553,749	148,540	405,209			

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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 Count—All Positions: 70

Permanent Legislative Count: 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 (Bureau). 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.

Under the reorganization plan, media and school consultant services were transferred from the old division of Federal Resources to the Maine State Library (Bureau). This action effectively coordinated State level library programs for schools and public libraries. The Maine State Library coordinates the funding and the activities of the Maine Regional Library System, which was created by Chapter 626, *Laws of Maine, 1973*. Three library districts encourage cooperative activities among member libraries in order to promote the sharing of total resources and thus improving service to local library users throughout Maine.

During FY 77 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 77.

PROGRAM: The major goal of the Maine Regional Library System is to promote activities designed toward achieving equal access to total library resources for all Maine people. Specific FY 77 activities included: increased sharing of library resources via interlibrary loan; free access to major resource libraries; consultant services to the library districts and member libraries; library workshops and informational meetings; and direct State aid per capita to 177 local libraries.

NELINET. The NELINET system of computerized cataloging continues to provide services to the three regional area reference and resource centers. By June 1977 the Department of Transportation Library and the Bangor Mental Health Institute had been added to the system. There are now five State agency libraries using the network and one State institution. Currently, one more institution and a sixth State agency are being programmed into the system.

Bookmobiles. During FY 77 the eight bookmobiles maintained public library service to 261 rural Maine communities and lent books to 36 small public libraries in towns of population below 1,000 (below 2,000 in Aroostook and Washington Counties). Over 474,000 books were circulated. Bookmobile stops included Indian Reservations, nursing homes, senior citizen housing and a school for the handicapped.

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The Telephone-teletype Network, which expedites interlibrary loan among Maine's larger libraries, has increased in usage by 10% in FY 77. Cooperating libraries have developed consistent procedures which have insured even more prompt and efficient service for library users.

Reference Services. Several public relations efforts came to full realization, such as open house, pamphlets and brochures, and bibliographies. This, in the midst of processing 36,208 requests made it a busy year. The government documents collection is benefiting from a logical system of classification, periodicals have been evaluated and reorganized, and the use of special collections is increasing. CETA and work-study help has made possible the completion of several projects, such as the typing of index cards and updating vertical file. Commitment to the book selection committee continues to be a priority and the growth of the collection, from 332,830 volumes to 342,130 volumes, has reflected the careful selection policy.

In Circulation Services a Bell and Howell planetary camera was installed during FY 77. This camera, which photographs circulation records to be stored on microfilm, increases the efficiency of the Circulation Department and expedites both in-house lending and interlibrary loan.

Talking Books. During FY 77 the talking book circulation increased by 11% from 76,170 talking books in FY 76 to 83,500 books in FY 77. The completion of the large print survey increased the circulation of large print books by 72% from 7,755 volumes in FY 76 to 13,367 volumes in FY 77. Waterville Public Library became the fifth subregional library for talking books in the state, making Maine one of the few totally sub-regionalized states in the national network.

Regarding Institutional Library Services, the female population of Stevens School moved to Maine (Men's) Correctional and Maine Youth Center (formerly Boy's Training Center) and the library materials were redistributed. Baxter School for the Deaf is considering joining the NELINET computerized cataloging system. The Maine State Prison has lost its librarian and makes even more important the effort to upgrade institutional librarians to Librarian II classification, rather than Librarian I which is now the case. Pineland Center has finally found one location for both the patient library and the professional library. This is a great time saver for the librarian in charge.

The State Agencies Coordinator continues to provide consultant services to establishing agency libraries and to make contact with new agencies during FY 77. Two State agency libraries added full-time librarians during FY 77. A survey of periodical subscriptions is near completion and should be available during FY 78.

Film Resources. The Film Resource Services Program makes 16mm films available free of charge to community groups, institutions and public libraries throughout Maine. Circulation has more than doubled over the past two years. In 1974 the program circulated 3,211 films; in 1976, 7,955 films were used across the state. It is estimated that over 8,000 films will be circulated during FY 78. To create further awareness of film programming, Film Resource Services has participated in the direction of six film workshops and the First Annual Maine Student Film Festival.

Film Programs. Television programs are acquired through the Instructional Television Services programs which are broadcast over the Maine Public Broadcasting System for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of the 42 scheduled programs. Via a relative need formula, \$615,885.00 in Title IVB, ESEA funds were allocated to local school districts for their library-media development. During FY 77, ESEA Title IV was introduced at a 50 percent level. Beginning FY 77, this program replaced Title II.

PUBLICATIONS:

Downeast Libraries—\$5.00

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FINANCES, FISCAL YEAR 1977:

MAINE STATE LIBRARY (BUREAU)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Bri Fwd—Unencumbered	117,814	5,519	112,295			
Bal Bri Fwd— Encumbered	22,318	12,383	9,935			
Revenue From Federal Govt	537,869		537,869			
Fees Charged For Services	334		334			
Legislative Approp/Alloc	1,106,175	1,106,175				
Adjustment of Balance Fwd	7,508	—959	8,467			
Transfers—Non-Federal \$	7,000	7,000				
Transfers—Federal \$	10,000		10,000			
TOTAL RESOURCES	1,809,018	1,130,118	678,900			
EXPENDITURES						
Salaries and Wages	593,862	531,663	62,199			
State Share of Retirement	61,786	55,871	5,915			
Prof Service, Not By State	128,585	94,609	33,976			
Travel Expenses, In-State	6,605	4,224	2,381			
Travel Expense, Out-State	5,589	4,246	1,343			
Operation—State Vehicles	19,900	19,224	676			
Utilities	28,567	24,000	4,567			
Rents	26,237	18,157	8,080			
Repairs	2,701	1,462	1,239			
Insurance	13,910	12,350	1,560			
General Operating Expense	46,947	29,802	17,145			
Fuel	2,755	2,755				
Other Supplies	165,099	118,502	46,597			
Grants to Local Govts.	128,632	104,632	24,000			
Grants to Pub. & Priv. Orgs.	92,300	31,900	60,400			
Pensions	113	113				
Equipment Purchases	15,165	3,928	11,237			
Transfer to General Fund	336,199		336,199			
Trans. to Gen.-Fund Sta-Cap	2,175		2,175			
TOTAL EXPENDITURES	1,677,127	1,057,438	619,689			

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

Average Count—All Positions: 420

Permanent Legislative Count: 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.

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

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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. 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 during the past year has been continued assistance to the eleven new vocational education regions in completing plans and construction requirements. Assistance was also rendered to the fourteen regional vocational centers in the development and implementation of satellite programs.

475 students were enrolled in 19 vocational agriculture programs. Additionally, 22 general agriculture programs were in place during the fiscal year. An in-service community development workshop was conducted for Northern Maine agriculture teachers. Future Farmers of America (FFA) continued in the state with membership increasing 20% over last year to a total of 419.

During FY 77, 22 distributive education programs were in operation, three of which were at the postsecondary level. 2 in-service workshops were conducted for distributive and business education instructors. 184 industrial arts programs provided opportunities to explore and study industrial technology to 25,000 junior and senior high school students. Additionally, an industrial arts curriculum workshop and three OSHA and machine guarding workshops were conducted.

575 students were enrolled in 17 health occupations programs. Short term nurse's aide programs have been continued at the secondary and adult levels. During the year articulated learning packets for the various levels of certified nursing assistants were developed. Also, a twenty-eight member Health Occupations Statewide Advisory Committee was organized and provided input for curriculum development and policy making. Membership of this committee represents all providers of health care services and all levels of health care education in the state. One in-service workshop was conducted for health occupations instructors. The wage-earning and health occupations resource center at the University of Maine at Farmington continued operations.

Trades and industrial programs covering 29 trade areas were offered to 4,320 secondary students in 42 locations. A fisheries curriculum project was completed.

During FY 77 the Career Education Advisory Council continued work on the various places of development and implementation of a comprehensive Career Education Plan. A total of 11 mini-career education conferences were conducted to solicit input from all sectors of Maine's educational and business community as well as from parents and students.

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The Career Education Plan was accepted and approved by the State Board of Education.

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. 604 women students were enrolled in 74 programs at the Vocational Technical Institutes (VTI). Total VTI enrollments (excluding adult education programs) were 3070. Adult education enrollments were 11,000. Additionally, CETA funded programs were conducted at five VTIs during the year. Throughout FY 77 student-aid funds from three major sources were made available to eligible students and furthermore a leadership and communications workshop was attended by 30 vocational education administrators.

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. A highlight of the year was the accreditation of Central Maine Vocational Technical Institute and Washington County Vocational Technical Institute by the New England Association of Schools and Colleges. 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 fiscal year 1977, 3,000 individuals were served in preparatory training programs; 15,500 in supplemental training courses; and 1,000 in apprenticeship related instructional programs. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing these related instructional programs, an integral part of apprenticeship agreements.

Fire service training remains a very active statewide segment of the adult vocational education program. During the year ten training courses were offered to 1,000 firefighters across the state.

Disadvantaged Persons. Funds for the disadvantaged were used at the secondary, postsecondary and adult levels to provide Maine's disadvantaged citizens with assistance in attaining their individual vocational education goals. Funds were made available for 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 enrolling in a vocational technical institute.

51 projects were funded during FY 77. Of these, 24 provided services to 670 postsecondary students, 5 provided services to 600 adults and 3 benefitted 220 inmates at correctional institutions. Additionally, three projects in the areas of curriculum, evaluation, and adult education were conducted.

The programs conducted at the vocational technical institutes were in the areas of developmental reading and remedial math.

Handicapped Persons. Vocational education programs for the handicapped are designed to help students learn job skills at levels commensurate with their ability. During the year there were 27 programs conducted which involved 785 educable mentally retarded students. 11 of these programs were reviewed with on-site visits and all 27 were evaluated for program renewal. Also, 72 mini-grants for handicapped education were awarded.

One in-service workshop was conducted for teachers of handicapped and disadvantaged students.

Construction of Area Schools. During FY 77, the Southern Aroostook vocational education facilities neared completion with occupancy expected early in FY 78. The main facility of the Northern Penobscot vocational region was completed and construction started on the three decentralized facilities. The Hancock facility at Ellsworth was also nearing completion at year's end and is expected to be operational in September, 1977. The Knox vocational center was completed and operational during FY 77.

At the post-secondary level the only major construction initiated during FY 77 is a garage at Washington County Vocational Technical Institute designed to house equipment of the Wood Harvesting program. A lesser construction project is a replacement building for the auto body program at Northern Maine Vocational Technical Institute, the original having been destroyed by adverse weather conditions.

Teacher Training. Teacher training is a top priority of the Bureau of Vocational Education. During FY 77, \$28,000 was allotted to provide 42 in-service teacher education courses on

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various University of Maine campuses throughout the state. A total of 604 individuals were enrolled in these courses. Of these, 197 were vocational teachers, 131 were non-teachers but matriculated in the industrial education program, and 328 were non-matriculated students. At the year's end, 21 received Baccalaureate degrees in industrial education and 26 received Baccalaureate degrees in industrial technology.

Workshops conducted during the year and not mentioned elsewhere in the report are the following: Trade and industrial staff development, research projects, vocational adult instructors, vocational administrators, and two group process for craft committee utilization.

Evaluation. The Bureau of Vocational Education continued to operate under management by objectives during FY 77 for better control, evaluation and effectiveness. The program will continue during the upcoming fiscal year.

On site visitations to 30% of the secondary vocational schools was continued. Also, 12 post-secondary programs were visited and evaluated.

During the year, all classified and unclassified personnel at the Bureau of Vocational Education and the Vocational Technical Institutes were evaluated with the Hay system.

Exemplary. A modular curriculum project located at Lewiston High School was continued this year; a project on job education for rural, isolated secondary schools was conducted to demonstrate approaches rural schools could use to assist students in becoming aware of jobs outside their home communities; and a project to provide assistance to horticulture programs in vocational education on using solar energy as opposed to fossil fuel as a heat source was funded.

Research. Six research projects were initiated and funded during FY 77. One was a study to determine the Maine School Administrators' Attitudes Toward Secondary Vocational Education; another was An Assessment of Student Personnel Services at Maine's Vocational-Technical Institutes; and another The Development of a Multi-Unit Fisheries Curriculum For Use in Secondary and Postsecondary Vocational-Technical Institutes. The other three dealt with the production of a multi-media career information unit relative to vocational technical institutes; an analysis of the factors which influence students in the selection of vocational courses in the St. John Valley High Schools; and a comparison of teaching and/or learning techniques by teachers and students of VTI's.

Consumer and Homemaking Education. During the year there were 122 secondary schools offering home economics to approximately 13,570 students in grades nine to twelve. Approximately 15% of those enrolled in these programs were male.

A course in personal finance was offered at one VTI during the year. A two-year study entitled "Nutrition-Community and Consumer Education" continued at the University of Maine at Orono. This project consists of a nutrition experience-oriented curriculum for training teachers and children with a parent involvement component. Also, the Maine Home Economics Resource Center continued at the University of Maine at Farmington. During the first full year of service, 2,000 requests for resources were filled.

Throughout FY 77, 12 in-service workshops were conducted for home economics teachers. A consumer education curriculum guide and a Future Homemakers of America handbook were developed during the year.

H.O.M.E., Inc., a one-year consumer education project, was initiated. The objective of this project is to provide a program to help people improve their nutrition through better consumer education. Also during FY 77 a course in supervision for potential supervising teachers was conducted at the University of Maine at Orono.

Cooperative Education and Work Study Programs. In FY 77, three additional satellite cooperative education programs were approved. Thirteen programs were evaluated during the year and six workshops were conducted for cooperative education coordinators.

Work study programs are operated by the Bureau of Vocational Education to aid vocational students with the costs of their education. During FY 77, 200 students participated in the programs and were involved in paid custodial, office and groundskeeping work.

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Veterans Education. During FY 77 the State Approval Agency continued approval and supervisory activities for the following:

Institutions of Higher Learning	40
Institutions of Higher Learning (Branches)	19
Schools not offering a degree	137
On-the-Job training sites	474
Number of veterans in institutions of higher learning	4,533
Number of veterans in non-college degree schools	1,388
Number of veterans in On-Job-Training (OJT) programs	895
Total Number of Veterans	6,826

Veterans in Maine received money for educational purposes as follows:

Flight Schools	\$ 175,746.60
Institutions of Higher Learning (Degree granting)	14,873,169.00
Non-college degree schools	4,463,432.00
OJT	2,103,554.00
Correspondence	381,588.00
TOTAL	\$21,997,489.60

Maine Adult High School Completion Program. The Adult High School Completion 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 17,500 adults were enrolled with 2,810 receiving their diplomas.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	118,394		118,394			
Bal Brt Fwd— Encumbered	10,000		10,000			
Revenue From Federal Govt	2,554,573		2,554,573			
Fees Charged For Services	50		50			
Legislative Approp/Alloc	258,355	258,355				
Adjustment of Balance Fwd	7,160		7,160			
Transfers—Non-Federal \$	11,548	11,548				
Transfers—Federal \$	—1,113,814		—1,113,814			
TOTAL RESOURCES	1,846,266	269,903	1,576,363			
EXPENDITURES						
Salaries and Wages	264,420	175,674	88,746			
State Share of Retirement	28,154	18,738	9,416			
Prof Service, Not By State	4,886		4,886			
Computer Service, By State	29,597		29,597			
Travel Expenses, In-State	15,066	6,128	8,938			
Travel Expense, Out-State	4,010	495	3,515			
Utilities	9,998	5,028	4,970			
Rents	4,424	1,363	3,061			
Repairs	591	345	246			
Insurance	4,605	2,923	1,682			
General Operating Expense	40,510	1,735	38,775			
Other Supplies	7,380	1,171	6,209			
Grants to Local Govts.	998,568		998,568			
Grants to Pub. & Priv. Orgs.	255,115		255,115			
Public Assistance Grants	42,492	42,492				
Pensions	80		80			
Equipment Purchases	363		363			
Trans. to Gen.-Fund Sta-Cap	4,821		4,821			
TOTAL EXPENDITURES	1,715,080	256,092	1,458,988			

EDUCATION AND CULTURE
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 Count-All Positions: 80

Permanent Legislative Count: 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 three 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 77. NMVTI is operated under the authority granted to the State Board of Education, and is one of six vocational technical institutes in Maine.

PROGRAM: During FY 77 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:

1. Pamphlets describing the occupational programs.
 2. Student Handbook.
 3. Annual Status Report.
- These publications are all free.

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FINANCES, FISCAL YEAR 1977:

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	33,594		33,594			
Bal Brt Fwd— Encumbered	67,849	54,396	13,453			
Revenue From Federal Govt	243,267		243,267			
Fees Charged For Services	341,224		341,224			
Legislative Approp/Alloc	1,370,067	1,370,067				
Adjustment of Balance Fwd	—1,677	—1,677				
Transfers—Non-Federal \$	1,000	1,000				
Transfers—Federal \$	211,589		211,589			
TOTAL RESOURCES	2,266,913	1,423,786	843,127			
EXPENDITURES						
Salaries and Wages	1,041,017	779,858	261,159			
State Share of Retirement	101,214	79,583	21,631			
Prof Service, Not By State	145,851	16,253	129,598			
Other Prof.Serv., By State	831	155	676			
Travel Expenses, In-State	13,053	6,686	6,367			
Travel Expense, Out-State	1,486	770	716			
Operation—State Vehicles	10,696	10,604	92			
Utilities	51,404	47,094	4,310			
Rents	51,571	37,692	13,879			
Repairs	16,487	11,641	4,846			
Insurance	22,809	17,797	5,012			
General Operating Expense	35,961	22,352	13,609			
Food	95,204	78,049	17,155			
Fuel	106,178	100,246	5,932			
Other Supplies	255,896	159,651	96,245			
Highway Materials	580	580				
Grants to Pub. & Priv. Orgs.	900		900			
Unemployment Comp. Benefit	5,199	2,387	2,812			
Public Assistance Grants	193,197		193,197			
Buildings & Improvements	11,377	2,223	9,154			
Equipment Purchases	35,837	7,044	28,793			
Trans. to Gen.-Fund Sta-Cap	14,110		14,110			
TOTAL EXPENDITURES	2,210,858	1,380,665	830,193			

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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 Count-All Positions: 43

Permanent Legislative Positions: 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, the 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 communication and personal finance.

PROGRAM: In June 1977 a \$1,500,000 grant from federal and private sources was received to establish a Marine Vocational Center at Eastport. New programs in Commercial Fishing, Marine Mechanics and Marine Finishing will be offered and three mobile units will deliver in-service training to fishermen at dockside.

During FY 77, WCVTI graduated 226 full-time students who were prepared for entry level jobs in 13 occupational clusters. A summary of graduates by program is listed below.

WCVTI GRADUATES

1976-77

PROGRAM	NO. GRADUATED	
	MALE	FEMALE
Automotive Technology	11	1
Boatbuilding Technology	16	0
Electronic Communication	9	1
Food Service	2	6
Diesel Service	16	0
Heating	10	0
Home Construction	8	0
Nurse Aide	0	12
Plumbing	17	0
Residential Electricity	16	0
Secretarial Studies	0	15
Welding	33	1
Wood Harvesting	52	0
Subtotal	190	36

Total 226

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,

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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 Communication
- Food Service
- Heating
- Home Construction
- Plumbing
- Residential Electricity
- Secretarial Studies
- Welding
- Wood Harvesting

FINANCES, FISCAL YEAR 1977:

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	29,440		29,440			
Bal Brt Fwd— Encumbered	8,046	1,673	6,373			
Revenue From Federal Govt	20,441		20,441			
Fees Charged For Services	119,357		119,357			
Legislative Approp/Alloc	598,244	598,244				
Adjustment of Balance Fwd	—1	—126	125			
Transfers—Non-Federal \$	2,000	2,000				
Transfers—Federal \$	261,697		261,697			
TOTAL RESOURCES	1,039,224	601,791	437,433			
EXPENDITURES						
Salaries and Wages	560,601	362,790	197,811			
State Share of Retirement	50,414	36,180	14,234			
Prof Service, Not By State	21,818	5,097	16,721			
Other Prof. Serv., By State	30	30				
Travel Expenses, In-State	6,996	1,429	5,567			
Travel Expense, Out-State	288	147	141			
Operation—State Vehicles	11,357	7,686	3,671			
Utilities	45,974	36,776	9,198			
Rents	6,581	6,039	542			
Repairs	26,721	9,967	16,754			
Insurance	15,986	10,382	5,604			
General Operating Expense	32,320	18,004	14,316			
Food	127	127				
Fuel	30,298	30,298				
Other Supplies	103,202	59,420	43,782			
Highway Materials	8,873	3,246	5,627			
Public Assistance Grants	3,215		3,215			
Misc. Grants to Individual	2,500		2,500			
Equipment Purchases	12,919	1,484	11,435			
Trans. to Gen.-Fund Sta-Cap	8,249		8,249			
TOTAL EXPENDITURES	948,469	589,102	359,367			

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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 Count-All Positions: 68

Permanent Legislative Positions: 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 with which he is faced.

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 made possible 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 much needed athletic facility. This was ready for use in 1974.

PROGRAMS: During FY 77, EMVTI has operated twelve daytime programs and 119 continuing education courses in the evening division. Daytime full-time enrollment averaged approximately 460 students, and 200 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 expanded.
- (2) New descriptive literature for recruiting purposes has been published.
- (3) A well organized plan of school visitation has been carried out.
- (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.

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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 1976-77 (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 1977-78

Adult and Continuing Education—1976. A listing of fall semester CED courses.

FINANCES, FISCAL YEAR 1977:

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	20,350		20,350			
Bal Brt Fwd— Encumbered	10,922	9,432	1,490			
Revenue From Federal Govt	160,534		160,534			
Fees Charged For Services	164,758		164,758			
Legislative Approp/Alloc	1,203,503	1,203,503				
Adjustment of Balance Fwd	265	—105	370			
Transfers—Non-Federal \$	9,000	9,000				
Transfers—Federal \$	124,561		124,561			
TOTAL RESOURCES	1,693,893	1,221,830	472,063			
EXPENDITURES						
Salaries and Wages	935,635	756,699	178,936			
State Share of Retirement	91,119	79,030	12,089			
Prof Service, Not By State	139,056	117,606	21,450			
Other Prof. Serv., By State	90	90				
Travel Expenses, In-State	4,738	2,030	2,708			
Travel Expense, Out-State	149	149				
Operation—State Vehicles	4,581	4,581				
Utilities	45,297	45,297				
Rents	7,350	2,406	4,944			
Repairs	21,273	21,064	209			
Insurance	17,254	14,904	2,350			
General Operating Expense	18,123	13,545	4,578			
Food	5,063	4,882	181			
Fuel	37,005	37,005				
Other Supplies	140,580	63,004	77,576			
Unemployment Comp. Benefit	1,569	1,569				
Public Assistance Grants	120,640		120,640			
Misc. Grants to Individual	767		767			
Equipment Purchases	2,789	149	2,640			
Trans. to Trust Fund	68		68			
Trans. to Gen.-Fund Sta-Cap	4,875		4,875			
TOTAL EXPENDITURES	1,598,021	1,164,010	434,011			

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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 Count—All Positions: 14

Permanent Legislative Count: N.A.

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.

It is the school's specific intent to develop and place emphasis on programs that prepare students at the post-secondary level for job entry vocational positions. Any student whose aptitude, ability, and interest qualify him/her for training or employment as a skilled worker is eligible to apply.

The objectives of the Institute are based upon the belief that the individual needs to become worthy of oneself and to be responsible to society are central. Self worth in both respects increases through education and the development of one's abilities. It is our belief that the vocational-technical education and the development of a person only begins with the acquisition of basic knowledge and a suitable skill; the process of education and development continue throughout one's lifetime.

ORGANIZATION: KVVTI was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. 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 fully subscribed each Fall.

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 1978.

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 merge the Maine School of Practical Nursing, Waterville, with KVVTI by the fall of 1978.

The stated goals and objectives of Kennebec Valley Vocational Technical Institute outline the areas which will provide for growth and expansion.

KVVTI is unique in that it is the only State Institute utilizing the facilities of a Regional Vocational Center. The Institute began operations in the fall of 1970 with 35 regular day students and 131 part-time adults. It boasts of providing vocational education to over 150

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regular day students and over 1,000 evening adults, equivalent to a full-time enrollment of 346 students. This has been accomplished at approximately half the per capita cost of similar educational institutions in the State. Placement of graduates have averaged 83%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland and Damariscotta.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all program requirements. Certificates are presented to individual credit and non-credit courses.

PUBLICATIONS:

KVVTI catalog revised bi-annually to supplement the State VTI's joint catalog. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc.—free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures—free.

Brochures—assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. Special brochure aimed at qualified veterans.

FINANCES, FISCAL YEAR 1977:

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Fees Charged For Services	2,379		2,379			
Legislative Approp/Alloc	202,040	202,040				
Transfers—Federal \$	47,152		47,152			
TOTAL RESOURCES	251,571	202,040	49,531			
EXPENDITURES						
Grants to Local Govts.	249,192	202,040	47,152			
TOTAL EXPENDITURES	249,192	202,040	47,152			

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 Count—All Positions: 60

Permanent Legislative Count: 60

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.

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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 8 courses of study: Practical Nursing, Building Construction Technology, Machine Tool Technology, Automotive Mechanics and Associated Technology, Electro-Mechanical Technology, Graphic Arts Technology, Learning Resources and Architectural and Civil Technology. 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 part 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.

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.

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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 77 there were approximately 400 full-time day students and approximately 1800 night students receiving supplemental training enrolled at the institute.

PUBLICATIONS:

CMVTI 1976-1977 catalog.
 CMVTI Student Handbook.
 CMVTI Supplemental Fall Programs 1977.
 CMVTI Supplemental Spring Programs 1978.

FINANCES, FISCAL YEAR 1977:

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	35,162		35,162			
Bal Brt Fwd— Encumbered	25,196	24,047	1,149			
Revenue From Federal Govt	90,791		90,791			
Fees Charged For Services	40,676		40,676			
Legislative Approp/Alloc	1,189,809	1,189,809				
Adjustment of Balance Fwd	—4,881	—4,889	8			
Transfers—Non-Federal \$	6,000	6,000				
Transfers—Federal \$	49,553		49,553			
TOTAL RESOURCES	1,432,306	1,214,967	217,339			
EXPENDITURES						
Salaries and Wages	791,768	733,963	57,805			
State Share of Retirement	77,778	74,486	3,292			
Prof Service, Not By State	20,413	11,387	9,026			
Computer Service, By State	1,386		1,386			
Other Prof.Serv., By State	110	110				
Travel Expenses, In-State	1,502	1,502				
Operation—State Vehicles	3,753	3,731	22			
Utilities	45,855	45,833	22			
Rents	16,656	14,136	2,520			
Repairs	14,486	13,898	588			
Insurance	18,781	18,255	526			
General Operating Expense	14,458	10,600	3,858			
Food	47,461	47,286	175			
Fuel	41,591	41,591				
Other Supplies	114,997	95,960	19,037			
Public Assistance Grants	52,481		52,481			
Misc. Grants to Individual	8,244		8,244			
Equipment Purchases	10,725	10,175	550			
TOTAL EXPENDITURES	1,282,445	1,122,913	159,532			

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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 Count—All Positions: 130

Permanent Legislative Count: 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 to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

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
Licensed Practical Nursing
Machine Tool Technology
Marine Science
Plant & Soil Technology
Plumbing & Heating
Respiratory Therapy
Wastewater Treatment Plant Operator

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 an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employees has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. For the school year 1976-77 there were 1250 regular day students enrolled, a decrease of 200 from the previous year due directly to restrictive funding. This is particularly disheartening because we still turn away over 500 qualified young Maine persons. It is also

EDUCATION AND CULTURE

ironic in that 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. The 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.

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) 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 350 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 the programs has remained high.

Institute per-student cost based on full-time equivalents dropped to \$1039 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 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 graduated its first class this year to accept these highly paid positions. The high quality and success of the program has elicited interest in expansion as well as other possible options by others in the industry. An addition has been the enrollment of six Libyan students which has also allowed us to accept more Maine students in the program.

SMVTI became the official testing site of combination heating units being introduced in the State. This honor is directly due to the recognized abilities of the Heating & Air Conditioning Program Staff. The students will gain the direct benefit of working with new up-to-date equipment as well as the testing experience.

The Respiratory Therapy program which was initiated in conjunction with the Maine Medical Center and financial support from A.H.E.C., the regional support center, also graduated its first class this year. All of the graduates found immediate employment in their field.

Physically the campus continues to slowly change from an old military installation to a modern educational institution. The first phase of a Marine Science building which will allow the consolidation of these services is completed with the exception of the laboratory equipment required. Funding is still being sought for this to complete the usefulness of the facility. Our Plant & Soil Technology program has contributed much to the overall appearance of the campus.

Every effort will be made to continue a level of performance which will maintain the confidence of the students and the employers.

PUBLICATIONS:

No charge for any of the following publications.

Maine Vocational Technical Institutes—1976-77

(A combined catalog of all VTIs)

Campus Map

Information Sheet

Admissions Policies

Program Brochures as follows:

Applied Marine Biology & Oceanography

Automotive Technology

Building Construction

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Culinary Arts
 Electrical Technology
 Electronics Technology
 Electronics Communication
 Heating, Air Conditioning
 Hotel-Motel-Restaurant Mgt.
 Industrial Electricity
 Law Enforcement Technology
 Machine Tool Technology
 Marine Science License
 Plant and Soil Technology
 Wastewater Treatment Plant Operator (booklet)
 Respiratory Therapy (booklet)
 Plumbing and Heating

FINANCES, FISCAL YEAR 1977:

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	179,700		179,700			
Bal Brt Fwd— Encumbered	52,602	27,105	25,497			
Revenue from Federal Govt	417,007		417,007			
Revenue—Private Sources	78,956		78,956			
Fees Charged For Services	272,321		272,321			
Receipts From Other Funds	120		120			
Legislative Approp/ Alloc	2,007,883	2,007,883				
Adjustment of Balance Fwd	—46,084	—6,152	—39,932			
Transfers—Non-Federal \$	12,324	12,000	324			
Transfers—Federal \$	492,604		492,604			
TOTAL RESOURCES	3,467,433	2,040,836	1,426,597			
EXPENDITURES						
Salaries and Wages	1,955,341	1,250,101	705,240			
State Share of Retirement	171,135	126,197	44,938			
Prof Service, Not By State	87,557	10,353	77,204			
Other Prof.Serv., By State	1,384	565	819			
Travel Expenses, In-State	7,042	3,251	3,791			
Travel Expense, Out-State	1,514	908	606			
Operation—State Vehicles	17,863	16,800	1,063			
Utilities	86,681	86,538	143			
Rents	6,518	5,702	816			
Repairs	16,746	16,142	604			
Insurance	38,905	31,592	7,313			
General Operating Expense	142,039	59,139	82,900			
Food	53,581	50,100	3,481			
Fuel	97,169	97,169				
Other Supplies	187,795	135,597	52,198			
Unemployment Comp. Benefit	6,726	5,486	1,240			
Public Assistance Grants	212,542		212,542			
Misc. Grants to Individual	18,583		18,583			
Buildings & Improvements	797		797			
Equipment Purchases	72,761	5,796	66,965			
TOTAL EXPENDITURES	3,182,679	1,901,436	1,281,243			

EDUCATION AND CULTURE
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 Count-All Positions: 6

Permanent Legislative Count: 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 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 recommendation 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 nurse's 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 the dormitory rooms to the landlord. Classes are limited to a maximum of 44 students (male and female), due to limitations of classroom, laboratory, and clinical space.

PROGRAM: The School Year runs for 51 weeks, from the first week of September through the fourth week of August. Included in the 51 weeks are three one-week Vacation periods. The Program is as follows—Basic Period - 16 weeks, Intermediate Period - 8 weeks, and Senior Period - 24 weeks. During the Senior Period students are supervised in the clinical area 24 hours per week, remaining 12 hours in the classroom.

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 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.

PUBLICATIONS:

School Brochure—sent to Guidance Directors for reference use, also sent to applicants requesting information.

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 additions of any new methods used in health care facility. This book is provided to each new student. 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.

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FINANCES, FISCAL YEAR 1977:

SCHOOL OF PRACTICAL NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brr Fwd—Unencumbered	1,941		1,941			
Bal Brr Fwd— Encumbered	118	118				
Legislative Approp/ Alloc	136,567	136,567				
Adjustment of Balance Fwd	—1,224	—24	—1,200			
Transfers—Federal \$	19,000		19,000			
TOTAL RESOURCES	156,402	136,661	19,741			
EXPENDITURES						
Salaries and Wages	108,330	108,330				
State Share of Retirement	11,403	11,403				
Prof Service, Not By State	1,010	1,010				
Travel Expenses, In-State	167	167				
Utilities	657	657				
Rents	20,493	1,493	19,000			
Repairs	327	327				
Insurance	1,548	1,548				
General Operating Expense	1,389	1,389				
Other Supplies	1,696	1,696				
Grants to Pub. & Priv. Orgs.	280	280				
TOTAL EXPENDITURES	147,300	128,300	19,000			

STATE BOARD OF EDUCATION

TOBIE NATHANSON, CHAIRPERSON
FLOYD M. HASKELL, Vice Chairman

Central Office: Education Building, Augusta 04333

Telephone: 289-2321

Established: 1949

Maine State Government Manual Data:

Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Unit Citation:* 20 M.R.S.A., Sect. 51

Average Count-All Positions: N.A.

Permanent Legislative Count: N.A.

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 school to the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; and to serve as an appeals board for unclassified personnel.

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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. At this point, the Board was delegated great authority over 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. Effective January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: In the past fiscal year, the Board has continued to focus its concerns and activities on the area of teacher certification and recertification, vocational education and school construction.

Certification-Recertification. Early in the year proposed guidelines were adopted further clarifying the functional and operational relationships of the State Board of Education, the Maine Department of Educational and Cultural Services (MDECS) and the Certification Advisory Committee (CAC). This action was followed by adoption of Maine standards for teacher preparation programs, as recommended by CAC with some modifications. The Board in August voted that a model for continued development of program approval as the primary route to the certification of all educational professionals be presented to CAC. At the same time the Board conveyed concern to CAC for flexibility in program approval standards without decreasing teacher pupil relationships through over-specialization. Approval was voted in June of 1977 of program approval procedures for teacher preparation programs as recommended by CAC with certain editorial changes and provisions.

The Board also is in the process of performing an annual review of the teacher education policy statement and is focusing a considerable amount of attention on inservice teacher education as well as pre-service certification.

Vocational Education. In June 1977 the Board participated in the formal acceptance of the deed to the Whitlock Mills Light Station on the St. Croix River from officials of the U.S. Department of Health Education and Welfare. The property will be used for educational purposes by Washington County Vocational Technical Institute. At the same time the Board shared the announcement of the approval of a \$1.5 million federal grant to establish a marine vocational institute and stimulate long-range growth of the fishing industry in Washington County. The project involves the renovation and conversion of an existing dock and building complex at Eastport into facilities to serve as the Washington County Vocational-Technical Institute Marine Trades Education Center. The Center will conduct courses in fish harvesting, boat building, marine maintenance and related skills. The State's share of the total cost of the project was provided in the form of land acquired through private contributions.

In March satellite programs were approved as extensions of vocational education programs at the Sanford Regional Technical Vocational Center (RTVC) at Kittery and Wells and at the Lewiston RTVC at Auburn.

In June approval was granted for the third and final addendum to the Phase I plan for wood harvesting of the Southern Oxford County Vocational Region 2.

A construction project in Vocational Region 5 was approved (see School Construction).

School Construction. No new school construction projects were approved during FY 77 under the moratorium imposed by the 107th Maine Legislature. The Board kept abreast of construction needs throughout the State through periodic reports from MDECS Division of School Facilities staff, which maintained a day-to-day listing of construction priorities.

Final funding approval was given for a 33,872 sq. ft. facility for Vocational Region 5 at Ellsworth at an estimated cost of \$1.4 million. The project had received tentative approval in April of 1975.

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A total of 16 major capital outlay projects were approved during the year at a cost of \$466,586. These projects were of emergency nature and necessary to keep schools operating.

Other. The Board granted geographic isolation adjustments to 11 eligible school administrative units, 10 of them in coastal island communities.

The Board received the final report of the task force on high school diploma competencies and endorsed encouragement of MDECS to assign a high priority to develop during FY 77 a non-mandated plan for implementing a competency approach in local schools.

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 fifth 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 joint board committee meets with University of Maine Trustees to attempt to plan comprehensively to avoid duplications and to evaluate existing joint programs.

3. The Board has a representative on the State's Post-Secondary Education Commission, which is seeking to coordinate planning.

4. An inter-state group is studying current Federal legislation on the education of the handicapped and its impact on Maine and the nation.

5. A statewide committee is studying and furthering the needs of the gifted and talented children in the State.

6. 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.

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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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INDIAN SCHOLARSHIP COMMITTEE

H. SAWIN MILLETT, JR., COMMISSIONER
WILLIAM HIGGINS, Superintendent of Indian Education Commission

Central Office: Statehouse, Augusta 04333

Telephone: 289-2321

Established: 1972

Maine State Government Reference Data:

Policy Area: 02; *Umbrella:* 05; *Unit:* 079; *Unit Citation:* 20 M.R.S.A., Sect. 2210

Average Count-All Positions: N.A.

Permanent Legislative Count: N.A.

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 recipient for the purpose of establishing and conducting a program of support services for scholarship recipients. The Committee has not approved supporting grants.

ORGANIZATION: The Indian Scholarship Committee, provided for in the authorizing legislation, is an agency 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 77, a total of \$70,000 was available for scholarship awards of which \$63,448.30 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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**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

Average Count-All Positions: 2

Permanent Legislative Count: 2

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 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.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VI-A Program of the Higher Education Act of 1965 - grants for instructional equipment, materials, and closed-circuit television; Title VII of the Higher Education Act of 1965 - grants for construction, renovation, accessibility to the handicapped, and energy conservation; grants for planning under the Fund for Improvement of Post-Secondary Education.

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.

The Maine State Commission for 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 aquisition of equipment, materials, minor remodeling and closed-circuit television for the improvement of undergraduate instruction. During FY 77, the Maine State Commission for the Higher Education Facilities Act of 1963 reviewed, verified computations and recommended grants, for five post-secondary institutions out of 15 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

EDUCATION AND CULTURE

MAINE LIBRARY COMMISSION

ROBERT WOODWARD, CHAIRMAN
J. GARY NICHOLS, Secretary

Central Office: Cultural Building, Augusta 04333

Telephone: 289-3561
Incoming WATS: 1-800-452-8784

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Unit Citation:* 27 M.R.S.A., Sect. 111

Average Count-All Positions: N.A.

Permanent Legislative Count: N.A.

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.

PROGRAM: Maine Library Commission activities during FY 77 included advice and recommendations pertaining to a wide variety of library issues. State aid to local libraries is a provision of the regional library system and is periodically reviewed by the Commission.

The evaluation of the Maine Regional Library System 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.

The Commission made recommendations to revise the statute creating the regional library system. The recommendations, which were approved by the 108th Maine Legislature, reflects textual changes which provides more flexibility in the operation of the regional library program. The Commission also encouraged the passage of new legislation to provide increased financial support for the Maine Regional Library System.

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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

EDUCATION AND CULTURE

MAINE STATE MUSEUM COMMISSION

VERNON L. SEGAL, 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: 02; *Umbrella:* 05; *Unit:* 085; *Unit Citation:* 27 M.R.S.A., Sect. 82

Average Count—All Positions: 0

Permanent Legislative Count: 0

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.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, 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 held eight meetings and one executive session during FY 77. At its annual planning meeting in November, the Commission reaffirmed its commitment to completing the permanent exhibits, maintenance of effective educational and community service programs, continuation of the underwater archaeological project and service to museums and historical societies throughout the State.

The Commission was actively involved in legislative matters pertaining to the historical and cultural field. Of highest concern was the matter of reorganization. Members attended legislative hearings and are also represented on the Joint Select Committee on State Policy for the Preservation, Development and Utilization of Historical and Cultural Resources.

A Performance Audit was performed by order of the Legislature and it was found that there was no need for corrective legislation at this time.

Maine State Museum Commission has been reviewing policy regarding acquisitions and publications. The Acquisition Committee has been reviewing collections. All gifts, bequests, or other donations offered the Maine State Museum and recommended for acceptance by the Museum's professional staff were formally and legally accepted on behalf of the State by the Maine State Museum Commission.

The Commission accepted the resignation of the Director as of October 1, 1977 and a search committee was named to select a new director.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Commission members serve without compensation but receive expenses, which are paid from appropriated funds to State Museum (Bureau).

EDUCATION AND CULTURE
(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 Count—All Positions: 1

Permanent Legislative Count: 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 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: Fiscal 1976-77 was another exciting year for the State Historian as the enthusiasm of the bicentennial celebration peaked in the summer months with activities all over the State in which the historian participated—both as historian and as a member of the Executive Committee of MSARBC. Unfortunately the State appropriation, which was reduced 20%, was entirely inadequate to meet the demand for speeches and consulting services. Highlights included addresses to the Portland Junior League, Jefferson Historical Society, Maine Audubon Society, Gorham Junior High School, the New England Music Camp and the Orr's-Bailey Island Yacht Club.

A voluminous correspondence was supplemented by numerous radio and television appearances on current and historical Maine topics. The historian served as a resource person to the *Kennebec Journal* and the *National Geographic Society* as well as many researchers and writers on local history. Among the town histories reviewed for legislative appropriations were Sunday River, Thomaston, Casco, Franklin, Farmington Falls, Searsmont, Hollis, and Newfield.

Additionally, the historian taught a special course on Maine history at UMPG during the summer of 1976 which involved visitation to numerous historic sites in western and central Maine from the Piscataqua to the Kennebec. Also in the spring of 1977 he was invited to teach a night course on Maine at UMA.

The historian feels interest and support of Maine history and heritage is at an all-time high.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	26	26				
Legislative Approp/Alloc	400	400				
TOTAL RESOURCES	426	426				
EXPENDITURES						
Travel Expenses, In-State	427	427				
TOTAL EXPENDITURES	427	427				

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

PHILIP M. ISAACSON, CHAIRMAN

Central Office: 242 State Street, 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 Count—All Positions: 7;5:State; 2:Federal

Permanent Legislative Count: 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 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.

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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 77 this 19 member Commission met 10 times.

PUBLICATIONS: See the listing in the Arts and Humanities Bureau.

FINANCES, FISCAL YEAR 1977: Fiscal Data is included with that of the Bureau of The Arts and The Humanities.

MAINE HISTORIC PRESERVATION COMMISSION

JOHN D. BARDWELL, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 242 State Street, 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 Count—All Positions: 4

Permanent Legislative Count: 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.

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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, Commissioner or representative of the Department of Transportation, director or representative of the Maine State Museum Commission, director or representative of the Bureau of Parks and Recreation, 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. In making these appointments, due considerations 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 77 the Maine Historic Preservation Commission expanded the National Register of Historic Places by 49 individual sites and 6 historic districts. In addition, the Commission has published *200 Years of Maine Housing* and *The Flight of the Grand Eagle: Charles G. Bryant, Maine Architect and Adventurer*. The Commission has also cooperated with the Maine Archeological Advisory Committee in providing funds and assistance to continue an archeological survey of 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.

The Commission, during FY 77, 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	\$ 50,250.
Bureau of Parks and Recreation	\$ 12,000.
City of Waterville	\$ 10,000.
First Parish Church, Portland	\$ 15,795.
Freeport Historical Society	\$ 10,000.
Hancock County Trustees for Public Reservations, Ellsworth	\$ 20,000.
Madawaska Historical Society	\$ 5,000.
Maine Archeological Advisory Committee	\$ 20,000.
Society for the Preservation of Historic Landmarks in York County, Inc.	\$ 10,000.
Society for the Preservation of New England Antiquities	\$ 15,000.
University of Maine at Orono	\$ 10,000.
Victoria Society of Maine Women, Portland	\$ 10,000.
Total	\$188,045.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	24,782		24,782			
Revenue From Federal Govt	241,908		241,908			
Revenue—Private Sources	2,028		2,028			
Legislative Approp/Alloc	27,560	27,560				
Transfers—Non-Federal \$	—3,001		—3,001			
TOTAL RESOURCES	293,277	27,560	265,717			
EXPENDITURES						
Salaries and Wages	39,271	20,805	18,466			
State Share of Retirement	4,151	2,181	1,970			
Travel Expenses, In-State	2,526	977	1,549			
Travel Expense, Out-State	219	125	94			
Utilities	1,323		1,323			
Rents	1,258	1,258				
Repairs	29	29				
Insurance	698	698				
General Operating Expense	3,877	940	2,937			
Other Supplies	166	141	25			
Grants to Pub. & Priv. Orgs.	155,884		155,884			
Trans. to Gen.-Fund Sta-Cap	476		476			
TOTAL EXPENDITURES	209,878	27,154	182,724			

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 Count—All Positions: 100

Permanent Legislative Count: 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

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Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by a deaf person to help find a new home for the school when it had outgrown its Spring Street location. In 1953 the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where its jurisdiction remained until its most recent transfer to the Department of Educational and Cultural Services.

PROGRAM: The preprimary program provides for three classes of approximately thirty 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-five children attending on a rotating basis. The senior high school offers a three track program, college preparation, general and vocational, for approximately thirty-five students in subject matter classrooms.

A special education program has one class of some six multiply 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. A speech coordinator ensures the continuity of the teaching of speech, evaluates progress, and manages the individual speech therapy program.

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 use and use by children.

Throughout the year, comprehensive daily physical education is provided for every deaf child, preprimary 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 are 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 77, 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 human services worker provided excellent parental guidance and intra-social liaison and student counseling.

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. In 1976, sixteen pupils graduated from the Governor Baxter State School for the Deaf. All were accepted at post-secondary programs in the U.S. Of the fourteen graduates in 1977, ten were accepted into post-secondary programs.

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LICENSES, PERMITS, ETC.:

High School Diploma. (The school is approved by the State of Maine and the Council on Education for the Deaf.)

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Speech Course of Study—syllabus for teaching speech to the deaf: \$5.50

Information brochures—free

FINANCES, FISCAL YEAR 1977:

GOVERNOR BAXTER STATE SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	18,728		18,728			
Bal Brt Fwd— Encumbered	16,128	15,660	468			
Revenue From Federal Govt	33,481		33,481			
Legislative Approp/Alloc	1,154,104	1,154,104				
Adjustment of Balance Fwd	—5,212	—5,212				
Transfers—Non-Federal \$	15,214	15,214				
Transfers—Federal \$	68,948		68,948			
TOTAL RESOURCES	1,301,391	1,179,766	121,625			
EXPENDITURES						
Salaries and Wages	971,582	895,593	75,989			
State Share of Retirement	102,786	94,756	8,030			
Prof Service, Not By State	4,403	4,298	105			
Other Prof.Serv., By State	20	20				
Travel Expenses, In-State	641	601	40			
Operation—State Vehicles	4,293	4,293				
Utilities	32,791	32,791				
Rents	104	104				
Repairs	8,014	8,014				
Insurance	22,843	21,255	1,588			
General Operating Expense	6,968	5,078	1,890			
Food	35,996	31,332	4,664			
Fuel	37,402	37,339	63			
Other Supplies	27,534	25,314	2,220			
Pensions	1,534	1,534				
Equipment Purchases	5,139	4,465	674			
TOTAL EXPENDITURES	1,262,050	1,166,787	95,263			

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**MAINE 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 Count—All Positions: 3

Permanent Legislative Count: N/A

PURPOSE: The Maine 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 Maine 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 13 members during FY 77, 7 appointed for two-year terms and 6 for one-year terms. The staff consists of the executive director, field representative, and a secretary. MACVE serves as a policy advisory group to the State Board of Education.

PROGRAM: During FY 77 MACVE's major activities included: sponsoring a statewide conference entitled HOW BUSINESS CAN PROFIT FROM VOCATIONAL EDUCATION; monitoring the progress of Vocational Education Legislation in Congress and in the Maine Legislature; assisting the Bureau of Vocational Education in conducting a series of workshops around the State on how to implement craft (occupational advisory) committees for each vocational program; continuing visits by members and staff to Maine's vocational schools; consulting with the Bureau of Vocational Education in the development of a computerized management information system for vocational education; participating in the U.S. Office of Education's management evaluation review of Maine's Administration of Vocational Education under federal law; cooperating with the U.S. Office of Education and the Bureau of Vocational Education in sponsoring a public meeting on the 1976 Vocational Education Amendments; assisting in the development of the State Plans for Vocational Education through the State Plan Advisory Committee; participating in the activities of the Post-secondary Education Commission of Maine (PECOM), the State Manpower Services Council, and the State Advisory Council for Career Education through MACVE's representatives on those bodies; and determining how to carry out MACVE's new roles and responsibilities under the 1976 Vocational Education Amendments.

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PUBLICATIONS:

All publications are free.

1976 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

Serving Employers...

Copies of the 1972, 1973, 1974, 1975 Annual Reports are also available.

FINANCES, FISCAL YEAR 1977:

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	32,392		32,392			
Revenue—Private Sources	10,820		10,820			
Adjustment of Balance Fwd.	40,031		40,031			
Transfers—Non-Federal \$	10,000		10,000			
TOTAL RESOURCES	93,243		93,243			
EXPENDITURES						
Buildings & Improvements	90,000		90,000			
TOTAL EXPENDITURES	90,000		90,000			

MAINE EDUCATION COUNCIL

CLYDE BARTLETT, CHAIRMAN

Central Office: 331 Veranda St., Portland, Me. 04103

Telephone: 775-5451

Established: 1967

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 05; *Unit:* 092; *Unit Citation:* 20 M.R.S.A., Sect. 2921

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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 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.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

EDUCATIONAL LEAVE ADVISORY BOARD

ROBERT J. STOLT, COMMISSIONER OF PERSONNEL

Central Office: Statehouse, 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

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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, for a term of three years. Members of the board received no compensation for their services.

PROGRAM: Throughout FY 77 the Educational Leave Advisory Board received 52 requests for educational leaves. Of these, two were disapproved and 50 were approved. The two were disapproved because they were not job or agency connected. The approvals were: 15 at no expense, 25 with full or partial pay and 10 with full pay and tuition. The majority of the leaves were for training in Occupational Safety and Health, Public Health, Social Services, Mental Health-Mental Retardation and Public Safety education.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, CHAIRPERSON

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

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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 Internship 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 Program Advisory 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. Several informal meetings between each intern and the Internship Coordinator were held throughout the program in order to discuss 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, Maine residents, and youth aged 18-21 years.

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 1977 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 report and submit it for evaluation by the UMO Department of Political Science.

If appropriate, participants received 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.

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PROGRAM: The FY 77 Internship Program enjoyed the participation of 22 women and 28 men for a total of 50 interns. Eight were high school graduates, 33 were undergraduate college students, 8 were college graduates, and one intern was a University of Maine at Portland/Gorham Law School student.

The 1977 Internship Program successfully accomplished five major goals important to both participants and State Government. First, the Internship Program provided 50 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 final Program reports, 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 September.

The Internship experience was enhanced and broadened by meeting with guest speakers from State Government for weekly educational presentations. 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, ten interns attended the 32nd 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 *Public Management—Conflicts, Pressures and Personal Resources*.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: 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

MARYLINE WHITE, CHAIRMAN
DON B. LORD, Secretary/Treasurer

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

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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."... "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 has 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 two meetings, September 23, 1976 and February 1, 1977. The committee has 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.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The Committee expended approximately \$900 during FY 77 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: 02; *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 Director of the State Development Office who serve on this commission without compensation.

PROGRAM: The purpose is to provide training assistance to employers who create new job positions.

There were no applicants during FY 77 that could meet the job requirement with a training program within the remaining budget.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

MAINE VOCATIONAL DEVELOPMENT COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	5,000	5,000				
TOTAL RESOURCES	5,000	5,000				

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POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

LEONARD M. DANSKY, CHAIRMAN
RICHARD YTURREGUL, EXECUTIVE SECRETARY

Central Office: State Education Building, Augusta 04333

Telephone: 289-2541

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 94; *Unit:* 095; *Unit Citation:* 20 M.R.S.A., Sect. 71

Average Count—All Positions: 1

Permanent Legislative Count: 1

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 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 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.

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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.

PROGRAM: Throughout FY 77, 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 print-out 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, 1975, 1976

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FINANCES, FISCAL YEAR 1977:

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	48,629	48,629				
Transfers—Non-Federal \$	—200	—200				
TOTAL RESOURCES	48,429	48,429				
EXPENDITURES						
Salaries and Wages	288	288				
State Share of Retirement	31	31				
Travel Expenses, In-State	197	197				
Travel Expense, Out-State	68	68				
Utilities	3	3				
Rents	307	307				
General Operating Expense	2,454	2,454				
Other Supplies	93	93				
TOTAL EXPENDITURES	3,441	3,441				

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 Count—All Positions: 3.5

Permanent Legislative Count: 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 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

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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.

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 1977. 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.

FINANCES, FISCAL YEAR 1977:

MAINE STATE AMERICAN REVOLUTION BICENTENNIAL COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	30,021		30,021			
Bal Brt Fwd— Encumbered	25,784		25,784			
Revenue From Federal Govt	56,306		56,306			
Revenue—Private Sources	5,080		5,080			
Fees Charged For Services	17,360		17,360			
Adjustment of Balance Fwd.	48		48			
Transfers—Federal \$	—13,000		—13,000			
TOTAL RESOURCES	121,599		121,599			
EXPENDITURES						
Salaries and Wages	19,824		19,824			
State Share of Retirement	2,079		2,079			
Prof Service, Not By State	11,300		11,300			
Other Prof.Serv., By State	216		216			
Travel Expenses, In-State	1,944		1,944			
Travel Expense, Out-State	773		773			
Utilities	1,522		1,522			
Repairs	15		15			
Insurance	549		549			
General Operating Expense	7,250		7,250			
Other Supplies	189		189			
Grants to Pub. & Priv. Orgs.	69,489		69,489			
Public Assistance Grants	85		85			
TOTAL EXPENDITURES	115,235		115,235			

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THE NEW ENGLAND BOARD OF HIGHER EDUCATION

DR. DANIEL HANLEY
CHAIRMAN OF MAINE DELEGATION—Exec. Director, Maine Medical Association
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

Average Count-All Positions: 40

Permanent Legislative Count: 40

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 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.

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.

The Maine Delegation to the New England Board of Higher Education for FY 77 is as follows:

Dr. Daniel Hanley, Executive Director of the Maine Medical Association
(Chairman of the Maine Delegation)

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H. Sawin Millett, Jr., Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
Thomas Hedley Reynolds, President of Bates College
Dr. Edward C. Andrews, President, Maine Medical Center
Thomas Libby, Bursar, Bowdoin College
Stephen Hughes, represents the House of Representatives
Bennett Katz, represents the State Senate

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

Student Enrollment in Maine Institutions of Higher Education 1975-1976

New England Regional Student Program Enrollment Report 1975-1976

Maine Residence and Migration Report 1975-1976

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

EDUCATION COMMISSION OF THE STATES

JERRY APODACA, GOVERNOR OF NEW MEXICO, CHAIRMAN

State of Maine Contact: JAMES B. LONGLEY, Governor

WARREN G. HILL, 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 Count-All Positions: 170

Permanent Legislative Count: N.A.

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 inter-state 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 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.

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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 1977: The Commission's estimated budget for FY 77 is \$8.3 million. Of that, 9.5% comes from State fees, 82.5 % comes from Federal grants and contracts and 8.0% comes from foundations and other sources.

Maine's contribution is \$12,000 annually, an assessment figure, based on 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 Count—All Positions: 0

Permanent Legislative Count: 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.

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

EDUCATION AND CULTURE

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 77 as outlined above.

Although this is an annual report for FY 77, 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)	539,895.54
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1977: Included within the financial data of the Department of Educational and Cultural Services.

MAINE HISTORICAL SOCIETY

THOMAS L. GAFFNEY, ACTING 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 Count—All Positions: 7

Permanent Legislative Count: N.A.

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is charged with the responsibility for collecting and preserving "whatever...may tend to explain and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States".

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ORGANIZATION: The Maine Historical Society, fourth oldest historical society in the United States, was incorporated on the fifth of February, 1822. The first meeting of the Society was held in the old Statehouse at Portland, Governor Albion K. Parris presiding. It was agreed that headquarters of the Society should be located in Brunswick, and the library and museum cabinet were housed at Bowdoin College until 1881. During these early years, the Society became intimately associated with the life of the College and Annual Meetings were held there at commencement time for a hundred years.

The relocation of the Society to Portland was brought about through the energetic efforts of a number of prominent Portland citizens who became members shortly after the Civil War. At first the collections were housed on the third floor of the old City Building. When the new Portland Public Library was completed in 1889, they were moved to rooms provided by James P. Baxter. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters at 485 Congress Street. Located on the property of the historic Wadsworth-Longfellow House (received through the bequest of Anne Longfellow Pierce) the building was constructed specifically to house the Society's large collection of rare books, manuscripts, and Maine memorabilia. For the first time in its eighty-five year history, the Society claimed its own building, and was not forced to accommodate its collecting aims or its activities to the needs of a host institution.

PROGRAM: The Maine Historical Society initiates and maintains many historical programs, but the legislative appropriation is used exclusively to defray the cost of processing and cataloging the Society's vast manuscript collection of more than 1.7 million documentary items. Because of the appropriation, the Society is enabled to employ a full-time curator of manuscripts, aided by one library assistant.

Efforts during the past year were largely concentrated upon processing recent acquisitions, the largest of which was the Cumberland County Sheriff's records. Covering the period from 1798 to 1957, the collection consists of 81 volumes and 89 standard manuscript boxes, containing more than 60,000 items. Processing of this material was particularly labor intensive. Badly damaged by water and rodent infestation, the documents had to be individually unfolded, sorted by year and by type, and then alphabetized according to defendant in order to make them accessible to researchers.

Other important manuscript collections acquisitioned and processed during FY 77 include the papers of U.S. Senator Wallace H. White; the papers of Henry Sweetser Burrage, clergyman, Civil War veteran, and noted Maine historian; the records of the Portland Museum of Natural History, including a valuable 1731 manuscript map pertaining to the Pejepscot Purchase; and the papers of the Augustus C. Jones family, noted Quakers and early food packers, of Portland.

The Society also conducted a six-week manuscript internship program in cooperation with Bates College. The participating students were given a supervised introduction to the care and processing of manuscript collections.

PUBLICATIONS:

Allen, Neal W., Jr., ed. <i>Province and Court Records</i> , vol. 6. <i>The Court Records of York County, Maine, Province of Massachusetts Bay: The Records of the Court of General Sessions of the Peace, January, 1718/19—October, 1727</i> . 294 pp. ISBN 0-915592-03-7. cloth	\$30.00
Banks, Ronald F. <i>Maine Becomes a State: The Movement to Separate Maine from Massachusetts, 1785-1820</i> . illus. 226 pp. ISBN 0-915592-08-8 paper	\$ 6.95
Churchill, Edwin A., and Leamon, James S., compilers. <i>Maine in the Revolution</i> . 50 pp. ISBN 0-915592-27-4 paper	\$ 2.00
Frost, John E., comp. <i>Maine Genealogy: A Bibliographical Guide</i> . 46 pp. ISBN 0-915592-25-8 paper	\$ 4.00
Hunt, H. Draper. <i>The Blaine House: Home of Maine's Governors</i> . illus. 136 pp. ISBN 0-915592-12-6 paper	\$ 5.95

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Jordan, William B., Jr., comp. <i>Maine in the Civil War: A Bibliographical Guide</i> . 75 pp. ISBN 0-915592-22-3	paper	\$ 4.00
Kershaw, Gordon E. <i>The Kennebec Proprietors, 1749-1775</i> . illus. 342 pp. ISBN 0-912274-49-2	paper	\$ 6.95
Morris, Gerald E., and Kelly, Richard D., Jr., eds. <i>The Maine Bicentennial Atlas: A Historical Survey</i> . 104 pp. 69 plates. ISBN 0-915592-23-1	paper	\$ 6.00
ISBN 0-915592-24-X	cloth	\$10.00
Wiggin, Frances T. <i>Maine Composers and Their Music</i> . Vol. 2. 70 pp. ISBN 0-915592-26-6	paper	\$ 4.00

FINANCES, FISCAL YEAR 1977:

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	24,000	24,000				
TOTAL RESOURCES	24,000	24,000				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	24,000	24,000				
TOTAL EXPENDITURES	24,000	24,000				

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 Count—All Positions: 135

Permanent Legislative Count: N.A.

Organizational Units:

Board of Trustees

Academic Division

Board of Visitors

Administrative Division

Office of the Superintendent

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 background 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.

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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 1976 Maine Maritime Academy had an enrollment of 645 students, including 119 seniors, 162 juniors, 172 sophomores and 192 freshmen. The student body included six women. Students from the State of Maine numbered 331 or 51% of the student body with an additional 275 students from other states and protected territories. There were an additional 39 students from foreign countries including 25 from Iran, 6 from Kuwait, 2 from Libya and 6 from Saudi Arabia.

Academy graduates continued to benefit from a variety of employment opportunities both in maritime commerce, off-shore industry and marine related shore-side positions. Ninety-five percent of the class of 1977 had been employed by the end of June 1977. Employment offers exceeded the number of graduates available and those who were unemployed were so either by choice or because they had not completed licensing formalities.

The Training Ship *State of Maine* spent nearly two months in drydock in the Boston area in the spring of 1977 and was ready on time for its annual training cruise which departed Castine on May 3. A highlight of the cruise occurred near Portsmouth, New Hampshire where the ship participated in the filming of a TV motion picture depicting the defection of a Russian fisherman to a U.S. Coast Guard ship. The film is based on a true incident and will be shown on national television in the fall of 1977. A number of officers and students aboard the training ship were invited to play roles in the production. The ship visited ports of Norfolk, Bermuda, New Orleans and Nassau before returning to Castine by way of Bar Harbor where it stopped for two days at the end of June.

The science and engineering annex to Dismukes Hall was completed in the summer of 1976 with installation of a collision avoidance radar simulator. Plans were advanced for future construction of a library addition to Quick Hall, presently the administration and library center. Studies were begun for future adaptation of Leavitt Hall into an administrative building and advanced maritime studies center. Through alumni gifts a dining annex was constructed for the Alumni Faculty House. During both fall and spring terms courses in machine shop, small engine repair, navigation, swimming and scuba and tennis were offered in evening programs for the general public. Summer programs in maritime management, ship's medicine, sport's medicine and technology forecasting occurred simultaneously with regular academy summer school programs. Student demand for admission in the fall term remains strong with an entering freshman class of 180 forecast for September.

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PUBLICATIONS:

Maine Maritime Academy Catalog 1978 (no charge)
Maine Maritime Academy—The Formative Years 1941-1966
 by Howard C. Jordan \$5.00

FINANCES, FISCAL YEAR 1977:

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	7,338	7,338				
Legislative Approp/Alloc	1,651,063	1,651,063				
Transfers Contingent Acct	20,000		20,000			
Transfers—Non-Federal \$	35,533	35,533				
Federal Appropriations	75,000					75,000
Federal Grants	26,575					26,575
Private Contributions	46,053					46,053
Sales	1,566,389					1,566,389
Services and Fees	1,058,002					1,058,002
Other	126,806					126,806
TOTAL RESOURCES	4,612,759	1,693,954				2,898,825
EXPENDITURES						
Salaries and Wages	1,566,885					1,566,885
State Share of Retirement	311,466					311,466
Contractual Services	2,310,367					2,310,367
Transfers to other funds	230,758					230,758
Capital expenses	116,337					116,337
Trans. to Unencumbered fund balance	26,727					26,727
Trans. to restricted fund balance	1,790					1,790
Encumbered funds	48,429					48,429
TOTAL EXPENDITURES	4,612,759					4,612,759

BOARD OF TRUSTEES UNIVERSITY OF MAINE

JAMES H. PAGE, CHAIRMAN
PATRICK E. McCARTHY, Chancellor

Central Office: 107 Maine Ave., 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 Count—All Positions: 3,375

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;

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for research, both basic and applied; and for public service to Maine citizens. 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 through its 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 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 make effective use of 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; establish the 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 program was developed in Augusta, and the second branch campus of a configuration that came to be known as OPAL—Orono, Portland, Augusta, Law School—was formed.

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 single Board of Trustees.

EDUCATION AND CULTURE

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. Portland and Gorham were made a single campus in 1972.

PROGRAM:

Instruction. The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in education, arts and sciences, agriculture, life sciences, business and engineering.

Last year, enrollment in all University programs totaled 26,750 and 4,505 persons were awarded degrees. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners must lead to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the New Enterprise Institute, the Darling Center, the Social Science Research Institute and the two major Centers for research at Orono and at Portland-Gorham have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE

FULL-TIME REGULAR EMPLOYEES

1975-1976

HEADCOUNT BY EMPLOYEE CATEGORY

Date	Faculty	Professional and Administrative Staff	Classified	Total
6/14/76	1,042	683	1,752	3,477
6/30/77	991	636	1,748	3,375

HEADCOUNT BY ESTIMATED SOURCE OF FUNDING

Date	Educational and General	Auxiliary Enterprise	Restricted
6/30/76	2,484	469	491
6/30/77	2,346	436	593

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PUBLICATIONS:

- (1) *Improving The University of Maine*, A Report of The Trustee ad hoc Committee on Academic Planning, March 1977—(Free).
- (2) *The Chancellor's Report*, University of Maine, December 1977—(Free).

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

JUNE 30, 1977

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 (1) mandatory transfers, in the case of required provisions for matching loan funds or provisions for debt amortization; and (2) transfers of a non-mandatory nature in 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.

A fund is 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 General Funds, derived from 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 Designated Funds are Unrestricted Funds for which the University's Board of Trustees or management stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may change the designation at any time and redesignate the funds for some other use.

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 donor 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 Balance. The appropriated current fund balance is comprised principally of accumulated operating surpluses or deficits of auxiliary enterprises, together with other balances of reserves which are allocated and available for future use in connection with the purposes for which they were approved by the Board of Trustees.

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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.

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.

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FINANCES, FISCAL YEAR 1977:
UNIVERSITY OF MAINE
STATEMENT OF CURRENT FUND REVENUES,
EXPENDITURES AND TRANSFERS

	1977			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general—				
Tuition and fees	\$16,771,533	\$ 319,838	\$ 121,585	\$17,212,956
Governmental appropriations-state	33,681,689	—	795,035	34,476,724
Governmental appropriations-federal	216,397	—	2,899,670	3,116,067
Governmental grants and contracts-state	12,001	47,175	2,334,531	2,393,707
Governmental grants and contracts-federal	—	—	13,811,076	13,811,076
Private gifts, grants and contracts	—	193,142	3,118,834	3,311,976
Endowment income	11,408	119,679	300,941	432,028
Recovery of indirect costs	1,537,884	3,982	7,444	1,549,310
Sales and services of educational activities	819,801	587,137	34,653	1,441,591
Other sources	1,102,600	418,499	331,392	1,852,491
Total educational and general	\$54,153,313	\$1,689,452	\$23,755,161	\$79,597,926
Sales and services of auxiliary enterprises	17,482,067	—	—	17,482,067
Total revenues	\$71,635,380	\$1,689,452	\$23,755,161	\$97,079,993
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	\$25,446,216	\$ 733,750	\$ 2,631,994	\$28,811,960
Research	2,308,970	586,024	6,451,951	9,346,945
Public service	1,748,731	264,263	5,745,705	7,758,699
Academic support	5,417,668	56,150	351,160	5,824,978
Student services	4,314,374	146,029	46,943	4,507,346
Institutional support	5,720,786	356,920	230,261	6,307,967
Operation and maintenance of plant	6,769,241	—	9,596	6,778,837
Student aid	1,094,141	77,164	8,287,551	9,458,856
Mandatory transfers for loan funds	319,654	—	—	319,654
Total educational and general expenditures and mandatory transfers	\$53,139,781	\$2,220,300	\$23,755,161	\$79,115,242
Auxiliary Enterprises—				
Expenditures	\$15,541,617	—	—	\$15,541,617
Mandatory transfers for debt service retirement	1,426,524	—	—	1,426,524
Total auxiliary enterprises	\$16,968,141	—	—	\$16,968,141
OTHER TRANSFERS:				
Current funds-appropriated	\$ 215,468	—	—	\$ 215,468
Current funds-designated	793,316	(793,316)	—	—
Current funds-restricted	72,546	—	—	72,546
Endowment funds	(8,786)	—	—	(8,786)
Plant funds-unexpended	100,504	—	—	100,504
Plant funds-retirement of indebtedness	100,396	—	—	100,396
Agency funds	(1,000)	—	—	(1,000)
Total transfers	\$ 1,272,444	(793,316)	—	479,128
Excess of revenues over expenditures and transfers	\$ 255,014	\$ 262,468	—	\$ 517,482

EDUCATION AND CULTURE

BUREAU OF PUBLIC ADMINISTRATION
KATHRYN H. GODWIN, DIRECTOR

Central Office: 162 College Ave., Orono 04473

Telephone: 581-7603

Established: 1965

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 99; *Unit:* 423; *Unit Citation:* 1965 P&SL Chap. 185

Average Count—All Positions: 8

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Thus, the Bureau is in the business of improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, selecting and motivating people, defining objectives and evaluating results. BPA's aim is to help public officials do more than react to rapidly changing conditions and complex problems; it is to assist them in becoming creators rather than victims of circumstances.

ORGANIZATION: The Bureau is now an integral part of the Division of Research and Public Services of the University of Maine at Orono, and continues to serve the research and training needs of state and local government. The Director and two staff associates (one research and one training) lead the Bureau in meeting its responsibilities, assisted by other professional and support staff as needed.

PROGRAM: BPA provides an extensive management education program for public officials at both the state and local level. A wide variety of general management programs (Supervision, Management by Objectives, Communication Skills, etc.), are supplemented by technical, skill-oriented offerings (Public Speaking, Labor Relations, Personnel Practices, etc.). More recently, BPA has placed greater emphasis on tailoring specific educational efforts to the "in-house" organizational needs of municipalities and state agencies. With over 500 training offerings in twelve years of existence, BPA is recognized as a leading agency in public management training in Maine.

In addition, BPA has expanded its applied research capability. Research activities focus on broad governmental policies and problems as well as more specific, short-term analyses of immediate problems. Financial management, recreation, special districts, tax exempt municipal properties, community development, and municipal manpower trends represent some current areas of BPA research. In most instances, research efforts result in published materials. These serve as curriculum resources, guidelines for legislative action, or continuing reference sources.

The Bureau disseminates, through its publications, the results of both career development and research for the wider understanding of the public service and the general public in Maine.

During the past fiscal year, research and training activities have continued in areas of great interest and need to state and local government personnel, especially in the field of financial management.

PUBLICATIONS:

Special Districts in Maine: A Second Echelon of Local Government, James J. Haag and Edward F. Dow, Municipal Series No. 4, June, 1974, \$4.00.

Institutional Property Tax Exemptions in Maine, State Series, No. 9, June, 1975, \$7.00.

EDUCATION AND CULTURE

Synopsis of Municipal Law in Maine, Ronald F. Colby, III, Municipal Series No. 6, June, 1974, \$1.50.

Introduction of Modern Municipal Budgeting, Bruce E. Benway, Municipal Finance Series No. 1, May, 1973, \$2.50.

Financial Management: A Guide to Complete Municipal Budgeting and Accounting, Cynthia A. Brown, Municipal Finance Series No. 2, May, 1975, \$3.00.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974, \$2.50.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975, \$2.50.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975, \$2.50.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975, \$2.50.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975, \$2.50.

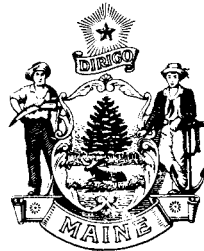
FINANCES, FISCAL YEAR 1977: Financial data for the Bureau of Public Administration is included with that of the Board of Trustees University of Maine.

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: Maine Commission For Women
Maine Human Rights Commission**



HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES

DAVID E. SMITH, COMMISSIONER

RAYMOND H. SWIFT, ROBERT W. McGRAW, WILLIAM J. CARNEY
Deputy Commissioners

Central Office: 221 State Street, Augusta 04330

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

Average Count-All Positions: 1,554

Permanent Legislative Count: 1,754

Organizational Units:

Public Affairs & Communications	Governor's Committee on Children & Youth
Bureau of Administration	Board of Hearing Aid Fitters & Dealers
Bureau of Health	Office of Dental Health
Bureau of Rehabilitation	Maine Dental Health Council
Bureau of Social Welfare	State Government Drug Abuse Coordinating Committee
Bureau of Resource Development	Maine Council on Alcohol & Drug Abuse Prevention
Maine Human Services Council	and Treatment
Bureau of Maine's Elderly	
Advisory Board for Licensure of	
Ambulance Services, Vehicles	
& Personnel	

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.

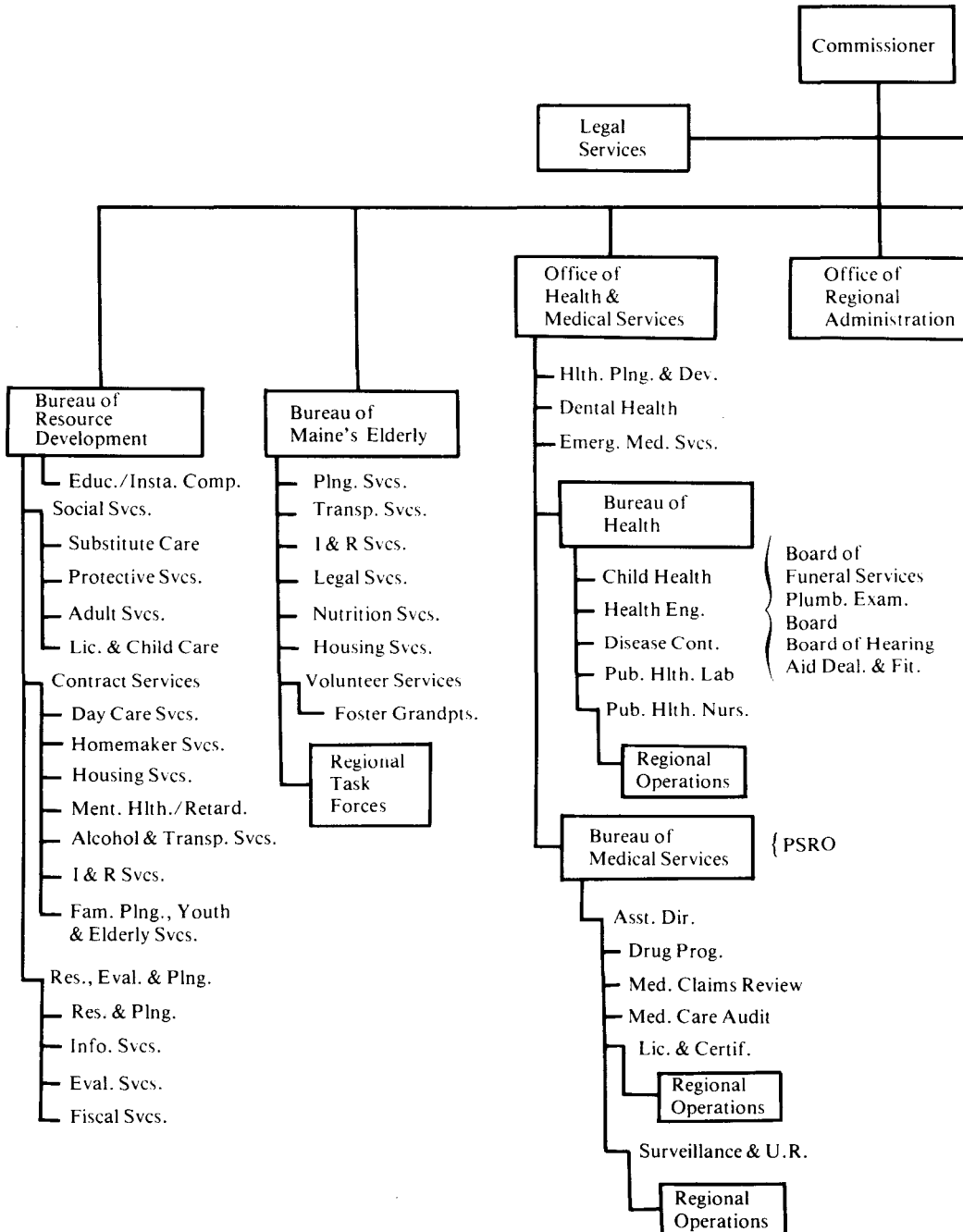
ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, 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.

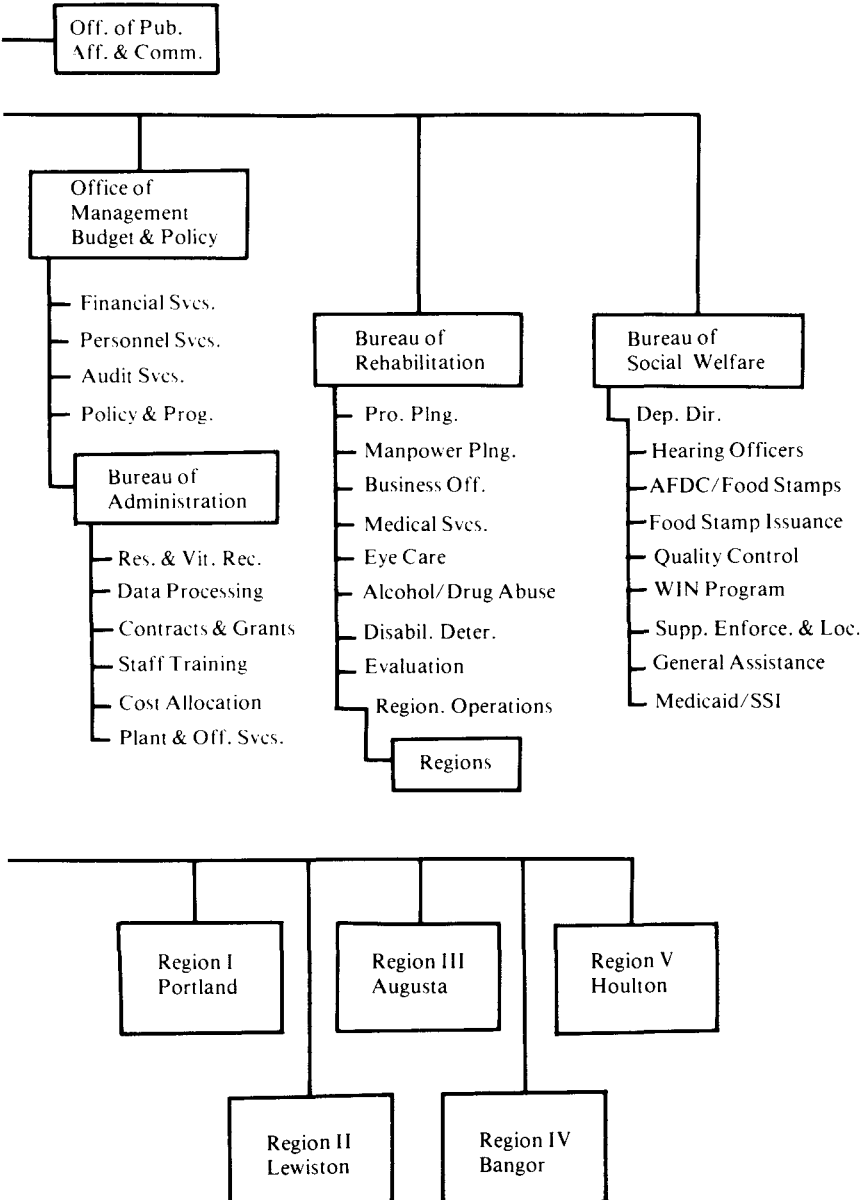
Since 1931, the organizational structure of the Department has been continually altered and revised through both administrative and legislative action to reflect changing trends and emphasis in the delivery of public health and welfare service. Principal among the Department's organizational units established in recent years are the Office of Information and Education, created administratively in 1966, and the Comprehensive Health Planning unit in 1967, replaced by the State Health Planning & Development Agency in (SHEDA) 1976; im-

HUMAN SERVICES

MAINE DEPARTMENT OF HUMAN SERVICES ORGANIZATIONAL CHART Effective: August 1, 1977



HUMAN SERVICES



HUMAN SERVICES
CONSOLIDATED FINANCIAL CHART FOR FY 77
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,768,785	3,544,001	—1,775,216			
Bal Brt Fwd— Encumbered	5,351,845	511,245	4,840,600			
Licenses/Permits/Fees/Tax	330,726		330,726			
Revenue From Federal Govt	126,725,579		126,725,579			
Revenue From Local Govts	2,351,533		2,351,533			
Revenue—Private Sources	3,293,457		3,293,457			
Fees Charged For Services	433,788		433,788			
Receipts From Other Funds	41,892		41,892			
Legislative Approp/ Alloc	57,240,035	57,183,035			57,000	
Adjustment of Balance Fwd	398,677	—14,513	413,190			
Transfers—Non-Federal \$	3,436,101	—1,500	3,437,601			
Transfers—Federal \$	—576,968		—576,968			
TOTAL RESOURCES	200,795,450	61,222,268	139,516,182		57,000	
EXPENDITURES						
Salaries and Wages	14,485,264	5,260,184	9,220,528		4,552	
State Share of Retirement	1,521,901	546,646	974,764		491	
Prof Service, Not By State	1,110,795	435,425	675,370			
Computer Service, By State	956,888	428,845	528,043			
Other Prof. Serv., By State	57,136	4,903	52,233			
Travel Expenses, In-State	754,958	286,242	468,223		493	
Travel Expense, Out-State	51,289	18,624	32,665			
Operation—State Vehicles	17,015	2,366	14,649			
Utilities	882,115	356,325	525,790			
Rents	1,046,824	284,645	762,179			
Repairs	66,817	35,360	31,457			
Insurance	443,110	144,913	298,197			
General Operating Expense	1,129,087	508,772	620,315			
Fuel	23,740	11,931	11,809			
Other Supplies	644,829	239,381	405,448			
Grants to Local Govts.	10,745		10,745			
Grants to Pub. & Priv. Orgs.	17,583,628	2,178,487	15,405,141			
Public Assistance Grants	154,862,632	47,963,907	106,898,725			
Misc. Grants to Individual	3,994	3,959	35			
Pensions	3,063	2,123	940			
Buildings & Improvements	6,995		6,995			
Equipment Purchases	107,321	2,297	105,024			
TOTAL EXPENDITURES	195,770,146	58,715,335	137,049,275		5,536	

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HUMAN SERVICES

plementation 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 Council 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 in 1975 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, SHPDA, 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 Resource Development 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 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 Services 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 77 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 78.

Office of Public Affairs and Communication. During FY 76 the Office of Public Affairs and Communication 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 monthly basis, and produced several hundred film slides for program coordinators to use in public information speaking engagements. In addition the Office filed educational materials 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 was terminated in December, 1976. In addition to this one special project, the Division carried out the general purposes of the Personnel Office.

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.

HUMAN SERVICES

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, 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 reported for 1975 was published in January 1977. The Vital Statistics handbook for local registrars, physicians, hospitals and mortuaries was published during 1975. 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 through 1975. 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 Bill 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 homes 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. In FY 75 total support collections were \$900,000. In February 1976 the number of enforcement agents were increased from 11 to 22, resulting in collection of \$2.8 million in FY 77. Collection activity is expected to increase annually; potential collections are estimated to be \$7-\$9 million annually, a figure that could be attained in 5 years. The program 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 Service 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 a 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 close of the year implementation was in process. Third 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.

HUMAN SERVICES

Services to organizational units within central office and the regional offices of the Department were expanded through improved liaison, the determination of users needs, and the compilation of special computer reports to meet those needs.

The division has also assisted other departments by utilizing its computed files.

Human Services Fraud Investigation Unit. For the fiscal year beginning July 1, 1977 the Fraud Investigation Unit had 770 pending cases. These cases contained allegations of fraud in the AFDC (Aid to Families with Dependent Children) category of assistance and also allegations of fraud pertaining to Title XX (medicaid) funds. The bulk of the allegations in the AFDC program concerned failure to report all, or part of received income, failure to report all assets, real and personal, making false statements material to eligibility (namely, failure to report return of the husband to the household when separation was the basis of the grant) receiving aid for a person not in the home, and forgeries or lost programs concerning billings the State for services not rendered, overbilling of services rendered and misappropriation of accountable funds.

Received during the year were 343 complaints. (Of the 343 complaints 334 involved the AFDC category of assistance while the remaining cases involved the medical assistance program, and general assistance reimbursable by the State. The Fraud Investigation Unit referred 24 cases to the Attorney General's Office (five medicaid, seventeen AFDC and two general assistance). The five medicaid cases involved approximately \$145,000.00 with one prosecution accounting for \$30,000.00 recovery. The seventeen AFDC cases covered \$32,000.00 in grants, eight involving defaulted restitution agreements of approximately \$5,000.00. Resitution arranged with recipients or their attorneys resulted in 41 recoveries in the AFDC pprogram covering fraudulent grant amounts of \$30,000.00. Recovery during the year from all sources, AFDC and medicaid funds, totaled \$154,000.00 (approximately \$103,000.00 involved cash recoveries in the medicaid and AFDC programs).

During FY 77 64 cases were closed, the bulk of which were in the AFDC category. The pending case count as of June 30, 1977 stands at 1,049.

PUBLICATIONS: None.

HUMAN SERVICES

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	345,459	246,380	99,079			
Bal Brt Fwd— Encumbered	434,793	112,401	322,392			
Licenses/Permits/Fees/Tax	30,402		30,402			
Revenue From Federal Govt	69,438,573		69,438,573			
Revenue From Local Govts	18,000		18,000			
Revenue—Private Sources	9,208		9,208			
Fees Charged For Services	34,327		34,327			
Receipts From Other Funds	41,792		41,792			
Legislative Approp/ Alloc	26,154,877	26,097,877			57,000	
Adjustment of Balance Fwd	59,222	17,261	41,961			
Transfers—Non-Federal \$	6,007,081	2,572,404	3,434,677			
Transfers—Federal \$	1,535,865		1,535,865			
TOTAL RESOURCES	104,109,599	29,046,323	75,006,276		57,000	
EXPENDITURES						
Salaries and Wages	6,319,782	2,504,259	3,810,971		4,552	
State Share of Retirement	668,068	252,904	414,673		491	
Prof Service, Not By State	712,441	341,537	370,904			
Computer Service, By State	604,148	243,521	360,627			
Other Prof. Serv., By State	33,575	4,903	28,672			
Travel Expenses, In-State	308,722	71,974	236,255		493	
Travel Expense, Out-State	15,241	7,053	8,188			
Operation—State Vehicles	5,309	687	4,622			
Utilities	634,064	226,059	408,005			
Rents	721,213	187,059	534,154			
Repairs	39,471	26,662	12,809			
Insurance	167,310	57,919	109,391			
General Operating Expense	328,721	192,161	136,560			
Fuel	11,718		11,718			
Other Supplies	215,812	97,405	118,407			
Grants to Pub. & Priv. Orgs.	221,283	176,500	44,783			
Public Assistance Grants	92,522,006	24,470,873	68,051,133			
Pensions	1,003	884	119			
Equipment Purchases	38,274	2,147	36,127			
TOTAL EXPENDITURES	103,568,161	28,864,507	74,698,118		5,536	

BUREAU OF HEALTH

GEORGE E. SULLIVAN, DIRECTOR

WILLIAM J. CARNEY, Deputy Commissioner of Health

Central Office: Human Services Building, Augusta 04330

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 Count—All Positions: 206

Permanent Legislative Count: 235

Organizational Units:

Central Administration

State Health Coordinating Council

Division of Health Resources

State Health Planning and Development
Agency

Division of Hospital Services

Advisory Committee on Laboratory Licensing

Division of Disease Control

Plumber's Examining Board

Division of Specialized Medical Care

New England Compact on Radiological

Division of Medicaid Surveillance

Health Protection

Division of Public Health Protection

State Board of Funeral Services

Office of Dental Health

Maine Dental Health Council

HUMAN SERVICES

Division of Health Engineering
Division of Public Health Laboratories
Division of Medical Assistance

PURPOSE: The major purposes of the Bureau of Health are: to preserve, protect and promote the health of the people of the State of Maine at the highest level attainable given current technical and social capabilities; to protect each citizen's right to a healthful and safe environment; to assure that comprehensive, efficient, effective and appropriate health services are available and accessible to Maine citizens at a reasonable cost; and to advocate for the promotion of health and the prevention of disease, injury and disability.

Through the authority vested in the Commissioner of Human Services, The Bureau of Health is also authorized to make grants to cities or towns within the State and to nonprofit corporations organized for public health purposes; to issue rules and regulations considered necessary for the protection of lives and health and the successful implementation of State Health Laws; to investigate control and establish standards for environmental or other health hazards affecting employees in any occupation; to collect from any source and to issue information necessary to protect the public's health and to prevent, investigate and control communicable diseases and other threats to human health in the State.

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health. This Board was created by the Legislature in 1885, and consisted of six members appointed by the Governor and the Council with a seventh member elected by the Board to serve as Secretary and Executive Officer. The duties of this Board were to provide "general supervision of the interests of health and life of the citizens of the State," to collect and study vital statistics, to make sanitary investigations and inquiries respecting the causes of disease, to advise State and local government in regard to the location of drainage, water supply, disposal of excreta, heating and ventilation of any public building, and to provide "general oversight and direction of the enforcement of the statutes respecting the preservation of health." The early work of the Board was solely concerned with communicable disease prevention through proper sanitation and the restriction of the spread of disease outbreaks via quarantine measures.

Between 1915 and 1917, the Board of Health and the Governor and Council were in constant conflict. The Board wished to expand its capabilities in order to deal with sanitary problems that the local boards proved incapable of handling. They also wished to increase their health promotion activities. Autonomy of the Board was the focal issue. As a result of this conflict, the Legislature abolished the Board in 1917 and replaced it with the Department of Health, administered by a Commissioner of Health and a Public Health Council.

The Legislature acted in 1931 to combine the Department of Health and Department of Public Welfare into a single agency, to abolish the Public Health Council, and to create a Bureau of Health with the new Department of Health and Welfare. In 1936, the Governor and Council authorized the Department to cooperate with the U.S. Childrens Bureau in formulating and administering plans under Title V of the Social Security Act, Grants to States for Maternal and Child Welfare. The Division of Maternal and Child Health was created as a result.

In 1940, a Hospital Aid Program was created by the Legislature, apparently at the behest of certain hospitals experiencing financial difficulties. In addition, a Federally funded program administered by the Division of Maternal and Child Health was begun in 1943. It offered emergency maternity and infant care services provided to wives and infants of men in the lowest four pay grades of the armed forces. It also resulted in the Department inspecting maternity hospitals, its first venture into regulation of facilities. By 1945, the Department recommended "that the scope of the Hospital Aid Program be broadened to include responsibility for the standard of care given, the availability of hospital facilities, as well as a means of paying hospitals some money".

Legislation passed in 1945 required the licensing of hospitals state-wide. In 1946, the Division of Hospital Services was established. Three areas of responsibility were delegated to this Division - licensing of hospitals, administration of Hospital Aid, and administration of hospitalization procedures associated with other State paid programs. The Division's activities did not change substantially until 1966 when they became responsible for Medicaid Certification of facilities.

HUMAN SERVICES

The Department became further involved in the activities of hospitals in 1947-1948 when it established the machinery to administer the Hill-Burton funds for hospital construction. The Hill-Burton unit was disbanded in 1976 and replaced by the State Health Planning and Development Agency.

Most major health programs established in Maine since the mid 1960's have originated at the Federal level and therefore, have been primarily Federally funded. These programs include genetic disease prevention program, lead screening, Medicaid, WIC Program, and Emergency Medical Services Program. Although the Bureau of Health is permitted by Statute, its internal structure and functions are subject to definition by the Commissioner of the renamed Department of Human Services.

PROGRAM: The program of the Bureau of Health is implemented through its various offices and programs.

Central Administration. In FY 77, 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 can 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. Hospital Pediatrics Project (Mid-Maine Medical Center). This project is a continuation of Bureau activities in this area. This project focuses principally on pediatric problems remote from the hospital in the Oakland, Bingham, and Jackman areas.

3. 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.

4. 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 Service needs in rural Cumberland County.

5. York County Maternal and Child Health Service. This award was made to a consortium of five individual home health agencies that have now consolidated for the purpose of delivering coordinated care to York County citizens.

6. State Health Information Project (Human Services Development Institute). This award has as its purpose the identification of data sources relating specifically to health statistics and the development of an assessment of Maine's health needs as indicated by existing data.

7. Pregnancy Among Maine Adolescents Project (U. of M. at Orono). This award attempts to identify and quantify the growing problem of pregnancy among Maine's adolescents. The program intends to look at social and psychological aspects of this problem.

8. Health Manpower Data System (U. of M. at 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.

9. 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.

10. 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.

11. Dental Health Education Projects. Funds were provided to a large number of school systems throughout the State for primary prevention of dental disease through school based dental health education projects.

12. Improvement of Pregnancy Outcomes. This was a grant awarded to The Maternal and Child Health Council of Greater Bangor for the development of a training manual and pro-

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cedures and a curriculum for preparation for parenthood classes. Of particular importance was the identification of areas in the State where prenatal educators do not now exist.

13. Cerebral Palsy Infant Development Project. This was a one time grant to the United Cerebral Palsy of Northeastern Maine for an early childhood stimulation project.

14. Childrens Dental Project Mid Maine Medical Center. This is a continuation of a comprehensive dental care project for children in Kennebec and Somerset County.

15. Pineland Early Intervention. This is a project to provide early intervention and stimulation of mentally retarded and multiply handicapped children in Southern Maine.

16. Handicapped Children's Program. This was a grant for the establishment of a clinic at Eastern Maine Medical Center to provide diagnosis, treatment and aftercare for handicapped children in Northeastern Maine.

17. Neural Tube Defects Project. This is an award to Maine Medical Center Portland to provide preventive services, identification and counseling for parents at risk of delivering an infant afflicted with neural tube defects.

18. Primary Care Center. This is a grant to a private nonprofit corporation in Portland to establish a primary care center in a medically underserved area of Portland.

19. Analysis of Hospital Statistics. This grant award was made to Maine Blue Cross/Blue Shield for the purpose of using data from the existing hospital care abstracting system (Maine Health Data Service) to analyze services and costs by hospital "Trade areas" based on patient origin. The results of this project will be used by the State Health Planning and Development Agency in their review and planning activities.

20. Ambulatory Care Data Feasibility Study. This six month project was designed to determine whether or not it is feasible to use existing ambulatory care data sources to study the relationship between location of clinics and illness, the types and costs of various diagnostic and therapeutic services relative to illness encountered and the outcome of intervention.

21. The Coordination of Analysis and Development of Cooperative Health Statistics System Components in Maine. This project is part of an effort to develop a comprehensive health data system to provide a sound basis for health planning decisions.

Programs and Divisions. The fiscal year 1977 activities for the Division are as follows in the Unit's Reports.

Office of Dental Health. The office of Dental Health was created by the Dental Health Act of 1975. Under the guidance of the Maine Dental Health Council, the Office is assigned a broad range of responsibilities. It serves as a consultant to the several departmental programs providing dental care.

In the area of prevention, a major effort is the School Dental Education Program. The Office also works with the Division of Health Engineering on the fluoridation of public and school water systems.

Through the Council, the Office monitors and makes recommendations to the Commissioner on dental health issues. The Council evaluates a variety of programs including dental clinics, health education curricula, health planning and legislative proposals.

Health Education Program. The purpose of the Health Education Program is to promote healthful living habits and to reduce preventable disease and disability through the educational process. In order to accomplish this goal the Program works with a variety of agencies, organizations and individuals both within and outside of State Government to provide assistance in problem identification, educational program design, implementation and evaluation. During the first half of FY 77 a great deal of time was spent in the Swine Flu Program. The program director was responsible for the training and supervisor of the fourteen Immunization Assistants as well as for the educational aspects of the Flu Project.

Since November, the Program has worked closely with the Maine Health Education Resource Center (HERC) during its first year of operation. The Program is involved with HERC in a number of projects such as the development of two hospital based consumer health education models, the production and distribution of a "directory to Health Education Resources in Maine," patient education programs in rural health centers and a major effort in school health education.

Some of the other activities during the past year were the provision of a venereal disease educator at the Bangor Clinic, preliminary work on the integration of health education in Adult Screening Clinics, coordination of employee health education activities (hypertension, smoking cessation and cardiopulmonary resuscitation), assistance in developing the health education component of The State Health Plan, preliminary work on an audio visual com-

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ponent to the State Dental Health Curriculum, the production of a training film on community educational workshops supervisor of the Department Library and design "Seminar on a Womens's Health" to be held in the fall.

During the next year the Program will be heavily involved in school health education, poison control activities, statewide health education planning, rural health center patient education, the follow up to the Womens Health Seminar, childhood immunization education for parents, advocacy of increased restrictions on smoking in public places, and further efforts to develop a six state health education-information sharing process through the New England Health Promotion Council.

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 77 and is described in four grant applications to DHEW which collectively describe the total state-wide plan. Total DHES Federal funding for the project year is 1.1 million dollars.

Communication, 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 capability as well as describing ultra high frequency radio capability in the Kennebec Valley region. A communications coordinator is now working full time as a member of the EMS Project Staff.

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 to date.

A state-wide categorization of general emergency care capability was done by all hospitals in March, 1976. A more specific delineation of critical care capability is described in the grant applications.

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 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.

Division of Disease Control. The Division's fiscal year activities have been implemented through the following programs.

Maine State Epidemiologist. The State Epidemiologist directs health efforts to prevent infectious diseases and to eradicate them when they occur in epidemic form due to a common source.

In the past year, several foodborne outbreaks of Salmonellosis were investigated which occurred at public functions. Another Salmonella outbreak at a private school was controlled with assistance from Center for Disease Control in a coordinated effort. Surveillance of diseases which are preventable by immunization is a constant activity, and immunization clinics were held in towns where measles, rubella and whooping cough out-breaks had taken place. The national flu program in Maine was coordinated through this office, and following the vaccination of 250,000 Mainers, a comprehensive summary of positive and negative aspects of the program was written as a guideline for future efforts in this area. A major tuberculosis problem which received national attention was investigated and controlled.

A great part of epidemiology involves education of health professionals at all levels and also of the lay public. A newsletter, the Epigram, was begun in mid-1976 to summarize infectious disease information in Maine on a monthly basis and to update physicians, nurses and municipal health officers on the latest infectious disease information. Several lectures and seminars a month were given to hospital employees, student nurses, and many other groups on

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infectious disease topics. A week-long epidemiology course provided continuing education to public health nurses and health engineers in January in 1977. Epidemiology phone lines were always open to physicians and laymen with questions regarding rabies, immunizations for travel abroad, or any other infectious related matters.

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 77 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 five years.

	Total Cultures	Number Positive	% Positive
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%
Fiscal Year 1977	46,485	1,169	2.5%

The impact of the screening program is demonstrated by the percentage of the total morbidity which it identifies.

	Total Cases	Cases Identified Through Screening Program	% Total Cases Identified Through Screening Program
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%
Fiscal Year 1977	2199	1,169	53%

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 77, the Program funded and administered four specific disease projects: hemophilia, Down's syndrome, meningomyelocele, and retinitis pigmentosa. 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 77 activities included:

1. All hemophiliacs and their relatives who desired services received appropriate laboratory testing, genetic counseling and follow-up services.
2. All families of children with Down's syndrome who desired service received appropriate laboratory testing, genetic counseling, and follow-up and referral.

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3. The Meningomyelocele Project was expanded to include routine screening of pregnant women to detect neural tube defects prenatally.

4. Development and distribution of informational materials for physicians and families involved with: prenatal diagnosis, neural tube defects, Down's syndrome, and Hemophilia.

5. Participation of Maine people to date:

Hemophilia Project- 284
Down's Syndrome Project- 215
Meningomyelocele Project- 115
Retinitis Project- 193

Tuberculosis Control Program. The major thrust and primary goal of the 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 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 the calendar year 1976, the Program activities include the management of 245 tuberculosis patients, 1 being followed in an institution directly related to his tuberculosis; 11 were institutionalized for other reasons (primarily mental health) and 78 patients were no longer in need of review because of their current health status. The 72 new cases of TB disease reported 572 individuals as contacts. Staff examined 502, found 76 infections and placed a total of 66 persons on preventive therapy. In FY 77, 43 individuals were admitted to general hospitals for tuberculosis treatment and evaluation for suspected tuberculosis. This was a decrease of 5 patients from the admissions to hospitals in FY 76.

The TB Program continues to work closely with private physicians directly and through the 8 tuberculosis consultants who meet quarterly. The TB Program continues to maintain 8 TB Clinics throughout the State.

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.

The major effort of the Program during FY 77 was in response to a threatened outbreak of Swine Influenza. With the assistance of member hospitals in the Maine Hospital Association, Maine Medical Association, Maine Osteopathic Association, Maine JayCees, the JayCee Wives and a host of locally based organizations, communities throughout the State were mobilized to provide influenza vaccine to 250,000 Maine residents.

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
19 skilled nursing facilities
147 intermediate care facilities
6 intermediate care facilities for the mental retardation, and
313 boarding care facilities.

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 outpatient physical therapy units;
8 physical therapists in independent practice;
8 rehabilitation agencies interested in becoming providers for speech and hearing therapy
3 renal dialysis centers and facilities and
1 kidney transplant center.

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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 October, 1976, by the State Public Health Laboratory for 181 clinical laboratory technologists. Examinations were conducted for 4 cytotechnologists in November, 1976. In addition, on-site evaluations of 5,300 Medicaid recipients in skilled nursing and intermediate care facilities were done every six months, and more often if indicated, to determine if the care provided was appropriate.

Public Health Laboratory. FY 77 activities of the Public Health Laboratory included the following:

Testing Activities. Diagnostic testing for Human Services are provided in the disciplines of bacteriology, mycobacteriology, serology, immunology, parasitology, mycology, metabolic diseases, virology, blood lead poisoning, and blood-breath alcohol. In addition, diagnostic testing in area of Environmental Services are provided in water analysis, both bacteriological and chemical, analytical chemistry, toxicology, drug identification, radiological hazards and pesticide poisoning. Of increasing importance is the Laboratory Improvement Program which, together with the advent of the passage of the Federal Laboratory Improvement Act in 1977, attempts to provide uniform quality standards for all clinical laboratories, whether private, hospital or independent.

In addition to the citizenry of Maine, the medical profession, hospital clinics and other institutions, these services are also provided to various state departments other than Human Services. They include:

1. Horse racing chemistry for the racing commission,
2. Animal rabies testing for the Department of Agriculture,
3. Toxicology for the Medical Examiner,
4. Drug identification for law enforcement agencies,
5. Blood-breath alcohol for the Highway Safety Program,
6. Water analysis for the Department of Transportation,
7. Pesticide testing for the Department of Agriculture
8. Bacteriological analysis of stuffed toys for the Department of Labor, and
9. Laboratory Improvement Program for Hospital Services Division which licenses as well as approves clinical laboratories for Medicare-Medicaid reimbursement.

Furthermore the following services are provided to local health departments: microbiology-reference, diagnostic; Venereal Diseases testing; blood lead screening and testing; and various environmental services.

The Laboratories largest single microbiological service is providing culture work for diagnosis of gonorrhea, which still continues to increase. Primarily responsible is the active roles played by the Family Planning Clinics. A heavy diagnostic load continues in assuring a safe and potable water supply, both for the private sector as well as for public water supply purveyors. In the field of virology, requests for Rubella (German Measles) continues to head the list.

Nearly two years experience with our expanded fee-for-service system has been accumulated since October 1975. With continued reduction in State and Federal support, plus inflation, our earned income represents a significant portion of support to the operation of the Public Health Laboratory. This is particularly evident in the field of microbiology. Earned income represents nearly 40% of our budget operations. There still remains no charge for testing services for tuberculosis, venereal diseases, virology isolation for diagnosis and reference services to hospital laboratories.

Division of Health Engineering. There are 8 major programs under the auspices of the Division of Health Engineering.

Plans and Standards Review Program. This program supports the other Division Programs and for sister state agencies such as: Department of Environmental Protection, Land Use and Regulation Commission, Department of Education and Cultural Services, and the Bureau of Public Improvements, etc., by reviewing plans for plumbing, on-site sewage disposal, water supplies, swimming pools, department regulations relating to commercial establishments, etc. The following is a list of projects that have been reviewed:

Department of Environmental Protection	191
Land Use and Regulation Commission	83

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Municipal Sub-Divisions	20
Tenting and Trailer Area Parks	115
Eating and Lodging Establishments.	47
Swimming Pools	23
Waivers to various codes	1065
Hospitals.	6
Schools	45
Miscellaneous Public Projects	658

It is established that this Program reviews projects totaling in excess of \$800,000,000 annually.

Institutional and Occupational Health Program. This Program's function is to provide consultation service for Maine businesses in meeting the Federal Occupational Safety Health (OSHA) requirements. Sixty-five occupational health consultations were made during the fiscal year 1977. This Program also deals in the field of radiation protection with major emphasis on the medical application of X-rays. During FY 77, 53 hospitals were inspected, 120 dental X-ray units were inspected, 41 clinics, 10 veterinarians, 2 schools and 2 industries were inspected. The on-going environmental surveillance program of the Maine Yankee Atomic Power Station and the Navel Shipyard at Kittery was continued.

Residential Health and Safety Program. This Program deals with housing and general sanitation problems. In 1977, approximately 50 health officers, selectmen, and private individuals were aided in housing and general sanitation problems, with 30 mediation-type cases being handled between the public and general property owners. Thirty-four compressed air suppliers licenses were issued and the Program has picked up for the first time the on-going lead surveillance program for youngsters with diagnosed elevated blood leads.

Health Inspections Program. This program supports other Division programs in the field through the use of ten (10) regional sanitarians. These sanitarians conduct field investigations for compliance with various Departmental rules and regulations.

Eating and Lodging Program. The purpose of this Program is to minimize exposure of Maine's population and visitors to unnecessary hazards during the pursuit of their recreation. During FY 77, 9,817 inspections of eating and lodging places, schools, colleges, mobile home parks, boy's and girl's camps, etc., were inspected. This Program continued to be involved in conducting food handling schools, inspecting jails for the Department of Mental Health and Corrections, and providing general sanitation inspections for other divisions within the Department of Human Services.

Drinking Water Program. This program concerns itself primarily with water served to the general public for consumption. There are approximately 170 community type water supplies within the State and another 2,000 non-community type supplies that serve transients on a part-time basis. Legislation became effective in April of FY 77 enabling the State to assume primacy under the Federal Safe Drinking Water Act. Regulations have been redrafted to be compatible with Federal Regulations. The Program has continued its biannual inspection of check valves, reviewing fluoridation programs in public water supplies, and its biannual inspections of various community systems in the State.

Waste Water and Plumbing Control Program. This Program concerns itself primarily with the hazards involved in improperly installed plumbing and on-site waste water disposal. The Division promulgates minimum standard State plumbing and sewage disposal codes for implementation at the municipal level. In FY 77 activities included the certification of plumbing inspectors of whom 433 individuals are certified. A redraft of the plumbing code was finalized and printed. Two public hearings were heard during the fiscal year for changes in the plumbing and sewage disposal code. As a result of new legislation licensure of persons performing soil investigations for sewage disposal was initiated. Several hearings for proposed code changes have been held.

Administration. Administration, besides coordinating all of the Division's programs, also provides clerical and technical support for the Plumber's Examining Board, the State Board of Funeral Services, the Board of Hearing Aid Dealers and Fitters, and the Board of Certification (Water Treatment Plant Operators).

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

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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 disease, sudden infant death syndrome, and the development of standards of nursing and screening care for other programs like Early Periodic Screening Treatment and Diagnosis (EPSDT) Program.

Direct services rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies.

During FY 77 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 areas of school health services, sudden infant death, 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 emerging role for the Division's nurses.

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, 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, Care Administration.

A grant that should be emphasized in this context is support for the Neonatal Intensive Care Center located at 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 77 through the direct purchase of medical care from private providers and by patient advocacy by program personnel. In addition, approximately 5000 women and children who are at risk of developing medical problems related to inadequate nutrition have received foodstuffs selected to alleviate their particular problems through the Women Infants and Children Program.

The Division of Specialized Medical Services also runs a program in Medical Eye Care. This program offers some services to about 6000 of Maine's visually impaired by arranging medical services and treatment plans.

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.

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, 3,951 new patients were classified as to level of needed care by the

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Health Service Consultants and placed in nursing homes under the Medicaid Program. Also, 159 on-site reviews to nursing homes by 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, 318 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 77, 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 the PSRO, as required had 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 service.

Throughout FY 77 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 Diagnosis 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 Federal and State emphasis on Suspected Fraud and/or 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 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 medical care-related financial catastrophes which result in medical indigency. The Division of Medical Assistance acts for the Department in the administration of both the programs, with primary responsibility for the provision of medical care and related services. The Division certifies the providers of services, with the exception of hospitals, nursing homes and home health services; determines the services which are payable; approves the basis for payment for each 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 Division also maintains and revises the State Plan for Medical Assistance, the Maine Medical Assistance Manual and the Catastrophic Illness Manual. 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.

The Medicaid Management Information System (MMIS) design was developed during FY 76. Implementation of the design will begin early in FY 78, and is expected to become operational in FY 78.

During the last year Medicaid expenditures continued to increase. Expenditures for medical care and intermediate (nursing home) care totalled approximately \$90 million.

Maine's State Health Planning And Development Agency. The Bureau of Health Planning and Development was administratively created in 1976 by the commissioner of the

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Department of Human Services to meet the terms of P.L. 93-641 (the National Health Planning and Resource Development Act of 1974). The major goals of the Act are comprehensive health planning, coordinated resource development, and cost containment. Major work items for the Bureau for FY 77 include recruitment of staff, establishment of operating procedures, and undertaking the legal responsibilities of the Agency. Those responsibilities include: Writing a preliminary State Health Plan; Conducting research and collecting data in the health field; Conducting reviews of proposed changes in health facilities and services under Section 1122 of the Social Security Act; Writing a State Medical Facilities Plan; Continuing to service Hill- Burton projects; Supervising the uncompensated care program; Monitoring projects with federal loan guarantees; and providing staff to the (Maine) State Health Coordinating Council. The Council is a body of consumers and providers with powers of review and approval over many health and health related plans and expenditures.

In addition, the Bureau administers three contracts under the Cooperative Health Statistical System. Those three contracts are:

Health Manpower Program collects, processes and analyses data on 14 licensed health professions to fulfill health planning and policy development data needs. Under a contract from the National Center of Health Statistics the Health Manpower Resource Data System is annually updated with essential baseline data such as name, address, age, location of practice, sex, activity level, specialty, etc. Reports are made available to the Licensure Boards, State Agencies, Planning Agency, the Legislature, and Associations.

Health Facilities Program collects, processes and analyses data on all hospitals, skilled nursing homes, intermediate care homes, boarding homes and other resident care facilities. Under a contract from the National Center for Health Statistics the Health Facilities data system will be updated annually. The first year of data is expected in the Fall of 1978.

Coordination: This contract from the National Health Statistics allows the Bureau to analyze the data collected above and integrate it with other health or health related data such as hospital discharge abstracts, vital statistics, census data and others.

Departmental Library. Established in 1970, the Departmental Library has grown into one of the busiest of the state agency libraries and serves the Department, five regions and all Maine people.

During FY 77, the Library completed over 4000 requests for interlibrary loans and reference services.

The Library is affiliated with the New England Regional Medical Library Service and is a member of the Health Sciences Library Cooperative in Maine. These affiliations allow the librarian to provide faster and more efficient service to the people of Maine.

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

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- Class "A" Taverns
- Tattooing Parlors
- Cosmetic Establishments
- Narcotic Manufacturers
- 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

Licensing:

- General-Specialty Hospital
- Skilled Nursing Facility
- Intermediate Care Facility
- Boarding Care Facility
- Drug Treatment Center — Bureau of Rehabilitation
- Ambulance Service — EM Care

PUBLICATIONS:

- Epi-gram monthly Disease Control Report
- Lab Gab monthly Newsletter from Health Laboratory

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FINANCES, FISCAL YEAR 1977:

Bureau of Health	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	432,653	13,330	419,323			
Bal Brt Fwd— Encumbered	248,177	32,419	215,758			
Licenses/ Permits/ Fees/ Tax	289,654		289,654			
Revenue From Federal Govt	3,849,598		3,849,598			
Fees Charged For Services	383,612		383,612			
Legislative Approp/ Alloc	1,536,097	1,536,097				
Adjustment of Balance Fwd	7,509		9,166			
Transfers—Non-Federal \$	—615	—1,036	421			
TOTAL RESOURCES	6,746,685	1,579,153	5,167,532			
EXPENDITURES						
Salaries and Wages	1,982,201	976,187	1,006,014			
State Share of Retirement	208,531	103,342	105,189			
Prof Service, Not By State	100,562	7,177	93,385			
Computer Service, By State	23,967	9,849	14,118			
Other Prof. Serv., By State	222		222			
Travel Expenses, In-State	96,606	30,081	66,525			
Travel Expense, Out-State	15,107	2,276	12,831			
Operation—State Vehicles	5,924	214	5,710			
Utilities	45,644	18,353	27,291			
Rents	32,982	5,637	27,345			
Repairs	14,058	1,120	12,938			
Insurance	45,063	20,585	24,478			
General Operating Expense	116,656	35,087	81,569			
Fuel	11,789	11,789				
Other Supplies	276,597	22,455	254,142			
Grants to Local Govts.	10,745		10,745			
Grants to Pub. & Priv. Orgs.	2,338,565	141,855	2,196,710			
Public Assistance Grants	496,348	11,342	485,006			
Misc. Grants to Individual	35		35			
Pensions	152		152			
Equipment Purchases	45,823	150	45,673			
TOTAL EXPENDITURES	5,867,577	1,397,499	4,470,078			

BUREAU OF SOCIAL WELFARE

ROBERT O. WYLLIE, DIRECTOR
PAUL A. LeVECQUE, Acting Deputy 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 Count—All Positions: 446

Permanent Legislative Count: 509

Organizational Units:

Support Enforcement and Location Unit
Income Maintenance Unit

Work Incentive Program
Quality Control Unit

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, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients; to enforce Child Support Enforcement and Location laws; to administer the Catastrophic Illness program authorized by the 106th Legislature; to administer the Work Incentive Program; to support the development of management information systems

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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 the Departmental reorganization in 1969 and 1974, the Bureau established two major program units—Income Maintenance, Work Incentive—and an Administrative Support Unit. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs under the direction of the Deputy Director.

PROGRAM: The most significant accomplishments of the Bureau of Social Welfare during fiscal year 1977 were:

- decrease in the Aid to Families with Dependent Children error rate through quality control;

- 150% increase in Child Support Collections from absent parents;

- implementation of administrative hearings in Child Support situations where absent parent is not contributing and not under Court order to do so.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During fiscal year 1975, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload is approximately 18,200 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Income Maintenance Unit with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, thirty-four percent by the State Government and sixteen percent by county government.

Quality Control Review and Planning. This section of the Income Maintenance Unit is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial

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assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, Education and Welfare, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Income Maintenance Unit is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0006% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately sixty percent State and forty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are thirty-eight unorganized towns and plantations in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

Work Incentive Program. The Work Incentive Program (WIN) in Central Office is responsible for program direction and supervision, liaison with the Manpower Agency, WIN Program monitoring and evaluation, program administration and liaison with other State agencies. The program is implemented through the Department's regional offices. Its efforts are designed to reduce dependence on welfare. Registration with the WIN program of certain non-exempt individuals is one of the criteria for AFDC eligibility. The program is jointly administered by Maine Employment Security Commission and the Bureau of Social Welfare; Maine Employment Security Commission provides the manpower services, Bureau of Social Welfare the necessary social and supportive services (i.e., child care). There are projects in all regions. In overall performance the Maine WIN Program rates high in New England according to standards set by the Boston Regional Office.

LICENSES, PERMITS, ETC.:

License to solicit charitable contributions.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

BUREAU OF SOCIAL WELFARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,772,445	2,801,462	970,983			
Bal Brt Fwd— Encumbered	40,420	22,956	17,464			
Revenue From Federal Govt	33,732,356		33,732,356			
Revenue From Local Govts	403,648		403,648			
Revenue—Private Sources	3,097,074		3,097,074			
Fees Charged For Services	—3,776		—3,776			
Legislative Approp/ Alloc	22,768,286	22,768,286				
Adjustment of Balance Fwd	195,837	13,029	182,808			
Transfers—Non-Federal \$	—1,430,784	—1,430,784				
Transfers—Federal \$	—1,113,938		—1,113,938			
TOTAL RESOURCES	61,461,568	24,174,949	37,286,619			
EXPENDITURES						
Salaries and Wages	1,967,341	656,976	1,310,365			
State Share of Retirement	207,743	67,991	139,752			
Prof Service, Not By State	16,533	1,469	15,064			
Computer Service, By State	191,406	87,535	103,871			
Travel Expenses, In-State	66,630	23,286	43,344			
Travel Expense, Out-State	596	268	328			
Operation—State Vehicles	677	20	657			
Utilities	7,049	1,661	5,388			
Rents	5,657	48	5,609			
Repairs	924	551	373			
Insurance	127,975	22,226	105,749			
General Operating Expense	485,822	199,298	286,524			
Other Supplies	71,735	69,217	2,518			
Grants to Pub. & Priv. Orgs.	22,508	6,628	15,880			
Public Assistance Grants	56,364,469	21,724,560	34,639,909			
Pensions	488	488				
Equipment Purchases	3,526		3,526			
TOTAL EXPENDITURES	59,541,079	22,862,222	36,678,857			

BUREAU OF RESOURCE DEVELOPMENT

ROBERT O. WYLLIE, ACTING 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 Count—All Positions: 98

Permanent Legislative Count: 115

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

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Security Act as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency; to assist the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people; to conduct a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities; to administer within any specified limitations any funds from any source for the benefit of Maine residents in need of social services; and to develop, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

The Contractual Services Unit is responsible for the administration of more than \$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 also administers the Interstate Compact on the placement of children.

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 FY 77, 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 Department Unit and assigned to the Bureau many of

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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 in excess of \$16,300,000 annually in human services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in 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.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling.

Studies on child abuse and neglect, particularly by the Maine Human Services Council, focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability demonstration project is already operative, with plans for statewide implementation well developed. Expansion of staff has been possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau will be actively working to ensure permanent supportive funding for this service.

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 needs 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

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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, 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 Service Unit in the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

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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

PUBLICATIONS:

Final State Plan—Title XX—Social Services Programs—Fee Undetermined.

FINANCES, FISCAL YEAR 1977:

BUREAU OF RESOURCE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—3,135,973	468,344	—3,604,317			
Bal Brt Fwd— Encumbered	4,550,266	296,602	4,253,664			
Licenses/Permits/Fees/Tax	7,705		7,705			
Revenue From Federal Govt	10,151,933		10,151,933			
Revenue From Local Govts	1,915,753		1,915,753			
Fees Charged For Services	15,573		15,573			
Legislative Approp/Alloc	4,283,957	4,283,957				
Adjustment of Balance Fwd	—9,359	—11,029	1,670			
Transfers—Non-Federal \$	—1,139,454	—1,139,454				
Transfers—Federal \$	—1,003,567		—1,003,567			
TOTAL RESOURCES	15,636,834	3,898,420	11,738,414			
EXPENDITURES						
Salaries and Wages	1,792,326	509,871	1,282,455			
State Share of Retirement	184,183	55,352	128,831			
Prof Service, Not By State	45,292	31,778	13,514			
Computer Service, By State	89,736	44,171	45,565			
Other Prof. Serv., By State	23,339		23,339			
Travel Expenses, In-State	140,087	57,582	82,505			
Travel Expense, Out-State	8,539	5,059	3,480			
Operation—State Vehicles	348	172	176			
Utilities	35,927	25,591	10,336			
Rents	18,015	2,683	15,332			
Repairs	4,333	2,437	1,896			
Insurance	45,460	10,735	34,725			
General Operating Expense	69,313	40,936	28,377			
Other Supplies	54,149	41,417	12,732			
Grants to Pub. & Priv. Orgs.	10,407,873	962,146	9,445,727			
Public Assistance Grants	1,792,941	1,443,966	348,975			
Pensions	1,420	751	669			
Equipment Purchases	10,264		10,264			
TOTAL EXPENDITURES	14,723,545	3,234,647	11,488,898			

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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 Count—All Positions: 18

Permanent Legislative Count: 24

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.

PROGRAM: The Bureau's program is mainly focused on assisting people age 60 and over to maintain independent and productive lives.

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. Home delivered meals are part of the program, serving those older people who are unable to participate at the centers. The program is funded under the Older Americans Act supplemented by State Priority Social Services funds and Title XX funds. Over 60 meal sites are serving thousands of older Maine citizens.

Housing. The housing staff has had a busy year working with several local non-profit housing groups. The result of this effort is 200 more new units for low and moderate income

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elderly. Work has also begun on the development of Multi-Purpose Centers for older people. The Bureau continues its close working relationship with the Maine State Housing Authority and is developing stronger ties with Regional Planning Commissions.

Health. The Bureau no longer has a staff person to coordinate health activities. However, the Area Agencies have been active in implementing health screening clinics and preventative health care programs. The Bureau participated in joint workshops with many other agencies, sponsored by Public Health Nursing, in developing a statewide reporting system.

Transportation. In most cases, transportation services are sub-contracted by Area Agencies. Transportation services via mini-buses provide a vital and needed link to medical services, nutrition sites, shopping services and personal business.

Information & Referral. This service is provided by the Area Agencies on Aging. Many older persons very often need help or assistance and do not know if a service is available. The I&R referral specialist can usually put them in touch with the proper agency. Hundreds of older people use this service every month.

Legal Services. This program continues to play a very important role in the lives of low-income elderly people. The Legal Services Attorney and a Developmental Attorney, although not an official part of the Bureau, are based in Augusta. Paralegals, mostly older people themselves, are very busy assisting other elderly people. Intake, interviewing and preliminary investigation are carried out by the paralegals. However, supervision and responsibility of each case rests with the Legal Services Director.

Volunteer Services. Volunteer Services of the Bureau has provided valuable and varied services during the year. The 55 Foster Grandparents have served children at 10 sites in correctional settings, developmental centers, hospitals, Head Start, workshops for the handicapped, at Baxter School for the Deaf, and at Pineland Center.

The 22 VISTA volunteers, assigned to the Area Agencies by the Bureau, have helped older people in consumer education, legal services, energy conservation, and winterization. In regard to the latter, the VISTA volunteers have worked in conjunction with the Community Action Program.

Volunteer Services of the Bureau also maintained a close consultative relationship with the six Retired Senior Volunteer Programs (RSVP) in Maine. These RSVPs involved more than 2,000 senior volunteers in volunteer stations such as schools, libraries, hospitals, nursing homes, museums, handicraft shops, meal sites, centers for handicapped persons, and senior citizen centers.

The high point of the year for senior volunteers was the 5th Annual Blaine House Tea at which Mrs. James B. Longley was hostess.

PUBLICATIONS:

- Bureau of Maine's Elderly—A Resource Guide (free)
- Bureau of Maine's Elderly Annual Report (free)

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FINANCES, FISCAL YEAR 1977:

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	108,142		108,142			
Bal Brt Fwd— Encumbered	986		986			
Revenue From Federal Govt	2,494,356		2,494,356			
Revenue From Local Govts	14,132		14,132			
Revenue—Private Sources	51,273		51,273			
Legislative Approp/ Alloc	473,280	473,280				
Adjustment of Balance Fwd	3,327		3,327			
TOTAL RESOURCES	3,145,496	473,280	2,672,216			
EXPENDITURES						
Salaries and Wages	172,567	77,565	95,002			
State Share of Retirement	16,301	10,198	6,103			
Prof Service, Not By State	13,962		13,962			
Computer Service, By State	3,862		3,862			
Travel Expenses, In-State	13,954	4,088	9,866			
Travel Expense, Out-State	2,908	165	2,743			
Operation—State Vehicles	3,362	37	3,325			
Utilities	9,006	7,827	1,179			
Rents	21,158	7,383	13,775			
Repairs	608	329	279			
Insurance	3,770	1,754	2,016			
General Operating Expense	40,446	1,011	39,435			
Other Supplies	6,830	2,041	4,789			
Grants to Pub. & Priv. Orgs.	2,594,308	338,284	2,256,024			
Public Assistance Grants	85,649		85,649			
TOTAL EXPENDITURES	2,988,691	450,682	2,538,009			

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 Count—All Positions: 31

Permanent Legislative Count: 34

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 Ser-

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vices 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 77 the Division of Eye Care provided Education Services to over 300 visually handicapped children. In addition, the Division under its Vocational Rehabilitation program provided services to over 800 visually handicapped persons of employable age; of this number, 101 were placed into gainful employment. The Division, as planned, increased the number of vending stands operated by blind persons located in local, state and federal buildings from 11 to 12. This placed Maine's Vending Stand Program in the top 20% of the country relative to average income per operation and number of vending stands per 100,000 population. All of the stand operators are now tax payers rather than tax receivers.

The Division continued its policy of strengthening the Rehabilitation Workshop and Training Center for Blind Adults at the Maine Institution for the Blind (MIB), Portland, through approval of a Federal Staffing Grant. In addition, the Division continued its close cooperative relationship with MIB and the Department's Bureau of Human Resources (Title XX Funds) in making possible a specialized social service delivery system to over 500 older visually handicapped citizens of Maine, which hopefully contributed to their ability to continue to live independently.

The Division of Eye Care continued its third year of maintaining the legally mandated Register of Blind. To date, over 1,900 persons have been reported on this Register.

For the second year with the aid of medical and lay persons, as well as "Maine Sight" (State affiliate of Lion's Sight Conservation Program), the Division actively pursued its fledgling Prevention of Blindness Program through statewide education efforts involving industry, health screening agencies, public schools, the University system, etc. The intent of Prevention of Blindness is to cut down on incidence of blindness by educating the public and coordinate, to the extent possible, existing available resources.

For the second year, the Division has issued, upon request, formal identification cards, approved by the "Maine Bankers Association", to persons who are unable to obtain a drivers license because of a vision loss for the purpose of providing an acceptable identification for cashing checks, etc.

Future plans for the Division call for the establishing of one new vending stand a year over the next three years plus continued coordination with the Department's Bureau of Human Resources (Title XX), Bureau of Aging and Maine Institution for the Blind for the purpose of better serving the older blind resident of Maine. The biggest problem still facing the agency will be the difficulty of keeping pace with the rapidly rising cost of providing meaningful educational and rehabilitation services to Maine's multi-handicapped blind children and adults.

LICENSES, PERMITS, ETC.:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

PUBLICATIONS: (Free)

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)

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FINANCES, FISCAL YEAR 1977:

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brl Fwd—Unencumbered	18,602		18,602			
Bal Brl Fwd— Encumbered	4,886	1,050	3,836			
Revenue From Federal Govt	432,000		432,000			
Fees Charged For Services	3,880		3,880			
Receipts From Other Funds	100		100			
Legislative Approp/ Alloc	577,033	577,033				
Adjustment of Balance Fwd	105	—97	202			
Transfers—Non-Federal \$	20,370	20,370				
Transfers—Federal \$	33,000		33,000			
TOTAL RESOURCES	1,089,976	598,356	491,620			
EXPENDITURES						
Salaries and Wages	324,375	139,638	184,737			
State Share of Retirement	34,438	14,881	19,557			
Prof Service, Not By State	14,533	14,359	174			
Computer Service, By State	5,696	5,696				
Travel Expenses, In-State	36,763	33,705	3,058			
Travel Expense, Out-State	955	955				
Operation—State Vehicles	66	66				
Utilities	14,939	10,832	4,107			
Rents	25,415	23,650	1,765			
Repairs	1,140	1,110	30			
Insurance	7,779	7,779				
General Operating Expense	6,469	5,933	536			
Fuel	16	16				
Other Supplies	454	448	6			
Grants to Pub. & Priv. Orgs.	4,461	4,461				
Public Assistance Grants	520,323	296,409	223,914			
Misc. Grants to Individual	3,959	3,959				
Buildings & Improvements	6,995		6,995			
Equipment Purchases	209		209			
TOTAL EXPENDITURES	1,008,985	563,897	445,088			

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 Count—All Positions: 242

Permanent Legislative Count: 253

Organizational Units:

Disability Determination Services

Vocational Rehabilitation Services

Office of Alcoholism and Drug Abuse Prevention

Division of Eye Care

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

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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 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 77 are described in the summaries which follow.

Vocational Rehabilitation Services. During FY 77 the Vocational Rehabilitation Program received 3,900 new referrals; 801 clients were provided with services and closed rehabilitated in suitable employment while a total of 7,609 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 were 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 were 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 FY 77, 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 ninth year, a vocational rehabilitation counselor was 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 FY 75 legislation was enacted which provided for funds and staff to deliver vocational rehabilitation services to persons who are deaf and hard of hearing. Four new counselors, who serve deaf and hearing impaired persons, were hired over FY 76. Teletypewriters (TTY's) for the deaf were 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.

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School Projects. Now underway are two vocational rehabilitation counselors who work with secondary school age handicapped. One counselor served secondary school age handicapped at four high schools in the Rockland area, while the second counselor, located at Biddeford Regional Vocational Center served handicapped secondary school ages 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 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.

Quadrilegics 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 FY 77 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.

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FINANCES, FISCAL YEAR 1977:

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	173,282		173,282			
Bal Brt Fwd— Encumbered	475	475				
Revenue From Federal Govt	5,821,885		5,821,885			
Revenue—Private Sources	135,902		135,902			
Fees Charged For Services	172		172			
Legislative Approp/Alloc	656,520	656,520				
Adjustment of Balance Fwd	168,117		168,117			
Transfers—Federal \$	13,958		13,958			
TOTAL RESOURCES	6,970,311	656,995	6,313,316			
EXPENDITURES						
Salaries and Wages	1,632,691	263,207	1,369,484			
State Share of Retirement	172,563	27,903	144,660			
Prof Service, Not By State	184,175	38,018	146,157			
Computer Service, By State	38,073	38,073				
Travel Expenses, In-State	71,940	53,464	18,476			
Travel Expense, Out-State	6,633	2,794	3,839			
Operation—State Vehicles	1,178	1,137	41			
Utilities	120,194	59,606	60,588			
Rents	179,995	50,278	129,717			
Repairs	5,569	3,039	2,530			
Insurance	40,031	21,696	18,335			
General Operating Expense	52,936	24,328	28,608			
Fuel	110	110				
Other Supplies	14,744	4,909	9,835			
Grants to Pub. & Priv. Orgs.	948,451	2,535	945,916			
Public Assistance Grants	3,078,052	13,913	3,064,139			
Equipment Purchases	7,309		7,309			
TOTAL EXPENDITURES	6,554,644	605,010	5,949,634			

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 Count—All Positions: 21

Permanent Legislative Count: 24

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the agency of the State of Maine designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is 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

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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 has been completed which identifies deficiencies within the present treatment system and recommends corrective strategies which are being effected as funding becomes available.

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 out-patient 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 marihuana 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 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

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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 future rounds of licensing inspections, a facility does not attain substantial compliance, they may receive at 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.

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 was completed in July, 1976 and revised after a series of public meetings held throughout the State.

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The revised model was introduced in the 108th Legislature and signed into law July 8, 1977, 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.

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 1977:

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	24,745		24,745			
Bal Brt Fwd— Encumbered	60,727	42,611	18,116			
Licenses/ Permits/Fees/Tax	1,050		1,050			
Revenue From Federal Govt	753,878		753,878			
Legislative Approp/ Alloc	735,885	735,885				
Adjustment of Balance Fwd	—24,462	—29,289	4,827			
Transfers—Non-Federal \$	2,503		2,503			
Transfers—Federal \$	—45,016		—45,016			
TOTAL RESOURCES	1,509,310	749,207	760,103			
EXPENDITURES						
Salaries and Wages	245,751	116,844	128,907			
State Share of Retirement	26,090	12,412	13,678			
Prof Service, Not By State	20,064	714	19,350			
Travel Expenses, In-State	17,039	10,968	6,071			
Travel Expense, Out-State	1,110	16	1,094			
Operation—State Vehicles	151	33	118			
Utilities	9,981	3,427	6,554			
Rents	36,007	7,349	28,658			
Repairs	642	40	602			
Insurance	5,094	2,219	2,875			
General Operating Expense	16,468	5,715	10,753			
Fuel	107	16	91			
Other Supplies	2,173	242	1,931			
Grants to Pub. & Priv. Orgs.	1,040,503	546,078	494,425			
Public Assistance Grants	2,844	2,844				
Equipment Purchases	199		199			
TOTAL EXPENDITURES	1,424,223	708,917	715,306			

HUMAN SERVICES

**MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE
PREVENTION AND TREATMENT**

RUSSELL DIDSBURY, CHAIRMAN

Central Office: 32 Winthrop Street, 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

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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 77 were grant review and recommendations and policy development. Grant review consisted of a detailed analysis of approximately 36 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.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977: Fiscal data is included with that of the Office of Alcoholism and Drug Abuse Prevention.

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 Count—All Positions: 0

Permanent Legislative Count: N.A.

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 Drug Abuse 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

HUMAN SERVICES
**INTERDEPARTMENTAL
COORDINATING COMMITTEE (OADAP)**
DAVID E. SMITH, CHAIRMAN

Central Office: Human Services Building, Augusta 04333

Telephone: 289-2781

Established: 1975

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 10; *Unit:* 158; *Unit Citation:* 22 M.R.S.A., Sect. 1366

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE COMMITTEE ON AGING
KATHLEEN W. GOODWIN, CHAIRPERSON
PATRICIA A. RILEY, Staff Director

Central Office: Human Services Building, Augusta 04333

Telephone: 289-2561

Established: 1953

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 10; *Unit:* 159; *Unit Citation:* 22 M.R.S.A., Sect. 5108

Average Count—All Positions: 4

Permanent Legislative Count: N.A.

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 Maine 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

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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 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 FY 77, 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 a two-day Blaine House Conference on Aging on October 20 and 21 with 1,200 elderly delegates in attendance. Ms. Bertha Adkins, chairman of the Federal Council on Aging was the keynote speaker, and allowed an address by Governor James Longley. As a result of the Conference, the Committee had eight pieces of legislation introduced into the 108th Session. The following bills were enacted by the Legislature: L.D. 1634 An Act to Prohibit the Practice of a Mandatory Retirement Age; L.D. 288 An Act to Amend the Priority Social Services Program to Serve Health and Home Care Needs; L.D. 292 An Act to Amend the Powers and Duties of the Maine Committee on Aging; L.D. 418 An Act Relating to Guardianship of Incapacitated Adults in Need of Protective Services; L.D. 1416 An Act to Clarify Physician Certification of Patient Deaths in Maine Nursing Homes as well as bills regarding free drugs for the elderly, lifeline electrical services, funds for social services, and the Property Tax and Rent Refund Program.

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. Minutes of all meetings are on file and available to the public.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. In May, 1977, 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

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Retired Teachers Association to determine the interests and priorities for the 1977 Blaine House Conference on Aging and the 109th Legislature. The Committee also held an extensive three day training session during the summer.

LICENSES, PERMITS, ETC.:

The Committee certifies 25 citizens to enter onto the premises of Maine's nursing and boarding homes to follow up on patient complaints.

PUBLICATIONS:

- Over 60: A Progress Report (free)
- A Consumer's Guide to Maine Nursing Homes (free)
- A Planning Paper for Establishing Resident Councils in Nursing Homes (free)
- Conference Proceedings: The 1976 Blaine House Conference on Aging (free)

FINANCES, FISCAL YEAR 1977: 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: Milo 04463

Telephone: 943-5537

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.

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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 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.

During FY 77 the committee concerned itself with screening several pieces of legislation concerning children and families and made recommendations to the Governor concerning these bills. The Committee took an active role in testifying at legislative hearings and urged passage of many worthy bills.

PUBLICATIONS: Report to the Governor issued in January 1977.

FINANCES, FISCAL YEAR 1977:

GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Licenses/Permits/Fees/Tax	15		15			
Legislative Approp/Alloc	3,000	3,000				
Adjustment of Balance Fwd	1,107		1,107			
TOTAL RESOURCES	4,122	3,000	1,122			
EXPENDITURES						
Travel Expenses, In-State	961	961				
Utilities	29	29				
Repairs	5	5				
General Operating Expense	410	410				
TOTAL EXPENDITURES	1,405	1,405				

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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 Count—All Positions: 4

Permanent Legislative Count: 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. It also serves as the advisory and 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.

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 for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly.

PROGRAM: During the fiscal year ending June 30, 1977 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. The Council also initiated steps to improve programs and their administration which are or should be conducted under the statutory duties of the Maine State Housing Authority and the Department of Educational and Cultural Services. High priority continued to be given to the review of budgets, appropriations and expenditures of human services funds, and the equitable distribution of human services. During this year the Council reviewed over 450 human services contracts between state departments and community agencies that encumbered \$15,000,000. This is a major increase in the number of contracts.

To carry out priority objectives adopted at its September 1976 meeting, the Council worked on six major activities during the year: Budget Analysis and Policy Management, Children and Family Services, Housing, Title XX Social Services, Health Care and Income Supplementation Programs.

Budget Analysis and Policy Management. The Council focused on analysis of budgets and policy, particularly relating to the Departments of Human Services and Mental Health and Corrections, seeking to insure adequate funding of programs administered in an effective manner. Advising both the Executive and Legislative Branches, the Council initiated or supported actions achieving substantial financial benefits for aid to charitable institutions, aid to families with dependent children, child welfare and foster care, general assistance, home health and preventive health care, mental health care, and mental retardation services, without requiring a levy of new taxes. Effective administration of human services programs and reduction of costly bureaucratic procedures were the goal of Council policy actions affecting human service contracts, audit procedures, and accountability for services.

Children and Family Services. Strengthening family life was the Council goal when seeking adoption of recommendations from its Child Abuse and Neglect Report, as well as when

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supporting many of the recommendations of three other reports relating to children and families. The Council worked closely with representatives of the four reports, the Legislature, and the Departments of Educational and Cultural Services, Mental Health and Corrections, and Human Services to prepare and support carrying out a blueprint designed to develop more responsive use of state funds and staff to meet today's needs of families and children at risk. The problems of abused, exploited, or neglected children, runaway teenagers, juvenile offenders of both criminal and civil statutes, were addressed by trying to redirect, more effectively coordinate, and eliminate duplication of existing services. In the cases where new services were necessary, the Council supported expansion of services within existing agencies, rather than supporting creation of new agencies that would duplicate the responsibilities of existing resources.

Housing. In June 1977, completing eighteen months work, the Council published a report recommended by its Task Force on Housing: "Maine's Hidden Poor in Substandard Housing." The report included recommendations for the coordination of existing housing services and implementation of a stronger role for the Maine State Housing Authority in meeting the housing needs of Maine citizens.

Title XX Social Services. In February 1977 the Council completed work, begun in March 1976, setting forth budget allocations and policy recommendations. Suggestions were aimed at improving statutorily mandated services to protect certain children and adults, providing an adequate level of allocations for community agencies, and achieving adequate expenditure of available funds.

Health Care. Major concern about rapidly rising costs of health care and the lack of alternatives to expensive hospital and nursing home care lead the Council to focus on health issues. Legislation was initiated to statutorily establish state policy relating to home health care and preventive health care. Also, the Council supported certificate of need legislation. The significance of health issues is so great the Council expects to establish a task force on health care during the next year.

Income Maintenance. The dilemma faced by Maine's low income people was addressed by the Council when taking action leading to changes in benefits to offset increases in the cost of living. Particularly emphasized were increasing payments of aid to families with dependent children, emergency issuance of food stamps, foster care for children and adults, and supplemental security income for blind, disabled and elderly people.

PUBLICATIONS:

Child Abuse and Neglect Report (free)

Maine's Hidden Poor in Substandard Housing (free)

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FINANCES, FISCAL YEAR 1977:

MAINE HUMAN SERVICES COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	13,450	14,485	—1,025			
Bal Brt Fwd— Encumbered	11,115	2,731	8,384			
Revenue From Federal Govt	51,000		51,000			
Legislative Approp/ Alloc	28,100	28,100				
Adjustment of Balance Fwd	—2,726	—2,731	5			
Transfers—Federal \$	2,730		2,370			
TOTAL RESOURCES	103,679	42,585	61,094			
EXPENDITURES						
Salaries and Wages	46,834	15,641	31,193			
State Share of Retirement	3,980	1,659	2,321			
Prof Service, Not By State	2,830	373	2,457			
Travel Expenses, In-State	2,256	133	2,123			
Travel Expense, Out-State	200	38	162			
Utilities	4,299	2,940	1,359			
Rents	6,255	558	5,697			
Repairs	67	67				
Insurance	628		628			
General Operating Expense	10,599	3,893	6,706			
Other Supplies	2,301	1,247	1,054			
Grants to Pub. & Priv. Orgs.	5,676		5,676			
Equipment Purchases	1,717		1,717			
TOTAL EXPENDITURES	87,642	26,549	61,093			

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

Average Count—All Positions: 2

Permanent Legislative Count: N.A.

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 twelve members and the staff of the Emergency Medical Services Program.

PROGRAM: The Advisory Board 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.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: 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

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 10; *Unit:* 164; *Unit Citation:* 32 M.R.S.A., Sect. 1660A

Average Count—All Positions: 0

Permanent Legislative Count: 0

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 77 the Board formulated regulations concerning the practice of fitting and dealing in hearing aids. A public hearing was held on these proposed regulations on April 6, 1977. To date they have not been adopted by the Department of Human Services.

LICENSES, PERMITS, ETC.:

License:

Hearing Aid Dealers and Fitters

Permit:

Trainee

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	15,970		15,970			
Licenses/Permits/Fees/Tax	1,900		1,900			
TOTAL RESOURCES	17,870		17,870			
EXPENDITURES						
Salaries and Wages	1,400		1,400			
Prof Service, Not By State	403		403			
Utilities	983		983			
Rents	127		127			
General Operating Expense	1,247		1,247			
Other Supplies	34		34			
TOTAL EXPENDITURES	4,194		4,194			

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 Count—All Positions: 2

Permanent Legislative Count: N.A.

Organizational Units:

Medicaid Advisory Committee (Dental)

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health 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 guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. 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

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the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the 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 FY 77 on 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)
The 1976 Annual Report of the Office of Dental Health

FINANCES, FISCAL YEAR 1977:

OFFICE OF DENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	23,000	23,000				
Transfers—Non-Federal \$	—23,000	—23,000				
TOTAL RESOURCES						
EXPENDITURES						
Salaries and Wages	—4	—4				
State Share of Retirement	4	4				
TOTAL EXPENDITURES						

HUMAN SERVICES

MAINE DENTAL HEALTH COUNCIL

MIRIAM B. COHEN, CHAIRPERSON

DALE A. DOUGLASS, 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. 2096

Average Count—All Positions: 2

Permanent Legislative Count: N.A.

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 13 times in the previous fiscal year and has served as an advisory body to the Office of Dental Health in all areas of responsibility. The Council has continued its support of fluoridation of public water systems and school dental health education. In cooperation with the Bureau of Health Planning and Development, the Council has been developing the dental component of the State Health Plan. It has also been investigating specialized areas of dental health such as the needs of the institutionalized.

HUMAN SERVICES

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Financial data for the Maine Dental Health Council is included with that of the Bureau of Health.

DEPARTMENT OF INDIAN AFFAIRS

CHARLES W. RHYNARD, COMMISSIONER

Central Office: Statehouse (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 Count—All Positions: N.A.

Permanent Legislative Count: 12

Organizational Units:

LEAA (Indian Police)

Land Management Unit

Minor Repair Program

Maine Indian Housing Authorities

Off-Reservation Office

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 108th Legislature promulgated legislation which made it necessary for this Department to establish standards of eligibility based upon need and to define the amount and kind of assistance to be furnished to eligible persons. 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.

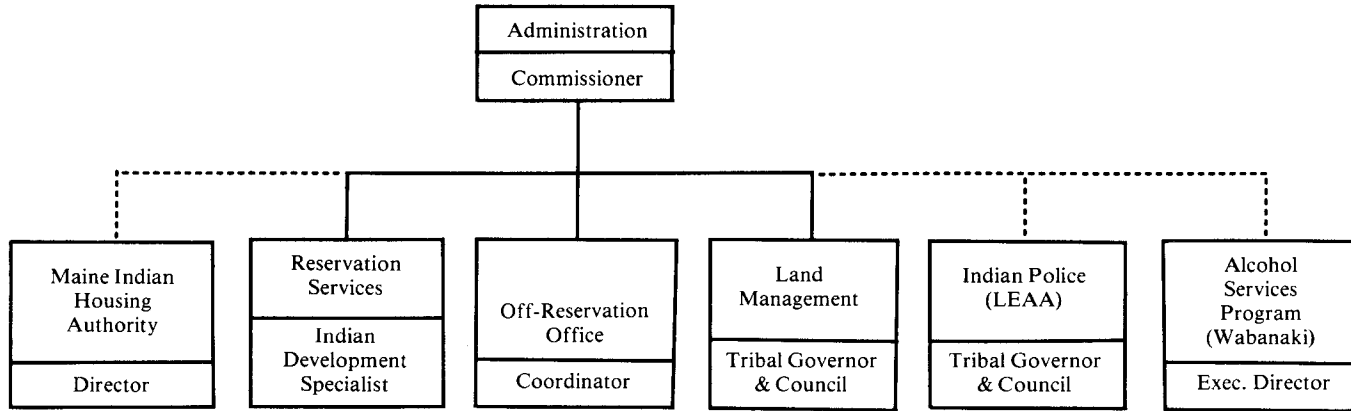
ORGANIZATION: The Department of Indian Affairs originated in the appointment of Agents for the Penobscot and Passamaquoddy Indians in 1821 by the Governor with the advice and consent of the Council. The agents were responsible for the care and management of property for the use and benefit of the Indians. 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 continued to stress to Maine's three Indian communities the need to start taking some of the responsibilities for running their own programs. The Department has provided assistance in the development and administration of the following programs:

Law Enforcement. The Indian Police Departments have been in existence for a little over two years and have 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 with each of the Tribal Governors and Councils.

The Indian Law Enforcement Agency, when it was first created, was a single operating

**ORGANIZATION CHART
DEPARTMENT OF INDIAN AFFAIRS**



HUMAN SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 77 DEPARTMENT OF INDIAN AFFAIRS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,419	578	4,841			
Bal Brt Fwd— Encumbered	2,370	2,370				
Revenue From Federal Govt	495		495			
Revenue—Private Sources	299		299			
Legislative Approp/ Alloc	742,978	742,978				
Adjustment of Balance Fwd	—4,122		—4,122			
Transfers—Non-Federal \$	10,400	10,400				
TOTAL RESOURCES	757,839	756,326	1,513			
EXPENDITURES						
Salaries and Wages	93,991	92,985	1,006			
State Share of Retirement	8,846	8,738	108			
Prof Service, Not By State	39,898	42,808	—2,910			
Other Prof. Serv., By State	22	22				
Travel Expenses, In-State	7,326	7,326				
Travel Expense, Out-State	2,485	2,485				
Utilities	33,024	33,024				
Rents	4,343	4,343				
Repairs	25,909	23,257	2,652			
Insurance	2,238	2,107	131			
General Operating Expense	4,834	4,798	36			
Food	25	25				
Other Supplies	3,506	3,506				
Grants to Pub. & Priv. Orgs.	12,500	12,500				
Public Assistance Grants	512,227	511,905	322			
Buildings & Improvements	2,429	2,429				
Equipment Purchases	106	106				
TOTAL EXPENDITURES	753,709	752,364	1,345			

HUMAN SERVICES

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.

On-Reservation Services. The major portion of the Department's resources are directed toward services for residents of the three state reservations. These services include general assistance for individuals as well as assistance with overall tribal wide services: e.g. water, sewage, and law enforcement.

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.

PUBLICATIONS:

1. A Brief History of Indian Legislative Representatives in the Maine Legislature.
2. Maine Indians: A Brief Summary.
3. Off-Reservation Indian Survey Me. P-74.
4. The Micmac Indians.
5. Ramblings in Wabanakia and Wabanakiana.
6. A Brief History of the Passamaquoddy Indians.
7. Non-Federal Status of Eastern Indians, with Particular Reference to Maine.
8. Passamaquoddy Economic Development in Cultural and Historical Perspective.
9. Louis Francis Sockalexis: The Life Story of a Penobscot Indian.
10. A Compilation of Laws Pertaining to Indians.

FINANCIAL CHART FOR FY 77

DEPARTMENT OF INDIAN AFFAIRS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,419	578	4,841			
Bal Brt Fwd— Encumbered	2,370	2,370				
Revenue From Federal Govt	495		495			
Revenue—Private Sources	299		299			
Legislative Approp/Alloc	742,978	742,978				
Adjustment of Balance Fwd	—4,122		—4,122			
Transfers—Non-Federal \$	10,400	10,400				
TOTAL RESOURCES	757,839	756,326	1,513			
EXPENDITURES						
Salaries and Wages	93,991	92,985	1,006			
State Share of Retirement	8,846	8,738	108			
Prof Service, Not By State	39,898	42,808	—2,910			
Other Prof. Serv., By State	22	22				
Travel Expenses, In-State	7,326	7,326				
Travel Expense, Out-State	2,485	2,485				
Utilities	33,024	33,024				
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Repairs	25,909	23,257	2,652			
Insurance	2,238	2,107	131			
General Operating Expense	4,834	4,798	36			
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Public Assistance Grants	512,227	511,905	322			
Buildings & Improvements	2,429	2,429				
Equipment Purchases	106	106				
TOTAL EXPENDITURES	753,709	752,364	1,345			

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**DEPARTMENT OF
MENTAL HEALTH AND CORRECTIONS**

GEORGE A. ZITNAY, COMMISSIONER

GARRELL S. MULLANEY, Associate Commissioner, Program

JOHN WAKEFIELD, Associate Commissioner, Administrative Services

Central Office: Statehouse, 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 Count—All Positions: 2338

Permanent Legislative Count: 2817

Organizational Units:

Division of Administrative Services	State Parole Board
Bureau of Mental Health	Planning and Advisory Council on Developmental
Committee on Mental Health	Disabilities Services
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.

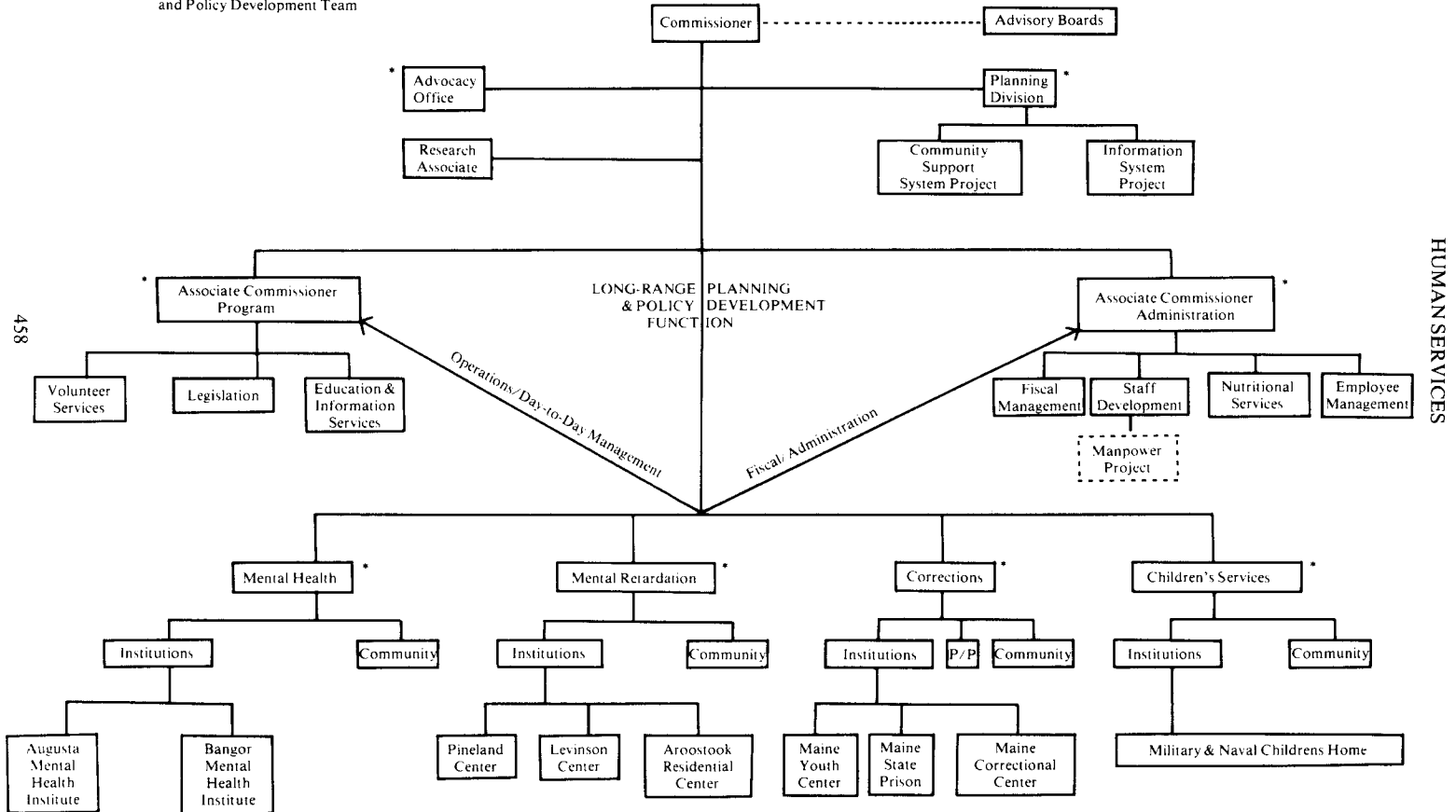
Advisory Committees to each Bureau were appointed to replace the Boards of Visitors previously active at the Institutions. These Institutions, established as early as 1823 and, in most instances, administered by Trustees before being placed within a State department, include: Augusta Mental Health Institute, 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.

PROGRAM: The Department's program has several aspects.

Planning. During FY 77, planning efforts of the Department of Mental Health and Cor-

ORGANIZATION CHART DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

* = Long-Range Planning
and Policy Development Team



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CONSOLIDATED FINANCIAL CHART FOR FY 77 DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,935,239	736,667	840,049			358,523
Bal Brt Fwd— Encumbered	1,845,176	1,055,912	775,093			14,171
Interest/Investment/ Rents	2,441					2,441
Revenue From Federal Govt	1,332,823		1,332,823			
Revenue—Private Sources	1,799		1,799			
Fees Charged For Services	6,983,772		6,719,606			264,166
Receipts From Other Funds	1,828		1,828			
Legislative Approp/ Alloc	33,941,815	33,691,815			250,000	
Adjustment of Balance Fwd	—59,794	—57,044	—2,750			
Transfers—Non-Federal \$	—2,088,947	1,108,507	—3,197,351			—103
Transfers—Federal \$	830,092		830,092			
TOTAL RESOURCES	44,726,244	36,535,857	7,301,189		250,000	639,198
EXPENDITURES						
Salaries and Wages	23,737,088	22,388,069	1,217,027			131,992
State Share of Retirement	2,631,542	2,496,092	120,983			14,467
Prof. Service, Not By State	1,723,820	837,698	886,062			60
Computer Service, By State	81,389	63,185	18,204			
Other Prof. Serv., By State	2,379	2,334				45
Travel Expenses, In-State	149,357	122,893	26,089			375
Travel Expense, Out-State	14,932	10,845	4,087			
Operation—State Vehicles	153,581	146,352	6,155			1,074
Utilities	705,110	684,442	8,676			11,992
Rents	44,472	42,673	1,799			
Repairs	371,688	349,446	5,144			17,098
Insurance	609,605	576,649	28,892			4,064
General Operating Expense	173,261	157,705	15,132			424
Food	1,308,065	1,290,852	17,213			
Fuel	1,215,773	1,205,703				10,070
Other Supplies	1,034,420	965,823	44,255			24,342
Depreciation	14,970					14,970
Grants to Pub. & Priv. Orgs.	4,396,218	2,280,545	2,115,673			
Unemployment Comp. Benefit	221,241	221,241				
Public Assistance Grants	128,568	104,306	24,262			
Misc. Grants to Individual	17,893	8,350	9,543			
Pensions	186,934	186,684	250			
Buildings & Improvements	714,243	546,648	150,871			16,724
Equipment Purchases	366,261	311,790	54,675			—204
Structures & Improvements	37,215	35,565	1,650			
Trans. to Gen.-Fund Sta-Cap	12,430		12,430			
TOTAL EXPENDITURES	40,052,455	35,035,890	4,769,072			247,493

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rections were directed at increasing the Department's capacity to improve the quality of services delivered to clients. In corrections, the area concept was developed further in an Adult Corrections Master Plan, which was presented to Maine Legislature in response to P.L. 756. Efforts are continuing towards the development of a detailed implementation plan which will coordinate the plans of mental health and mental retardation in philosophy and timing.

In the area of mental health, on the other hand, the Department submitted a bill which requested a policy decision from the legislature on whether or not to consolidate the two existing mental health institutions. The legislature did not choose to approve the proposed plan, and the Department's planning efforts will reflect this decision.

A mental retardation plan for service delivery has also been developed. It emphasizes new and expanded community programming and resource sharing with mental retardation facilities.

Personnel and Budget. During the year a new commissioner was appointed by the Governor, the position of associate commissioner of program was created and appointment was made and the superintendency at Augusta Mental Health Institute was filled. On the bureau level, a director of the Bureau of Mental Health was selected as well as a director of Probation and Parole. The position of Developmental Disabilities Planning Coordinator was filled after being vacant for nearly two years.

Measures instituted to effect cost control continued in the areas of food and fuel.

Childrens' Services. At the end of FY 77 there were 107 emotionally disturbed children placed in private residential facilities in Maine, as well as out-of-state. Six other facilities were used on a fee-for-service basis. In addition, the Department was awarded a federal grant from the Bureau of Education for the Handicapped in order to develop an educational component for a multiply funded continuum of services for the most severely multiply handicapped children. The project, located in Dirigo House on the grounds of Pineland Center, has 12 residential slots. The three-year project provides psychiatric and psychological services with therapy, evaluative and stabilization services. The primary goal of the project is toward complete interagency cooperation with the intent of returning children to their own communities.

Volunteer Services. The Department of Mental Health and Corrections relies heavily on the provision of volunteer services in implementing its goal of maximum normalization and contact with the mainstream of Maine citizens. Over a 12-month period a total of 1,114 volunteers donated an average of 5,142.6 hours per month to provide a variety of responsible services to the community as well as to affiliated institutions.

Advocacy. The office of Advocacy has been actively involved in receiving and investigating complaints from clients in institutions. The office handles nearly 5,000 complaints annually. The chief advocate 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.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,094,049	699,789	35,737			358,523
Bal Brt Fwd— Encumbered	869,693	854,042	1,480			14,171
Revenue From Federal Govt	26,705		26,705			
Receipts From Other Funds	1,328		1,328			
Legislative Approp/ Alloc	4,447,371	4,447,371				
Adjustment of Balance Fwd	—5,208	—5,208				
Transfers—Non-Federal \$	—444,008	—443,905				—103
TOTAL RESOURCES	5,989,930	5,552,089	65,250			372,591
EXPENDITURES						
Salaries and Wages	697,933	697,933				
State Share of Retirement	72,281	72,281				
Prof Service, Not By State	3,004	3,004				
Computer Service, By State	684	684				
Other Prof. Serv., By State	475	475				
Travel Expenses, In-State	26,263	26,263				
Travel Expense, Out-State	4,076	4,076				
Operation—State Vehicles	5,156	5,156				
Utilities	37,154	37,154				
Rents	3,640	3,640				
Repairs	281,877	272,346	730			8,801
Insurance	14,959	14,959				
General Operating Expense	30,078	30,078				
Food	1,302,109	1,302,109				
Fuel	1,205,466	1,205,466				
Other Supplies	16,513	13,766				2,747
Grants to Pub. & Priv. Orgs.	10,833	10,833				
Unemployment Comp. Benefit	221,241	221,241				
Misc. Grants to Individual	72	72				
Pensions	13,102	13,102				
Buildings & Improvements	570,587	545,839	8,024			16,724
Equipment Purchases	24,866	25,325				—459
Structures & Improvements	35,565	35,565				
Trans. to Gen.-Fund Sta-Cap	2		2			
TOTAL EXPENDITURES	4,577,936	4,541,367	8,756			27,813

BUREAU OF MENTAL HEALTH

L. ROGER LAJEUNESSE, DIRECTOR

Central Office: Statehouse, 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 Count—All Positions: 1,073

Permanent Legislative Count: 1,113

Organizational Units:

Mental Health Advisory Council

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 illness and related disabilities. The Bureau has been responsible for the direction of health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State

HUMAN SERVICES

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. Mental Health Advisory Council acts in an advisory capacity to the Commissioner in the development of the State Mental Health Plan and in the appointment of the Director of the Bureau of Mental Health.

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 and with the advice of the Mental Health Advisory Council, 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, two centers 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.

With the decentralization of the mental health service base to the communities, the institutes have maintained a low residential population, with substantial improvement in the quality of service they are able to render to their patients. Augusta Mental Health Institute, in June 1977, had approximately 375 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 accountability are responsibilities requiring extensive changes in the orientation and structure of the staff of the Bureau and Department. The State Mental Health Plan, as required under the Community Mental Health Centers Act was published in August, 1976, and the Annual Review and Progress Report on this plan will be released for public comment in July of 1977. Public participation in the Plan, which sets forth the goals and objectives and implementation procedures for the Department in the area of mental health, is elected through public hearings and meetings with concerned groups. The Mental Health Advisory Council reviews and advises the Commissioner on development of the plan.

LICENSES, PERMITS, ETC.:

License:

Agencies for the Provision of Mental Health Services

PUBLICATIONS:

State of Maine Mental Health Plan, 1976

Mental Health Plan Annual Review and Progress Report, 1977

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FINANCES, FISCAL YEAR 1977:

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	601,422	12,500	588,942			
Bal Brt Fwd— Encumbered	36,790		36,790			
Revenue From Federal Govt	146,028		146,028			
Fees Charged For Services	6,630,053		6,630,053			
Legislative Approp/ Alloc	2,092,954	2,092,954				
Adjustment of Balance Fwd	385,525		385,525			
Transfers—Non-Federal \$	—4,464,618		—4,464,618			
TOTAL RESOURCES	5,428,174	2,105,454	3,322,720			
EXPENDITURES						
Salaries and Wages	96,429		96,429			
State Share of Retirement	10,335		10,335			
Prof Service, Not By State	25,317		25,317			
Computer Service, By State	17,804		17,804			
Travel Expenses, In-State	13,586		13,586			
Travel Expense, Out-State	1,410		1,410			
Utilities	862		862			
Repairs	80		80			
Insurance	1,954		1,954			
General Operating Expense	5,008		5,008			
Grants to Pub. & Priv. Orgs.	3,776,935	2,028,413	1,748,522			
Public Assistance Grants	3,667		3,667			
Trans. to Gen.-Fund Sta-Cap	821		821			
TOTAL EXPENDITURES	3,954,208	2,028,413	1,925,795			

AUGUSTA MENTAL HEALTH INSTITUTE

CHARLES E. MEREDITH, M.D., 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 Count—All Positions: 564

Permanent Legislative Count: 745

Organizational Units:

Psychiatric Inpatient Services

Program Evaluation

Resident Education and Rehabilitation

Staff Development

Business Services

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; and 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 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.

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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 77 the Augusta Mental Health Institute (AMHI) continued to serve as an integral part of the continuum of community mental health services for two-thirds of the population of the State of Maine. It continued to be fully accredited by the Joint Commission on Accreditation of Hospitals, as it has been continuously since 1958, and is currently approved for all Federal third-party reimbursement programs. The number of admissions continued to rise, reaching 992 for FY 77, as compared to 878 in fiscal year 1976. The median length of stay for all admissions continued to decrease, reaching 19 days as of January 1977. The Institute discharged 1002 patients and maintained an average daily population of 338.

A substantial effort was made during this year to identify and respond to the treatment needs of special groups of psychiatric inpatients, such as the adolescent and young adult, the mentally retarded-mentally ill, and the mentally ill offender. The development and use of more appropriate living environments on the Institute grounds continued to receive major emphasis.

PUBLICATIONS:

The "Outlook", a monthly newsletter for internal use of patients and staff, available to be read at the AMHI Library.

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FINANCES, FISCAL YEAR 1977:

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	107,829		107,829			
Bal Brt Fwd— Encumbered	77,434	46,717	30,717			
Revenue From Federal Govt	106,942		106,942			
Fees Charged For Services	51,999		51,999			
Legislative Approp/ Alloc	7,011,134	7,011,134				
Adjustment of Balance Fwd	—12,617	—9,312	—3,305			
Transfers—Non-Federal \$	—107,708	—147,708	40,000			
Transfers—Federal \$	12,990		12,990			
TOTAL RESOURCES	7,248,003	6,900,831	347,172			
EXPENDITURES						
Salaries and Wages	5,337,653	5,265,043	72,610			
State Share of Retirement	563,566	555,871	7,695			
Prof Service, Not By State	221,286	199,193	22,093			
Computer Service, By State	25,741	25,741				
Other Prof. Serv., By State	20	20				
Travel Expenses, In-State	3,900	1,992	1,908			
Travel Expense, Out-State	1,675	1,665	10			
Operation—State Vehicles	18,161	16,576	1,585			
Utilities	148,356	148,356				
Rents	5,762	5,526	236			
Repairs	21,315	20,978	337			
Insurance	140,397	137,577	2,820			
General Operating Expense	26,487	26,366	121			
Other Supplies	277,048	271,420	5,628			
Grants to Pub. & Priv. Orgs.	3,070	—1,430	4,500			
Public Assistance Grants	74,326	74,326				
Misc. Grants to Individual	7,875		7,875			
Pensions	46,533	46,533				
Buildings & Improvements	93,415		93,415			
Equipment Purchases	33,647	13,281	20,366			
Trans. to Gen.-Fund Sta-Cap	655		655			
TOTAL EXPENDITURES	7,050,798	6,808,944	241,854			

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 Count—All Positions: 485

Permanent Legislative Count: 485

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 and is Accredited by the Joint Commission on Accreditation of Hospitals as a total spectrum psychiatric facility for adults. 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

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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 77, 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 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. For FY 77, continuation of fire prevention and safety measures required additional expenditures of \$4,811. Furthermore, internal relocations and face lifts generated expenses of \$570. External repairs, totaling \$4,485 were made on roofs, roads and similar areas.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	11,722		11,722			
Bal Brt Fwd— Encumbered	38,552	31,182	7,370			
Revenue From Federal Govt	99,939		99,939			
Fees Charged For Services	1,020		1,020			
Legislative Approp/Alloc	5,542,852	5,542,852				
Adjustment of Balance Fwd	—4,577	—4,577				
Transfers—Non-Federal \$	—91,565	—91,565				
Transfers—Federal \$	10,328		10,328			
TOTAL RESOURCES	5,608,271	5,477,892	130,379			
EXPENDITURES						
Salaries and Wages	4,278,326	4,218,616	59,710			
State Share of Retirement	451,224	444,952	6,272			
Prof Service, Not By State	258,617	251,143	7,474			
Computer Service, By State	15,367	15,367				
Other Prof. Serv., By State	190	190				
Travel Expenses, In-State	4,956	4,656	300			
Travel Expense, Out-State	1,126	901	225			
Operation—State Vehicles	14,978	14,978				
Utilities	116,288	116,288				
Rents	8,288	8,288				
Repairs	13,126	10,615	2,511			
Insurance	109,460	108,028	1,432			
General Operating Expense	14,137	14,022	115			
Fuel	235	235				
Other Supplies	140,297	132,038	8,259			
Public Assistance Grants	1,125	1,125				
Pensions	39,571	39,571				
Equipment Purchases	6,759	4,956	1,803			
Trans. to Gen.-Fund Sta-Cap	484		484			
TOTAL EXPENDITURES	5,474,554	5,385,969	88,585			

BUREAU OF MENTAL RETARDATION

KEVIN W. CONCANNON, DIRECTOR

Central Office: Statehouse, 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. 2611

Average Count—All Positions: 725

Permanent Legislative Count: 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 grants by the Bureau to private agencies. For pur-

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poses 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 Development Disabilities Plan and regional plans. Based on these plans, priorities are established for the expenditure of monies available through this Federal program. The Bureau of Mental Retardation also provides an early intervention program for severely disabled children living in the community.

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 program, administered by the Bureau of Mental Retardation, completes annual planning through consumer oriented regional advisory committees. Strategies employed to close gaps in services rendered include funding programs through the Developmental Disabilities Assistance and Bill of Rights Act.

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.

LICENSES, PERMITS, ETC.:

Certification of Six Bed Boarding Home for the Mentally Retarded

PUBLICATIONS:

Policies, Rules and Regulations for Protective and Supportive Services.
State Plan of the Developmental Disabilities Planning Council.

FINANCES, FISCAL YEAR 1977:

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	237,667		237,667			
Bal Brt Fwd— Encumbered	233,905	19,460	214,445			
Revenue From Federal Govt	180,666		180,666			
Receipts From Other Funds	200		200			
Legislative Approp/Alloc	520,000	270,000			250,000	
Adjustment of Balance Fwd	—384,970	—1,240	—383,730			
Transfers—Federal \$	408,159		408,159			
TOTAL RESOURCES	1,195,627	288,220	657,407		250,000	
EXPENDITURES						
Salaries and Wages	16,306		16,306			
State Share of Retirement	1,737		1,737			
Prof Service, Not By State	156,955		156,955			
Travel Expenses, In-State	1,420		1,420			
Travel Expense, Out-State	67		67			
Rents	83		83			
Insurance	694		694			
General Operating Expense	4,145		4,145			
Other Supplies	44		44			
Grants to Pub. & Priv. Orgs.	565,002	218,926	346,076			
Equipment Purchases	153		153			
Trans. to Gen.-Fund Sta-Cap	793		793			
TOTAL EXPENDITURES	747,399	218,926	528,473			

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PINELAND CENTER

WILL H. BURROW, PH.D., 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. 2632

Organizational Units:

Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development

Intake and Placement
Community Consultant Service
Medical Support Services
Business Services
Management Information

PURPOSE: Pineland Center is 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, and 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 77 Pineland Center continued to cope with the issues created by the Class Action Suit. A comprehensive plan was prepared which used the format of the Joint Commission on Accreditation of Hospitals (JCAH) standards and stated in objective terms the nature of the changes that would be made to improve the overall level of services at Pineland. In order to implement this plan, the Legislature provided a special allocation to the Center of \$1,259,000.00. As of the end of the fiscal year all but \$350,000 has been expended. Expenditures included major renovations to resident buildings; the addition of 61 staff positions; and the acquisition of new furniture for resident buildings. Significant strides have been made in creating a developmentally oriented environment at Pineland Center.

Significant gains have been made in resident programming during the past year. A much larger percentage of residents were included in some form of program during each day. The involvement of the resident population in a broad spectrum of community activities increased substantially during the year.

During November of 1976 George A. Zitnay left his position at Pineland to become Commissioner of Mental Health and Corrections. Will H. Burrow joined the staff of Pineland Center as Superintendent in January of 1977.

A continuing effort has been directed at meeting the requirements of nationally recognized standards. Benda Hospital continued its accreditation through the Joint Commission of Accreditation of Hospitals. Perry Hayden and Kupelian Halls maintained certification under the ICF/MR Program. ICF/MR certification for Benda Hospital and Bliss Hall has been requested. Improvement in the quality of service has been made possible because of the strengthening of several departments. Major personnel recruitment efforts during the past year have resulted in a nearly full complement of staff in Speech and Hearing, Occupational

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Therapy, Physical Therapy, Psychology, and Education. A few key vacancies remain and recruiting efforts continue.

Renovations to buildings should be completed by September of 1977. The Children's Center has been moved from New Gloucester Hall to Berman School, thereby concentrating all children's programs in a single building. A new program has been started in Yarmouth Hall with several other key programs continuing to improve their level of service. The therapeutic pool is nearly complete and should be ready for use by August of 1977. The use of Camp Tall Pines has been extended to include more overnight activities. An increase in the number of staff has permitted a more complete utilization of the Tall Pines facility during the daylight hours.

The use of Pineland Center by persons currently living in the community has increased substantially. Some of these persons are former Pineland clients, others are retarded persons from throughout Maine who have had no previous association with Pineland Center. The largest volume of out-client activity has been in the Dental Clinic with substantial increases in several other medical and general diagnostic areas. Out-client services for the past year have included: Dental Clinic, comprehensive diagnostic and evaluation service, general medical, nursing, speech and hearing, psychology, genetic counseling, x-ray, laboratory services, occupational and physical therapy, special education, social work, and other services.

The major goals for the coming year will be to complete the Class Action renovations; to provide a minimum of 27 hours per week of structured programming for each resident; and to stabilize and train the work force.

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)	

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FINANCES, FISCAL YEAR 1977:

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	81,287		81,287			
Bal Brt Fwd— Encumbered	67,281	58,290	8,991			
Revenue From Federal Govt	105,473		105,473			
Revenue—Private Sources	1,600		1,600			
Fees Charged For Services	28,205		28,205			
Legislative Approp/ Alloc	6,418,512	6,418,512				
Adjustment of Balance Fwd	—3,208	—5,002	1,794			
Transfers—Non-Federal \$	1,503,193	543,193	960,000			
Transfers—Federal \$	61,498		61,498			
TOTAL RESOURCES	8,263,841	7,014,993	1,248,848			
EXPENDITURES						
Salaries and Wages	5,900,048	5,412,955	487,093			
State Share of Retirement	620,084	570,360	49,724			
Prof Service, Not By State	176,555	67,613	108,942			
Computer Service, By State	15,012	15,012				
Other Prof. Serv., By State	574	574				
Travel Expenses, In-State	6,286	3,023	3,263			
Travel Expense, Out-State	672	429	243			
Operation—State Vehicles	36,117	34,054	2,063			
Utilities	97,760	95,220	2,540			
Rents	7,278	7,230	48			
Repairs	18,205	17,650	555			
Insurance	164,493	153,320	11,173			
General Operating Expense	17,953	15,221	2,732			
Food	5,840		5,840			
Other Supplies	241,365	221,377	19,988			
Grants to Pub. & Priv. Orgs.	—40,000		—40,000			
Public Assistance Grants	1,514	1,253	261			
Pensions	47,480	47,365	115			
Buildings & Improvements	46,170		46,170			
Equipment Purchases	292,608	263,392	29,216			
Structures & Improvements	1,650		1,650			
Trans. to Gen.-Fund Sta-Cap	3,241		3,241			
TOTAL EXPENDITURES	7,660,905	6,926,048	734,857			

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., 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. 2633

Average Count—All Positions: 8

Permanent Legislative Count: 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.

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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 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 staffings are made by the Aroostook Residential Center for potential clients. These include a multi-disciplinary approach to clients in order to develop specific program recommendations. After the client has been admitted, periodic reassessments, 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 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. (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.

The Regional Mental Retardation Services Office will be located within the Center and will provide the services of Home Training, Fixed Point of Referral, Public Guardianship, Residential Placement and Adjustment, Client Program Planning and Protection and Support.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—639		—639			
Bal Brt Fwd— Encumbered	1,163		1,163			
Revenue From Federal Govt	21,044		21,044			
Legislative Approp/ Alloc	87,684	87,684				
Adjustment of Balance Fwd	32		32			
Transfers—Non-Federal \$	19,777	3,959	15,818			
TOTAL RESOURCES	129,061	91,643	37,418			
EXPENDITURES						
Salaries and Wages	82,624	66,845	15,779			
State Share of Retirement	8,766	7,089	1,677			
Prof Service, Not By State	1,289	15	1,274			
Computer Service, By State	68	68				
Travel Expenses, In-State	3,374	2,308	1,066			
Travel Expense, Out-State	47		47			
Operation—State Vehicles	1,338	953	385			
Utilities	5,874	5,816	58			
Rents	809	809				
Repairs	538	534	4			
Insurance	2,683	2,197	486			
General Operating Expense	1,034	462	572			
Other Supplies	2,368	2,005	363			
Grants to Pub. & Priv. Orgs.	1,688		1,688			
Public Assistance Grants	73	73				
Buildings & Improvements	809	809				
Equipment Purchases	1,144	60	1,084			
Trans. to Gen.-Fund Sta-Cap	140		140			
TOTAL EXPENDITURES	114,666	90,043	24,623			

ELIZABETH LEVINSON CENTER

PAUL TABOR, ACTING 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. 2634

Average Count—All Positions: 67

Permanent Legislative Count: 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, 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 training is provided for those who show potential for community living but who would require more than six months of training. Short term training provides time-limited program development in specified areas as agreed upon by parents, referring agencies and Center staff. 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.

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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: During FY 76 the Center continued efforts to reduce the long-term population through assisting in the development of residential alternatives to institutions. Four long-term residents were discharged to the newly opened Houlton Residential Center, and those beds reallocated for short term contractual training. Bed allocation for FY 77 will be: 21 for long term training, 8 for short term training, 7 for short term evaluation, and 4 for respite care.

A recent survey of the short term evaluation program confirmed the value of this service to parents, schools, and community social and health service agencies. With the development of alternative long-term placements in smaller community residences and foster homes, the center has been able to increase its evaluation capacity.

The placement of some children with home training families has continued, with eight children placed as of June 30. This service is also expanding, with some children being placed with families outside the immediate Bangor area. It is hoped that this service can be further expanded through the regional mental retardation offices.

During FY 76 this center completed the first year of a three-year demonstration project sponsored by the U.S. Office of Education, Bureau of Education for the Handicapped. Through this project ten young people were able to participate in a daily school program in a local educational agency, demonstrating that severely handicapped children can attend and benefit from such an experience. This project will be continued in FY 77.

While some children attended school outside of the center, a special transitional school program was initiated within the center with fourteen students attending half-day sessions. This program proved to be very worthwhile in preparing children for a structured school experience in a community setting, as well as contributing an educational component to the short term evaluation.

Involvement in professional training and public education was a continuing function. This past year saw 60 students from schools and universities in the U.S. and Canada doing practicum work at the center. Center staff were in demand for professional conferences as well as addressing schools and interested public groups. It was gratifying, as always, to welcome the more than 500 visitors who toured our facility. Finally, during June the center participated in the state's first special summer course for teachers of the severely and profoundly handicapped. Staff provided some instruction for the two week course, and the center was used as one of two practicum sites.

PUBLICATIONS: Free brochure.

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FINANCES, FISCAL YEAR 1977:

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	6,367		6,367			
Bal Brt Fwd— Encumbered	52,342	13,560	38,782			
Revenue From Federal Govt	44,376		44,376			
Legislative Approp/ Alloc	658,732	658,732				
Adjustment of Balance Fwd	—4,510	—1,432	—3,078			
Transfers—Non-Federal \$	30,308	16,185	14,123			
Transfers—Federal \$	37,151		31,151			
TOTAL RESOURCES	824,766	687,045	137,721			
EXPENDITURES						
Salaries and Wages	563,462	530,986	32,476			
State Share of Retirement	59,059	55,555	3,504			
Prof Service, Not By State	71,806	18,112	53,694			
Computer Service, By State	907	907				
Travel Expenses, In-State	4,258	261	3,997			
Travel Expense, Out-State	1,039	104	935			
Operation—State Vehicles	3,628	3,628				
Utilities	12,857	12,857				
Rents	1,579	147	1,432			
Repairs	1,083	1,083				
Insurance	16,855	15,826	1,029			
General Operating Expense	2,389	2,239	150			
Food	115	115				
Fuel	2	2				
Other Supplies	14,599	13,402	1,197			
Grants to Pub. & Priv. Orgs.	—6,202		—6,202			
Pensions	8,632	8,632				
Equipment Purchases	145		145			
Trans. to Gen.-Fund Sta-Cap	506		506			
TOTAL EXPENDITURES	756,719	664,001	92,718			

BUREAU OF CORRECTIONS

DONALD L. ALLEN, DIRECTOR

Central Office: Room 411, Statehouse, 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 Count—All Positions: 571

Permanent Legislative Count: 601

Organizational Units:

Division of Probation and Parole
Maine State Prison

Maine Correctional Center
Maine Youth Center

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;

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to expend correctional institutional appropriations on persons within that portion of its sentenced or 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.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

Pre-Release Centers. Since the establishment of the Bangor Pre-Release Center in 1974, the Bureau of Corrections has received funds from MCJPAA to support the Southern Maine Community Correctional Center on the ground of the Maine Correctional Center in South Windham.

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 77, the 1976 County Jail Report was submitted to the Governor, and distributed throughout the county.

Last year new standards for county jails and municipal lock-ups were developed by the Bureau of Corrections, and have been distributed to sheriffs and police chiefs.

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). FREE

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.

3) ADULT CORRECTIONAL MASTER PLAN

The plan makes a series of recommendations in the areas of program and organizational structure, capabilities of meeting sentencing demands, and implementation scheduling. Taken as a whole, the recommendations provide a means for delivering adequate and appropriate services along the complete continuum of correctional services from long-term maximum security institutionalization to virtually no confinement. FREE

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FINANCES, FISCAL YEAR 1977:

BUREAU OF CORRECTIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—307,012	24,378	—394,390			
Bal Brt Fwd— Encumbered	431,408		431,408			
Revenue From Federal Govt	397,147		397,147			
Revenue—Private Sources	199		199			
Legislative Approp/ Alloc	208,647	208,647				
Adjustment of Balance Fwd	—24,287	—24,378	91			
Transfers—Non-Federal \$	114,448	—100,000	214,448			
TOTAL RESOURCES	757,550	108,647	648,903			
EXPENDITURES						
Salaries and Wages	78,301	41,526	36,775			
State Share of Retirement	8,393	4,489	3,904			
Prof Service, Not By State	489,264		489,264			
Computer Service, By State	34	34				
Travel Expenses, In-State	2,832	2,536	296			
Travel Expense, Out-State	1,371	221	1,150			
Operation—State Vehicles	14		14			
Utilities	1,279	1,207	72			
Insurance	1,531	947	584			
General Operating Expense	788	480	308			
Grants to Pub. & Priv. Orgs.	87,221	23,803	63,418			
Public Assistance Grants	27,619	27,619				
Misc. Grants to Individual	1,668		1,668			
Trans. to Gen.-Fund Sta-Cap	2,808		2,808			
TOTAL EXPENDITURES	703,123	102,862	600,261			

DIVISION OF PROBATION AND PAROLE

RAYMOND K. CONIFF, DIRECTOR

Central Office: Statehouse, Augusta 04333

Telephone: 289-2711

Established: 1969

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 14; *Unit:* 237; *Unit Citation:* 34 M.R.S.A., Sect. 1592

Average Count—All Positions: 68

Permanent Legislative Count: 68

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to make productive and constructive members of society out of convicted offenders and adjudicated juveniles on probation or parole. The Division is responsible for administration of probation and parole services within the State. Specific duties include pardon and commutation investigations for the Governor, 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 Divi-

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sion 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

7-1-76 to 4-1-77

Probationers	Adult	- Juvenile	Parolees Adult
Total (7-1-76)	2592	1632	773
Total (4-1-77)	2637	1447	728
Total Under Supervision: * - 4812			
(4-1-77)			

*These figures include probationers and parolees being supervised under Interstate Compacts.

PUBLICATIONS:

Marshaling Citizen Power To Modernize Corrections
By: Chamber of Commerce of the United States

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FINANCES, FISCAL YEAR 1977:

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,003		5,003			
Revenue From Federal Govt	29,198		29,198			
Legislative Approp/Alloc	895,960	895,960				
Adjustment of Balance Fwd	—122		—122			
Transfers—Non-Federal \$	65,280	58,217	7,063			
TOTAL RESOURCES	995,319	954,177	41,142			
EXPENDITURES						
Salaries and Wages	720,045	718,295	1,750			
State Share of Retirement	76,495	76,306	189			
Prof Service, Not By State	50	50				
Computer Service, By State	567	567				
Other Prof. Serv., By State	50	50				
Travel Expenses, In-State	57,444	57,444				
Travel Expense, Out-State	1,406	1,406				
Operation—State Vehicles	18	18				
Utilities	34,236	34,236				
Rents	15,213	15,213				
Repairs	1,780	1,780				
Insurance	13,858	13,808	50			
General Operating Expense	7,888	7,888				
Other Supplies	2,855	2,855				
Public Assistance Grants	20,334		20,334			
Pensions	24,262	24,262				
TOTAL EXPENDITURES	976,501	954,178	22,323			

MAINE YOUTH CENTER

DONALD L. ALLEN, SUPERINTENDENT
RICHARD J. SIROIS, Assistant Superintendent

Central Office: 675 Westbrook Street, 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 Count—All Positions: 194

Permanent Legislative Count: 213

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

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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 coeducational rehabilitative resource. Additional programs were implemented to provide a more comprehensive coeducational institution.

Pathfinder Program. The Pathfinder Program, based on outdoor learning experiences, was extended into its third year of operation to include the girls now in residence at the Maine Youth Center. A number of staff continue to receive training in canoeing, camping, survival and rescue techniques, and basic piloting and seamanship. They, in turn, teach their skills to students within the program. The boundaries of the Program have been extended to encompass the various classes of water and wilderness experiences within the boundaries of our State. Many students, especially in the area of sciences, participated in a variety of outdoor education and wilderness survival training activities. Program development and implementation continues around the care of all-season inland and ocean going outdoor activities such as winter survival, snowshoeing, cross-country skiing, canoeing, backpacking, and camping. Valuable assets to the program include such activities as the survival program established and utilized by the United States Navy at Rangeley, as well as the personal experiences of various staff in true wilderness areas of the State as the St. Croix River system.

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. The number of requests for this service has increased significantly each year that this service has been offered to the Courts. 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, particularly the Junior League, and our substance abuse counseling groups. Nineteen Junior League para-professional volunteers participated in ongoing training and services. This included a ten week case study approach to Abnormal Psychology conducted by the Center's Psychiatrist and Psychologist.

Several volunteers continued to provide services during the summer months. In the fall, Junior League volunteers were working a total of eighty hours per week in one of five areas—psychology testing, interviewing, individual and group counseling, and remedial reading.

The Institute of Government at the University of Georgia is producing a Citizens' Handbook on the Criminal Justice System, to be distributed nationwide. The Junior League Project at the Maine Youth Center is featured as one of nine projects included in the handbook.

The substance abuse program was added during last year in response to the increasing number of offenders with alcohol and drug abuse problems. The Center now has a full-time substance abuse counselor operating a program which includes preventive as well as treatment programs and assists youth from families where alcoholism or drug addiction is rampant. Seven community based agencies support this program through volunteers working with youth from their respective catchment areas. The treatment includes weekly sessions in both a one-to-one and group setting with a transitioning of these services to the community through after-care. The substance abuse counselor additionally participates in the Center's community awareness programs throughout the State.

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

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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.

The Center has provided various staff teams representing all disciplines of the Maine Youth Center which have participated in several trips to Aroostook, Somerset, and Penobscot Counties as part of an indoctrination and training program for schools, local law enforcement groups and community agencies to deal with preadjudicated as well as post-adjudicated youths in supportive and re-entry programs respectively.

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 new 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 thirty-five students participated in the Maine Youth Center's Work Release Program. These opportunities are available through the benevolence and concern of several local businesses and through the Cumberland County Comprehensive Educational 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 couples, cottage assistants and their respective reliefs, functioned as the hub of the Center's total program. These people, together with staff representatives from social services, education, recreation, and other services, constituted the basic team which functioned within each cottage. The teams were constantly reviewing, and when 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-ground movies, work release, Pathfinder Program, weekend leaves and extended leaves which coincided with public school vacations are a few examples of privileges which were available and earned. 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. With the introduction of the female element into the Maine Youth Center, students of both sexes have benefited from an expanded, integrated co-educational 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 accommoda-

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tions 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. It is important to note that the Hayden Treatment Unit extended its services to the female component via an out-patient basis approach. The Hayden Team also provides consulting services to the Treatment Team of the female cottages.

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, Storeroom, Food Service, Personnel, Laundry Services 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 and to provide those services through cost effective measures which are in the best interest of the state.

Students are utilized throughout these services in an effort to teach them good work habits and a sense of responsibility. Some of the services provided which deal directly with the students are Canteen operations, clothing, food service training, work assignments. Involving students in these services also provides program involvement and interest by staff of support services.

Rehabilitative 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 committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and at times complex psychosocial needs of the female population. Salient features of this work have reflected the Center's concern with each client, male or female, 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 fiscal year of 1977 there was a phasedown of the Vocational Rehabilitation Unit at the Maine Youth Center. The remaining counselor and secretary were transferred to the Portland Regional Office in July of 1976. This was all part of the phaseout of the VR Correctional subprogram statewide. Coverage of the Maine Youth Center remains as part of that counselor's caseload. In keeping with VR statewide goals, there is an emphasis on serving the severely handicapped. During the past year VR has been involved with clients mostly from the Hayden Unit of the Maine Youth Center, which tends to have youths with more severe problems. Diagnostic and evaluative services have been rendered for those referred, and further services have been supplied by the VR office in the area in which the youth resides, once he/she returned home. This process is still in effect that is to serve those youths who are evaluated and found in need of Vocational Rehabilitation Services and to overcome physical, emotional or intellectual impairments of a substantial nature, thereby rendering them able to reach a vocational goal.

All religious education and instruction classes for the students by community volunteers

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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. 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.

During the year, procedures were developed to up-grade the classification process in order to provide more individualized treatment programs. Also utilized was the concept of contracts for students establishing definite release dates based upon program fulfillment and acceptable behavior.

Aftercare services continued to be provided by Aftercare Social Workers throughout the state. Two vacancies in the staff were filled during the year, making possible better services both to resident students and to those released to the community.

In the provision of medical and dental services, the medical assessment and plan for each student was determined by a physical examination, and often consisted of a continuance of previous community care or referral to the Maine Medical Center, Mercy Hospital and other community medical specialists' attention. Pineland Center also provided X-rays, cultures, urinalysis and blood work for our clients. 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.

Toward the goal that all employees provide the highest possible level of service to the residents of the Maine Youth Center, the community and the state, the institution continues to expand the scope of staff development programs which include the following: orientation, pre-service and in-service programs, seminars and workshops, as well as conducting college accredited programs at the institution, and attendance of employees at the Criminal Justice Academy programs offered in compliance with the Bureau of Corrections' Staff Development Program, 1976-1977. Among the subject areas were: basic labor relations, entry-level corrections, violence and sexual assault, psychosomatic medicine, group psychotherapy with incarcerated young offenders, case study approach to abnormal psychology, the Juvenile Justice System, report writing, use of closed circuit television sequence, cardio-pulmonary resuscitation, and radio communications.

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 residents, 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. To facilitate this reintegration and to involve more students in the various programs, we re-evaluated our school schedule and adopted one which enabled the Center to add more programs for more students. In this way we are better programmed to meet the needs of the entire population—both males and females. These additions and changes were made available by remodeling three different areas where we are now conducting academic and vocational programs. It should be noted that Title I ESEA is funding several of our programs and one is partially funded through the Department of Education via Disadvantaged Funds. To accommodate the needs of the female population, courses in Home Economics, Typing and Business Office Procedures and Cosmetology were added to our programs. These programs are also available to male students. We also added a Substance Abuse Program open to all students. Through patience, tolerance, and interest shown on behalf of the students, the Center hopes to help them set realistic goals for themselves.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	113,255		113,255			
Bal Brt Fwd— Encumbered	5,825	5,686	139			
Revenue From Federal Govt	552		552			
Fees Charged For Services	7,491		7,491			
Receipts From Other Funds	300		300			
Legislative Approp/ Alloc	2,531,129	2,531,129				
Adjustment of Balance Fwd	—801	—844	43			
Transfers—Non-Federal \$	72,241	72,241				
Transfers—Federal \$	148,588		148,588			
TOTAL RESOURCES	2,878,580	2,608,212	270,368			
EXPENDITURES						
Salaries and Wages	2,217,107	2,067,011	150,096			
State Share of Retirement	227,528	218,158	9,370			
Prof Service, Not By State	58,859	48,934	9,925			
Computer Service, By State	1,840	1,840				
Other Prof. Serv., By State	10	10				
Travel Expenses, In-State	15,653	15,653				
Travel Expense, Out-State	6	6				
Operation—State Vehicles	23,804	23,804				
Utilities	63,207	63,207				
Rents	132	132				
Repairs	5,314	4,813	501			
Insurance	48,981	46,573	2,408			
General Operating Expense	6,452	6,188	264			
Other Supplies	81,394	78,277	3,117			
Grants to Pub. & Priv. Orgs.	31		31			
Pensions	7,354	7,219	135			
Buildings & Improvements	1,162		1,162			
Equipment Purchases	3,729	2,526	1,203			
Trans. to Gen.-Fund Sta-Cap	1,068		1,068			
TOTAL EXPENDITURES	2,763,631	2,584,351	179,280			

MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, 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 Count—All Positions: 126

Permanent Legislative Count: 130

Organizational Units:

Care & Treatment Unit
Custody & Control Unit

Pre-Release Center
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

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convicted of, or who have pleaded guilty to crimes in the courts 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.

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. During the year we have reallocated priorities to accommodate two teachers positions which will be offered to the federally funded complement at the conclusion of the grant period. 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

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(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 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. The security wing of the female dormitory was opened on April 15, 1977. With the utilization of the former superintendent's residence as the female pre-release unit we are able to place proper emphasis on preparations for re-entry of these people. This move also provided the previously assigned female dorm to be utilized for the male program which was required during late March, April and May because of the impact of the criminal code revision as it pertains to sentencing.

The long standing practice of receiving female transfers from other members of the Tri-state compact was continued netting \$15,268.61 during the year in unanticipated undedicated revenue.

The Southern Maine Community Correctional Center (male pre-release unit) sponsored by the Maine Criminal Justice Planning and Assistance Agency during this past year has proved invaluable to the over-all program of the Center and serves the Maine State Prison as a work-release, education-release unit as well, with a bed capacity of 36. Percentage of occupancy has averaged 80% during the year.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,846		31,846			
Bal Brt Fwd— Encumbered	5,967	3,992	1,975			
Revenue From Federal Govt	129,336		129,336			
Fees Charged For Services	788		788			
Legislative Approp/ Alloc	1,210,274	1,210,274				
Adjustment of Balance Fwd	—257	—257				
Transfers—Non-Federal \$	480,718	475,886	4,832			
Transfers—Federal \$	124,644		124,644			
TOTAL RESOURCES	1,983,316	1,689,895	293,421			
EXPENDITURES						
Salaries and Wages	1,475,944	1,307,545	168,399			
State Share of Retirement	157,337	139,406	17,931			
Prof Service, Not By State	77,896	67,086	10,810			
Computer Service, By State	1,725	1,325	400			
Other Prof. Serv., By State	75	75				
Travel Expenses, In-State	1,804	1,804				
Travel Expense, Out-State	470	470				
Operation—State Vehicles	18,750	16,642	2,108			
Utilities	61,744	56,600	5,144			
Rents	299	299				
Repairs	2,199	1,773	426			
Insurance	38,730	34,176	4,554			
General Operating Expense	12,566	10,898	1,668			
Other Supplies	62,672	57,415	5,257			
Grants to Pub. & Priv. Orgs.	—6,335		—6,335			
Buildings & Improvements	2,100		2,100			
Equipment Purchases	1,412	1,116	296			
Trans. to Gen.-Fund Sta-Cap	1,317		1,317			
TOTAL EXPENDITURES	1,910,705	1,685,257	225,448			

STATE PRISON

RICHARD M. OLIVER, WARDEN
LARS HENRIKSON, Deputy Warden
JOSEPH SMITH, 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 Count—All Positions: 198

Permanent Legislative Count: 182

Organizational Units:

Minimum Security Unit, South Warren

Bangor Pre-Release Center, Bangor

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.

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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, a project for a new inmate classification and tracking system started and it continued its work. This project employed a correctional plans coordinator, two psychologists, and a clerk typist 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 production of items for use by other departments of state government.

During FY 76, twenty residents were trained as paraprofessional mental health counselors. Some of these men work within the prison with other residents under the supervision of staff psychologists to help resolve emotional problems.

Ventilation and heating improvements in the prison's east wing have been completed.

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 6,579 furloughs granted, with only 24 escapes and 4 new crimes committed by persons on furlough.

The Minimum Security Unit, formerly the farm barracks located in South Warren, has

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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 \$33,300 in FY 77). 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 77 was 423 which is a 10.2% decrease over the FY 76 daily average of 466.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	15,423		15,423			
Bal Brt Fwd— Encumbered	24,816	22,983	1,833			
Interest/ Investment/ Rents	2,441					2,441
Revenue From Federal Govt	45,417		45,417			
Fees Charged For Services	264,216		50			264,166
Legislative Approp/ Alloc	2,150,142	2,150,142				
Adjustment of Balance Fwd	—4,794	—4,794				
Transfers—Non-Federal \$	718,925	707,942	10,983			
Transfers—Federal \$	26,734		26,734			
TOTAL RESOURCES	3,243,320	2,876,273	100,440			266,607
EXPENDITURES						
Salaries and Wages	2,128,795	1,917,199	79,604			131,992
State Share of Retirement	360,995	337,883	8,645			14,467
Other Prof Service, Not By State	181,579	181,205	314			60
Computer Service, By State	1,511	1,511				
Other Prof. Serv., By State	385	340				45
Travel Expenses, In-State	5,276	4,648	253			375
Travel Expense, Out-State	1,394	1,394				
Operation—State Vehicles	30,955	29,881				1,074
Utilities	119,836	107,844				11,992
Rents	1,389	1,389				
Repairs	25,974	17,677				8,297
Insurance	52,137	46,365	1,708			4,064
General Operating Expense	41,087	40,614	49			424
Food	1	1				
Fuel	10,070					10,070
Other Supplies	190,113	168,116	402			21,595
Depreciation	14,970					14,970
Grants to Pub. & Priv. Orgs.	3,975		3,975			
Misc. Grants to Individual	8,278	8,278				
Equipment Purchases	1,798	989	554			255
Trans. to Gen.-Fund Sta-Cap	595		595			
TOTAL EXPENDITURES	3,181,113	2,865,334	96,099			219,680

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OFFICE OF ADVOCACY (MH & C)

SUSAN M. YOUNG, CHIEF ADVOCATE

Central Office: Room 411, Statehouse, 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 Count—All Positions: 4

Permanent Legislative Count: 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.

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 FY 77 has been actively involved in receiving and investigating complaints from clients in institutions. Currently the Office of Advocacy is handling approximately 4800 complaints yearly.

The Office has also participated in policy formation and review and in the legislative process to address the need for increased attention to client rights and client service issues.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The Office of Advocacy's financial data is included with that of the Department of Mental Health and Corrections.

STATE PAROLE BOARD

GORDON E. KULBERG, PH.D., CHAIRMAN

RAYMOND K. CONIFF, Secretary

Central Office: 411 Statehouse, 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 Count—All Positions: 2

Permanent Legislative Count: 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.

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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, 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 prisons or inmates should be released on parole; when they have committed violations of parole; how much violation time should be served, if any; and when a prisoner or inmate is to be discharged. The present Board 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, 73, 74 and 75

	Number Paroled			
	1972	1973	1974	1975
Total Paroled	366	357	406	252
Continued on Parole	240	251	292	181
Absconded	20	33	17	15
Return to Prison as Technical Violators	81	38	33	15
Recommitted to Prison with New Major Conviction(s)	25	35	64	41

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. In 1975 72% of the parolees were still on parole at the end of one year's follow up.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	38,217	38,217				
Transfers—Non-Federal \$	2,079	2,079				
TOTAL RESOURCES	40,296	40,296				
EXPENDITURES						
Salaries and Wages	29,920	29,920				
State Share of Retirement	2,208	2,208				
Prof Service, Not By State	753	753				
Computer Service, By State	19	19				
Other Prof. Serv., By State	600	600				
Travel Expenses, In-State	2,253	2,253				
Travel Expense, Out-State	173	173				
Utilities	1,089	1,089				
Repairs	59	59				
Insurance	408	408				
General Operating Expense	2,752	2,752				
Other Supplies	7	7				
TOTAL EXPENDITURES	40,241	40,241				

HUMAN SERVICES

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 Count—All Positions: 13

Permanent Legislative Count: 13

PURPOSE: The State Military and Naval Children's Home declared to be a state institution, the purpose of which is the shelter and care of children of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care, potential or actual abuse or neglect, or family crisis and upheaval, preference being given to the children of veterans of Maine who have served in the various wars in which the United States has been engaged. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The State Military and Naval Children's Home, originally called the Children's Asylum, was founded in 1864, near the close of the Civil War, by Mrs. Sarah Sampson in fulfillment of a promise to provide care for orphaned children of Civil War veterans. It was then located in a small house on Walker Street in Bath and had an enrollment of two children. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. In 1869, the Trustees purchased the current residence on the corner of South and High Streets from William Rogers for \$10,000. Due to increased requests for admission from throughout the State, the Legislature, in 1873, granted the Orphan's Association \$15,000 and the Home became a dual institution. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare, and in 1939, it was transferred to the Department of Institutional Service which became the Department of Mental Health and Corrections in 1959.

PROGRAM: The average daily number of children in residence at the State Military and Naval Children's Home is 32. 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.

HUMAN SERVICES

FINANCES, FISCAL YEAR 1977:

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	128,207	128,207				
Transfers—Non-Federal \$	11,983	11,983				
TOTAL RESOURCES	140,190	140,190				
EXPENDITURES						
Salaries and Wages	114,195	114,195				
State Share of Retirement	11,534	11,534				
Prof Service, Not By State	590	590				
Computer Service, By State	110	110				
Travel Expenses, In-State	52	52				
Operation—State Vehicles	662	662				
Utilities	4,568	4,568				
Repairs	138	138				
Insurance	2,465	2,465				
General Operating Expense	497	497				
Other Supplies	5,145	5,145				
TOTAL EXPENDITURES	139,956	139,956				

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)

HUMAN SERVICES

FINANCES, FISCAL YEAR 1977: During FY 77 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

GREGORY SCOTT, CHAIRPERSON
PETER R. STOWELL, Planning Coordinator

Central Office: Statehouse, Augusta 04333

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 Count—All Positions: 3

Permanent Legislative Count: 3

PURPOSE: The purpose of the State Planning and Advisory Council on Developmental Disabilities Services 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, Department of Health, Education, and Welfare, 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 United States Congress, and amended by the Developmental Disabilities Assistance and Bill of Rights Act of 1975, enacted by Congress on October 4, 1975.

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, Data Gathering and Planning Committee, Monitoring and Evaluation Committee, Regional Committee Sub Committee, and U.A.F. 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, and 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 and a design for implementing those priorities for the current fiscal year. In FY 77, the Council established a new grant funding system which emphasizes Regional Committee comment, project self-evaluation, and measureability of goals and objectives. This grant system has now been turned over to the Bureau of Mental Retardation, Department of Mental Health and Corrections as the Council continues its emphasis on program planning, monitoring, and accountability.

The Maine Council has also continued its planning for a Developmental Disabilities Protection and Advocacy System, as mandated by the Developmental Disabilities Assistance and Bill of Rights Act. This System is to be operational by October 1, 1977, and will be based in a private non-profit agency with an emphasis on citizen advocates although provisions for protective and legal intervention will be included.

HUMAN SERVICES

PUBLICATIONS:

1976 State Plan "New Directions for Maine's Developmentally Disabled"
Developmental Disabilities Formula Funds Program Evaluation
1977 State Plan "State Plan of the Developmental Disabilities Planning Council"

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE COMMISSION FOR WOMEN

PATRICIA E. RYAN, CHAIRPERSON

Central Office: Room 505, Statehouse, Augusta, Maine 04333

Telephone: 289-3418

Established: 1964

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Unit Citation:* 5 M.R.S.A., Sect. 7021

Average Count—All Positions: 0

Permanent Legislative Count: N.A.

PURPOSE: The Maine Commission for Women was established to promote, carry out, and coordinate programs designed to improve opportunities for women in the State, and community levels, including information on affective programs elsewhere in the State and nation. The Commission is authorized to appoint subcommittees; to employ consultants and contracts for such research projects as it deems necessary; to conduct public hearings, conferences, workshops and other such meetings to obtain information about, discuss, and publicize the needs of and solutions to problems of women. The Commission is also responsible for making a biennial report to the Governor and the Legislature concerning the work and interests of the Commission.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM:

Talent bank. The Maine Commission for Women has 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 Commission in order to accomplish the 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 Commission's Legislative allocation.

HUMAN SERVICES

Legislation. The Commission served as an advocate for women's issues in the Maine Legislature. Approximately 80 bills were introduced in the regular session of the 108th Legislature that dealt with women. The Commission monitored most of those bills, supported some, opposed others, and generally looked out for the interests of Maine women. The Commission also served as a clearinghouse for women throughout the state who were interested in the progress of some legislation. Some of the areas that were covered in Legislation included displaced homemakers, sex discrimination, sterilization, prenatal benefits through the Aid to Families with Dependent Children (AFDC) program.

Information Center. A third segment of the Commission's program is providing information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. It is the immediate goal of the Commission to respond adequately to as many of these requests as possible within the constraints of money and staff-time available. It is the 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 service or clearinghouse unit. Miscellaneous expenses are covered by the Commission's budget.

International Women's Year Conference. The Commission also opened its office up to members of the International Women's Year Conference Committee. The Conference is federally funded and several regional, as well as a State, Conference was held with approximately 500 men and women participating. The Conference focused on women's problems and resolutions were passed and directed towards State leadership along with the Maine Congressional Delegation. Fourteen delegates were elected to represent Maine at the National International Women's Year Conference in Houston, Texas on October 18-21, 1977.

Winning with Women. The Commission also sponsored a day long meeting for women interested in running for elective office. Over 100 women participated from 60 different communities. Responses indicated that this type of seminar is extremely worthwhile for Maine women.

PUBLICATIONS:

"Legal Rights of Maine Women" is available on request. The Commission received a grant from the Maine American Revolution Bicentennial Commission to publish this pamphlet.

"What Have You Done for Yourself Lately" is available for on-location use at the Maine Commission for Women Office, Room 505, Statehouse, Augusta, Maine 04333. This is a description of services throughout the state that are available to women.

FINANCES, FISCAL YEAR 1977:

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	2,500	2,500				
TOTAL RESOURCES	2,500	2,500				
EXPENDITURES						
Travel Expenses, In-State	1,206	1,206				
Utilities	747	747				
General Operating Expense	499	499				
Other Supplies	46	46				
TOTAL EXPENDITURES	2,498	2,498				

HUMAN SERVICES

MENTAL HEALTH ADVISORY COUNCIL

L. ROGER LAJEUNESSE, DIRECTOR, BUREAU OF MENTAL HEALTH
RICHARD LUMB, ACTING COUNCIL CHAIRMAN

Central Office: Statehouse, Augusta 04333

Telephone: 289-3167

Established: 1977

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Unit Citation:* 34 M.R.S.A., Sect. 2003

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

PURPOSE: The Mental Health Advisory Council was statutorily created to assist in carrying out the purposes of the Bureau of Mental Health. Essentially it functions as an advisory group to the Bureau.

ORGANIZATION: In 1977, 34 M.R.S.A., Section 2003, (the legislation which created the Committee on Mental Health) was repealed and in its place a new Section 2003 was enacted providing for a Mental Health Advisory Council consisting of 30 members appointed by the Governor for 3 year terms. The Council selects its own chairman, is comprised of at least 60% non-providers of mental health services, and meets bi-monthly.

PROGRAM: The Council meeting agendas encompass 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 and institute vs. community-based auspices of services, principles of charging patients fees for service, legislative issues, service development and improvement priorities and other related issues. The Council is informed of major problems and makes suggestions for their resolution, and they also, by statute, advise the Commissioner on the appointment of the Bureau of Mental Health director and on the development of the state mental health plan.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Financial data for the Council is included with that for the Bureau of Mental Health.

**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. The department (Commissioner or his designee) with the approval of 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.

HUMAN SERVICES

PROGRAM: Commission meets only when necessary or at least once per year. During FY 77, members of the Commission met on January 4, 1977 to propose the draft on a license application format for a private medical laboratory. This application form was approved and placed into operation immediately following legal approval.

The Ventrex Laboratories, Inc. of Portland applied for a Medical Laboratory License under the revised Maine Medical Laboratory Act. Subsequently the Department with the approval of the Commission issued a medical laboratory license to the Ventrex Laboratories, Inc. in June 1977, they having applied for said license on forms provided by the Department and which was found to be in compliance with this Act.

Six other organizations having indicated interest in applying for a license, have been sent application forms. No further action has been taken on these at the present.

LICENSES, PERMITS, ETC.:

License:

Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

BOARD OF VISITORS (TO STATE INSTITUTIONS)

CONTACT: 622-3751

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

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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 Joint Standing Committee on Health and Institutional Services 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 State 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 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 77. During the 108th Legislature, Legislative Document 1787 was submitted which would repeal the Board. This bill will be studied by the Joint Standing Committee on State Government and a report will be submitted to the Legislative Council by December 1, 1977.

HUMAN SERVICES

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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, Statehouse, 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 of 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. The Maine Commission Relating to Medical and Hospital Malpractice Insurance gave a report to the 108th Maine Legislature and has now disbanded.

HUMAN SERVICES

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The financial data for this unit is included in the finances of the Department of 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 Count—All Positions: 2

Permanent Legislative Count: 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 Committee's areas of concern require maintaining a continuous public-relations type effort with emphasis on information and educational activities and projects that complement services offered handicapped job applicants by the State Bureau of Rehabilitation and the State Job Service. Close working relationships also are maintained with private and public organizations concerned with services to individuals with either physical or mental limitations.

HUMAN SERVICES

The Committee's staff personnel together with several members from the volunteer area and regional committees provided considerable input to the planning of regional White House Conference seminars and the final state conference held in Augusta in October. Maine was represented by 16 delegates and alternates at the national White House Conference late in May.

The 14th annual "Ability Counts" community survey contest was sponsored for high school juniors and seniors; and the first prize winner, a senior boy from Deering High School of Portland, attended the annual meeting of the President's Committee on Employment of the Handicapped in Washington early in May.

Ten thousand copies of the "Maine Guide for Handicapped and Elderly Travelers" were published and distributed throughout the state. Copies also were mailed in response to 17 requests received from out-of-state individuals and organizations. The Guide, first of its type in Maine, was funded mainly through a grant from the Bicentennial Commission.

Exhibits. The Hancock County volunteer committee presented an exhibit at the annual Blue Hill agricultural fair. A similar exhibit was presented at a Lewiston "homes" show by the Androscoggin Committee. Other area volunteers conducted a series of "Awareness Days" to make more people aware of problems physically handicapped face in buildings and facilities that are not architecturally "barrier free." The Kennebec-Somerset Committee presented two such programs. The Eastern Maine Committee formed an active Speakers "Bureau" to promote the overall program.

Legislation. Documents initiated by the Committee resulted in numerous amendments to the law which "Requires Newly Constructed and Reconstructed Public Buildings be Made Accessible to the Physically Handicapped." They were enacted with an emergency preamble and became effective in April. The law now includes a penalty provision for noncompliance, enforceable by the Attorney General.

Goals, FY 78. Develop, implement and complete priority objectives as they relate to employment of the handicapped. Foremost among the objectives in this fiscal period will be to (1) plan and conduct three regional workshops for private employers on their affirmative action responsibilities under the Rehabilitation Act of 1973 and (2) plan and conduct one statewide seminar for representatives of higher educational institutions on their affirmative action responsibilities under the same Act.

Other objectives include developing for statewide circulation a directory of job-ready Vocational Rehabilitation clients; developing and implementing a process of preparing, submitting and monitoring Bureau legislation; and coordinating the efforts of area subcommittees with written plans that tie directly into the priority areas of the Committee's program plan.

PUBLICATIONS:

Maine Guide for Handicapped and Elderly Travelers.
Affirmative Action to Employ Handicapped People (A Pocket Guide)
Hiring the Handicapped: Facts and Myths
Hiring People with Disabilities (All You'll Ever Need to Know About)

FINANCES, FISCAL YEAR 1977:

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,901		2,901			
Adjustment of Balance Fwd	—2,560		—2,560			
TOTAL RESOURCES	341		341			
EXPENDITURES						
Salaries and Wages	33		33			
State Share of Retirement	4		4			
Utilities	233		233			
Insurance	44		44			
General Operating Expense	2		2			
Other Supplies	26		26			
Trans. to Gen.-Fund Sta-Cap	9		9			
TOTAL EXPENDITURES	341		341			

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 Count—All Positions: .5

Permanent Legislative Count: N.A.

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 December 22, 1976 the Authority placed privately with a group of financial institutions located within the State \$2,750,000 Maine Health Facilities Authority, First Mortgage Gross Revenue Bonds (Eastern Maine Medical Center Issue, Series B). The proceeds of this issue financed the construction of two floors of the Family Practice Center adjacent to the existing medical center, financed in part from the proceeds of the Authority's Series A bond issue sold in 1972, the purchase of certain equipment and the renovation of certain existing facilities. On April 21, 1977 the Authority sold \$11,980,000 Maine Health Facilities Authority Revenue Bonds, Webber Hospital Association Issue, Series A, to a group of underwriters. The proceeds of this issue financed in part the construction of a new, four-level, 150-bed acute care hospital in Biddeford. The principal of and interest on the Series A bonds are insured by MGIC Indemnity Corporation.

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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit.

HUMAN SERVICES

MAINE HUMAN RIGHTS COMMISSION

JOYCE S. HARMON, CHAIRPERSON

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 Count—All Positions: 10

Permanent Legislative Count: N.A.

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 insidious 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, for terms of five years. The Governor designates the chairman of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM: The Commission's program has several aspects.

Discrimination Complaints. During FY 77, 571 complaints were handled by the Maine Human Rights Commission; a 4% decrease over FY 76 in new complaints filed with the Commission. 38% of the charges resulted in findings of reasonable grounds to believe that unlawful discrimination had occurred. Approximately 45% of those were informally settled, resulting in benefits to complainants totalling some \$54,735.00. Through our new administrative closure procedures, approximately 37% of our completed cases were resolved satisfactorily, or closed jurisdictionally.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organization, and businesses, public and private. In addition, the Commission has assisted in the development of and review of affirmative action plans through the A-95 Review process and through implementation of PL 153. Through a CETA grant, the Commission has one full time staff member specifically designated to give technical assistance in the development of affirmative action plans.

Litigation. Although there have as yet been no major court opinions, the Commission argued its first case before the Maine Supreme Court. The Commission has been most recently represented by the Attorney General of the State of Maine. The Commission has approximately 33 cases on file in the Superior Court of the State of Maine. To meet litigation needs the Commission has developed a body of cooperating attorneys to handle individual cases of discrimination.

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Education. Staff of the Maine Human Rights Commission represented the Maine Task Force on Non-Discriminatory Assessment at a National Conference and delivered the Task Force's Statement of Concerns assessing non-discriminatory testing practices in Maine Public Schools.

The Commission held four days and two nights of public hearings in the area of education which covered elementary, secondary, and post secondary education with respect to athletic opportunities and vocational opportunities for male, female, and minority students, as well as employment practices in educational institutions as they impact on women and minorities. The hearings were held as a result of the high numbers of complaints on file with the Commission and the unusually high percentage of Commission findings of discrimination in the field of education.

The purpose of the hearings was to measure the extent of the problem of discrimination where it existed in the schools and to recommend to education institutions what steps needed to be taken in order to comply with state and federal laws and regulations in the area of discrimination. This work will continue into the next fiscal year.

Public Education and Information. The Commission's Speaker's Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted classes in the area of Affirmative Action most notably for the Department of Personnel's Public Service Careers program; and has conducted workshops most notably Maine Municipal Association's Statewide Conference on Affirmative Action and the responsibilities of municipalities under PL 153, and seminars for the Cooperative Extension Service and Associated Industries of Maine.

Public meetings have been held throughout the State to hear citizens' concerns and to answer questions about the Maine Human Rights Commission and the Maine Human Rights Act. In addition public service spots continue to be produced; and handbooks and guides for employers and employees have been developed.

The Commission sponsored a seminar for attorneys of both complainants and respondents utilizing litigators in the field of Equal Employment Opportunity from this state and of national prominence. As a result, the number of complaints filed with the Commission has declined by 4% and the quality of complaints has increased (from 25% to 38% findings of discrimination).

Interagency Cooperation. The Commission continues to work with such federal agencies as the Department of Labor, Wage and Hour Division, Equal Employment Opportunity Commission, Office of Revenue Sharing in order to assure that the human rights of all citizens receive fullest protection of the law, and further, to prevent the undue hardship on employers of duplicate investigation, etc.

The Commission has worked closely and cooperatively with the state's Affirmative Action officer, and Affirmative Action officer of the Department of Education, Commissioners of most major departments of state government, as well as with Associated Industries of Maine, Associated General Contractors, Maine Teacher's Association, Maine Municipal Association, and the Maine Commission for Women.

PUBLICATIONS:

Guidelines for eliminating Stereotyping in Curriculum Materials—

Secondary, Elementary.

Procedural Regulations & Employment Guidelines.

Resources for Affirmative Action.

Affirmative Action—Who Needs It?

Employment Poster.

Pre-Employment Inquiry Brochure.

Pregnancy Brochure.

HUMAN SERVICES

FINANCES, FISCAL YEAR 1977:

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,166		5,166			
Bal Brt Fwd— Encumbered	129	129				
Revenue From Federal Govt	36,200		36,200			
Revenue—Private Sources	16,283		16,283			
Fees Charged For Services	91		91			
Legislative Approp/Alloc	66,018	66,018				
Transfers—Non-Federal \$	1,881	1,881				
TOTAL RESOURCES	125,768	68,028	57,740			
EXPENDITURES						
Salaries and Wages	83,037	44,534	38,503			
State Share of Retirement	7,934	4,305	3,629			
Prof Service, Not By State	1,905	1,116	789			
Other Prof. Serv., By State	13	13				
Travel Expenses, In-State	6,412	4,875	1,537			
Travel Expense, Out-State	1,016	413	603			
Operation—State Vehicles	1,067	593	474			
Utilities	4,527	4,265	262			
Rents	143		143			
Repairs	29	29				
Insurance	1,737	1,018	719			
General Operating Expense	5,533	4,939	594			
Food	72	72				
Other Supplies	502	470	32			
Trans. to Gen.-Fund Sta-Cap	720		720			
TOTAL EXPENDITURES	114,647	66,642	48,005			

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

SENATOR WALTER W. HICHENS, CHAIRMAN

Central Office: Statehouse, 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.

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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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

DONALD C. LEWIS, PRESIDENT
DAVID SCARPONI, 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

Average Count—All Positions: 0

Permanent Legislative Count: N.A.

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 to the Maine State Housing Authority 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 77, four 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 1977: Expenses incurred by the Advisory Board are paid by the Maine State Housing Authority.

HUMAN SERVICES
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 Count—All Positions: 41

Permanent Legislative Count: N.A.

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 77, it continued to maintain its position as one of the state's largest financial institutions. By year-end, 1976, the Authority had assets of \$75,856,257 and fund balances of \$956,481. In August, 1976, the Authority successfully marketed a \$10.3 million bond issue 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 program. In April, 1977, the Authority marketed an additional \$34.0 million in Authority bonds. This issue, the largest ever for the Authority, received a very favorable interest rate from investors and made possible the purchase of mortgages on about 836 single family units and six multi-family rental developments containing 278 units.

As a participating agency in HUD's Section 8 program since its inception in late 1974, the Authority had received set-asides of \$7.2 million in subsidy funds by the end of FY 77. The subsidies, received from HUD, may be applied to either newly constructed, substantially

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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 FY 77, the Authority had 917 units occupied and 576 units under construction under the Section 8 program.

As of the close of FY 77, the Authority was preparing an additional bond sale of approximately \$15 million to finance an additional 13 multi-family rental projects containing 479 units.

During FY 77, the Authority continued its efforts to improve the housing situation in Maine through participation in HUD's Section 8 program and through the continued operation of the Authority's Indian Mortgage Insurance Program. In addition, the Authority, together with the State Planning Office and the Sam Ely Community Services Corporation, co-sponsored the "Maine Competition", an architectural design competition dedicated to the development of structurally sound, relatively low-cost energy efficient housing maximizing use of native Maine resources. The Authority anticipates providing permanent financing for several single-family homes based on the winning designs.

The Authority's Industrialized Housing Program in FY 77 reflects the change in its Mobile Home regulatory program resulting from the passage of the Federal Mobile Home Construction Act. The Act and HUD's rules & regulations pre-empt the mobile home provisions of the Maine Industrialized Housing Law. While the Act provides for states to supervise the Federal Standards through state administrative agencies (SAAs), an SAA will not be allowed to carry out the Maine Mobile Home Regulatory Program.

By state law, however, the Authority is required to carry out the responsibilities mandated under Maine's Industrialized Housing Act (Modular). To meet this challenge, the Authority has submitted a bill to the Maine Legislature to designate an SAA for the Federal Mobile Home Program and modify Maine's Industrialized Housing law. As of the end of FY 77, however, the situation remains unresolved.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commissioners and staff plan to continue their efforts, making use of both existing programs and new programs as they become available, to "promote a concerted effort to upgrade housing conditions and standards within this State."

LICENSES, PERMITS, ETC.:

Mobile Home Seals issued FY 77 — 2

Modular Home Seals issued FY 77 — 332

PUBLICATIONS: Maine State Housing Authority Annual Reports (1970-1976 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Purchase Bonds—1972 Series A, 1974 Series A, 1975 Series A, 1976 Series A, 1977 Series A).

Maine State Housing Authority, Developer's Handbook, (1977 edition to be published August 1977).

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit.

HUMAN SERVICES

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY

MORRIS F. 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 completed 29 units of new housing on Indian Island and planned, designed and obtained Housing and Urban Development (HUD) funding for 40 additional units of housing. Construction of the additional 40 units will begin in the Spring of 1978. The Authority also completed a comprehensive land-use plan for Indian Island during FY 77 and laid plans for performing a land-use study of Orson Island during the current fiscal year.

A major new initiative was undertaken in FY 77 when the Authority secured Community Development Block Grant funding from HUD to begin the rehabilitation of the old village area of Indian Island. This work will be carried out during the current fiscal year. Lastly, on behalf of the Penobscot Tribal Council, the Authority is administering the construction of a new health facility and a Municipal Building on Indian Island.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	29,300	29,300				
TOTAL RESOURCES	29,300	29,300				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	29,300	29,300				
TOTAL EXPENDITURES	29,300	29,300				

HUMAN SERVICES

**PASSAMAQUODDY INDIAN HOUSING
AUTHORITY (PLEASANT POINT)**

REUBEN T. CLEAVES, 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 Count-All Position: 35

Permanent Legislative Count: 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.

Sewage 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 sewage 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 77, the Housing Authority has administered the following projects for the tribe:

1. Fish Processing Plant. Marina Facility (Grant), and
2. One Solar Heat Project. (Grant) HUD.

Recreation and Arts and Crafts. The Community Building and swimming pool was completed and closed out within the budgeted figure. It is a 6,400 square foot facility with 30' x 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 need center

HUMAN SERVICES

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 basketball, 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 administered 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 house planning and budgets, incoming and outgoing correspondence, liason with various tribal and governmental agencies, meetings and daily problem and operation of the Housing Authority for continuing entity.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)	TOTAL FOR		Special Revenue		Special	
	ALL	General	Funds	Highway	Federal	Misc.
RESOURCES	FUNDS	Fund	(incl Federal)	Fund	Funds	Funds
Legislative Approp/Alloc	37,329	37,329				
TOTAL RESOURCES	37,329	37,329				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	37,329	37,329				
TOTAL EXPENDITURES	37,329	37,329				

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

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

HUMAN SERVICES

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: In the past year, the Passamaquoddy Housing Authority completed twenty-five housing units to bring the total units managed by the Authority to fifty. Presently there are fifteen elderly units and a seventeen-site mobile home park under construction. The twelve recreational cottages constructed to promote the economic development program at Indian Township have been completed and are now under a management program.

These programs and those in planning have provided an active economic stimulus for Indian Township and the surrounding areas. However, as these programs enter into management, funds must be made available to maintain and up-grade these to insure their continuance in providing quality housing and desirable community development.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

PASSAMAQUODDY HOUSING AUTHORITY (INDIAN TOWNSHIP)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	48,498	48,498				
TOTAL RESOURCES	48,498	48,498				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	48,498	48,498				
TOTAL EXPENDITURES	48,498	48,498				

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 Count—All Positions: 702

Permanent Legislative Count: N.A.

Organizational Units:

Employment Security Commission

State Board of Arbitration and Conciliation

Bureau of Labor

Panel of Mediators

Office of CETA Planning and Coordination

State Advisory Council (to Manpower Affairs)

Maine Labor Relations Board

State Manpower Services Council

PURPOSE: The Department of Manpower Affairs was established to achieve the most effective utilization of the manpower resources in the State by developing and maintaining an accountable State manpower policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide effective manpower services for all workers and employers in the State who desire assistance; to establish and maintain free public employment offices; to collect unemployment taxes from liable employers and to pay unemployment benefits to eligible claimants; to enforce all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors; to reduce industrial accidents; to further harmonious labor-management relations; and to provide occupational training for the unemployed and underemployed.

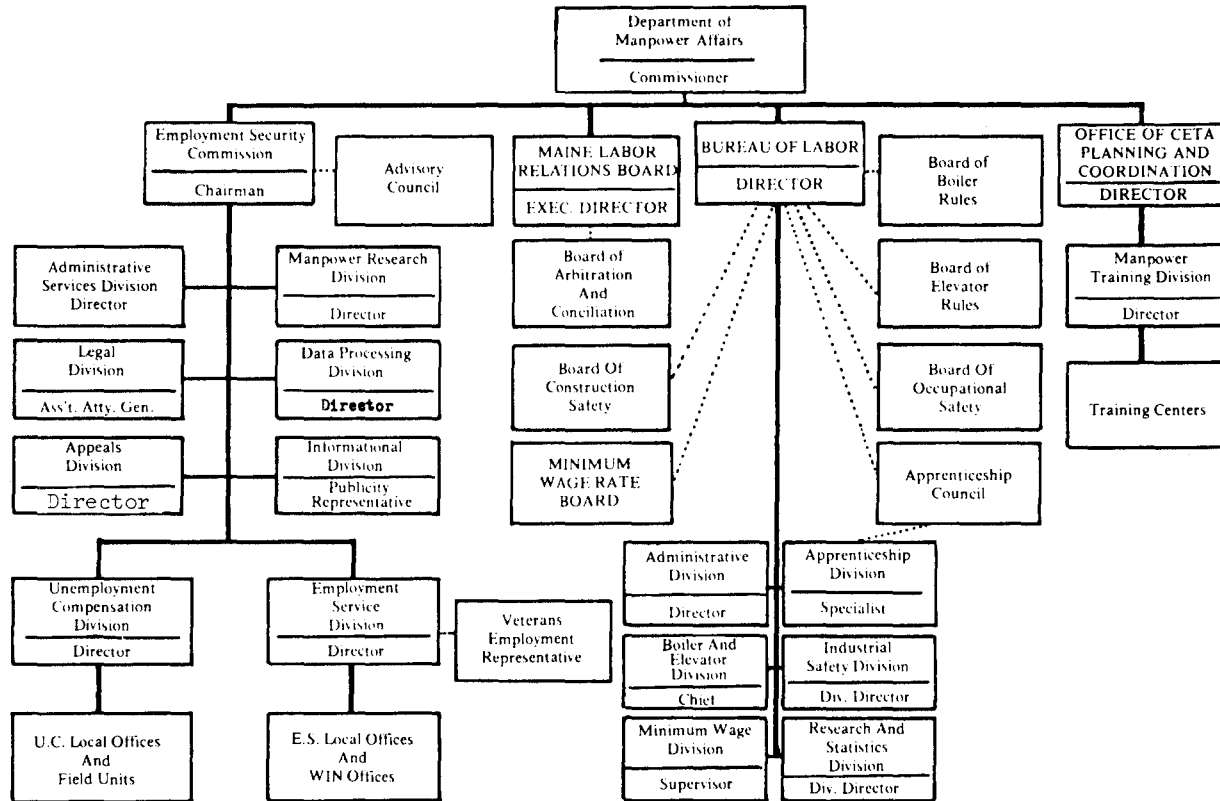
ORGANIZATION: The Department of Manpower Affairs was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various manpower related agencies of the State, including the Employment Security Commission, originally established in 1936; the Bureau of Labor, functioning since 1873; 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.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to the Chief Administrative Unit of the Department of Manpower Affairs.

ORGANIZATIONAL CHART MAINE DEPARTMENT OF MANPOWER AFFAIRS



MANPOWER

MANPOWER
DEPARTMENT OF MANPOWER AFFAIRS
CONSOLIDATED FINANCIAL CHART FOR FY 77

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	7,531,146		—228,044			7,759,190
Bal Brt Fwd— Encumbered	398,829	632	398,197			
Licenses/Permits/Fees/Tax	42,729,745					42,729,745
Fines/ Forfeits/ Penalties	—227		—227			
Revenue From Federal Govt	40,119,407		11,250,713			28,868,694
Revenue—Private Sources	59,568		59,568			
Fees Charged For Services	56,850		7,221			49,629
Receipts From Other Funds	—1,299		212			—1,511
Legislative Approp/ Alloc	647,423	647,423				
Adjustment of Balance Fwd	—131,737		—135,908			4,171
Transfers—Non-Federal \$	8,014,349	14,349				8,000,000
Transfers—Federal \$	42,129		42,129			
TOTAL RESOURCES	99,466,183	662,404	11,393,861			87,409,918
EXPENDITURES						
Salaries and Wages	7,002,830	490,072	6,512,758			
State Share of Retirement	685,076	48,882	636,194			
Prof Service, Not By State	83,609	38	83,571			
Computer Service, By State	10,371	7	10,364			
Other Prof. Serv., By State	14,241	1,485	12,756			
Travel Expenses, In-State	248,012	44,071	203,941			
Travel Expense, Out-State	34,224	533	33,691			
Operation—State Vehicles	3,864		3,864			
Utilities	366,733	12,183	354,550			
Rents	616,750	1,222	615,528			
Repairs	94,261	1,139	93,122			
Insurance	160,010	9,412	150,598			
General Operating Expense	199,926	21,186	178,740			
Fuel	5,989		5,989			
Other Supplies	245,126	4,414	240,712			
Grants to Pub. & Priv. Orgs.	35,237		35,237			
Unemployment Comp. Benefit	83,976,438					83,976,438
Public Assistance Grants	1,714,648		1,714,648			
Misc. Grants to Individual	5,592		5,592			
Pensions	27,847		27,847			
Equipment Purchases	71,331	2,525	68,806			
Trans. to Gen.-Fund Sta-Cap	210		210			
TOTAL EXPENDITURES	95,602,325	637,169	10,988,718			83,976,438

MANPOWER
BUREAU OF LABOR
HAROLD S. NODDIN, DIRECTOR
Paul Lovejoy, Deputy Director

Central Office: Statehouse, 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 Count—All Positions: 44

Permanent Legislative Count: 40

Organizational Units:

Board of Boiler Rules

Board of Elevator Rules and Regulations

Stationary Steam Engineers & Boilers

State Apprenticeship Council

Examining Committee

Minimum Wage Rate on Construction Projects

Board of Occupational Safety and Health

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.

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 with 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: The 108th Regular Session of the State Legislature enacted legislation merging the Passenger Tramway Safety Board with the Board of Elevator Rules and Regulations. The new Board is the Board of Elevator and Tramway Safety. A new schedule of fees was included in this legislation which will return to the state at least an amount equal to the cost of the licensing and inspection function.

A program has been written and minimum wage determinations for construction projects are being done by computer. Considerable progress has been made in computerizing our boiler inspections. We are also working on a program to computerize industrial accidents.

The Director of the Safety Division and one of the staff continues to put on safety training sessions in both the public and private sectors. In addition, a standard form was adopted and is being used to gather necessary data for the Maine Employment Security Commission and the Bureau of Labor.

A Federal audit was completed of Occupational Safety and Health Administration (OSHA) grants and suggestions adopted to improve control of finances.

MANPOWER

The following is a statistical summary of Bureau of Labor activities:

Minimum Wage and Child Labor	
Inspections	11,455
Violations, Total	3,446
Failure to Pay Minimum Wage	93
Overtime Violations	146
Improper Records	469
Failure to Post Notices	1,484
Not giving Employee proper Statement with Wages	756
Child Labor Violations	371
Amount of Back Wages Paid (Minimum Wage & Overtime)	\$29,315.33
Wage Complaints Processed	319
Wage Complaints Paid	253
Amounts Paid to Employees (Unpaid Wages & Vacation Pay)	\$41,091.13
Total Approved Work Permits & Certificates of Age	7,130
Bedding and Stuffed Toys:	
Number of Inspections Made	209
Number of Law Violations Found	119
Received for Bedding Registrations	\$21,180
Received for Licensing Stuffed Toy Mfgs.	\$ 6,845
Workmen's Compensation:	
Workmen's Compensation Cases Handled	15,897
Agreements Approved	10,643
Cases sent back for correction	5,134

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)

MANPOWER

FINANCES, FISCAL YEAR 1977:

BUREAU OF LABOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	11,764		11,764			
Revenue From Federal Govt	54,937		54,937			
Fees Charged For Services	122		122			
Legislative Approp/Alloc	557,559	557,559				
Adjustment of Balance Fwd	—310		—310			
Transfers—Non-Federal \$	—23,277	—23,277				
TOTAL RESOURCES	600,795	534,282	66,513			
EXPENDITURES						
Salaries and Wages	438,527	408,611	29,916			
State Share of Retirement	46,004	43,014	2,990			
Prof Service, Not By State	2,567	38	2,529			
Computer Service, By State	7	7				
Other Prof.Serv., By State	1,485	1,485				
Travel Expenses, In-State	39,826	35,802	4,024			
Travel Expense, Out-State	1,881	146	1,735			
Utilities	8,911	8,908	3			
Rents	1,643	1,222	421			
Repairs	1,020	971	49			
Insurance	8,604	8,356	248			
General Operating Expense	15,600	13,995	1,605			
Other Supplies	3,080	2,943	137			
Equipment Purchases	1,086	1,000	86			
Trans. to Gen.-Fund Sta-Cap	210		210			
TOTAL EXPENDITURES	570,451	526,498	43,953			

STATE ADVISORY COUNCIL (TO MANPOWER AFFAIRS) 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 Count—All Positions: 6

Permanent Legislative Count: 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.

MANPOWER

PROGRAM: The State Advisory Council was inactive during fiscal year 1977.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE EMPLOYMENT SECURITY COMMISSION

EMILIE A. LEVESQUE, COMMISSIONER

Central Office: 20 Union Street, Augusta 04333

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 Count—All Positions: 626

Permanent Legislative Count: N.A.

PURPOSE: The Maine 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 Maine 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 Maine Employment Security Commission and placed within the Department of Manpower Affairs. The Commissioner of the Department also serves as chairman of the Commission.

MANPOWER

PROGRAM:

Maine Job Service. The primary objective of the Job Service Division, an administratively created division within the Employment Security Commission (ESC), is to meet the placement needs of employers and applicants.

The statewide Maine Job Bank, a computerized job order information system, continued operations during FY 77. It provided information to the division's twenty-one local offices, and seven Work Incentive Program (WIN) offices. With a total of 42,245 job openings, these offices made 74,558 referrals resulting in 28,572 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 in Augusta.

Final approval is pending from the Department of Labor for implementing a computerized job matching system in January 1978. 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 8,343 individuals received counseling services of which 2,926 were placed in jobs after counseling. A total of 2,045 individuals were given occupational testing during FY 77. Of that figure, 1,315 were given aptitude tests and 318 were given performance tests.

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 410 companies with over 890 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.

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 77, the program worked with 10,415 registrants. A total of 1,713 individuals were placed and 781 obtained employment independently.

The On-the-Job Training Program provided services for 637 people. Three-hundred one had successfully completed training and 134 were still in training at the end of the fiscal year. This program is funded under a contract with the Office of Comprehensive Employment and Training Act (CETA) Planning and Coordination.

Unemployment Compensation. The anticipated moderate decline in the workload did not materialize for unemployment insurance activities during FY 77. The number of initial claims filed under the regular State program totaled 208,458 which represents a 17 percent increase from the FY 76 total. An additional 68,466 new claims were processed under the Extended Benefits (EB), Federal Supplemental Benefits (FSB), and Special Unemployment Assistance (SUA) programs. A total of 1,455,201 continued claims were filed under the regular Unemployment Insurance (UI), EB, FSB, and SUA programs generating \$79,774,667 in benefits paid for 1,314,019 weeks compensated. Additionally, former Federal employees were paid \$874,235 for 14,081 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program and ex-servicemen were paid \$3,218,116 for 41,944 weeks compensated under the Unemployment Compensation for Ex-servicemen (UCX) program.

Of the total benefits paid, \$2,566,060 were paid for dependency allowances. The average weekly dependency allowance for all programs administered by the Unemployment Compensation Division was \$10.60. Of the total weeks compensated during FY 77, the weeks compensated with dependency allowances represented 18.5 percent of the total. The average weekly benefit amount for all unemployment, for each program, with and without dependency, reads as follows:

MANPOWER

Program	Total Including Dependency	Without Dependency	With Dependency
Regular Unemployment Insurance	\$63.46	\$59.03	\$80.21
Extended Benefits	59.08	56.11	72.60
Federal Supplemental Benefits	57.09	54.60	70.62
Special Unemployment Assistance	54.92	52.54	74.50
Total	\$60.92	\$57.09	\$77.78

The Special Payment Unit of the Benefits Section processed 17,027 weeks compensated for a total of \$426,536 in benefit payments for Trade Readjustment Allowances (TRA) under the provisions of the Trade Expansion Act of 1962 (TEA) and the Trade Act of 1974 (TA). The Special Payment Unit also processed allowance payments amounting to \$933,390 for recipients under the Work Incentive (WIN) and Comprehensive Employment and Training Act (CETA) programs.

Claims Deputies in the division's sixteen local offices and the Interstate office issued 95,555 nonmonetary determinations to adjudicate disputed claims. Of the total determinations rendered, 48.6 percent allowed benefits, while 51.4 percent resulted in disqualification. The Agency's Appeals Division disposed of 8,655 cases with 870 cases heard and subsequently disposed of at the Commission's higher authority appeals level.

MAINE DEPARTMENT OF MANPOWER AFFAIRS Employment Security Commission

UC Claims Deputies' Decisions By Issue FY 1976 (Does not include determinations and redeterminations under the UCFE and UCX programs)

Issue	Total Number	Percent	Allowed	Disqualified
Total Determinations & Redeterminations	95,292	100.0	46,344	48,948
Unemployment Status	2,303	2.4	1,192	1,111
Able and Available	19,232	20.2	7,733	11,499
Work Search	4,253	4.5	1,267	2,986
Dependency	340	.4	26	314
Earned Wages	2,621	2.8	849	1,772
Institutions of Higher Education	741	.8	30	711
Voluntary Quit	18,617	19.5	2,967	15,650
Retirement	318	.3	70	248
Labor Market Removal	25	.0	14	11
Discharged Misconduct	7,126	7.5	4,365	2,761
Refusal of Offer	2,278	2.4	1,140	1,138
Refusal of Referral	2,239	2.3	1,109	1,130
Employer Unable to Contact	30	0	15	15
Call-In Response	1,265	1.3	1,202	63
Single-Claimant Labor Dispute	61	.1	13	48
Other Remuneration	3,026	3.2	632	2,394
Misrepresentation	1,527	1.6	2	1,525
Discharged for Crime	8	0	2	6
Reporting Requirement	28,784	30.2	23,657	5,127
Seasonality	498	.5	59	439

The benefit payment control program was responsible for recovering \$199,877 in overpayments. Of this total, \$85,473 was recovered from overpayments established for misrepresentation. Utilizing the automated cross-match system of wage record and benefit payment files, 189,986 weeks were audited during FY 77. Improved detection and investigation techniques resulted in the determination of 1,480 fraud cases. The Agency's Legal Division has continued its program of review and referral of fraud cases to the Criminal Division of the Attorney General's Office for prosecution.

MANPOWER

By the end of FY 77, there were 22,176 active employer accounts, and payroll data submitted by these employers produced a total of 1,526,314 wage items processed by the Wage Record Unit. Field and central office activities produced 6,485 employer status determinations of which 2,479 involved newly established employer accounts. A total of 2,215 field audits were conducted resulting in a net receipt of \$124,565 in underreported contributions. Net contributions received during FY 77 totaled \$40,937,493 and the fund balance was \$3,238,707 as of June 30, 1977.

During FY 77, Maine requested and received approval for \$8.0 million in Federal advances, increasing the outstanding loan balance to \$22.9 million. In conjunction with this, the Legislature has recently levied a temporary 3/10 of 1 percent surtax on covered wages for calendar year 1977.

Program emphasis for the Unemployment Compensation Division during FY 76 was directed toward implementing quality control measures mandated by the U.S. Department of Labor. Benefit payment promptness was a priority activity and improvements were made in first payment time lapse performance for intrastate, interstate, and TRA claims. Efforts were also made to ensure prompt disposition of appeal cases while maintaining the quality of the appeals process. Initial development began for the eligibility review program for the documentation of claimants' work search efforts and the detection of potential issues relative to a claimant imposing restrictions upon his/her availability for employment.

More frequent appraisals of local and central office operations are planned to ensure a sustained effort for attainment of the goals established for improving quality performance. These evaluations allow the unemployment insurance service the vehicle to develop an integrated plan of action for achieving the objectives for each feature of program emphasis and to ensure that resources are not diverted to a particular problem area at the expense of total program objectives.

The Cost Model management system has been assigned an integral role in developing the Employment Security Automation Plan (ESAP) program. The unemployment insurance service's commitment to ESAP is designed to include on-line systems for both benefits and tax operations. The Cost Model's participation in ESAP, in conjunction with normal Cost Model maintenance activities, has offered an excellent opportunity to identify areas which prohibit or impede optimum and efficient operational services.

MANPOWER
EMPLOYMENT SECURITY COMMISSION
BALANCE SHEET
UNEMPLOYMENT COMPENSATION FUND AND RELATED ACCOUNTS
AS OF DECEMBER 31, 1976

RECEIPTS	
Employer Contributions	Prior to 1972 \$272,806,513.17
	1972 26,616,091.27
	1973 28,363,029.50
	1974 29,177,161.58
	1975 30,736,695.99
	1976 33,943,295.31
Total Employer Contributions	\$421,642,786.82
Title IX Distribution Funds	394,186.26
Interest on Trust Fund	34,822,723.04
Interest & Penalties on Employer Accounts	1,116,574.38
Benefit Fines Received	13,069.56
Anonymous Refunds	929.00
	\$457,990,269.06
Federal Share Extended Benefits Received	\$ 15,572,396.14
Emergency Compensation Received, Federal	3,953,709.00
Direct Reimbursements Received	2,963,019.75
	\$ 22,489,124.89
Cumulative Receipts	\$480,479,393.95
DISBURSEMENTS	
Net Benefits Paid	Prior to 1972 \$281,081,265.65
	1972 25,159,648.32
	1973 21,997,473.09
	1974 30,759,067.33
	1975 58,330,903.42
	1976 48,275,537.92
	\$465,603,895.73
Federal Share Extended Benefits Paid	Prior to 1972 \$ 2,161,725.48
	1972 1,430,275.93
	1973 (Refunds) — 542.50
	1974 1,819,351.50
	1975 5,302,375.40
	1976 4,705,649.57
	\$ 15,418,835.38
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 1,061,644.47
	1976 1,244,982.47
Federal Share Extended Direct Reimbursement Benefits Paid	\$ 3,117,466.08
	1975 \$ 71,826.89
	1976 81,733.85
	\$ 153,560.74
Special Administrative Expense Fund	\$488,247,466.93
Cumulative Disbursements	10,415.56
	\$488,257,882.49
BALANCE	
Unemployment Compensation Fund	
Clearing Account	\$ 10,804.12
Trust Fund Account	7,693,923.49
Benefit Account	—15,567,268.31*
Fund Balance	\$—7,862,540.70
Special Administrative Expense Fund	84,052.16
Cumulative Balance, December 31, 1976	\$—7,778,488.54
Disbursements and Fund Balance	\$480,479,393.95

*Includes liability to Federal Government of a \$22,900,000 advance for the payment of Benefits.

MAINE DEPARTMENT OF MANPOWER AFFAIRS
Employment Security Commission

Table 1

**Average Monthly Covered Employment, Wages Paid, Contributions, Benefits Issued, and
Benefits Paid per \$1.00 of Contributions, by Industry Division, Fiscal year 1976**

Industry Division	Average Monthly Covered Employment	Wages Paid, Covered Employment Total (000's)	Taxable (000's)	Contributions Due (000's)	Benefits Issued Gross Amount (000's)	Benefits Per \$1.00 of Contributions
Total.	291,404	\$2,385,323	\$1,269,770	\$38,346	\$40,781	\$1.06
Agriculture, Forestry, and Fisheries	1,970	14,508	9,457	304	561	1.85
Mining	244	2,424	1,200	44	65	1.48
Contract Construction	20,314	209,791	122,555	4,671	6,548	1.40
Manufacturing	99,822	898,112	479,029	15,273	18,882	1.24
Food and Kindred Products	9,891	78,609	43,952	1,507	2,732	1.81
Textile Mill Products	8,220	62,937	41,372	1,355	1,401	1.03
Apparel and Other Finished Products	3,455	22,128	15,809	519	956	1.84
Lumber and Wood Products	13,198	110,390	68,287	2,175	3,399	1.56
Furniture and Fixtures	861	6,927	4,160	116	148	1.28
Paper and Allied Products	17,161	226,379	80,555	2,094	1,376	.66
Printing, Publishing, and Allied Industries	3,066	28,078	12,843	335	202	.60
Chemicals and Allied Products	1,070	11,226	5,124	160	196	1.23
Rubber and Miscellaneous Plastics Products	4,258	30,077	19,749	655	896	1.37
Leather and Leather Products	18,977	130,592	89,602	3,264	3,630	1.11
Stone, Clay, and Glass Products	1,298	13,665	6,290	239	289	1.21
Primary Metal Industries	357	3,299	1,656	46	110	2.39
Fabricated Metal Products	3,545	36,892	17,168	516	410	.79
Machinery, except Electrical	2,410	25,004	11,284	332	460	1.39
Electrical Machinery	5,014	44,081	24,724	839	1,293	1.54
Transportation Equipment	5,190	54,311	27,817	838	925	1.10
Miscellaneous Manufacturing Industries	1,142	7,502	5,088	159	200	1.26
Other Manufacturing Industries	709	6,016	3,550	124	259	2.09
Transportation, Communication, Electric, Gas, and Sanitary Services	15,073	170,841	66,846	1,897	1,383	.73
Wholesale Trade	17,304	179,638	78,088	2,228	1,535	.69
Retail Trade	59,933	353,346	227,067	6,797	6,359	.94
Finance, Insurance, and Real Estate	14,367	127,877	61,463	1,728	918	.53
Services	55,352	365,973	224,065	5,403	4,530	.84
State Government	7,025	62,813	—	—	—	—

Details may not add to total due to rounding.

MAINE DEPARTMENT OF MANPOWER AFFAIRS
Employment Security Commission

Table 2
Statewide

Covered Employment, by Industry Division, by Month, with Annual Average, 1976¹

Industry	Annual Average	Jan.	Feb.	March	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Total	299,792	278,978	277,066	279,202	289,454	298,054	311,058	318,206	323,658	312,546	305,909	302,773	300,600
Manufacturing—Total	102,646	98,545	98,972	99,165	99,957	101,644	105,680	102,574	106,849	105,954	104,374	104,489	103,552
Food and Kindred Products	10,187	9,290	9,434	9,430	9,616	9,590	10,584	10,879	11,861	11,183	10,367	10,546	9,464
Textile Mill Products	8,753	8,113	8,247	8,390	8,707	8,928	9,067	8,544	9,143	9,190	8,893	8,790	9,020
Apparel and Other Finished Products	3,658	3,430	3,524	3,553	3,570	3,588	3,586	3,624	3,703	3,752	3,905	3,817	3,840
Lumber and Wood Products	13,612	13,461	13,522	12,973	11,844	12,469	14,087	14,195	14,231	14,337	14,100	13,916	14,206
Furniture and Fixtures	906	821	812	839	910	902	917	900	895	912	998	977	989
Paper and Allied Products	17,297	16,745	16,659	16,783	17,194	17,055	17,473	17,235	17,430	17,825	17,570	17,706	17,894
Printing, Publishing, and Allied Ind.	3,087	3,053	3,039	3,053	3,085	3,070	3,117	3,127	3,064	3,103	3,110	3,082	3,144
Chemicals and Allied Products	1,110	1,033	1,022	1,046	1,065	1,089	1,159	1,097	1,200	1,184	1,140	1,140	1,144
Rubber and Misc. Plastics Products	4,196	4,379	4,259	4,137	4,291	4,525	4,407	3,560	4,212	4,007	4,084	4,238	4,254
Leather and Leather Products	19,669	19,178	19,638	19,799	20,051	20,385	20,864	19,161	20,340	19,453	18,919	19,182	19,058
Stone, Clay, and Glass Products	1,254	988	1,021	1,032	1,160	1,356	1,453	1,468	1,495	1,432	1,341	1,225	1,076
Primary Metal Industries	367	362	368	375	360	357	356	329	362	361	375	395	405
Fabricated Metal Products	3,647	3,564	3,461	3,442	3,606	3,599	3,646	3,648	3,703	3,723	3,811	3,813	3,742
Machinery, except Electrical	2,625	2,447	2,376	2,421	2,523	2,559	2,622	2,582	2,708	2,789	2,795	2,800	2,879
Electrical Machinery	5,214	4,963	4,944	5,054	5,082	5,117	5,278	5,260	5,283	5,348	5,475	5,375	5,386
Transportation Equipment	5,124	5,051	4,994	5,079	5,001	5,025	5,040	4,984	5,166	5,262	5,375	5,327	5,184
Misc. Manufacturing Industries	1,220	1,052	1,026	1,112	1,152	1,223	1,253	1,201	1,268	1,300	1,331	1,420	1,304
Other Manufacturing Industries	721	615	626	647	740	807	771	780	785	793	785	740	563
Nonmanufacturing—Total	197,146	180,433	178,094	180,037	189,497	196,410	205,378	215,632	216,809	206,592	201,535	198,284	197,048
Agriculture, Forestry, and Fisheries	2,073	1,693	1,683	1,699	2,125	2,371	2,518	2,249	2,224	2,138	2,107	2,069	1,999
Mining	245	217	212	217	231	253	250	270	279	269	261	248	228
Contract Construction	21,948	17,009	16,001	16,373	19,423	22,078	24,261	26,074	25,865	25,549	25,274	24,024	21,441
Transportation, Communication, Electric, Gas, and Sanitary Services	15,213	14,559	14,560	15,030	15,129	15,538	15,720	15,535	15,650	15,466	15,014	15,021	15,339
Wholesale Trade	17,600	17,172	17,049	17,078	17,239	17,551	17,900	17,955	17,885	17,803	17,889	17,877	17,804
Retail Trade	61,420	56,221	55,298	55,893	58,845	60,841	64,241	66,692	67,112	64,511	62,657	61,981	62,747
Finance, Insurance, and Real Estate	14,484	14,200	14,127	14,162	14,341	14,487	14,804	14,895	14,919	14,805	14,355	14,350	14,361
Services Less Government	57,107	52,469	52,211	52,632	54,960	56,100	58,581	64,982	65,922	59,071	56,847	55,566	55,959
State Government	7,056	6,893	6,953	6,953	7,204	7,191	7,103	6,980	6,953	6,980	7,131	7,148	7,170

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¹/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

Table 3

**Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the
Experience Rating Period, July 1, 1976—June 30, 1977**

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	17,158	2,465	368	397	403	401	386	341	343	453	1,592	1,809	1,444	868	836	527	343	297	247	254	221	3,163
Agricultural Production—Crops	7	1	0	1	0	0	0	0	0	0	0	1	1	1	0	0	1	0	0	0	1	0
Agricultural Production—Livestock	10	0	0	0	1	0	0	2	0	0	0	0	1	0	2	1	0	0	1	0	0	2
Agricultural Services	157	10	1	0	0	2	1	1	1	2	11	16	21	7	7	3	6	2	1	6	1	58
Forestry	9	2	0	0	0	0	0	0	0	0	1	1	0	1	1	0	0	0	0	1	0	2
Fisheries	88	1	0	0	1	0	0	0	2	1	5	11	12	7	8	3	1	1	0	1	2	32
Metal Mining	6	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1
Nonmetallic Minerals, except Fuels	13	1	0	0	1	0	0	0	0	0	2	0	0	1	1	1	0	0	0	0	0	6
General Building Contractors	802	30	3	5	8	11	10	8	16	18	26	29	48	34	48	33	32	28	16	21	19	359
Heavy Construction Contractors	115	5	0	2	1	1	1	1	2	0	2	2	2	3	2	2	2	1	2	3	1	80
Special Trade Contractors	1,389	67	12	12	18	14	20	13	14	24	62	85	77	60	69	46	30	38	38	33	30	627
Food and Kindred Products	177	47	7	9	11	5	4	3	4	0	7	4	8	2	1	1	1	3	3	1	0	56
Textile Mill Products	46	6	1	0	3	1	1	1	1	0	2	3	0	0	1	0	2	3	0	2	1	18
Apparel and Other Textile Products	25	3	0	0	0	0	1	1	1	1	1	2	0	0	1	0	1	1	2	1	1	8
Lumber and Wood Products	575	73	3	17	8	10	14	10	11	9	24	29	39	18	23	16	18	15	13	19	17	189
Furniture and Fixtures	19	2	1	0	0	4	3	0	1	1	1	1	1	0	0	0	0	1	1	0	0	2
Paper and Allied Products	34	13	5	1	1	2	3	2	2	2	0	0	0	1	0	1	0	0	0	0	0	1
Printing and Publishing	132	40	4	4	7	6	0	4	2	4	7	10	14	3	5	3	4	0	2	3	0	10
Chemicals and Allied Products	27	6	2	0	0	0	1	1	0	0	3	1	0	1	2	2	1	0	0	0	0	7
Petroleum and Coal Products	4	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	2
Rubber and Miscellaneous Plastics Products ..	27	2	0	1	0	1	2	1	0	2	2	1	1	0	0	1	0	2	1	1	0	9
Leather and Leather Products	79	6	1	2	2	2	1	4	1	1	2	2	3	1	3	5	4	2	1	2	1	33
Stone, Clay, and Glass Products	49	4	1	1	0	1	1	2	1	3	2	3	1	1	3	2	3	0	1	0	0	19
Primary Metal Products	11	4	0	2	1	0	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1
Fabricated Metal Products	56	9	0	5	6	1	2	2	1	1	2	0	6	3	5	2	2	0	2	1	0	6
Machinery, except Electrical	71	5	2	4	1	6	5	6	2	4	3	5	3	2	9	1	1	2	3	2	0	5
Electrical and Electronic Equipment	25	2	0	0	0	0	0	0	0	3	1	1	0	1	3	2	1	3	1	1	0	6
Transportation Equipment	69	7	3	2	3	3	1	3	3	4	2	5	4	2	3	0	0	3	0	3	3	15
Instruments and Related Products	11	1	0	0	0	0	0	1	0	2	1	2	0	0	1	0	0	0	0	0	0	3
Miscellaneous Manufacturing Industries	35	3	1	1	1	1	2	2	0	2	3	1	3	2	2	3	1	0	0	1	0	6

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Local and Interurban Passenger Transit	79	21	1	1	1	3	2	1	4	2	7	8	5	6	3	0	3	0	1	2	2	6
Trucking and Warehousing	365	54	6	10	4	5	13	9	10	5	21	29	27	16	18	14	11	10	4	6	5	88
Water Transportation	70	7	3	1	2	1	0	1	2	2	8	7	5	6	2	3	1	0	3	1	2	13
Transportation by Air	21	3	0	1	2	0	1	0	1	0	1	2	3	1	0	3	0	0	0	1	0	2
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	
Transportation Services	36	1	1	1	3	3	0	0	1	0	4	5	0	3	0	3	0	1	1	0	1	8
Communication	76	23	6	5	6	4	4	2	1	2	3	5	5	1	1	2	1	1	0	0	0	4
Electric, Gas, and Sanitary Services	91	28	1	3	1	0	0	3	2	2	7	11	15	2	2	4	3	0	0	1	0	6
Wholesale Trade—Durable Goods	704	222	22	30	30	23	29	32	16	28	33	34	36	30	32	24	9	4	4	4	7	55
Wholesale Trade—Nondurable Goods	739	264	20	31	20	30	24	21	20	22	27	38	32	23	31	16	11	11	7	3	9	79
Building Materials & Garden Supplies	351	82	8	11	12	13	11	12	6	10	13	36	33	10	10	11	6	3	4	6	5	49
General Merchandise Stores	183	30	6	5	7	3	9	1	3	2	29	20	13	3	7	5	2	2	4	2	1	29
Food Stores	930	121	29	22	22	26	14	7	18	24	130	118	94	48	43	24	21	17	12	17	7	116
Automotive Dealers & Service Stations	1,162	214	25	33	30	27	30	22	30	44	120	125	111	73	55	29	22	17	14	15	14	112
Apparel and Accessory Stores	326	68	16	4	8	8	6	10	4	8	42	35	18	16	14	13	2	4	5	2	3	40
Furniture and Home Furnishings Stores	288	59	16	5	10	10	5	7	7	8	18	32	24	15	10	12	7	4	2	10	3	24
Eating and Drinking Places	989	94	22	21	23	25	28	34	32	26	61	85	69	54	48	49	26	26	20	20	20	206
Miscellaneous Retail	964	193	40	36	29	31	19	24	24	26	83	111	80	52	29	23	14	16	7	9	9	109
Banking	79	17	11	9	14	9	5	2	4	1	0	0	0	4	0	0	2	0	0	1	0	0
Credit Agencies Other Than Bank	211	25	6	10	7	7	3	3	4	4	39	55	21	10	4	1	3	2	0	0	5	2
Security, Commodity Brokers and Services	27	10	1	1	0	2	1	1	0	1	3	0	3	0	1	1	0	1	0	0	0	1
Insurance Carriers	98	52	6	3	3	3	0	1	4	2	9	5	2	1	2	1	0	1	0	0	1	2
Insurance Agents, Brokers and Service	262	63	6	10	13	15	7	6	3	3	31	39	19	11	13	5	3	4	3	1	0	7
Real Estate	413	51	5	3	4	4	10	4	4	6	61	61	56	21	29	11	7	5	2	3	3	63
Combined Real Estate, Insurance, Etc.	72	14	3	6	3	0	2	0	1	6	5	16	5	3	5	1	0	0	0	0	0	2
Holding and Other Investment Offices	48	7	1	0	0	1	0	1	0	0	13	6	10	3	1	0	0	0	0	0	0	5
Hotels and Other Lodging Places	668	47	5	10	6	7	14	9	6	21	80	73	54	44	37	24	20	13	13	14	12	159
Personal Services	538	98	14	7	8	9	11	7	10	23	76	77	58	36	22	11	5	9	1	6	6	44
Business Services	296	43	6	6	5	5	8	8	11	8	18	20	22	18	18	13	5	5	7	7	7	56
Auto Repair, Services, and Garages	365	51	6	3	8	5	4	4	7	9	45	52	44	27	26	15	11	4	6	1	1	36
Miscellaneous Repair Services	129	11	0	1	1	5	4	3	1	6	14	19	11	9	10	9	0	1	1	1	1	21
Motion Pictures	64	28	2	4	2	1	2	1	1	1	2	3	2	1	2	1	0	1	1	0	0	9
Amusement and Recreation Services	245	19	1	3	2	2	7	5	3	7	27	26	22	14	11	9	7	5	6	3	3	63
Health Services	1,117	26	13	15	25	19	14	15	24	25	225	242	174	76	80	34	16	8	8	8	9	61
Legal Services	324	8	1	7	5	9	7	9	3	14	61	77	43	24	23	4	2	2	4	1	2	18
Educational Services	53	5	0	1	0	1	1	0	0	3	6	6	6	4	4	2	6	2	0	1	0	5
Social Services	96	1	0	0	2	0	2	0	0	1	12	10	10	5	8	3	2	4	6	3	3	24
Museums, Botanical, Zoological Gardens	6	1	0	0	0	0	0	0	0	0	1	0	0	1	0	1	0	1	0	0	0	1
Membership Organization	348	35	10	4	6	6	5	3	4	11	69	64	44	28	14	7	1	2	4	1	1	29
Private Households	17	1	0	0	0	0	0	0	0	1	1	2	3	2	2	2	0	0	0	0	0	3
Miscellaneous Services	238	13	2	5	5	8	10	5	7	4	15	39	20	16	18	8	3	5	8	2	2	43

MAINE DEPARTMENT OF MANPOWER AFFAIRS
Employment Security Commission

Table 4

Unemployment Compensation Deputies' Decisions by Type of Case, 1976
(Includes Determinations, Redeterminations, and Requalifications)

Type of Case	Total Number	Per Cent of Total	Allowed		Disqualified	
			Number	Per Cent	Number	Per Cent
Total.....	71,133	100.0	34,578	100.0	36,555	100.0
Employment Status.....	1,665	2.3	735	2.1	930	2.5
Able and Available.....	12,539	17.6	4,586	13.3	7,953	21.8
Work Search.....	1,965	2.8	491	1.4	1,474	4.0
Dependency Allowances.....	196	0.3	12	0.0	184	0.5
Earned Wages.....	2,798	3.9	857	2.5	1,941	5.3
Institute of Higher Education.....	76	0.1	0	0.0	76	0.2
Voluntary Quit.....	15,118	21.3	2,551	7.4	12,567	34.4
Retirement.....	417	0.6	73	0.2	344	0.9
Labor Market Area Removal.....	10	0.0	6	0.0	4	0.0
Discharge, Misconduct.....	5,734	8.1	3,470	10.0	2,264	6.2
Refusal of Offer.....	1,516	2.1	771	2.2	745	2.0
Refusal of Referral.....	1,505	2.1	762	2.2	743	2.0
Employer Unable to Contact.....	25	0.0	9	0.0	16	0.0
Call-In Response.....	651	0.9	629	1.9	22	0.1
Single Claimant Labor Dispute.....	81	0.1	9	0.0	72	0.2
Other Remunerations.....	2,761	3.9	528	1.6	2,233	6.2
Misrepresentations.....	1,251	1.8	36	0.1	1,215	3.3
Discharge for Crime.....	0	0.0	0	0.0	0	0.0
Reporting Requirements.....	22,459	31.6	19,026	55.0	3,433	9.5
Seasonality.....	366	0.5	27	0.1	339	0.9

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PUBLICATIONS:

The following free publications are available:

1. Annual Planning Information Report
 - a. Balance of State
 - b. Cumberland County
 - c. Kennebec County
 - d. Penobscot County
2. Annual Report of Employment, Wages and Contributions Under the Employment Security Law
3. Job Opportunities
4. Maine Manpower
5. Maine Occupational Licensing Requirements
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
 - d. Government
8. Occupational Employment in Maine by County, 1975
9. Occupational Wages and Fringe Benefits in Manufacturing Industries
10. Professional Applicants Provided by Maine Job Service
11. Women and Minority Manpower Statistics

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FINANCES, FISCAL YEAR 1977:

MAINE EMPLOYMENT SECURITY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	7,519,382		—239,808			7,759,190
Bal Brt Fwd— Encumbered	398,197		398,197			
Licenses/Permits/Fees/Tax	42,729,745					42,729,745
Fines/Forfeits/Penalties	—227		—227			
Revenue From Federal Govt	40,064,470		11,195,776			28,868,694
Revenue—Private Sources	59,568		59,568			
Fees Charged For Services	56,728		7,099			49,629
Receipts From Other Funds	—1,299		212			—1,511
Adjustment of Balance Fwd.	—131,427		—135,598			4,171
Transfers—Non-Federal \$	8,000,000					8,000,000
Transfers—Federal \$	42,129		42,129			
TOTAL RESOURCES	98,737,266		11,327,348			87,409,918
EXPENDITURES						
Salaries and Wages	6,482,842		6,482,842			
State Share of Retirement	633,204		633,204			
Prof Service, Not By State	81,042		81,042			
Computer Service, By State	10,364		10,364			
Other Prof. Serv., By State	12,756		12,756			
Travel Expenses, In-State	199,917		199,917			
Travel Expense, Out-State	31,956		31,956			
Operation—State Vehicles	3,864		3,864			
Utilities	354,547		354,547			
Rents	615,107		615,107			
Repairs	93,073		93,073			
Insurance	150,350		150,350			
General Operating Expense	177,135		177,135			
Fuel	5,989		5,989			
Other Supplies	240,575		240,575			
Grants to Pub. & Priv. Orgs.	35,237		35,237			
Unemployment Comp. Benefit	83,976,438					83,976,438
Public Assistance Grants	1,714,648		1,714,648			
Misc. Grants to Individual	5,592		5,592			
Pensions	27,847		27,847			
Equipment Purchases	68,720		68,720			
TOTAL EXPENDITURES	94,921,203		10,944,765			83,976,438

BOARD OF BOILER RULES

HAROLD S. NODDIN, CHAIRMAN
Joseph W. Emerson, Chief Inspector

Central Office: Statehouse, 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 Count—All Positions: 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

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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.

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.

Pertinent statistics for fiscal year 1976/77 (7/1/76-7/1/77) are as follows:

Boilers:

Inspection Reports from Insurance Companies	3,092
Boilers Inspected by Boiler Division Inspectors	211
Inspection Certificates Issued	3,179
Welders' Tests Examined (Originals and/or retests)	267
Welders' Certificates of Authority Renewed &/or Issued	644
Boiler Inspectors' Certificates of Authority Issued	27
Engineers & Operators' Licenses Issued &/or Renewed	1,142
Total Income	\$37,691

LICENSES, PERMITS, ETC.:

Boilers
Boiler Inspectors
Boiler Operators
Plant Engineers
Welders

PUBLICATIONS: Boiler Rules and Revised Boiler Law (free)

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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**STATIONARY STEAM ENGINEERS
AND BOILER OPERATORS EXAMINING COMMITTEE**

EDWARD TERITZ, CHAIRMAN
Joseph W. Emerson, Chief Boiler Inspector

Central Office: Statehouse, 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 Count—All Positions: 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 3,802 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

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MANPOWER

BOARD OF ELEVATOR RULES AND REGULATIONS

HAROLD S. NODDIN, CHAIRMAN
Joseph W. Emerson, Supervising Inspector

Central Office: Statehouse, 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 Count—All Positions: 4

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.

The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs.

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 1976/77 (7/1/76-7/1/77) are as follows:

Elevators:

Insurance Inspection Reports	863
State Inspection Reports	3,362
Safety Tests	838
Escalator Reports	16
Manlift Reports	13
New Elevators Installed and Inspected	57
Elevator Inspectors Examined	0
Elevator Mechanics Examined	0
Issued Licenses	71
Elevator Certificates Issued	1,554
Total Income	\$62,679

LICENSES, PERMITS, ETC.:

Board of Elevator Rules & Regulations

License:

Inspection & Licensing of Elevators

Examination & Licensing of Elevator Mechanics

MANPOWER

PUBLICATIONS: State of Maine Elevator Rules and Regulations

FINANCES, FISCAL YEAR 1977: The Board's financial data is included with that of the Bureau of Labor.

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

HAROLD S. NODDIN, CHAIRMAN

Howell G. Cutter, Director, Occupational Safety and Health

Central Office: Statehouse, Augusta 04333

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 Count—All Positions: 9

Permanent Legislative Count: 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 1977 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, and upon request also made courtesy advisory inspections for private industry.

The Board of Occupational Safety and Health adopted, after public hearing, OSHA (Occupational Safety and Health Act) parts 1910 and 1926 for enforcement in places of public employment, with a few amendments to reflect public exposure. The Board also adopted minimum basic standards for fire fighting activities.

During the year, the division provided speakers for group meetings, conducted safety meetings, and in cooperation with the Maine Safety Council participated in other safety programs, and sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 77 are as follows:

INDUSTRIAL SAFETY

Total Number of Calls	2,622
State Agency	748
Municipality	776
School District	224
County	27
Water/Sewer District	123
Private/Courtesy	726
Recommendations	10,867

MANPOWER

PUBLICATIONS:

Work injury and illness record keeping packages (free)
Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: Statehouse, 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 Count—All Positions: 6

Permanent Legislative Count: 6

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 acquired 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

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Labor Relations Board. The 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 and serve for terms of four years.

PROGRAM: The activities administered by the Maine Labor Relations Board have continued to grow at rates which have surpassed the earlier fiscal years. Only mediation (down 13%) and fact finding requests (down 14%) declined during the past fiscal year. Unit determination requests were up by 50%; bargaining agent election requests were up by 69% and decertification election requests were up by 64%. The prohibited practice complaint filings increased by a staggering 100% which is particularly significant since this is one of the more time-consuming activities conducted by the Maine Labor Relations Board. One might also note in those instances where there was a decrease in demand for services, that decrease was moderate; on the other hand, in those instances where the demand for services had increased, the increase was substantial, i.e., from 50% to 100%. Secondly, the largest increase in any one category involved the number of filings of prohibited practice complaint cases. While the 100% increase in this category is extremely large, this particular service area places additional burdens on the administration of the Maine Labor Relations Board since prohibited practice complaints generally involve at least 2 hearings and are among the most time-consuming of any of the services rendered by this agency. Thirdly and lastly, the foregoing statistics indicate very little involvement or demand for services under either the State Employees Labor Relations Act or the University of Maine Labor Relations Act. Stated another way, the existing growth and demand for services can be primarily attributed to existing municipal sector "clientele." As the collective bargaining relationship begins to grow under both the State and University Acts, it can be expected that the foregoing statistical summary will reflect additional growth and demands for services rendered by this agency.

During the past fiscal year (and its fifth year of operation), the Maine Labor Relations Board accepted filings for 24 voluntary agreements on the establishment of bargaining units under both the Municipal Public Employees Labor Relations Act and the State Employees Labor Relations Act. The foregoing stipulations filed with respect to the bargaining units under the SELRA were not totally dispositive of all job categories to be included in the 7 bargaining units established for state employees by decision of the Executive Director dated September 22, 1976. The momentous task of completing hearings and establishing bargaining units for all eligible state employees was accomplished during the past fiscal year. The bargaining units were designed along functional, rather than departmental, lines and are enumerated as follows: Administrative Services, Professional and Technical Services, Operations, Maintenance and Support Services, Institutional Services, Law Enforcement, Public Safety and Regulatory Services (non-police), State Police Services and Supervisory Personnel Services. The MLRB received 22 election requests during the past fiscal year and, in conjunction with those requests (some of which involved the municipal sector), completed elections for 5 of the 7 state employee bargaining units which represented more than three quarters of the state employees eligible to vote in the respective bargaining units formulated under the SELRA. The past fiscal year established 2 landmarks in the area of bargaining elections conducted by the Maine Labor Relations Board; first, more public employees voted under the auspices of elections conducted by the Maine Labor Relations Board during the past fiscal year than had voted under elections conducted by that agency in its previous 4 years of existence combined and, second, the past year marked the first instance where the Maine Labor Relations Board employed mail balloting techniques.

Legislatively, only one major piece of legislation passed by the First Session of the 108th Legislature will affect the operations of the Maine Labor Relations Board. This was L.D. 1391, "An Act to Provide a Uniform Basis for Recognizing the Right of University of Maine Employees, Maine Maritime Academy Employees, Vocational-Technical Institute Employees and State Schools for Practical Nursing Employees to Join Labor Organizations." This particular piece of legislation became Chapter 581 of the Public Laws of 1977. This legislation will amend the University of Maine Labor Relations Act and allow for the establishment of three statutorily-created bargaining units for employees at the Vocational-Technical Institutes and the Schools for Practical Nursing. Implementation of this Act will require placement of a

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limited group of state employees into bargaining units structured under the University of Maine Labor Relations Act and will cause certain provisions of the UMLRA which differ from the SELRA to apply to a limited group of state employees.

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 1977:

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	632	632				
Legislative Approp/Alloc	89,864	89,864				
Transfers—Non-Federal \$	37,626	37,626				
TOTAL RESOURCES	128,122	128,122				
EXPENDITURES						
Salaries and Wages	81,461	81,461				
State Share of Retirement	5,868	5,868				
Travel Expenses, In-State	8,269	8,269				
Travel Expense, Out-State	387	387				
Utilities	3,275	3,275				
Repairs	168	168				
Insurance	1,056	1,056				
General Operating Expense	7,191	7,191				
Other Supplies	1,471	1,471				
Equipment Purchases	1,525	1,525				
TOTAL EXPENDITURES	110,671	110,671				

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STATE APPRENTICESHIP COUNCIL

ALBERT A. ROWBOTHAM, CHAIRMAN

John R. Dyer, Director of Apprenticeship

Central Office: Statehouse, 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 Count—All Positions: 3

Permanent Legislative Count: 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 apprenticeship training programs totalled 287 at the end of the fiscal year. This increase of 36 programs this year is due to an intensive promotional program by field staff of the Maine State Apprenticeship Council and the federal Bureau of Apprenticeship and Training. The number of apprentices now registered is 1,405, an increase of 406 over the previous fiscal year. This increase is due to registration of a substantial number of apprentices at Portsmouth Naval Shipyard and Bath Iron Works Corporation.

An established program to improve delivery of related instruction through the "Home Base" system of keeping records of education provided to apprentices was expanded to Central Maine Vocational Technical Institute, which accepted the system in the Fall of 1976. The continued interest by veterans in apprenticeship training justified the employment of a full-time field representative to develop, establish, and maintain training programs for veterans funded by a Veterans Administration reimbursement contract.

1977 marks the 40th Anniversary of the National Apprenticeship Act signed August 16, 1937. The Governor proclaimed August 1977 as "Apprenticeship Month." Major local and national efforts are being made to commemorate this event. Significant this year was the sign-

MANPOWER

ing of Title 29 CFR Part 29 "Labor Standards for the Registration of Apprenticeship Programs" by the Secretary of Labor. The Maine State Apprenticeship Council is applying to the Secretary for recognition as the authority in Maine to determine that apprenticeship programs conform with these standards for federal purposes.

Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and apprentices; to publicize the educational opportunities available through apprenticeship, and to acquaint more individuals with the advantages of apprenticeship training. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Germane statistics for fiscal year 1976/1977 are as follows:

Apprenticeship:

New Programs Registered	69
Programs Cancelled	35
Total Programs to July 1, 1977—287	—
New Apprentices Registered	780
Apprentices Reinstated	6
Apprentices Completed	283
Apprentices Cancelled	197
Total Apprentices as of July 1, 1977—1,405	
Veterans Benefits—Applications Processed	172

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Fiscal data for the State Apprenticeship Council is included in that of the Bureau of Labor.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

HAROLD S. NODDIN, DIRECTOR
W.C. Weeks, Director, Research & Statistics

Central Office: Statehouse, 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 Count—All Positions: 1

Permanent Legislative Count: 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: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one

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from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor and Industry serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: During the year, the Board met one time to elect a chairman and to review the Minimum Wage Rate on Construction Projects program and the appeal procedures with the new members.

The statistics for FY 77 are as follows:

Wage Determinations	103
Wage Investigations	5
Payment of Wages	\$736.82

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: Statehouse, 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 Count—All Positions: 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 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 2 Boards of Inquiry and 10 arbitration cases during the past fiscal year. Both Boards of Inquiry involved the private sector and all arbitration proceedings conducted by the Maine Board of Arbitration and Conciliation during the past year involved the public sector. In the public sector, the cases involved the communities of Rockland, Gardiner, Millinocket, Waterville, Skowhegan, Rumford, South Portland and Westbrook. In addition to the foregoing 12 cases heard by the Board of Arbitration and Conciliation, there were 4 additional cases conducted by that Board under the direction of its previous chairman. The total figures indicate that there has been more than a 300% increase in the usage of the Maine Board of Arbitration and Conciliation in Fiscal Year 1977. This is an encouraging statistic since the Board's usage declined in each year from 1973 through 1976.

MANPOWER

A review of the issues heard by the Maine Board of Arbitration and Conciliation during Fiscal Year 1977 includes the following: (1) illegal advertisement for employees in a strike situation, (2) dismissal and ability, (3) suspension, (4) normalcy of operation, (5) discharge, conduct, and just cause, (6) holiday pay and overtime pay computation, (7) pay for time worked, (8) call-in, seniority, past practice, and management rights, (9) seniority, overtime and past practice, (10) sick leave, overtime computation, past practice, unilateral change in plant rules, and (11) seniority, past practice and exceptions, employee placement, and category definition.

Statistics indicate that the average days per case have fallen from 6 or above in the period 1974 to 1976 to 3.46 days per case in Fiscal Year 1977. The average Board-days per case during the past fiscal year has been 1.16. This compares favorably to earlier figures which equalled an average of 2 or more days per case. Fiscal information regarding the Board of Arbitration and Conciliation is contained in the chart for the Maine Labor Relations Board.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: Fiscal data for the State Board of Arbitration and Conciliation is included with that of the Maine Labor Relations Board.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: Statehouse, Augusta 04333

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

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

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 for terms of three years. There are currently seven appointees to the Panel of Mediators.

PROGRAM: The Panel of Mediators handled more than 92 cases during Fiscal Year 1977; the second highest number of cases referred to it in any of the past 5 years since it has been under the administrative auspices of the Maine Labor Relations Board. Eighty-five percent of the cases referred to the Panel of Mediators during the past fiscal year involved the public sector while 15% came from the private sector. Since there is no statutory impasse procedure set forth for the resolution of contract disputes in the private sector, the rate of success for settlements through mediation was much higher in the private sector. The settlement rate for cases in both the public and private sectors during the past fiscal year was 51%. This is consistent with settlement rates over the past 4 fiscal years which have ranged from 51% to 58%.

MANPOWER

It is anticipated that the demand for mediation services will continue to grow in the years ahead. With the designation of bargaining representatives for the bargaining units involving state employees and the active participation of organizations vying for bargaining agent status under the University of Maine Labor Relations Act, it is reasonable to expect that additional utilization of impasse processes will occur.

The statistics for Fiscal Year 1977 with respect to the number of mediation-man-days devoted to each case are also very positive. The average mediation-man-days devoted to each case during the past fiscal year was 1.65. This compares favorably to a range of 1.58 to 1.93 mediation-man-days per case during the past 5 years. In the public sector, 29% of the cases referred to mediation proceeded to fact finding. This percentage is consistent with previous experience which has ranged from a referral rate of 27% to 29% during the last 4 years.

Prior to 1976, mediation service provided by the state-sponsored Panel of Mediators was limited to the labor relations field. In 1975, the Legislature expanded the coverage available through the Panel of Mediators to include "disputes subject to settlement through mediation" (Chapter 654, Public Laws of 1975). Although the mediation process has not been used as yet in this state in areas other than labor relations, it is used increasingly in other parts of the country as a community dispute resolution vehicle, such as in juvenile offender and environmental matters. It can reasonably be assumed that, in the near future, the mediation mechanism will gain favor in Maine as well as a useful and intelligent way to resolve certain types of community disputes. Moreover, the Panel of Mediators will continue to experience an increasing demand for their services in public sector negotiations involving employees of the State of Maine and of the University of Maine.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Costs may have been absorbed by a related State agency unit.

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
NANCY ROSS, Director of Policy Planning

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 Count—All Positions: 265

Permanent Legislative Count: 235

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
Mapping Advisory Committee
(Office of) State Entomologist
Committee on Spruce-Fir Silviculture

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

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.

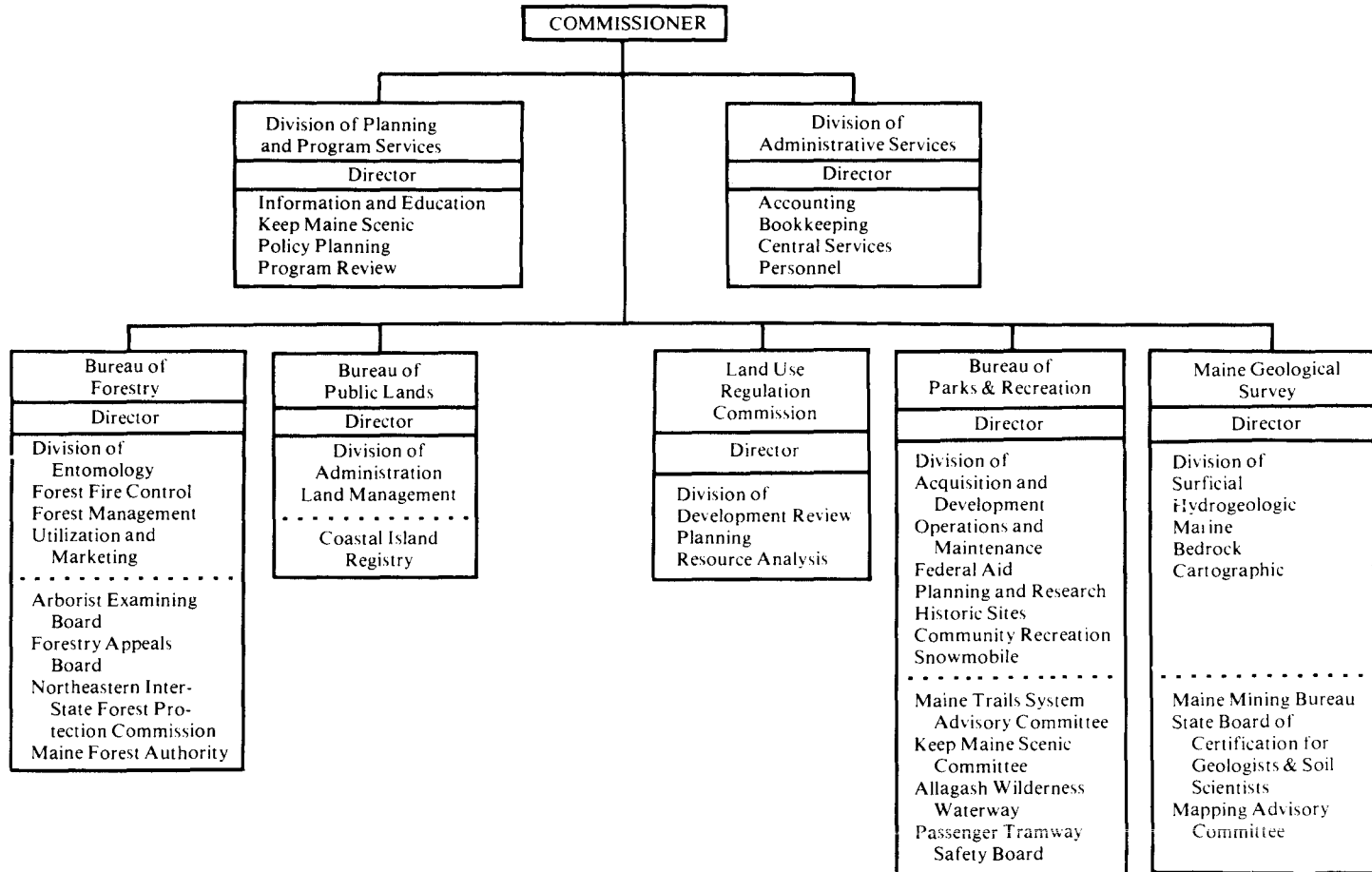
ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office has been recently reorganized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) has established a Director's position for each of these divisions.

The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services will continue to provide the support services of personnel, budget, audit, accounting, bookkeeping, and central office services.

ORGANIZATIONAL CHART DEPARTMENT OF CONSERVATION



NATURAL RESOURCES

NATURAL RESOURCES
CONSOLIDATED FINANCIAL CHART FOR FY 77
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	8,095,848	2,052,650	2,606,954			3,436,244
Bal Brt Fwd— Encumbered	1,890,018	1,427,687	273,813			188,518
Licenses/Permits/Fees/Tax	625,544		625,544			
Fines/Forfeits/Penalties	500		500			
Interest/Investment/Rents	101,594					101,594
Revenue From Federal Govt	657,190		142,329			514,861
Revenue From Local Govts	11,044		11,044			
Revenue—Private Sources	8,621		8,621			
Fees Charged For Services	68,010		64,997			3,013
Receipts From Other Funds	392,393		392,018			375
Legislative Approp/Alloc	7,966,403	7,856,403			110,000	
Adjustment of Balance Fwd	—185,608	—136,349	—301,067			251,808
Transfers—Non-Federal \$	194,501	—1,314,796	1,509,297			
TOTAL RESOURCES	19,826,058	9,885,595	5,334,050		110,000	4,496,413
EXPENDITURES						
Salaries and Wages	4,082,569	3,635,935	432,085			14,549
State Share of Retirement	474,816	433,638	40,892			286
Prof Service, Not By State	1,049,057	265,187	767,012			16,858
Computer Service, By State	10,978	10,978				
Other Prof. Serv., By State	25,085	15,543	9,539			3
Travel Expenses, In-State	137,461	63,713	72,438			1,310
Travel Expense, Out-State	16,115	15,220	895			
Operation—State Vehicles	318,229	287,102	30,516			611
Utilities	153,163	143,885	9,122			156
Rents	1,285,764	1,224,724	60,490			550
Repairs	97,114	82,333	14,543		238	
Insurance	79,913	70,294	9,596			23
General Operating Expense	749,250	533,956	209,541			5,753
Food	11,617	10,612	1,005			
Fuel	43,602	36,357	7,245			
Other Supplies	367,421	342,068	22,502			
Highway Materials	431	6	425			
Grants to Local Govts.	516,757	294,027	138,856			83,874
Grants to Pub. & Priv. Orgs.	60,392		60,392			
Public Assistance Grants	9		9			
Misc. Grants to Individual	11,252	6,907	4,345			
Pensions	29,435	28,676	759			
Land And Land Rights	21,938	5,650	100			16,188
Buildings & Improvements	196,629	24,863	54,323			117,443
Equipment Purchases	349,938	261,827	71,627			16,484
Structures & Improvements	428,402	165,798	157,448			105,156
Equipment Construction	9,063	511	8,621			—69
Trans. to Gen.-Fund Sta-Cap	6,618		6,485			133
TOTAL EXPENDITURES	10,533,018	7,959,810	2,190,811		238	382,159

NATURAL RESOURCES

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus.

Complete program reviews have been completed 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, program evaluation and review, and the delivery of administrative services common to the operations of the individual bureaus. It is expected that these functions will be strengthened in FY 78, along with the operating performance capabilities of the bureaus.

Certain reorganizational changes have been completed during the 1977 fiscal year. These include transfer of radio communications to Forestry, establishment of DOC Regional Offices at Sebago Lake State Park, Old Town, and Greenville, and transfer of the Information and Education activities from Administrative Services to the Division of Planning and Program Services.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,137,881	1,182,995	518,642			3,436,244
Bal Brt Fwd— Encumbered	391,228	69,809	132,901			188,518
Interest/Investment/Rents	100,724					100,724
Revenue From Federal Govt	694,204		179,343			514,861
Fees Charged For Services	160					160
Receipts From Other Funds	442		67			375
Legislative Approp/Alloc	—404,800	—404,800				
Adjustment of Balance Fwd	—95,390		7,553			251,808
Transfers—Non-Federal \$	37,430	37,430	—354,751			
TOTAL RESOURCES	5,861,879	892,987	476,202			4,492,690
EXPENDITURES						
Salaries and Wages	23,653	1,455	7,649			14,549
State Share of Retirement	462	130	46			286
Prof Service, Not By State	18,098	1,221	19			16,858
Other Prof. Serv., By State	15	12				3
Travel Expenses, In-State	2,556	582	664			1,310
Operation—State Vehicles	1,148	7	530			611
Utilities	254	31	67			156
Rents	1,110	10	550			550
Repairs	29,540	29,504	36			
Insurance	23					23
General Operating Expense	6,079	5,357	297			425
Other Supplies	3,927	720	356			2,851
Highway Materials	6	6				
Grants to Local Govts.	85,524	1,650				83,874
Land And Land Rights	16,188					16,188
Buildings & Improvements	177,542	6,845	53,254			117,443
Equipment Purchases	16,484					16,484
Structures & Improvements	397,193	161,758	130,279			105,156
Equipment Construction	511	511	69			—69
Trans. to Gen.-Fund Sta-Cap	64		64			
TOTAL EXPENDITURES	780,377	209,799	193,880			376,698

NATURAL RESOURCES
BUREAU OF FORESTRY
JOHN S. WALKER, 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 Count—All Positions: 124.5

Permanent Legislative Count: 118.5

Organizational Units:

Division of Forest Management
Division of Forest Fire Control

Division of Utilization and Marketing
Forest Insect Manager

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 encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to small woodland owners. 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 4 functional divisions. They are Forest Fire Control, Forest Management, Utilization and Marketing, and Entomology. The office of the Forest Insect Manager is also included within the Bureau. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this new organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

Created by the 1976 Spruce Budworm Suppression Act, the office of the Forest Insect Manager coordinates programs relating to spruce budworm. Spraying projects, insecticide development, research, and tax incentives for applying silvicultural measures are the principal activities.

PROGRAM: The Bureau of Forestry's program is implemented through its various divisions.

Division of Forest Management. The foresters of the Forest Management Division provide forest management advice and assistance to the small landowners of the State. Generally,

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their duties include woodlot reconnaissance, management recommendations, timber stand improvement and timber harvest. Additional duties include technical assistance on Land Use Regulation Commission Forestry Permits, shoreland zoning assists and roadside harvesting law enforcement.

A federal program administered by the Agricultural Stabilization and Conservation Service has added considerably to the forester's workload. The Forestry Incentives Program (F.I.P.) was funded at \$211,000 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 77 service foresters gave technical assistance to 4,800 small woodland owners.

Division of Utilization and Marketing. The Division provides technical advice and assistance to timber operators and primary processors. During FY 77 work continued on the Sawmill Improvement Program (S.I.P.). 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 Division include the publication and distribution of six issues of the Primary Processor Newsletter to over 400 individuals and firms; data collection, 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, publication of Spruce Budworm Marketing Guide, sawmill marketing survey and study of landowner marketing cooperatives.

Office of the Forest Insect Manager. In May and June 1977, a spruce budworm spraying project was completed covering 930,000 acres of infested forest land. Early surveys indicate that the project was generally successful in reducing larval populations and preserving foliage. The spraying was accompanied by an intensive series of environmental monitoring studies to assure that no adverse effect on wildlife and fish occurred.

The budworm research effort initiated by the 1976 Budworm Suppression Act produced studies of wood export markets, Maine's new spruce-fir sawmilling industry, budworm parasite releases, and further insecticide evaluations.

Division of Fire Control. The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention— $\frac{1}{3}$ of time and funds are expended in this effort, (2) detection—presently utilizing 30 towers and 12 detection aircraft, (3) presuppression—training of municipal and Divisional employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

The goal of the Division is to keep acreage burned less than .02 of 1% of the total acreage of the State and hold fire occurrence to 30 fires per million acres protected (532 fires). During 1976* there were 728 forest fires burning 6359.7 acres. Both of these values exceeded the goals. This is due in part to a stronger effort to report all forest fires, especially from organized towns and an extremely dry fall in Washington and Hancock Counties during the hunting season. 50% of acreage burned occurred during this period.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1976 the following prevention measures were accomplished.

1. Supplied radio and TV stations with taped fire prevention messages.
2. Circulated "Smokey Bear" programs in 65 schools talking to 8,000 school children.
3. Mailed 2,150 Junior Forest Ranger Kits.
4. Issued 108 summons for violations with 103 convictions.
5. Made over 5,270 inspections of chainsaws, spark arrestors and damages.

Presuppression or preparedness is the key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Divisional personnel.

Training, both in-service and with volunteer and municipal groups were conducted throughout the State. In addition special training programs were developed for hotshot crews, scouts and industry personnel in forest fire suppression techniques. In all, 754 training sessions were conducted and 1,190 individuals received certificates of completion.

*These figures are for the calendar year 1976. Fiscal year figures are unavailable.

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LICENSES, PERMITS, ETC.:

Permit:

- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

License:

- Arborist

Registration:

- Christmas Tree Transporters

PUBLICATIONS:

1. So Distinguished a Forest: Only In Maine
2. Forest Campsites
3. Can We Afford Our Idle Land
4. Woodland Management Service Available to You
5. Maine Forest Facts
6. Primary Processor Newsletter
7. Spruce Budworm Marketing Guide

All publications are available at no charge.

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FINANCES, FISCAL YEAR 1977:

BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,777,663	846,885	930,778			
Bal Brt Fwd— Encumbered	1,385,801	1,332,205	53,596			
Revenue From Federal Govt	—112,262		—112,262			
Revenue—Private Sources	5,000		5,000			
Fees Charged For Services	478		478			
Receipts From Other Funds	4,806		4,806			
Legislative Approp/Alloc	5,941,014	5,941,014				
Adjustment of Balance Fwd	—68,646	—120,171	51,525			
Transfers—Non-Federal \$	34,958	—1,356,986	1,391,944			
TOTAL RESOURCES	8,968,812	6,642,947	2,325,865			
EXPENDITURES						
Salaries and Wages	2,138,401	2,038,586	99,815			
State Share of Retirement	278,316	270,169	8,147			
Prof Service, Not By State	988,280	230,910	757,370			
Computer Service, By State	5,754	5,754				
Other Prof. Serv., By State	15,077	11,305	3,772			
Travel Expenses, In-State	118,129	51,925	66,204			
Travel Expense, Out-State	10,188	10,134	54			
Operation—State Vehicles	234,793	231,488	3,305			
Utilities	94,976	92,212	2,764			
Rents	1,278,505	1,221,702	56,803			
Repairs	46,099	42,042	4,057			
Insurance	40,145	38,839	1,306			
General Operating Expense	634,102	449,886	184,216			
Food	9,423	9,241	182			
Fuel	38,243	35,048	3,195			
Other Supplies	287,376	282,650	4,726			
Grants to Local Govts.	236,240	213,518	22,722			
Grants to Pub. & Priv. Orgs.	4,800		4,800			
Public Assistance Grants	9		9			
Misc. Grants to Individual	6,907	6,907				
Pensions	18,394	17,635	759			
Land And Land Rights	5,650	5,650				
Buildings & Improvements	18,954	18,018	936			
Equipment Purchases	234,315	221,772	12,543			
Structures & Improvements	4,040	4,040				
Trans. to Gen.-Fund Sta-Cap	1,683		1,683			
TOTAL EXPENDITURES	6,748,799	5,509,431	1,239,368			

(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 Count—All Positions: 23

Permanent Legislative Count: 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 statewide detection and assessment surveys, research, control action, public education and municipal shade tree programs. Responsibilities extend to responding to requests for advice on

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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: The spruce budworm continues to be the State Entomologist's major problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree infestation conditions and insect population levels. Infestation and population levels are less severe and widespread than in 1976 but serious enough to recommend to the Forest Insect Manager for control action on 930,000 acres for 1977. Representative field samples were analyzed in field laboratories. Research tests were conducted and financed in cooperation with University of Maine at Orono, Federal and control project personnel. Improved survey and sampling techniques extends spruce budworm manpower commitment over most of the year.

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 40 municipalities. The general forest insect and disease survey was conducted resulting in 670 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 included financial assistance on 33 Dutch Elm disease control projects and on 69 public shade tree planting programs.

Applied research was continued on tree-insect disease problems. 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 844 Gypsy Moth 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 1976
- Pesticide and Stream Insects
- Dutch Elm Disease
- Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage
- The Spruce Budworm Threat to Maine Forests

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Costs have been accounted for by a related State agency unit.

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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 Count—All Positions: 59.5

Permanent Legislative Count: 48.5

Organizational Units:

Division of Acquisition and Development
Division of Operations and Maintenance
Community Recreation Division
Snowmobile Division

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 and to study and report to the Governor the needs for 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 of 1973, became the Bureau of Parks and Recreation in 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 several administrative divisions.

Division of Acquisition and Development. Independent appraisals were secured and reviewed covering property of Flagstaff Corporation and Flagstaff Lodge Corporation at Mt. Bigelow, and a gift of the Squaw Mountain property by the Scott Paper Company, the value of which will be used to assist in the Bigelow acquisitions. Several minor transactions took place including the acquisition of 215 acres in the Town of Castle Hill which was then leased to that town for a park.

The major volume of development work was at Range Ponds State Park in Poland which will be completed to allow a mid-July 1977 opening for bathing. Construction of new parks was commenced at Roque Bluffs and Boothbay and minor improvements were made at Gratton, Scarboro Beach, Mt. Waldo, Camden Hills, Ft. Knox, Holbrook Island and Quoddy Head.

Boat access sites were constructed on state owned land at Drews Lake in New Limerick, Nickerson Lake in Linneus, and a canoe access site was developed on the Saco River at Brownfield. Minor grants to Madison, Norway and Brunswick assured improvement to existing town boat launching sites. Larger grants provided for a major boat access at Bath and a canoe access at Fryeburg. A grant to the Town of Dover-Foxcroft provided for land acquisition for a major access site at Greeley's Landing on Sebek Lake.

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Division of Operations and Maintenance. During the past fiscal year the division has operated and maintained the Allagash Wilderness Waterway and 177 other properties in the Bureau's ownership, including state owned parks, historic memorials, boat launching sites and a number of undeveloped park parcels. Over 2 million visitors used the camping and day use parks in 1976. The division is also responsible for issuing buoy permits and marking hazards to navigation in Maine's lakes.

Snowmobile Division. During the past fiscal year the division worked closely with the 286 existing snowmobile clubs, assisting in developing membership programs and providing technical assistance on trail development and winter grooming.

The Division processed 157 club grooming grant applications and approved 155. Fourteen municipalities participated in the municipal grant program which provided approximately 650 miles of marked and groomed trail at the community level, an increase of approximately 300 miles over fiscal year 1975-76.

The two Regional Planning grants awarded during FY 75 were completed and will provide statistical data for future trail development.

During the 1976-77 fiscal year, the Division issued 208 trail marking kits to clubs, municipalities, recreation departments and conservation commissions. In addition, two new trail systems were completed and opened (Eagle Lake, Hancock County and Hastings to Evergreen Valley) which provided approximately 75 miles of additional trail. Additionally, improvements and expansion of existing trail systems were completed bringing the total administered by the Bureau to approximately 300 miles. Two more pieces of large grooming equipment were purchased to groom these areas. Also, the Division made grants to three (3) individuals to groom approximately seventy-five (75) miles of trail, primarily in unorganized areas of the State.

One of the most significant accomplishments during the past fiscal year was the establishment of an international trail. This trail system was a result of a joint effort of municipal, county and state governments and made available approximately 200 miles of continuous trail within Maine and many more miles in Quebec.

A division representative served as a resource person on the IASA Trails Task Force panel at the Ninth Annual International Snowmobile Congress held in Wisconsin.

Division of Federal Aid. During FY 77 this division secured approval on 31 projects involving \$3,669,925 in federal funds from the Land & Water Conservation Fund. There were six State-sponsored projects for \$2,407,175 (including the Bigelow Preserve) and 25 municipally-sponsored projects for \$1,262,750. These figures represent 50% of the project costs.

Division of Planning and Research. During the past fiscal year, this division was primarily involved in the preparation of the 1977 Maine Statewide Comprehensive Outdoor Recreation Plan. This document has been completed and approved by the federal Bureau of Outdoor Recreation, making the State eligible to receive federal Land and Water Conservation Fund monies through 1982. The monies can be matched with State or local monies for the planning, acquisition, and development of lands for outdoor recreation purposes.

Community Recreation Division. The position of Community Recreation Specialist was staffed after a long vacancy. Technical assistance was provided to many communities in connection with local recreation programs and the establishment of local park facilities. Several state-owned properties were leased to local governments for operation. Grant assistance was provided Conservation Commissions and several small community recreation programs.

Historic Sites Division. The Bicentennial stimulated an increase in the public's use of State Historic Memorials by 17% over 1975 and the total recorded visitation for the year reached a new high of 308,992.

The first major stage in the long range development of the 1765 Reuben Colburn House complex was completed in this period. This project was the first in which a National Register of Historic Places grant was used to match State resources.

Concern for the long range preservation of historical property existing in Maine prompted an examination of the acquisition and development policies which created the State Historic Memorials administered by this Bureau. Efforts are continuing in order to achieve new policies and working with the Bureau are citizen groups, legislators, and staff members drawn from cultural institutions.

These efforts also prompted inter-agency studies of the structural needs at existing Memorials. The task force involved staff professionals from the State Museum Commission,

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Bureau of Public Improvements and the Maine Historic Preservation Commission. Our finds have been analyzed and citizen input has been acknowledged.

Plans and specifications for vital remedial work have been developed by priority, to be coincident with either the release of funds from the General Fund Repair Account and/or federal funding created under Title II. A major repair program will be initiated in July of 1977 for completion in the fall of 1978.

LICENSES, PERMITS, ETC.:

Permit:

Placement of Buoys in State Waters

PUBLICATIONS:

1. Maine State Parks
2. Maine Historic Memorial
3. The Allagash Wilderness Waterway
4. Rules & Regulations for State Parks
5. Rules & Regulations for the Allagash Waterway

All publications available at no charge.

FINANCES, FISCAL YEAR 1977:

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	966,232		966,232			
Bal Brt Fwd— Encumbered	111,702	25,529	86,173			
Licenses/Permits/Fees/Tax	611,605		611,605			
Revenue From Local Govts	11,044		11,044			
Fees Charged For Services	1,317		1,317			
Legislative Approp/Alloc	1,611,322	1,501,322			110,000	
Adjustment of Balance Fwd	—248	—1,051	803			
Transfers—Non-Federal \$	119,556	2,203	117,353			
TOTAL RESOURCES	3,432,530	1,528,003	1,794,527		110,000	
EXPENDITURES						
Salaries and Wages	1,203,941	1,041,215	162,726			
State Share of Retirement	127,734	109,096	18,638			
Prof Service, Not By State	32,484	26,661	5,823			
Computer Service, By State	3,922	3,922				
Other Prof. Serv., By State	6,953	3,690	3,263			
Travel Expenses, In-State	5,497	2,266	3,231			
Travel Expense, Out-State	1,260	885	375			
Operation—State Vehicles	52,724	40,950	11,774			
Utilities	35,187	29,848	5,339			
Rents	184	—538	722			
Repairs	16,112	7,347	8,527		238	
Insurance	26,755	21,283	5,472			
General Operating Expense	43,003	20,972	22,031			
Food	1,055	999	56			
Fuel	5,236	1,309	3,927			
Other Supplies	54,950	40,280	14,670			
Highway Materials	425		425			
Grants to Local Govts.	194,593	78,859	115,734			
Grants to Pub. & Priv. Orgs.	55,592		55,592			
Misc. Grants to Individual	4,345		4,345			
Pensions	11,041	11,041				
Land And Land Rights	100		100			
Buildings & Improvements	133		133			
Equipment Purchases	81,019	35,727	45,292			
Structures & Improvements	26,862		26,862			
Equipment Construction	8,552		8,552			
Trans. to Gen.-Fund Sta-Cap	2,721		2,721			
TOTAL EXPENDITURES	2,002,380	1,475,812	526,330		238	

NATURAL RESOURCES

**MAINE GEOLOGICAL SURVEY
(FORMERLY 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. 541

Average Count—All Positions: 9

Permanent Legislative Count: 6

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 house 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. Three divisions plus an administrative section, 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 Maine Mining Bureau as well as its administrator and recorder.

The State Board of Certification for Geologists and Soil Scientists was established in 1973. An office and secretary 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.

On June 22, 1977 the Governor approved the legislation which created the Maine Geological Survey, replacing and abolishing the Bureau of Geology.

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.

Physical Geology 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 was completed.

The Bedrock section of the Division is continuing mapping and inventory work. The continental collision theory with an opening and closing Atlantic Ocean is being tested, with field

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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.

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 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 Division also completed 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.

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.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Prospectors Permits
2. Claim Recording Certificates
3. Licenses to Mine on State Land
4. Mining Leases on State Land

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

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

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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 1977:

MAINE GEOLOGICAL SURVEY (FORMERLY BUREAU OF GEOLOGY)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,065		1,065			
Interest/Investment/Rents	870					870
Revenue From Federal Govt	55,516		55,516			
Revenue—Private Sources	3,000		3,000			
Fees Charged For Services	2,853					2,853
Legislative Approp/Alloc	122,013	122,013				
TOTAL RESOURCES	185,317	122,013	59,581			3,723
EXPENDITURES						
Salaries and Wages	139,816	95,000	44,816			
State Share of Retirement	10,904	6,915	3,989			
Computer Service, By State	371	371				
Other Prof. Serv., By State	15	15				
Travel Expenses, In-State	783	721	62			
Travel Expense, Out-State	2,022	2,022				
Operation—State Vehicles	3,155	2,550	605			
Utilities	4,068	4,068				
Repairs	168	168				
Insurance	1,946	1,254	692			
General Operating Expense	8,692	3,364				5,328
Food	15	15				
Other Supplies	3,833	3,822	11			
Trans. to Gen.-Fund Sta-Cap	663		530			133
TOTAL EXPENDITURES	176,451	120,285	50,705			5,461

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 Count—All Positions: 11

Permanent Legislative Count: 11

Organizational Units:

Development Review Division

Planning Division

Resource Analysis Division

PURPOSE: The Maine 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

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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 Maine 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 77, the Maine Land Use Regulation Commission adopted the *Comprehensive Land Use Plan for the Plantations and Unorganized Townships of the State of Maine*. This Plan was subsequently approved by the Governor.

Based upon the Comprehensive Plan and following a series of public hearings, a new document, *Land Use Districts and Standards*, was completed and adopted by the Commission. This document provides the basis for re-districting (re-zoning) all areas within the Commission's jurisdiction, and, as areas become re-districted, it replaces *Standards for Interim Land Use District Boundaries and Permitted Uses*.

In accordance with the new Standards, the Commission initiated its re-districting program in 48 of the 462 townships of its jurisdiction. This program is expected to continue into FY 79.

Other major programs of the Commission have continued, specifically, the Citizens Advisory Board, regional offices in Jonesboro and Presque Isle, and joint education-information programs with the Cooperative Extension Service. Throughout FY 77, the Commission reviewed and acted upon approximately 500 applications for buildings, subdivisions, developments, or forestry operation permits.

LICENSES, PERMITS, ETC.:

Permits:

- Building (Unorganized Territories)
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extension

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 Maine—8/76	\$2.00
Revised Statutes Annotated Title 12, Chapter 206-A	\$1.00
A Legislative History and Analysis of the Land Use Regulation Law in Maine—6/74	\$1.00
Rules and Regulations.	<i>Complete Set</i> \$2.00
Land Use Districts and Standards (may be purchased individually for \$1.00)	
Standards for Interim Land Use Boundaries (may be purchased individually for \$1.00)	
General Provisions	
Delegation of Authority to Staff	
Rules of Practice	
Rules for the Conduct of Public Hearings	

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Sewage Disposal Regulations for Dwellings
Regulation of Public Utilities
Variances
Interim Regulations for Applications

FINANCES, FISCAL YEAR 1977:

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	144	144				
Revenue From Federal Govt	13,956		13,956			
Legislative Approp/ Alloc	306,930	306,930				
Adjustment of Balance Fwd	—17	—17				
Transfers—Non-Federal \$	1,586	1,586				
TOTAL RESOURCES	322,599	308,643	13,956			
EXPENDITURES						
Salaries and Wages	160,577	156,280	4,297			
State Share of Retirement	15,791	15,354	437			
Prof Service, Not By State	5,354	5,354				
Computer Service, By State	254	254				
Other Prof. Serv., By State	55	55				
Travel Expenses, In-State	6,669	6,505	164			
Travel Expense, Out-State	83	83				
Operation—State Vehicles	3,025	3,025				
Utilities	7,332	7,332				
Rents	2,292	2,292				
Repairs	273	273				
Insurance	3,059	3,012	47			
General Operating Expense	43,588	43,588				
Food	371	357	14			
Other Supplies	8,019	7,867	152			
Trans. to Gen.-Fund Sta-Cap	16		16			
TOTAL EXPENDITURES	256,758	251,631	5,127			

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

A. TEMPLE BOWEN, JR., ACTING 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 Count—All Positions: 24

Permanent Legislative Count: 24

PURPOSE: Under the overall supervision of the Director of Administrative Services, this office assists the Commissioner and Bureau Directors in long range financial planning and in the preparation and management of annual and biennial budgets. The staff also provides centralized services in areas common to all Bureaus, including personnel, bookkeeping, accounting, purchasing, internal audit and records management.

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.

The Division has been reorganized during FY 77 and now consists of four sections. The Accounting Section is responsible for all accounting services, fiscal management, audit, budget

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development, fiscal control, income, journals, and purchasing. The Bookkeeping Section is responsible for maintaining all accounts, posting ledgers, approving payments, advising Bureaus of financial status, expense accounts, and management of open market purchase orders. The third section, Personnel, is responsible for all staff personnel actions of the Department, including the development of the personal services budgets and work programs, processing the paperwork on all personnel actions, advising all employees on personnel rules and regulations, preparing payrolls, and providing other personnel information and statistics as required. Lastly, the Central Services Section, provides a variety of clerical, administrative and office services for the Department, as well as the Division.

PROGRAM: 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.

The personnel records system has been centralized and has been computerized in cooperation with the Department of Personnel.

PUBLICATIONS: Conservation Newsletter (controlled distribution - copies may be available upon request at no charge).

FINANCES, FISCAL YEAR 1977:

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	15,219	15,219				
Legislative Approp/Alloc	326,572	326,572				
Adjustment of Balance Fwd	—15,219	—15,219				
Transfers—Non-Federal \$	971	971				
TOTAL RESOURCES	327,543	327,543				
EXPENDITURES						
Salaries and Wages	259,218	259,218				
State Share of Retirement	27,348	27,348				
Prof Service, Not By State	1,013	1,013				
Computer Service, By State	394	394				
Other Prof. Serv., By State	175	175				
Travel Expenses, In-State	1,520	1,520				
Travel Expense, Out-State	1,471	1,471				
Operation—State Vehicles	5,381	5,381				
Utilities	6,697	6,697				
Rents	1,215	1,215				
Repairs	2,462	2,462				
Insurance	5,250	5,250				
General Operating Expense	7,076	7,076				
Other Supplies	4,185	4,185				
Equipment Purchases	3,906	3,906				
TOTAL EXPENDITURES	327,311	327,311				

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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 Count—All Positions: 12

Permanent Legislative Count: 4

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 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; to grant mining rights subject to the approval of the Maine Mining Bureau, the Land Use Regulation Commission and the Department of Environmental Protection, and to lease the right to dredge, fill or erect permanent causeways, bridges, marinas, wharves, docks or other permanent structures on State-owned submerged or intertidal lands. The Bureau is also charged with the responsibility 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 Timber and Grass Rights. On public reserved lands, the Bureau is attempting

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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. Each trade must be individually approved by the Legislature.

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. Management plans are being prepared and used as the basis for continuing management decisions on each parcel of public land. Plans are reviewed by State agencies and public groups to ensure the evaluation of all resources.

Forest Resources Inventory. The Bureau is in the process of compiling inventory information about the lands under its jurisdiction, including wildlife, timber, recreational and other multiple use data.

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 conveyances necessary to provide them with sufficient title for their applications to be processed.

Agricultural Management Plans. Management Plans for agricultural parcels under the Bureau's jurisdiction are being completed. Specific recommendations by Soil Conservation Service agencies are being implemented to make better utilization of different soil and crop types. Leasing is now on a five-year basis to allow capital investment by leases.

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.

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.

LICENSES, PERMITS, ETC.:

Permits:

- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1977:

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Bri Fwd—Unencumbered	154,567	7,551	147,016			
Bal Bri Fwd— Encumbered	743		743			
Revenue From Federal Govt	1,630		1,630			
Fees Charged For Services	59,617		59,617			
Receipts From Other Funds	386,758		386,758			
Legislative Approp/Alloc	63,352	63,352				
Adjustment of Balance Fwd	—6,168	—7,444	1,276			
TOTAL RESOURCES	660,499	63,459	597,040			
EXPENDITURES						
Salaries and Wages	142,469	44,181	98,288			
State Share of Retirement	13,819	4,626	9,193			
Prof Service, Not By State	1,868	28	1,840			
Computer Service, By State	283	283				
Other Prof. Serv., By State	2,795	291	2,504			
Travel Expenses, In-State	1,786	194	1,592			
Travel Expense, Out-State	838	625	213			
Operation—State Vehicles	12,234	3,701	8,533			
Utilities	4,628	3,697	931			
Rents	58	43	15			
Repairs	2,313	537	1,776			
Insurance	2,509	656	1,853			
General Operating Expense	4,920	3,713	1,207			
Food	742		742			
Fuel	123		123			
Other Supplies	4,193	2,544	1,649			
Equipment Purchases	13,382	422	12,960			
Trans. to Gen.-Fund Sta-Cap	1,166		1,166			
TOTAL EXPENDITURES	210,126	65,541	144,585			

COASTAL ISLAND REGISTRY

**BARBARA COTTRELL,
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 Count—All Positions: 0

Permanent Legislative Count: 0

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 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.

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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 second phase of the Registry Program, a review of island titles, is being undertaken. The Bureau of Public Lands must review each island registration with a view toward disallowing registrations by or on behalf of persons who are not true owners. This involves the review and title search of up to 1,500 islands followed by an administrative process and possibly judicial proceedings.

In addition, management plans for islands under the Bureau’s jurisdiction are being developed.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
COASTAL ISLAND REGISTRY						
RESOURCES						
Fees Charged For Services	300		300			
Adjustment of Balance Fwd	80		80			
TOTAL RESOURCES	380		380			
EXPENDITURES						
TOTAL EXPENDITURES						

MAINE MINING BUREAU

ROBERT G. DOYLE, ADMINISTRATOR

WALTER A. ANDERSON, Deputy Administrator

Central Office: Maine Geological Survey, 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 Count—All Positions: 1

Permanent Legislative Count: 0

PURPOSE: The Maine Mining Bureau was established to administer, regulate and control mineral development and mining on State lands, inland waters and offshore territory; and natural resource conservation as it relates to mineral and oil and gas development. The Bureau is authorized to issue all permits, licenses to mine and mining leases, collect fees and royalties, make such reasonable rules and regulations as it deems proper, and otherwise administer State laws relating to prospecting or mining operations, including safety and resource conservation on all onshore land and offshore substrata owned or held in trust by the State. The Bureau is further authorized to administer and enforce the State’s Oil and Gas Conservation and Development Control Act applying to all lands located in the State, however owned, including submerged lands on the continental shelf within the territorial seaward boundary of the State; and to prevent waste of oil and gas and related materials to protect correlative rights, and to prevent pollution, to make such rules and regulations, issue such permits and collect such fees as are necessary to the proper administration of this Act.

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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. A bill has been submitted to the 108th Legislature to abolish the Mining Bureau and place its duties in the Bureaus of Geology and Public Lands. This change was recommended by the Governor with support from the members.

PROGRAM: The Maine Mining Bureau has administrative jurisdiction over prospecting and mineral development on lands owned or held in trust by the State of Maine, encompassing over 200,000 acres of public lands, and the littoral bottom to three miles, plus all lake bottoms. Operating through the law and procedures of the Bureau, such of these lands as are amenable to mineral activity may be claimed by private prospectors for exploration and development. All environmental concerns are viewed by representatives of the Department of Environmental Protection, as a Bureau member, to ensure proper control of such activities. Minerals are present on State land, and within compatible limits, are being leased and exploited. Revenue from licenses and leases are used by the Bureau to administer the program.

The jurisdiction of the Bureau does not extend to mineral activities on private or federal lands, and persons interested in conducting exploration on such private or federal lands should seek permission directly from the land owner or appropriate management agent. Not all of the lands which the State owns or holds in trust are open for mineral exploration, since the title, trust or use status of these lands restrict them for specific purposes not consistent with mineral development. Any person wishing to enter State lands for commercial mineral prospecting purposes should inquire at the Maine Geological Survey 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.

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LICENSES, PERMITS, ETC.:

License:

Claim

Mining

Permit:

Prospectors

Land Use Ruling

Machinery & Explosives for Prospecting

Lease:

Mining

PUBLICATIONS: The Maine Mining Law for State-owned Lands, November, 1969.
(price: \$.50)

FINANCES, FISCAL YEAR 1977:

MAINE MINING BUREAU (REPEALED BY 1977 PL, CH 360)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	39,481		39,481			
Bal Brt Fwd— Encumbered	400		400			
Licenses/Permits/Fees/Tax	13,939		13,939			
Revenue From Federal Govt	4,146		4,146			
Receipts From Other Funds	387		387			
TOTAL RESOURCES	58,353		58,353			
EXPENDITURES						
Salaries and Wages	14,494		14,494			
State Share of Retirement	442		442			
Prof Service, Not By State	1,635		1,635			
Travel Expenses, In-State	521		521			
Travel Expense, Out-State	253		253			
Operation—State Vehicles	5,769		5,769			
Utilities	21		21			
Rents	2,400		2,400			
Repairs	79		79			
Insurance	226		226			
General Operating Expense	1,346		1,346			
Food	11		11			
Other Supplies	704		704			
Equipment Purchases	832		832			
Structures & Improvements	307		307			
Trans. to Gen.-Fund Sta-Cap	291		291			
TOTAL EXPENDITURES	29,331		29,331			

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

RAY GIGLIO, CHAIRMAN
HERBERT HARTMAN, Director

Central Office: Ray Building, 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 Count—All Positions: 0

Permanent Legislative Count: 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.

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It is the responsibility of the Director of the Bureau of Parks and Recreation to establish trails on State-owned lands and encourage the establishment of trails on private lands by governmental agencies and private organizations. The Director, after consultation with interested parties, is authorized to designate certain trails as components of the Maine Trails System which consists of both recreational trails and primitive trails (including the Appalachian Trail) as well as campsites, shelters and related public-use and management facilities. It is the function of the Maine Trails System Advisory Committee to represent interested parties in an advisory capacity.

ORGANIZATION: The Maine Trails System Advisory Committee was created in 1973. Members, representing various interested parties, are appointed by the Department of Conservation. The chairman is elected by the Committee from its membership.

PROGRAM: During FY 77, the Maine Trails Advisory Committee drafted a report relating to the problems and conflicts of the trail groups and the projects they would like to see accomplished. This paper will be submitted to the Director of Parks and Recreation early in FY 78.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: 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.

KEEP MAINE SCENIC COMMITTEE

MARSHALL T. WIEBE, COORDINATOR

Central Office: Ray Building, A.M.H.I., Augusta 04333

Telephone: 289-2212

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 Count—All Positions: 2

Permanent Legislative Count: 2

Organizational Units:

Keep Maine Scenic Committee

PURPOSE: The Department of Conservation 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 Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department 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 Department 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 is a part of the Department's Information and Education activities. The eleven Committee members are appointed by the Commissioner of Conservation for three year terms.

PROGRAM: The Committee's program has two main focuses.

Education. Education activities in the Keep Maine Scenic Committee Program included the purchase and distribution to individuals and organizations of litter bags, litter bag hangers, and printed material. A free loan library of slides and color films had 3,289 separate showings

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and 125,350 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 City of Portland. Framed Award Certificates were presented to organizations and individuals who contributed to the effort to protect natural beauty.

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. The roadside litter study was continued during FY 77. Furthermore, research into alternative outdoor advertising methods was undertaken.

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.

PUBLICATIONS:

1. The Maine Litter Control Act
2. Visual Pollution—film catalog
3. Model Municipal Sign Ordinance
4. Anti-Litter Posters
5. Litter Barrel Labels
6. Carry In-Carry Out decal
7. Litter Bags

All publications are available at no charge.

FINANCES, FISCAL YEAR 1977:

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Fines/Forfeits/Penalties	500		500			
Revenue—Private Sources	621		621			
TOTAL RESOURCES	1,121		1,121			
EXPENDITURES						
Other Supplies	218		218			
Grants to Local Govts.	400		400			
Trans. to Gen.-Fund Sta-Cap	3		3			
TOTAL EXPENDITURES	621		621			

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MAINE FOREST AUTHORITY
JOHN S. WALKER, CHAIRMAN

Central Office: Ray Building, 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 Count—All Positions: 0

Permanent Legislative Count: 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. The members annually elect one of their number as chairman and meet as often as necessary to properly administer their responsibilities.

PROGRAM: The Maine Forest Authority did not meet during fiscal year ending June 30, 1977.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

**STATE BOARD OF CERTIFICATION FOR
GEOLOGISTS AND SOIL SCIENTISTS**
ROLAND A. STRUCHTEMEYER, CHAIRMAN

Central Office: Maine Geological Survey, Ray Building, A.M.H.I., Augusta 04333

Established: 1973

Telephone: 289-2801

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 04; *Unit:* 070; *Unit Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0

Permanent Legislative Count: 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 annually 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

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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, 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. An office for the Board is maintained at the Maine Geological Survey.

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 over 200 geologists and soil scientists.

LICENSES, PERMITS, ETC.:

Certification:

Geologists

Soil Scientists

PUBLICATIONS: Register of Certified Geologists and Soil Scientists.

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,740		3,740			
Fees Charged For Services	3,285		3,285			
TOTAL RESOURCES	7,025		7,025			
EXPENDITURES						
Prof Service, Not By State	325		325			
Repairs	68		68			
General Operating Expense	444		444			
Other Supplies	16		16			
Trans. to Gen.-Fund Sta-Cap	11		11			
TOTAL EXPENDITURES	864		864			

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**DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

WILLIAM R. ADAMS, JR., COMMISSIONER

Central Office: Ray Building, A.M.H.I., Augusta 04333

Telephone: 289-2811

Established: 1972

Incoming WATS line: 1-800-452-1942

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Unit Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 133

Permanent Legislative Count: 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. The Department is authorized to direct growth and development in a manner 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.

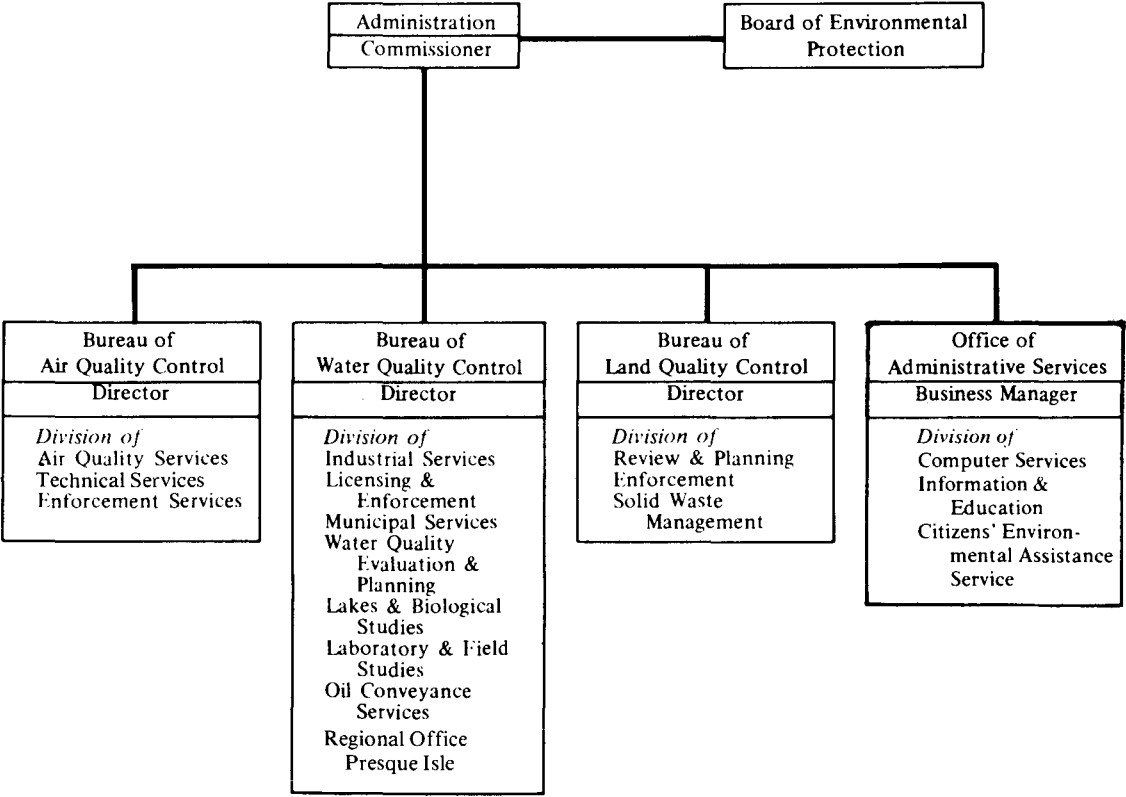
ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollutants and preventing pollution of waters used for recreational purposes in the State. Original membership of the Board included 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.

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 Com-

**ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION**



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CONSOLIDATED FINANCIAL CHART FOR FY 77 DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—175,657	87,495	229,937			—493,089
Bal Brt Fwd— Encumbered	7,437,537	23,570	195,948			7,218,019
Revenue From Federal Govt	3,182,485		1,072,245			2,110,240
Receipts From Other Funds	400,000		400,000			
Legislative Approp/Alloc	1,481,426	1,446,426			35,000	
Adjustment of Balance Fwd	—198,069	—20,046	20,006			—198,029
Transfers—Non-Federal \$	11,517	11,517				
Transfers—Federal \$	—57,980		—57,980			
TOTAL RESOURCES	12,081,259	1,548,962	1,860,156		35,000	8,637,141
EXPENDITURES						
Salaries and Wages	1,263,678	720,270	541,263		2,145	
State Share of Retirement	128,478	74,745	53,502		231	
Prof Service, Not By State	261,626	37,994	223,632			
Computer Service, By State	41,837	33,869	7,968			
Other Prof. Serv., By State	428	8	420			
Travel Expenses, In-State	42,814	30,687	11,802		325	
Travel Expense, Out-State	16,301	6,123	10,178			
Operation—State Vehicles	29,453	22,170	7,283			
Utilities	76,411	60,480	15,931			
Rents	34,135	19,078	15,057			
Repairs	12,777	6,877	5,900			
Insurance	34,851	19,890	14,961			
General Operating Expense	95,399	86,809	8,590			
Fuel	1,473	788	685			
Other Supplies	98,765	46,951	51,814			
Grants to Pub. & Priv. Orgs.	7,062,006	1,500	134,287			6,926,219
Buildings & Improvements	873	110	763			
Equipment Purchases	159,616	33,045	126,571			
Structures & Improvements	1,370		1,370			
Trans. to Gen.-Fund Sta-Cap	21,769		21,769			
TOTAL EXPENDITURES	9,384,060	1,201,394	1,253,746		2,701	6,926,219

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mission 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, the mining rehabilitation duties of the disbanded Maine Mining Commission and the Minimum Lot Size Law.

Appointive membership of the Board remained essentially the same as that of the former EIC, that is, ten members appointed by the Governor, 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." That year, also, functions of the Office of Technical Services were absorbed by the three bureaus, and the office was eliminated.

Two legislative changes affecting operation of the BEP took place in 1976. In the first, the Commissioner's right to cast tie-breaking votes as Chairman ex officio was rescinded. This move was welcomed by all parties concerned with Board functions, because it elevates the chairman from the arena of debate and removes potential conflict with his role as chief administrator.

Secondly, calendar year 1976 saw preparation for the demise of the Executive Council. With that event, effective in January 1977, authority for confirmation of gubernatorial appointments to the Board shifted to the legislature. Hearings on the qualifications and nominees are conducted by the legislature's Joint Standing Committee on Natural Resources.

PROGRAM: FY 77 was a banner year for Maine's environment, and for the Department of Environmental Protection (DEP). It was the most singularly intense period of achievement in the history of Maine's era of environmental awareness and concern.

Heading the list was Maine's observance, on October 1, 1976, of the nation's earliest deadline for the abatement of water pollution. It was a deadline toward which the legislature, Maine's people and the DEP had been working for nearly 10 years. On that date, all but eight major industries (representing more than 90 percent of Maine's former pollution load) had treatment facilities installed and operating.

Roughly half (84) of the municipal wastewater treatment systems needed in Maine were completed and operating in time to meet the state deadline. The remaining construction has been held up for lack of adequate federal funds. Nevertheless, Maine claimed another national first on May 31, 1977, when it became the first state to have obligated for construction its entire federal allotment for this program.

On June 30, this state was recognized by the federal Environmental Protection Agency (EPA) as one of only three in which all major industrial polluters had completed wastewater treatment facilities that met the federal goal of "best practicable treatment." More significantly, Maine was the only state with a large number of such major polluters (44) to meet the goal. Even those companies which had missed Maine's deadline nine months earlier had managed to meet the federal one.

Good environmental news has continued throughout this fiscal year, due largely to Maine's accomplishments in reducing pollution. The 108th Legislature, responding to recommendations from the DEP, reclassified nearly all the state's 2900 great ponds as GP-A, the top water quality rating, and prohibited any future discharge of pollutants into those waters. Acting on a related recommendation, the 108th Legislature reclassified the water quality of several streams and river segments upward, reflecting the water quality now known to exist. Most gratifying to staff members, however, has been the visible improvement in water quality noted by people throughout the state.

Another deadline, which arrived with less notice on June 30, was the final implementation phase of Maine's Solid Waste Management Regulations. Unlike the water program, Maine has trailed the nation in this area due to past resistance to the elimination of traditional town dumps. FY 77, however, saw a gradual but steady increase in efforts by communities to solve their solid waste problems. It was a year of extreme effort by the DEP staff to provide local

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officials with help and cooperation in meeting this obligation. The June 30 deadline was approached with a feeling that there was sincere effort being made by all concerned.

In more routine matters, the first compendium of DEP regulations was published by the department's Citizens' Environmental Assistance Service. Consisting of all the regulations under which the department administers its 13 statutes, the publication was made available to members of the public for merely the \$1.73 cost of postage. As FY 77 drew to a close, the first update to the compendium was in production.

As if to signify the closing of an era of development and controversy in environmental law and regulation, the Pittston Oil Company came before the BEP and Department this spring to seek the final state environmental permits for its proposed refinery in Eastport. Air Emission, Wastewater Discharge and Coastal Wetlands licenses were all issued, subject to conditions, except that the coastal permit hinged on Pittston's gaining a lease to sub-tidal lands from the Bureau of Public Lands. Pittston's Site Location of Development application had been approved with conditions in 1975; the lengthiest case on record in Maine, it shadowed the Board and Department throughout their most controversial years.

Staff changes at the management level were fewer, but no less significant in this fiscal year than last. Early in the year the director of the Bureau of Air Quality Control resigned. A troika of division chiefs, two commuting from Bangor and Portland, carried on the functions of that office until a new director was appointed in early winter. Since then, the Bureau has been restructured along functional lines.

In fulfillment of a statutory requirement that the commissioner of the DEP designate a person to act as commissioner in his absence, the director of the Bureau of Land Quality Control was named Deputy Commissioner midway through the fiscal year. The assignment was made as a collateral responsibility, with no salary increase. Two units, the Division of Information and Education, and the Citizens' Environmental Assistance Service, were transferred to the commissioner's office from the Office of Administrative Services, under the supervision of the deputy.

In addition to its normal role of providing Departmental support, the Office of Administrative Services in FY 77 undertook an in-house study designed to improve internal financial control. The study involved an intensive review of alternative procedures. It resulted in the development of a system of recording financial information by sub-units and more effective utilization of computer capabilities in the processing and control of the various licenses issued by the Department. The study also resulted in a decision to utilize the on-line budget system supported by the Department of Human Services. The new procedures will be activated in the next fiscal year and should provide significantly improved financial information and control for Departmental staff.

This report would be incomplete if it did not note that at the end of FY 77 the Department of Environmental Protection lost the hand which had guided its formation in 1972 and had held the helm ever since. William R. Adams, Jr., was selected by the Carter Administration to become Administrator of Region I, U.S. Environmental Protection Agency, for the New England area. As director of the former Environmental Improvement Commission since 1969, Adams was tasked by the Legislature in 1971 to draft a plan for reorganization of Maine's environmental agencies into a cohesive single unit. His plan for the DEP was approved nearly in toto the following year, at which time then-Governor Curtis nominated him to be the agency's first commissioner. He was reappointed to the position in 1975 by Governor Longley.

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, Statehouse, 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, Statehouse, Augusta 04333.

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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 containing 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 complete set of departmental regulations can be obtained by sending a self-addressed, stamped envelope (\$1.73 stamp required) to the Citizens' Environmental Assistance Service.

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF ENVIRONMENTAL PROTECTION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brr Fwd—Unencumbered	—428,681	87,495	—23,087			—493,089
Bal Brr Fwd— Encumbered	7,254,283		36,264			7,218,019
Revenue From Federal Govt	2,110,240					2,110,240
Receipts From Other Funds	400,000		400,000			
Legislative Approp/Alloc	210,773	210,773				
Adjustment of Balance Fwd	—197,997		32			—198,029
Transfers—Federal \$	70,000		70,000			
TOTAL RESOURCES	9,418,618	298,268	483,209			8,637,141
EXPENDITURES						
Salaries and Wages	248,636	106,667	141,969			
State Share of Retirement	23,695	9,775	13,920			
Prof Service, Not By State	136,247	1,755	134,492			
Computer Service, By State	8,830	862	7,968			
Other Prof. Serv., By State	331		331			
Travel Expenses, In-State	3,850	903	2,947			
Travel Expense, Out-State	4,230	1,634	2,596			
Operation—State Vehicles	5,846	288	5,558			
Utilities	24,067	9,971	14,096			
Rents	10,178	1,543	8,635			
Repairs	1,605	631	974			
Insurance	7,537	2,407	5,130			
General Operating Expense	23,091	19,770	3,321			
Fuel	644		644			
Other Supplies	21,726	3,747	17,979			
Grants to Pub. & Priv. Orgs.	6,926,219					6,926,219
Equipment Purchases	34,724		34,724			
Structures & Improvements	1,370		1,370			
Trans. to Gen.-Fund Sta-Cap	8,358		8,358			
TOTAL EXPENDITURES	7,491,184	159,953	405,012			6,926,219

NATURAL RESOURCES

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 Count—All Positions: 20

Permanent Legislative Count: 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.

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. Similarly transferred were the Great Ponds Act from the Department of Forestry and the Minimum Lot Size law from the Department of Health and Welfare. Administration of the Solid Waste Management Act was assigned to the Bureau in 1973.

The Division of Review and Planning processes all applications except those related to operational aspects of solid waste disposal. The Division of Enforcement performs investigative and enforcement duties related to these laws. The Division of Solid Waste Management is concerned with the licensing of solid waste and sludge projects, technical assistance to municipalities, and planning.

PROGRAM: During FY 77 solid waste management activities were the focal point of Bureau

NATURAL RESOURCES

efforts, with continuing emphasis in the other divisions on refining processes and improving education on our laws with the public in general.

This was the first full year of implementation for the Solid Waste Management Regulations governing the operations of solid waste disposal facilities. While the critical requirement for covering of all waste in land disposal operations was delayed until July 1, 1977 all other rules were instituted on a gradual basis using schedules agreed to by the municipalities. This approach was designed to provide operators additional time to prepare for the cover requirement. In support of this implementation process Division personnel, in conjunction with the Bureau of Air Quality Control, conducted workshops throughout the state to provide assistance to municipalities over 1000 population. Over 80% of these towns were represented and the workshops greatly aided efforts to communicate problems in both directions.

A Solid Waste Advisory Committee was established during this period in an attempt to involve knowledgeable members of the public in the development of a strategy and plan for the future. Their report was in the final drafting stages at the end of the fiscal year and will recommend some significant program alterations.

Other completed projects involving solid waste during FY 77 include: completion of site location mapping for all disposal facilities; issuance of a preliminary report on the impact of leachate on groundwater quality; completion of hearings on the remaining municipalities whose facilities are in violation of the 300 foot law; and the development of guidelines for septage disposal at treatment plants, and for transfer stations.

Efforts to establish a technical assistance program in the field offices to aid municipalities were successful through the use of a Title II Public Works grant approved by the Legislature. This will enable direct support for local officials during this transition period, providing the type of contact not normally possible with regular staff. This program, together with increased effort at follow through on violation from the Attorney-General's office, should result in some dramatic improvements in Maine's dumps during the next year.

During FY 77 the Enforcement Division analyzed its past efforts with regard to inspections and reoriented the limited available staff time for maximum effect on the objectives of the Bureau. Based on past compliance records and potential impact it was decided to selectively inspect only 5% of Great Ponds projects and 50% of Wetlands projects, while encouraging other state agencies with field personnel to assist in these areas. This shift permits greater concentration on the Site Location law and on educational efforts. This latter effort has led to contacts with town officials to seek their cooperation in enforcing our statutes, and to numerous newspaper articles designed to make the public aware of the statutes. This effort will continue and be further aided by preparation of a booklet explaining the Site Location law and many of its legal bases and ramifications to the public, lawyers, and technical support firms.

The Division of Review and Planning participated in the successful drafting of legislation designed to clarify several key laws and to improve the processing of multi-permit projects. As a result a new Great Ponds Act was passed into law which makes the objectives and process of this key environmental law much clearer. It also eliminates the requirement for a permit to carry on normal maintenance and repairs and provides for Board exemption by regulation of non-damaging intrusions normally covered by the law. The second key piece of legislation provides for formal coordination procedures between state natural resource regulatory agencies so that an applicant requiring multiple permits need deal only with one agency.

The Division also developed and published guidelines to implement the Board's regulations dealing with the development of large parking lots.

Applications Processed in Fiscal 1977

	By Board of		
	Environmental Protection	By Staff	Total
Site Location	173	40	213
Wetlands Act	143	24	167
Great Ponds Act	20	281	301
Min. Lot Size law	20	0	20
Water Quality Cert.	0	46	46
Del. of Authority (Site & Wetlands)	2	0	2
		Total	749

NATURAL RESOURCES

LICENSES, PERMITS, ETC.:

License:

Septic Tank Pumpers
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

PUBLICATIONS: See departmental listing.

FINANCES, FISCAL YEAR 1977:

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brr Fwd—Unencumbered	9,231		9,231			
Bal Brr Fwd— Encumbered	48,512	21,605	26,907			
Revenue From Federal Govt	45,914		45,914			
Legislative Approp/ Alloc	286,896	251,896			35,000	
Adjustment of Balance Fwd	—20,012	—20,012				
Transfers—Non-Federal \$	11,517	11,517				
Transfers—Federal \$	—5,000		—5,000			
TOTAL RESOURCES	377,058	265,006	77,052		35,000	
EXPENDITURES						
Salaries and Wages	147,392	132,743	12,504		2,145	
State Share of Retirement	15,672	14,109	1,332		231	
Prof Service, Not By State	47,929	26,079	21,850			
Computer Service, By State	1,027	1,027				
Travel Expenses, In-State	9,829	7,789	1,715		325	
Travel Expense, Out-State	2,447	646	1,801			
Operation—State Vehicles	3,150	2,393	757			
Utilities	10,740	10,002	738			
Rents	1,894	359	1,535			
Repairs	358	358				
Insurance	3,334	3,046	288			
General Operating Expense	19,706	19,611	95			
Other Supplies	10,553	9,242	1,311			
Grants to Pub. & Priv. Orgs.	1,500	1,500				
Equipment Purchases	2,923		2,923			
Trans. to Gen.-Fund Sta-Cap	947		947			
TOTAL EXPENDITURES	279,401	228,904	47,796		2,701	

NATURAL RESOURCES
BUREAU OF AIR QUALITY CONTROL
DAVID E. TUDOR, 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 Count—All Positions: 19.5

Permanent Legislative Count: 11.5

Organizational Units:

Division of Air Quality Services

Division of Technical Services

Division of Enforcement

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 Bureau 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, Technical Services, and Enforcement. The Division of Air Quality Services is responsible for maintenance and operation of the air quality monitoring networks, data collection and evaluation, special air quality studies and responding to citizen complaints and working to eliminate local nuisances.

The Division of Enforcement 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 Technical Services works closely with both other divisions in correcting and eliminating violations of ambient air quality and emission standards and reports findings to governmental and private organizations for their use in planning future growth which will be harmonious with the air resources of the state.

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 offices in Portland, Bangor, and Augusta.

NATURAL RESOURCES

PROGRAM: The quality of Maine's Air Resources is affected by numerous air pollutants under constantly changing meteorological conditions. The Bureau has continued to keep abreast of the changing technology to measure and control air pollution.

Sulfur Dioxide Strategy Status, Portland. The metropolitan Portland area had shown violations of the sulfur dioxide ambient air quality standard and continued to show violations until the implementation of the present low sulfur oil strategy. This strategy permits the use of #4 fuel oil with a sulfur limitation of 1.5%. Data collected during the winter of 1976-77 indicates that the area continues to meet the sulfur dioxide standards.

Total Suspended Particulate and Carbon Monoxide Violations, Lewiston, Bangor, Augusta. The Bureau has conducted several special studies in the Lisbon Street area of Lewiston subsequent to several complaints from people having chronic lung diseases and living nearby. Violations of the state and federal standards for carbon monoxide and particulates have been found. During the past year another extensive study was conducted and resultant data analyzed. The conclusions indicate that transportation related activities are largely responsible. The Bureau is working closely with the City of Lewiston to resolve this unsatisfactory condition.

The Bureau has also found violations of the particulate and carbon monoxide standards in the City of Bangor. A more comprehensive study has begun and should be concluded by June 30, 1978. Preliminary analysis on the existing data has been written up for presentation to the City Officials.

Several existing monitors in Augusta have indicated high levels of particulate matter. The Bureau has added several extra sites in this area to first determine the extent of the problem, then decide how to proceed with a more comprehensive one.

Photochemical Oxidants Violations. During the summer when there is a lot of sunlight and given certain meteorological conditions Maine has been experiencing violations of the photochemical oxidant standard. Original studies used only one monitor in the Portland area. This past year the Bureau obtained another instrument and will be measuring the air upwind and downwind of Portland. Photochemical Oxidant violations are a serious problem in the North Eastern United States. Given the meteorological conditions existing at the times of violation it is suspected that a major portion of the contamination is due to pollutant transport from urban areas to the southwest of Maine.

Summary of Source and Monitoring Activities. The following indicates Bureau activities during FY 77.

1. Monitors:

- 32 particulate monitors
- 26 sulfur dioxide manual monitors
- 3 nitrogen dioxide manual monitors
- 4 sulfur dioxide continuous monitors
- 3 carbon monoxide continuous monitors
- 2 ozone continuous monitors;

2. Regional Offices 3 (Augusta, Bangor, Portland)

3. Licensed Sources 425;

4. Abatement Orders Issued 75;

5. Referrals to Attorney General for enforcement 11; and

6. Fines collected \$50,000.

LICENSES, PERMITS, ETC.:

License:

Air Emission

PUBLICATIONS: See Departmental listings.

NATURAL RESOURCES

FINANCES, FISCAL YEAR 1977:

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	23,140		23,140			
Bal Brt Fwd— Encumbered	31,962	1,542	30,420			
Revenue From Federal Govt	195,000		195,000			
Legislative Approp/Alloc	218,661	218,661				
Adjustment of Balance Fwd	20,000		20,000			
Transfers—Federal \$	—15,000		—15,000			
TOTAL RESOURCES	473,763	220,203	253,560			
EXPENDITURES						
Salaries and Wages	191,240	108,803	82,437			
State Share of Retirement	19,963	11,551	8,412			
Prof Service, Not By State	21,473	2,284	19,189			
Computer Service, By State	134	134				
Travel Expenses, In-State	5,295	3,421	1,874			
Travel Expense, Out-State	3,492	415	3,077			
Operation—State Vehicles	6,956	6,263	693			
Utilities	14,978	14,030	948			
Rents	7,098	5,502	1,596			
Repairs	4,144	2,363	1,781			
Insurance	6,661	4,351	2,310			
General Operating Expense	8,263	6,625	1,638			
Fuel	59	59				
Other Supplies	20,313	11,377	8,936			
Equipment Purchases	50,166	15,164	35,002			
Trans. to Gen.-Fund Sta-Cap	2,822		2,822			
TOTAL EXPENDITURES	363,057	192,342	170,715			

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 Count—All Positions: 90

Permanent Legislative Count: 38

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.

NATURAL RESOURCES

In addition to administering the State's water pollution control laws, the Bureau has responsibilities which are offshoots of other laws. These include determination that applicants for Maine Guarantee Authority loans have received any necessary permits; determination, under tax laws, whether certain industrial projects qualify for pollution abatement tax exemptions or rapid write-off provisions; determination that federal permits for activities affecting navigable waters of the United States do not result in violation of State water pollution control laws; federal Office of Management and Budget A-95 reviews to determine whether federal expenditures for any project in Maine will violate State water pollution control laws; review of environmental impact statements required under the National Environmental Policy Act of 1969; and supervision of 208 planning areas, an executive function under the Water Pollution Control Act amendments of 1972, delegated to the Bureau.

ORGANIZATION: The Bureau of Water Quality Control originated in the Sanitary Water Board, created in 1941 to investigate and recommend means of controlling pollution of State waters used for recreational purposes. In 1951, the Board was succeeded by the Water Improvement Commission and assigned added responsibility to make recommendations to the Legislature regarding classification of rivers, waters, and coastal flats of the State, based on reasonable standards of quality and uses. The Commission was renamed Water and Air Environmental Improvement Commission in 1967 when it was delegated responsibilities for air pollution studies and control. In 1969, its name was shortened to Environmental Improvement Commission (EIC), and legislation of that and successive years greatly expanded its authority with respect to water pollution control, including responsibility for administering the Oil Discharge Prevention and Pollution Control Act (1970) and the Great Ponds Program (1973). In 1972, legislation redesignated the 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 Federal Water Pollution Control Act. Federal funds for the past three fiscal years have included approximately \$550,000 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 \$18.7 million federal money and \$5.1 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; supervises effluent monitoring of industrial wastewater discharges and responds to complaints concerning the industries.

The major Division effort during FY 77 was to ensure, through on-site construction inspections, that all industrial wastewaters were treated by October 1, 1976 as required by State law. With the exception of eight industries, and those industries that will discharge to municipal systems when they are completed, all industries met the deadline. The eight industries' wastewater treatment plants were in operation by June 30, 1977 as required by Federal law.

The Division's major future efforts will include inspections of the wastewater treatment plants to see they are operating satisfactorily and reviewing effluent monitoring reports to insure that there are no violations of their wastewater discharge licenses.

The following is a summary of the Division activities during FY 77:

Active industrial licenses	252
Industrial Wastewater Treatment Units in Operation	141
Industries discharging to municipal system	60
Industries Requiring Licenses but No Treatment	51

NATURAL RESOURCES

(Uncontaminated Cooling Water and Similar Discharges)	
State Sales and Use Tax Certification applications received	49
Approved	43
Denied	0
State Property Tax Exemption applications received	9
Approved	7
Denied	0
Federal IRS Rapid Tax Amortization Certification requests	1
Approved	0
Denied	0
Field Inspections conducted	204

Division of Licensing and Enforcement. This Division is responsible for the licensing of all waste discharges to the waters of the State; for the certification of Federal permits involving discharges; for log storage permits and for the enforcement of all laws and regulations pertaining to waste discharge within the State. The Division also investigates all complaints relative to discharges which may cause water quality violations. Noteworthy within the last year is the completion of construction and operation of all major industrial treatment plants. The completion of these treatment systems puts Maine in the company of only two other States in the Union with treatment of all major industrial wastes and the State's waters well on the way to recovery from past pollution. The following is a summary of Division activities during FY 77.

Total Board actions involving the Division	1,178
Joint licenses issued with Federal Environmental Protection Agency	59
Municipal	10
Commercial	3
Industrial	46
Total State Licenses issued	1,099
Municipal	10
Commercial	63
Industrial	46
Residential	980
Inspections of individual waste treatment facilities	801
Referrals to Attorney General for court action	20
Applications certified to Maine Guarantee Authority	9
Complaints investigated	189

Division of Municipal Services. This Division has continued to process state and federal grant applications and loans and to carry out its responsibilities in review of facility planning reports, plans and specifications, on-site inspections of on-going construction of municipal treatment facilities, operation and maintenance inspections of existing municipal wastewater treatment facilities and a training program for wastewater treatment operators. The following is a summary of division activities during FY 77.

Municipal Treatment Facilities in Operation—84

Construction Projects Funded—3

Wells Sanitary District, Portland (Phase II) and Madawaska (Phase II).

Construction Projects Commenced—6

Ellsworth, Milford, Old Town, Pittsfield, Wells Sanitary District and Wilton.

Construction Projects Completed—9

Cape Elizabeth (North), Fort Fairfield Utilities District, Freeport Sewer District, Hartland, Kennebec Sanitary Treatment District (Waterville, Fairfield and Benton), Manchester Sanitary District, Mexico Sewer District, Monmouth Sanitary District, and Rumford-Mexico Sewerage District.

Preliminary Engineering Projects Funded—14

Aroostook-Prestile Treatment District (Caribou), Aroostook-Prestile Treatment District (Presque Isle), Bangor, Bridgton, Dexter Utility District, East Millinocket, Great Salt Bay Sanitary District (Damariscotta, Newcastle and Nobleboro), Guilford-Sangerville Sanitary District, Hallowell Water District, Hampden, Howland, Jackman Sewer District, Norridgewock Water District, and Searsport.

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Final Design Projects Funded—2

Lincoln Sanitary District and Sanford Sewerage District

Federal Grant Monies Made Available—\$18,680,345

State Grant Monies Made Available—\$5,059,169

Sanitary Districts Formed in FY 77—2

(Stonington Sanitary District & Warren Sanitary District)

Construction Project Inspections by Division Personnel—74

Operation and Maintenance Inspections of Existing Plants—297

Training Programs at Existing Treatment Plants—10

Maine was the first State in the nation to obligate all of its federal construction grant funds that were provided by the Federal Water Pollution Control Act Amendments of 1972 (P.L. 92-500). In the past four years Maine has obligated \$153,097,200 in Federal funds and \$30,160,695 State bond issue funds for projects totaling over \$204,000,000 worth of construction and planning.

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 licensed discharges, after treatment, will meet statutory water quality standards. The Division prepares basin water quality management plans required by the Federal Water Pollution Control Act. The Department of Environmental Protection also has responsibilities in the Areawide Waste Treatment Management Planning Program (208 Planning) in that the Department was designated as Maine's primary review and certification agency by the Governor. This function rests within the planning division which coordinates and assists regional planning agencies designated under the Water Pollution Control Act as the planning agencies for the designated areas. The water quality management plans mentioned above have been completed for all the basins in Maine. These plans will be updated by November 1978 to reflect the outputs of the 208 planning program. Special studies of water quality involving on-site sampling and follow-up data resolution are conducted periodically by the Department. These studies are developed and coordinated by the Planning Division.

Androscoggin

St. John

Aroostook (sub)

Prestile (sub)

St. Croix

Penobscot

Kennebec

Sebasticook (sub)

Presumscot

Coastal Maine

Southern Maine

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 3 data reports with a final report 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.

The Lay Monitoring Program for Maine lakes has had a three fold increase in effort due to other projects being completed. This program is a one to one basis working with the public and a great deal of benefits to the monitor and to the state as a whole are derived.

The following reports were made available to the public during 1977 from this Division:

Lay Water Quality Monitoring

Chlorine Investigations

NATURAL RESOURCES

Lincoln Conservation Commission Water Quality Results on the Haley Pond Tertiary Treatment

A new three year project on Salmon Lake is being done under cooperative agreement with the U.S.G.S./D.E.P.

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	10
Lake water quality monitoring	150

Rivers and streams studied this fiscal year

Benthic sampling studies	17
Other biologically-related studies	1
Fish kills investigated	4

Hearings, meetings and public education programs in which

the division participated	72
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Division of Laboratory and Field Services. This Division provides a full line of analytical and field services for the entire Department, specializing in the analysis of water. The Division employs state-of-the art sampling and analytical equipment and techniques for determining metals, nutrients, hydro-carbons, organics, bacteria, oxygen demand, and other important water quality parameters.

In addition to basic water sampling, field capabilities include detailed water quality investigations such as stream and river gauging, time-of-travel determinations, and intensive in situ water quality evaluations. Current activities also include monitoring industrial treatment plants, municipal treatment plants, rivers, streams, ocean, and ground waters. The Division also supports the Department's enforcement and water quality planning activities.

The Division's efforts are decentralized in order to optimize productivity and costs. A small permanent laboratory in South Portland provides essential laboratory and field requirements in Southern Maine while a self-contained mobile laboratory services eastern Maine. The mobile laboratory is also available to travel to the scene of any special water quality study needs. The Augusta laboratory provides laboratory and field services for central and western Maine as well as specialized analytical services for all the Division's regional activities.

The Division performed 1,648 field inspections which generated 21,790 bits of water quality data during fiscal year 1976.

Presque Isle Regional Office. 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 involving international waterways and thus, are subject to the 1909 Boundary Water Treaty between the United States and Canada. There are major paper mills and many food processors, mainly connected with the area's potato-growing industry. 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.

The office is currently responsible for compliance monitoring of municipal, industrial, and privately-owned treatment facilities and assisting their operators in dealing with technical and other problems. In addition, the Presque Isle office has been actively involved in planning upgraded facilities for Caribou and Presque Isle. The office currently maintains four Primary Monitoring Network stations and samples three area lakes in conjunction with the Department's Lake Monitoring program. Air quality monitoring was conducted at three Aroostook County sites during 1976-1977. It is likely that monitoring equipment at the Madawaska site will be upgraded in the near future due to violations of ambient air quality noted this year.

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 include:

1. An inventory of solid wastes and solid waste disposal requirements of Aroostook County industries. This project deals mostly with potato wastes and sludges associated with secondary treatment processes.
2. Water quality studies of the Meduxnekeag River Basin in southern Aroostook.

NATURAL RESOURCES

3. A performance evaluation of the Fraser Paper Company wastewater treatment system.
4. Continuing work with Northern Maine Regional Planning Commission's "208" planning activities. This areawide planning effort makes an evaluation of non-point sources of pollution such as runoff from agricultural and silvacultural practices. The program is part of an effort to meet National Water Quality goals as mandated by Congress.
5. The Environmental Impact Study of a proposed impoundment on Mantle Brook in Presque Isle.
6. Cooperation with several citizens' groups who have shown interest in correcting local problems.

Division of Oil Conveyance Services. This Division administers the Coastal Conveyance Act. The responsibilities associated with this Act include enforcing all Maine Oil Discharge Prevention and Pollution Control Regulations as well as ensuring clean-up of all oil spills and payment of damage claims resulting from spills. The Division also holds the responsibility for enforcing environmental regulations relating to long term storage of tank vessels in State waters.

During FY 77 a major research project on the effect of light oil on soft shell clams was concluded and a new project on preventing oil spills in Penobscot Bay was begun.

The Division inspects and licenses all of Maine's largest Marine Oil Terminals. The following is a summary of Division activities during FY 1977.

Oil Terminals licensed to Operate

Permanent	35
Temporary.	1
Oil Spills Reported.	262
Total Oil Spilled	55,269 gal/209,135 liters
Largest Single Spill	8,000 gal/30,282 liters
Spills of unknown Origin.	72
Applications for Lay-up of Tank Vessels	0

LICENSES, PERMITS, ETC.:

Certifications:

- IRS certification for five year amortization
- MGA certification
- Sewage Treatment Plant Operators
- Sales & Use Tax exemption
- Personal Property Tax exemption
- National Pollutant Discharge Elimination System Permit Certification
- IRS certification for tax exempt bonding

Licenses & Permits:

- Oil Terminals
- Waste Discharge Licenses
- Log Storage Permits

PUBLICATIONS: See departmental listing.

NATURAL RESOURCES

FINANCES, FISCAL YEAR 1977:

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	220,653		220,653			
Bal Brt Fwd— Encumbered	102,780	423	102,357			
Revenue From Federal Govt	831,331		831,331			
Legislative Approp/Alloc	765,096	765,096				
Adjustment of Balance Fwd	—60	—34	—26			
Transfers—Federal \$	—107,980		—107,980			
TOTAL RESOURCES	1,811,820	765,485	1,046,335			
EXPENDITURES						
Salaries and Wages	676,410	372,057	304,353			
State Share of Retirement	69,148	39,310	29,838			
Prof Service, Not By State	55,977	7,876	48,101			
Computer Service, By State	31,846	31,846				
Other Prof. Serv., By State	97	8	89			
Travel Expenses, In-State	23,840	18,574	5,266			
Travel Expense, Out-State	6,132	3,428	2,704			
Operation—State Vehicles	13,501	13,226	275			
Utilities	26,626	26,477	149			
Rents	14,965	11,674	3,291			
Repairs	6,670	3,525	3,145			
Insurance	17,319	10,086	7,233			
General Operating Expense	44,339	40,803	3,536			
Fuel	770	729	41			
Other Supplies	46,173	22,585	23,588			
Grants to Pub. & Priv. Orgs.	134,287		134,287			
Buildings & Improvements	873	110	763			
Equipment Purchases	71,803	17,881	53,922			
Trans. to Gen.-Fund Sta-Cap	9,642		9,642			
TOTAL EXPENDITURES	1,250,418	620,195	630,223			

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 Count—All Positions: 10

Permanent Legislative Count: 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.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. Members of the Board must have "the broadest possible interest and experience." The Commissioner of the department serves as chairman, ex officio, but cannot vote. In the event of a tie vote, the motion before the board is considered defeated. Members serve for a term of 3 years, and remain on the board until their successors are appointed and duly qualified.

Members of the Board of Environmental Protection receive \$40 per day for each meeting or hearing attended. They also receive the standard state reimbursements for travel expenses

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incurred while attending any meetings of the board or for any other travel in connection with official board business while under the specific authority of the board. Traveling expenses are paid out of the General Fund.

Meeting 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 for the purpose of conducting any meeting. No quorum is required for public hearings of the board because hearings are solely for the purpose of gathering facts; no voting or rendering of decisions takes place. A verbatim transcript is made of each hearing.

PROGRAM: Fiscal Year 1977 was a transition year for both the Board of Environmental Protection (BEP) and the programs it administers. For the BEP itself, an unusually large turnover in membership occurred in the period beginning just two months before the fiscal year and continuing throughout that 12 months. Two new members were seated in May and June 1976. They were followed during the fiscal year by another four. The year ended with one vacancy due to a resignation, and with the prospect of two more terms expiring in August. A total of three resignations, coupled with normal term expirations, resulted in a majority of new faces within just 14 months, and with the possibility of nine out of 10 being new to the BEP in just a one-and-one-half year span. As if to make the transition complete, the BEP chairman since its inception submitted his resignation, effective July 5, 1977, to accept appointment as federal EPA administrator for the New England region.

Despite its unprecedented turnover in membership, the BEP functioned smoothly throughout the year. Attendance at the 24 twice-monthly and three special meetings of the board remained consistently high, and under the board's auspices 2,120 licenses and permits were issued. Several violations were referred to the Attorney General for prosecution, and all other routine functions of the board and department continued.

The transition to a new Board of Environmental Protection seemed to parallel a transition in the very nature of its responsibilities and those of the department. With the culmination of nearly all remaining state environmental deadlines during this single fiscal year, and with all major licensing completed, a major focus of departmental activity will shift to inspection, maintenance and enforcement. The Board will then be able to address several important issues which have been overshadowed by the pressures of those deadlines.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any costs were absorbed by a related State agency unit.

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 Governmental Reference Manual Data:

Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Unit Citation:* 12 M.R.S.A., Sect. 1951

Average Count—All Positions: 300

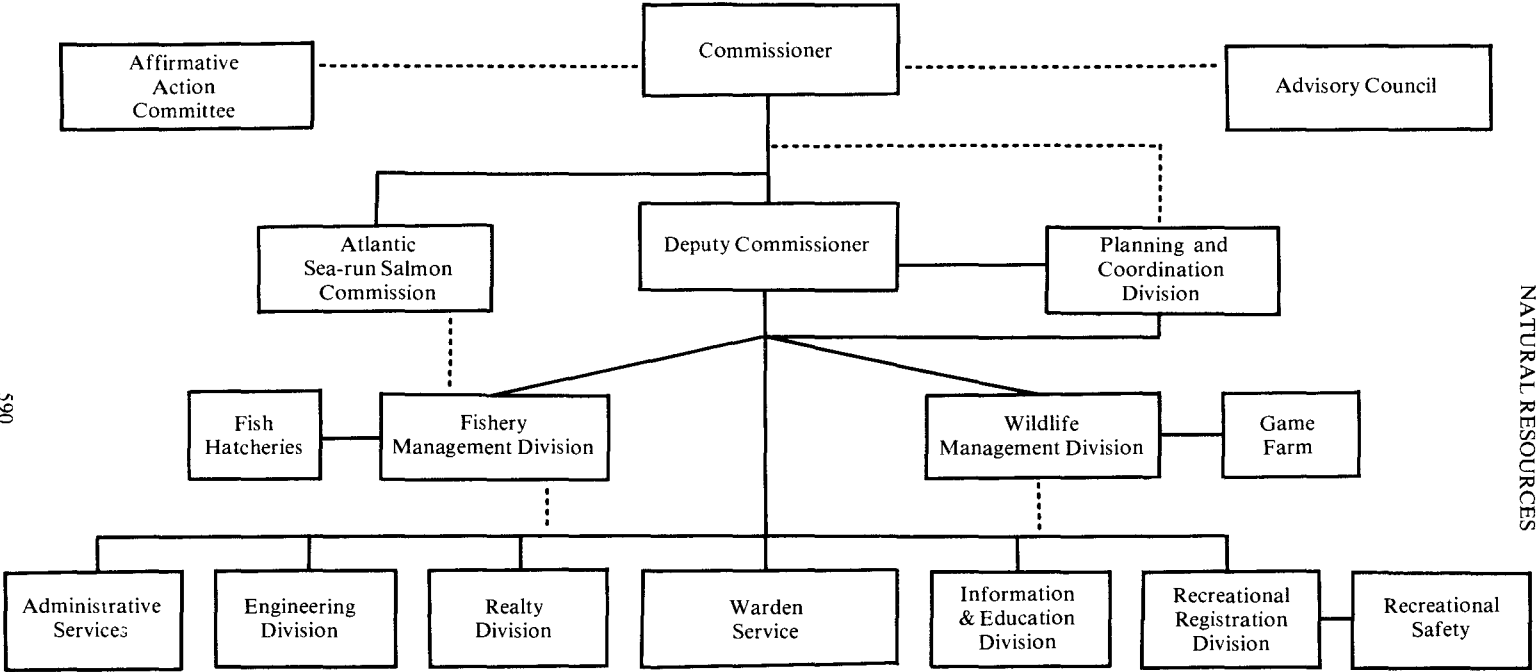
Permanent Legislative Count: 329

Organizational Units:

Administration Division
Planning and Coordination Division
Information and Education Division
Engineering Division
Realty Division
Fishery Management Division

Game Management Division
Warden Service
Division of Recreational Safety and Registration
Junior Guide Examining Board
Advisory Council (Inland Fisheries & Wildlife)
Atlantic Sea Run Salmon Commission

**ORGANIZATION CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**



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CONSOLIDATED FINANCIAL CHART FOR FY 77 DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,103,963	45,000	2,173,745			885,218
Bal Brt Fwd— Encumbered	219,661		219,661			
Licenses/Permits/Fees/Tax	5,758,293		5,758,293			
Fines/Forfeits/Penalties	223,178		223,178			
Interest/Investment/Rents	27,883					27,883
Revenue From Federal Govt	743,501		743,501			
Revenue—Private Sources	2,010		2,010			
Fees Charged For Services	51,420		51,420			
Receipts From Other Funds	152,460		152,460			
Legislative Approp/Alloc	119,159	119,159				
Adjustment of Balance Fwd	—767		—767			
Transfers—Non-Federal \$	—144,680	6,381	—151,061			
TOTAL RESOURCES	10,256,081	170,540	9,172,440			913,101
EXPENDITURES						
Salaries and Wages	3,393,784	66,898	3,326,886			
State Share of Retirement	657,788	7,118	650,670			
Prof Service, Not By State	136,688	2,241	134,447			
Computer Service, By State	11,325		11,325			
Other Prof. Serv., By State	43,024	5,800	37,224			
Travel Expenses, In-State	100,939	984	99,955			
Travel Expense, Out-State	9,208	740	8,468			
Operation—State Vehicles	387,438	5,062	382,376			
Utilities	107,849	413	107,436			
Rents	40,859		40,859			
Repairs	83,729	501	83,228			
Insurance	81,019	1,692	79,327			
General Operating Expense	209,666	916	208,750			
Food	65,192		65,192			
Fuel	43,913		43,913			
Other Supplies	191,338	1,750	189,588			
Grants to Local Govts.	1,905		1,905			
Pensions	35,092		35,092			
Land And Land Rights	879,519		6,501			873,018
Buildings & Improvements	12,895		12,895			
Equipment Purchases	309,802		309,802			
Structures & Improvements	819		819			
Trans. to Spec. Rev. Fund	10,000	10,000				
Trans. to Gen.-Fund Sta-Cap	33,395		33,395			
TOTAL EXPENDITURES	6,847,186	104,115	5,870,053			873,018

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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.

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

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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.

LICENSES, PERMITS, ETC.:

Office of Commissioner

License:

- Dam Construction
- 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

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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

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

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing (free)
Maine Fish and Wildlife Magazine—published quarterly—cost \$2.50 annually within the United States and \$3.75 outside the United States.

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FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,882,836		1,997,618			885,218
Bal Brt Fwd— Encumbered	208,224		208,224			
Licenses/Permits/Fees/Tax	5,345,440		5,345,440			
Fines/Forfeits/Penalties	223,178		223,178			
Interest/Investment/Rents	27,883					27,883
Revenue From Federal Govt	727,230		727,230			
Revenue—Private Sources	2,010		2,010			
Fees Charged For Services	50,941		50,941			
Receipts From Other Funds	133,775		133,775			
Legislative Approp/ Alloc	10,000	10,000				
Adjustment of Balance Fwd	—767		—767			
Transfers—Non-Federal \$	—33,708		—33,708			
TOTAL RESOURCES	9,577,042	10,000	8,653,941			913,101
EXPENDITURES						
Salaries and Wages	3,277,368		3,277,368			
State Share of Retirement	645,416		645,416			
Prof Service, Not By State	125,800		125,800			
Computer Service, By State	8,579		8,579			
Other Prof. Serv., By State	37,224		37,224			
Travel Expenses, In-State	99,955		99,955			
Travel Expense, Out-State	7,994		7,994			
Operation—State Vehicles	382,376		382,376			
Utilities	106,826		106,826			
Rents	40,859		40,859			
Repairs	80,591		80,591			
Insurance	77,927		79,927			
General Operating Expense	195,289		195,289			
Food	65,192		65,192			
Fuel	43,913		43,913			
Other Supplies	188,215		188,215			
Grants to Local Govts.	1,905		1,905			
Pensions	35,092		35,092			
Land And Land Rights	879,519		6,501			873,018
Buildings & Improvements	12,895		12,895			
Equipment Purchases	297,977		297,977			
Structures & Improvements	819		819			
Trans. to Spec. Rev. Fund	10,000	10,000				
Trans. to Gen.-Fund Sta-Cap	32,818		32,818			
TOTAL EXPENDITURES	6,654,549	10,000	5,771,531			873,018

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**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 Count—All Positions: 7

Permanent Legislative Count: 7

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 is appointed by the Governor and consists of 7 members chosen as follows: One member represents Oxford and York Counties; one member represents Cumberland County; one member represents Sagadahoc, Androscoggin and Franklin Counties; one member represents Kennebec and Somerset Counties; one member represents Hancock, Waldo, Knox and Lincoln Counties; one member represents Piscataquis and Penobscot Counties and one member represents Aroostook and Washington Counties. 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 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 seven times during FY 77.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

**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 Count—All Positions: 6

Permanent Legislative Count: 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

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the waters of the State of Maine in harmony with the Federal Boat Safety Act of 1971. The Division is authorized to require registration of watercraft and promote safety in its use and operation; to manage the Watercraft Fund, regulate watercraft and set up administrative procedures; to regulate safety equipment requirements and the size of motors used on motorboats on internal waters; to enforce the various requirements of the State boat laws, through the respective law enforcement staffs, on all waters of the State; to enforce mandatory reporting requirements on boating accidents; and to license operators of boats used to carry passengers for hire and issue permits to conduct races, and regattas on State waters.

ORGANIZATION: The Division of Watercraft Registration and Safety was established in 1963 as a separate administrative agency headed by the Commissioners of Inland Fisheries and Game and Marine Resources. Previously, boats in Maine were registered by the U.S. Coast Guard on federal waters, by the Department of Inland Fisheries and Game on inland waters and by the Public Utilities Commission where commercial uses were involved. Organization of the Division 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 Division was placed within the Department of Inland Fisheries and Game as a division of that agency, effective July 1, 1974.

PROGRAM: The Division of Watercraft Registration and Safety has been administratively combined with the Division of Snowmobile Safety and Registration. The personnel of the two divisions is operating as one unit and is headed by the Director of Recreational Safety and Registration. This unit is operating as a division of the Department of Inland Fisheries and Wildlife.

At the close of the calendar year 1976 the registry had 118,381 boats listed. Transfer records for boats were updated as a continuing operation and 70,000 renewal applications were mailed to boat owners. During FY 77, the Division registered 58,324 boats, issued 936 duplicate registrations, 112 dealer certificates, 320 operator licenses, and granted 33 permits for races and regattas.

The Director attended many meetings and conferences with the U.S. Coast Guard, the U.S. Power Squadrons, the Coast Guard Auxiliary and others with boating interest. The Director also held five public hearings covering requests to limit the horsepower of motor boats on inland waters.

Boating safety literature and films were mailed to the public and a boating safety slide presentation was continually operated in the lobby near the registration counter. Regional coordinators made 48 boating safety presentations to 3,368 students in schools and summer camps. They also contacted 25 other schools and left boating safety material with the faculty for distribution.

LICENSES, PERMITS, ETC.:

License:

Motorboat Operator License

(To carry passengers for hire in inland waters)

Permit:

Watercraft Races & Regattas on Inland Waters

Registration:

Motorboat

PUBLICATIONS:

Watercraft Laws (free)

About Boating Safety (free)

Splashdown-With-Safety (free)

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FINANCES, FISCAL YEAR 1977:

DIVISION OF WATERCRAFT REGISTRATION AND SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	95,086		95,086			
Licenses/Permits/Fees/Tax	409,130		409,130			
Fees Charged For Services	447		447			
Receipts From Other Funds	18,685		18,685			
Transfers—Non-Federal \$	—117,353		—117,353			
TOTAL RESOURCES	405,995		405,995			
EXPENDITURES						
Salaries and Wages	49,518		49,518			
State Share of Retirement	5,254		5,254			
Computer Service, By State	2,746		2,746			
Travel Expense, Out-State	474		474			
Utilities	610		610			
Repairs	169		169			
Insurance	1,400		1,400			
General Operating Expense	12,920		12,920			
Other Supplies	909		909			
Trans. to Gen.-Fund Sta-Cap	511		511			
TOTAL EXPENDITURES	74,511		74,511			

JUNIOR GUIDE EXAMINING BOARD

MAYNARD F. MARSH, COMMISSIONER

Central Office: 284 State Street, Augusta 04333

Telephone: 289-3371

Established: 1945

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Unit Citation:* 12 M.R.S.A., Sect. 2052

Average Count—All Positions: 0

Permanent Legislative Count: 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 1977: The Board expended no monies during the year.

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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 Count—All Positions: 6

Permanent Legislative Count: 6

Organizational Units:

Research Committee

Two Regional Offices—Augusta, Machias

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, 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. A brief description of the highlights of the past year are as follows:

Major Restoration Projects. Emphasis continues on the Penobscot River where, as the fiscal year drew to an end, a modern record for the sport fishery has been established. For the first time since 1937 the rod catch at the Bangor Salmon Pool exceeded 110 salmon. During the 1976 field season, over 600 salmon were captured at the fishway trap in the Bangor Dam and the rod catch was recorded at 55 fish. As of the date of this report the rod catch had exceeded

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160 fish and over 270 salmon had been counted through the fishway trap.

A gradual run-off this past spring prevented the complete removal of the Bangor Dam but additional damage was recorded. Fish are still prevented from ascending this obstruction and injuries are common. Present indications are that the City of Bangor will not renovate this structure. Plans are progressing to move trapping facilities to the Veazie Dam.

In 1976 naturally produced salmon were found in numerous tributaries of the Penobscot drainage. Populations are still low and must be considered inadequate to provide a self-sustaining population. It is felt that a minimum of 500 pairs per major subdrainage would be the minimum spawning population for a self-sustaining salmon run.

On the Union River, despite early 1976 adverse weather conditions, the trap catch and rod take approached 300 salmon. Fish not utilized by the sport fishery provide brood stock for the new Green Lake National Fish Hatchery. The 1977 season started slowly on the Union but as the season progressed numerous catches were reported and early indications are that sufficient brood stock will be available from this source.

Fish Cultural Activities. In the fall of 1976, broodstock from the Penobscot and Union Rivers provided 1.75 million eggs for hatchery and research uses. In addition to 4 female salmon that provided 32,000 eggs for the Connecticut River Program, an additional 262,000 eyed eggs were given to the New England Salmon Restoration Programs from brood stock held at the Craig Brook National Fish Hatchery, East Orland, Maine.

In the Spring of 1977 over 400,000 young salmon were released in the rivers of the state of Maine. This figure represents approximately one-half of the expected annual production from the above-mentioned hatcheries. To achieve this goal a construction contract in excess of \$1.25 million was awarded in the spring of 1977 by the U.S. Fish and Wildlife Service to complete rearing facilities at the Green Lake National Fish Hatchery.

Despite the gains that have been made in fish culture, the ever-present problem of diseases continues to plague production. To assess this problem a cooperative study will determine the distribution of various diseases in the wild and extensive measures will be undertaken in the hatcheries to control and/or eliminate diseased fish. This approach will curtail production for the next couple of years.

Other Activities. The salmon spawning project continued on major rivers where spawning activities were noted on October 12, 1976 as compared with October 16, 1975. Water velocities and depths at the redd sites in 1976 were comparable with those recorded in 1975. Sub-surface water percolation tests were conducted at selected redd sites.

During the summer and early fall of 1976 personnel from the University of Maine tagged adult salmon with radio transmitters and released them in the Penobscot River. Salmon were tracked upstream to Kingman on the Mattawamkeag River and on the Piscataquis River fish were tracked to Dover-Foxcroft and Ebemee Lake. This project will be continued during the summer of 1977.

Considerable time was spent in the development of a project proposal to determine the effects of forest spraying on Atlantic salmon juveniles. Funding and authorization to proceed with this project were received too late to implement in 1977.

Commission personnel cooperated with U.S. Fish and Wildlife Service and personnel from the University of New Hampshire in vaccinating 10,000 smolts against *Vibrio*. This bacteria affects salmon as they make the transition from fresh to salt water and development of an effective vaccine should enhance survival of hatchery smolts. The project will be continued in 1978.

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.

During FY 77 personnel attended Federal Aid Coordinators Workshops, Program Working Party on Atlantic Anadromous Fish Meeting, met with National Marine Fisheries Service in Washington, D.C., and Gloucester, Mass. In addition, numerous talks and lectures were presented to civic and social groups.

LICENSES, PERMITS, ETC.:

Resident and non-resident stamps authorized under MRSA, Title 12, Chapter 323, Section

NATURAL RESOURCES

2552, \$7A. Such stamp shall be issued for use to fish for Atlantic salmon in the same manner as a regular license to fish, except that said stamp shall be in addition to a regular license to fish in this State. Resident stamp \$1.00 and non-resident \$15.00.

PUBLICATIONS:

The Atlantic Sea Run Salmon Commission, *Information and Regulations*, 10 pp, 1977, Revised. (No cost)

Reprints and technical publications available from Department of Inland Fisheries and Wildlife, moderate fee and postage requested; contact Information and Education Division for publications catalog.

FINANCES, FISCAL YEAR 1977:

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	126,041	45,000	81,041			
Bal Brt Fwd— Encumbered	11,437		11,437			
Licenses/Permits/Fees/Tax	3,723		3,723			
Revenue From Federal Govt	16,271		16,271			
Fees Charged For Services	32		32			
Legislative Approp/Alloc	109,159	109,159				
Transfers—Non-Federal \$	6,381	6,381				
TOTAL RESOURCES	273,044	160,540	112,504			
EXPENDITURES						
Salaries and Wages	66,898	66,898				
State Share of Retirement	7,118	7,118				
Prof Service, Not By State	10,888		8,647			
Other Prof. Serv., By State	5,800	5,800				
Travel Expenses, In-State	984	984				
Travel Expense, Out-State	740	740				
Operation—State Vehicles	5,062	5,062				
Utilities	413	413				
Repairs	2,969	501	2,468			
Insurance	1,692	1,692				
General Operating Expense	1,457	916	541			
Other Supplies	2,214	1,750	464			
Equipment Purchases	11,825		11,825			
Trans. to Gen.-Fund Sta-Cap	66		66			
TOTAL EXPENDITURES	118,126	94,115	24,011			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

ROBERT B. FISKE, CHAIRMAN
ALBERT J. CHILDS, Vice Chairman
ROBERT UMBERGER, Secretary

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 Count—All Positions: 1 part-time

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

NATURAL RESOURCES

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, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1, 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 appoints 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.

PROGRAM: Since taking effect in December of 1975, the Board of Registration for Professional Foresters has certified approximately 347 registered professional foresters and is still receiving applications.

The Board has refused only those applicants who did not meet the qualifications.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Forester

PUBLICATIONS:

Laws and Rules of the Maine State Board of Registration for Professional Foresters.

Listing of all Registered Professional Foresters—Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1977:

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	7,452		7,452			
Fees Charged For Services	4,390		4,390			
Adjustment of Balance Fwd	—3,870		—3,870			
TOTAL RESOURCES	7,972		7,972			
EXPENDITURES						
Salaries and Wages	3,483		3,483			
State Share of Retirement	376		376			
Prof Service, Not By State	29		29			
Travel Expenses, In-State	31		31			
Insurance	226		226			
General Operating Expense	1,287		1,287			
Other Supplies	20		20			
Trans. to Gen.-Fund Sta-Cap	113		113			
TOTAL EXPENDITURES	5,565		5,565			

NATURAL RESOURCES

**(OFFICE OF) INSPECTOR OF
DAMS AND RESERVOIRS**

REDINGTON R. ROBBINS, III, INSPECTOR OF DAMS AND RESERVOIRS

Central Office: 49 High Street, Belfast 04915

Telephone: 338-1744

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 77 which requested dam inspections in Sabattus, Vassalboro and Waterford. Re-inspections were made on dams in Gardiner, Monmouth and Waterford to determine compliance with repair orders issued. A report on the Waterford dam was forwarded to the Governor.

LICENSES, PERMITS, ETC.:

Inspection:

Dams

Reservoirs

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: 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 77.

NATURAL RESOURCES

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 Count—All Positions: 1

Permanent Legislative Count: 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 silviculture 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 approved the final rules which were signed by the Director of the Bureau of Forestry, on July 30, 1976. In the fall, applications were approved covering 228,000 acres. In the spring of 1977, the Committee met to consider minor revisions to the rules and review progress. A mailing was made to all affected land owners advising them of the silvicultural withdrawal program.

PUBLICATIONS:

Marketing Guide for Spruce-Fir and Spruce Budworm Damaged Timber. (Free)

Spruce Budworm Programs in Maine, 1976-1981. (Free)

Notes on the Economics of Spruce Budworm Control; UMO School of Forest Resources; Tech Note No. 67, 1977. (Free)

FINANCES, FISCAL YEAR 1977: 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. Negotiations during the year ending 30 June, 1977 were conducted between the United States and Canadian state department officials; most of this effort was expended in attempting to define mutually acceptable parameters for negotiations and little progress was made towards eventual boundary determination. During the late spring of 1977 there were indications that negotiations in connection with both east and west coast U.S.-Canadian marine boundaries would be assigned to a special two-member commission—one U.S. and one Canadian representative—with instructions to report by the end of 1977 on a solution to the boundary matter.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

NATURAL RESOURCES

BAXTER STATE PARK AUTHORITY

MAYNARD F. MARSH, CHAIRMAN
A. LEE TIBBS, Director

Central Office: 146 State Street, Augusta 04333

Telephone: 289-2200

Established: 1933

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Unit Citation:* 12 M.R.S.A., Sect. 901

Average Count—All Positions: 21

Permanent Legislative Count: N.A.

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 Wildlife, 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 basis in order to reflect a full season.

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	1976	1975	1974	1973
USE—BY TYPES:				
Day Use	31,339	34,825	41,167	52,352
Transients	13,660	14,942	18,004	19,849
Campers	19,709	18,532	21,512	25,696
Lodge Guests	581	552	739	1,154
TOTALS	65,289	68,861	81,422	99,051

OTHER USE DATA:				
Camper Days	51,363	49,142	55,124	62,863
Number of Campers	19,709	18,532	21,512	25,696
Average Stay (Days)	2.61	2.65	2.56	2.45
Number of Vehicles	15,935	23,538	26,298	31,807
Income per Camper	3.87	3.99	3.39	2.25

FINANCIAL:

INCOME:

Use Fees (Net)	\$ 76,222	\$ 73,870	\$ 72,946	\$ 57,698
Non-Res. Entrance Fees	44,705	45,185	11,086	—
Income from Trust Funds	613,019	438,280	425,368	341,427
Other Income	11,432	12,642	9,974	7,450
TOTAL INCOME	\$745,378	\$569,977	\$519,374	\$406,575

EXPENDITURES:

Personal Services	\$283,856	\$272,164	\$248,198	\$206,786
All Other	122,489	126,975	113,712	98,083
Fire Protection	29,340	32,160	31,800	27,000
Capital	203,130	114,365	139,488	36,083
TOTAL EXPENDITURES	\$638,815	\$545,664	\$533,198	\$367,952

NOTE: Income and Expenditures for the Restoration Project are not included in the above for 1974, 1975 and 1976.

Interim objectives for Baxter State Park were approved by the Authority in December 1972 pending the development of a long-range management plan. A first draft of the long-range general management plan was prepared and presented to the Authority for review during FY 1977.

Construction was completed on a new Park Headquarters building in Millinocket in September 1976. This building will also serve as a visitor center for improved services to the public. Rented space had been used for headquarters since 1967 when the old park headquarters facilities burned.

PUBLICATIONS:

- Rules and Regulations — No Charge
- Map, handout — No Charge
- Map, U.S.G.S. (Park area only) — \$1.31, Tax Included
- Map, A.T.C. — \$2.00, Tax Included
- Booklet "Geology of Baxter State Park" — \$1.31, Tax Included

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FINANCES, FISCAL YEAR 1977:

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—689		—689			
Bal Brt Fwd— Encumbered	101,861		101,861			
Fees Charged For Services	142,545		142,545			
Receipts From Other Funds	374,519		374,519			
Adjustment of Balance Fwd	35		35			
TOTAL RESOURCES	618,271		618,271			
EXPENDITURES						
Salaries and Wages	277,595		277,595			
State Share of Retirement	28,584		28,584			
Prof Service, Not By State	11,881		11,881			
Other Prof. Serv., By State	691		691			
Travel Expenses, In-State	1,204		1,204			
Travel Expense, Out-State	65		65			
Operation—State Vehicles	14,836		14,836			
Utilities	13,332		13,332			
Rents	16,664		16,664			
Repairs	3,811		3,811			
Insurance	20,090		20,090			
General Operating Expense	7,945		7,945			
Food	347		347			
Fuel	6,132		6,132			
Other Supplies	16,631		16,631			
Highway Materials	623		623			
Buildings & Improvements	65,651		65,651			
Equipment Purchases	23,336		23,336			
Structures & Improvements	990		990			
Transfer to General Fund	29,340		29,340			
Trans. to Gen.-Fund Sta-Cap	4,919		4,919			
TOTAL EXPENDITURES	544,667		544,667			

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 Count—All Positions: 0

Permanent Legislative Count: 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 the Superior Court.

ORGANIZATION: The Forestry Appeals Board, established in 1965, is comprised of the Director of the Bureau of Forestry, or a person designated by him, and two other persons, one selected by the aggrieved taxpayer and one selected by the municipality.

PROGRAM: There were three cases before the Forestry Appeals Board during FY 77.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: The Forestry Appeals Board received and expended no funds during FY 77.

SACO RIVER CORRIDOR COMMISSION

CARL H. LAWS, EXECUTIVE DIRECTOR

Central Office: Main Street, Box 283, Cornish 04020

Telephone: 625-8123

Established: 1973

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Unit Citation:* 1973 P&SL, Chap. 150

Average Count—All Positions: 2

Permanent Legislative Count: 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, archaeological, 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 77, the Commission conducted 5 public hearings and considered 46 applications for permits or variances. It also considered three amendments to permits previously granted.

Of continuing concern to the Commission is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. In order to accomplish these ends, the Commission this year adopted, after public hearing, new by-laws

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and new regulations for processing permit applications for uses which would have a minimal environmental impact on the corridor. These regulations allow the Commission to expedite those applications for uses which would have little impact. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the 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 advice regarding environmental issues and regulations.

Recreational use of the river, particularly by canoeists, continues to increase. In its efforts to address the problem of recreational over-use of some sections of the river, the Commission, together with the Appalachian Mountain Club, which operates a campground and two canoe access points along the river, and the Saco River Corridor Association, an organization of private citizens also concerned with maintaining land and water quality in the corridor, has instituted a study of river usage in order to arrive at some mutual understandings and solutions to the recreational over-use problem. To address the concern of the Bureau of Forestry and local fire departments regarding the increasing fire hazards inherent in a situation of recreational over-use, the Commission this year proposed an amendment to a portion of the laws governing the Maine Forestry District, which would put that part of the Saco River Corridor which is in Oxford County in the Maine Forestry District for the sole purpose of issuing fire permits. The amendment, along with several amendments clarifying the Saco River Corridor Act itself, was adopted and became effective on June 10, 1977.

In summary, while the Commission also assists individuals and municipal officers in their relationships with state laws and agencies in environmental matters, its first responsibility continues to be protection of the river for the people of the State of Maine 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.

LICENSES, PERMITS, ETC.:

Permits:

- Building—within the statutorily defined corridor
- Filling—within the statutorily defined corridor
- Excavating—within the statutorily defined corridor

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.

FINANCES, FISCAL YEAR 1977:

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Revenue From Federal Govt	6,036		6,036			
Revenue From Local Govts	17,326					17,326
Legislative Approp/ Alloc	12,500	12,500				
TOTAL RESOURCES	35,862	12,500	6,036			17,326
EXPENDITURES						
General Operating Expense	34,068	12,500	6,036			17,326
TOTAL EXPENDITURES	34,068	12,500	6,036			17,326

NATURAL RESOURCES

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
VINAL O. LOOK, Com. 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 Count—All Positions: 5

Permanent Legislative Count: 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.

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.

The new 200-mile law, P.L. 94-265, gives the Executive Director a major role in three of the newly created Fisheries Management Councils. He has a non-voting membership on the

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New England, Mid-Atlantic and South Atlantic Regional Councils.

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 1977:

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	8,570	8,570				
TOTAL RESOURCES	8,570	8,570				
EXPENDITURES						
Travel Expenses, In-State	27	27				
Travel Expense, Out-State	773	773				
Utilities	32	32				
Grants to Pub. & Priv. Orgs.	7,600	7,600				
TOTAL EXPENDITURES	8,432	8,432				

NORTHEASTERN FOREST FIRE PROTECTION COMMISSION

JOHN S. WALKER, CHAIRMAN
WILLARD WIGHT, Commissioner

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 Count—All Positions: 0

Permanent Legislative Count: 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, for a term of three years.

NATURAL RESOURCES

PROGRAM: Activities of the Northeastern Forest Fire Protection Commission during FY 77 included the annual Commission meeting at Newport, Rhode Island and the annual training session at Portsmouth, New Hampshire. The theme of this training was safety on the fire line. This meeting was attended by members of the Bureau of Forestry who are involved in safety programs for the Bureau.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: 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 plans 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

Three Brochures:

"In Search of Clean Water"—facts and figures on water and water pollution in layman's language.

NATURAL RESOURCES

“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.

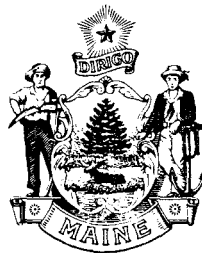
Technical reports on various research and demonstration projects of the NEIWPCC Audio-visual educational materials.

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count-All Positions: 132 State, 553 Federal

Permanent Legislative Count: 139 State, 618 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

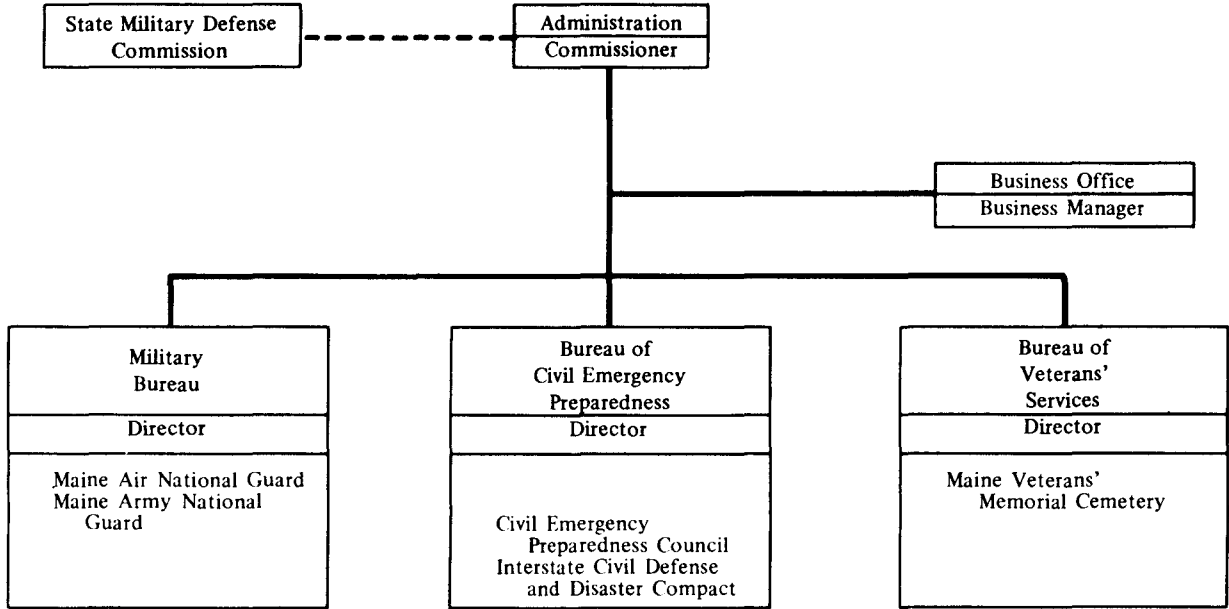
PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation 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 Legislative, 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 in the reports of its operating units.

PUBLICATIONS: None

**ORGANIZATION CHART
DEPARTMENT OF DEFENSE
AND VETERANS SERVICES**



PUBLIC PROTECTION

DEPARTMENT OF DEFENSE AND VETERANS SERVICES CONSOLIDATED FINANCIAL CHART FOR FY 77

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	138,916	84,729	40,384			13,803
Bal Brt Fwd— Encumbered	146,890	60,033	86,857			
Revenue From Federal Govt	1,053,595		1,053,595			
Fees Charged For Services	2,299		2,299			
Legislative Approp/ Alloc	2,696,479	2,696,479				
Adjustment of Balance Fwd	53,022	54,466	—1,444			
Transfers—Non-Federal \$	58,123	58,123				
TOTAL RESOURCES	4,149,324	2,953,830	1,181,691			13,803
EXPENDITURES						
Salaries and Wages	1,265,338	1,094,661	170,677			
State Share of Retirement	131,712	123,684	8,028			
Prof Service, Not By State	180,425	45,249	135,176			
Other Prof.Serv., By State	1,910	290	1,620			
Travel Expenses, In-State	15,416	13,121	2,295			
Travel Expense, Out-State	3,416	2,378	1,038			
Operation—State Vehicles	24,684	19,949	4,735			
Utilities	176,615	164,451	12,164			
Rents	7,520	6,815	705			
Repairs	75,218	69,677	5,541			
Insurance	38,876	36,282	2,594			
General Operating Expense	31,867	14,200	17,667			
Food	448	26	422			
Fuel	355,671	355,592	79			
Other Supplies	26,492	21,688	4,804			
Grants to Local Govts.	473,997		473,997			
Public Assistance Grants	391,632	391,632				
Misc. Grants to Individual	79,798	79,798				
Pensions	26,205	10,504	15,701			
Buildings & Improvements	122,665	117,638				5,027
Equipment Purchases	23,606	12,189	11,417			
Structures & Improvements	23,534	23,534				
Trans. to Gen.-Fund Sta-Cap	5,608		5,608			
TOTAL EXPENDITURES	3,482,653	2,603,358	874,268			5,027

PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	37,750	23,947				13,803
Bal Brt Fwd— Encumbered	13,906	13,906				
Legislative Approp/ Alloc	418,920	418,920				
Adjustment of Balance Fwd	—2,944	—2,944				
Transfers—Non-Federal \$	71,877	71,877				
TOTAL RESOURCES	539,509	525,706				13,803
EXPENDITURES						
Salaries and Wages	85,554	85,554				
State Share of Retirement	9,026	9,026				
Travel Expenses, In-State	24	24				
Repairs	53,293	53,293				
Insurance	2,260	2,260				
General Operating Expense	104	104				
Buildings & Improvements	122,665	117,638				5,027
Structures & Improvements	23,534	23,534				
TOTAL EXPENDITURES	296,460	291,433				5,027

MILITARY BUREAU

BRIGADIER GENERAL CHARLÈS 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 Count-All Positons: 89 State, 553 Federal

Permanent Legislative Count: 93 State, 618 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 Depu-

PUBLIC PROTECTION

ty Adjutant General as Director of the Bureau, thus freeing the Adjutant General to function solely as Commissioner to 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 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.

PROGRAM: During FY 77 the Maine National Guard suffered major losses in strength, causing its actual strength to dip to 89% of authorized at the end of the period. Major efforts are projected in FY 78 to reverse this alarming trend. Future losses of units or a return of a national draft are almost a sure result of a continuing loss of strength.

There were no major callups of National Guard forces during the period; however, a severe ice storm in January caused some men and equipment to be mobilized in Portland, Biddeford, and Saco. There was no flooding during the period which required National Guard support.

The Federal Government again supplied 93% of the funds required by the National Guard, with the remainder coming from the State. Over 19 million Federal dollars came into Maine for this purpose.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977:

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	45,364	45,364				
Legislative Approp/Alloc	1,382,175	1,382,175				
Adjustment of Balance Fwd	—3,041	—3,041				
Transfers—Non-Federal \$	—8,460	—8,460				
TOTAL RESOURCES	1,416,038	1,416,038				
EXPENDITURES						
Salaries and Wages	703,845	703,845				
State Share of Retirement	72,737	72,737				
Prof Service, Not By State	37,182	37,182				
Other Prof.Serv., By State	250	250				
Travel Expenses, In-State	958	958				
Travel Expense, Out-State	1,059	1,059				
Operation—State Vehicles	14,829	14,829				
Utilities	135,236	135,236				
Rents	175	175				
Repairs	14,788	14,788				
Insurance	24,625	24,625				
General Operating Expense	5,128	5,128				
Fuel	354,501	354,501				
Other Supplies	16,933	16,933				
Pensions	8,995	8,995				
Equipment Purchases	11,769	11,769				
TOTAL EXPENDITURES	1,403,010	1,403,010				

PUBLIC PROTECTION

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 Count-All Positions: 18;

Permanent Legislative Count: 20

Organizational Units:

Administrative Section

Operations Section

Engineering Section

Public Information Section

Disaster Assistance Section

Interstate Civil Defense & Disaster Compact

PURPOSE:The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disaster. It acts on behalf 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 multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely; the Defense Civil Preparedness Agency (DCPA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the civil emergency preparedness mechanism to function throughout the State; the Federal Disaster Assistance Administration (FDAA) whose mission is to furnish federal assistance 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 control of critical inventories and 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 was originally established under the Maine Civil Defense and Public Safety Act of 1949 authorizing the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Military, Civil Emergency Preparedness and Veterans Services. At that time the Bureau was renamed the Bureau of Civil Emergency Preparedness. The Department has since been renamed Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The Civil Defense Council, created in 1973 and renamed the Civil Emergency Preparedness Council in 1974, acts as an advisor to the Governor and Bureau Director. This is a five-member council, plus the Adjutant General as an ex officio member, appointed by and serving at the pleasure of the Governor.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

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The Interstate Civil Defense and Disaster Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Bureau was allocated a total of \$136,496 in state funds during the fiscal year. This was to finance a total of 20 positions. The allocation was as follows: personal services \$101,780; all other \$30,716; and capital \$4,000. The entire State of Maine was allocated \$410,868 by the Defense Civil Preparedness Agency (DCPA) and this allocation was divided, \$136,496 for State Headquarters and the balance of \$274,372 was allocated to County and Local Headquarters. The communications maintenance and warning maintenance systems had \$32,113 approved in matching funds from DCPA: Of this amount, \$16,406 was for the counties and local operations and \$15,707 for State Headquarters. Additionally, federal matching funds for new communications and warning equipment and for upgrading existing systems was approved in the amount of \$10,588 for the county and local headquarters and \$239.00 for State Headquarters. Lastly, excess federal equipment, with an acquisition value of \$48,913 and surplus equipment valued at \$116,514 was obtained and distributed throughout the state for use by local governments.

Direction and Control. Direction and Control is obtained and maintained in the following manner: Emergency Operation Centers (EOC); Emergency Communications Systems; and the National Warning System (NAWAS).

Emergency Operating Centers. During all phases of nuclear attack or major natural disaster, key state or local governmental officials require an emergency operating center (EOC) with secure facilities, adequate control, and communications capabilities for the coordination of emergency governmental actions. These facilities, coupled with an organization properly staffed and trained, will minimize the loss of life and damage to property throughout the state. The present state, county and local EOCs are illustrated on the first map.

Emergency Communications. The existing fixed and mobile communications system consists of 3 transmitting sites, 33 base stations, and 120 mobile radio units. Presently, emergency communications links the State Emergency Operating Center (EOC) to 16 counties and 4 local Emergency Operating Centers. At the local level, most counties have an independent emergency communications network. Both State and county radio/networks are capable of transmitting emergency data associated with post attack and/or natural disasters. This type of data will be required by all levels of government when organizing and directing relief operations. Additionally, these networks will enable all levels of government to discharge and accomplish essential functions. The existing emergency communications networks are illustrated on the second map.

National Warning System (NAWAS). The element of Civil Emergency Preparedness requires the development and maintenance of a local warning system through an established National Warning System (NAWAS) point with 24 hour coverage and emergency power. It provides for public dissemination through outdoor warning devices. Additionally, these warning devices can be utilized to warn the general populace of any potential disaster. Advanced warning will provide a maximum of "Lead Time" which should enable private citizens sufficient warning to complete all final emergency preparations. These actions can have a significant impact on reducing the loss of life and damage to property state-wide or within a community. The warning system is comprised of 42 warning points illustrated on the third map.

Plans and Training. Within the CEP community State, county and local CEP organizations must have a current Emergency Operations Plan (EOP) in order to maintain their eligibility for matching federal funds. All of these EOP's must be reviewed by the Plans and Training Section to ensure that federal guidelines have been incorporated at the county and local level. EOP's must be updated and revised every four years in accordance with federal requirements; the Emergency Communications Planning Reports (ECPR's) and Warning Plans must be reviewed and updated every two years. Currently, this section is administering two hundred and eighty (280) EOP's.

Training. The primary purpose of the Plans and Training section is to provide procedural expertise to county and local community officials in contingency planning and personnel training designed to increase the professionalism of county and local officials in coping with emergencies resulting from nuclear attack, man-made or natural disasters. During FY-77, these state training programs were responsible for training over 350 county and local officials. The Plans and Training Section is one of the vital segments of CEP since facilities, equipment and staffing have limited value without the required training that is organized and conducted by CEP.

PUBLIC PROTECTION

Radiological Defense. The Radiological Maintenance and Calibration Section, which is financed by a 100% federal contract, completed a service and exchange cycle for 800 radiological instrument kits dispersed throughout the state. Approximately one third of the radiological kits are assigned to police and fire departments for self-support in detecting radiation levels that may be associated with peacetime accidents and/or nuclear attack. Civil Emergency Preparedness is the only state governmental entity providing radiation detecting instruments, directly to trained citizens. Without this service, the citizens of Maine would have virtually no capability to detect radiation on a local basis and therefore to protect themselves.

The training of the general populace and public officials within state and county government to understand radiation and the procedures associated in operating radiation detection instruments continues. During FY-77 through five separate courses, a total of 85 new Radiological Monitors were trained. Radiological Defense Officer (RDO) Training was conducted during a one week course held in Augusta. Twenty persons completed the course which was presented by the University of Lowell, Lowell, Massachusetts. Requests for HS-3, "Introduction to Radiological Monitoring" home study correspondence course increased from 29 during FY-76 to 110 in FY-77.

A joint State CEP and Defense Civil Preparedness Agency (DCPA) Radiological Reporting Exercise titled "Regional Exercise 76-77" was conducted periodically from September 1976 through January 1977. This exercise was designed to test the professional knowledge of state, county and local level CEP personnel in drafting and submitting reports within a simulated nuclear emergency situation.

Natural Disaster Plan. The Maine Natural Disaster Plan was completed and disseminated in January 1977. Coincidental with the completion of the initial phase of the planning project, a State of Maine Resource File (encompassing vital resource data for all sixteen counties) and a Disaster Assistance Guide booklet (highlighting a number of disaster assistance programs) were prepared and distributed to State, County and Local Governmental agencies. An improvement grant for continuing the Natural Disaster Planning project has been approved by the Federal Disaster Assistance Administration (FDAA). This extension will provide for program management through May 31, 1978.

Action has been initiated in completing the major goals of this continuing project. A Disaster Liaison Team composed of representatives from various state agencies will be established. The purpose of this team will be to coordinate disaster activities among state agencies and support the State Coordinating Officer in dealing with all disaster related problems. A program to visit each of Maine's sixteen counties and to advise County Government on the State's Disaster planning effort has been initiated. Subsequently, local officials will be trained to develop local plans and programs for coordinating disaster situations within their respective communities. Additionally, a disaster situation reporting system is under development. When completed, this system will enhance data gathering capabilities in connection with requests for federal financial assistance.

Additional CEP Projects/Goals. It is considered appropriate to provide detailed information concerning new CEP programs and/or the expansion of existing CEP programs within this report. Accordingly, a brief summary of the most important bureau projects is set forth below.

During 1976 action was initiated to install a transmission site at Spruce Mountain. This transmission site when completed will significantly improve the mobile radio coverage in the southwestern area of the State. In addition to the communications transmission site at Spruce Mountain, improvements initiated at the State EOC have been as follows:

- (1) The installation of voting equipment that will automatically select the strongest signal from four possible transmission sites.
- (2) The installation of a 5-to-8 level teletype converter. When operational, the present excessive time interval between the receipt of high priority traffic and the retransmission of this traffic to county CEP activities will be significantly reduced.

The Regional Transportation Program is currently establishing a regionalized system of mini-buses for use by senior citizens. Wherever possible, these buses will be radio dispatched from existing county/local CEP facilities. This valuable resource will be made available to the State and County CEP organization during periods of declared disasters. Additionally, the Regional Transportation Program staff will be an augmenting force to the

PUBLIC PROTECTION

existing county/local CEP staffs providing much needed personnel depth at the county and local level.

Hazardous Materials. For the past two years, MECEP has been academically involved with hazardous materials. This involvement has manifested itself in one of the staff members attending a special three day seminar, keeping himself informed of the latest federal actions and, most importantly, organizing and supervising a two day training seminar conducted at the State EOC in July 1976 for personnel employed by Public Safety organizations which are traditionally "First on the Scene."

With respect to hazardous materials, it is considered prudent for MECEP to be actively participating within four possible areas:

- Public Information
- Hazardous Material Training
- Reporting Major Incidents
- Hosting/Organizing Workshops, Seminars, etc.

The State of Maine has been provided Package Disaster Hospitals (PDH) by the Federal government. Currently, this equipment is strategically located throughout the state. Staff action was initiated in calendar year 1976 in conjunction with the Department of Human Services to thoroughly examine one (PDH) and attempt to utilize this unit during forthcoming emergency medical exercises. Based on this field experience, one PDH may be reconfigured and mounted in a truck trailer. This mobile unit will provide the state with a completely portable triage and stabilization medical facility in the event a disaster occurs with attendant mass casualties. Financial restraints, personnel resources and future constraints may prevent modifying additional units.

During 1976, MECEP agreed to assist the Department of Conservation, Bureau of Geology, in obtaining basic data associated with earthquake monitoring. Special earthquake questionnaires have been developed and provided to MECEP. When completed and forwarded to the Maine Bureau of Geology by County CEP Directors, valuable scientific data will be available for research in connection with potential earthquakes.

Community Shelter Planning Program. The objective of the Community Shelter Planning (CSP) Program is to provide information to the public—"Where to go" and "What to do"—in the event of a nuclear attack. Community Shelter Plans have been prepared for each Maine county. Information consists of specific actions recommended prior to, during, and after a nuclear attack. The plan sets forth the locations of fallout shelters, and in areas that do not have sufficient public shelters, detailed information is provided which will minimize radiation fallout hazards within the home.

During 1976 updates of Community Shelter Plans were accomplished in the Maine counties; twice yearly an inventory of existing fallout shelters is conducted by the counties and the county plan is updated accordingly. Annually, public fallout shelters are inspected by State, county or local community personnel. This inspection ensures that the facility is capable of accomplishing its intended purpose. Additionally, a recent increased demand for the instruction of Shelter Managers has been observed.

There is an interdependence of the Community Shelter Plan with Crisis Relocation Planning (CRP) which was initiated in Maine during 1976. Updated Community Shelter Plans have been printed and distributed to the county directors in camera-ready form, to be expeditiously printed and further distributed to local newspapers, if the existing situation warrants this type of action.

Initial research was carried out in FY 1975 to facilitate the development of the first Computer Assisted Community Shelter Plan (CACSP) in Maine. The initial CACSP will be for the Portland area. The CACSP, when perfected, will enable the planner to increase the number of plans developed by using a computer for the tedious, time-consuming allocation of population to shelter. Eventually Bangor and Lewiston will have Computer Assisted Community Shelter Plans. This has been and will remain an ongoing project of this bureau.

Crisis Relocation Planning. Crisis Relocation Planning (CRP) is based on the concept that a nuclear attack would be preceded by a period of intensified international tension and negotiations. During this unstable period a significant percentage of the population could be physically relocated from a "Risk" area to a safer "Host" area. A feasibility study has been conducted by a private contractor. The areas reviewed were Kittery and Limestone.

Additional Comments. Assistance provided to the Cities of Portland, Biddeford and Saco in providing snow removal equipment. This assistance was in connection with the snow storm experienced on 10 January 1977.

PUBLIC PROTECTION

MECEP accepted responsibility for sponsoring Matinicus Island's Housing and Urban Development (HUD) grant for power facilities construction of approximately \$250,000.00.

Provided assistance to a private citizen located in Wells Beach in resolving an insurance claim on a private dwelling—claim submitted due to tornado damage. Policy in excess of \$40,000.00.

Provided coordination and assistance in connection with the National Flood Insurance Program. To date 452 of 804 townships and plantations have joined the Flood Insurance Program.

Provided direct personnel support in organizing and directing the Semi-Annual Civil Air Patrol (CAP) State-wide Exercise. This exercise is an annual requirement of the U.S. Air Force. The scenario for this particular exercise was Radiological Defense and associated personnel injuries.

In conjunction with the National Oceanic Atmosphere Administration (NOAA), provided support in conducting state-wide "Sky Warn" training of approximately 35 private citizens. This program provides the Portland Weather Service with trained weather observers.

During the period May 27—5 June 1977 approximately forty residents of North Anson utilized the mass feeding van assigned to Somerset County CEP organization to provide meals to fire fighters. Approximately 200 warm meals were served four times a day, plus hot coffee and sandwiches in connection with a forest fire at Moxie Gore.

Conducted contingency planning with local merchants of Augusta, Hallowell and Gardiner in connection with possible flooding of the Kennebec River.

Initiated coordinating action with the U.S. Army Corps of Engineers in connection with the ice breaking operations on the Kennebec River. This action materially lessened the threat of severe flooding within Kennebec Valley. The potential dollar savings from this one operation is unknown, but from a contingency view point is significant.

Conducted a seminar with Emergency Measures Organization (EMO), New Brunswick, Canada at Augusta. Purpose of this seminar was to establish contingency actions between MECEP and EMO in the event of a natural disaster caused by severe weather. Weather forecasts and procedures to provide this data, on a timely basis, to EMO, New Brunswick were discussed in detail.

Conducted a test of the State-wide Emergency Broadcast System (EBS). Purpose of this test was to determine the ability of selected Maine radio stations to disseminate emergency information on a priority basis. On one occasion, this system was utilized during the spring of 1977 to warn the citizens along the Kennebec River Valley of a potential flooding situation.

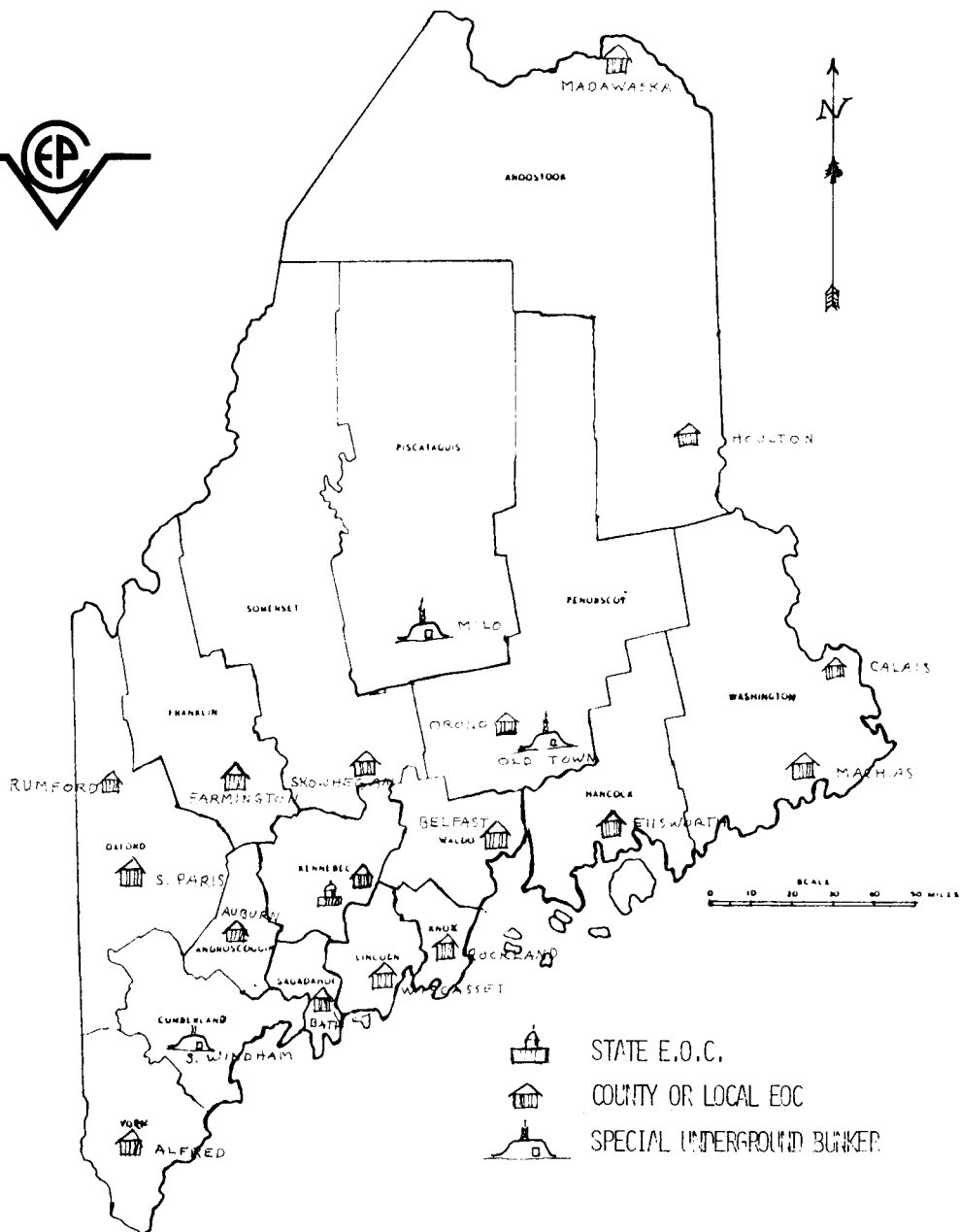
Conducted coordinating actions in obtaining additional fire fighting foam with the U.S. Naval Air Station Brunswick and U.S. Air Force Base Loring. This action was precipitated by a train derailment and subsequent gasoline fire at Crystal on 30 June 1977.

Small Business Administration (SBA) authorized SBA loans within five Maine counties period May 16—July 16, 1977. The counties involved were Oxford, Franklin, Androscoggin, Cumberland and York. This action was precipitated based on damage assessment data collected, coordinated and submitted by this Bureau to the Federal Disaster Assistance Administration (FDAA) in connection with flooding damages resulting from a storm of 13, 14 and 15, March 1977. Additionally, similar SBA assistance was authorized for the lobstermen/fishermen of York and Cumberland counties. This action was based on a coastal storm which occurred period May 8-10, 1977.

PUBLIC PROTECTION

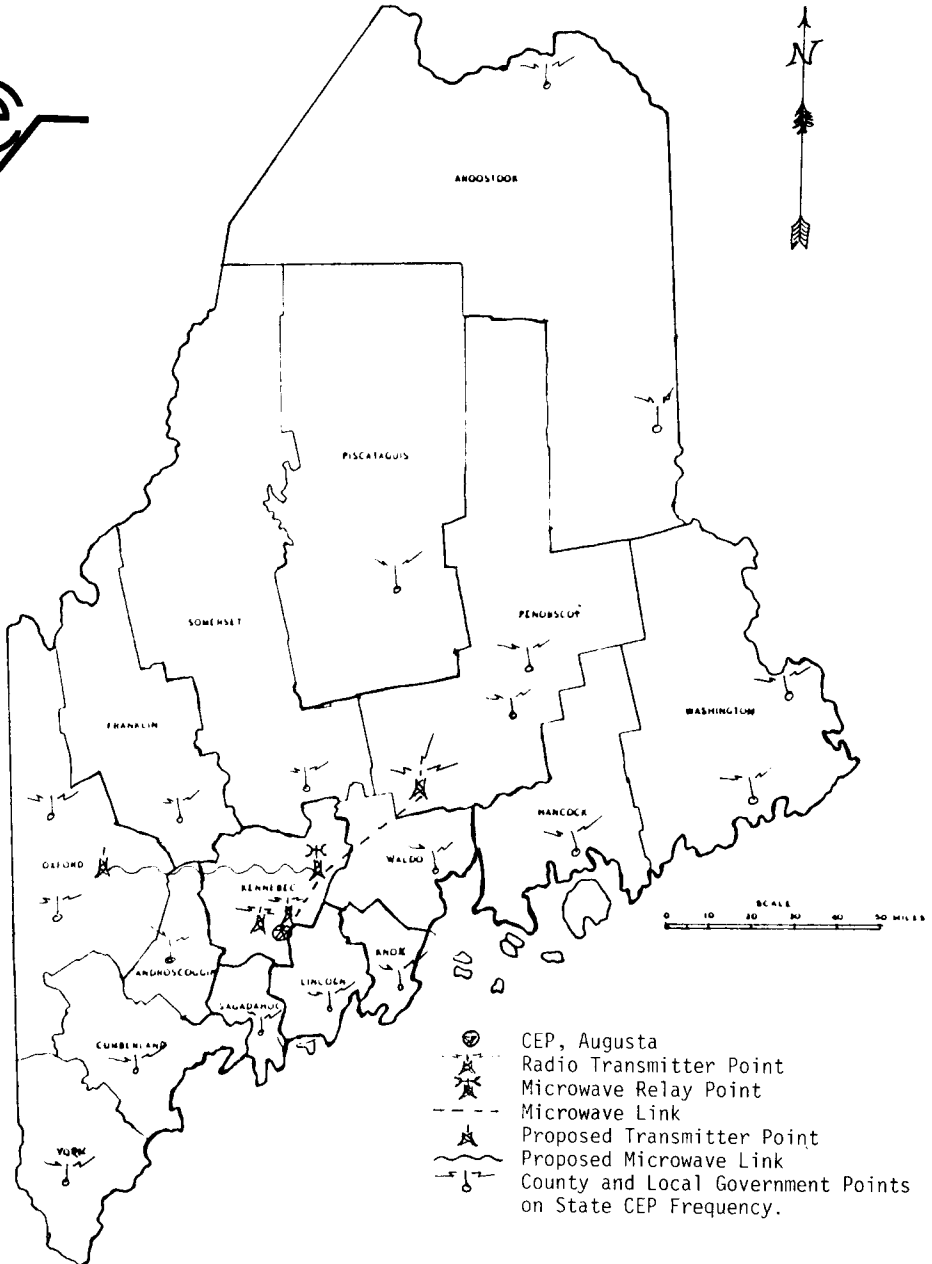
DIRECTION AND CONTROL

EMERGENCY OPERATION CENTERS



PUBLIC PROTECTION

STATE OF MAINE CIVIL EMERGENCY PREPAREDNESS STATE RADIO COMMUNICATIONS SYSTEM

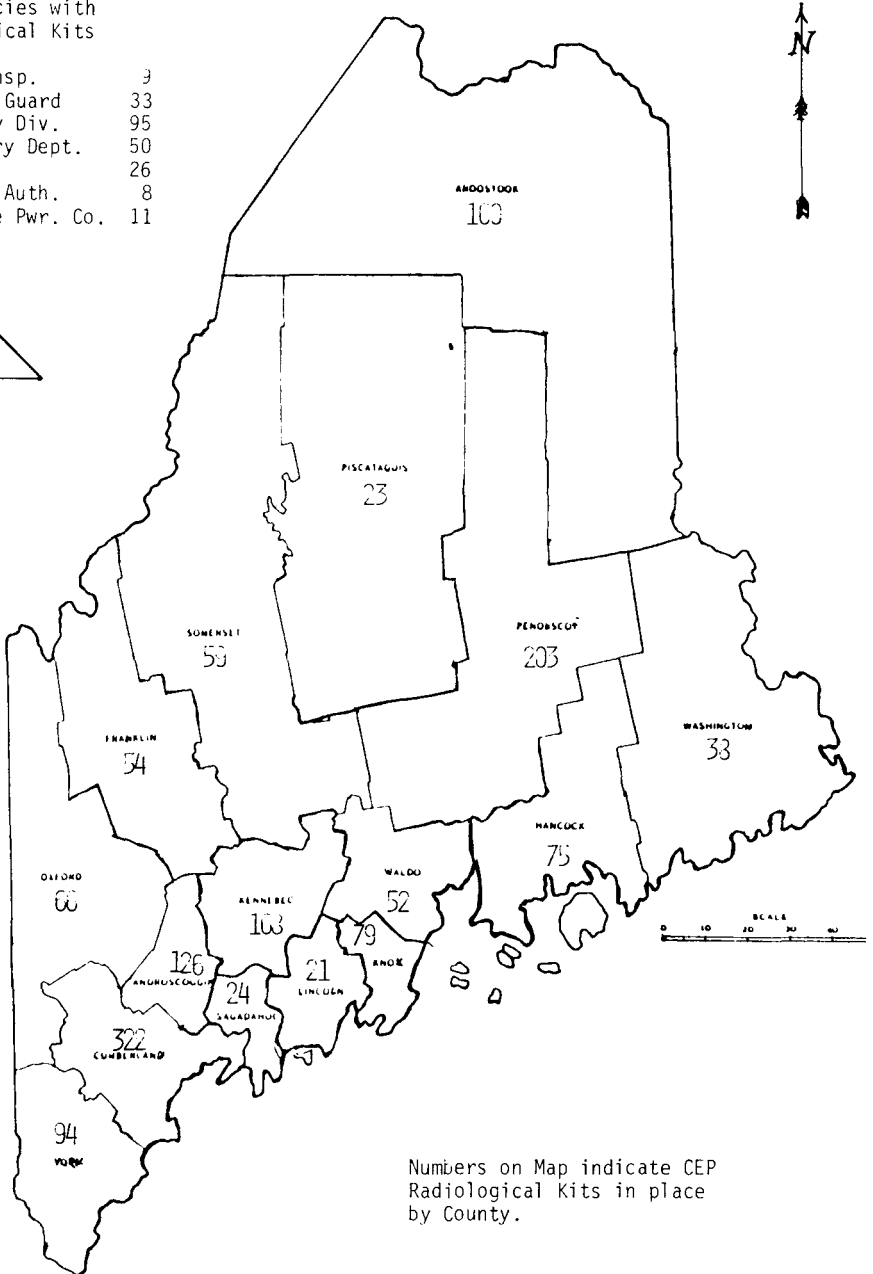


PUBLIC PROTECTION

Distribution Map Of Civil Emergency Preparedness Radiological Instrument Kits

Support Agencies with
CEP Radiological Kits

State Fire Insp.	9
Me. National Guard	33
State Highway Div.	95
State Forestry Dept.	50
State Police	26
Me. Turnpike Auth.	8
Central Maine Pwr. Co.	11



PUBLIC PROTECTION

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977:

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	40,384		40,384			
Bal Brt Fwd— Encumbered	87,620	763	86,857			
Revenue From Federal Govt	1,053,595		1,053,595			
Fees Charged For Services	2,299		2,299			
Legislative Approp/ Alloc	136,496	136,496				
Adjustment of Balance Fwd	—1,775	—331	—1,444			
Transfers—Non-Federal \$	—5,867	—5,867				
TOTAL RESOURCES	1,312,752	131,061	1,181,691			
EXPENDITURES						
Salaries and Wages	242,311	71,634	170,677			
State Share of Retirement	25,286	17,258	8,028			
Prof Service, Not By State	137,236	2,060	135,176			
Other Prof.Serv., By State	1,620		1,620			
Travel Expenses, In-State	2,871	576	2,295			
Travel Expense, Out-State	1,912	874	1,038			
Operation—State Vehicles	5,144	409	4,735			
Utilities	31,432	19,268	12,164			
Rents	705		705			
Repairs	6,285	744	5,541			
Insurance	6,107	3,513	2,594			
General Operating Expense	20,034	2,367	17,667			
Food	448	26	422			
Fuel	115	36	79			
Other Supplies	5,148	344	4,804			
Grants to Local Govts.	473,997		473,997			
Pensions	16,634	933	15,701			
Equipment Purchases	11,417		11,417			
Trans. to Gen.-Fund Sta-Cap	5,608		5,608			
TOTAL EXPENDITURES	994,310	120,042	874,268			

BUREAU OF VETERAN'S 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 Count—All Positions: 25

Permanent Legislative Count: 26

Organizational Units:

Field Offices (7)

Maine Veterans Memorial Cemetery

PURPOSE: The Bureau of Veteran's 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

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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 Veteran's 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 Veteran's Services.

Claims Service. During the fiscal year, 1,180 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 70,018 contacts by veterans or dependents on veterans affairs. \$2,413,473 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year 721 grants of emergency financial aid (World War Assistance) were made to families of Maine veterans who had either died or become 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. 344 persons were assisted during the year.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 413 veterans as eligible for guaranty of loans by the Maine Veterans Small Business Loan Authority Board. The Board actually guarantees approved business loans up to 80% on amounts up to \$15,000.

Records of Military Service. The Bureau maintains the records of 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 290 burials were made, of which 244 persons were veterans, 44 were wives (or widows) and 2 were dependent children; and 164 reservations for burial were made by surviving veterans or spouses. At the end of the year, 1,702 persons were buried in the Cemetery, and there were 1,043 reservations for future burial on file.

The National Guard was scheduled to work in August 1977 on the new road providing access from Interstate 95 to the cemetery.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Veteran Small Business Loan Guaranty Benefits.

The Bureau issues a Certificate of eligibility to qualified Maine war veterans to

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make them eligible under the state guaranty program of the Maine Veterans Small Business Loan Authority.

PUBLICATIONS: (All free)

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 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
BUREAU OF VETERAN'S SERVICES						
RESOURCES						
Bal Brt Fwd—Unencumbered	60,782	60,782				
Legislative Approp/Alloc	758,888	758,888				
Adjustment of Balance Fwd	60,782	60,782				
Transfers—Non-Federal \$	573	573				
TOTAL RESOURCES	881,025	881,025				
EXPENDITURES						
Salaries and Wages	233,628	233,628				
State Share of Retirement	24,663	24,663				
Prof Service, Not By State	6,007	6,007				
Other Prof.Serv., By State	40	40				
Travel Expenses, In-State	11,563	11,563				
Travel Expense, Out-State	445	445				
Operation—State Vehicles	4,711	4,711				
Utilities	9,947	9,947				
Rents	6,640	6,640				
Repairs	852	852				
Insurance	5,884	5,884				
General Operating Expense	6,601	6,601				
Fuel	1,055	1,055				
Other Supplies	4,411	4,411				
Public Assistance Grants	391,632	391,632				
Misc. Grants to Individual	79,798	79,798				
Pensions	576	576				
Equipment Purchases	420	420				
TOTAL EXPENDITURES	788,873	788,873				

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 Count—All Positions: N.A.

Permanent Legislative Count: 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.

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ORGANIZATION: The council is composed of 5 members who are appointed by the Governor, and they also serve during the pleasure of the Governor. 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 0

Permanent Legislative Count: 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: The Military Defense Commission was inactive during FY 77. Legislation is pending abolishing the Commission and turning over its functions to the Adjutant General.

The Commission was useful during the existence of a large fund acquired by the bond issue in 1940, but is now unnecessary.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 456

Permanent Legislative Count: 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

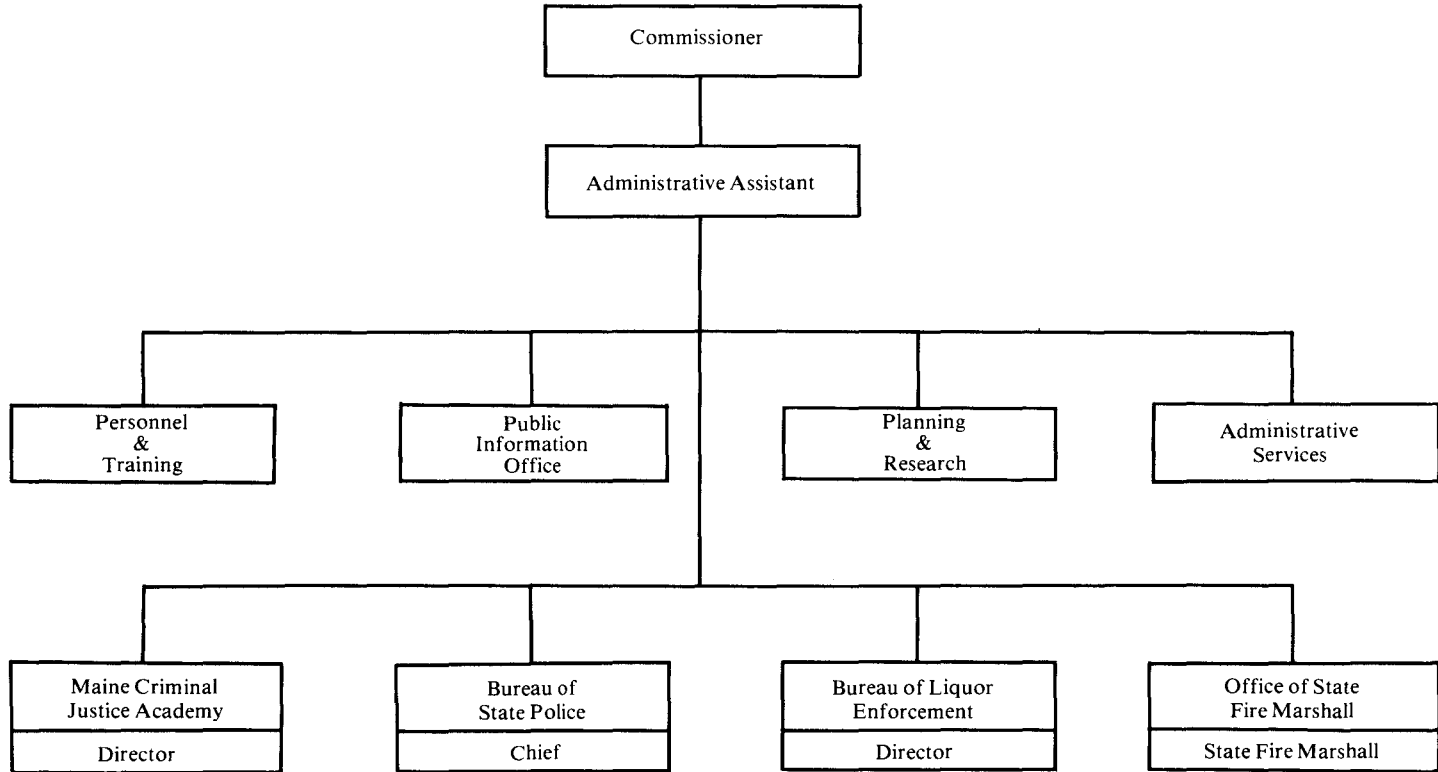
PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the 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 77 are discussed in the individual reports of its component agencies.

PUBLICATIONS: None

**ORGANIZATION CHART
DEPARTMENT OF PUBLIC SAFETY**



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DEPARTMENT OF PUBLIC SAFETY
CONSOLIDATED FINANCIAL CHART FOR FY 77

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	314,551		298,613	15,938		
Bal Brt Fwd— Encumbered	362,889	29,641	76,258	256,990		
Licenses/Permits/ Fees/Tax	336,704		306,178	30,526		
Revenue From Federal Govt	390,775		310,138	80,637		
Revenue From Local Govts	23,716		14,128	9,588		
Fees Charged For Services	136,984		64,423	72,561		
Receipts From Other Funds	2,034			2,034		
Legislative Approp/ Alloc	8,552,954	2,565,930		5,987,024		
Transfers Contingent Acct	37,496	37,496				
Adjustment of Balance Fwd.	—24,622	—428	—24,331	137		
Transfers—Non-Federal \$	168,400	—1,938,076	45,962	2,060,514		
TOTAL RESOURCES	10,301,881	694,563	1,091,369	8,515,949		
EXPENDITURES						
Salaries and Wages	5,251,608	319,656	355,057	4,576,895		
State Share of Retirement	1,290,613	43,217	47,061	1,200,335		
Prof Service, Not By State	109,304	48,893	27,400	33,011		
Computer Service, By State	78,887	19	11,743	67,125		
Other Prof.Serv., By State	30,888	13,726	7,285	9,877		
Travel Expenses, In-State	77,224	1,594	42,305	33,325		
Travel Expense, Out-State	15,728	202	4,102	11,424		
Operation—State Vehicles	727,692	32,195	46,197	649,300		
Utilities	178,172	13,391	13,047	151,734		
Rents	146,760	2,040	6,148	138,572		
Repairs	55,213	9,857	1,837	43,519		
Insurance	150,777	9,674	7,893	133,210		
General Operating Expense	75,288	5,223	16,040	54,025		
Food	2,256	19	1,818	419		
Fuel	22,101	9,000		13,101		
Other Supplies	236,056	22,993	49,469	163,594		
Grants to Local Govts.	7			7		
Pensions	563,773	37,500		526,273		
Buildings & Improvements	26,680		1,169	25,511		
Equipment Purchases	621,609	27,925	98,748	494,936		
Structures & Improvements	632		632			
Transfer to General Fund	4,630			4,630		
Trans. to Gen.-Fund Sta-Cap	30,902		2,911	27,991		
TOTAL EXPENDITURES	9,696,800	597,124	740,862	8,358,814		

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FINANCES, FISCAL YEAR 1977:

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	5,049	160		4,889		
Revenue From Federal Govt	1,000			1,000		
Legislative Approp/ Alloc	115,664			115,664		
Adjustment of Balance Fwd	—6	—6				
Transfers—Non-Federal \$	4,866	4,866				
TOTAL RESOURCES	126,573	5,020		121,553		
EXPENDITURES						
Salaries and Wages	65,862			65,862		
State Share of Retirement	17,078			17,078		
Prof Service, Not By State	696	54		642		
Other Prof.Serv., By State	2,375			2,375		
Travel Expenses, In-State	699			699		
Operation—State Vehicles	4,400			4,400		
Utilities	1,255			1,255		
Repairs	1,001	747		254		
Insurance	1,553			1,553		
General Operating Expense	12,996			12,996		
Other Supplies	1,228	27		1,201		
Equipment Purchases	3,050			3,050		
Trans. to Gen.-Fund Sta-Cap	510			510		
TOTAL EXPENDITURES	112,703	828		111,875		

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 Count—All Positions: 377

Permanent Legislative Count: 400

Organizational Units:

Division of Administrative Services

Office of Planning and Research

Division of Personnel

Public Information Office

Traffic Division

Criminal Division

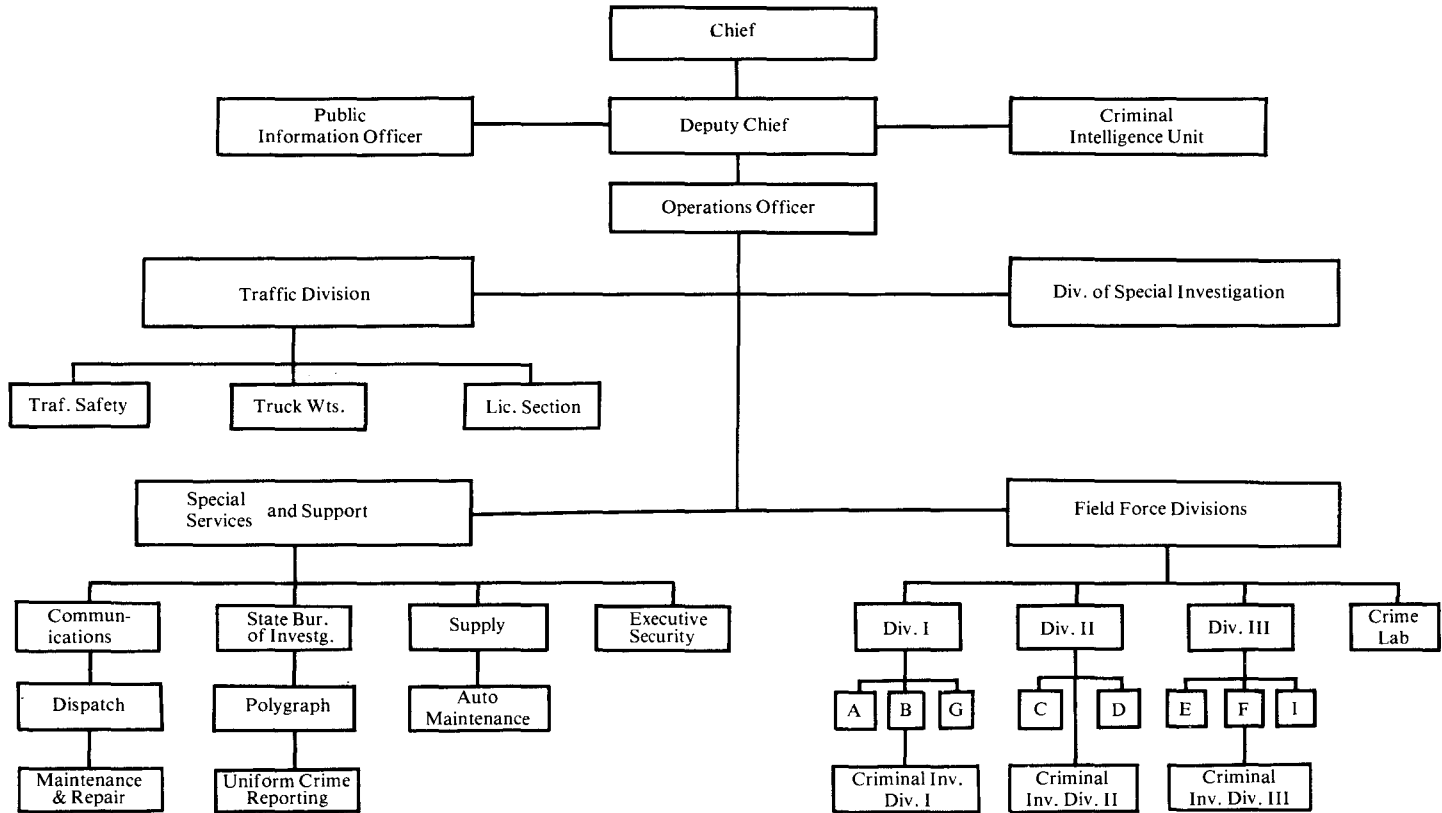
Division of Special Investigations

Support Services Division

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 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

ORGANIZATION CHART BUREAU OF STATE POLICE



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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. 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: The program of the Bureau of State Police is illustrated through the activities of the Component Divisions.

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. Monthly Activity Reports and time and leave records

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 801 felony drug cases (i.e. sale of marijuana and hard drugs) with a material value of \$234,566.60 (drugs: \$170,726.60; and stolen property recovered; \$63,840.00). During 1976, of the 479 cases that were adjudicated, involving 315 defendants, there was a conviction rate of 75 percent.

Planning and Research. The Office of Planning and Research provides management support and program development in both administrative and operational matters. Included in this Office is the Department's Data Processing Unit, which in 1976 processed 17,000 activity reports, 51,315 arrest reports and 30,349 State of Maine Accident Reports.

Major activities during 1976 included:

Preparation of a Manpower Allocation Study with recommendations for officer placement on Interstate 95 (Topsham to Gardiner) prior to the official opening on June 15, 1977.

Implementation of the Vehicle Cost Analysis Program beginning with all 1976 vehicles within the Department of Public Safety resulted in a unique computerized program which enables tracking of vehicle expenses, indicates areas of potential improvement in the vehicle maintenance program, and ultimately will aid in determining vehicle cost effectiveness for bidding purposes.

PUBLIC PROTECTION

Utilization of a grant from the National Highway Traffic and Safety Administration for installation of Citizen Band Radios to assist in the highway safety effort.

Implementation of the 1975 Manpower Allocation Study for staffing, shift assignments, and patrol sectors on Interstate 95/295, South Portland to West Gardiner.

Elimination of the 28 day Cycle Report as previously mandated by the Fair Labor and Standards Act (1974) and development of a new Activity Reporting System and accompanying computer program. Substantial cost saving benefits and a 75% reduction in data entry time have been realized through implementation of the new reporting system.

Federal grants coordination and project planning was also a major function of the Office of Planning and Research. In 1976, project proposals were made and grants were secured for Crime Laboratory and Investigative Improvements, the Protective Equipment Project, In-service Training Programs, and Improvement of Police Communications through the addition of fifteen Communicatigions Operators.

Data Entry. During the 1976 calendar year, 731,626 data cards were processed by the Data Entry Section for the following programs:

Activity System	55 mph speed enforcement certification
Accident System	Vehicle Cost Analysis Program
Uniform Crime	
Reporting System	Arrest Reporting System
	Miscellaneous Programs

The prime enforcement activities for 1976 are:

Traffic Summonses	—	49,867
Criminal Summonses	—	2,424
Written Warnings	—	84,021
Defective Equipment		
Warnings	—	95,172
Aids to Motorists	—	26,046
Total Fines	—	\$1,677,297.00

Division of Personnel. It is the responsibility of the Division of Personnel to maintain career statistics on the 476 employees of the Department of Public Safety, including 323 sworn personnel and 81 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.

During 1976, the Division of Personnel staffed, and operated two State Police Training Troops, processed some 800 applications for appointment to state service, and conducted the subsequent physical agility tests and oral board examinations.

During this same period, the Division drafted and presented in oral argument to the Temporary Compensation Review Board 41 appeals for increased compensation for the employees of the Bureau. Effective in 1976 were the Hay Pay Plan and the accompanying 60/40 merit pay system, which are administered jointly by the Personnel Division and the Division of Administrative Services. General policy concerning this is made by the State Department of Personnel and sent to the individual department personnel divisions for implementation.

Throughout 1976, the Division worked closely with the Office of State Employee Relations and the Maine Labor Relations Board in the establishment of bargaining units for collective bargaining sessions. As a result of these cooperative efforts, the State Police bargaining unit was the first in state government to elect their unit representation and enter contract negotiations with the State.

Traffic Division. Responsibilities of the Traffic Division include the administration of Maine's motor vehicle inspection program, processing of local, county and State Police Officers accident reports, maintaining a current microfilm file of some 26,500 reports and coding all State Police arrest reports.

The Division maintains current files on junkyard licenses, Department of Transportation construction areas and permits, size and weight regulations and registration requirements of

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other states. The Division also handles requests for information on motor vehicle and pedestrian safety, as well as providing the public with proper information on motor vehicle laws.

The Motor Vehicle Inspection Section has the responsibility for the administration of some 1,700 inspection stations, providing them with necessary materials for licensing and supplying adequate manuals on the rules and regulations governing motor vehicle inspection.

In 1976, 1,275,000 stickers were sold to inspection stations, with a gross income of \$290,000. Nearly 5,000 certified inspection mechanics are licensed by this Section, and up-to-date files are kept on those mechanics certified as well as those who require re-certification. Eight Troopers are assigned as Traffic Safety Officers to supervise and enforce the motor vehicle inspection procedures. Traffic Safety Officers also conduct training programs for inspection mechanics and field personnel.

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 liason with the news media.

During 1976, a total of 106 news releases were written and distributed to appropriate print and broadcast media. In addition, the PIO served as-spokesman in 172 instances. Media mailing lists were revised to reflect media needs. Broadcast Public Service spots on road safety, defensive driving, rural crime, and recruiting were disseminated. There were 20 radio and/or TV interviews, in addition to seventeen broadcast and 29 press feature stories. An additional 8000 copies of Personal Property Record with tips on curbing rural crimes were disseminated.

Criminal Division. The State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any noncompliance. Composed of 3 Criminal Investigative Divisions, Beano and Games of Chance, The Crime Laboratory, and the State Bureau of Identification, Division maintains close and effective cooperation with other law enforcement agencies.

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. Additional duties include informing the Chief and Deputy Chief of criminal activity with Maine; and, the issuance of all permits to out-of-state residents to carry concealed weapons.

In January of 1977, in order to more fully meet the responsibilities of the Division, a trial period was embarked upon in which BCI was divided into two Criminal Investigative Divisions. Analysis of this re-structured format lead in May of 1977, to the present configuration of three Criminal Investigative Divisions which coincide with three Field Divisions; North, Central and South. Each CID is commanded by a Lieutenant who in turn reports to the Field Division Captain of his particular Division.

It has been determined that the realignment of the CID'S with the Field Divisions, coupled with a common administrator for both Criminal and Field forces within each Division, provides a more efficient overall operation for both units.

The investigation of suspicious unattended deaths remained the top priority for personnel assigned to the bureau in 1976. Of the 222 unattended deaths investigated by Maine State Police during the year, 25 were determined to be criminal homicide. A breakdown of major crimes reported to the Maine State Police in 1976 compared to 1975 are as follows:

	1975	1976
Homicide	28	25
Rape	16	25
Robbery	27	35
Assault & Battery	243	239
B.E. & L.	742	548
Larceny	600	994

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Records of State Police Criminal Investigations were transferred from CID during 1976 to complete a newly formed Criminal History Records Section attached to the State Bureau of Identification. This provides a central location within headquarters where criminal history information can be obtained. In addition, CID maintains liaison with the Attorney General (for investigation of homicides and major crimes) and other agencies to avoid duplication of effort.

The licensing of private detectives and watch, guard or patrol agencies is conducted by CID. In 1976, a total of 74 private detectives were granted licenses and 41 licenses were issued to watch, guard or patrol agencies.

The State Police Criminal Bulletin was published monthly during 1976 and continues to be well accepted by personnel in the field and other law enforcement agencies. Bulletins are currently being sent to 75 municipal agencies, all five New England criminal intelligence units, 11 Federal agencies, Maine State Liquor Enforcement, 16 Sheriffs' Departments, 5 Canadian agencies, the State Fire Marshal's Office and all State Police personnel. The bulletin continued to provide the information to law enforcement personnel that resulted in several arrests throughout the year.

Bureau personnel responded to requests for 20 speaking engagements during 1976, to organizations, such as schools and civic groups, on topics that included Drugs, Bank Robbery, Organized Crime Methods, Homicide Investigations, and CID functions.

Beano and Bingo. 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. A summary of 1976 activities include:

Total number of weekly Beano licenses	13,247
Monthly licenses issued	2,298
Number of permits issued	3,043
Distributors licensed	10
Printer licenses	81
Total income received from games of chance by the State	\$58,00.00
Total Games of Chance Organizations operating	343

Crime Laboratory. Laboratory functions include photography and crime scene processing, developing and printing and 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.

During 1976, new automated film processing equipment was put into operation. New equipment received this past year includes a revolving darkroom door, lightproof ventilation system, film and print dryers, #120 film cameras, cases Strobolar units, and tripods for both the field and the Crime Lab, photographic copy stand, CU5 fingerprint camera, modeling lights, 35mm slide mounting outfit and an ID camera--capable of photographing, cutting and laminating the photos.

Film processed during the year was as follows:

Negatives (120, 126, 4x5, 35mm slides)	
Black and white rolls	4,499
Color Rolls	163
35mm slides	333
Total	4,995
Prints	
Black and white	10,401
Color	2,430
Polaroid	153
Total	12,984

Various other film was processed, such as infrared, Kodacolor, etc.

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. A new fingerprint comparator was purchased through L.E.A.A. in 1976 that can also be used for document examination.

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Fingerprints:

	State Police	Other Agencies
Developing	1170	142
Examinations	2863	1949

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 an exacting 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.

Weapons submitted from:

	State Police	Other Agencies
Rifles	15	19
Shotguns	11	4
Handguns	10	17
Unknowns Submitted		
Bullets	29	19
Cartridge Cases	41	44
Shotgun Cases	9	4
Live Ammo Submitted		
Rifle and Handgun	141	93
Shotguns	8	5
Wadding	12	3
Shot Pellets	31	5
Serial Number Restoration		
	10	2

The serology of the Crime Lab is responsible for the examination of blood and other body fluids. In cases of rape, assault and murder, microscopic examinations 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 1976, a total of 693 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. In 1976 a new American Optical microscope was purchased through L.E.A.A. funds for the examination of blood, semen, and other forensic examinations. The microscope has been made available to the Chief Medical Examiner for his use also. A new Crime Scene Search Van was purchased recently and is presently being outfitted with the necessary equipment. This will enable the crime scene search team to perform their duties more professionally.

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 in Augusta and one in 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.

Uniform Crime Reporting. Uniform Crime Reporting (UCR) is mandated by Maine law and requires the full cooperation of all Maine law enforcement agencies. It continues to improve in value as the crime data bank increases. Data on all Part I crime offenses (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft) is collected on special forms along with arrests by age, race, and sex; values of articles stolen and recovered; crime locations and time; court disposition of cases; employee data; assaults on police and other supplemental data. The information is computerized and comprehensive reports on crime are developed and distributed to the Governor, legislators, contributors and related criminal justice agencies.

Crime profiles on individuals reporting agencies are provided on request. This consists of compiling all reported crime data on a particular community and identifying over a period of

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several months the crime problems and related data. When analyzed and compared to the overall crime picture, the profile provides extensive management and operational guidelines to the community. It has also proven useful in acquiring Federal grants assistance.

Because the crime profiles have proven so popular with the contributors, the computer program has been modified to improve the data and response time to contributors. The Maine Criminal Justice Planning and Assistance Agency has assisted on this program.

Activities of the UCR Unit, in addition to the routine operational function of data collection, includes the training of contributor personnel (800 trained to date) in regional schools; assisting in the improvement of the Uniform Traffic Ticket; providing 31 crime profiles on request with the assistance of the Criminal Justice Data Analysis Center; constant consultation and visiting with UCR contributors; technical assistance to a number of other states and out-of-state agencies on Uniform Crime Reporting and extensive in-state cooperation with criminal justice agencies.

LICENSES, PERMITS, etc.:

License:

- Games of Chance
- Beano
- Motor Vehicle Inspection
- Private Detective
- Security
- Watch Guards

Permit:

- Gun
- Towing Permit
- (Unregistered & Uninspected)
- Non-Resident Concealed Weapon

PUBLICATIONS: None

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FINANCES, FISCAL YEAR 1977:

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
BUREAU OF STATE POLICE						
RESOURCES						
Bal Brt Fwd—Unencumbered	21,584		5,646	15,938		
Bal Brt Fwd— Encumbered	256,965		4,864	252,101		
License/Permits/Fees/Tax	30,526			30,526		
Revenue From Federal Govt	365,539		285,902	79,637		
Revenue From Local Govts	9,588			9,588		
Fees Charged For Services	74,057		1,496	72,561		
Receipts From Other Funds	2,034			2,034		
Legislative Approp/Alloc	7,828,480	1,957,120		5,871,360		
Adjustment of Balance Fwd	—24,224		—24,361	137		
Transfers—Non-Federal \$	130,515	—1,957,120		27,121	2,060,514	
TOTAL RESOURCES	8,695,064		300,668	8,394,396		
EXPENDITURES						
Salaries and Wages	4,584,257		73,224	4,511,033		
State Share of Retirement	1,194,026		10,769	1,183,257		
Prof Service, Not By State	51,517		19,148	32,369		
Computer Service, By State	78,868		11,743	67,125		
Other Prof.Serv., By State	3,919		—3,583	7,502		
Travel Expenses, In-State	66,196		33,570	32,626		
Travel Expense, Out-State	12,307		883	11,424		
Operation—State Vehicles	660,454		15,554	644,900		
Utilities	158,832		8,353	150,479		
Rents	139,622		1,050	138,572		
Repairs	43,590		325	43,265		
Insurance	133,134		1,477	131,657		
General Operating Expense	49,945		8,916	41,029		
Food	2,237		1,818	419		
Fuel	13,101			13,101		
Other Supplies	181,833		19,440	162,393		
Grants to Local Govts.	7			7		
Pensions	526,273			526,273		
Buildings & Improvements	26,680		1,169	25,511		
Equipment Purchases	523,699		31,813	491,886		
Transfer to General Fund	4,630			4,630		
Trans. to Gen.-Fund Sta-Cap	28,308		827	27,481		
TOTAL EXPENDITURES	8,483,435		236,496	8,246,939		

STATE BUREAU OF IDENTIFICATION

ALLAN H. WEEKS, CHIEF, 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 Count-All Positions: 7

Permanent Legislative Count: 8

PURPOSE: The State Bureau of Identification (SBI), 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

PUBLIC PROTECTION

Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

One of the major changes in SBI during the year resulted from the enactment of Title 16, M.R.S.A., Chapter 3, Sub-Chapter VII, entitled "Criminal History Record Information". This Act deals with release of criminal history information; who is authorized and who is prohibited. The impact of this major change has been felt throughout both the criminal justice profession and private industry. Other new legislation includes changes in Title 25, M.R.S.A., dealing with fingerprinting both criminal and non-criminal persons and the submission of fingerprint cards to SBI; and the repeal of the expungement law.

In an effort to bring better services to law enforcement personnel, the Criminal Investigative Records Section, which processes all criminal investigative reports submitted by Maine State Police Officers was relocated in SBI. This provides access to both criminal history files as well as investigative files in the same location.

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 1976 included:

- 3,240 Fingerprint cards classified and searched. (no previous record).
- 2,101 Fingerprint cards matched with existing records.
 - 785 Final disposition sheets received and filed.
 - 948 Photographs and negatives received and filed.
- 1,589 Out-of-State records received and filed.
- 1,722 Additional record sheets received and filed. (Individuals previously involved with the criminal justice system resulting in their fingerprints already on file.)
- 17,921 Court abstract cards received and filed.
- 22,618 Inquiries (record checks) processed.
- 5,399 Inquiries matched with previous records.

The State Police investigated and submitted reports on a total of 5,062 criminal complaints. In addition, a total of 24,644 incident reports (incidents of various nature which require the presence of an officer but which do not require criminal investigative report) were processed.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Costs may have been absorbed by a related State agency unit.

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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 Count—All Positions: 26

Permanent Legislative Count: 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 to combat the increasing fraudulent insurance claims resulting from set fires. The last four decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority have broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of the State Fire Marshal. The office now provides 5 full time fire investigators, 4 of its members transferred from the State Police. These 4 trooper detectives were teamed with experienced fire investigators and the operation of these teams have proven to be most successful.

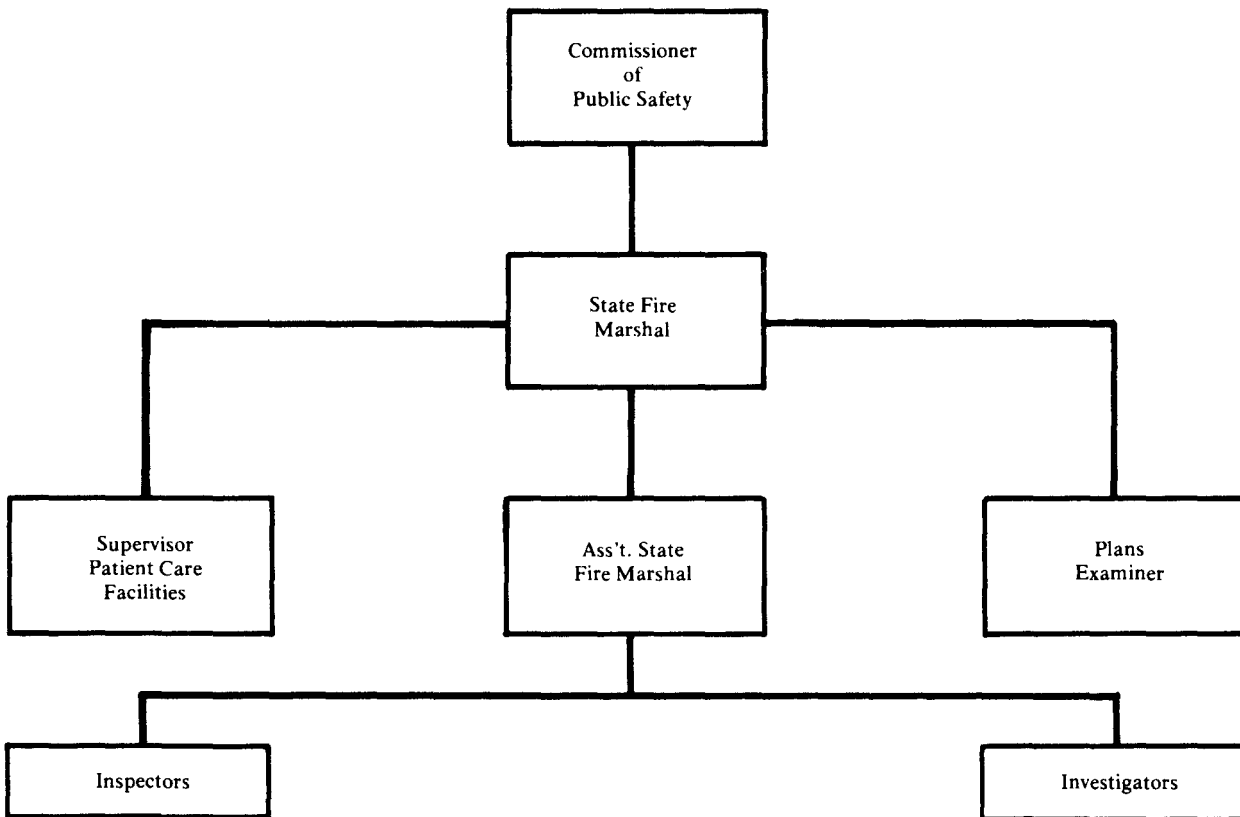
To fulfill the contract requirements to the Division of Hospital Services, Department of Human Services, a new section was created in 1975 consisting of one supervisor and two field inspectors who are responsible for insuring both State and Federal Code compliance in the patient care facilities throughout the State.

The plans review section of the Office of the State Fire Marshal is assigned one full time Plans Examiner who works closely with the design and construction professions to insure that all new construction and major renovations in institutional, educational, and assembly facilities comply with the various State Codes.

The remaining field personnel of the Office of the State Fire Marshal are active on a daily basis in conducting inspections of various types of occupancies and are responsible for line level fire investigations within their district.

PROGRAM: In FY 77, the Office of the State Fire Marshal drafted several pieces of legislation concerning the licensing of theatres, carnivals, circuses, and travelling amusement shows. All of this legislation was passed into law and will become effective in October 1977. The legislation was designed to realign licensing fees and deflate language in the older statutes which they replaced.

OFFICE OF STATE FIRE MARSHAL
ORGANIZATIONAL CHART



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The inspectors and investigators of the office have continued to update their knowledge, ability, and skills with training courses conducted by the Criminal Justice Academy in such areas as photography, hazardous material, advance arson investigation, report writing, and management supervision courses.

Former Commissioner Nichols requested that members of the Office of the State Fire Marshal become uniform members of the Department of Public Safety. All of the Fire Marshal personnel, with the exception of detectives, are now in uniform. The uniform selected was distinctive and has provided personnel with an identity and a sense of pride never before achieved.

The Office of the State Fire Marshal has obtained the equipment and trained an operator in the use of psychological stress evaluation technique. This truth verification technique decreases the time required in many investigations and results in speedy and fair adjustments of loss claims and has become a most valuable tool in the field of fire investigation.

Maine, along with the rest of the nation, must address itself to gathering information surrounding the occurrence and cause of fires. To this end, we are engaged in the introduction of fire incident reporting system designed by the National Fire Prevention and Control Administration. To effectively meet this reporting requirement, the fire services in the State are being given a minimum level of training. This training is being provided through the use of the Fire Information and Field Investigation course.

The patient care facility inspectors are actively engaged in providing in-service training programs for facilities under their jurisdiction.

The State Crime Laboratory operated by the State Police now has the equipment to provide chemical analysis on evidence taken at fire scenes. This equipment was provided by the Office of the State Fire Marshal. This office has been working closely with the laboratory staff in helping them to develop their knowledge and skills to utilize the equipment.

In order to provide field personnel with more time for investigations and inspections, a policy has been adopted whereby the municipal fire services are conducting inspections within their jurisdiction of certain facilities requiring licenses from the Social Services Unit, Department of Human Services. The Office of the State Fire Marshal reimburses each department for these inspections.

Informational Data:

Total number of building inspections	3,676
Total number of explosives, flammable liquids, etc. inspections	669
Total number of fire investigations	646
Fire deaths	51

LICENSES, PERMITS, ETC.:

License:

- Travelling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
- Dance Halls.
- Theatres & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.

Permit:

- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above & Underground.
- Fire Prevention Building Code.

PUBLICATIONS:

- Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
- Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
- Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
- Rules and Regulations Governing the Proper Operation of Mechanical Rides (No Fee).
- Rules and Regulations Governing the Tents, and Equipment of Circuses and Traveling Amusement Shows (No Fee).

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Rules and Regulations Relating To Structures Used By The Public As Spectators During Motor Vehicle Racing (No Fee).

Rules and Regulations Relating To Motion Picture Theatres (To be updated) (No Fee).

1973 Edition of Life Safety Code (\$2.50 per copy).

FINANCES, FISCAL YEAR 1977:

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	270,902		270,902			
Bal Brt Fwd— Encumbered	68,834		68,834			
Licenses/Permits/Fees/Tax	306,178		306,178			
Fees Charged For Services	62,289		62,289			
Adjustment of Balance Fwd.	30		30			
Transfers—Non-Federal \$	13,187		13,187			
TOTAL RESOURCES	721,420		721,420			
EXPENDITURES						
Salaries and Wages	277,852		277,852			
State Share of Retirement	36,292		36,292			
Prof Service, Not By State	3,419		3,419			
Other Prof.Serv., By State	10,083		10,083			
Travel Expenses, In-State	4,762		4,762			
Travel Expense, Out-State	2,204		2,204			
Operation—State Vehicles	30,643		30,643			
Utilities	4,694		4,694			
Rents	4,848		4,848			
Repairs	1,512		1,512			
Insurance	6,303		6,303			
General Operating Expense	7,243		7,243			
Other Supplies	20,071		20,071			
Equipment Purchases	59,902		59,902			
Trans. to Gen.-Fund Sta-Cap	1,993		1,993			
TOTAL EXPENDITURES	471,821		471,821			

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 Count—All Positions: 21

Permanent Legislative Count: 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 presentations on

PUBLIC PROTECTION

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: The Bureau has continued to hold meetings with licensees and their employees throughout the state. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the state.

Warning System. The Bureau established a warning system during FY 76 for minor infractions of the liquor laws and the Commission's Rules & Regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received, so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the state and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 77 the Bureau completed its visitations to clubs throughout the state, talking to club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Due to the increase in infractions which resulted in Inspectors making frequent appearances in criminal courts for procuring for minors and illegal sales of intoxicating liquor, the premise inspection system was reduced to one full inspection per year of all licensed holders.

Throughout the year the Bureau conducted a total of 3,212 Licensed Premise Inspections; and a total of 10,306 Licensed Premise Checks. Furthermore a total of 690 Violations as a result of the PIRS were corrected in the field by the Inspectors, and a total of 438 warnings were given by field Inspectors. During FY 77, a total of 247 licensed premises were cited in before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the state as a result of the above activities is: \$10,050, with 195 license suspended days and one five year revocation.

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

PUBLIC PROTECTION

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 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.

In the past session of the Maine State Legislature the legal age to purchase and consume intoxicating liquor was raised to 20 years (effective in October 1977). This definitely will bring an increase to activities in relation to illegal possession of intoxicating liquor by persons under the age of 20 years. The Bureau hopes to combat this problem by further updating programs and presentations given to the Maine Liquor License holders so that a close working relationship might exist between holders and the Bureau. The Bureau fully realizes the problem before us and that voluntary compliance will be a necessity if the problem is to be controlled.

FINANCES, FISCAL YEAR 1977:

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	16,621	16,621				
Legislative Approp/ Alloc	334,731	334,731				
Transfers Contingent Acct	37,496	37,496				
Adjustment of Balance Fwd	—15	—15				
Transfers—Non-Federal \$	13,850	13,850				
TOTAL RESOURCES	402,683	402,683				
EXPENDITURES						
Salaries and Wages	211,534	211,534				
State Share of Retirement	31,888	31,888				
Prof Service, Not By State	2,948	2,948				
Other Prof.Serv., By State	9,192	9,192				
Travel Expenses, In-State	1,124	1,124				
Operation—State Vehicles	25,376	25,376				
Utilities	2,249	2,249				
Repairs	691	691				
Insurance	6,284	6,284				
General Operating Expense	589	589				
Other Supplies	4,655	4,655				
Pensions	37,500	37,500				
Equipment Purchases	27,987	27,987				
TOTAL EXPENDITURES	362,017	362,017				

PUBLIC PROTECTION

BOARD OF TRUSTEES CRIMINAL JUSTICE ACADEMY

SAWYER SYLVESTER, Chairman

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 Count—All Positions: 11

Permanent Legislative Count: 12

PURPOSE: The primary responsibilities of the Board of Trustees 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: 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.

LICENSES, PERMITS, ETC.:

Executive Certificates: To Eligible Chiefs of Police & Sheriffs.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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. 2801

Average Count—All Positions: 12

Permanent Legislative Count: 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 redesigned 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 77 the Municipal Police School was extended from 10 weeks to 12 weeks thereby the Maine Criminal Justice Academy was able to conduct 3 basic law enforcement schools totaling 102 officers. Also 1 State Police School, of a 16 week duration, graduated 25 officers. The Academy sponsored 29 specialized law enforcement in-service training programs to 703 law enforcement officers. In addition 6 regional refresher programs were conducted to approximately 112 officers. Other criminal justice training activities include the offering of 2 Basic Corrections Officers schools to state and county correctional officers. Also conducted at the Waterville location were 90 different meetings held by various criminal justice related activities.

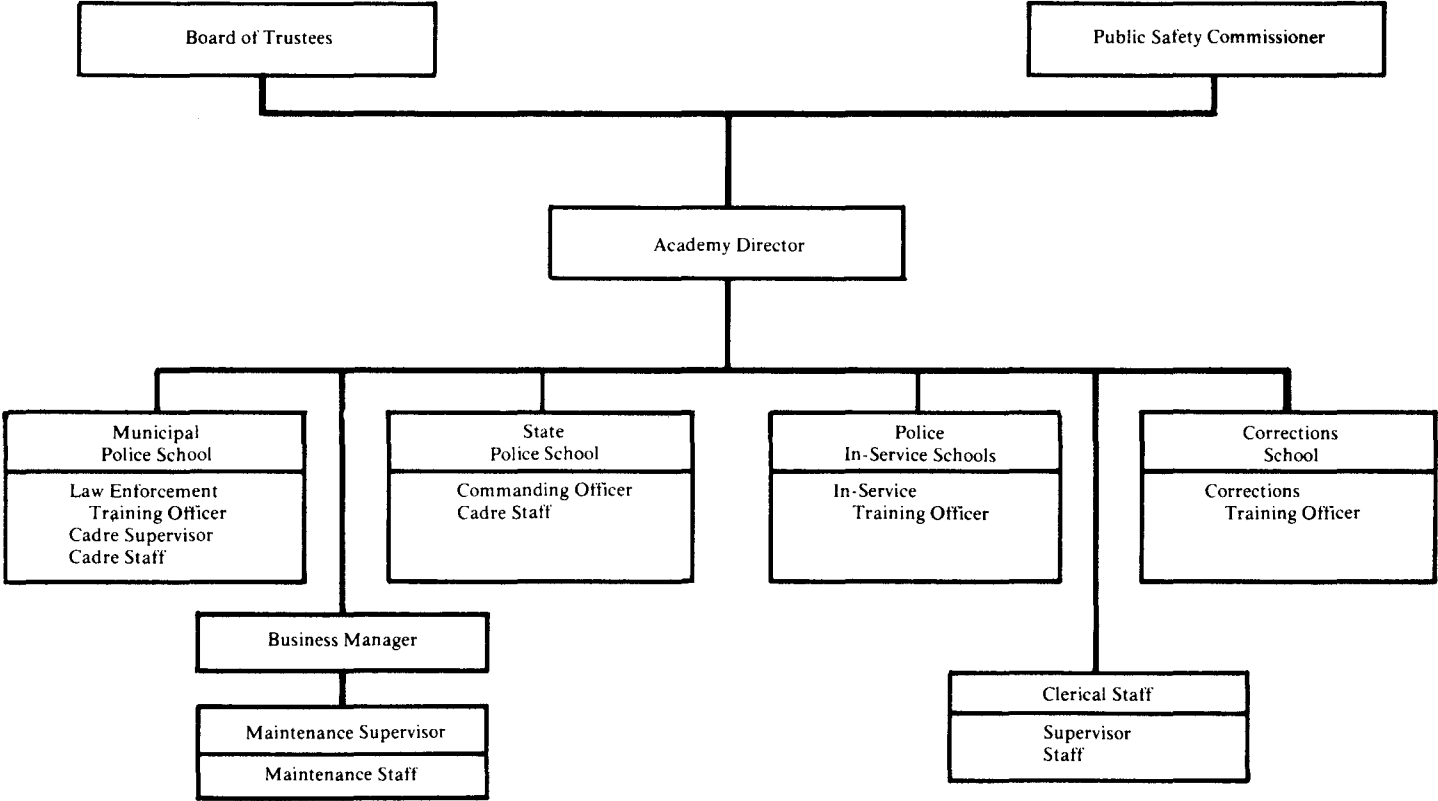
PUBLICATIONS:

History of the Maine Criminal Justice Academy—free.

Maine Criminal Justice Academy: Impressive 3 Year Record—free.

Looking for a Police Career—free.

MAINE CRIMINAL JUSTICE ACADEMY
ORGANIZATIONAL STRUCTURE



PUBLIC PROTECTION

PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1977:

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	22,065		22,065			
Bal Brt Fwd— Encumbered	15,420	12,860	2,560			
Revenue From Federal Govt	24,236		24,236			
Revenue From Local Govts	14,128		14,128			
Fees Charged For Services	638		638			
Legislative Approp/Alloc	274,079	274,079				
Adjustment of Balance Fwd	—407	—407				
Transfers—Non-Federal \$	5,982	328	5,654			
TOTAL RESOURCES	356,141	286,860	69,281			
EXPENDITURES						
Salaries and Wages	112,103	108,122	3,981			
State Share of Retirement	11,329	11,329				
Prof Service, Not By State	50,724	45,891	4,833			
Computer Service, By State	19	19				
Other Prof. Serv., By State	5,319	4,534	785			
Travel Expenses, In-State	4,443	470	3,973			
Travel Expense, Out-State	1,217	202	1,015			
Operation—State Vehicles	6,819	6,819				
Utilities	11,142	11,142				
Rents	2,290	2,040	250			
Repairs	8,419	8,419				
Insurance	3,503	3,390	113			
General Operating Expense	4,515	4,634	—119			
Food	19	19				
Fuel	9,000	9,000				
Other Supplies	28,269	18,311	9,958			
Equipment Purchases	6,971	—62	7,033			
Structures & Improvements	632		632			
Trans. to Gen.-Fund Sta-Cap	91		91			
TOTAL EXPENDITURES	266,824	234,279	32,545			

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, one member representing the Department of Educational and Cultural Services, and finally, one member from an industrial or institutional fire brigade.

PUBLIC PROTECTION

PROGRAM: During FY 77, 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 ongoing 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.

The Advisory Committee is currently undertaking the task of developing with other state and municipal Fire Service Groups an organizational design for the State of Maine.

PUBLICATIONS:

1. Legal Research of Maine's Fire Protection Laws—Free.
2. Automotive Fire Apparatus Procurement Guide—Free.
3. Fire Ground Hydraulics (Basic)—Free.
4. Fire Ground Hydraulics (Advanced)—Free.
5. Maine's Fire Chiefs Directory—Free.

FINCANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: 2

Permanent Legislative Count: 2

PURPOSE: The Maine Veterans Small Business Loan Authority, 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 Authority 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 Authority may prescribe, provided the aggregate amount of principal obligations of all mortgages so insured outstanding at any one time shall not exceed \$4 million. The Authority 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.

PUBLIC PROTECTION

ORGANIZATION: This authority 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 Authority consists of 9 members, including the Director of Veterans Services and 8 members appointed at large by the Governor.

PROGRAM: After its third year of operation, the Maine Veterans Small Business Loan Authority approved 169 loans representing \$1,828,750. This was accomplished through 36 banks throughout the State. A breakdown by counties is as follows:

Androscoggin:	12	Oxford:	5
Aroostook:	3	Penobscot:	10
Cumberland:	50	Piscataquis:	1
Franklin:	5	Sagadahoc:	9
Hancock:	3	Somerset:	5
Kennebec:	24	Waldo:	2
Knox:	6	Washington:	5
Lincoln:	17	York:	12

The different types of business are as varied as the locations involved. Examples of various enterprises include lobstering, office supply company, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, artificial limb company, service station, broadcasting company, Servicemaster and Chem Clean Company, public accountant, security agency, landscaping, saw mill, card and gift shop, electrician, ice cream wholesale distributor, printing company, launderette, convenience type food market, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings business.

The Authority has had to honor its guarantee on only one loan for a total of \$5,892.50 during its current year of operation. This is a very small loss ratio; much lower than was ever anticipated when this program was developed. Projections after 3 years of operations stated losses of \$150,000. 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 \$3½ 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.

A bill was passed by the Legislature and signed into law by the Governor increasing the individual loaning limits from \$15,000 to \$30,000. In November of 1976 the public by referendum increased the overall limits from \$2 million to \$4 million.

LICENSES, PERMITS, ETC.: Loan Authorization and Guarantees.

PUBLICATIONS: Fact sheet explaining the program.

PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1977:

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Interest/Investment/Rents	8,201					8,201
Fees Charged For Services	10,313					10,313
TOTAL RESOURCES	18,514					18,514
EXPENDITURES						
Salaries and Wages	27,359					27,359
State Share of Retirement	2,775					2,775
Prof Service, Not By State	280					280
Travel Expenses, In-State	2,713					2,713
Utilities	1,019					1,019
Rents	2,100					2,100
Insurance	567					567
General Operating Expense	6,317					6,317
Other Supplies	281					281
Trans. to Gen.-Fund Sta-Cap	714					714
TOTAL EXPENDITURES	44,125					44,125

CIVIL AIR PATROL

COLONEL JOSEPH R. MELROSE, JR., WING COMMANDER
LT. COL. LINWOOD F. WRIGHT, 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 Count—All Positions: None

Permanent Legislative Count: 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

PUBLIC PROTECTION

members; to encourage and foster civil aviation in local communities; and to provide an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies.

ORGANIZATION: The Civil Air Patrol (CAP) is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation nor make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Field Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all the units within its geographical boundaries. Wing Commanders are elected by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

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 (CAP) 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. A communications network, consisting of fixed land, ground mobile, and air mobile stations is maintained and operated at various locations throughout the state to support the Maine Wing.

Each summer, cadets from the Maine Wing attend an encampment at an Air Force Base and throughout the year training programs are offered to cadets and seniors in Search and Rescue and Aerospace Education.

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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit.

STATE
POLICY
AREA **07**

Transportation

**Department of Transportation
Other Independent Agencies, Boards, Commissions
Including: Maine Turnpike Authority**



DEPARTMENT OF TRANSPORTATION

ROGER L. MALLAR, COMMISSIONER
RICHARD A. LUETTICH, Deputy Commissioner
DANIEL WEBSTER, JR., 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 Count—All Positions: 2,700

Permanent Legislative Count: N.A.

Organizational Units:

Bureau of Administrative Services (Transportation)
Bureau of Transportation Planning and Services
Legal Services Division (Transportation)
Bureau of Highways
Bureau of Waterways
Bureau of Safety

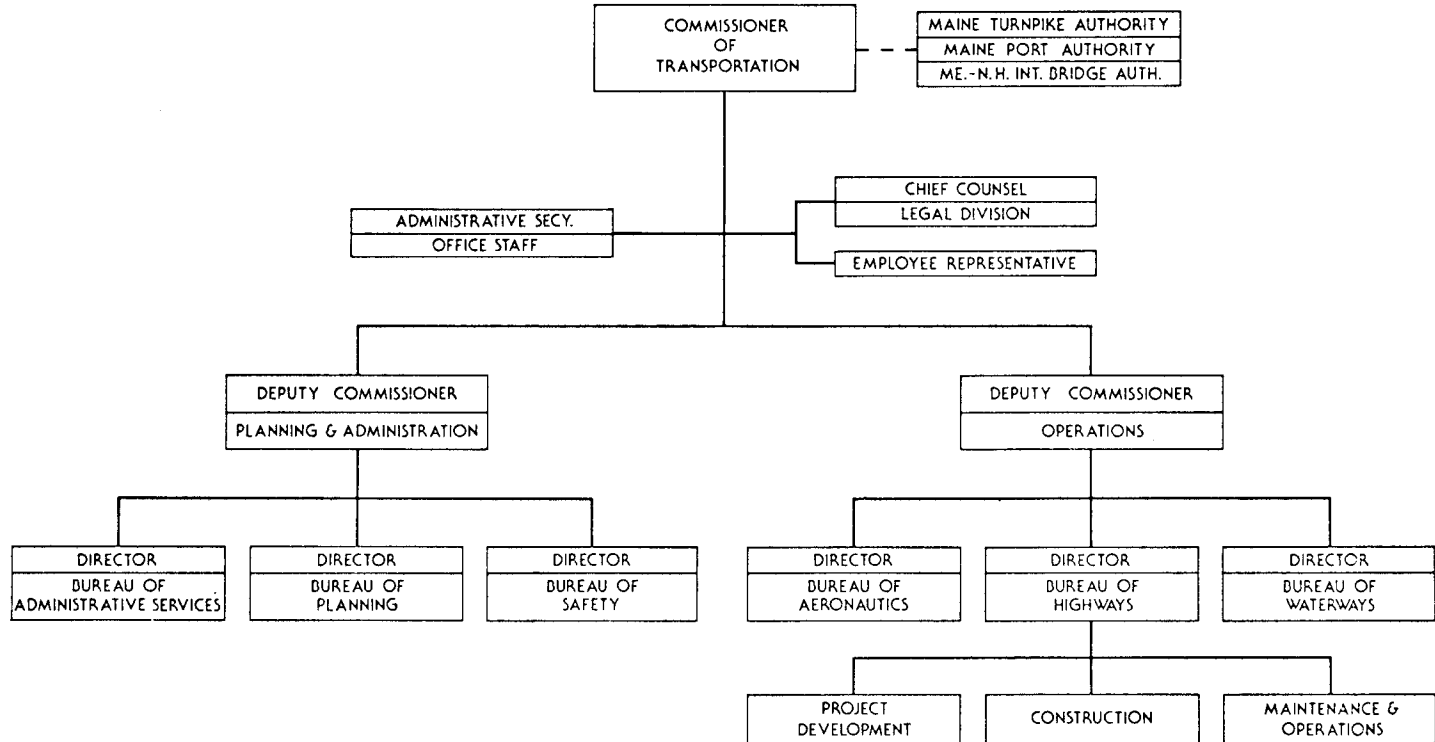
Bureau of Aeronautics
Maine State Ferry Advisory Board
Maine Highway Safety Committee
Maine Port Authority

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 legisla-

MAINE DEPARTMENT OF TRANSPORTATION



TRANSPORTATION

TRANSPORTATION
DEPARTMENT OF TRANSPORTATION
CONSOLIDATED FINANCIAL CHART FOR FY 77

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	36,189,613	1,124,028	11,090	33,172,362		1,882,133
Bal Brt Fwd— Encumbered	7,676,351	10,006		7,666,345		
Interest/Investment/Rents	166,265			100		166,165
Revenue From Federal Govt	36,488,286		63,123	36,419,088		6,075
Revenue From Local Govts	3,175,481			3,174,932		549
Fees Charged For Services	9,534,152		2,509	217,688		9,313,955
Receipts From Other Funds	36,432		14,662	16,398		5,372
Legislative Approp/Alloc	64,607,860	1,015,069		63,592,791		
Adjustment of Balance Fwd.	—29,339	—30,092		82		671
Transfers—Non-Federal \$	—253,649	9,100		—261,989		—760
Transfers—Federal \$	—631,139			—631,139		
TOTAL RESOURCES	156,960,313	2,128,111	91,384	143,366,658		11,374,160
EXPENDITURES						
Salaries and Wages	26,543,675	77,502		24,886,720		1,579,453
State Share of Retirement	2,977,028	6,579		2,608,469		361,980
Prof Service, Not By State	1,045,231	35,722	2,065	853,716		153,728
Other Prof. Serv., By State	487,718			471,237		16,481
Travel Expenses, In-State	930,195	2,574		901,305		26,316
Travel Expense, Out-State	18,795			15,942		2,853
Operation—State Vehicles	6,989,638	125	2,830	3,412		6,983,271
Utilities	687,083	3,153		570,897		113,033
Rents	13,117,701	1,677	94	13,059,278		56,652
Repairs	326,057	24,046	258	96,777		204,976
Insurance	763,193	1,345		602,494		159,354
General Operating Expense	1,519,990	3,265	177	482,525		1,034,023
Fuel	342,957			43,976		298,981
Other Supplies	549,109	367	748	346,298		201,696
Depreciation	247,875					247,875
Highway Materials	10,930,330	124		10,927,943		2,263
Grants to Local Govts.	4,611,003	338,608		4,218,712		53,683
Grants to Pub. & Priv. Orgs.	100,542	5,000		95,542		
Public Assistance Grants	257,500	7,500		250,000		
Misc. Grants to Individual	543			543		
Pensions	186,146			186,146		
Land And Land Rights	1,287,882			1,287,882		
Buildings & Improvements	43,981	89		42,352		1,540
Equipment Purchases	292,059	23,697	37,946	230,587		—171
Structures & Improvements	36,937,005	34,677	23,151	36,871,618		7,559
Debt Retirement, Interest	7,761,520			7,625,252		136,268
Chgs. To Asset/Liab. Accts.	—67,662					—67,662
Transfer to General Fund	740,826			740,826		
Trans. to Spec. Rev. Fund	64,838			64,838		
Trans. to Highway Fund	886	886				
Trans. to Intragov. Fund	31,285	31,285				
Trans. to Enterprise Fund	802,967	802,967				
Trans. to Trust Fund	960			960		
Trans. to Gen.-Fund Sta-Cap	104,952			100,124		4,828
TOTAL EXPENDITURES	120,633,808	1,401,188	67,269	107,586,371		11,578,980

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tion required the Commissioner of Transportation to organize the Department into five bureaus and one division, specifically, the Bureaus of Administrative Services, Transportation Planning and Services (designated Bureau of Planning in 1974), Aeronautics, Highways, and Waterways and the Legal Services Division; 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. 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 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.

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. The Bureau of Safety was established to minimize deaths and injuries occurring on Maine highways by stimulating active support for and developing, administering and promoting transportation safety action programs throughout the State. The primary responsibilities of the Bureau are to develop and implement a Statewide highway safety program which encompasses highway standards as promulgated by the U.S. Secretary of Transportation under the authority of the Federal Highway Safety Act of 1966; to conduct and coordinate safety training programs for Department of Transportation employees; to review, investigate and process accident and damage claims received by the Department; and to review and process Workmen's Compensation claims. The Bureau of Safety was established administratively in December, 1973, to bring together those units within the Department of Transportation having objectives directly involving programs to make the traveling public aware of highway safety as well as programs concerned with training and on-the-job safety of departmental employees.

Highway Safety Programs considered to be the basis for a comprehensive and effective highway safety effort in Maine were developed for implementation by State and municipal agencies with the objective of contributing to a further reduction in annual highway fatalities. The major programs implemented during FY 77 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 addition to these programs, considerable effort was expended in the processing of traffic accident reports to provide data and evaluation for the Department's High Accident Location Program and in the areas of school bus and bicycle safety and defensive driving courses.

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The eight-hour National Safety Council Defensive Driving Course was presented by the Bureau at approximately 140 locations throughout the State and approximately 6,300 people completed this course. In an effort to further reduce highway deaths and injuries the Bureau has used the Department's seatbelt convincer which is a device that simulates a 7 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 5,000 people rode the convincer with approximately 10,000 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.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1977:

DEPT. OF TRANSPORTATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,803,227	997,724				805,503
Bal Brt Fwd— Encumbered	5,100	5,100				
Interest/Investment/ Rents	102,138					102,138
Fees Charged For Services	8,456,765					8,456,765
Receipts From Other Funds	5,372					5,372
Legislative Approp/ Alloc	—125,000	—125,000				
Adjustment of Balance Fwd	1,117	446				671
Transfers—Non-Federal \$	1,146	1,906				—760
TOTAL RESOURCES	10,249,865	880,176				9,369,689
EXPENDITURES						
Salaries and Wages	836,039					836,039
State Share of Retirement	282,296					282,296
Prof Service, Not By State	32,308	28,706				3,602
Travel Expenses, In-State	5,452					5,452
Travel Expense, Out-State	810					810
Operation—State Vehicles	6,759,806					6,759,806
Utilities	68,151					68,151
Rents	2,983					2,983
Repairs	177,764	18,796				158,968
Insurance	81,933					81,933
General Operating Expense	1,020,476	11				1,020,465
Fuel	264,525					264,525
Other Supplies	180,036					180,036
Depreciation	225,776					225,776
Highway Materials	124	124				
Grants to Local Govts.	256,791	203,108				53,683
Buildings & Improvements	89	89				
Equipment Purchases	23,697	23,697				
Structures & Improvements	34,677	34,677				
Chgs. To Asset/Liab. Accts.	—79,752					—79,752
TOTAL EXPENDITURES	10,173,981	309,208				9,864,773

TRANSPORTATION

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 Count—All Positions: N.A.

Permanent Legislative Count: 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 create a new advisory committee as he deems necessary, subject to approval of the Governor. 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 Maine Highway Safety Committee has no specific program since it is advisory in nature.

PUBLICATIONS:

Maine Highway Safety Committee Quarterly Newsletter—No fee

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

TRANSPORTATION
**BUREAU OF ADMINISTRATIVE SERVICES
(TRANSPORTATION)**

HENRY L. CRANSHAW, DIRECTOR
STANLEY J. SOBUS, Assistant Director

Central Office: Transportation Building, Augusta 04333

Telephone: 289-2641

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 Count—All Positions: 70

Permanent Legislative Count: N.A.

Organizational Units:

Computer Services Group

Purchasing Unit

Personnel Section

Audit, Internal and External

Finance and Accounting Section

Central Stores and Reproduction

Systems and Procedures

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 established a Systems and Procedures section during the third quarter of FY 77 to provide the capability to review, analyze and improve existing financial management procedures and to develop new procedures with the objective of obtaining the maximum Federal participation in projects and programs eligible for Federal funding and to improve management of Departmental activities.

The initial effort of the section was to develop and implement Merit Non-Selection Appeals Procedures for the Department. Approximately 95 appeals were processed during the third quarter of FY 77. The major goal in FY 78 will be to monitor financial reporting systems and to develop new or improve procedures which will permit increased Federal funding participation in such areas as training, personnel salaries, printing, and reproduction activities.

PUBLICATIONS: None

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FINANCES, FISCAL YEAR 1977:

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	184,240			184,240		
Bal Brt Fwd— Encumbered	170,587			170,587		
Revenue From Local Govts	120,393			120,393		
Fees Charged For Services	58,408			58,408		
Receipts From Other Funds	9,661			9,661		
Legislative Approp/ Alloc	4,616,458			4,616,458		
Transfers—Non-Federal \$	—460,225			—460,225		
TOTAL RESOURCES	4,699,522			4,699,522		
EXPENDITURES						
Salaries and Wages	2,088,002			2,088,002		
State Share of Retirement	219,039			219,039		
Prof Service, Not By State	82,572			82,572		
Other Prof. Serv., By State	85,934			85,934		
Travel Expenses, In-State	45,969			45,969		
Travel Expense, Out-State	6,343			6,343		
Operation—State Vehicles	520			520		
Utilities	205,804			205,804		
Rents	249,995			249,995		
Repairs	27,085			27,085		
Insurance	50,863			50,863		
General Operating Expense	107,521			107,521		
Fuel	21,747			21,747		
Other Supplies	191,674			191,674		
Highway Materials	40,212			40,212		
Pensions	159,846			159,846		
Land And Land Rights	36,320			36,320		
Buildings & Improvements	29,312			29,312		
Equipment Purchases	35,767			35,767		
Transfer to General Fund	740,826			740,826		
Trans. to Spec. Rev. Fund	64,838			64,838		
Trans. to Trust Fund	960			960		
Trans. to Gen.-Fund Sta-Cap	100,124			100,124		
TOTAL EXPENDITURES	4,591,273			4,591,273		

BUREAU OF TRANSPORTATION PLANNING AND SERVICES

DANIEL WEBSTER, JR., DIRECTOR
GEDEON 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 Count—All Positions: 60

Permanent Legislative Count: 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

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to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation; to assist in the development of transportation facilities and services in the State; to promote the coordinated and efficient use of all available and future modes of transportation; to appear as chief spokesman for the State as the Commissioner's representative, before such national, regional, state and local agencies, groups of organizations, including regulatory agencies, as he deems necessary to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. Expertise was added to the Bureau in order to address all modes of transportation in the State. Highway safety activities were transferred from the Bureau to the Bureau of Safety. In late 1973, the Bureau was administratively reorganized and its name 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 of Planning: Transportation Services, Environmental Services, and Special Services.

PROGRAM: The changes that have evolved in the Bureau of Transportation Planning and Services 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 as the Bureau moves toward a comprehensive statewide transportation plan.

During the past fiscal year the Bureau completed a Statewide Rail Plan; and also a Passenger Transportation Needs Study—the latter in conjunction with the Department of Human Services. The Bureau initiated a Maine Port Development Study in cooperation with the State Planning Office, Department of Marine Resources, Bureau of Parks and Recreation (Department of Conservation), and the State Development Office. Bureau personnel are monitoring rehabilitation projects funded by the Federal Railroad Administration and the New England Regional Commission. Also in progress is a passenger assistance program for the elderly and handicapped sponsored by the Urban Mass Transportation Administration, U.S. Department of Transportation.

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 pro-

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grams; advising and cooperating with the Bureau of Aeronautics on airport operational problems; supervising the development and partial funding of airport master plans throughout the State either ongoing or proposed; and responding to all requests for aviation information from other State departments and agencies.

The Bureau's Transportation Services Division is responsible for providing an initial overview of Maine's transportation problems and suggesting priorities for response to these problems in such modes of travel as highway, air, water and rail. The Division engages in three basic types of activities: proceedings before federal regulatory agencies involving the State of Maine, transportation studies, and the development of transportation service and rate information.

The Special Services Division provides four basic services, including mapping, public relations, providing information to citizens of Maine regarding policies and activities of the Department of Transportation, and provision of photographic services to bureaus of the Department. To these basic duties can be added numerous miscellaneous activities peculiar to the category of special services.

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 1977:

BUREAU OF TRANSPORTATION PLANNING AND SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	367,285			367,285		
Bal Brt Fwd— Encumbered	40,078			40,078		
Revenue From Federal Govt	1,796,737			1,796,737		
Fees Charged For Services	13,006			13,006		
Legislative Approp/ Alloc	808,300			808,300		
TOTAL RESOURCES	3,025,406			3,025,406		
EXPENDITURES						
Salaries and Wages	786,793			786,793		
State Share of Retirement	78,669			78,669		
Prof Service, Not By State	240,284			240,284		
Other Prof. Serv., By State	2,258			2,258		
Travel Expenses, In-State	25,739			25,739		
Travel Expense, Out-State	2,289			2,289		
Utilities	7,074			7,074		
Rents	44,346			44,346		
Repairs	2,948			2,948		
Insurance	16,090			16,090		
General Operating Expense	170,364			170,364		
Other Supplies	49,555			49,555		
Highway Materials	477			477		
Grants to Pub. & Priv. Orgs.	95,542			95,542		
Equipment Purchases	1,734			1,734		
Structures & Improvements	449,574			449,574		
TOTAL EXPENDITURES	1,973,736			1,973,736		

TRANSPORTATION

LEGAL SERVICES DIVISION (TRANSPORTATION)

JOHN B. WLODKOWSKI, CHIEF COUNSEL

Central Office: Transportation Building, Augusta 04333

Telephone: 289-2681

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 Count—All Positions: 16

Permanent Legislative Count: 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.

PROGRAM: During FY 77 the Legal Services Division completed 854 and updated 63 title abstracts. Before condemnation 910 title abstracts were brought to date; another 366 were brought to date after condemnation; 26 project condemnations were checked and 59 condemnations were recorded.

The Division processed 26 State Claims Board petitions, presented 27 cases to the Board and settled 2 State Claims Board cases before going to trial. The Division also settled 3 cases before going to trial in Superior Court. It was involved in 5 jury trials in Superior Court and has 19 cases pending before the Superior Court which are unrelated to the State Claims Board. Fifty-three cases were presented to the Industrial Accident Commission and 57 collection cases were processed.

During the reporting period the division verified 42 mailing lists, rendered advice and counseling services, wrote opinions and performed research in connection with activities of the Department.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: Fiscal accounts for the Legal Services Division are not maintained separately, but are included with those of the Department of Transportation.

TRANSPORTATION

BUREAU OF HIGHWAYS

RICHARD A. LEUTTICH, 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

Average Count—All Positions: 2,482

Permanent Legislative Count: N.A.

Organizational Units:

Project Development Unit

Construction Division

Maintenance and Operations Division

PURPOSE: The Bureau of Highways was established to provide for present and future needs for adequate, safe and efficient highway transportation facilities and services in the State of Maine through the design, construction, maintenance and operation of State and State Aid highway systems.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to establish highway locations, develop plans and conduct hearings relating to highway construction; to develop necessary environmental information and construct or reconstruct highway facilities; to purchase necessary rights-of-way for highway purposes and assist other bureaus within the Department of Transportation as required in obtaining rights-of-way for other modes of transportation; to provide assistance to other bureaus of the Department in relation to materials and research activities; to administer State and town aid highway programs and provide assistance to counties and communities in connection with traffic engineering and traffic signs, signals and markings; to administer the Motor Transport Service and provide motor transport services to other bureaus of the Department and to other State agencies as required or requested; and to administer railroad-highway crossing programs on all ways of the State of Maine.

ORGANIZATION: The Bureau of Highways originated in 1905 with the establishment of a Commissioner of Highways who, in 1907, became supervisor of a new State Highway Department. Both the office of Commissioner and the Department were abolished in 1913 and their duties assumed by the newly-created State Highway Commission, consisting of three members appointed by the Governor with the advice and consent of the Council, with operations supervised by a Chief Engineer. While the office of Chief Engineer was abolished in 1921 and reestablished in 1930, the Commission endured until 1972 when it was abolished by State Government reorganization legislation and its functions transferred to the new Department of Transportation, to be assumed by the Department's Bureau of Highways.

In late 1973, a Project Development Unit and a sub-unit Environmental Analysis, were established within the bureau. Supervisory responsibility for the Project Scheduling, Location and Survey, Engineering Design, Right-of-way and the Materials and Research Division 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 Highways program is implemented through its three administratively-created units.

Project Development Unit. The unit advanced 89 projects to the construction stage during the fiscal year. These projects have a contract value in excess of 24.7 million. The Stop-Gap Improvement Program was continued, which represents the Department's efforts to maintain a reasonable level of improvements to transportation facilities by reducing the cost of construction, while providing for the reconstruction of existing facilities to safe and efficient standards, with minimal environmental impact and substantial reductions in right-of-way requirements. Techniques to reduce costs were continued: for examples, the recycling of existing pavement and base for use in base to support a new bituminous concrete pavement; widening and paving

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of existing shoulders; additional drainage if necessary; the elimination of unnecessary guard-rails; and variable depth gravel base. The concept has been carried over into the Bridge Improvement Program by sound portions of the existing structure being maintained while only the weak sections are rehabilitated or replaced. Thus structures are renewed to serve a useful life at a minimal cost.

Geodetic surveys under the cooperative agreement with the National Geodetic Survey were concluded May 1, 1977. Control surveys for mapping and project development is being continued on a limited basis. Aerial photography and mapping is being continued on an as needed basis, through the use of consultants. Sixteen selected areas were photographed in the spring of 1977, and three other areas were mapped using photogrammetric methods used to assist in the design and location of future projects.

Right-of-way activities included the following: (1) plans were prepared for 76 projects involving the appraisal, negotiations of 679 parcels with a total appraised value of \$1,368,000 resulting in the displacement of 23 individuals, nine families, and 21 businesses, which includes signs; (About 1,500 requests for information regarding highway right-of-way were also processed.) (2) preparation of 58 State Claims Board hearings, 20 Superior Court cases and 17 Town agreements; (3) issued 2,639 permits and 516 licenses for off-premise signs, acquired 29 non-conforming signs (total value \$43,720), removed 463 illegal and abandoned signs without compensation; and finally (4) received 44 well claims of which 28 were valid resulting in an expenditure of \$81,800 and provided new wells for four Department owned areas resulting in an expenditure of \$15,100.

Construction Division. During FY 77, the Construction Division assumed contract administration, construction engineering and construction inspection responsibility for seventy contracts amounting to an estimated \$24,508,917 as follows:

20 Complete highway construction contracts (including bridges)	16 Bridge construction contracts (including approaches)
5 Highway grading contracts (including bridges)	2 Bridge deck replacement contracts
8 Highway paving contracts	2 Bridge widening contracts
1 Retement contract	1 Bridge drains extensions contract
1 Bikeway contract	4 Airport improvement contracts
1 Information sign panel contract	1 Sewage treatment contract
1 Safety guard rail contract	7 Traffic signal contracts

In addition, the Division assumed contract administration responsibilities for four roadside improvement contracts amounting to an estimated total of \$327,934.

During the fiscal year, the Division completed contract administration, construction engineering and construction inspection responsibilities for fifty-seven contracts amounting to a final total of \$38,422,731. as follows:

20 Complete highway construction contracts (including bridges)	8 Bridge construction contracts (including approaches)
9 Highway grading contracts (including bridges)	1 Bridge painting contract
12 Highway paving projects	4 Traffic signal contracts
1 Fencing contract	1 Airport improvement contract
	1 Rest area contract

In addition, the Division completed administration responsibilities for one roadside improvement contract amounting to a final total of \$1,387.

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 for each of the MDOT's seven divisions; 63,000 tons. It is hoped that nearly 1,000 miles of roadway statewide will be treated with this hot mix. Quite often overlooked is the fact that about that same amount of milage is also ditched and culverts replaced so that proper drainage is obtained to prolong the life of the new surface.

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A new form of patching was tried in one of our seven divisions last year with a great deal of success. This involved the purchase of a heated portable asphalt storage unit. The unit maintains plant mixed materials at a constant temperature during both the summer and winter and as a result we have reduced almost 100% the need for repatching the same pot holes. During FY 77 we have purchased three more of these units for the use in the Divisions which serve the most remote areas away from commercial hot mix plants.

The Bridge Maintenance Section'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. A major project this past year was the refurbishing of the electrical and mechanical systems of the Memorial Bridge between Kittery, Maine and Portsmouth, New Hampshire. The cost of this project was shared equally between the two states. Bridge Maintenance is continuing the inspection program as required by Federal regulations as one of their functions.

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 516 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 introduced several new equipment concepts designed for more efficient and productive operation. Included in the list are diesel powered pickups; more powerful and versatile articulated motor graders; detachable rotary snow blowers fitted to shovel loader tractors and motor graders; increased capacity industrial tractors with extendable, wrist-action backhoe booms; new generations of energy-conserving diesel truck engines; belted, conveyor discharge hopper type truck bodies, etc.

Research and studies related to computerization of the more important phases of Motor Transport Service operations are progressing to the acquisition and implementation stage. Electronic stock inventory control, garage labor and repair orders will shortly replace obsolete and time-consuming manual reporting and accounting methods.

A sophisticated electronic surveillance system covering the entire Augusta garage complex has replaced watchmen.

The Traffic Engineering Section continued its efforts to provide effective and safe traffic control signs, markings, signals on the State's highways. During the past year approximately 27,000 signs and traffic control devices were manufactured and installed, 5,800 miles of public highway were striped for passing and/or no-passing zones, and 2,800 miles of highway were striped with edgelines for greater delineation during times of poor visibility.

Plans and specifications were developed for 32 traffic signal contracts. Plans and specifications were also developed for three major highway signing projects, and one highway lighting project. In addition, several locations of proposed traffic signals were reviewed and approved for installation by others.

A Town Road Signing Project was administered by the Traffic Engineering Section in which town way signing was upgraded to standards of the Manual on Uniform Traffic Control Devices in twenty-one participating municipalities. Approximately 4,000 new signs were provided to the municipalities for installation under this program.

Approximately 1,000 warning signs were placed on rural State Aid roads in sixteen different municipalities during the past year as part of the continuing State Aid Signing Project to upgrade signing in rural areas.

The Pavement Marking Demonstration Program was continued. Evaluation of the safety effectiveness of edgeline striping was begun. Plastic pavement markings were placed in advance of more than 200 railroad crossings, also as part of the Pavement Marking Demonstration Program.

Division Traffic Engineers continued to carry out traffic operations work at the Division level. The Division Traffic Engineers review requests from other operating Divisions and Bureaus within the Department, from State Government, from municipalities, and from

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private citizens. These services include traffic control devices, traffic operations recommendations, electrical maintenance and design operation, and highway safety recommendations.

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. During FY 77 the rest area at Jackman was opened after undergoing reconstruction to provide increased and more adequate facilities. The new flush facility at West Bath on Route 1, northbound was completed and opened for public use. Property was purchased in Athens to insure continued operation and protect the natural beauty of this site. Several equipment modifications were completed, more notably the installation of 36 concrete picnic tables at locations where theft has been a problem.

The Permit Section, including the 7 Division Offices, issued to date a total of 18,267 Overlimit Permits for moving loads that exceeded the legal limits. A total of 656 Road Opening Permits were issued in order to repair or for new utility installations. Also 8 permits were issued to make transit moves for vehicles with studded tires.

Radio Operations was responsible for the maintenance and operation of the following communications equipment as of June 30, 1977: Mobile units, 368; Portables, 50; Base stations, 19; Control stations, 11; Repeater stations, 14; Mobile intercoms, 4. All fixed radio stations in Division III were replaced with solid state equipment. This included 3 base stations, 2 control stations, 2 repeater stations, 2 control consoles, 4 deskset controls, 4 antennas and feedlines. A remote dispatch point with a control set was added at the Bangor garage to allow direct communications with their service trucks in the field. Additionally, a base station with antenna and accessories was installed at the York maintenance garage to improve communications in the southernmost area of Division VI.

Specifications were written and orders placed for 23 pair of 4 frequency portable radios to be used by Maintenance for paving operations and for emergency use. These will replace Citizen Band portables now in use. Service of this equipment is provided by a Radio Supervisor, three Radio Technicians, a Radio Operator and a Radio Operator/Mechanic.

LICENSES, PERMITS, ETC.:

Overweight and Overdimension
Road Opening
Studded Tire
Fuel Exempt Certificate
Axle and Gross Weight Certificate
Driveway Entrance

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet—no fee
Regulations and Instructions Governing Overweight and Overdimension—no fee
Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services—\$2.00; if mailed \$3.00)

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FINANCES, FISCAL YEAR 1977:

BUREAU OF HIGHWAYS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	32,727,534	106,697		32,620,837		
Bal Brt Fwd— Encumbered	7,455,680			7,455,680		
Interest/ Investment/ Rents	100			100		
Revenue From Federal Govt	34,622,351			34,622,351		
Revenue From Local Govts	3,054,539			3,054,539		
Fees Charged For Services	146,274			146,274		
Receipts From Other Funds	6,737			6,737		
Legislative Approp/ Alloc	58,198,033	30,000		58,168,033		
Adjustment of Balance Fwd	—30,456	—30,538		82		
Transfers—Non-Federal \$	198,236			198,236		
Transfers—Federal \$	—631,139			—631,139		
TOTAL RESOURCES	135,747,889	106,159		135,641,730		
EXPENDITURES:						
Salaries and Wages	22,011,925			22,011,925		
State Share of Retirement	2,310,761			2,310,761		
Prof Service, Not By State	531,350	490		530,860		
Other Prof. Serv., By State	383,045			383,045		
Travel Expenses, In-State	829,597			829,597		
Travel Expense, Out-State	7,310			7,310		
Operation—State Vehicles	2,892			2,892		
Utilities	358,019			358,019		
Rents	12,764,937			12,764,937		
Repairs	66,744			66,744		
Insurance	535,541			535,541		
General Operating Expense	204,640			204,640		
Fuel	22,229			22,229		
Other Supplies	105,069			105,069		
Highway Materials	10,887,254			10,887,254		
Grants to Local Govts.	4,218,712			4,218,712		
Public Assistance Grants	250,000			250,000		
Misc. Grants to Individual	543			543		
Pensions	26,300			26,300		
Land And Land Rights	1,251,562			1,251,562		
Buildings & Improvements	13,040			13,040		
Equipment Purchases	193,086			193,086		
Structures & Improvements	36,422,044			36,422,044		
Debt Retirement, Interest	7,625,252			7,625,252		
Trans. to Highway Fund	886	886				
TOTAL EXPENDITURES	101,022,738	1,376		101,021,362		

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 Count—All Positions: 61

Permanent Legislative Count: 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,

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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 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.

PROGRAM: Proper attention is being directed toward improving the flow of import-export cargo through Maine ports; evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities. Cargo solicitation has concentrated on the movement of raw materials and finished products in the pulp and paper industry, while serious discussions continue in an effort to establish a cold storage-freezer warehouse at the Maine State Pier to handle fish, meats, and other frozen products. During the year, proposals were prepared and bids requested for use of buildings and property in Portland at the Maine State Pier for a freezer warehouse.

A lease for chassis to assist in the solicitation of container traffic at the Maine State Pier was renewed, and the Department purchased a 30 ton fork lift for container handling. A new bridge was installed connecting the transit and warehouse sheds at the State Pier, which contributes to the capability of handling and stowing additional import-export cargos. Through the efforts of the Bureau, a container and chassis pool was established in Portland that increases the capability of the port to respond to the needs of steamship companies and shippers. In addition, improved traffic flow patterns were initiated at the Maine State Pier to provide fast turn-around for vessels handling containers. Attention is being given by the MDOT Planning Department in a funded study to update an inventory of existing port facilities along the Coast, and to suggest and implement an organized port development program.

The port at Searsport continues its efforts to offer a container service, and in Winterport, construction has begun on a temperature controlled warehouse.

Currently in Portland, a fish processor provides facilities and services on the waterfront to attract refrigerated vessels to carry Maine frozen fish products to foreign markets.

During calendar year 1976 the State Ferry Service transported 93,808 vehicles and 259,878 passengers between the three mainland and five island terminals. The Rockland terminal is now linked to the city's sewage system and provisions have been made for separating oil and water from oily bilge water discharged at the terminal from the holding tanks of the ferries. Funds are now available to upgrade the North Haven transfer bridge and to construct a parking lot at the Lincolnville terminal.

PUBLICATIONS:

Sailing schedules—no fee

Operating Practices and Policy of the Maine State Pier—no fee

Port Books of the Port of Portland and the Port of Searsport—no fee

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FINANCES, FISCAL YEAR 1977:

BUREAU OF WATERWAYS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,083,797	19,607				1,064,190
Bal Brt Fwd— Encumbered	4,906	4,906				
Interest/Investment/ Rents	60,026					60,026
Fees Charged For Services	782,633					782,633
Legislative Approp/Alloc	792,914	792,914				
TOTAL RESOURCES	2,724,276	817,427				1,906,849
EXPENDITURES						
Salaries and Wages	676,006					676,006
State Share of Retirement	71,678					71,678
Prof Service, Not By State	140,865					140,865
Other Prof.Serv., By State	16,376					16,376
Travel Expenses, In-State	20,544					20,544
Travel Expense, Out-State	610					610
Operation—State Vehicles	199,434					199,434
Utilities	35,686					35,686
Rents	33,819					33,819
Repairs	48,248	5,154				43,094
Insurance	75,202					75,202
General Operating Expense	13,417					13,417
Fuel	24,858					24,858
Other Supplies	18,891					18,891
Depreciation	22,099					22,099
Highway Materials	687					687
Public Assistance Grants	7,500	7,500				
Debt Retirement, Interest	136,268					136,268
Chgs. To Asset/ Liab. Accts.	790					790
Trans. to Enterprise Fund	753,613	753,613				
Trans. to Gen.-Fund Sta-Cap	4,474					4,474
TOTAL EXPENDITURES	2,301,065	766,267				1,534,798

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 Count—All Positions: 11

Permanent Legislative Count: 12

Organizational Units:

Administrative Unit

Executive Aircraft Unit

Augusta State Airport

PURPOSE: The Bureau of Aeronautics was established to promote public safety and advance the interests of aeronautics within the State of Maine by studying aviation needs, assisting and advising political subdivisions in the development of aeronautics and by cooperating and coordinating with State, local, regional and federal agencies working toward the development of aeronautics within the State.

The Bureau is authorized generally to administer laws relating to aeronautics and to make rules and regulations concerning aeronautical activity in the State; to enforce and administer

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laws requiring the registration of aircraft, aircraft dealers, aircraft manufacturers and commercial and non-commercial airports and heliports; to inspect said airports and heliports for compliance with State and federal laws and regulations; to supervise and control all airports and aircraft owned by the State for the use of its departments and agencies; to exercise general supervision, direction and control over matters pertaining to the location, construction and maintenance of all airports supported in whole or in part, by State monies; to approve the firing of rocket models; to further education in aeronautics in the public school system; to aid in the snow removal, repair and maintenance of airports statewide; and to investigate all aircraft accidents and incidents in the State.

ORGANIZATION: The Bureau of Aeronautics originated in 1939 with the establishment of a three-member Maine Aeronautical Committee which was renamed Aeronautics Commission in 1941 and authorized to appoint an Aeronautical Director to serve as executive officer and administer aeronautical laws and enforce rules and regulations of the Commission. In 1949, the Commission became the Maine Aeronautics Commission with an expanded membership and authorization to elect its own chairman. In 1969, appointment of the Aeronautical Director was vested in the Governor, 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 58 airports in the State, investigated 30 air accidents, registered 573 aircraft and reimbursed 32 airports a total of \$135,000 in snow removal money.

The Bureau's Engineering Section was active in finalizing and closing out old airport projects—A total of eight projects were completed out of a total of 14 outstanding projects. New projects started during FY 77 under the Federal Aid Program for Airports (ADAP) totaled nine—three general aviation, and three air carrier projects.

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 the new laws are the Maine Pilots Association, representing the pilot's interest; and the Maine Airport Association, representing management and airport owner's interests.

The Augusta State Airport continues to be one of the leading commercial airports in Maine, ranking third in airplane activities and fourth in passenger arrivals and departures. Bar Harbor Airways, along with Air New England are the two carriers that offer scheduled passenger service. Total passengers arriving and departing at the Augusta State Airport during the fiscal year amounted to 36,085; estimated total landings and takeoffs by aircraft amounted to nearly 44,000.

LICENSES, PERMITS, ETC.:

- Aircraft Registration Certificate
- Airport Registration Certificate

PUBLICATIONS: None

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FINANCES, FISCAL YEAR 1977:

BUREAU OF AERONAUTICS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	23,530		11,090			12,440
Interest/Investment/ Rents	4,001					4,001
Revenue From Federal Govt	69,198		63,123			6,075
Revenue From Local Govts	549					549
Fees Charged For Services	77,066		2,509			74,557
Receipts From Other Funds	14,662		14,662			
Legislative Approp/ Alloc	317,155	317,155				
Transfers—Non-Federal \$	7,194	7,194				
TOTAL RESOURCES	513,355	324,349	91,384			97,622
EXPENDITURES						
Salaries and Wages	144,910	77,502				67,408
State Share of Retirement	14,585	6,579				8,006
Prof Service, Not By State	17,852	6,526	2,065			9,261
Other Prof. Serv., By State	105					105
Travel Expenses, In-State	2,894	2,574				320
Travel Expense, Out-State	1,433					1,433
Operation—State Vehicles	26,986	125	2,830			24,031
Utilities	12,349	3,153				9,196
Rents	21,621	1,677	94			19,850
Repairs	3,268	96	258			2,914
Insurance	3,564	1,345				2,219
General Operating Expense	3,572	3,254	177			141
Fuel	9,598					9,598
Other Supplies	3,884	367	748			2,769
Highway Materials	1,576					1,576
Grants to Local Govts.	135,500	135,500				
Grants to Pub. & Priv. Orgs.	5,000	5,000				
Buildings & Improvements	1,540					1,540
Equipment Purchases	37,775		37,946			—171
Structures & Improvements	30,710		23,151			7,559
Chgs. To Asset/Liab. Accts.	11,300					11,300
Trans. to Intragov. Fund	31,285	31,285				
Trans. to Enterprise Fund	49,354	49,354				
Trans. to Gen.-Fund Sta-Cap	354					354
TOTAL EXPENDITURES	571,015	324,337	67,269			179,409

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 Count—All Positions: N.A.

Permanent Legislative Count: 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.

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PROGRAM: The Board met on December 20, 1976 and chose James D. Gillespie as its chairman for a period of one year. Members discussed proposals by the Maine Department of Transportation (MDOT) as follows: reconstruction to update and strengthen ferry pens at Rockland, North Haven, Vinalhaven, Lincolnville, Islesboro and Bass Harbor; the construction of a parking area at Lincolnville; the maintenance of vehicle transfer bridges and machinery housing at all ferry terminals; and preliminary engineering for a new ferry vessel. The composition of the committee's first annual report to the Commissioner of the MDOT was discussed. It was decided each member should submit views to the Department for inclusion in the report.

The Board met on April 27, 1977 and discussed further proposals by the MDOT, namely: Hurricane Island service, free passes for families of crew members, the maintenance of a spare parts inventory, and the replacement of the transfer bridge at North Haven. The Board indicated an understanding of the need to increase charges for special and emergency ferry trips due to present costs. The Board also agreed that the MDOT should issue Supplement No. 1 to the Ferry Service tariff with elimination of changes involving rates on vans. The Board approved the establishment of a single fare for automobiles, vans, pickup trucks with a registered gross weight of 6,000 pounds or less.

The Board approved the following resolution: "The Board recommends that before any decision is made by the Ferry Service affecting service to one of the island communities, officials of that community be contacted and their opinion on such service change be given due consideration."

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: The finances for the Maine State Ferry Advisory Board are included in the Bureau of Waterways.

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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

Average Count—All Positions: N.A.

Permanent Legislative Count: N.A.

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, for terms of three years; one appointed by the City Council of Portland; and one appointed by the City Council of South Portland. The Commissioner of Transportation serves ex officio as the fifth member and president of the board. The directors elect a treasurer and such other officers as deemed necessary from among their number.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: Included with the Bureau of Waterways.

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MOUNTAIN RESORTS AIRPORT AUTHORITY

RICHARD A. LUETTICH, DEPUTY DIRECTOR OF TRANSPORTATION

Central Office: Transportation Building, Augusta 04333

Telephone: 289-2551

Maine State Government Reference Manual Data:

Policy Area: 07; *Umbrella:* 94; *Unit:* 283; *Unit Citation:* 10 M.R.S.A., Sect. 7051

Average Count—All Positions: N.A.

Permanent Legislative Count: 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 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit.

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 Count—All Positions: N.A.

Permanent Legislative Count: 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 means for 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.

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PROGRAM: The Vehicle Equipment Safety Commission was inactive during the fiscal year 1977, and therefore there is no program to report.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1977: The State accounting records for FY 77 do not contain any accounts assigned to this unit. Any incidental costs may have been absorbed by a related State agency unit. 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 Count-All Positions: 210

Permanent Legislative Count: 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. 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 77: The State accounting records for FY 77 do not contain any accounts assigned to this unit.

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