

MAINE STATE LEGISLATURE

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MAINE STATE GOVERNMENT ANNUAL REPORT 1977 - 1978



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

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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.

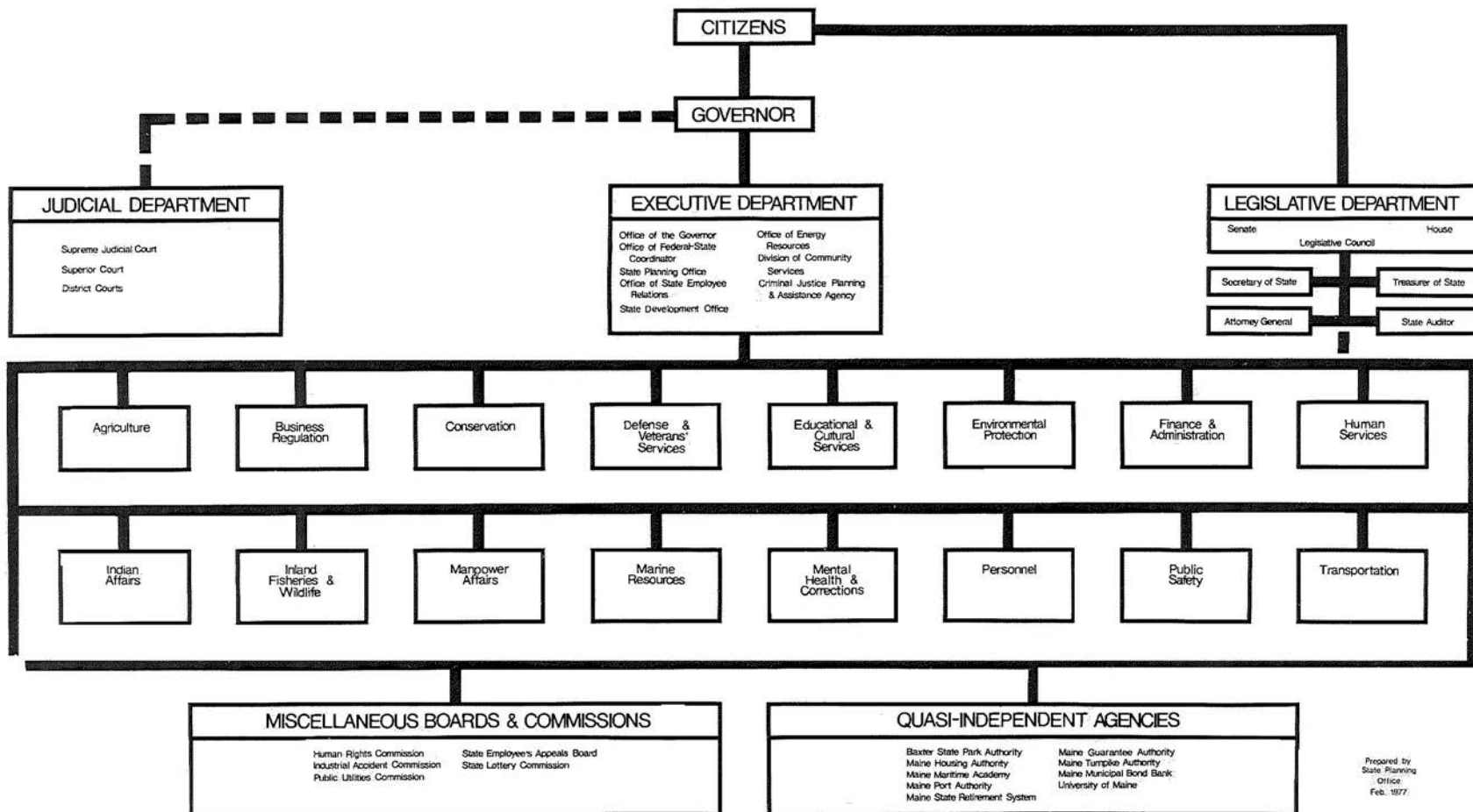
**MAINE STATE
GOVERNMENT
ANNUAL REPORT
1977 - 1978**



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



Foreword

00 General Government

01 Economic Development

02 Education & Culture

03 Human Services

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06 Public Protection

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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 fiscal period covered by this report.

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 basic 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

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. 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 Budgets' 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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GUIDE TO ORGANIZATIONAL UNIT CHANGES: Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus some units are dissolved, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Whose Names Have Been Changed. These units will be in the Index by the new name, umbrella and unit number.

Organizational Units Which Have Been Recently Created. These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

<i>UM Unit Number</i>	<i>Unit Name</i>	<i>Citation</i>
06 099	Air Quality Control, Bureau of	PL 1977 Ch 596
07 110	Atomic Development Activities, Coordinator of	PL 1977 Ch 604
94 285	Bicentennial Commission, Maine State American Revolution	P&SL 1971 Ch 158
92 294	Blueberry Industry Advisory Board	PL 1977 Ch 533
92 295	Blueberry Industry Advisory Committee	PL 1977 Ch 533
07 102F	Business Development and Promotion, Governor's Advisory Council on	Gov's Decision Gov's Decision
92 157	Canadian Exchange Advisory Committee, Maine—	PL 1977 Ch 605
94 113	Canadian Exchange Office, Maine—	PL 1977 Ch 605
03 045	Commerce and Industry, Department of	PL 1977 Ch 78
07 102D	Economic Advisory Committee, Governor's	Gov's Decision
12 178	Elevator Rules and Regulations, Board of	PL 1977 Ch 543
27 246	Evaluation and Review Division, Program	PL 1977 Ch 579
07 104	Executive Council	PL 1975 Ch 771
94 330	Forestry Appeals Board	PL 1977 Ch 549
94 367	Future, Commission on Maine's	5 MRSA Sect 3322 (1977)
06 098	Land Quality Control, Bureau of	PL 1977 Ch 596

15 218	Military Defense Commission, State	PL 1977 Ch 604
04 064	Mining Bureau, Maine	PL 1977 Ch 360
92 196	Mental Health, Committee on	PL 1977 Ch 58
94 283	Mountain Resorts Airport Authority	PL 1977 Ch 604
07 106	Planning Council, State	PL 1975 Ch 755
90 386	Tramway Safety Board, Passenger	PL 1977 Ch 543
06 100	Water Quality Control, Bureau of	PL 1977 Ch 596
90 413	Sanitation Licensing and Inspection, Board of	PL 1977 Ch 83

NEWLY CREATED or RENAMED* ORGANIZATIONAL UNITS

<i>UM Unit</i>	<i>Unit Name</i>	<i>Citation</i>	<i>Date</i>
02 384	Abuse Counselors, Board of Registration of Substance	32 MRSA Sect 6201	Oct 1977
17 245	Aeronautical Advisory Board, Maine	6 MRSA Sect 302	Mar 1978
90 288	Architects and Landscape Architects, Maine State Board for Registration of (Formerly: State Board for Registration of Architects)	32 MRSA Sect 211	*
02 035	Athletic Commission, Maine (Formerly: Maine State Boxing Commission)	8 MRSA Sect 101	*
92 295	Blueberry Advisory Committee, University of Maine (Formerly: Blueberry Industry Advisory Committee)	36 MRSA Sect 4312	*
94 294	Blueberry Commission, Maine (Formerly: Blueberry Industry Advisory Board)	36 MRSA Sect 4312B	*
30 300	Canadian Legislative Advisory Commission, Maine—	3 MRSA Sect 227	Jul 1978
30 299	Canadian Legislative Advisory Office, Maine	3 MRSA Sect 223	Jul 1978
99 374	Capital Corporation, The Maine	10 MRSA Sect 951	Oct 1977
07 102J	Clemency, Governor's Executive Board on Executive	Exec Order FY 77 # 5	May 1977
90 202	Cost Review Board, Health Facilities	22 MRSA Sect 353	Jul 1978
01 309	Dams, (Office of) Inspector of (Formerly: (Office of) Inspector of Dams and Reservoirs)	38 MRSA Sect 811	*
99 399	Development Foundation, Maine	10 MRSA Sect 916	Oct 1977
94 372	Education Finance Commission	PL 1977 Ch 711	Apr 1978
12 386	Elevator and Tramway Safety, Board of (Formerly: Passenger Tramway Safety Board, and Board of Elevator Rules and Regulations)	26 MRSA Sect 475	*
07 102K	Fitness and Sports, Governor's Council on Physical	Exec Order FY 77 #10	Dec 1977
92 337	Food and Farmland Study Commission, Maine	P&SL 1977 Ch 65	Oct 1977
04 060	Geological Survey, Maine (Formerly: Bureau of Geology)	12 MRSA Sect 541	*

92 434	Hazardous Materials Advisory Board	25 MRSA Sect 256	Mar 1978
94 390	Homemakers Advisory Council, Displaced	26 MRSA Sect 1604	Oct 1977
02 385	Housing Board, Manufactured	10 MRSA Sect 9003	Oct 1977
16 240	Investigations, Division of Special	25 MRSA Sect 2911	Oct 1977
16 241	Investigations, Board of Directors of the Division of Special	25 MRSA Sect 2912	Oct 1977
94 323	Land Classification Appeals Board	36 MRSA Sect 297	Oct 1977
02 041	Licensing Division, Central	10 MRSA Sect 8003	1976
94 167	Loan Authority Board, Maine Small Business	5 MRSA Sect 8004	Oct 1977
07 102L	Marketing and Information Committee	Exec Order FY 78 #13	Feb 1978
92 196	Mental Health Advisory Council (Formerly: Committee on Mental Health)	34 MRSA Sect 2003	*
07 102B	Metric Policies Committee, Governmental	Exec Order FY 77 #1	1976
10 147	Nursing, Division of Public Health	22 MRSA Sect 1961	Oct 1977
07 102M	Occupational Information Coordinating Committee, Maine	Exec Order FY 79 #1	Aug 1978
92 379	Travel Information Advisory Council	23 MRSA Sect 1904	Oct 1977
99 397	Veterans Home, Board of Trustees of Maine	37A MRSA Sect 1402	Oct 1977
92 166	Women, Maine Commission For	5 MRSA Sect 7021	1975
90 351	Workers Compensation Commission (Formerly: Industrial Accident Commission)	39 MRSA Sect 91	*

STATE
POLICY 00
AREA

General Government

Legislative Department

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

Executive Department

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:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1820

Maine State Government Reference Manual Data:

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

Average Count—All Positions: 39 (non-session), 105 (during session)

Permanent Legislative Count: 23

Organizational Units:

Senate

House of Representatives

Legislative Council

(Office of) Legislative Administrative Director

(Office of) Director of Legislative Research

Legislative Information Office

(Office of) Legislative Finance Officer

Law and Legislative Reference Library

(Office of) Legislative Staff Assistants

The Office of Constituent Services (inactive)

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

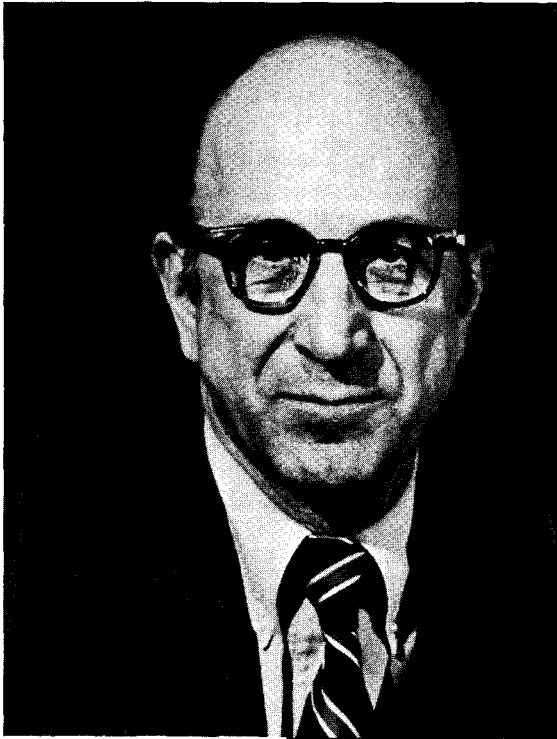
Maine Constitution, Article IV,
Part Third, Section I

ORGANIZATION: The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 33 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom will be elected from a single member district beginning with the November, 1978 general election. The Legislature is organized into 22 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: 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, and Veterans and Retirement.

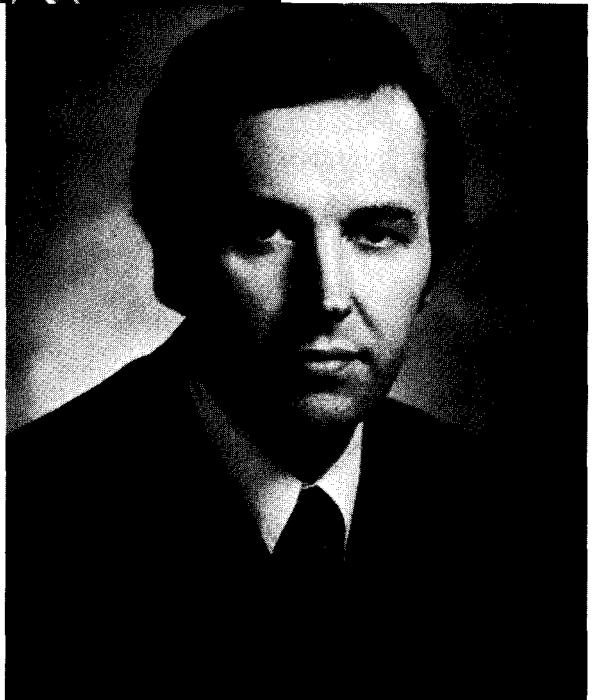
PROGRAM: The 108th Legislature met in the second regular session from January 4, 1978 to April 6, 1978. The Constitution of Maine provides that the business of the second regular session of the Legislature shall be limited to "...budgetary matters; legislation in the Governor's call; legislation of an emergency nature admitted by the Legislature; legislation referred to committees for study and report by the Legislature in the first regular session; and legislation presented to the Legislature by written petition of the electors under the provisions of Article IV, Part Third, Section 18."

During this session the Legislature considered 314 legislative documents. Among these were bills on subjects such as child pornography, environmental and conservation issues, revision of the Maine Juvenile Code, revision of the Maine Criminal Code, revision of the Maine

GENERAL GOVERNMENT

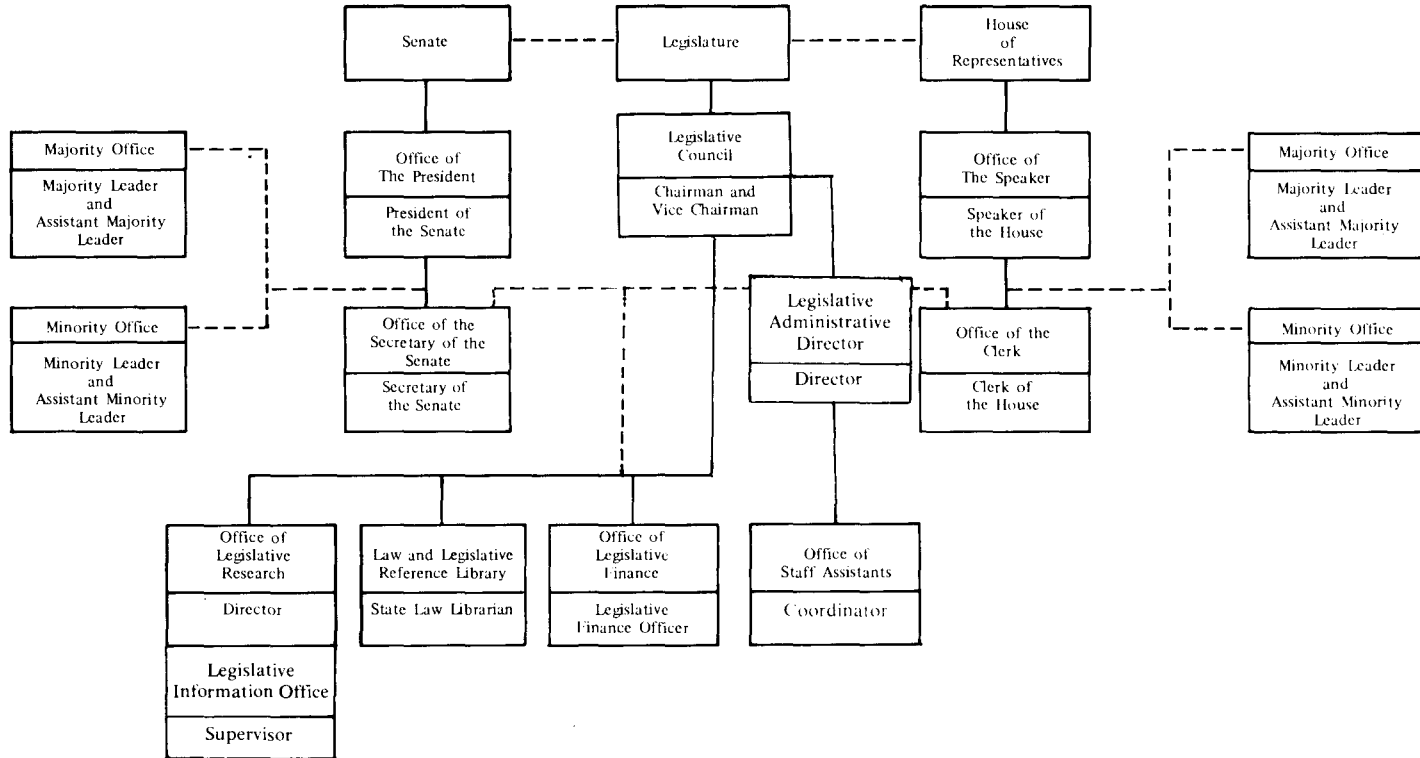


Joseph Sewall
President of the Senate



John Martin
*Speaker of the House
of Representatives*

ORGANIZATION CHART
MAINE STATE LEGISLATURE



GENERAL GOVERNMENT

GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78 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	247,456	247,389	67			
Bal Brt Fwd— Encumbered	54,184	54,184				
Revenue From Federal Govt	4,000		4,000			
Legislative Approp/ Alloc	3,166,585	3,166,585				
Adjustment of Balance Fwd	355	422	—67			
Transfers—Non-Federal \$	5,483	5,483				
TOTAL RESOURCES	3,478,063	3,474,063	4,000			
EXPENDITURES						
Salaries and Wages	1,362,390	1,362,390				
State Share of Retirement	131,656	131,656				
Prof Service, Not By State	17,226	17,226				
Other Prof. Serv., By State	75,886	75,886				
Travel Expenses, In-State	388,257	388,257				
Travel Expense, Out-State	47,690	47,690				
Utilities	92,919	92,919				
Rents	13,888	13,888				
Repairs	17,021	17,021				
Insurance	47,980	47,980				
General Operating Expense	522,688	522,688				
Other Supplies	55,770	55,770				
Grants to Pub. & Priv. Orgs.	33,690	33,690				
Misc. Grants to Individual	37,200	37,200				
Equipment Purchases	7,450	7,450				
TOTAL EXPENDITURES	2,851,711	2,851,711				

GENERAL GOVERNMENT

Aeronautics Law, sunset legislation, education and human services assistance, and conforming state statutes to the provisions of the Administrative Procedure Act.

The Legislature also enacted significant tax reform legislation which provided total tax relief of \$19.815 million. This tax relief included permanent income tax reductions of \$4.695 million, one-time income tax relief of \$6.7 million and property tax relief under the Elderly Householders Tax and Rent Refund Act of \$1.4 million. It also included increased sales tax exemptions, totalling \$7.02 million, for coal, for oil and wood used as fuel, for residential electricity, for residential gas, and for residential water.

The second regular session enacted 136 public laws, 24 private and special laws and 31 resolves. It also recommended one constitutional amendment for approval by the people of Maine. This amendment provides that taxes which a school district is authorized to levy may be assessed in any cost-sharing formula mutually agreeable to the communities involved.

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.)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

SENATE

JOSEPH SEWALL, PRESIDENT OF THE SENATE

MAY M. ROSS, Secretary of the Senate

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3601

Floor: 3

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: 0

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.

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

GENERAL GOVERNMENT

Senate District for at least 3 months prior to his election, continue to be a resident of that district during his term and be at least 25 years of age when he is elected.

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

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

PROGRAM: The First Senate Confirmation Session was held on September 16, 1977, and the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: 2 people to the State Board of Education, 1 person to the State Employees Appeals Board, 2 people to the Board of Environmental Protection and a Commissioner of the Board, 3 people to the Land Use Regulation Commission, 1 person to the Public Utilities Commission, 4 Judges to the Superior Court, 1 Supreme Judicial Court Justice, 1 Active Retired Justice to the Supreme Judicial Court and a Chief Justice to the Supreme Judicial Court.

During the Second Regular Session of the 108th Maine Legislature, there were introduced into the Senate 50 proposed Acts, 5 proposed Resolves, 1 proposed Constitutional Resolution, 187 proposed amendments, 56 proposed Joint Orders, 20 proposed Joint Resolutions and 13 Acts pursuant to Joint Orders.

Also, during this Session, the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: 1 District Court Judge, 1 Supreme Judicial Court Justice, 2 people to the Board of Environmental Protection, a Chairman of the Industrial Accident Commission, 1 person to the Maine Guarantee Authority, 2 people to the Maine Maritime Academy Board of Trustees, 1 person to the Public Utilities Commission, 1 person to the Board of Trustees of the State Retirement System and 1 person to the University of Maine Board of Trustees.

The Senate adjourned on April 6, 1978.

The Second Senate Confirmation Session was held on June 14, 1978, and the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: a Chief Judge and an Associate Judge of the Administrative Court, a District Court Judge, a Superior Court Justice, 1 person to the State Employees Appeals Board, 2 people to the Employment Security Commission, 1 person to the Maine Guarantee Authority, 2 people to the Land Use Regulation Commission, 3 people to the Maine Maritime Academy Board of Trustees, 3 people to the Labor Relations Board, and 2 people to the University of Maine Board of Trustees. During this Session the Senate voted to override a Joint Standing Committee recommendation and confirmed 1 person to the State Board of Education.

PUBLICATIONS:

Senate Advance Journal and Calendar (Daily; Free)

Legislative Public Hearing Schedule (Weekly; Free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

GENERAL GOVERNMENT

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE

EDWIN H. PERT, Clerk of the House

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2866

Floor: 3

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: 0

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

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

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

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

The House of Representatives consists of 151 members elected from single 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.

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 was convened on Wednesday, January 4, 1978. During this session it considered 314 legislative documents and 198 House-sponsored joint orders. The House adjourned from the second regular session on April 6, 1978, after meeting for 51 legislative days.

A resolution proposing an amendment to the Maine Constitution will be considered by voters of the State on Tuesday, November 7, 1978. If the amendment is approved, the 109th Legislature will be convened on Wednesday, December 6, 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

GENERAL GOVERNMENT

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.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate Rules, Committee Rosters. Available to the public at no charge.

House Roster and Seating Arrangement—(published annually). Edited by Clerk of the House. Lists all home and capitol addresses of and phones of members of the House. Contains photos of House members and sources of information on the legislative process. Available to the public at no charge.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

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

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2101

Floor: 3

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 powers and duties of the Legislative Council are currently set out in 3 M.R.S.A., §162, and in Joint Rules of the 108th Legislature 14, 19, 22, 24, 25, 26, 34, 38 and 40. These powers and duties are summarized as follows: to approve and prepare all legislative budgets; to establish salary schedules; to administer the assignment of work to the Legislative committees when the Legislature is not in session; to administer oaths, issue subpoenas, compel the attendance of witnesses, and other supportive functions for the Superior Court relative to civil actions; to perform management functions for the Legislative Department (for example to assess means of improvement, select critical staff positions, establish operating policies, exercise financial control, provide for appropriate facilities, etc.); and lastly to serve as the intergovernmental coordinating agency on behalf of the Legislature. The Council furthermore performs any such duties that may be assigned to it by the House of Representatives and the Senate.

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 Fiscal Year 1978, the Legislative Council held 12 formal meetings. Among the matters dealt with at these meetings were: authorization of staff support and budgets for legislative studies; approval or disapproval of committee per diem and travel requests; acceptance of the reports of joint standing and select committees; coordination of the efforts of the various legislative staff agencies; and monitoring of the State's revenues and expenditures.

GENERAL GOVERNMENT

During November and December, 1977, the Legislative Council screened over 555 proposals by legislators seeking to introduce legislation into the second regular session of the 108th Legislature, and admitted 137 of those requests for introduction as bills.

The Legislative Council was also involved throughout the year in evaluating various recommendations resulting from the Legislative Modernization Study and in implementing those recommendations which it accepted. The recommendations evaluated dealt with the organization and use of legislative staff, with committee organization and work deadlines, and with the procedures for filing legislation.

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

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	247,389	247,389				
Bal Brt Fwd— Encumbered	50,125	50,125				
Revenue From Federal Govt	4,000		4,000			
Legislative Approp/ Alloc	2,496,147	2,496,147				
Adjustment of Balance Fwd	703	703				
TOTAL RESOURCES	2,798,364	2,794,364	4,000			•
EXPENDITURES						
Salaries and Wages	1,099,349	1,099,349				
State Share of Retirement	100,647	100,647				
Prof Service, Not By State	13,136	13,136				
Other Prof. Serv., By State	75,886	75,886				
Travel Expenses, In-State	388,106	388,106				
Travel Expense, Out-State	35,656	35,656				
Utilities	88,270	88,270				
Rents	10,136	10,136				
Repairs	16,544	16,544				
Insurance	41,465	41,465				
General Operating Expense	320,861	320,861				
Other Supplies	22,652	22,652				
Misc. Grants to Individual	37,200	37,200				
Equipment Purchases	4,475	4,475				
TOTAL EXPENDITURES	2,254,383	2,254,383				

(OFFICE OF) LEGISLATIVE ADMINISTRATIVE DIRECTOR

WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2491

Floor: 2½

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: 15

Permanent Legislative Count: 15

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

GENERAL GOVERNMENT

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 Assistants operates on a non-partisan, permanent basis to provide assistance to all joint standing committees, except the Appropriations Committee, the Legislative Council, interim committees and individual legislators.

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 1978, including the second 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, and has carried out other assignments given to him by the Legislative Council.

GENERAL GOVERNMENT

Chapter 683 of the public laws of 1977, "An Act to Revise the Maine Sunset and State Agency Rules Law," 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 became effective on March 29, 1978.

Office of Legislative Assistants. During the second session of the 108th Legislature, 11 assistants served 21 of the 22 joint standing committees and in the interim period completed reports on 22 studies for 19 joint standing committees and 3 joint select committees.

PUBLICATIONS: The following list is illustrative of reports prepared by the Office of Legislative Assistants 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. *Assaults on Police Officers*, report of the Legal Affairs Committee, March, 1978.
4. *The Administration and Operation of The Maine Turnpike*, report of the Transportation Committee, January, 1978.
5. *Laws Relating to Barbers and Cosmetologists*, report of the Business Legislation Committee, January, 1977.
6. *Abandoned Property and Escheat*, report of the State Government Committee, January, 1978.
7. *A Solution to the Problem of Property Taxation in the Unorganized Territory*, report of the Taxation Committee, December, 1977.
8. *Coyote Populations in Maine*, report of the Fisheries and Wildlife Committee, March, 1978.
9. *Fisheries Industry*, report of the Marine Resources Committee, February, 1977.
10. *The Energy Policy Statement for Maine*, report of the Energy Committee, March, 1978.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

RONALD H. LORD, LEGISLATIVE FINANCE OFFICER

BENT SCHLOSSER, Assistant Legislative Finance Officer

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

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: 6

Telephone: 289-2491

Floor: 2½

Permanent Legislative Count: 9

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; conducts program evaluations as approved; 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; the Joint Standing Committee on Performance Audit for the Maine Sunset Act; and provides support services in the payment of legislative salaries and for the reimbursement of legislative expense accounts.

GENERAL GOVERNMENT

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He 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 provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for a program review capability with the Legislative Finance Office.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs a budget analyst, 4 program analysts, and 2 secretaries.

PROGRAM: During FY 78, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations and the Legislative Council in completing several 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 second 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 bills receiving a favorable report from a committee, 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.

Program Review Division. The newly authorized program review division began functioning in January, 1978. This division provided staff assistance to the Joint Standing Committee on Performance Audit in developing implementation Guidelines and justification report forms for the newly enacted Maine Sunset Law. It also carried out several research requests and program evaluations under the direction of the Joint Standing Committee on Appropriations and Financial Affairs.

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 #9, Dec. 1977 (Free, available on request)

FINANCES, FISCAL YEAR 1977: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

GENERAL GOVERNMENT

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

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

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2101

Floor: 2½

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: Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, has been directed by the Legislative Council to develop computer technology for fast, accurate dissemination of information on the legislative process and on legislative enactments. The Legislative Information Office therefore maintains and continues to modernize its computerized bill status system, a system which tracks each piece of legislation from its introduction into the Legislature to its final disposition. In addition, the Legislative Indexer both provides a consistent series of indexes for session enactments and for the Legislative Record, and maintains the Title and Section program which eliminates duplication and costly conflicts in pending legislation.

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

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

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

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes.

In 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 fiscal year 1978, the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction of legislation, bill drafting, compilation of the Errors Bill, revising and publishing the statutes and supervising computerization of the legislative process.

GENERAL GOVERNMENT

Before and during the Second Regular Session of the 108th Legislature, the office served as a control point for the introduction of legislation and for the maintenance of a standard form for that legislation. In October and November 1977, the office compiled a list of over 555 proposals for Second Regular Session legislation which were submitted to the office by legislators. Those proposals were screened by the Legislative Council to ensure that all legislation introduced into the session fell within the limitations set forth in the Constitution of Maine, Article IV, part 3rd, section 1. The office staffed the Council during this screening, and assisted the Council in notifying members of the Council's action on each of their proposals.

Bill Drafting. Before and during the Second Regular Session, the office provided the majority of bill drafting requested by individual legislators and carried out spot research to aid that drafting. During that session, the office processed 321 legislative documents and 649 amendments, of which 314 legislative documents and 471 amendments were introduced. The office also processed 337 Joint Orders and resolutions for introduction.

During the interim between legislative sessions, the office devoted the majority of its efforts to publishing newly enacted statutes and to revising the master setup of the Maine statutes maintained in the office. During the summer of 1977, the office published, at a cost of \$16,772, the soft bound edition of the Acts and Resolves of the First Regular Session of the 108th Legislature, and distributed approximately 7,500 copies of it to legislators, government agencies, and the public. It also published Volume 3 of the 1975 Laws of Maine, a hard bound official edition of laws enacted during 1976, and continued work on the publication of the Laws of Maine for 1977. During fiscal year 1977-78, the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1977-78, which were published at a cost of \$52,325; by providing material for and checking the republication of volumes 14 and 15 of the statutes, at a cost of \$93,000; and by providing material during the First Regular Session of the 108th Legislature for the Maine Legislative Service. The office also continued preparation for commercial republication of volumes 2 and 16 of the Maine Revised Statutes.

Errors and Inconsistencies Bill. Also during the interim, the Director, in cooperation with the Attorney General, state agencies, and the Judiciary Committee of the Legislature, compiled the Errors and Inconsistencies Bill for introduction into the Second Regular Session. This bill, as presented to the Legislature, contained non-substantive changes and corrections needed to avoid errors, confusions and duplications in the Maine Revised Statutes.

During fiscal year 1978, the office continued the computerization of the legislative process.

Throughout the Second Regular Session, the office, acting through its Legislative Indexer and Legislative Attorney, monitored pending legislation through the Title and Section program in order to avoid unnecessary statutory conflicts and duplications. It is hoped that State departments and agencies will take note of this system and use it to its capacity, as it provides a convenient method of showing all proposed legislative changes to any portion of the Maine Revised Statutes.

Also during this fiscal year, the Legislative Research Office, working through the Office of Legislative Information, continued to develop and maintain the legislative bill status system. During the Second Regular Session, the Office of Legislative Information used this status system to provide current information on all bills introduced into the Second Regular Session of the 108th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor, and legislative document number.

Information. As well, the Legislative Information Office answered a large number of in-person and telephone queries from legislators, the press and the public about legislation introduced and enacted during recent legislative session, and published and distributed 600 copies of the *History and Disposition of Legislative Documents and Papers of the 108th Legislature, First Regular Session*. This publication is a pamphlet, printed from a computerized readout, of the final status of all legislation introduced into the Second Regular session, indexed by subject, and includes 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

GENERAL GOVERNMENT

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.

(Distributed through the Law and Legislative Reference Library) (Vol. 3 of Laws of Maine., 1975—\$10.00; Vol. 1 & 2 of Laws of Maine, 1977—Available in fall, 1978)

3. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Eighth Legislature* of the State of Maine at the second regular session, January 4, 1978 to April 6, 1978. Contains a subject index.

(Limited publication available without charge from the Office of Legislative Research in fall of 1978)

4. *Legislative Documents and Papers of the 108th Legislature*, second regular session, January 4, 1978 to April 6, 1978—History and Final Disposition. Compiled by the Legislative Information Office.

(Limited publication available without charge from the Legislative Information Office.)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(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	385	385				
Legislative Approp/ Alloc	479,608	479,608				
Adjustment of Balance Fwd	—270	—270				
Transfers—Non-Federal \$	2,500	2,500				
TOTAL RESOURCES	482,223	482,223				
EXPENDITURES						
Salaries and Wages	176,227	176,227				
State Share of Retirement	20,749	20,749				
Travel Expenses, In-State	77	77				
Travel Expense, Out-State	1,914	1,914				
Utilities	2,919	2,919				
Rents	2,766	2,766				
Repairs	454	454				
Insurance	4,268	4,268				
General Operating Expense	191,727	191,727				
Other Supplies	2,335	2,335				
Equipment Purchases	2,313	2,313				
TOTAL EXPENDITURES	405,749	405,749				

GENERAL GOVERNMENT

LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN

ALICE G. NUTE, DEPUTY LAW LIBRARIAN (Retired 5/12/78)

MARY LOUISE B. DEBENHAM, DEPUTY LAW LIBRARIAN (5/15/78)

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2648

Floor: 2

Established: 1971

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 30; *Unit:* 268; *Unit Citation:* 3 M.R.S.A., Sect. 171-174.

Average Count—All Positions: 7

Permanent Legislative Count: 7

PURPOSE: The State Law Librarian, who heads the Law and Legislative Reference Library, has three main functions: to provide a reference service for the Legislature and public; to provide a law library for State and public use; and, to distribute and sell the State's official legal publications.

The 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. These services and facilities are available to state, county and local officials and to the general public as well.

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, 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 Annotated, 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, 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. The State Law Librarian, who is nonpartisan and chosen solely on the ground of professional competence, is appointed 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 and employs, subject to the Personnel Law, all necessary assistants.

PROGRAM: During the FY 78, the Law and Legislative Reference Library continued to provide legislative and legal research facilities and 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

GENERAL GOVERNMENT

legislators and legislative staff a weekly list of Current Acquisitions related to legislative proposals and problems. 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. In August 1977 the holdings of the State's official legal publications and related materials approximating 40,000 volumes were moved from the Vickery-Hill Building to the Nash School.

The activities of related agencies have been supported by the distribution of their publications, bringing to the Law Library much material in exchange. Statutes are exchanged with 35 states, session laws with 47 states, and court reports are received from 30 of the 34 states still publishing their own decisions. During the year the Library has distributed (or sold) copies of the 1976 *Maine Session Laws*, the 1977 supplements and recompiled volumes 14, 14A, 15 and 15A of the *Maine Revised Statutes Annotated*, two volumes of the *Maine Reporter*, twenty-six legislative committee studies, the 108 legislative documents of the 2nd regular session of the 108th Legislature, and six issues of the *Maine Bar Bulletin*. Slip copies of legislative enactments were provided to the Cleaves Law Library and the University of Maine Law School Library during the session as well as weekly printed reports on the status of current legislation.

Other statistics for the year include:

Circulation of items outside the Library	6,479
Cards added to the catalog	3,883
Volumes added (exclusive of supplementary materials, Congressional bills, etc.)	1,463
Legislative reference collection additions (exclusive of periodicals)	1,145
Briefs and records, Maine Supreme Judicial Court (Sept. 1977-May 1978 terms) added	709

Extensive counsel was given to three county law libraries concerning their budgets, shelving problems, and collections; some training was given the librarian of the Androscoggin County library; and general assistance with county law library problems was given the State Court Administrator.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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—Unencumbered	67		67			
Bal Brt Fwd— Encumbered	3,674	3,674				
Legislative Approp/Alloc	142,740	142,740				
Adjustment of Balance Fwd	—78	—11	—67			
Transfers—Non-Federal \$	2,983	2,983				
TOTAL RESOURCES	149,386	149,386				
EXPENDITURES						
Salaries and Wages	86,814	86,814				
State Share of Retirement	10,260	10,260				
Prof Service, Not By State	161	161				
Travel Expenses, In-State	74	74				
Travel Expense, Out-State	452	452				
Utilities	1,730	1,730				
Rents	986	986				
Repairs	23	23				
Insurance	2,247	2,247				
General Operating Expense	10,100	10,100				
Other Supplies	30,783	30,783				
Equipment Purchases	662	662				
TOTAL EXPENDITURES	144,292	144,292				

GENERAL GOVERNMENT

COMMISSION ON UNIFORM STATE LAWS

FREDERICK P. O'CONNELL, CHAIRMAN*
CHARLES R. PRIEST, Associate Commissioner

Central Office:

Location: 4 Canal Plaza, Portland

Mail Address: 4 Canal Plaza, Portland, Maine 04112

Telephone: 775-6191

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

*Since the close of the fiscal year Robert C. Robinson has been selected Chairman.

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: 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.

PROGRAM: During fiscal year 1978, Maine commissioners attended the annual meeting of the National Conference of Commissioners on Uniform State Laws which was held in Vail, Colorado from July 29 to August 5, 1978. 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 Uniform Comparative Fault Act, the Uniform Condominium Act, and the Uniform Survival and Death Act; and that amendments be made to the following Uniform Acts: the Uniform Commercial Code, the Uniform Land Transactions Act, the Uniform Probate Code (the amendment consisting of the Uniform International Wills Act), and the Uniform Simplification of Land Transfers Act.

During its second 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 Agricultural Cooperative Association Act

PL 1977, c. 694. An Act to Conform State Statutes to the Maine Administrative Procedure Act

Modifications to the Uniform Alcoholism and Intoxication Treatment Act

PL 1977, c. 694. An Act to Conform State Statutes to the Maine Administrative Procedure Act.

Modifications to the Uniform Commercial Code

PL 1977, c. 586 An Act to Provide Transition Provisions Covering Recent Amendments to Article 9 of the Uniform Commercial Code

PL 1977, c. 696. An Act to Make Additional Corrections of Errors and Inconsistencies in the Laws of Maine.

PL 1977, c. 702. An Act Relating to the Place of Filing Under the Uniform Commercial Code.

Modifications to the Uniform Consumer Credit Code

PL 1977, c. 694. An Act to Conform State Statutes to the Maine Administrative Procedure Act.

GENERAL GOVERNMENT

PL 1977, c. 696. An Act to Make Additional Corrections of Errors and Inconsistencies in the Laws of Maine.

Modifications to the Uniform Criminal Extradition Act

PL 1977, c. 671 An Act to Revise the State Criminal Extradition and Criminal Codes.

Modifications to the Uniform Flag Act

PL 1977, c. 696. An Act to Make Additional Corrections of Errors and Inconsistencies in the Laws of Maine

Modifications to the Uniform Hazardous Substances Labeling Act

PL 1977, c. 694. An Act to Conform State Statutes to the Maine Administrative Procedure Act.

PL 1977, c. 696. An Act to Make Additional Corrections of Errors and Inconsistencies in the Laws of Maine.

Modifications to the Uniform Interstate Arbitration of Death Taxes Act.

PL 1977, c. 679. An Act to Establish Standard Interest and Penalty Provisions for the Tax Laws.

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

PL 1977, c. 606. An Act to Exempt Special Mobile Equipment from the Motor Vehicle Title Statutes.

PL 1977, c. 694. An Act to Conform State Statutes to the Maine Administrative Procedure Act.

Modifications to the Uniform Partnership Act

PL 1977, c. 696. An Act to Make Additional Corrections of Errors and Inconsistencies in the Laws of Maine.

Modifications to the Uniform Recognition of Acknowledgments Act

PL 1977, c. 696. An Act to Make Additional Corrections of Errors and Inconsistencies in the Laws of Maine.

It is expected that the Legislature will consider The Uniform Probate Code for enactment during the first regular session of the 109th Legislature.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	6,300	6,300				
TOTAL RESOURCES	6,300	6,300				
EXPENDITURES						
Prof Service, Not By State	3,929	3,929				
Travel Expense, Out-State	2,370	2,370				
TOTAL EXPENDITURES	6,299	6,299				

GENERAL GOVERNMENT

COMMISSION ON INTERSTATE COOPERATION

SENATOR THEODORE S. CURTIS, JR., CHAIRMAN
REPRESENTATIVE DONALD CARTER, Secretary

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

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

Telephone: 289-2101

Floor: 2½

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.

PROGRAM: The commission continues to serve as a clearing house for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the 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 "health cost containment," "welfare reform" and "energy development." Senator Jerrold Speers continued his service as Maine legislative representative on the Atlantic States Marine Fisheries Commission and Representative Donald Hall continued his service as a member of 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.

3. *Publications 1977*, Council of State Governments 1977. (Lists over 1,000 publications available through CSG dealing with topics of current interest to persons involved in state government, such as legislation, environment, administration, fiscal affairs, etc.) Available from the Council of State Governments, P.O. Box 11910, Iron Works Pike, Lexington, Ky. There may be a small fee for this publication.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	41,790	41,790				
TOTAL RESOURCES	41,790	41,790				
EXPENDITURES						
Travel Expense, Out-State	7,298	7,298				
Grants to Pub. & Priv. Orgs.	33,690	33,690				
TOTAL EXPENDITURES	40,988	40,988				

COMMISSION ON INTERGOVERNMENTAL RELATIONS

JOHN L. MARTIN, SPEAKER OF THE HOUSE
RONALD LORD, EXECUTIVE SECRETARY

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2491

Floor: 2 ½

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;
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.

GENERAL GOVERNMENT

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 78.

PUBLICATIONS:

Information on publications relating to intergovernmental cooperation can be obtained by writing to:

The Advisory Commission on Intergovernmental Relations
1111-20th Street, N.W.
Suite 200
Washington, D.C. 20575

Copies of publications relating to the Advisory Commission on Intergovernmental Relations "State Legislative Program" can be obtained by writing to:

Advisory Commission on Intergovernmental Relations
Legislative Program Publication Request
726 Jackson Place, N.W.
Washington, D.C. 20575

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are included with those of the Legislative Council.

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:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3661

Floor: 1

Established: 1820

Sunset Review Required by: June 30, 1982

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: 58*

Permanent Legislative Count: 60*

Organizational Units:

Civil Division

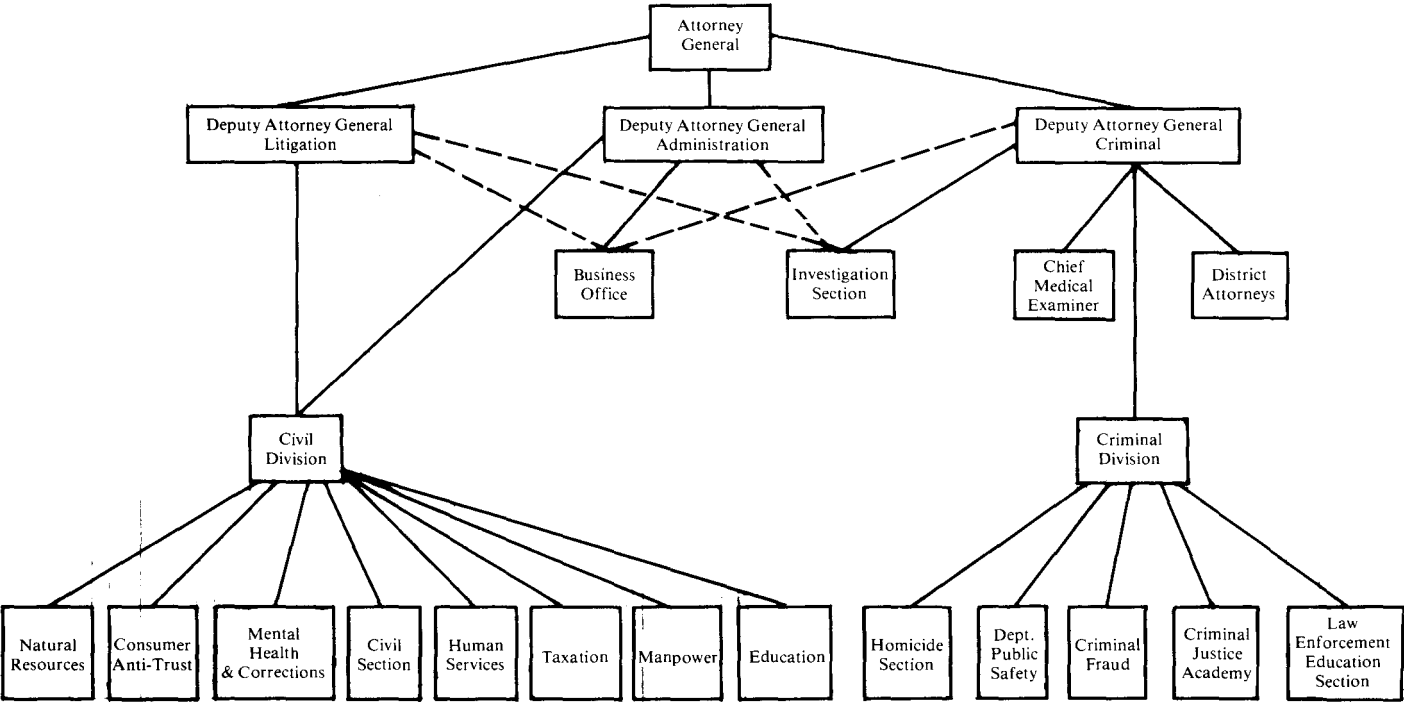
Criminal Division

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 enforcement of Maine laws 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 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 of-

ORGANIZATION CHART
DEPARTMENT OF ATTORNEY GENERAL



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78 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	27,609		25,609		2,000	
Bal Brt Fwd— Encumbered	13,704	3,508	10,196			
Revenue From Federal Govt	32,500		32,500			
Revenue—Private Sources	5,440		5,440			
Fees Charged For Services	17,170		17,170			
Legislative Approp/Alloc	2,179,853	2,179,853				
Adjustment of Balance Fwd	—2,000				—2,000	
Transfers—Non-Federal \$	26,992	800	26,192			
Transfers—Federal \$	101,493	1,130	100,363			
TOTAL RESOURCES	2,402,761	2,185,291	217,470			
EXPENDITURES						
Salaries and Wages	1,655,760	1,526,857	128,903			
State Share of Retirement	125,170	120,924	4,246			
Prof Service, Not By State	173,194	166,419	6,775			
Computer Service, By State	331	317	14			
Other Prof. Serv., By State	7,925	8,035	—110			
Travel Expenses, In-State	15,934	13,432	2,502			
Travel Expense, Out-State	19,775	12,988	6,787			
Operation—State Vehicles	12,759	12,759				
Utilities	40,029	39,968	61			
Rents	257	257				
Repairs	1,345	1,345				
Insurance	32,942	30,036	2,906			
General Operating Expense	58,118	48,225	9,893			
Other Supplies	22,648	22,166	482			
Public Assistance Grants	5,440		5,440			
Equipment Purchases	31,066	24,218	6,848			
Trans to Gen-Fund Sta-Cap	2,656		2,656			
TOTAL EXPENDITURES	2,205,349	2,027,946	177,403			

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ficial acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) 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; (e) 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; (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 interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, 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, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

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, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its chief executive. It is divided into two divisions, the Civil Division and the Criminal Division.

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

PROGRAM: The 1978 fiscal year saw a major increase in the Department's workload as a result of improved programs for detection of frauds against the State, the continuing pressures of the Indian Land Claims Case, increases in crimes requiring greater utilization of the investigative and prosecution resources of the Department, a 20% increase in criminal appeal cases, and the general litigation explosion affecting the entire legal profession. In addition, many new laws were passed which required the Department's assistance in implementation. Chief among these was the Administrative Procedure Act and its conforming amendments which required almost all attorneys in the Civil Division to assist the departments they represent in adjusting procedures and revising regulations to comply with the law, and the Tort Claims Act which abrogated sovereign immunity and left the State open to negligence suits.

The increased workload pressures were met without any significant increase in staff as a result of the Attorney General's success in reducing the staff turnover rate and thus creating a cadre of experienced attorneys to deal more efficiently with the Department's work demands.

The Indian case has been a significant factor in the Department's workload and in public perception of the Department's activities. However, the Indian case should not obscure the great bulk of other important work performed by the Department. During fiscal year 1978 the Department was involved in thousands of specific matters from routine efforts to collect minor State debts to prosecution of homicides and other major crime and defense of individual claims against the State involving millions of dollars.

In fiscal year 1978 the Department collected \$826,905.66 in fines and restitution of funds owed the State plus another \$3,349,540.58 in funds due individuals—mainly child support payments and restitution for consumer frauds. The successful assessment of support payments reduced the burden on State AFDC payments. The Department also secured forfeiture to the State of over \$500,000 worth of boats, vehicles and equipment seized in drug raids. Forfeiture actions for another \$1,000,000 worth of seized equipment were pending. The Department also prevented loss of millions of dollars in State funds by successful defense of court and ad-

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ministrative actions which could have cost State funds. Most notable among these efforts were defense of State procedures for taxation of multi-national corporations which protected several millions in State revenues, successful defense of a civil rights action in which \$650,000 was sought from the State, sustaining \$756,849 in State taxes assessed against a railroad, and reducing State payments due on a nursing home construction project by over \$100,000.

During fiscal year 1978, 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 Massachusetts, the Maine Supreme Judicial Court, and all other Maine Courts. The Department also appeared in adjudicatory proceedings before several Federal agencies, including the Federal Power Commission, the Environmental Protection Agency and the Postal Rate Commission. The Department provided substantial assistance to members of the 108th Legislature during its second regular session by drafting laws and amendments and otherwise assisting the legislative process.

Following is a summary of major activity areas of the Department during fiscal year 1978:

	<i>Commenced</i>	<i>Closed</i>	<i>Pending</i>
Homicide Investigations and Prosecutions	32	27	45
Criminal Appeals and Habeas Corpus Cases	54	54	65
Unemployment Fraud Prosecutions	48	12	36
Consumer Protection Actions	23	16	10
Liquor Law Violations	340	340	0
Child Custody Suits	350	290	60
Support Enforcement Actions	556	140	1200
Commitment of Mentally Ill and Retarded	522	516	6
Habitual Offender (Driver's License revocation) suits	717	519	198
Contested Workmen's Compensation Cases	92	55	81
Tax Collection Suits	64	91	187
Unemployment Tax Collections	554	190	1467
Unemployment Benefit Appeals	83	51	111
Collection of Debts Owed the State	176	125	51
Other court actions:			
State Plaintiff	130	99	86
State Defendant	196	189	126
Total Other Actions	326	288	212

The Department staff investigated hundreds of other matters which did not result in formal action being taken. The Department also reviewed over 1,000 State contracts, drafted 405 official legal opinions and numerous other memoranda of law and attended hundreds of meetings of State boards and commissions. The Department reviewed and approved as to form and legality virtually all of the hundreds of regulations promulgated by the various State agencies. The complete review of all regulations was required by the new Administrative Procedure Act.

There are a number of specific actions and accomplishments during the year which are appropriate for specific mention:

Indian Case: Fiscal year 1978 saw a number of developments in the Indian land claims case, first and foremost of which were efforts by both the United States and the State to bring a more specific focus to the case than the \$25 billion and 60 percent of the land area of the State claimed by the Tribes. During the year new claims were also asserted on behalf of Maleseet Indians and off reservations members of the Penobscot and Passamaquoddy Tribes.

In August, 1978, the parties met with the United States District Court for a pre-trial conference to set a schedule for proceeding with the litigation. In advance of this meeting, the Attorney General of the United States had indicated that he would only initiate action against the State. This decision was consistent with the position of the State that private landowners

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should not be separated according to the size of their land holdings. At this meeting, a schedule for briefing and oral argument was established, which carried through early 1979.

Homicide Prosecutions. The Department investigated 72 homicides in fiscal year 1978, including 32 committed within the fiscal year; 20 convictions were obtained. This activity represented a 14% increase in the total homicide caseload. Homicide prosecutions were complicated by a trend toward an increasing proportion of homicides being committed between strangers and thus being more difficult to investigate and prosecute.

Attorney Discipline. After several years of hearings, the Maine Supreme Judicial Court adopted a plan proposed by the Attorney General to establish an attorney registration and grievance processing mechanism separate from the regular bar association. In addition, the Court created a commission of attorneys and citizens to write a code of ethics for the legal profession. This action was also in response to recommendations by the Attorney General. Both the new grievance procedure and the new code of ethics are now in process of development with full participation by representatives of the Department. The Department also terminated a suit against bar association advertising restrictions after the association revised its rules to permit advertising in all media, including television.

Major Crimes. The Department was increasingly active in working with the State Police and other federal, state and local authorities to combat major State-wide and interstate crimes. This activity resulted in successful investigations, indictments and prosecutions during the year in areas of drug smuggling, interstate car theft, antique thefts, and interstate automobile insurance frauds. A special program to combat antique thefts resulted in 20 convictions during the fiscal year.

Unemployment Fraud. With the assistance of new computerized systems for tracking and comparing wage payments and payments under various State assistance programs, the Department was able to substantially increase its unemployment fraud prosecutions.

Antitrust Prosecutions. During the fiscal year, the Department initiated the first prosecutions in recent memory under the State's antitrust laws. One prosecution achieved a consent agreement resulting in compensation being paid to woods workers to reimburse them for low payments for wood which they received as a result of anticompetitive buying practices of a major paper company. Another case is pending against a real estate multiple listing service for allegedly fixing prices and excluding competition.

Pineland Center Services. The Department successfully negotiated a consent agreement for improved services for mentally retarded residents at the Pineland Center and residents who have been discharged from the Pineland Center into the community. Prior to the consent agreement, the Department had worked with the Department of Mental Health and Corrections and the Legislature to achieve legislation and necessary appropriations to provide the improved services. The consent agreement will result in improved services without undue burden on the State's finances or policy prerogatives in operating the Pineland Center.

Fisheries Regulations. On several occasions the Department interceded with appropriate Federal agencies in attempts to protect Maine fishermen in implementation of the new 200 mile fishing limit. These activities resulted in some change in quota programs favorable to Maine fishermen, although the Department is continuing to press for further changes to better the position of Maine fishermen in comparison to foreign fishing fleets and fishermen from other areas. The Department also filed suit attacking high foreign fishing quotas that were established at the expense of Maine fishermen; however, except for requiring greater factual justification for the Commerce Department's decision, this suit was not successful.

Billboard Controls. The Department successfully defended recently enacted Maine laws requiring removal of many billboards from beside State highways.

New Hampshire Commuter Tax. The Department continued to press a suit in New Hampshire state courts on behalf of over 6,000 Maine taxpayers who were 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 funds to the State of Maine.

Rate-Making Challenges. The Department successfully challenged proposed increases in nongroup Blue Cross and Blue Shield health insurance rates which had been presented to the Insurance Superintendent. The Department also continued its leadership in efforts to reduce postal rates by contesting the decision of the United States Postal Service to increase first class postage rates to 15 cents. Maine has been joined by 10 other states in its action before the

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United States Court of Appeals for the District of Columbia. The Department was unsuccessful in challenges to increases in electric rates and motor carrier rates which were approved by the Public Utilities Commission.

Law Enforcement Education. The Department continued its extensive law enforcement education program providing written material and conferences for 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 responsible for all civil litigation, drafting of opinions, reviewing or drafting regulations, contracts, deeds and all other legal matters relating to official State business. The Civil Division is divided into seven sections:

Civil: The Civil Section is responsible for the large bulk of opinion writing, advising the Legislature, litigation not tied to any specific department, representation of 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 Department of Personnel, the State Retirement System, and the Department of Finance and Administration. The Civil Section is also responsible for defending claims against the State under the Tort Claims Act and Workmen's Compensation laws.

Consumer and Antitrust: The Consumer and Antitrust Section is responsible for administering the State Unfair Trade Practices and Antitrust 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. During fiscal year 1978 the Consumer Section handled approximately 18,000 telephone inquiries, received 1,354 written consumer complaints, commenced 110 consumer fraud investigations and closed 52. The Section secured restitution for over \$200,000 worth of goods which was demanded as a result of consumer complaints. The Section also began a new outreach program with staff travelling to various communities to conduct consumer education programs.

Human Services: 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, medicaid and welfare matters and enforcement of health and sanitation laws. The Section also investigates and prosecutes frauds incident to State welfare programs.

Mental Health and Corrections: The Mental Health and Corrections Section serves as general counsel to the Department of Mental Health and Corrections. In addition to the work arising from department activities, the Section is particularly involved in hearings relating to commitments of individuals to state hospitals. In fiscal year 1978 the Section's commitment hearing workload more than doubled as a result of new laws relating to commitment of retarded individuals. In addition, the Section was extensively involved in major litigation relating to rights of the retarded in State institutions and conditions and procedures at the State Prison.

Natural Resources: The Natural Resources Section generally represents 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 major 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.

In fiscal year 1978 the Section participated in negotiation of several major real estate sales and acquisitions, including sale of the Maine State Retirement System interest in a Florida condominium for a price of approximately \$875,000, purchase of lands in the vicinity of Bigelow Mountain for approximately \$3,500,000 and acquisition of over 80,000 acres in exchange for rights to State owned public lots. The Section spent considerable time assisting the State Planning Office in development of the State Coastal Zone Management Plan.

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

Manpower Affairs: The Manpower Affairs Section represents the Department of Man-

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power 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 year 1978 the Section's attorneys collected \$210,196.10 in unpaid unemployment funds due to the State.

Criminal Division. During fiscal year 1978, the Criminal Division and its various components conducted the following specific activities:

Homicides and Other Deaths: Working with the Maine State Police and various local police departments, the Division investigated 32 homicides which occurred from July 1, 1977, to June 30, 1978, and continued the investigation of 40 homicides which preceded July 1, 1977. Of these 72 cases (which included 1 double and 1 triple homicide), 20 cases resulted in convictions; 28 cases were still open, with no arrests; 17 were waiting trial, and there were 2 juvenile cases. This represented a 14% increase in the total homicide caseload.

The Division investigated 32 additional death cases categorized as unattended deaths, questionable or suspicious deaths, accidental deaths and suicides.

Criminal and Non-criminal Complaint/Investigations: The Division conducted investigations and/or prosecutions in 391 cases in addition to homicides in fiscal year 1978. These cases involved both felonies and misdemeanors, some of which are more fully described below. The 1978 figures represent a 9% increase in this area of work. The number of matters investigated for all purposes, civil or criminal, increased by 35% from fiscal year 1977.

The Division conducted investigations and prosecutions of cases referred by other State agencies, boards, and departments, such as the Board of Registration in Medicine, Maine State Dental Board, and State Board of Pharmacy.

The Division also investigated 21 attorney disciplinary cases and processed 57 extraditions during the fiscal year.

The Division processed 20 antique burglary indictments, all resulting in convictions. These cases are of particular significance, as they represent a State-wide, Federal-State effort to curb this activity.

The Department of Manpower Affairs began a new program for computer identification of unemployment fraud cases. Under this new system, cases were referred to the Division for prosecution starting April 6, 1978. Complaints under 26 M.R.S.A. Chapter 13 were drawn up for filing in the respective District Courts. All of the complaints were multi-counts. As of July 1, 1978, 48 multi-count complaints were prepared and filed in the District Courts, with 12 convictions. Total fines were \$1,270.00 and total restitution ordered was \$4,857.00.

Other Agencies and Departments: Besides handling various criminal and noncriminal matters for State departments and agencies, the Criminal Division provided other unique services to various governmental bodies. For example, as legal counsel to the Department of Public Safety, the Division provided legal advice on a day-to-day basis and represented the Department and other State law enforcement agencies in various courts.

During the fiscal year, counsel assigned to the Department initiated forfeiture proceedings against many conveyances used in the transportation of illegal drugs. Of the cases filed, five have ended in a disposition favorable to the State, resulting in the forfeiture of three yachts, eight trucks, and various electronics gear. The combined value of these items is over \$500,000. In addition, the aggregate value of all pending suits is over one million dollars.

Counsel for the Department appeared before the Administrative Court in over 360 cases involving violations of the State liquor laws and inspection station and mechanic laws. Fines assessed as a result of prosecution totalled \$46,226. This represents a 50% increase in caseload and an increase of 400% in fines collected.

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. The Section also participates in training conferences for law enforcement officers and prosecutors and provides lecturers for the Maine Criminal Justice Academy.

Members of the Section provided help to Legislators in drafting criminal legislation, worked on Attorney General's opinions in the area of criminal law, and were frequently consulted on matters pertaining to the Maine Criminal Code.

ALERT Bulletin: The Alert Bulletin, first issued in October, 1970, continued to be published during fiscal year 1978. ALERT is a criminal procedure bulletin designed for the training and education of Maine Law Enforcement officers.

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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 Officers' Manual: The Law Enforcement Officer's Manual was originally published in December, 1974. It 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. It is used for in-service training and as a text at the Maine Criminal Justice Academy, and it is distributed to all full-time law enforcement officers in Maine. During fiscal year 1978 the Manual was completely revised to recognize recent changes in criminal law and procedure. The revisions will be distributed to law enforcement officers during fiscal year 1979.

The Maine Prosecutor Bulletin: During fiscal year 1978, 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 United States Supreme Court; Attorney General Opinions, recent legislation and a Bulletin Board for announcements and notices.

Prosecutors' Training Seminar: In May, 1978, 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 legal and practical aspects of criminal prosecution. The seminar was funded by a Law Enforcement Assistance Administration grant from the Maine Criminal Justice Planning and Assistance Agency. In addition to planning the program, members of the Law Enforcement Education Section also gave presentations.

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.

Legislative Drafting: The Law Enforcement Education Section's legislative work continued in fiscal year 1978. This work consisted primarily of drafting and revising legislation pertaining to the criminal, motor vehicle, juvenile and extradition laws. As part of this same effort, an Assistant Attorney General serves as staff attorney to the Criminal Law Advisory Commission.

Appeals: The Appellate Section of the Criminal Division is responsible for handling cases on direct appeal to the Supreme Judicial Court of Maine arising either from prosecutions undertaken by this Division or cases arising from prosecutions undertaken by District Attorneys' offices upon the express request of a District Attorney; cases on report to the Supreme Judicial Court of Maine arising either from prosecutions undertaken by this Division or cases arising from prosecutions undertaken by District Attorneys' offices upon the express request of a District Attorney; all State post-conviction habeas corpus cases; certain common-law habeas corpus cases; federal habeas corpus cases and any further appeals generated thereby; and criminal cases before the United States Supreme Court brought pursuant to 28 U.S.C. § 1257 (2) and (3).

In addition, the Appellate Section offers assistance to trial attorneys in the Division relative to the preparation of charging documents, jury instructions and the resolution of legal questions arising before or during trial, and to District Attorneys relative to legal questions generally, upon request. Finally, the Appellate Section drafts and advises others in the drafting of criminal legislation, drafts opinions relative to criminal matters for the Attorney General, prepares the Attorney General's Memoranda on criminal law questions propounded for the Justices, and teaches and lectures on the criminal law upon request.

The total number of appellate matters handled in fiscal year 1978 increased by 20%. The reason is attributable primarily to greater numbers of both direct appeals and State post-conviction habeas corpus cases. The breakdown of appellate matters is as follows:

Cases on Appeal to the Maine Law Court	
Total Number of Cases	61
Cases Initiated During FY 1977-1978	23
Cases Closed During FY 1977-1978	31
Cases Carried Over From Prior FY	36
Cases in Which State Appealed	
During FY 1977-1978	2

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Case on Report to Maine Law Court	1
State Post-Conviction Writ of Habeas Corpus	
Total Number of Cases	49
Cases Initiated During FY 1977-1978	25
Cases Closed During FY 1977-1978	17
Cases Carried Over From Prior FY	24
Federal Habeas Corpus	
Total Number of Cases	5
U.S. District Court for the District of Maine:	
Cases Initiated During FY 1977-1978	2
First Circuit Court of Appeals:	
Case Initiated During FY 1977-1978	1
Cases Closed During FY 1977-1978	2
United States Supreme Court	
Case Initiated During FY 1977-1978	1
Case Closed During FY 1977-1978	1
Common Law Habeas Corpus	
Total Number of Cases	3
Cases Initiated During FY 1977-1978	2
Cases Closed During FY 1977-1978	3
Case Carried Over From Prior FY	1
Other	
Initiated During FY 1977-1978	2
Extradition	
Total Number of Cases	52
Cases Processed During FY 1977-1978	52
Cases Disposed of During FY 1977-1978	50
Cases Pending	2
Case Carried Over From Prior FY	1

FINANCES, FISCAL YEAR 1978: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

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Telephone: 289-2993

Floor: 7

Sunset Termination Scheduled to Start by: June 30, 1982

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Unit Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 3

Permanent Legislative Count: 4

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. This is accomplished through the processes of investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

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ORGANIZATION: Prior to 1968 medical examiners, though appointed by the Governor and filing reports with the Attorney General, were county officials. In 1968 the office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner and a central facility was established. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate Legislation was passed 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 1977, the Office investigated 1,700 cases and autopsied 381 cases, 26 of which were ruled homicide or undetermined-suspicious for homicide. (The calendar year is used because of the lag between case investigation and submission of report and because computerized statistics have been programmed to conform to other states for uniform national compilation).

The reduction in the number of cases handled from last year when there were 1,956 cases investigated, 391 autopsied of which 29 were ruled homicide or undetermined-suspicious for homicide, is due to an active effort to get attending physicians to certify the deaths of their patients. Fewer homicides were reported, however, the reductions are small and therefore cannot be taken as to show a trend. Further reduction in the number of unattended natural deaths remains a goal but the Office is approaching a minimum as compared by out-of-state statistics.

The number of medical examiners increased substantially with 59 newly appointed in fiscal year 1978 to more than offset the loss of 11 due to death, retirement, out-of-state moves and 1 resignation. While multidirectional recruitment continues, most of the new medical examiners have been selected through a new policy of routine selection of newly licensed physicians in the state as they register with the boards.

Work continued on the development of a detailed computerized record system which is expected to be completed in fiscal year 1979. In the meantime, records information has been routinely forwarded to the Departments of Human Services for study of deaths in young children, and Mental Health and Corrections for the study of suicides in previously hospitalized patients. Medical Care Development Corporation reviewed Office records to study ambulance service activities and a study was made of suicides for a crisis intervention agency. The state death certificate was revised for more appropriate use by medical examiners.

Education Programs. Educational programs for local groups are continuously being encouraged. In fiscal year 1978 this Office developed and sponsored one of the most complete schools for homicide detectives offered in the country. In one 2 week session most law enforcement officers of the state who deal with murder were given an intensive period of instruction. The course was open to observers from other New England states. It was financed through a federal grant and will continue to be offered by joint sponsoring of the New England States, on a tuition and expenses basis, to interested law enforcement officers in the region.

Deputy Chief Medical Examiner. A new position of medical examiner's assistant was established and a search was begun to fill the position of Deputy Chief Medical Examiner—full time, with a forensic pathologist. Capital material was procured for transportation of bodies and for the new position. When filled, the new position will mean more cases directly handled by State employees rather than by fee-for-service contractors. More specialized handling of cases will result, and adequate provision for the absence of the Chief will be available.

The reference library was significantly expanded, and the medical examiner manual was revised. Furthermore, the fee for autopsies increased to \$125. A detailed compilation of rules for the use of undertakers transporting bodies was formulated which, for the first time, sets beforehand the fees they are entitled to for such services. Research into revision of statutes for an updating proposal was begun.

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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 1978: The expenditures of this unit amounted to \$210,077 in FY 78 and are, by administrative decision, included with those of the Department of Attorney General.

DEPARTMENT OF AUDIT

GEORGE J. RAINVILLE, STATE AUDITOR
LESLIE J. HANN, DEPUTY STATE AUDITOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2201

Floor: 7

Established: 1907

Sunset Review Required by: June 30, 1988

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: 36

Organizational Units:

Departmental Bureau

Municipal Bureau

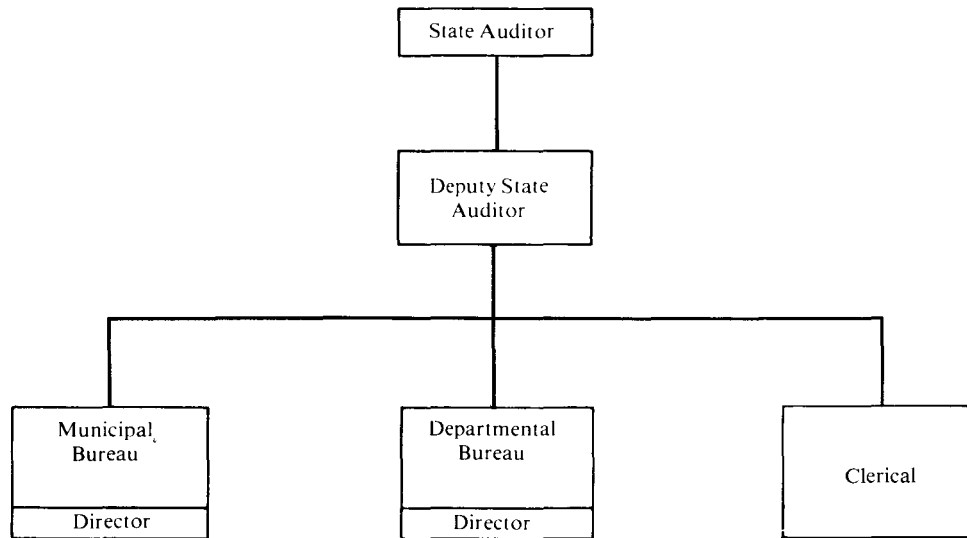
PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install 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.

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.

**ORGANIZATION CHART
DEPARTMENT OF AUDIT**



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78 DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brr Fwd—Unencumbered	259,041		259,041			
Revenue From Local Govts	249,932		249,932			
Fees Charged For Services	25,985		25,985			
Receipts From Other Funds	4,407		4,407			
Legislative Approp/ Alloc	315,112	315,112				
TOTAL RESOURCES	854,477	315,112	539,365			
EXPENDITURES						
Salaries and Wages	459,185	251,202	207,983			
State Share of Retirement	54,292	29,666	24,626			
Prof Service, Not By State	926	326	600			
Other Prof Serv, By State	10	10				
Travel Expenses, In-State	38,366	5,686	32,680			
Travel Expense, Out-State	555	555				
Utilities	4,123	1,698	2,425			
Repairs	1,453	856	597			
Insurance	12,173	6,316	5,857			
General Operating Expense	2,267	963	1,304			
Other Supplies	6,746	3,143	3,603			
Equipment Purchases	502	224	278			
Trans. to Gen.-Fund Sta-Cap	6,196		6,196			
TOTAL EXPENDITURES	586,794	300,645	286,149			

GENERAL GOVERNMENT

PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. 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 78 totaled 155. These 155 audits consisted of 83 departments, bureaus, agencies, and/or commissions, 11 institutions, 6 vocational technical institutes, one school of practical nursing, 38 examining boards and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 78 expenses. 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 1978: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) TREASURER OF STATE

LEIGHTON H. COONEY JR., STATE TREASURER

MAURICE F. STICKNEY, Deputy Treasurer

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2771

Floor: 3

Established: 1820

Sunset Review Required by: June 30, 1988

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

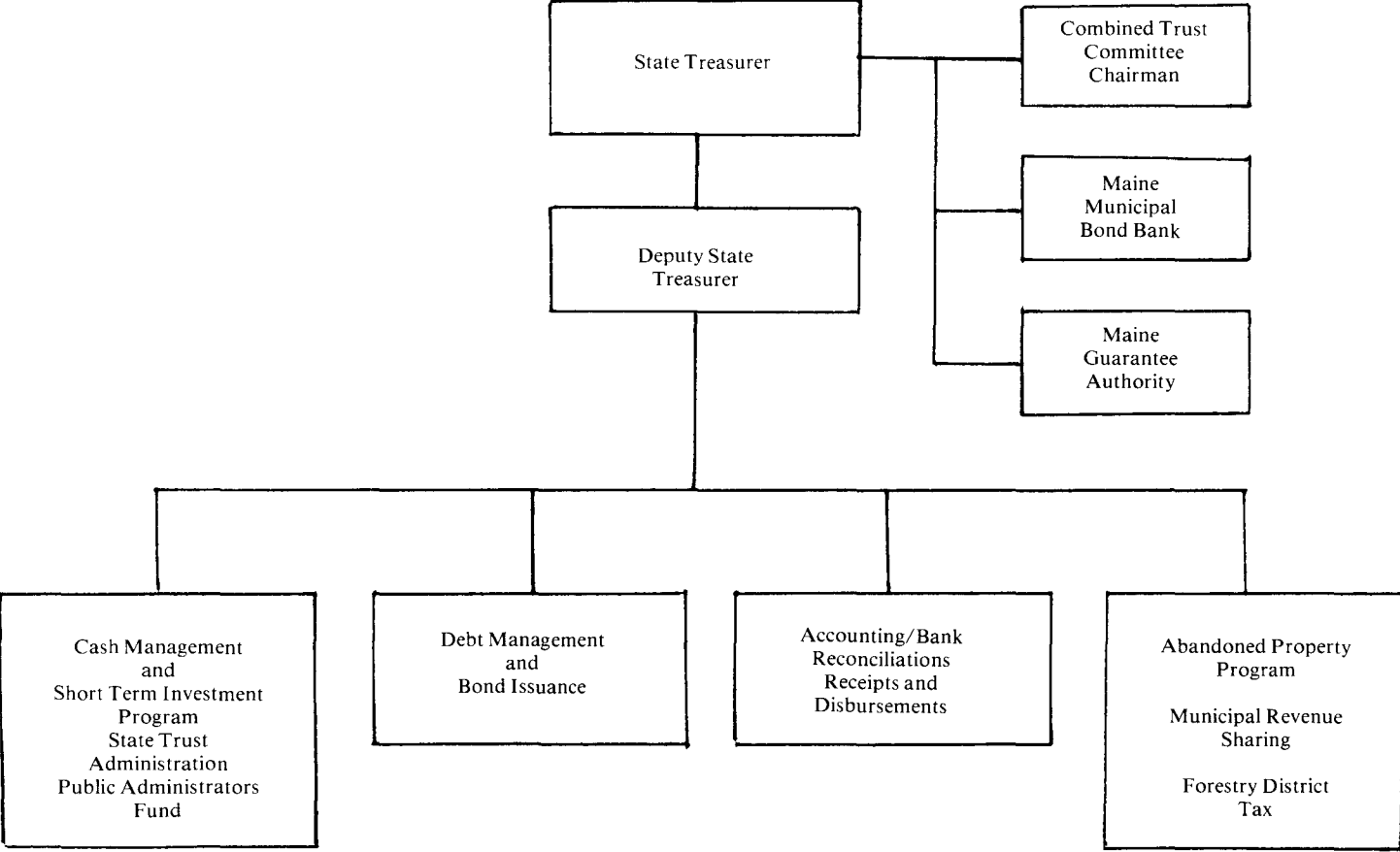
PURPOSE: The Treasurer of State serves to update operating procedures within the State Treasury to accelerate collection of checks payable to the Treasurer, to maximize investment earnings and streamline clerical procedures, thus allowing more staff time for important fiscal matters. A constitutional 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.

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

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



GENERAL GOVERNMENT

GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78
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	241,434	71,619	4,310			165,505
Licenses/Permits/Fees/Tax	4,575,461		4,575,461			
Interest/Investment/ Rents	949,623				56,791	892,832
Revenue From Federal Govt	3,147,114				3,147,114	
Legislative Approp/ Alloc	34,084,100	34,084,100				
Adjustment of Balance Fwd	—8,627	—10,486	1,859			
TOTAL RESOURCES	42,989,105	34,600,516	4,581,630		3,203,905	603,054
EXPENDITURES						
Salaries and Wages	107,275	107,275				
State Share of Retirement	12,701	12,701				
Prof Service, Not By State	7,958	7,655	303			
Computer Service, By State	100	36	64			
Other Prof. Serv., By State	44	44				
Travel Expenses, In-State	375	375				
Travel Expense, Out-State	1,703	1,703				
Utilities	3,547	3,547				
Repairs	1,457	1,457				
Insurance	3,907	3,907				
General Operating Expense	58,022	57,164	858			
Other Supplies	1,760	1,760				
Grants to Local Govts.	26,117,718	10,209,312	12,711,661		3,196,745	
Equipment Purchases	338	338				
Debt Retirement, Interest	24,134,055	24,134,055				
Trans. to Gen.-Fund Sta-Cap	368		368			
TOTAL EXPENDITURES	50,451,328	34,541,329	12,713,254		3,196,745	

GENERAL GOVERNMENT

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.

Providing information services to credit rating agencies, banks, investors, underwriters,

GENERAL GOVERNMENT

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 1978: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3501

Floor: 2

Established: 1820

Sunset Review Required by: June 30, 1980

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

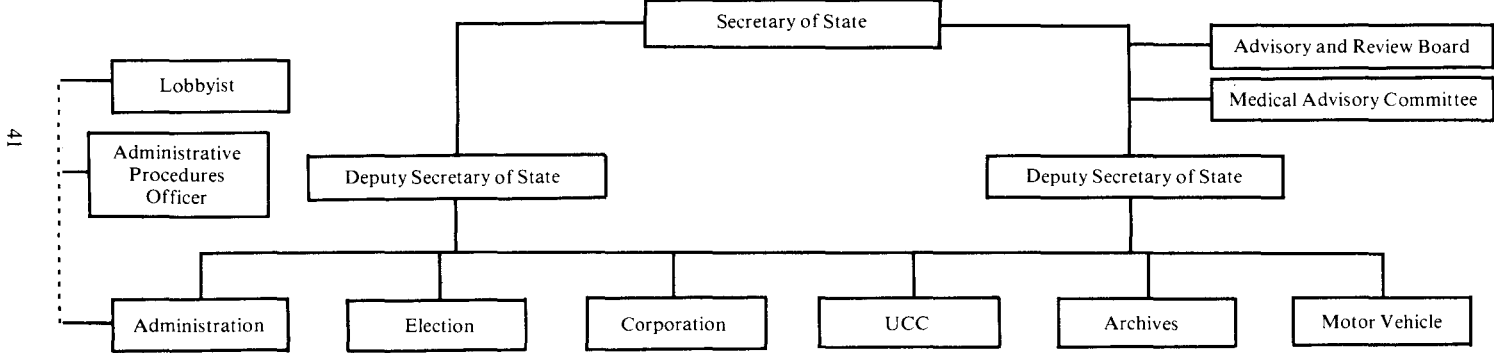
Advisory and Review Board

Medical Advisory Committee

Administrative Procedures Officer

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. The Secretary of State attends the Governor, Senate and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information and instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC

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



GENERAL GOVERNMENT

**CONSOLIDATED FINANCIAL CHART FOR FY 78
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	21,160		21,160			
Bal Brt Fwd— Encumbered	71,198	14,519	1,963	54,716		
Licenses/Permits/Fees/Tax	443,967		—2	443,969		
Revenue From Federal Govt	10,621			10,621		
Fees Charged For Services	557,779		13,140	544,639		
Legislative Approp/Alloc	4,255,104	797,504		3,457,600		
Adjustment of Balance Fwd	28		28			
Transfers—Non-Federal \$	60,779	8,625		52,154		
TOTAL RESOURCES	5,420,636	820,648	36,289	4,563,699		
EXPENDITURES						
Salaries and Wages	2,651,942	440,133	5,182	2,206,627		
State Share of Retirement	310,653	52,077	651	257,925		
Prof Service, Not By State	53,345	5,421		47,924		
Computer Service, By State	322,328	246		322,082		
Other Prof Serv, By State	176	24		152		
Travel Expenses, In-State	17,886	967		16,919		
Travel Expense, Out-State	4,827	1,644		3,183		
Operation—State Vehicles	63,493	1,095		62,398		
Utilities	126,576	14,902		111,674		
Rents	162,848	6,808	44	155,996		
Repairs	34,303	5,446		28,857		
Insurance	103,582	15,455	373	87,754		
General Operating Expense	363,504	41,747	151	321,606		
Food	700			700		
Fuel	6,859			6,859		
Other Supplies	627,736	111,413	203	516,120		
Depreciation	133			133		
Misc Grants to Individual	102			102		
Pensions	20,068	5,146		14,922		
Buildings & Improvements	425	425				
Equipment Purchases	106,998	15,994	4,441	86,563		
Trans to Gen-Fund Sta-Cap	138,094		495	137,599		
TOTAL EXPENDITURES	5,116,578	718,943	11,540	4,386,095		

GENERAL GOVERNMENT

transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issue licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends 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 1919 registration of legislative counsel and employers became a function of 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. The Administrative Procedures Act became effective July 1, 1978.

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 Section increased 15.5% 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 7.7% over FY 77 due to centralized filing becoming effective 1/1/78. However, the volume of terminations filed decreasing 11%.

GENERAL GOVERNMENT

LICENSES, PERMITS, ETC.:

Licenses:

Minister

Regulations:

Regulation of Trading Stamp Companies

Commissions:

Justice of the Peace

Notary Public

Filings:

Administrative Rules & Regulations

Domestic Profit & Nonprofit Corporations

Foreign Profit & Nonprofit Corporations

Log Wood Marks

Miscellaneous Filings by State Agencies

Trade Marks

Uniform Commercial Code

Uniform Limited Partnership

Union Labels

Lobbyist Registrations

Charitable Solicitors & Professional Fund Raisers

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

Registered Lobbyist at \$.10 per page

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

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	2,726		2,726			
Bal Brt Fwd— Encumbered	7,791	7,791				
Fees Charged For Services	6,549		6,549			
Legislative Approp/ Alloc	483,442	483,442				
TOTAL RESOURCES	500,508	491,233	9,275			
EXPENDITURES						
Salaries and Wages	219,905	214,723	5,182			
State Share of Retirement	26,039	25,388	651			
Prof Service, Not By State	1,723	1,723				
Computer Service, By State	246	246				
Other Prof Serv, By State	24	24				
Travel Expenses, In-State	283	283				
Travel Expense, Out-State	246	246				
Operation—State Vehicles	146	146				
Utilities	8,497	8,497				
Rents	6,852	6,808	44			
Repairs	1,307	1,307				
Insurance	9,249	8,876	373			
General Operating Expense	30,610	30,459	151			
Other Supplies	93,725	93,522	203			
Pensions	5,146	5,146				
Equipment Purchases	14,344	14,344				
Trans to Gen-Fund, Sta-Cap	495		495			
TOTAL EXPENDITURES	418,837	411,738	7,099			

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Incoming WATS: 1-800-452-1920
Telephone: 289-2761
Floor: 1

Central Office:
Location: Transportation Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1905 *Sunset Review Required by:* June 30, 1980

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: 243 *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. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

GENERAL GOVERNMENT

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. In FY 78, two of the Bureaus, Driver Licensing and Control, and Public Services, were reorganized into Divisions. The remaining Bureau is presently undergoing reorganization.

PROGRAM: Fiscal year 78 was highlighted by the continued expansion of the local re-registration program which was implemented in October, 1975, and continues to grow annually both in scope and popularity. The local registration program allows municipal tax collectors to issue certain classes of vehicle re-registrations acting as agents of the Secretary of State. During fiscal year '78, the authority of these agents was increased through legislation to allow municipal agents to renew truck registrations in those cases where the gross weight of the vehicle was not altered from the previous year's registration. Municipal agents also have the authority to renew registrations for automobiles, motorcycles and mopeds.

Fiscal year '78 witnessed further legislation which now allows the Secretary of State to appoint certain municipal agents for the purpose of issuing first or new registrations. This new authority is of significant consequence since it requires municipal agents so appointed to not only issue registrations and number plates when necessary but also to collect sales tax and process title applications. Due to the relative complications of the new program, the Motor Vehicle Division elected to enter only three communities into this program on a pilot basis, so that any problems arising from this program could be identified and resolved. To this end, the communities of Madawaska, Jackman, and South Berwick were entered into this program in October, 1977, and a week long training held for the agents of the communities in Augusta. To date, both the work of these three communities and the public response to this pilot program has been encouraging to the extent that this program is now being offered to other communities throughout the State.

Fiscal year '78 was also highlighted by legislation which established vision testing requirements for individuals past the age of 40 as a prerequisite to obtaining operator license renewals. This new program was established in furtherance of highway safety, became effective on December 1, 1977, and requires vision screening for those persons between the ages of 40 and 65. Prior to this Legislation, an individual was not required by Motor Vehicle law to undergo or show proof of an eye test anytime between the time gap when a first license was issued and until that licensee attained age 65. In some cases, this represented a 50-year span and obviously was contrary to good highway safety standards. The public may obtain eye tests at no fee from any Motor Vehicle Branch Office. Additionally, so as to lessen the inconvenience and expense to the public, the Motor Vehicle Division, is now in the process of establishing additional eye test stations throughout the state where eye tests may be obtained at no expense. To date, eight such stations have been established through the cooperation of civic minded municipal officials.

One long range plan developed in fiscal year '77 and enacted into Law by the 108th Legislature was implemented during fiscal year '78 and involved increasing the term of validity of all operator's 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 saving of \$36,000 in postage since the number of renewals mailed to licensees each week will be reduced by one-half. Four-year licenses were first issued commencing in December, 1977, and to date, public acceptance of this new law has been favorable.

GENERAL GOVERNMENT

FY 78 saw the initiation of an Automated Examination Scheduling Program whereby both the clerical work and the actual scheduling time are reduced. When 100% operational, this System will provide quicker, more efficient service to the public. In conjunction with this Program, a switch from First Class Mail to Bulk Mailing procedures brought a reduction in cost and more responsive service to the customer. This has produced a savings in mail cost of \$3,700.00. Each manual is annotated, "Appointment Notice Mailed Separately," as in many cases the examinee received the manual before the appointment notice.

Another high point in FY 78 was the change from counterfeit proof to non-counterfeit proof material for the manufacture of validation devices, as the registration document and not the validation device is the proof of registration, and the fact the police have not had cause to determine the validity of the validation device. This change reduced the cost of stickers over last year in excess of \$10,000.00.

Assignment of an Assistant Attorney General to the Motor Vehicle Division has assisted immensely in the administration of the Motor Vehicle Laws. Areas which have been given prime consideration are rewriting of Title 29, to comply with the new Administrative Procedures Act; rewriting of the Operating Under the Influence Law to clarify the law, make it more easily enforceable and provide for identification and treatment of the alcoholic; appeals of individuals to Superior Courts resulting from decisions of Administrative Hearing Officers' and prosecution of Habitual Offender cases.

The "Antitheft & Title Program" continues to grow in volume and will continue to do so until 1981 when it should level off. At that time most vehicles registered will be also titled. The 108th Legislature authorized additional personnel to cope with this increased volume.

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
- Moped
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

Permit:

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

PUBLICATIONS:

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

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	2,253		2,253			
Bal Brt Fwd— Encumbered	54,716			54,716		
Licenses/ Permits/ Fees/ Tax	443,969			443,969		
Revenue From Federal Govt	10,621			10,621		
Fees Charged For Services	544,639			544,639		
Legislative Approp/ Alloc	3,457,600			3,457,600		
Transfers—Non-Federal \$	52,154			52,154		
TOTAL RESOURCES	4,565,952		2,253	4,563,699		
EXPENDITURES						
Salaries and Wages	2,206,627			2,206,627		
State Share of Retirement	257,925			257,925		
Prof Service, Not By State	47,924			47,924		
Computer Service, By State	322,082			322,082		
Other Prof Serv, By State	152			152		
Travel Expenses, In-State	16,919			16,919		
Travel Expense, Out-State	3,183			3,183		
Operation—State Vehicles	62,398			62,398		
Utilities	111,674			111,674		
Rents	155,996			155,996		
Repairs	28,857			28,857		
Insurance	87,754			87,754		
General Operating Expense	321,606			321,606		
Food	700			700		
Fuel	6,859			6,859		
Other Supplies	516,120			516,120		
Depreciation	133			133		
Misc Grants to Individual	102			102		
Pensions	14,922			14,922		
Equipment Purchases	86,563			86,563		
Trans to Gen-Fund Sta-Cap	137,599			137,599		
TOTAL EXPENDITURES	4,386,095			4,386,095		

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office:

Telephone: 289-2451

Location: Cultural Bldg., Augusta

Mail Address: Cultural Bldg., Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1980

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: 18

Permanent Legislative Count: 18

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

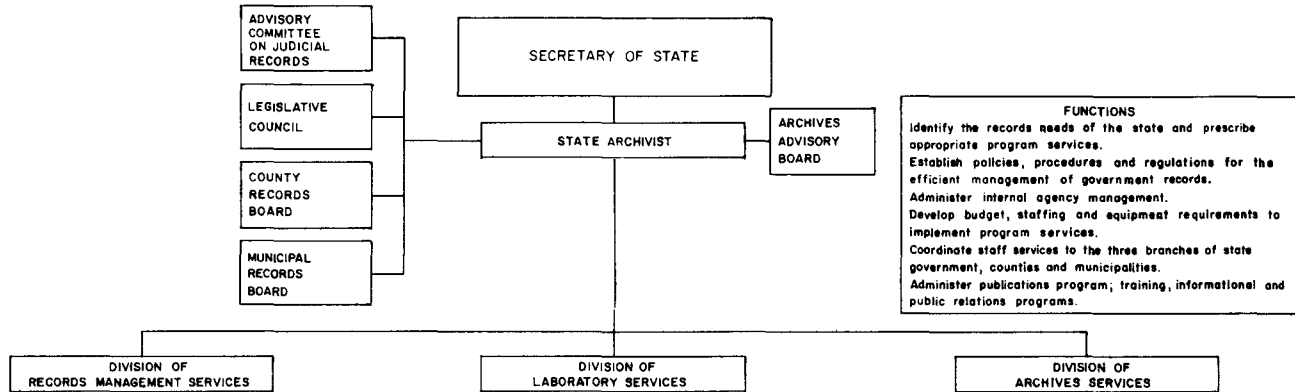
Division of Records Management Services

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,

MAINE STATE ARCHIVES ORGANIZATIONAL CHART

July 1, 1978



FUNCTIONS
Administer records management programs for the three branches of state government, counties and municipalities.
Establish retention plans and disposition schedules.
Conducts audits and surveys.
Maintains records centers for storage of semi-current records under retention plans.
Provide technical assistance in files, forms, correspondence and mail management; space, storage and equipment.
Establish management programs for machine readable records.

FUNCTIONS
Administer standards for photoduplication of government records.
Provide photoduplication services for state agencies; counties and municipalities.
Provide copy services for government and public.
Reproduce archival material for publication.
Provide full range of paper preservation and restoration services.
Establish paper quality standards.

FUNCTIONS
Appraise, select and preserve the permanently valuable records of the state.
Process, order and arrange the permanently valuable records of the state.
Conduct a descriptive program to publish guides and other finding aids for the archival resources of the state.
Provide reference services to the government and public.
Provide technical assistance to the three branches of state government, counties and municipalities.

GENERAL GOVERNMENT

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. 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 Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

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

PROGRAM: Maine State Archives activities and accomplishments during FY 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.

Division of Archives Services. Reference services for permanently valuable State records were provided to more than 4,200 in-person visitors to the Archives Search Room, a total doubling that of the preceding fiscal year. Upwards of 2,800 requests for research information were received by mail. The volume of information referrals from other State agencies has also substantially increased.

GENERAL GOVERNMENT

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.

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 wide 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: *In Commemoration of Joshua Lawrence Chamberlain: A Guide-Bibliography*. *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; a bibliography on Maine lands and forests; 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 Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

Other Public Services. 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. Agency staff have conducted seminars and classes in the research use of records in conjunction with courses offered by the University of Maine and various community adult education programs. The staff have participated in similar workshops and programs sponsored by religious and ethnic heritage groups. Because of the extensive Civil War records of the State of Maine in the custody of the Maine State Archives, the agency has had a substantial cooperative involvement with undertakings of Civil War-related groups, notably the Fifth Maine Regiment Community Center Association of Peaks Island, the Joshua Chamberlain Corps of the Pejepscot Historical Society in Brunswick, and the Maine affiliates of the National Civil War Round Tables, Inc.

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).

GENERAL GOVERNMENT

PUBLICATIONS:

Informational Brochures:

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

Reference Publications:

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

Operations Manuals:

- (8) *Disposition of State Records*. Free.

Documentary Publications:

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

Special Publications:

- (10) *In Commemoration of Joshua Lawrence Chamberlain: A Guide-Bibliography*. Free.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	16,181		16,181			
Bal Brt Fwd— Encumbered	8,691	6,728	1,963			
Licenses/Permits/Fees/Tax	—2		—2			
Fees Charged For Services	6,591		6,591			
Legislative Approp/Alloc	314,062	314,062				
Adjustment of Balance Fwd	28		28			
Transfers—Non-Federal \$	8,625	8,625				
TOTAL RESOURCES	354,176	329,415	24,761			
EXPENDITURES						
Salaries and Wages	225,410	225,410				
State Share of Retirement	26,689	26,689				
Prof Service, Not By State	3,698	3,698				
Travel Expenses, In-State	684	684				
Travel Expense, Out-State	1,398	1,398				
Operation—State Vehicles	949	949				
Utilities	6,405	6,405				
Repairs	4,139	4,139				
Insurance	6,579	6,579				
General Operating Expense	11,288	11,288				
Other Supplies	17,891	17,891				
Buildings & Improvements	425	425				
Equipment Purchases	6,091	1,650	4,441			
TOTAL EXPENDITURES	311,646	307,205	4,441			

GENERAL GOVERNMENT

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN

EDITY HARY, Secretary

Central Office:

Location: 10 Brann Ave., Lewiston

Mail Address: 10 Brann Avenue, Lewiston, Maine 04240

Telephone: 784-7685

Established: 1965

Sunset Review Required by: June 30, 1980

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.

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 1978: The expenditures of this unit amounted to \$328.39 in FY 78 and are, by administration decision, included with those of the Maine State Archives.

GENERAL GOVERNMENT

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

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2761

Floor: 1

Established: 1966

Sunset Review Required by: June 30, 1980

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: 0

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 78, and reviewed the Maine Point System, which became effective December 30, 1977.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

GENERAL GOVERNMENT

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

DR. GEORGE MALTBY, CHAIRMAN
ROBERT C. BURKE, SOCIAL-MEDICAL COORDINATOR

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2879

Floor: 1

Established: 1971

Sunset Review Required by: June 30, 1980

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: 0

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

ORGANIZATION: The Medical Advisory Committee was authorized in 1971 to consist of five members appointed by the Secretary of State with the assistance of the Commissioner of Human Services.

PROGRAM: Meetings were held in 1978 by the Social Medical Coordinator and Dr. George Maltby, Chairman of the Medical Advisory Committee, and Dr. Dan Hanley, Executive Director of the Maine Medical Association. A search committee has been formed to replace the Chairman, for Dr. Maltby has resigned from his medical practice and spends the winter months in Florida. The Social Medical Coordinator is working with Dr. Brinton Darlington, President of the Maine Medical Association, to appoint a new Chairman.

A major accomplishment in 1978 is the operation of the computer program, printing a Medical Summary of all cases handled in 1977 by diagnosis, age breakdown and multiple diagnoses per client. Total cases handled in 1977 were 6,637 with the expected cases to double in 1978. On December 31, 1978 the program will be run for all clients with "M" restrictions against the 60 thousand accidents for 1978 to determine probability ratios for medical conditions vs. accident causation.

Long range goals are to strengthen the function of the Medical Advisory Committee, promote legislation for the non liability of reporting physicians, and update our "Systems Flow" procedures within the Motor Vehicle Division (MVD) to obtain medical information which could affect the competency of customers to operate a motor vehicle safely on Maine highways.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

GENERAL GOVERNMENT

(OFFICE OF) GOVERNOR

JAMES B. LONGLEY, GOVERNOR

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

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: 11

Telephone: 289-3531

Floor: 2

Permanent Legislative Count: 11

PURPOSE: The Governor serves to 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; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

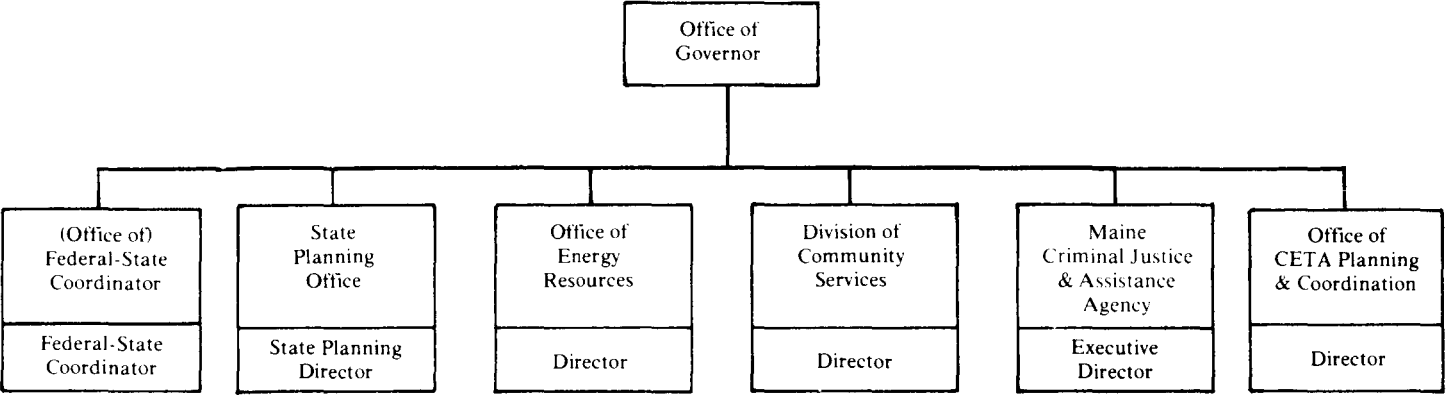
PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights 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 in 1973 to plan and coordinate manpower programs statewide, providing employment training and/or employment opportunities for economically disadvantaged, unemployed or underemployed persons. Historically, various state bureaus and/or community based agencies had received federal grants to accomplish similar goals, often resulting in an overlapping of programs and services to Maine citizens. CETA legislation stipulated that the Governor, as the Prime Sponsor, utilize advisory councils in this manpower program planning effort, assuring participation of community-based organizations and the population representative of the geographic area to be served. In its advisory role to the Prime Sponsor in the setting of basic goals, policies, and procedures, the planning councils' purposes are to improve the utilization and coordination of the delivery of manpower services to its citizens. Furthermore the office serves as the administrative arm for federal grants available to the Governor under the Comprehensive

ORGANIZATION CHART
EXECUTIVE DEPARTMENT



GENERAL GOVERNMENT

GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78 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	—4,644,547	386,309	—5,030,856			
Bal Brt Fwd— Encumbered	6,150,507	66,420	6,084,087			
Revenue From Federal Govt	43,355,266		43,355,266			
Revenue From Local Govts	186,243		186,243			
Revenue—Private Sources	62,342		62,342			
Fees Charged For Services	77,804		77,804			
Receipts From Other Funds	15,834		15,834			
Legislative Approp/Alloc	2,191,651	2,191,651				
Transfers Contingent Acct	—35,402	—35,402				
Adjustment of Balance Fwd	14,163		9,158			
Transfers—Non-Federal \$	—99,495	—92,980	—6,515			
Transfers—Federal \$	—2,258,823	1,411	—2,260,234			
TOTAL RESOURCES	45,015,543	2,522,414	42,493,129			
EXPENDITURES						
Salaries and Wages	3,823,909	762,336	3,061,573			
State Share of Retirement	314,188	74,241	239,947			
Prof Service, Not By State	1,720,027	116,537	1,603,490			
Computer Service, By State	34,588	23,198	11,390			
Other Prof. Serv., By State	28,700	885	27,815			
Travel Expenses, In-State	118,651	14,927	103,724			
Travel Expense, Out-State	41,207	10,100	31,107			
Operation—State Vehicles	10,171	3,106	7,065			
Utilities	148,668	56,488	92,180			
Rents	196,747	39,455	157,292			
Repairs	59,077	4,097	54,980			
Insurance	207,896	17,257	190,639			
General Operating Expense	351,549	155,301	196,248			
Food	16,197	6,147	10,050			
Fuel	6,097	4,543	1,554			
Other Supplies	100,448	16,767	83,681			
Highway Materials	4,979		4,979			
Grants to Local Govts.	20,851,303	19,122	20,832,181			
Grants to Pub. & Priv. Orgs.	14,501,935	359,003	14,142,932			
Public Assistance Grants	428,393		428,393			
Buildings & Improvements	1,198		1,198			
Equipment Purchases	24,737	1,189	23,548			
Structures & Improvements	1,930		1,930			
Chgs. To Asset/Liab. Accts.	209		209			
Trans to Gen-Fund Sta-Cap	114,870		114,870			
TOTAL EXPENDITURES	43,107,674	1,684,699	41,422,975			

GENERAL GOVERNMENT

Employment and Training Act and is responsible for services provided in all counties other than Cumberland, Penobscot, Hancock and Kennebec.

Older Americans Act: In formulating a Comprehensive Manpower Plan detailing the scope and nature of services to Maine citizens within its jurisdiction, the office includes CETA funds from Title I, II, III, VI, and from Title IX of the Older Americans Act. Title I funds are utilized for education and training programs for all age groups, Title III is used primarily for youth. The Older Americans Act, which is operated as the Senior Community Service Employment Program, was made available to governors of states in 1977. Governor Longley appointed the Office of CETA Planning and Coordination as the State agency to administer the grant. The program has operated state-wide with a grant of \$170,000 for the 1978 fiscal year, serving 62 individuals. All participants must be 55 years of age and older, be able to pass a physical examination, and meet poverty level income criteria.

Youth Employment and Demonstration Projects Act: YCCIP and YETP of the Youth Employment and Demonstration Projects Act of 1977 are recent additions to Title III of the Comprehensive Employment and Training Act. The purpose of YCCIP (Youth Community Conservation and Improvement Projects) is to provide job and employment experience for youth in community betterment projects. Balance of State has operated seven such work-intensive projects. Young people, ages 16-21, who have severe difficulties in obtaining employment, are provided with well-supervised work in projects that produce tangible benefits to the community.

The seven YETP (Youth Employment and Training Programs) operated by Balance of State have been developed to make available to youth a broad range of employment and training services designed locally and adapted to local needs. On-the-job training, work experience, and classroom training are offered in an overall format which stresses Balance of State's strategy for knowledge development by comparing traditional with experimental types of programs. Activities for both YCCIP and YETP are geared for economically disadvantaged youth, and Balance of State has set target groups of school drop-outs, truants, handicapped youth and youth who have entered or who have a high likelihood of entering Maine's correctional system.

This office provides manpower services both directly and through sub-contracts under Title I, II, and VI by offering on-the-job training, classroom training, work experience and Public Service Employment. Operating costs for the State in FY 78 totaled \$28,201,500.00 and served approximately 14,300 individuals.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system. For the current year, this display includes the operating costs of the Office of State Employee Relations, functionally included within the program of the (Office of) Commissioner of Personnel.

GENERAL GOVERNMENT

(OFFICE OF) GOVERNOR (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	—4,818,454	350,000	—5,168,454			
Bal Brt Fwd— Encumbered	5,285,637	1,695	5,283,942			
Revenue From Federal Govt	30,126,357		30,126,357			
Revenue From Local Govts	82,688		82,688			
Revenue—Private Sources	50		50			
Fees Charged For Services	42,978		42,978			
Receipts From Other Funds	15,834		15,834			
Legislative Approp/Alloc	563,141	563,141				
Transfers Contingent Acct	—35,402	—35,402				
Adjustment of Balance Fwd	7,006	5,000	2,006			
Transfers— Non-Federal \$	31,200	31,200				
Transfers— Federal \$	—1,119,227		—1,119,227			
TOTAL RESOURCES	30,181,808	915,634	29,266,174			
EXPENDITURES						
Salaries and Wages	1,968,510	303,110	1,665,400			
State Share of Retirement	127,919	31,083	96,836			
Prof Service, Not By State	42,847	17,164	25,683			
Computer Service, By State	9,128	9,056	72			
Other Prof. Serv., By State	270		270			
Travel Expenses, In-State	42,372	1,516	40,856			
Travel Expense, Out-State	9,770	3,817	5,953			
Operation—State Vehicles	5,818	1,765	4,053			
Utilities	59,397	23,615	35,782			
Rents	70,776	8,979	61,797			
Repairs	50,121	695	49,426			
Insurance	162,975	7,763	155,212			
General Operating Expense	108,866	50,097	58,769			
Food	16,047	6,087	9,960			
Fuel	4,719	3,165	1,554			
Other Supplies	38,644	6,877	31,767			
Highway Materials	4,635		4,635			
Grants to Local Govts.	20,061,575		20,061,575			
Grants to Pub. & Priv. Orgs.	6,528,823	84,648	6,444,175			
Public Assistance Grants	426,731		426,731			
Equipment Purchases	6,243	477	5,766			
Structures & Improvements	1,930		1,930			
Chgs. To Asset/Liab. Accts.	209		209			
Trans. to Gen.-Fund Sta-Cap	41,079		41,079			
TOTAL EXPENDITURES	29,789,404	559,914	29,229,490			

MAPPING ADVISORY COMMITTEE

ROBERT G. DOYLE, CHAIRMAN

Central Office:

Location: AMHI, Ray Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2801

Established: 1974

Sunset Review: Not Established

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: 0

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.

GENERAL GOVERNMENT

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 photogrammetric projects conducted in the State.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit will not exceed \$100 per year and are, by administrative decision, included with those of the Maine Geological Survey.

GOVERNMENTAL METRIC POLICIES COMMITTEE

ARNOLD O. JOHNSON, CHAIRMAN

Central Office:

Location: Education Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2541

Established: 1976

Sunset Review: Not Established

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 measurement sensitive industries and trades. The Committee must also 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. Department of Agriculture,
2. Department of Transportation,
3. Department of Educational and Cultural Services,
4. Department of Business Regulation,
5. Department of Finance and Administration,
6. Department of Conservation,
7. Department of Environmental Protection
8. Department of Marine Resources,
9. State Development Office,
10. State Planning Office,
11. (Office of) Governor, and the
12. 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.

GENERAL GOVERNMENT

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 1978: This unit is not authorized to receive or expend funds.

DIVISION OF COMMUNITY SERVICES

TIMOTHY P. WILSON, DIRECTOR
NANCY KENNISTON, Deputy Director

Incoming WATS: Energy-1-800-452-1915

Citizens' Assistance-1-800-452-4617/8

Ombudsman-1-800-452-4619

Youth Conservation Corps-1-800-452-4619

Young Adult Conservation Corps-1-800-452-4619

Central Office:

Telephone: 289-3771

Location: Stevens School, Dummer Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1964

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

*Seasonal variations in number of employees will occur as a result of such projects as the summer youth employment and recreation programs.

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

ORGANIZATION: The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in requirements as specified by the Federal Office of Economic Opportunity and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with the change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. Most recently, an internal organizational change occurred whereby three distinct subunits were created under the Executive Director in the areas of Special Programs, Energy Programs, and Program support.

GENERAL GOVERNMENT

PROGRAM: With the reorganization and renaming of the Division of Economic Opportunity to the Division of Community Services in 1975, the scope of responsibility and program emphasis has been broadened considerably.

In addition to providing technical assistance to all Community Services Administration (CSA) grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens at the Executive Office level, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or winterization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1978 include the following:

Winterization. Activity in the winterization program continued at an accelerated pace over previous years with funding for the program coming from a variety of sources. As in past winterization programs, manpower and material costs were funded from different sources with the bulk of the manpower costs being provided by the CETA program. Local Community Action Agencies in Maine were subgrantees in the winterization program and did the actual insulation work under the guidance and coordination of the Division of Community Services. Program activities included more substantial work than in past program years and more emphasis was placed upon providing long-term insulation devices. As a result, the average per unit cost in materials went from approximately \$170/house to \$300/house. Manpower costs were in addition to these figures.

Methods used to improve the thermal efficiency of substandard buildings included capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking and weatherstripping, chimney repairs, and heating plan improvements.

Approximately 2,000 substandard homes occupied by low-income citizens were winterized during this past fiscal year.

Funding sources and allowable expenditures were as follows:

Department of Energy—materials only	\$ 433,000
State of Maine—manpower only	91,494
New England Regional Commission—manpower only	84,768
Community Services Administration—materials only	258,659
Community Services Administration—materials only	472,741
Community Services Administration—Optimal Demo Project	85,000
Department of Energy—materials only	994,000
Total	\$2,420,000

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

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

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

Total number of cases July 1, 1977 to June 30, 1978	535
Number Closed	525
Number pending and near completion	10

Citizens' Assistance Line. This toll-free incoming WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during the heating season and require considerable attention and time in negotiating with town officials and fuel dealers.

In addition to the advocacy role, increasingly a number of calls deal with informational requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 2,500 citizens are served yearly.

Maine State Office of Volunteerism. This program provided technical assistance to

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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 in the state.

The office provided training to volunteer managers and volunteers through a Statewide Conference on Volunteerism and through various workshops. It also provided 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.

When the Maine State Office of Volunteerism (MSOV) was established, it was assumed that after the three-year ACTION funding period MSOV would become a permanent part of State Government. However, a decision was made that MSOV would not be absorbed by the State of Maine and this office closed June 30, 1978.

A Board of Directors established and incorporated a nonprofit organization, the Maine Voluntary Action Association, which was to be in operation July 1, 1978 to fill the gap left by the dissolution of MSOV. However, funding for MVAA was not achieved and the Association will remain inactive until there is a strong indication of both grass roots support and need for services.

Housing. Improved housing for the low-income residents of Maine continues to be a priority area for the Division. In support of this priority, the Division submitted and got approved in 1976 an innovative grant to the Department of Housing and Urban Development (HUD) for purposes of rehabilitating substandard homes. The original proposal of \$239,870 allowed for the hiring of 13 housing rehabilitation technicians at each of the affiliated Maine Community Action Agencies. These technicians coordinated existing weatherization and home repair task forces with the Farmers Home Administration low-interest home repair program to expand the rehabilitation of substandard homes occupied by low-income residents. The first phase of the program started in February of 1977 and extended through June of 1978. During that period, 1,013 clients were contacted and provided with assistance in a variety of ways in improving the quality of housing.

Based upon the success of this first year, the program was extended by HUD, effective June 1978, by a grant of \$200,000. A detailed analysis of the program is being prepared which further delineates achievements and identifies specific resources mobilized.

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 included computerized analysis and support of the Maine Winterization Project, the Maine Office of Volunteerism, the Maine 504 Housing Rehabilitation Demonstration Project, and the Maine Ombudsman Office. The Division also provides poverty related data and research services to State and local agencies on a continuing basis.

In a similar area, poverty related program proposals are constantly reviewed and evaluated with specific program recommendations resulting.

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 organization development, management assistance, planning and program development as well as financial assistance development.

Head Start Coordinator. Provides ongoing technical assistance in various areas of program development to Maine's 14 Head Start programs, with emphasis on monitoring and evaluation. All child care and Head Start programs funded by the Office of Children, Youth & Family (Department of HEW) are monitored and reviewed on an ongoing basis with specific program recommendations being made before refunding of programs.

Excess Property Program. Effective June 30, 1977, this program was transferred in its entirety to the Department of Finance and Administration, Bureau of Purchases.

Youth Conservation Corps (YCC). The Youth Conservation Corps is a summer work/earn/learn program for 15-18 year old Maine youth. It provides meaningful employment, accomplishes needed conservation work on public lands, and gives participants a better understanding and awareness of Maine's natural resources. Camp sites vary according to work

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available in State Parks. The 1978 program has 105 participants, all selected randomly by computer. Camps are located in Camden Hills, Mt. Blue, and Baxter State Parks.

Young Adult Conservation Corps (YACC). The Young Adult Conservation Corps is a year-round residential program for unemployed, young adults, ages 16-23 inclusive. Thirty (30) residential participants and eight (8) staff will assist the Department of Conservation in completing a backlog of conservation type work projects. This program is based at Camp Lincolnwood in Camden Hills State Park.

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 performed 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. Over 600 tours were scheduled and coordinated by the Division which included approximately 18,000 scheduled visitors to the State House Complex during Fiscal Year 1977-78.

Emergency Energy Assistance Program. (EEAP). A national appropriation of \$200 million by Congress for energy related emergencies resulted in Maine being allocated \$3.14 million in March, 1978. These funds were to be made available through the Division to the Maine Community Action Agencies to benefit low-income and elderly residents. Monies were made available to pay for extraordinary expenses incurred as a result of the blizzard of 1978 and as a result of the State of Maine being declared a federal disaster area.

Due to the extremely short lead time allowed for this program and the federally mandated cut-off date, a portion of the appropriated monies were unexpended and are to be returned to the U.S. Treasury. Final figures are not yet available as to the actual number of families assisted and the amount of program funds expended on their behalf; however, at the onset of the program it was estimated that as many as 12,000 Maine families could be provided services.

PUBLICATIONS:

Profile of Poverty—Maine, A Data Source

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

A Personnel Handbook (Controlled Distribution)

Maine History Bulletin

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	—34,608		—34,608			
Bal Brt Fwd— Encumbered	385,539		385,539			
Revenue From Federal Govt	8,182,501		8,182,501			
Revenue—Private Sources	7,292		7,292			
Fees Charged For Services	27,071		27,071			
Legislative Approp/Alloc	91,494	91,494				
Adjustment of Balance Fwd	96		96			
Transfers—Federal \$	53,065		53,065			
TOTAL RESOURCES	8,712,450	91,494	8,620,956			
EXPENDITURES						
Salaries and Wages	374,682		374,682			
State Share of Retirement	31,148		31,148			
Prof Service, Not By State	1,119,158		1,119,158			
Other Prof. Serv., By State	5		5			
Travel Expenses, In-State	27,948		27,948			
Travel Expense, Out-State	4,916		4,916			
Operation—State Vehicles	—131		—131			
Utilities	23,484		23,484			
Rents	36,423		36,423			
Repairs	1,918		1,918			
Insurance	10,281		10,281			
General Operating Expense	26,058		26,058			
Other Supplies	34,702		34,702			
Highway Materials	344		344			
Grants to Pub. & Priv. Orgs.	6,443,201	50,013	6,393,188			
Public Assistance Grants	1,662		1,662			
Buildings & Improvements	1,198		1,198			
Equipment Purchases	13,786		13,786			
Trans to Gen-Fund Sta-Cap	23,013		23,013			
TOTAL EXPENDITURES	8,173,796	50,013	8,123,783			

GOVERNOR'S ADVISORY COMMITTEE ON COASTAL DEVELOPMENT AND CONSERVATION

JEAN CHILDS, CHAIRMAN
ESTHER LACOGNATA, Coastal Program Manager

Central Office:

Telephone: 289-3261

Location: 189 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review: Not Established

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: 0

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.

ORGANIZATION: The Committee on Coastal Development and Conservation was originally established by Executive Order in March 1975 and again in February 1976 by Governor

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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 78. 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: The only publication which is directly attributable to the Committee on Coastal Development and Conservation is "The Maine Coast: Issues to Consider", July 1978. There are, however, many publications already listed under the State Planning Office which have resulted from the work of the Coastal Program as a whole.

FINANCES, FISCAL YEAR 1978: FY 76 Exec. Order 10 provides that expenditures of this unit, which amounted to \$20,000 in FY 78, shall be borne by the State Planning Office and are, therefore, included in its financial display.

GOVERNOR'S ADVISORY COMMISSION ON MAINE-CANADIAN AFFAIRS

JULIEN LE BLANC, COORDINATOR

Central Office:

Location: 193 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Telephone: 289-3138

Sunset Review: Not Established

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: 0

PURPOSE: This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Canadian cooperation, particularly with the Eastern Canadian provinces and to strengthen all areas of worthwhile regional 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. The Commission disseminates information to the public, encourages and promotes 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

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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 acts 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 Whitefield, New Hampshire, June 1978. These included discussions on energy resources, transportation, and tourist programs.

The promotion of a secondary level student exchange by Maine high schools and their Quebec counterparts is implemented. Pipeline proposals are being studied and plans being coordinated for implementation.

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. Furthermore, the Commission is serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens, and acts as coordinator between the (Office of) the Governor and the Provincial Premiers' offices.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$13,520 in FY 78 and are, by administrative decision, included with those of the Federal State Coordinator.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
CRAIG W. TEN BROECK, EXECUTIVE SECRETARY

Central Office:

Location: AMHI, Ray Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

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

Telephone: 289-2212

Floor: 2

Sunset Review: Not Established

Permanent Legislative Count: 0

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

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and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

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 Commissioner of the Department of Transportation, 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 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 1978. The Council's work program progressed in the following areas.

Developing a Resource Management System. The following project, data collection, and the Environmental Permitting Study are all components of developing a Resource Management System.

Program Identification Project: In December, 1977 this project completed a directory of activities affecting resource management in Maine. The Directory listed state agency programs and provided the following information for each program: statutory or executive citation, title, contact agency, and description of functions. The report titled *State Activities Related to the Management of Growth and Natural Resources* is available from the State Planning Office.

Data Collection: As a part of the Council's efforts to establish a consistent resource planning data base, the Council reviewed and approved at its December 15, 1977 meeting a Land Use (Activities) Code developed by an inter-agency committee. The employment of a standardized land use coding system should increase the inter-agency and public benefits derived from the data collected and mapped by many state departments. The Council also surveyed through a questionnaire the existing computer data management efforts of natural resource agencies and received recommendations for improvements in coordination of computer resource data management efforts. A report with recommendations for improvements in the system will be developed in FY 79.

Environmental Permitting Study: The Land and Water Resources Council was requested by the Economic Development Subcommittee to assess the impact of Maine's environmental permitting system on the business climate of the state. The study will trace the experiences of applicants and develop recommendations for improvements in the administrative mechanisms of the regulatory system.

High Priority Problems. The following represent the Council's actions relative to germane high priority problems.

Federal Water Policy Study: This study, initiated by President Carter, provided the President with recommendations on the reorganization and reorientation of federal water resource agencies and programs. The Council reviewed a Consolidated New England States Position Paper on the federal study, and drafted a letter of support for the statement incorporating Council member's comments. The letter was sent by the Governor to the Secretary of the Interior, who was chairman of the Federal Water Policy Study Group.

Commission on Maine's Future Report: The Council coordinated a review by its member agencies of the recommendations in the Future's Report. This review was then consolidated and summarized in table form, including agency recommendations for implementing the Future's Report Policies.

GENERAL GOVERNMENT

Dickey-Lincoln Draft Environmental Impact Statement (DEIS) Review: Pursuant to the Governor's request, the Council coordinated an inter-agency review of the Dickey-Lincoln DEIS prepared by the U.S. Army Corps of Engineers. The review presented a general consensus by Council members on several broad concerns, and included more specific technical comments by individual agencies. The review was forwarded to the Governor who in turn transmitted the comments to the Army Corps of Engineers to be made a part of the public hearing record on the project.

Mitigating Coastal Flood Damages: At the request of the Committee on Coastal Development and Conservation (CCDC) the Land and Water Resources Council has undertaken a study to develop and recommend state policies to help alleviate public and private damages from coastal storms. The study will be completed by November 1978 and forwarded by the Council to the CCDC for their consideration.

PUBLICATIONS:

State Policies for the Management of Growth and Natural Resources

State Activities Related to the Management of Growth and Natural Resources

FINANCES, FISCAL YEAR 1978: FY 76 Exec. Order 12 provides that expenditures of this unit, which amounted to \$16,093 in FY 78, shall be borne by the State Planning Office and are, therefore, included in its financial display.

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

JOSEPH M. JABAR, CHAIRMAN

Central Office:

Location: 95 State St., Augusta

Mail Address: 95 State Street, Augusta, Maine 04330

Telephone: 289-3531

Floor: 2

Established: 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

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

Average Count—All Positions: 0

Permanent Legislative Count: 0

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. Following this first hearing, the Board met on the last Wednesday of every month. The Governor met with board members following each of these hearings to discuss the individual requests for pardons or commutations of sentences. The Board continues to meet the last Wednesday of every month.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$1,377 in FY 78 and are, by administrative decision, included with those of the (Office of) the Governor.

GENERAL GOVERNMENT

**GOVERNOR'S COUNCIL ON
PHYSICAL FITNESS AND SPORTS**

HAROLD S. WESTERMAN, CHAIRMAN

Central Office:

Location: 303 Memorial Gymnasium, Orono

Mail Address: University of Maine, Orono, Maine 04473

Telephone: 581-7335

Established: 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 07; *Unit:* 102K; *Unit Citation:* FY 78 Exec Order 10

PURPOSE: The Governor's Council on Physical Fitness and Sports was created to advise on the establishment and coordination of comprehensive physical fitness and sports programs. The members will recommend physical fitness programs that provide state-wide participation for the handicapped and non-handicapped. At the same time, the Council works with appropriate municipal and state officials to enact these programs. Council members will also work with the Bureau of Parks and Recreation, the Bureau of Health, and the Department of Educational and Cultural Services in order to explore and develop sport facilities, coordinate programs with medical sources and improve physical education programs within schools.

ORGANIZATION: The Governor's Council on Physical Fitness and Sports consists of seventeen members, all of whom are appointed by the Governor. Members include one representative of the elderly; one representative of youth; two prominent sports figures (one male-one female); one representative of the handicapped; one representative of business and industry; one representative of the health profession; one physical education instructor (higher education); one representative of municipal government; one school administrator; and one college administrator. Ex officio members include a representative each from the Bureau of Parks and Recreation, the Bureau of Health, the Department of Educational and Cultural Services, the Governor, and the Division of Community Services. All members are appointed for four year terms. The chairperson shall be appointed by the Governor from within the membership of the Council.

The Council has several sub-committees.

PROGRAM: Throughout FY 78, the Governors' Council on Physical Fitness and Sports has pursued several activities. These include surveys and reports by the sub-committees, the development of a purpose of physical fitness and sports, development of Council position statements, awards and endorsements. The Council, along with the President's Council on Physical Fitness and Sports, sponsored a Regional Workshop and Clinic on Physical Fitness and Sports at the University of Maine at Orono. Film clips for public service use on TV, and announcements for radio were also developed by the Council.

Future programs for the Council will include the Governor's Proclamation for Physical Fitness Month, and position statements regarding the health hazards of smoking, drugs and alcohol. The Council plans to develop bicycle paths for recreation and transportation, develop exercise Parours Courses, and operate clinics and workshops on safety-fitness through activities.

PUBLICATIONS: To be established in State Library (in process).

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$984 in FY 78 and are, by administrative decision, included with those of the (Office of) Governor.

GENERAL GOVERNMENT

MARKETING AND INFORMATION COMMITTEE

MICHAEL K. FEENER, ADMINISTRATIVE OFFICER, SDO

Central Office:

Location: 193 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2656

Established: February 1978

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 07; *Unit:* 102L; *Unit Citation:* FY 78 Exec Order 13

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: To improve marketing and information programs of State agencies through the exchange of ideas, establishment of procedures and standards, and coordination of various efforts.

ORGANIZATION: The committee is composed of marketing representatives from the State Development Office; Departments of Agriculture, Conservation, Inland Fisheries & Wildlife, Marine Resources, Transportation, and Indian Affairs; and the Maine Publicity Bureau. It is chaired by the State Development Office.

PROGRAM: The establishing executive order directed the Committee to exchange ideas and approaches to marketing and information efforts, provide informal standards and procedures to assure that program efforts are most effective, coordinate resources and program efforts as appropriate, develop and implement the "Product of Maine" program and other statewide promotional efforts, and inventory, assess, and make recommendations to improve state marketing and information efforts.

The primary efforts of the committee during its first two months of existence were to establish the Product of Maine program and to coordinate marketing and promotional activities among the participating agencies. Both activities are continuing. Results will be apparent during FY 1979.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

STATE PLANNING OFFICE

ALLEN G. PEASE, DIRECTOR

Central Office:

Location: 184 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3261

Established: 1968

Sunset Termination Scheduled to Start by: June 30, 1980

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: 45

Permanent Legislative Count: 45

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

GENERAL GOVERNMENT

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, Indian 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; State Socio-Economic Data Center 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 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 and enacted by the 108th Legislature.

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

GENERAL GOVERNMENT

State Clearinghouse (A-95). During FY 78, over 1,100 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 55 State agency contacts, 60 non-state contacts (11 regional planning commissions, University of Maine, etc.) for their review and comment by means of a Weekly Bulletin. The State Clearinghouse provided coordination in the grant application process through contacts with the applicant, the reviewing agencies and the federal funding agencies. In October, 1975, the State Clearinghouse began computerization of federal grants awarded to Maine applicants. Information on grants is available upon request.

Legislative Program Coordination and Development. Pursuant to Executive Orders No. 3, FY 75-76, No. 15, FY 75-76, and No. 5, FY 77-78, 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 Governor's Office and 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 adopted 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 109 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 the Department of Housing and Urban Development (HUD) "701" planning grants to nine non-metropolitan regional planning agencies and three Indian Reservations and coordinates and assists them in their planning programs. 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 maintaining a statewide housing plan. The State Planning Office is also coordinating the maintenance of a state land use element of the Comprehensive Plan. During the past year, the Governor adopted the housing and land use elements of a State Comprehensive Plan. The Office is also represented on two regional transportation studies and it also provides staff assistance to the Maine Land and Water Resources Council. The Office provides assistance, on request, directly to municipalities and to 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.

Technical Services Division. This Division is responsible for the development of a centralized socio-economic data base; the monitoring of housing activity within the State; basic research and data analysis; providing assistance in government reorganization studies; information dissemination; and technical assistance to towns, regional and state agencies in regard to data use and analysis. The division is developing a town based, computerized data

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system for use by local, regional and state agencies in their application for Federal grants and for general planning and policy formulation purposes. The division is the primary focus with regard to implementing an Executive Order establishing the State Planning Office as the official State Government Socio-Economic Data Center.

A major function of the division is data analysis and research. Activities in this area include the development and maintenance of standard land use, cover and geo codes; research support to the State Development Office; analysis of social, economic and demographic trends; population and household projections; assistance to the Governor and Legislature via the Office Director in regard to governmental reorganization; and the maintenance and analysis of census information.

The division is further responsible for the development, maintenance and coordination of a statewide housing plan. Due to a legislative mandate the division is responsible for the establishment of a housing monitoring system and for preparing an annual report to the Governor and Legislature regarding housing needs and projections.

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 Maremont 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. In conjunction with other concerned state agencies, the major water use issues have been identified and priorities established. Plans have been 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 work of the Land and Water Resources Council. This work included participation in a number of 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) input to the development of the President's water policy, 2) participation in activities of the Interstate Conference on Water Problems, the organization of states that shapes state's 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, and 3) an interagency project to provide updated and new measurements of stream mile lengths and watersheds of various classes.

Resource Policy Program. A two year work program for this activity was approved by the Maine Land and Water Resources Council. Major projects that have been completed or are underway 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) Work on an analysis of the opportunities and constraints used by Maine's natural resources from a state-overview perspective, and 6) Designing 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 also included a number of other Land and Water Resources Council projects.

Coastal Program. A great many activities have taken place during the last year as a part of Maine's redirected Coastal Program. All of these activities were undertaken with policy direction provided by the Governor's Advisory Committee on Coastal Development and Conservation. A major work effort has been the preparation of Maine's Coastal Program for funding under Section 306 of the federal Coastal Zone Management Act. After several drafts and

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numerous public meetings and hearings the Governor approved of Maine's program on March 22, 1978. The program was then submitted to the Office of Coastal Zone Management for approval. A Draft Environmental Impact Statement on the program was prepared and is currently under review. As proposed, Maine's program calls for the majority of funds that will be available to be allocated for local resource planning and management purposes. The program would also make money available for refinement of state policies, special resource planning and management projects, and technical and planning assistance.

As a pilot project for the administration of the local grants referred to above, during the past year \$55,000 were made available to coastal towns for locally initiated and supported projects. These projects were of several different sorts and include work to improve coastal economic conditions, improve coastal conservation efforts, improve local land use planning and regulation, and others. Program efforts have also continued in the area of data collection with several projects to complete data files in several categories of information, including surficial geology and estuarine hydrology. The program has also continued to offer technical assistance to a variety of government organizations, businesses, and individuals. The effort continues to make information, which has been collected as part of the Coastal program, as widely available as possible.

Another major area of emphasis in the program has been the development of recommendations for refinement of state policies dealing with such topics as heavy industrial siting, how to encourage commercial fishing as an economic activity, and how to improve transfer of information. In all, six policy questions were investigated during the last year. Major reports were prepared on each of these six issues and reviewed by the Committee on Coastal Development and Conservation (CCDC). As a result of this work, the CCDC has prepared preliminary recommendations in these areas which will be the subject of public meetings and discussion prior to the development of final recommendations.

Economic Planning and Analysis Division. The Division of Economic Planning and Analysis undertakes work in four areas: strategic economic planning; policy analysis; economic research and analysis; and technical assistance.

Strategic economic planning: Work in this area is undertaken to assist in the preparation and implementation of development strategies for the State as a whole, geographic regions of Maine, and key sectors of the State's economy. This work is done in cooperation with State agencies, regional and community groups, and private business groups.

The Division is preparing an interpretive assessment of Maine's economy, with accompanying recommendations designed to encourage further development throughout the State. A related project is underway to evaluate economic trends and conditions in Maine's coastal area. The Division is assisting other state agencies in the preparation of development strategies for fisheries, ports, tourism, forest-resource-based industries, and agriculture. With the State Development Office and the Maine Development Foundation it identifies industries which appear to be good prospects for setting up operations in Maine and helps prepare promotional materials.

Economic Policy: This analysis is undertaken to make information available about the economic benefits and costs of major proposed actions (e.g., legislation, projects) in Maine before the action is taken. The Division's primary role often is to prepare an objective evaluation of the issue or project; sometimes it is also asked to prepare a recommended course of action. This work encompasses evaluations of both large-scale projects and major subjects with significant economic ramifications.

An analysis of the potential development of offshore oil and gas has been completed and published, with supporting planning aids. An assessment of the availability of capital in Maine for economic development has been made, leading to a number of important initiatives. Two economic impact studies of the proposed Dickey-Lincoln School Lakes dams have been completed, one in cooperation with the Department of Conservation. The Division has helped evaluate the economic impacts of the proposed Loring Air Base phase-down, reviewed several major projects like the proposed Tenneco gas pipeline, and analyzed the economic aspects of tax policy school funding. Current work includes analysis of the potential effects of abolishing mandatory retirement in Maine, a variety of tax limitation proposals, and the Passamaquoddy tidal power project.

Economic research and analysis: This work is undertaken (a) to organize and disseminate factual data in a format that will be useful to a wide range of economic and business analysts, and (b) to prepare economic forecasts that will be helpful to business and government planners.

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In collaboration with the Technical Services Division and other State agencies, the Division prepares reports, bulletins, and data about Maine's economy. This includes the preparation of short-range economic forecasts on a semi-annual cycle (as a member of the New England Economic Project), quarterly reports on retail sales (sales tax reports), manpower needs forecasts (in cooperation with the Department of Manpower Affairs), and evaluations about the comparative costs of doing business in Maine.

Technical assistance: These activities are undertaken to provide data, analytical assistance, and other technical and staff support to private and public groups working to develop Maine's economy, evaluate the benefits and costs of pending actions, and take advantage of governmental economic development programs. This includes assistance to the Governor, the Economic Development Cabinet Committee, and private task forces in the development of policy and legislative programs; assistance to individual State agencies; and assistance to other regional, community, and private groups. Division staff also help prepare and implement new development and analytical techniques.

Considerable staff and financial support is being extended to the Maine Development Foundation in the interest of getting it established. A regional economic impact model (RSIM) has been developed to assess the community and regional impacts of large-scale development proposals. Working in cooperation with the Legislature, a State Science Engineering and Technology (SSET) project is underway to improve the use of technical information in State government. A community development handbook is being prepared.

The Division also helps administer the Coastal Energy Impact Fund (to help communities and the State accommodate new energy facilities); assists the Governor in his allocation of discretionary federal economic development funds; serves as primary staff for the Economic Development Cabinet Committee; prepares and reviews economic development legislation for the Governor; and provides economic analysis required by law in the formulation of the biennial budget.

PUBLICATIONS:

- Statistical Reports series
- Maine Housing Resources Directory
- Standard Classification System for Land Use Coding in Maine
- Public Policy and Maine Housing
- Index of Maine State Planning Office and Informational Resources
- Maine Planning and Land Use Laws 1977-78
- A Survey of Municipal Planning and Regulatory Activity, 1978
 - 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 State Planning Digest
- 1977 Maine Directory of Natural Resource Organizations
- Report on Regional Planning Commissions
- Description of A-95 State Clearinghouse
- Maine State Clearinghouse (A-95) Review Procedures
- Maine's Coastal Program
- State Activities Related to the Management of Growth and Natural Resources
- State Policies for the Management of Growth and Natural Resources
- The Groundwater Handbook
- Critical Areas Program planning reports on a variety of topics, e.g. eskers, waterfalls
- Critical Areas Program pamphlets on a variety of topics, e.g. oysters, sassafras
- Towards a Fisheries Development Strategy for Maine, Jan., 1978 (C.E. Maguire, Inc. for the Department of Marine Resources)

GENERAL GOVERNMENT

State of Maine: Travel Development Study, Jan., 1978 (Economics Research Associates for the State Development Office)

Maine Port Development Study, Phase I, Three Volumes, Nov., 1977 (Maine Department of Transportation)

Maine Port Development Study, Institutional Changes in Maine State Government Agencies for Improved Port Planning and Development Functions, Dec., 1977 (State Planning Office for the Department of Transportation)

Maine Port Development Study, Feasibility Study of the Development of Cargo Handling Facilities at Maine Ports, Jan., 1978 (Fay, Spofford & Thorndike, Inc. for the Department of Transportation)

Maine and the Search for OCS Oil & Gas

An Annotated Bibliography of OCS Documents in Maine—OCS Technical Memorandum 1, Oct., 1977

Service Bases for Offshore Oil—OCS Technical Memorandum 2, Dec., 1977

Capital Markets in Maine—Recommendations to Improve the Formation of Capital for Economic Development, Jan., 1977

The Economics of Dickey-Lincoln from Maine's Perspective, Sept., 1977

Maine Sales Tax Report (Quarterly)

New England Economic Project—Economic Outlook (semiannual)

Regional Socioeconomic Impact Model—A Model to Forecast the Socioeconomic Impacts of a New Industry in Maine, Oct., 1977

The Coastal Energy Impact Program, March 1978

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	27,288	36,309	—9,021			
Bal Brt Fwd— Encumbered	215,166	44,813	170,353			
Revenue From Federal Govt	1,129,214		1,129,214			
Revenue from Local Govts	45,375		45,375			
Legislative Approp/ Alloc	456,962	456,962				
Adjustment of Balance Fwd	229	47	182			
Transfers—Non-Federal \$	10,000	10,000				
Transfers—Federal \$	—153,975		—153,975			
TOTAL RESOURCES	1,730,259	548,131	1,182,128			
EXPENDITURES						
Salaries and Wages	597,884	224,440	373,444			
State Share of Retirement	65,513	23,543	41,970			
Prof Service, Not By State	383,713	66,808	316,905			
Computer Service, By State	8,302	5,791	2,511			
Other Prof. Serv., By State	26,067	27	26,040			
Travel Expenses, In-State	13,514	4,907	8,607			
Travel Expense, Out-State	9,934	2,810	7,124			
Operation—State Vehicles	2,014	974	1,040			
Utilities	19,594	19,594				
Rents	17,830	13,634	4,196			
Repairs	707	445	262			
Insurance	16,146	5,395	10,751			
General Operating Expense	136,029	57,782	78,247			
Other Supplies	13,372	4,652	8,720			
Grants to Pub. & Priv. Orgs.	292,746	92,033	200,713			
Equipment Purchases	1,227	712	515			
Trans. to Gen.-Fund Sta-Cap	29,444		29,444			
TOTAL EXPENDITURES	1,634,036	523,547	1,110,489			

GENERAL GOVERNMENT

(OFFICE OF) FEDERAL-STATE COORDINATOR

JOSEPH M. HOCHADEL, FEDERAL-STATE COORDINATOR

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965

Telephone: 289-3138

Floor: 1

Sunset Review: Not Established

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

(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	14,245		14,245			
Bal Brt Fwd— Encumbered	3,315		3,315			
Revenue From Federal Govt	156,507		156,507			
Revenue—Private Sources	10,000		10,000			
Legislative Approp/Alloc	37,838	37,838				
Adjustment of Balance Fwd	—15		—15			
Transfers—Non-Federal \$	5,810	5,810				
TOTAL RESOURCES	227,700	43,648	184,052			
EXPENDITURES						
Salaries and Wages	125,016	28,373	96,643			
State Share of Retirement	14,571	3,387	11,184			
Prof Service, Not By State	62,171	2,025	60,146			
Computer Service, By State	2,208	2,023	185			
Travel Expenses, In-State	378	63	315			
Travel Expense, Out-State	1,966	239	1,727			
Utilities	3,901		3,901			
Rents	2,823	438	2,385			
Insurance	1,897	723	1,174			
General Operating Expense	10,972	5,628	5,344			
Food	60	60				
Other Supplies	910	529	381			
Trans. to Gen.-Fund Sta-Cap	639		639			
TOTAL EXPENDITURES	227,512	43,488	184,024			

OFFICE OF ENERGY RESOURCES

JOHN M. JOSEPH, DIRECTOR

Central Office:

Telephone: 289-2196

Location: 55 Capitol St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1984

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: 12

Permanent Legislative Count: 2

Organizational Units:

Conservation

Planning and Development

Information and Education

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, to direct and sponsor research and development of Maine's native energy resources; and to provide information on all of these activities 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.

GENERAL GOVERNMENT

In addition to State initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation Acts and will administer programs forthcoming under the National Energy Act. 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 program of the Office of Energy Resources is implemented through its three divisions, Conservation, Information and Planning and Development.

Division of Conservation. This division has eight major sections as follows:

Energy Audits for Residential and Commercial Buildings: The Conservation Division has developed and will implement energy audit programs for residential and commercial buildings. These audits will provide building owners with the relative benefits and costs of various energy conservation techniques.

Building Standards Commission Assistance: The office has provided staff assistance to the Commission on Energy Efficiency Building Performance Standards. OER will continue to provide technical assistance, draft correspondence, contact other state, federal and local officials to obtain information as necessary. The office will also be responsible for drafting any proposals for legislature or executive action.

Transportation Programs: The office has provided assistance and coordinated with State and local organizations to promote the more efficient use of transportation systems in the State.

Local Energy Management Program (LEMP): The office has managed the LEMP contract with Maine Municipal Associations (MMA) and coordinated with them on the implementation of the program. This has included periodic meetings with MMA staff and committees, review of written materials, participation in workshops, and establishment of program evaluation criteria and methods.

Procurement Programs: The office has acted as a liaison for the Bureau of Purchases to promote the implementation of energy conservation procurement standards and practices for state government.

Data Management and Analysis: The Office of Energy Resources has established a data management and analysis program in order to facilitate energy policy analysis and decision making.

Electric Utility Load Determination and Load Management Strategies: The office continued to analyze electric development in Maine with respect to need for power and costs of supply. An evaluation of the economic costs of various supply alternatives will be used to develop recommendations for an overall electric supply strategy for Maine. The study will make the office an effective voice in energy matters relating to electricity and will form the substance of expert testimony prepared by the office for delivery in formal proceedings before State regulatory agencies.

Intergovernmental Coordination: The OER staff met, as necessary, with other state, local and federal government officials to discuss energy programs and the effect of other department's programs on OER projects. The OER has also been responsible for monitoring the implementation of the State Agency Energy Conservation Plan which includes assisting the computer analyst/programmer in development and implementation of a Consumption Monitoring System pursuant to the Governor's Executive Order #14 FY77/78.

Division of Information Programs. There are six components of this Division.

Energy Education Programs: The office awarded mini-grants to teachers throughout the State to develop and carry out energy education activities. These will be monitored, evaluated and then written up in a manner useable by other Maine teachers. The office will refine the scope and criteria of the program based on this year's experience and additional grants will be awarded during the upcoming school year.

Furthermore, OER was apprised of a need for in-service energy education for Maine teachers. Therefore, this office worked with the educational associations, the educational media and selected individuals to develop programs which will meet this need. Energy education materials and notices of energy education opportunities were distributed through normal channels. Materials developed through this office were used in teacher recertification programs. Workshops are being developed to train teachers to provide in-service energy education.

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Business and Industry Programs: The OER began to work with the Small Business Administration to make presentations on energy conservation and management an integral part of their workshops for business persons. The office continued its work with trade associations and industrial leaders to develop and present needed energy management seminars for business and industry executives. These seminars will be followed by workshops assisting managers in selecting energy management and technical expertise.

For 1977, the office co-sponsored the "C" Awards Program with the Associated Industries of Maine. This program recognized the energy conservation efforts of Maine businesses and industries.

Energy Extension Service: The Office of Energy Resources has employed two energy extension agents in York and Somerset Counties. These agents are responsible for energy information and assistance programs to individual homeowners, public officials and small businesses. This program is based in part on the National Energy Extension Service Program that is presently being conducted on a pilot basis in 10 states.

Information Dissemination: Energy Conservation Month was conducted in the Fall of 1977, to make people aware of the need to conserve energy and methods which exist to conserve energy. In addition, the office continued its information dissemination efforts through the distribution of pamphlets and brochures, the answering of informational requests, and the development of workshops for energy user groups.

The office also issues a monthly newsletter which highlights energy events and issues of a significance to Maine citizens. The newsletter will be mailed to an existing list of Maine individuals, companies, trade associations and interest groups interested in keeping abreast of energy developments.

Legislative Program: The OER developed a legislative program for 1978, which included legislation in areas such as energy conservation, alternate resource development, and energy facility siting.

Solar Energy Information Program: The OER cooperated and worked with NESEC (Northeast Solar Energy Center) in its efforts to commercialize solar energy in the Northeast. The OER monitored the NESEC activities dealing with information dissemination and commercialization and took advantage of those programs which will potentially benefit Maine.

Division of Planning and Development. The Division of Planning and Development has eight major programs.

Comprehensive Energy Plan, 1978 Edition: The Office of Energy Resources coordinated the preparation of the 1978 Edition of the Comprehensive Energy Plan. The first working draft of the 1978 Comprehensive Energy Plan was prepared for review by the Governor by July 1, 1978. The final version of the plan should be ready by October 1, 1978.

Renewable Resource Development: The Office of Energy Resources began work on the inventory and development of small-scale hydro systems. The OER worked closely with the New England River Basins Commission (NERBC) in their attempt to inventory the regional potential of such development. In addition, the OER continued to develop programs to provide for the increased utilization of wood as an energy source which is indigenous to the State of Maine. Furthermore, OER monitored the activities of the Army Corps of Engineers' planned re-evaluation of the Cobscook Tidal Power Project. The effort included writing reports to keep the Director informed, attended meetings, and working directly with the Corps of Engineers.

The OER began working with the Department of Conservation, U.S. Geological Survey and the Department of Energy on a proposal to inventory the peat resources in Maine. In addition, and most important from an energy perspective, the office began studying the feasibility of utilizing our peat resources to provide much needed alternative energy for the State, region and nation. The OER has also monitored the technology associated with solar energy and otherwise monitored the competitive posture of solar energy as a viable energy source.

In addition, the OER continued to assess the potential application in Maine for other alternate energy systems to include wind, energy from solid waste, and methane.

The major focus of the Resource Development and Demonstration (RD&D) program for 1978 continued to be the collection and dispersal of information regarding RD&D projects now under way and RD&D project opportunities which may be of interest to Maine citizens.

Two major new RD&D projects have been added to this work program as a result of developments in 1977. Both of these projects involve the generation of electricity from wood combustion and have substantial implications for Maine if funded and implemented. The first project is the Wheelabrator Clean Fuels wood-fired steam electric generating station being par-

GENERAL GOVERNMENT

tially funded by ERDA (now DOE) and involving studies in the Lincoln, Maine, area and possibly two other sites in Maine. The second is a proposed joint project between the STD Research Corporation of California and the University of Maine at Orono to research and develop a wood-fueled magneto-hydrodynamic (MHD) advanced cycle electric generator. The Office will continue to work to bring these facilities to Maine, as well as any other that may come to attention throughout the year.

Conventional Resources: OER maintained its responsibility in the planning and development of conventional energy systems (e.g. nuclear, oil, natural gas). Also, the Office of Energy Resources has continued to provide background materials and data necessary to make informed decisions concerning energy policy in Maine and define Maine's position on national and regional issues.

Emergency Planning: OER continued to keep current the Energy Emergency Contingency Plan in order to reflect changing energy use patterns in the State and otherwise correct or amend contingencies as may be necessary to meet energy shortages. OER also continued its efforts to establish, within New England, a refined petroleum reserve to protect our State against curtailments of residual oil, a primary energy source for industrial production and space heating and electrical production.

Energy Facility Siting: In cooperation with other State agencies, the OER began efforts to examine the potential for locating on the Maine coast facilities related to energy production, and in the case of the outer continental shelf, facilities related to supporting petroleum exploration and production. The OER will also examine the potential for locating petroleum storage and ship handling facilities in the State to include docks, and/or pipelines which support petroleum transshipment systems.

Electric Power Analysis: The office will continue to analyze electric development in Maine with respect to need for power and costs of supply. An evaluation of the economic costs of various supply alternatives will be used to develop recommendations for an overall electric supply strategy for Maine. The study will make the office an effective voice in energy matters relating to electricity and will form the substance of expert testimony prepared by the office for delivery in formal proceedings before State regulatory agencies.

Appropriate Technology Program: This office has been working with the Federal government to coordinate, implement and monitor the appropriate small grants program, to provide the office with input and funding for small-scale energy development and demonstration projects.

Federal Mandatory Allocation Program: OER continued to administer the Emergency Petroleum Allocation Program to include the state set-aside program which provides assistance to wholesale and retail marketers who are requesting adjustments, exceptions, and the like as outlined in the Federal Energy Guidelines.

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)
- "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.
- "The Sunshine Handbook"—A primer on solar hot water heating and consumer protection in purchasing solar hot water heating equipment.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

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	—3,891		—3,891			
Bal Brt Fwd— Encumbered	17,626		17,626			
Revenue From Federal Govt	223,430		223,430			
Revenue—Private Sources	45,000		45,000			
Fees Charged For Services	7,755		7,755			
Legislative Approp/ Alloc	45,000	45,000				
Adjustment of Balance Fwd	249		249			
Transfers—Federal \$	—16,360		—16,360			
TOTAL RESOURCES	318,809	45,000	273,809			
EXPENDITURES						
Salaries and Wages	152,566	25,650	126,916			
State Share of Retirement	17,101	2,812	14,289			
Prof Service, Not By State	53,300		53,300			
Computer Service, By State	3,921		3,921			
Other Prof Serv, By State	1,500		1,500			
Travel Expenses, In-State	3,082		3,082			
Travel Expense, Out-State	7,543	60	7,483			
Operation—State Vehicles	50		50			
Utilities	18,508		18,508			
Rents	2,253		2,253			
Repairs	100		100			
Insurance	3,471	253	3,218			
General Operating Expense	17,128	26	17,102			
Food	90		90			
Other Supplies	2,821		2,821			
Equipment Purchases	1,153		1,153			
Trans. to Gen.-Fund Sta-Cap	15,525		15,525			
TOTAL EXPENDITURES	300,112	28,801	271,311			

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY

THEODORE T. TROTT, JR., EXECUTIVE DIRECTOR

Central Office:

Telephone: 289-3361

Location: 11 Parkwood Drive, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1982

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 plan and develop programs for more effective law enforcement, criminal and juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. 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 1977 and is authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

GENERAL GOVERNMENT

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 and juvenile 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.

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

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. These are usually made available free of charge.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

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	157,666		157,666			
Bal Brt Fwd— Encumbered	215,312		215,312			
Revenue From Federal Govt	3,532,257		3,532,257			
Revenue From Local Govts	58,180		58,180			
Legislative Approp/ Alloc	404,958	404,958				
Adjustment of Balance Fwd	6,640		6,640			
Transfers—Non-Federal \$	—112,005	—105,490	—6,515			
Transfers—Federal \$	—1,022,326	1,411	—1,023,737			
TOTAL RESOURCES	3,240,682	300,879	2,939,803			
EXPENDITURES						
Salaries and Wages	467,538	43,050	424,488			
State Share of Retirement	44,833	313	44,520			
Prof Service, Not By State	22,298		22,298			
Computer Service, By State	11,029	6,328	4,701			
Other Prof Serv, By State	150	150				
Travel Expenses, In-State	27,741	4,825	22,916			
Travel Expense, Out-State	4,215	311	3,904			
Operation—State Vehicles	2,420	367	2,053			
Utilities	18,269	7,764	10,505			
Rents	55,013	4,775	50,238			
Repairs	3,994	720	3,274			
Insurance	10,003		10,003			
General Operating Expense	13,946	3,218	10,728			
Other Supplies	7,850	2,560	5,290			
Grants to Local Govts.	789,728	19,122	770,606			
Grants to Pub. & Priv. Orgs.	1,236,569	131,713	1,104,856			
Equipment Purchases	2,328		2,328			
Trans. to Gen.-Fund Sta-Cap	4,820		4,820			
TOTAL EXPENDITURES	2,722,744	225,216	2,497,528			

STATE DEVELOPMENT OFFICE

HADLEY P. ATLASS, DIRECTOR

Central Office:

Telephone: 289-2656

Location: 193 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1984

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: 10

Permanent Legislative Count: 10

PURPOSE: The State Development Office has two major statutory functions: industrial and tourism development. 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. The program may include coordination of activities between the public and private sectors, assistance to local communities in their development efforts, and extension of technical assistance to new and existing industries seeking expansion within the State to develop and promote economic and job opportunities within the state.

The tourism development program consists of a contract with a private organization representing all segments of the tourism industry. Under the terms of a 1977 statute, that agency will answer all requests for tourism-related information and promote tourism both inside and outside the state through advertising, publications, and other methods. State matching funds up to an annual total of \$200,000 are available through the State Development Office to

GENERAL GOVERNMENT

the contractor organization on a one-to-one basis after it has raised an initial \$100,000 annually.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: Activities of the State Development Office (SDO) during the fiscal year ending June 30, 1978, were associated the three 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, and 3) 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 1978 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 and additional executive level contacts by staff members. During the year, 21 new manufacturers announced locations in Maine and 41 existing firms expanding creating an estimated total of 3,411 new jobs, representing an increase of 29 percent over the 2,647 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.

New and Expanding Industries in the State of Maine, July 1, 1977-June 30, 1978

<i>Name of Company</i>	<i>City or Town</i>	<i>Products</i>	<i>Sq.Ft.</i>	<i>New Jobs</i>
New Industries				
Stanhope Bindery	Lewiston	book binding	15,000	25
General Electric Co.	Pittsfield	apparatus service	7,500	50
DeLong Sportswear	Harmony	sports outerwear	16,000	80
Sylvain & Sylvain	Dover-Foxcroft	dimension lumber		30
Leather Press	Yarmouth	printing	10,000	20
Madison Paper Co.	Madison	paper	150,000	270
Maine Recycling Co.	Topsham	recycle glass & metal containers	9,600	15
Maine Beverage Container Services Co.	Portland	recycle glass & metal containers	12,800	20
Milford Shoe, Inc.	Bangor	shoe manufacturing	64,450	250
Long Island Oyster Farm Co.	Bristol	oyster raising	5,000	5
Ameri-Tex Industries	Skowhegan	shoe soles	30,000	50
Celluseal Corp.	Scarboro	insulation manufacturing	12,000	25
Ventrex Labs	Portland	medical research & diagnostics	3,000	14
NRG Barriers, Inc.	Sanford	solid insulation	30,000	50
James River-Otis	Livermore Falls	specialty papers		160
Abington Shoe Co.	Lewiston	shoe manufacturing	20,000	75
Action Soles	Biddeford	shoe soles	10,000	40
Maine Rubber International	Westbrook	plastic wheels	55,000	35
Fidelity Sportswear	Biddeford	sports outerwear	10,000	50
Coil Winding Devices	Biddeford	ignition coil parts	5,000	10
Safety House of New England, Inc.	Houlton	work gloves	5,000	30

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Expansion

Boulet Lumber Company	Greenville	dimension lumber	6,000	10
International Minerals & Chemical Corp.	Orrington	sodium chlorate		57
Diamond International Corp.	Old Town	tissue products	125,000	100
Scott Paper Co.	Somerset	pulp	500,000	100
Andersen Design, Inc.	Portland	decorative stonewear	6,950	6
G.H. Bass Company	North Jay	shoes	58,000	200
Maremont Corporation	Biddeford	metal machining	60,000	100
Irving Tanning Corp.	Hartland	leather tanning	37,000	35
Crowe Rope Company	Warren	rope & twine	6,000	15
Data General Corporation	Westbrook	computer assemblies	110,000	200
Prescott Metal Shops	Biddeford	sheet metal assembly	6,000	5
Honeycomb Systems	Biddeford	dryers for paper industry	4,000	5
Shape, Symmetry & Sun	Biddeford	molded plastics	26,000	50
American Stabilis	Lewiston	electric heat devices	16,000	16
Ekto Manufacturing Corp.	Sanford	auto radio display racks	3,700	10
Eagle Industries	Sanford	metal stampings	3,000	10
Fiber Materials	Biddeford	carbon fiber	17,000	10
Douglas Brothers	Portland	stainless steel piping	12,000	25
Hussey Manufacturing Co.	North Berwick	bleacher seats	12,000	12
American Can Company	Portland	cans	90,000	65
Pyr-A-Larm, Inc.	Brewer	fire warning devices	21,000	50
C.B. Cummings	Norway	dowels	10,000	10
Nautel Maine, Inc.	Bangor	radio transmitters	2,000	15
Hancock Lbr. Co.	Casco	dimension lumber	10,000	10
International Paper	Ashland	wood chips	20,000	30
Springer Insulation	Sabatius	cellulose insulation	6,000	6
Stinson Canning	Rockland	herring processing	40,000	60
Gennco	West Kennebunk	cellulose insulation	10,000	25
General Electric	South Portland	reheaters	21,000	75
Brunswick Publishing Co.	Brunswick	commercial printing	6,400	6
Polar Bear Insulating Co.	Lewiston	cellulose insulation	8,000	15
Hahnel Brothers	Lewiston	sheet metal fabrication	20,000	20
Cousineau Lbr.	Strong	dimension hardwood	6,000	6
Bonville Manufacturing Co.	Ft. Fairfield	potato rock pickers	8,100	8
Marriner Lbr. Co.	Brunswick	dimension lumber	4,000	5
Kittery Naval Shipyard	Kittery	ship building	56,640	
G.H. Bass Co.	Rumford	shoes	45,000	400
Blue Ribbon Sports	Saco	athletic shoes	450,000	200
W.H. Nichols	Portland	motors & pumps	7,500	10
Joseph M. Herman Shoe Co.	Pittsfield	boots	28,000	125

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.

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 relations with corporate and government procurement offices. Specific activities in this program included assisting the Maine Metal Products Association with their 8th Annual Business Development Conference and Exhibition held in Portland in August.

In cooperation with the New Enterprise Institute of the University of Southern Maine, SDO sponsored Opportunities '78, a business development conference which brought together Maine businessmen and procurement officials from many major New England corporations, including Bath Iron Works, Kohler Company, and Diamond International. Several purchase contracts resulted from this conference, and results are being monitored by the New Enterprise Institute.

To facilitate exports, Maine is participating with the New England Regional Commission International Trade Program. This program is designed to focus primarily on those European firms interested in establishing operations in Maine.

Considerable time and effort was given in FY 78 to meeting the requirements of existing industry, large and small. This effort included many personal visits throughout the state. All requests for assistance are given prompt attention even though many projects which originated in 1977 may not materialize until late 1978 or 1979.

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Many 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 a profile of existing community services; organizing a local development corporation; and preparing planned industrial sites.

All of the State Development Office's activities are designed to improve the economic well-being of the citizens of Maine through increased job opportunities. This is the goal of each of the primary program areas.

PUBLICATIONS:

- Maine Marketing Directory (\$7.50)
- Facts About Industrial Maine (Free)
- Doing Business in Maine (Free)
- Maine, An Environment for Enterprise (Free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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—Unencumbered	13,207		13,207			
Bal Brt Fwd— Encumbered	27,912	19,912	8,000			
Revenue From Federal Govt	5,000		5,000			
Legislative Approp/Alloc	592,258	592,258				
Adjustment of Balance Fwd	—42	—42				
Transfers—Non-Federal \$	—34,500	—34,500				
TOTAL RESOURCES	603,835	577,628	26,207			
EXPENDITURES						
Salaries and Wages	137,713	137,713				
State Share of Retirement	13,103	13,103				
Prof Service, Not By State	36,540	30,540	6,000			
Other Prof. Serv., By State	708	708				
Travel Expenses, In-State	3,616	3,616				
Travel Expense, Out-State	2,863	2,863				
Utilities	5,515	5,515				
Rents	11,629	11,629				
Repairs	2,237	2,237				
Insurance	3,123	3,123				
General Operating Expense	38,550	38,550				
Fuel	1,378	1,378				
Other Supplies	2,149	2,149				
Grants to Pub. & Priv. Orgs.	596	596				
Trans to Gen-Fund Sta-Cap	350		350			
TOTAL EXPENDITURES	260,070	253,720	6,350			

GENERAL GOVERNMENT

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office:

Location: 142 Federal Street, Portland

Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1820

Maine State Government Reference Manual Data:

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

Telephone: 775-5851

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 January 1, 1977-December 31, 1977. The fiscal report is for fiscal year 1978.

Court Facilities. There is no question that this area rates a high priority for action. In response to system-wide concern, Chief Justice McKusick has appointed a committee comprised of judges from the Supreme Judicial, Superior and District Courts to identify the nature and priority of needs for court facilities.

To assist the Committee in this area, a comprehensive court facilities study was to have been completed during 1977. Due to unavailability of outside funding and the fact that the court system budget could not accommodate such a study, the study was not undertaken during the year.

Procedures. During 1977, the process of developing a uniform set of accounts and accounting procedures for the Judicial Department was completed. Now purchasing, payroll, invoices and revenues are handled uniformly throughout the Department, and the procedures set up are in conformance with those established for the Executive and Legislative Departments.

In addition, "Judicial Department Purchasing Procedures" was written and distributed to each office to assist the staff in making the various purchases necessary to maintain the operation of the court system.

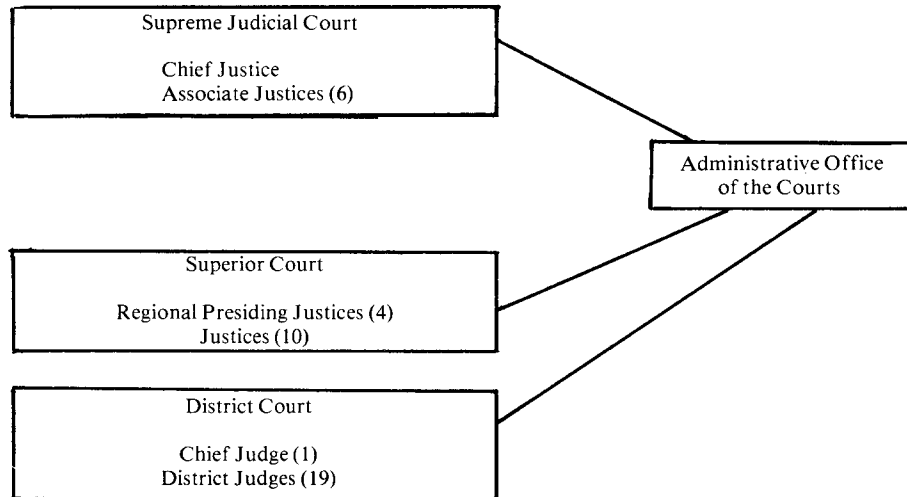
Court Planning Capabilities Project. In 1977, Maine was chosen as one of six pilot states for a national study of court planning capabilities under the auspices of the National Center for State Courts. Designation of Maine as a pilot state resulted in receipt of a \$34,850 grant from Maine Criminal Justice Planning and Assistance Agency for the purpose of assisting Maine in developing a court planning capability over a 14 month period.

Chief Justice McKusick has appointed an Advisory Committee to the project consisting of Associate Justice Sidney W. Wernick, Chairman, Justice Harold J. Rubin and Chief Judge Nicholas W. Danton.

Judicial Conference. The First Maine Judicial Conference, called by Chief Justice McKusick, was held in Portland February 2-4, 1978. All Maine Judges, both active and retired, attended the Conference.

PUBLICATIONS: None.

**ORGANIZATION CHART
MAINE STATE COURT SYSTEM**



GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78
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	59,976		59,976			
Bal Brt Fwd— Encumbered	41,368	23,230	18,138			
Revenue From Federal Govt	—20		—20			
Legislative Approp/Alloc	7,497,468	7,497,468				
Adjustment of Balance Fwd	—606	—606				
Transfers—Non-Federal \$	78,822	34,491	44,331			
Transfers—Federal \$	60,196		60,196			
TOTAL RESOURCES	7,737,204	7,554,583	182,621			
EXPENDITURES						
Salaries and Wages	3,232,836	3,197,357	35,479			
State Share of Retirement	237,768	233,567	4,201			
Prof Service, Not By State	963,172	962,486	686			
Computer Service, By State	12,623	12,586	37			
Other Prof. Serv., By State	73,097	73,097				
Travel Expenses, In-State	195,703	193,749	1,954			
Travel Expense, Out-State	4,275	1,990	2,285			
Operation—State Vehicles	2,096	2,096				
Utilities	133,840	131,629	2,211			
Rents	347,905	346,948	957			
Repairs	14,055	13,948	107			
Insurance	90,859	89,858	1,001			
General Operating Expense	1,511,590	1,510,625	965			
Food	14	14				
Fuel	2,249	2,249				
Other Supplies	128,781	128,678	103			
Grants to Local Govts.	20	20				
Grants to Pub. & Priv. Orgs.	132,831	132,831				
Public Assistance Grants	7,980	278	7,702			
Pensions	413,874	413,874				
Buildings & Improvements	11,214	5,422	5,792			
Equipment Purchases	34,911	34,661	250			
Trans. to Gen.-Fund Sta-Cap	1,937		1,937			
TOTAL EXPENDITURES	7,553,630	7,487,963	65,667			

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	11,096		11,096			
Bal Brt Fwd— Encumbered	11,081	11,081				
Revenue From Federal Govt	—20		—20			
Legislative Approp/ Alloc	4,232,503	4,232,503				
Adjustment of Balance Fwd	—606		—606			
Transfers—Non-Federal \$	58,331	50,000	8,331			
Transfers—Federal \$	60,196		60,196			
TOTAL RESOURCES	4,372,581	4,292,978	79,603			
EXPENDITURES						
Salaries and Wages	1,757,437	1,721,958	35,479			
State Share of Retirement	127,195	122,994	4,201			
Prof Service, Not By State	523,853	523,167	686			
Computer Service, By State	12,623	12,586	37			
Other Prof. Serv., By State	52,811	52,811				
Travel Expenses, In-State	140,745	138,791	1,954			
Travel Expense, Out-State	3,685	1,400	2,285			
Utilities	80,564	78,353	2,211			
Rents	26,594	25,637	957			
Repairs	3,943	3,836	107			
Insurance	45,812	44,811	1,001			
General Operating Expense	999,562	998,597	965			
Food	14	14				
Other Supplies	100,071	99,968	103			
Grants to Pub. & Priv. Orgs.	132,831	132,831				
Public Assistance Grants	7,852	150	7,702			
Pensions	295,206	295,206				
Buildings & Improvements	6,225	5,422	803			
Equipment Purchases	12,611	12,611				
Trans. to Gen.-Fund Sta-Cap	1,956		1,956			
TOTAL EXPENDITURES	4,331,590	4,271,143	60,447			

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office:

Telephone: 775-5851

Location: 142 Federal Street, Portland

Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1820

Sunset Review Required by: No Sunset Data for this Submission

Maine State Government Reference Manual Data:

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

PURPOSE: The purpose of the Supreme Judicial Court as the Law 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, 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. Article VI, Section 1 provides that the judicial power of the State is vested in the Supreme Judicial Court, and such other courts as the Legislature may establish.

GENERAL GOVERNMENT

PROGRAM: The highest court of Maine, the court of last resort in determining questions of Maine law, is the Supreme Judicial Court. It is the only court created by the State Constitution; all other courts are established by statute. (M.R.S.A. Const. Art. VI, §1) When sitting to determine questions of law arising in civil actions or criminal trials and proceedings in lower courts, the Supreme Judicial Court is referred to as the "Law Court." When sitting as a trial court or conducting hearings, the Court is called the Supreme Judicial Court.

Sitting as an "Appellate Division," three Justices of the Supreme Judicial Court hear appeals of criminal sentences of one year or more. The time and places of holding the eight sessions of the Law Court are determined by the Chief Justice, and announced before December 1st of each year. As a matter of practice, the Court almost always sits in Portland.

LICENSES, PERMITS, ETC.:

Admission to Practice—Attorney At Law, 4 M.R.S.A. Section 801

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 4 M.R.S.A. Section 22 & 24 provides that expenditures of this unit, which amounted to \$758,526 in FY 78, shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPERIOR COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office:

Location: 142 Federal Street, Portland

Mail Address: Box 4820 DTS, Portland, Maine 04112

Telephone: 775-5851

Established: 1930

Sunset Review Required by: No Sunset Data for this Submission

Maine State Government Reference Manual Data:

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

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

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).

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 and the State Court Administrator.

GENERAL GOVERNMENT

The Regional Court Administrators are staff members of the Administrative Office of the Courts.

PROGRAM:

Superior Court Caseflow Management System. The caseflow management system has been in operation in Superior Courts since January 1976 and is running smoothly. Modifications in the system have been made in response to administrative experience throughout 1976 and 1977 and in response to recommendations from groups involved with the system. Primary among these groups is the Advisory Committee on Court Administrative Policies and Procedures appointed by the Chief Justice in 1977. Chairman of this Committee is Charles H. Abbott, Esq. of Lewiston. The modifications have dealt mainly with the trailing calendar, the number and arrangement of motion day schedules and uniformity of procedures. In order to be responsive to local conditions, the components of the system have been adapted to those local conditions. For example, civil cases in Cumberland County are scheduled on a weekly trailing calendar whereas, in Androscogin County, civil cases are scheduled on a two-day trailing calendar.

Through use of the caseflow management system, the Superior Court case backlog was eliminated in 1976, and litigants who wanted to move their cases expeditiously were able to do so, in most instances well within the national guidelines of a trial date within 30 to 60 days of a case being ready for trial. Unfortunately, this is no longer true. In criminal cases, the Superior Court maintained almost the same level of dispositions as in 1976, but could not absorb the increase in filings. In civil cases, the Court lost ground in the number of dispositions from 1976 in addition to being unable to absorb the increase in filings.

Superior Court Statistical Reporting System. In January, Superior Court personnel began reporting civil and criminal caseload statistics on a case-by-case basis. For example, when a civil case is filed, the filing date, docket number, type of case and money amount involved are entered on a sheet which is submitted to the Administrative Office. When that same case is disposed, another sheet is completed which indicates whether or when the pre-trial memorandum was filed, whether or when the pre-trial was held, whether or not a jury trial was held, the number of trial days, if any, and the disposition of the case, including the date. Similar information is recorded in criminal cases.

The completed sheets are forwarded to Central Computer Services in Augusta, where the information on the sheets is key-punched and fed into a computer. From this information, periodic reports are produced which are used to monitor Superior Court case activity.

Last summer, interns provided by the Maine Criminal Justice Planning and Assistance Agency went through all Superior Court case files to record filing information on cases filed in Superior Court prior to January 1, 1977. Every case now pending in Superior Court or acted upon or terminated during calendar year 1977 is reflected in statistical tables.

Superior Court System Modifications. In last year's report, there were 23 listed modifications of Superior Court operations which resulted in a more effective Superior Court performance. As observed in that report, study and modification will continue in order to increase that effectiveness. Below is a sample of the changes made during 1977:

1. Docket books and docket sheets have been standardized throughout the system.
2. A uniform numbering system has been developed and implemented.
3. Color coded standard case files are being used, and the internal organization of those files has been standardized.
4. Clerks of court, who are responsible for all court exhibits, are now marking and controlling those exhibits.

The Chief Justice, the Regional Presiding Justices and the Administrative Office staff continue to meet monthly to discuss internal operations of the Superior Court. From these discussions come procedural and operational refinements of the system which are intended to improve performance.

Official Court Reporters. As a result of legislation introduced and passed during the 1977 session, official court reporters became part of the court personnel system in October of 1977. Official court reporters now have an assigned class description, grade and step as outlined in the Maine Court System Personnel Policy and Procedures Manual and are covered by the benefits and obligations of those policies and procedures.

Pursuant to a 1977 revision of 4 M.R.S.A. §651, the Chief Justice has established new transcript rates for court transcripts provided by official court reporters.

GENERAL GOVERNMENT

Forms Committees. During 1977, the task of reviewing and revising all Superior Court criminal forms was fairly well completed. In the future, this committee will address itself to revisions required by statutory, rule or administrative changes, as they develop.

The committees working on revision of Superior Court civil forms began its task during 1977, and completion of the first major revision of all civil forms is planned for 1978.

Membership on all forms committees is comprised of judges, clerks and the Administrative Office staff. In order to explore the possibility of consolidation of the Superior Court and District Court forms, the same Regional Court Administrators serve on Superior Court and District Court civil and criminal forms committees, thereby providing liaison between the committees.

The procedure followed by these committees is an inventory of all forms in use, review of those forms, revision, consolidation or elimination of the existing forms, submission of a proposed official set of forms to the judges of the individual court, review by the judges, promulgation of an official set of forms for use throughout the specific level of court.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 4 M.R.S.A. Section 22 & 24 provides that expenditures of this unit, which amounted to \$3,303,878 in FY 78, shall be borne by the Judicial Department, and are, therefore, included in its financial display.

DISTRICT COURT FOR THE STATE OF MAINE

NICHOLAS W. DANTON, CHIEF JUDGE

Central Office:

Location: Butler St., Hamelyn School, Springvale

Mail Address: Box 4820 DTS, Portland, Maine 04112

Telephone: 324-9292

Floor: 2

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.

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. (4 M.R.S.A. Section 151 and sequence)

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

District Court Statistical Reporting System: Starting in 1977 and continuing, the Administrative Office is working on developing a case-by-case and summary reporting system for District Court. As with the Superior Court statistical reporting system, assistance in the formulation of the District Court system was provided by the Court Technical Assistance Project at American University in Washington, D.C. at no cost to the Maine court system.

Present plans call for implementation of the reporting system during 1978 and inclusion of the resulting figures in the 1978 annual report. Contingent factors to implementation are necessary training time for District Court staff, Administrative Office staff time to compile and analyze figures from what will be a manual system, and availability of LEAA interns to compile pending case information for District Court.

Uniform Traffic Ticket and Complaint. During 1977, the committee established to draft the Uniform Traffic Ticket and Complaint met several times to review the format of the ticket after a year's experience in its use. Committee membership reflects all institutions involved with the ticket, including State Police, Chiefs of Police, Sheriffs, Attorney General's office, Secretary of State's office, clerks of court and District Court Judges.

Suggested changes were discussed and those accepted will be reflected in the third printing of the Uniform Traffic Ticket and Complaint which will be distributed for use during 1978.

GENERAL GOVERNMENT

Forms Committee. Civil and criminal forms committees for the District Court were appointed by the Chief Judge late in 1977, and both groups have held preliminary meetings.

Membership on all forms committees is comprised of judges, clerks and the Administrative Office staff. In order to explore the possibility of consolidation of the Superior Court and District Court forms, the same Regional Court Administrators serve on Superior Court and District Court civil and criminal forms committees, thereby providing liaison between the committees.

The procedure followed by these committees is an inventory of all forms in use, review of those forms, revision, consolidation or elimination of the existing forms, submission of a proposed official set of forms to the judges of the individual court, review by the judges, promulgation of an official set of forms for use throughout the specific level of court.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163, (3), \$3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Unlike the remainder of the Judicial Department appropriation, accrued monies in this Fund do not revert to the General Fund at the end of each fiscal year, but rather are carried forward from year to year. Total monies in the District Court Building Fund at the end of FY 1978 were \$97,779.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	48,880		48,880			
Bal Brt Fwd— Encumbered	30,287	12,149	18,138			
Legislative Approp/ Alloc	3,191,877	3,191,877				
Transfers—Non-Federal \$	20,491	—15,509	36,000			
TOTAL RESOURCES	3,291,535	3,188,517	103,018			
EXPENDITURES						
Salaries and Wages	1,425,282	1,425,282				
State Share of Retirement	109,287	109,287				
Prof Service, Not By State	439,319	439,319				
Other Prof. Serv., By State	20,286	20,286				
Travel Expenses, In-State	53,868	53,868				
Travel Expense, Out-State	590	590				
Operation—State Vehicles	2,096	2,096				
Utilities	52,283	52,283				
Rents	321,311	321,311				
Repairs	9,973	9,973				
Insurance	44,081	44,081				
General Operating Expense	511,247	511,247				
Fuel	2,249	2,249				
Other Supplies	28,381	28,381				
Grants to Local Govts.	20	20				
Public Assistance Grants	128	128				
Pensions	113,625	113,625				
Buildings & Improvements	4,989		4,989			
Equipment Purchases	20,092	19,842	250			
Trans. to Gen.-Fund Sta-Cap	—19		—19			
TOTAL EXPENDITURES	3,159,088	3,153,868	5,220			

GENERAL GOVERNMENT

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office:

Location: 66 Pearl Street, Portland

Mail Address: Box 7260, Portland, Maine 04112

Telephone: 773-1035

Established: 1963

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Unit Citation:* 5 M.R.S.A., Sect. 2401

Average Count—All Positions: 4

Permanent Legislative Count: 0

PURPOSE: 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; and (2) to protect the interests of occupational licensees 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 1977 the Administrative Procedures Act was passed, a portion of which dealt with the Administrative Court. As of July 1, 1978, the Court became part of the Judicial Department. It deals with all state agencies and has exclusive jurisdiction over the revocation, suspension and refusal to issue of licenses. The Administrative Court Judge and an Associate are 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. They must be members of the Bar of this State, must devote full time to judicial duties and cannot practice law during their term of office.

PROGRAM: The Administrative Court is located in Portland and has two judges. It is a statewide court, with original jurisdiction in all cases involving an agency's intention to suspend, revoke or refuse a license. Currently, some 88 agencies are within the Court's jurisdiction as these agencies have licensing powers. This number is more than double the number of agencies that were covered by the Court prior to its revamping by the 108th Legislature.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE COURT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	73,088	73,088				
TOTAL RESOURCES	73,088	73,088				
EXPENDITURES						
Salaries and Wages	50,117	50,117				
State Share of Retirement	1,286	1,286				
Travel Expenses, In-State	1,090	1,090				
Utilities	993	993				
Repairs	139	139				
Insurance	966	966				
General Operating Expense	781	781				
Other Supplies	329	329				
Pensions	5,043	5,043				
Equipment Purchases	2,208	2,208				
TOTAL EXPENDITURES	62,952	62,952				

GENERAL GOVERNMENT

ADMINISTRATIVE OFFICE OF THE COURTS

ELIZABETH D. BELSHAW, STATE COURT ADMINISTRATOR

Central Office:

Location: 66 Pearl Street, Portland

Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Telephone: 775-1500

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 shall:

1. 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 shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice and to the Chief Judge of the District Court 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.

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 shall 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 the Supreme Judicial Court, in the Superior Court and, with the written approval of the Chief Judge of the District Court, in the District Court.

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 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 and to the Chief Judge of the District Court 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 the Supreme Judicial Court, for the Superior Court, and with the written approval of the Chief Judge of the District Court, for the District Court 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

GENERAL GOVERNMENT

operation of clerical offices serving the Superior Court and, at the request of the Chief Judge of the District Court, the District Court 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 non-judicial personnel of the Judicial Department.

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

ORGANIZATION: The Administrative Office of the Courts began its work in August, 1975 under a grant from the Maine Criminal Justice Planning and Assistance Agency. The office became a state-funded component of the Judicial Department in September of 1977.

The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator with the approval of the Chief Justice and consists of the following positions: state court administrator, regional court administrators (4), accountant, accounting clerks (2), and a secretary. Duties of the office are enumerated in 4 M.R.S.A. §17 and are performed under the supervision of the Chief Justice, who is designated as head of the Judicial Department by statute.

During the first two and a quarter years of its existence, the Administrative Office was located in rented office space in Auburn, convenient to the chambers of Chief Justice Dufresne. Following Chief Justice McKusick's succeeding Chief Justice Dufresne in September, 1977, he established his chambers at the Cumberland County Courthouse in Portland. At the new Chief Justice's direction, the Administrative Office, in January, 1978, moved to rented office space at 66 Pearl Street, Portland, across the street from the Cumberland County Courthouse.

PROGRAM:

Personnel System. Implementation of the court personnel system began in July of 1976, but continued throughout 1977. Sections of the Maine Court System Personnel Policy and Procedures Manual have been amended by the Supreme Judicial Court for purposes of clarification and to handle situations not previously covered by the Manual, such as transfer of compensatory time and certification of probationary employees.

Certification and evaluation forms were developed in conjunction with Manual retirements, and clerks of court have attended training sessions in the use of these forms. Since the majority of the non-judicial employees have never been under a personnel system, much time has been spent in explaining how the court personnel system works and in answering questions about it.

The Appeal Board for the Court System, mandated by the Policy and Procedures Manual, was appointed by the Chief Justice in August of 1976. The Board is comprised of three judges, two clerks, an official court reporter and a regional court administrator.

When the personnel system was implemented in 1976, all employees were granted the right to appeal their initial grade and step classification, and 54 appeals were perfected. Of those appeals, 20 were sustained, two were sustained in part and denied in part, and the remaining 32 were denied.

During 1977, the Board handled 17 appeals not associated with initial classification. Of these appeals, three were sustained, 13 were denied, and one is still pending before the Board.

Legislature. During the 1977 session, over 100 bills were introduced which impacted some portion of the Judicial Department. In response to requests from legislators, the Administrative Office provided fiscal impact statements, statistical information, budget information, court procedure information, historical information, and various analyses.

Criminal Justice Sentencing Institute. On January 6-7, 1977, the first Maine Criminal Justice Sentencing Institute was held at Thomas College in Waterville. The Institute did not meet within a Maine correctional facility, as specified by 4 M.R.S.A. §454, because no correctional facility could accommodate the number of people attending.

All Maine judges, prosecutors, members of the Criminal Division of the Attorney General's office, representatives of the Department of Mental Health and Corrections and defense attorneys attended the two-day meeting.

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Areas of discussion at the Institute were the sentencing provisions of the new Maine Criminal Code, a pilot restitution project in Portland, Oregon, proposals for changes in the Maine corrections system, sentencing alternatives to fit the punishment to the crime, and an actual sentencing workshop.

The Institute was very successful in bringing together for education and communication the professional persons involved in the legal process which results in the sentencing of an offender, implementation of that sentence, and return of the individual to society.

County Law Libraries. Because of rising costs and lack of space, county law libraries are running into serious difficulties. In addition, in some counties the loss of books is becoming a problem. This loss results from the fact that the libraries are located in public buildings and are open for access by the court and the bar, while no one is on duty either to care for the library contents or to protect those contents.

It was the intention of the Administrative Office to contract for a study of library needs and propose recommendations during 1977. Due to unavailability of the funds planned, the study was not made and no proposals have been developed. There is no question that the problems of funding and the physical well-being of these libraries are serious and demand study and resolution.

Investigate Complaints. A great variety of complaints reaches the Administrative Office of the Courts. There are those that can be answered easily, such as a jury service check sent to the wrong address, and those that are more difficult, such as a person who wants to know why the juvenile who broke his window is not in jail.

Every complaint that comes to the office is investigated and a response is made. Many times the problem is one of confusion about how the court system works or a break-down in communication, and an attempt is made to provide the information or missing link to resolve the complaint.

This area is probably the most difficult and may be one of the most important services provided by the Administrative Office of the Courts.

Records and Exhibits Inventory. Through the assistance of interns provided by the Maine Criminal Justice Planning and Assistance Agency, all state court records and exhibits at the 49 trial court locations and the Law Court were inventoried during the summer. The inventory form was developed with help from Maine State Archives, and that department has offered to analyze the inventory.

The problem of records and exhibits is a serious one for Maine courts. Because there is no authority either to keep or destroy records, some courthouses contain many years accumulation of court records and exhibits, and the volume seriously impedes efficient operation at some locations. Maine State Archives has transported to Augusta and is now storing all Municipal and some District Court records prior to 1970 and Superior Court records prior to 1930. How long Archives will be able to continue this storage and whether all that is being stored should be retained are two of many questions that need answers.

A proposal for a schedule for retention and destruction of court records and exhibits is being prepared by the Administrative Office and will be submitted to the Judicial Records Committee of the Supreme Judicial Court during 1978. It is hoped the result will be implementation of a Maine court system records and exhibits policy.

Equipment Inventory. The interns provided for the records and exhibits inventory also compiled a list of equipment located at each court facility in the State. Time permitting, it is our intention to develop an accurate inventory of all court equipment, which will enable us to answer system-wide equipment needs in a more organized fashion than at present. Presently, when one court needs a particular piece of equipment, the Regional Court Administrators check with the courts within their regions to ascertain if the necessary item can be located in another court before purchase is made. At present, we have no way of planning for equipment replacement in an organized fashion, because we don't know the age and condition of the equipment on hand.

One equipment area that needs attention, particularly in District Court, is copy machines. Courts must be able to reproduce readable and permanent copies of records. Many of the current copy machines do not meet either the readability or permanency standards and should be replaced. Due to financial constraints, these machines are not being replaced fast enough.

Judicial Education. Under a grant provided by the Maine Criminal Justice Planning and Assistance Agency, several Maine judges were able to attend educational seminars during 1977.

Non-Judicial Training. Two training sessions for non-judicial court system personnel were

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held; the first in January and the second in November. The first seminar brought together District and Superior Court clerks at the Maine Criminal Justice Academy in Waterville for an all-day session on the merit personnel system and employee evaluations. In addition to a background lecture in personnel theory, there were sample evaluation problems and discussion of the components of the evaluation process.

The second day of the January session was devoted to training Superior Court personnel in the new Superior Court statistical reporting system. The agenda included a talk about the purpose of a statistical reporting system, a detailed review of the instruction manual, and some sample form completion. A portion of this meeting was set aside for answering questions in areas other than those covered by the agenda; for example, fiscal report problems and purchasing problems.

The November meetings were divided into "Northern" and "Southern" meetings in that personnel from the northern portion of the state met in Bangor November 16-18, and personnel in the southern portion of the state met in Portland November 28-30.

The first and second days of each session were identical; one half of the staff members of each Superior Court office attended one day, the other half the second day. The morning session was devoted to docketing, with a combination of lecture and group workshops. The afternoon session reviewed the problem areas of the Superior Court statistical reporting system, again with a combination of lectures and group workshops. The third day's agenda was for clerks of both courts. In the morning, members of the staff of the Bureau of Public Administration at the University of Maine in Orono conducted a workshop on "The Role of the Supervisor". In the afternoon, members of the Administrative Office staff covered hiring procedures, forms, fiscal matters and legislation.

Maintain Liaison. During 1977, the State Court Administrator visited 48 of the 49 court locations in the State and met with the clerk's office staff in each location. Some of the topics discussed during these meetings were budget, fiscal procedures, equipment, personnel system, forms, statistics, training and records.

In addition, within the court system, the State Court Administrator has participated in meetings with justices and judges from the three levels of the system and met with court reporters. The State Court Administrator continues to attend meetings of the Judicial Council, Juvenile Laws Revision Commission and Citizens for Modern Courts, acting as a resource person to these groups. As a result of invitations, meetings have been held with law enforcement groups, Standards and Goals Committees, Maine Criminal Justice Planning and Assistance Agency project groups, Mental Health and Corrections project groups, bar association groups, municipal groups and private organizations. Working relationships have been established with many state agencies, and those relationships will continue.

PUBLICATIONS:

Annual Report—1977

Citizens' Handbook on Maine Courts

FINANCES, FISCAL YEAR 1978: 4 MRSA, Section 16 provides that expenditures of this unit, which amounted to \$201,322 in FY 78, shall be borne by the Judicial Department and are, therefore, included in its financial display.

GENERAL GOVERNMENT

**DEPARTMENT OF FINANCE
AND ADMINISTRATION**

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

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3446

Floor: 3

Established: 1931

Sunset Review Required by: June 30, 1988

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

Bureau of Accounts and Control

Bureau of Central Computer Services

Bureau of Purchases

Bureau of Public Improvements

Bureau of Taxation

Bureau of Alcoholic Beverages

Board of Emergency Municipal Finance

Maine Insurance Advisory Board

Review Committee for Contractual Services

Standardization Committee

Capitol Planning Commission

Land Use Tax Committee

State Liquor Commission

Board of Trustees, Accident and Sickness or Health Insurance Program

Advisory Council on Deferred Compensation Plans

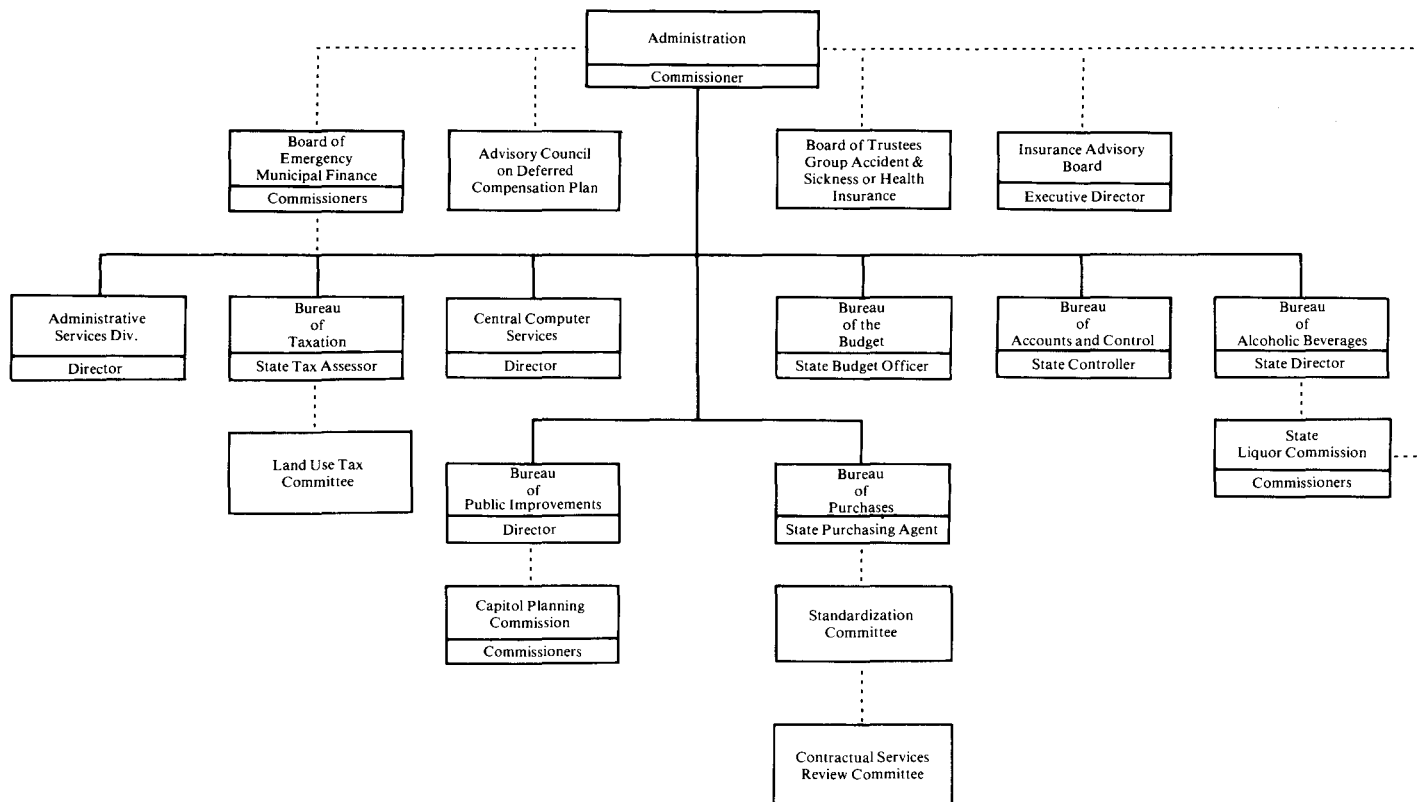
Advisory Committee on State Communications

PURPOSE: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government, serving to coordinate financial planning and programming activities of State departments and agencies for review and action by the Governor; 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

ORGANIZATION CHART DEPARTMENT OF FINANCE AND ADMINISTRATION



GENERAL GOVERNMENT

GENERAL GOVERNMENT

CONSOLIDATED FINANCIAL CHART FOR FY 1978 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	1,179,354	914,099	2,919		286,918	—24,582
Bal Brt Fwd— Encumbered	160,696	73,000		1,649	61,352	24,695
Licenses/Permits/Fees/Tax	5,863,099		5,862,348			751
Interest/ Investment/Rents	221,218					221,218
Fees Charged For Services	3,156,413					3,156,413
Receipts From Other Funds	9,103					9,103
Sale of Securities	1,000,000					1,000,000
Legislative Approp/Alloc	25,581,328	17,380,304		317,077	2,500,000	5,383,947
Transfers Contingent Acct	110	110				
Adjustment of Balance Fwd	58,651	92,980			—34,347	18
Transfers—Non-Federal \$	—4,005,617	—1,803,375		16,745	—2,218,987	
Transfers—Federal \$	33,360		33,360			
TOTAL RESOURCES	33,257,715	16,657,118	5,898,627	335,471	594,936	9,771,563
EXPENDITURES						
Salaries and Wages	8,411,734	4,759,919		146,281	85,342	3,420,192
State Share of Retirement	976,666	570,692		17,320	283	388,371
Prof Service, Not By State	138,349	80,174	3,600	—42	—687	55,304
Computer Service, By State	554,708	519,457				35,251
Other Prof. Serv., By State	27,936	18,946		20		8,970
Travel Expenses, In-State	179,985	167,190				12,795
Travel Expense, Out-State	80,951	67,261				13,690
Operation—State Vehicles	47,332	22,972				24,360
Utilities	830,995	370,258		83,249		377,488
Rents	849,529	43,132				806,397
Repairs	948,542	410,092		14,482		523,968
Insurance	507,526	201,382		5,820	91	300,233
General Operating Expense	393,331	316,623		1,186	—91	75,613
Food	79	79				
Fuel	192,195	135,230		10,001		46,964
Other Supplies	481,947	184,447		4,525		292,975
Depreciation	1,038,799					1,038,799
Highway Materials	198					198
Grants to Local Govts	1,469,815	1,469,815				
Grants to Pub. & Priv. Orgs.	25,700	25,700				
Unemployment Comp Benefit	713					713
Public Assistance Grants	4,732,135	4,732,135				
Pensions	59,180	49,021				10,159
Land And Land Rights	335	335				
Buildings & Improvements	216,140	11,103		6,977	198,060	
Equipment Purchases	24,355	24,355				
Structures & Improvements	8,566	8,566				
Debt Retirement, Interest	188,784					188,784
Chgs. To Asset/Liab. Accts.	13,248					13,248
Transfer to General Fund	78,136					78,136
Trans. to Spec. Rev. Fund	5,411					5,411
Trans to Gen-Fund Sta-Cap	4,519		334		4,187	—2
TOTAL EXPENDITURES	22,487,839	14,188,884	3,934	289,819	287,185	7,718,017

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of Public Improvements under a State Director of Public Improvements appointed as were other bureau heads. In 1959, the Advisory Committee on Budget was abolished.

The Capitol Planning Commission (established in 1967), the Maine Insurance Advisory Board (established in 1965) and the State Liquor Commission (established in 1933) were placed within the Department in 1971, the same year 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.

As of 1978, PL 674 Sec 3 gave the Commissioner sole appointing authority of all bureau heads within the department with the exception of the head of the Bureau of Central Computer Services.

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

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	874,981	874,981				
Legislative Approp/Alloc	3,675,783	1,155,533		20,250		2,500,000
Transfers Contingent Acct	110	110				
Adjustment of Balance Fwd	50,465	50,465				
Transfers—Non-Federal \$	—2,621,533	—402,546			—2,218,987	
TOTAL RESOURCES	1,979,806	1,678,543		20,250	281,013	
EXPENDITURES						
Salaries and Wages	99,894	99,894				
State Share of Retirement	11,828	11,828				
Prof Service, Not By State	22,800	22,800				
Travel Expenses, In-State	122	122				
Travel Expense, Out-State	571	571				
Utilities	3,689	3,689				
Repairs	291	291				
Insurance	2,781	2,781				
General Operating Expense	1,723	1,723				
Other Supplies	1,675	1,675				
Grants to Pub. & Priv. Orgs.	25,700	25,700				
Public Assistance Grants	120	120				
TOTAL EXPENDITURES	171,194	171,194				

GENERAL GOVERNMENT

BUREAU OF THE BUDGET

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

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2881

Floor: 3

Established: 1931

Sunset Review Required by: June 30, 1988

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 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

GENERAL GOVERNMENT

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

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium, which sets forth all proposed expenditures of the departments and agencies of the State, all interest and debt redemption charges during each fiscal year, and all expenditures for capital projects to be undertaken and executed during each fiscal year of the biennium. In addition, the document sets forth the anticipated revenues of the State government and any other means of financing expenditures proposed for each fiscal year of the biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium, including a general budget summary supported by explanatory schedules and statements; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

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 to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government 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.

PUBLICATIONS:

State Budget Document

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

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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— Encumbered	5,038	5,038				
Legislative Approp/ Alloc	264,835	264,835				
Adjustment of Balance Fwd	—457	—457				
Transfers—Non-Federal \$	34,400	34,000				
TOTAL RESOURCES	303,816	303,816				
EXPENDITURES						
Salaries and Wages	210,703	210,703				
State Share of Retirement	24,851	24,851				
Prof Service, Not By State	2,700	2,700				
Computer Service, By State	33,295	33,295				
Travel Expenses, In-State	187	187				
Travel Expense, Out-State	1,768	1,768				
Utilities	5,166	5,166				
Rents	3,209	3,209				
Repairs	496	496				
Insurance	5,142	5,142				
General Operating Expense	6,748	6,748				
Food	40	40				
Other Supplies	981	981				
Equipment Purchases	782	782				
TOTAL EXPENDITURES	296,068	296,068				

BUREAU OF ACCOUNTS AND CONTROL

RICHARD A. DIEFFENBACH, STATE CONTROLLER
DONALD A. BROWN, Deputy State Controller

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3781

Floor: 3

Established: 1931

Sunset Review Required by: June 30, 1988

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: 65

Permanent Legislative Count: 68

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

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

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.

GENERAL GOVERNMENT

PUBLICATIONS:

State of Maine Financial Report (free).
Consensed Financial Report (free).

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	305	305				
Legislative Approp/ Alloc	988,041	988,041				
Transfers—Non-Federal \$	—13,274	—13,274				
TOTAL RESOURCES	975,072	975,072				
EXPENDITURES						
Salaries and Wages	622,270	622,270				
State Share of Retirement	73,597	73,597				
Computer Service, By State	195,720	195,720				
Travel Expenses, In-State	1,814	1,814				
Travel Expense, Out-State	1,069	1,069				
Utilities	8,259	8,259				
Repairs	2,032	2,032				
Insurance	23,735	23,735				
General Operating Expense	10,419	10,419				
Other Supplies	4,728	4,728				
Equipment Purchases	1,790	1,790				
TOTAL EXPENDITURES	945,433	945,433				

BUREAU OF PUBLIC IMPROVEMENTS

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

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3881

Floor: 1

Established: 1957

Sunset Review Required by: June 30, 1988

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

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

GENERAL GOVERNMENT

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.

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

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Energy Audit Program. During this past year, through a program funded with Federal monies, the Bureau initiated an Energy Audit survey of each public school facility in the State of Maine, in addition to all the State-owned facilities. As a result of this new responsibility, the Bureau has employed approximately 10 energy auditors; and during the year completed the audits of approximately 275 schools out of a total of approximately 700 schools audited. Also, energy audit surveys were initiated at State-owned facilities through the use of private consultants, in conjunction with the Bureau's own energy audit personnel. The Legislature, through general fund appropriation, has funded this program through the coming year and it seems apparent that the energy audit survey program will not be completed during the coming year.

During the year a contract was awarded for the replacement of existing wooden sash in the State Capitol with double glazed insulated windows. This program was undertaken in an effort to conserve energy in that facility and yet maintain the architectural appropriateness of the building itself.

State Office Building Cafeteria. At the conclusion of the year, a renovation project involving the State Office Building Cafeteria was initiated. With these much needed renovations and with the selection of a new food service vendor, a most successful cafeteria operation is anticipated.

Stevens School Facilities. The Bureau is involved in programming the moves of additional State agencies to vacated facilities at the Stevens School in Hallowell. Early next year the entire Department of Business Regulation is expected to relocate to the Stevens School. Also, it is anticipated that as additional space needs occur and/or private leases terminate in the Augusta area, State agencies will be occupying additional facilities at the Stevens School. With these proposed moves, basically the entire facility will be utilized for State government office space.

Lease Space and Telecommunications. Through a reclassification of a position within the Bureau, the office now has a position of Chief, Lease Space & Telecommunications. This individual is able to concentrate full-time on these two very critical areas. With proper management of lease space and telecommunications, the Bureau should be able to establish effective cost management results.

Furthermore the Bureau has been instrumental in the negotiation of major leases in Bangor, Caribou and Augusta. Also, this office processed the approval of approximately 100 leases for office space during the year. The same position was responsible for reviewing new

GENERAL GOVERNMENT

telephone leases and authorizing new telephone systems for 5 major offices in various locations throughout the State. Also, many routine telephone lease renewals were processed.

In October of 1977, in accordance with recent enacted Legislation, the responsibility of the security of the State Complex area was transferred from the Bureau to the Department of Public Safety.

Planning & Construction. During the year the Bureau monitored the construction of 9 major projects plus several minor projects at a total cost of approximately \$4 million. The Construction Division also monitored the construction of 36 public school projects at a total cost of approximately \$38 million.

The Bureau was furthermore involved in the planning of 12 major funded State projects together with several minor projects at a total cost of approximately \$10 million (these projects included 4 Economic Development Administration (EDA) funded programs). The Bureau was additionally involved in the planning of 35 public schools funded at a total cost of approximately \$37 million. The office also reviewed the planning of 25 projects, awaiting pending funding, at a total cost of approximately \$33 million.

With the lifting of the public school construction moratorium action, the Construction Division is moving at an accelerated pace. Accordingly, 2 construction inspector positions, vacant for approximately 2 years, have recently been filled.

State-Wide Maintenance and Repair Program. During the year the Bureau was responsible for the overall management of the State-Wide Maintenance and Repair Program with an appropriation of \$1 million.

Property Management Division. During the year, the crafts people of the Property Management Division completed renovations in the Legislative Finance Office in the State House.

The Nash School was converted to storage and the Law Library's storage activity will now be at that location. A new "State Car Pool area" was constructed at the Nash School site.

The Division completed the remodeling of the Attorney General's office in the State House.

The Ross Apartment House on State Street and the old garage on Grove Street were demolished, and the areas cleaned up. The center portions of the Blaine House roof were insulated and re-roofed, and a new roof was installed on the State Police Garage. Divisional employees built and installed new cabinets in Central Computer Message Center. The boiler room craftsman extended controls from the Central Delta 2000 Control System to Human Services Building and within the State Office Building. The Vickery & Hill Building was sold, and Divisional employees moved out several agencies, cleaned and closed the building in preparation to turn it over to the new owners. Major renovations were made to the Nurses Home at AMHI for the CETA Office. State House painters painted the exterior trim and most of the interior of the Maine Publicity Bureau in Portland, Maine.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	329,068	39,118	2,919		286,918	113
Bal Brt Fwd— Encumbered	110,243	47,242		1,649	61,352	
Sale of Securities	1,000,000					1,000,000
Legislative Approp/ Alloc	4,632,886	4,336,059		296,827		
Adjustment of Balance Fwd	8,667	43,014			—34,347	
Transfers—Non-Federal \$	—1,361,780	—1,378,525		16,745		
Transfers—Federal \$	33,360		33,360			
TOTAL RESOURCES	4,752,444	3,086,908	36,279	315,221	313,923	1,000,113
EXPENDITURES						
Salaries and Wages	1,597,296	1,365,673		146,281	85,342	
State Share of Retirement	187,181	169,578		17,320	283	
Prof Service, Not By State	36,660	33,789	3,600	—42	—687	
Computer Service, By State	177	177				
Other Prof. Serv., By State	660	640		20		
Travel Expenses, In-State	8,383	8,383				
Travel Expense, Out-State	1,527	1,527				
Operation—State Vehicles	22,972	22,972				
Utilities	374,826	291,577		83,249		
Rents	20,347	20,347				
Repairs	405,859	391,377		14,482		
Insurance	59,671	53,760		5,820	91	
General Operating Expense	46,309	45,214		1,186	—91	
Food	39	39				
Fuel	145,231	135,230		10,001		
Other Supplies	34,876	30,351		4,525		
Pensions	27,513	27,513				
Land And Land Rights	335	335				
Buildings & Improvements	216,140	11,103		6,977	198,060	
Equipment Purchases	8,346	8,346				
Structures & Improvements	8,566	8,566				
Trans to Gen-Fund Sta-Cap	4,521		334		4,187	
TOTAL EXPENDITURES	3,207,435	2,626,497	3,934	289,819	287,185	

BUREAU OF PURCHASES

JOSEPH E. STEPHENSON, STATE PURCHASING AGENT

Central Office:

Telephone: 289-3521

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1988

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 is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Duplicating and Central Photography services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

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. Functions of the Bureau include operation of stationery stores and central warehousing; central photography lab; central duplicating (photocopy equipment); Reprographics (central printing); State mail service and both State and Federal surplus programs.

During the past year, the Bureau solicited 497 formal bids for 265 various commodities, with a cost savings (avoidance) of over \$598,500. In addition, Bureau savings through value analysis and negotiation totaled over \$177,000.

Quality Control Laboratory. The Bureau maintains a quality control laboratory in its warehouse facility on the grounds of the Augusta Mental Health Institute. The laboratory was established to provide information, research and technical assistance to all agencies in the testing, evaluation and acceptability of materials and supplies. Pretesting of samples to determine compliance to specifications and quality control functions is also a responsibility of the laboratory with a concentrated effort directed toward food purchases for the various state institutions. The laboratory also serves as the major source of inspection of Purchases and acts, when requested, as the receiving section of the State.

Procurement by specification is a primary method of purchasing in an objective manner, permitting the most open and fair competition. The Bureau works closely with all agencies in developing and establishing specifications and maintains a central file of specifications. Each buyer is responsible for final approval of all specifications for each assigned commodity.

Energy Program. In recent years, the federal government has emphasized the importance of an Energy Program and its relationship to purchasing. The Bureau, consequently, has undertaken a program of considering energy costs in its evaluation of energy-consuming products. This past year, studies have been performed on heating and air-conditioning units, vehicles and electric lamps. Currently, the Bureau has a contract for "Watt-Saver" and "Long-Life" lamps and has worked in conjunction with the Maine Department of Transportation on vehicle mileage/fuel consumption studies. In the near future, two diesel sedans will be added to the state fleet to further enlarge upon this study.

Life-Cycle Costing. Purchases maintain an active "Life-Cycle Costing" (LCC) program which is the consideration of the cost of ownership as well as the initial purchase price in evaluating the procurement of equipment. Recently, a technique of LCC was developed by the buyer of office equipment which includes price, years of expected life, and maintenance costs

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over the expected life. LCC is not limited to office equipment, and is also being used for specialty highway and laboratory equipment.

In conjunction with LCC, the Bureau activity performs "value analysis," which is the study of the value of an item in terms of function and cost to its ultimate use. Value analysis has been effective in the reduction of costs in the purchase of flooring materials, microfilm equipment, printing material, and copy machines. Food costs were reduced when value analysis determined that certain grades of food should be used in specifications of certain food products.

Copy Center. The Copy Center has continually updated its copy machine use/cost chart, which is a form of value analysis used to determine which copier is the most cost-effective for particular uses and volumes. The purpose of the copy center is to reduce copy costs throughout state government by centralizing costs incurred and averaging costs to user agencies. During the past year, the center has increased its cost-effectiveness activities and has reduced state copy cost by \$166,125.

Reduction of costs is a continuing activity within the Bureau and the buyers are responsible for market research in their particular commodity assignments in order to provide greater effectiveness in analyzing costs and price elements—estimating material costs—comparative and quantitative analysis and in assisting in purchasing forecasts. The buyers are also responsible for advising departments and agencies on materials obsolescence and stock excesses as well as other areas of procurement. A continuing effort is being made in the reduction of freight costs and each buyer actively pursues a program aimed at keeping these costs to a minimum by combining orders and seeking the safest, least expensive methods of shipment.

Education. Continuing education is of major importance to the Bureau and professional development is pursued by the buyers by participation in seminars and special courses as well as an on-going in-house training program.

The Bureau actively participated in the University's New Enterprise Institute Small Business Seminar in which forty-nine small businesses were contacted in a two-day program in which it was possible to assist these firms in completing bidder list applications and explaining the purchasing philosophy and procedures of Maine State government. The Bureau also participated in the World Trade Week seminar sponsored by the Maine Bureau of Waterways and the U.S. Department of Commerce, which helped to strengthen Maine's business relations with the adjoining Canadian provinces.

In order to assist the state economy, the Bureau of Purchases makes every effort to be fair and equitable in seeking bids, and, through cooperative efforts between the buyers and industrial representatives, makes known to Maine business the needs of government. Of the 497 formal bids awarded during the past year, 355 were awarded to in-state bidders and, of the 142 out-of-state awards, 60 were sole/single source items not obtainable within Maine. Therefore, 85.8% of formal bids were awarded in-state.

Legislation. The 108th Legislature adopted a preference law for in-state bidders and, as a result, 38 bids fell under this new requirement, six of which were then awarded to in-state bidders.

Spruce Budworm Project. The Spruce Budworm Project was a major procurement responsibility this past year, with more coordination of deliveries and services required than in the past. The purchase of specialty equipment and supplies had to be coordinated, along with security contracts and the purchase and delivery of chemicals; the mixing of the chemicals; helicopter spraying and the medical evacuation program. Excess supplies became the responsibility of the buyers upon completion of the program, and arrangements were made to dispose of these and waste materials as required by Federal and State regulations concerning disposition of contaminants.

Central Warehouse. The Central Warehouse stores over 1,300 items, and has an inventory turnover ratio of 5.7. Costs of goods for the warehouse exceeded over \$1,370,000 during the year and every major department and agency, as well as the Legislative and Judicial branches, were serviced during the year.

Federal Surplus Property Program. The Federal surplus property program, formerly under the Department of Education and Cultural Services, was transferred to the Bureau of Purchases in July, 1977. Property with an original cost to the federal government of over \$1,500,000 was distributed during the fiscal year to educational organizations, health institutions, communities and other non-profit eligible donees. The donated materials consisted of a wide array of items, such as trucks, office equipment, household furnishings and mechanical

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and electrical components. The State Surplus Program conducted four auctions during the year, with record sales of \$414,265.

Central Mail Service. The Central Mail Service handled over 25,000,000 pieces of mail during the year and recorded postage sales of over \$1,200,000. In order to offset increased U.S. postal rates, the Bureau purchased special presort equipment, which enables the various departments and agencies to be eligible for special discounts in postage rates anticipated to save \$50,000 annually.

Central Reprographics Division. The Central Reprographics Division developed a new requisition form, which is used as a step-by-step shop order and a final detail report. In conjunction with the new requisition, the division expanded into computer billing of all invoices. During the past year, the division provided duplicating services to all three branches of state government and produced 19,134 orders. Recently, a new machine was procured, which was developed for two-sided copying. This equipment has already proven to be an asset to the Division and is expected to add considerably to in-state duplicating cost savings, which this past year amounted to \$240,645.

Central Photo Laboratory. The Central Photo Laboratory maintained a full schedule during the past year and continues to provide state government with portrait work and documentation photography as well as photo display setups, slide programs, inter-negative work and the more routine photo developing and printing. Current savings over commercial photography amounted to \$7,693.

PUBLICATIONS:

How to Sell to the State of Maine (Free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,619	1,619				
Interest/Investment/Rents	12,227					12,227
Fees Charged For Services	151,853					151,853
Receipts From Other Funds	8,861					8,861
Legislative Approp/Alloc	285,052	285,052				
Transfers—Non-Federal \$	6,760	6,760				
TOTAL RESOURCES	466,372	293,431				172,941
EXPENDITURES						
Salaries and Wages	649,226	219,920				429,306
State Share of Retirement	76,466	26,020				50,446
Prof Service, Not By State	3,579					3,579
Computer Service, By State	12,395	14				12,381
Other Prof. Serv., By State	7,583					7,583
Travel Expenses, In-State	2,740	704				2,036
Travel Expense, Out-State	11,280	516				10,764
Operation—State Vehicles	10,197					10,197
Utilities	20,058	7,018				13,040
Rents	139,709					139,709
Repairs	23,557	376				23,181
Insurance	27,406	6,894				20,512
General Operating Expense	19,744	14,224				5,520
Fuel	1,584					1,584
Other Supplies	7,939	3,645				4,294
Depreciation	17,991					17,991
Highway Materials	198					198
Unemployment Comp Benefit	713					713
Equipment Purchases	886	886				
Chgs to Asset/Liab Accts	—2,202					—2,202
TOTAL EXPENDITURES	1,031,049	280,217				750,832

GENERAL GOVERNMENT

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

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

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2636

Floor: 2

Established: 1969

Sunset Review Required by: June 30, 1988

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 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 approximately 700 contracts and contract amendments involving a total expenditure of nearly \$12.75 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, assistance in the development of internal procedures for contract administration was provided to several agencies, and progress was made in revising Section 48 of the *Manual of Financial Procedures*, particularly in the redesign of the State of Maine Standard Contract in cooperation with the Department of the Attorney General. A new Standard Contract and related procedures are scheduled for introduction during the coming year. These continuing efforts to standardize and simplify State contractual procedures are in addition to the routine advice and assistance provided daily by the Committee and staff concerning request-for-proposal (RFP) forms, and contract preparation and processing.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1977: This unit is not authorized to receive or expend funds.

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STANDARDIZATION COMMITTEE

JOSEPH E. STEPHENSON, RECORDING SECRETARY

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3521

Floor: 2

Established: 1931

Sunset Review Required by: June 30, 1988

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 four 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 (there are currently two). The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: The long-range plans of the Committee are to assist in the formulation and modification of the Bureau of Purchases' procedural manual and to continue the development of an acceptable brands list of office supplies and establish more standardized State specifications. In addition, the committee reviews and evaluates contracts awarded to other than the lowest bidder.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 5 MRSA Sect 1814 provides that expenditures of this unit, which amounted to \$249 in FY 78, shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

GENERAL GOVERNMENT

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Incoming Watts: 1-800-452-1924

Telephone: 289-2076

Floor: 5

Established: 1931

Sunset Review Required by: June 30, 1988

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: 216

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. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. Early in 1976 the Bureau implemented a reorganization plan which provided for a Property Tax Division, State Tax Division, Operations Division, and Audit Division.

PROGRAM: The activities of the Bureau are chronicled through its various divisions.

Property Tax Division. In the unorganized territory during FY 78, the Property Tax Division completed property evaluation of 45 townships including inspection and appraisal of 4,000 individual properties. A revision of all acreage values throughout the Unorganized Territory was accomplished. There is an ongoing revision of all Property Tax maps including iden-

GENERAL GOVERNMENT

tification of parcels, ownership changes and property splits. Furthermore, the Bureau maintained approximately 20,000 taxpayer accounts including new valuation update, tax map changes, tax billings and tax lien procedures. The Property Tax records and billings were computerized during the 1977/1978 tax year.

With regard to the organized municipalities, the Property Tax Division completed field studies of the 497 municipalities for the 1979 State Valuation program using the computerized sales ratio program developed in 1976. Additionally, fieldmen—Property Appraisers—performed 1,000 residential appraisals for supplementing the sales ratio data information bank and performed 30 appraisals of industries throughout the state. Individual appraisals were completed on 60 utility owned power generating facilities. The Property Tax Division developed a new appraisal pricing schedule for transmission and distribution systems—electric utilities. The property classification system was improved.

The municipal statistics program was upgraded continuously. The six basic courses in Property Assessment Techniques were prepared and revised and 24 courses throughout the state in 12 locations with total attendance of 410 students were presented. Certification examinations for 68 applicants were prepared and taken. The Property Tax Division also provided assistance to municipal assessors in setting tax rates, making tax commitments, interpreting Property Tax law and appraisal techniques. Assistance was provided to municipal tax collectors regarding the Motor Vehicle Excise Tax Law. Visitations were made to 12 central locations throughout the state to apprise assessors and tax collectors of changes in the Property Tax laws and assessment administration.

The Property Tax Division vigorously emphasized compliance of the minimum assessment standards during 1977/1978 pursuant to Title 36 MRSA, section 327.

Division revenues for the fiscal year are as follows:

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Property Tax Division

1976-1977

Unorganized Territory

Real Estate Tax	\$ 9,462,622
Personal Property Tax	117,717
Spruce Budworm Tax	1,772,970
Real Estate Transfer Tax	835,957
Interest on Tax	8,757
Total	\$12,198,023

Organized Municipalities

Spruce Budworm Tax	\$ 337,558
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State Tax Division. The Division has four sections as follows:

Sales Tax Section. Net assessment for sales tax, rentals, use tax, interest and penalties for the fiscal year ending June 30, 1978 was \$186,674,317. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately \$4,248,000 for the fiscal year ending June 30, 1978.

The Second Session of the 108th Legislature enacted legislation, exempting from the sales tax the sale of residential gas, residential water, and the first 750 kilowatt hours of residential electricity per month. Exemption was also enacted which allows for the 5% sales tax to be computed on the difference after trade-in of a self-propelled vehicle used to harvest lumber and also provided for an exemption of the sale of used mobile and modular homes and an exemption of up to 50% on the sale of new mobile and modular homes. Legislation was also enacted which provided for refunds of sales tax paid on depreciable machinery and equipment purchases used in commercial fishing and commercial agricultural production.

Effective July 6, 1978, all interest and penalty provisions were deleted from all individual tax laws and placed in one uniform chapter (679). The interest rate was increased from $\frac{1}{2}$ of 1% to $\frac{3}{4}$ of 1% per month and the appeal period after assessment was reduced from 30 days to 15 days.

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Inheritance Tax Section. Revenue for the fiscal year ending June 30, 1978 totaled \$9,229,171. Since the inheritance tax is due one year from the date of death of a decedent, the most recent changes enacted by both the Regular and Special Sessions of the 107th Maine Legislature relating to valuation of joint bank accounts between husband and wife and the exemption and rate changes were fully reflected in the revenue received during the 1977-78 fiscal year. The assessments made for the inheritance tax during the 1977-78 fiscal year were slightly above the estimate for that period, indicating that the combination of inflation and the rate and exemption changes produced somewhat more revenue than was expected.

Income Tax Section: Total net assessments from corporate income tax for the fiscal year ending June 30, 1978 were \$33,589,472 and net assessments from the individual income tax for the same period were \$103,111,100.

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, 1978. The Federal standard deduction is more liberal than Maine's.

Corporate income and franchise tax rates were reduced by 1% for income earned on or after January 1, 1978. Effective July 1, 1978, individual income tax rates were also reduced.

Beginning with tax years starting on or after January 1, 1978, a tax credit equal to 20% of the Federal "Credit for the Elderly" will be permitted residents on their Maine returns. Also, for the tax years beginning on or after January 1, 1978, a head-of-household filing status will be recognized. The tax will be at a rate of about half-way between the single and joint rates.

Contingent upon State revenue receipts, an additional \$200 may be permitted for each personal exemption for the taxable year ending in 1978. The allowance of this additional one-time increase in the value of personal exemptions will not be certain until mid-January, 1979.

Effective January 1, 1977, an adjustment equal to the taxpayer's Federal New Jobs Credit will be permitted. This is intended to nullify the inappropriate effect on the Maine taxable income as a result of the required reduction of salaries and wages on the Federal return due to the new jobs credit.

Effective July 6, 1978, corporate small business investment companies, licensed under the United States Business Investment Act of 1959, as amended, and commercially domiciled in Maine and doing business primarily in Maine, are exempt from income tax.

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1978 were: Gasoline, Use Fuel and Motor Carrier—\$55,843,488. Business and Special Industry and Cigarette Taxes—\$50,802,333, and Aeronautical Gas Tax—\$596,997.

Chapter 651 enacted into law on March 16, 1978 under an emergency preamble retained the tax rate of .025¢ per hundredweight on potatoes. Without this legislation the tax rate would have reverted to .012¢ per hundredweight on July 1, 1978. Chapter 653 further altered the potato tax law by making certain readjustments in the disbursement of the potato tax revenue.

Chapter 661 repealed the Quahog Tax and replaced it with a fee for licensing and a 5% tax on the landed value of all quahogs purchased from a harvester. It also specifies certain offenses concerning the taking of shellfish. This new law is to be administered by the Department of Marine Resources.

Elderly Householders Tax and Rent Refund Activities. The Elderly Householders Tax and Rent Refund Program was amended by the Second Session of the 108th Legislature to provide increased benefits and to broaden the eligibility for the refund. The income limits were raised from \$4,500 to \$5,000 for single member households and from \$5,000 to \$6,000 for households with 2 or more members. Also the 10% deduction on the excess of income over \$3,000 has been repealed. Disabled widows and widowers between 55 and 62 who remain unmarried and meet the other requirements are also eligible.

Year Ending June 30:	1976	1977	1978
Number of Applications Filed	23,125	22,326	22,441
Number of Applications Approved	19,958	19,299	20,813
Total Refunds	\$3,853,134	\$3,759,492	\$4,349,862
Average Refund	\$ 193.06	\$ 194.80	\$ 209.00

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

GENERAL GOVERNMENT

Audit statistics for fiscal year ending June 30, 1978:

Net Revenue:

Sales Tax	\$1,928,475.00
Income Tax	622,467.00
Excise Tax	75,596.00
TOTAL	\$2,626,538.00
In-State	\$2,183,495.00
Out-of-State	443,043.00
TOTAL	\$2,626,538.00

Operations Division. The Operations Division is the administrative support unit for the Bureau. It is principally responsible for the processing of mail, revenue accounting and computer services. In the spring of 1978, a special project was instituted which created a Federal Enforcement Unit temporarily within the Operations Division. The Federal Enforcement Unit is to develop and implement the procedures to be used in enforcing Maine tax law through the exchange of Federal tax information.

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.
Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
Milk Tax: Permanent Certificate—Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.
Use Fuel:
 Use Fuel Tax License—Permanent.
 Use Fuel Dealers License—Permanent.
Gasoline:
 Distributors Certificate—Permanent.
 Exporters Certificate—Permanent.
 Importers Certificate—Permanent.
Lubrication Oils: Distributors Certificate—Permanent.
Cigarettes:
 Dealers Permanent Cigarette License.
 Distributors Annual Cigarette License.
 Wholesale Dealers Annual Cigarette License.
 Nonresident Distributors Annual Cigarette Licenses.
 Permanent Vending Machine License.
Sales and Use Tax Registration.

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and how to file them correctly are available free of charge.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

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	18,796	18,796				
Licenses/Permits/Fees/Tax	5,862,348		5,862,348			
Legislative Approp/ Alloc	10,145,162	10,145,162				
Adjustment of Balance Fwd	—42	—42				
Transfers—Non-Federal \$	—30,890	—30,890				
TOTAL RESOURCES	15,995,374	10,133,026	5,862,348			
EXPENDITURES						
Salaries and Wages	2,203,962	2,203,962				
State Share of Retirement	260,510	260,510				
Prof Service, Not By State	20,285	20,285				
Computer Service, By State	290,105	290,105				
Other Prof. Serv., By State	18,306	18,306				
Travel Expenses, In-State	153,176	153,176				
Travel Expense, Out-State	61,396	61,396				
Utilities	53,534	53,534				
Rents	19,576	19,576				
Repairs	15,520	15,520				
Insurance	77,066	77,066				
General Operating Expense	236,908	236,908				
Other Supplies	142,405	142,405				
Grants to Local Govts	1,469,815	1,469,815				
Public Assistance Grants	4,732,015	4,732,015				
Pensions	21,508	21,508				
Equipment Purchases	12,551	12,551				
TOTAL EXPENDITURES	9,788,638	9,788,638				

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3631

Floor: 3

Established: 1971

Sunset Review Required by: June 30, 1988

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: 57

Permanent Legislative Count: 68

Organizational Units:

Division of Computer Operations

Division of Systems and Programming

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the purchase and rental of data processing equipment by all State agencies.

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

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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. The main thrust of Computer Operations during the past year has been toward improved responsiveness to the needs of the user community and increased efficiency in the use of installed computing equipment.

The Input/Output Section hours of operations have been extended by 50%. Work is now accepted and distributed from 7:00 a.m. until 7:00 p.m. Tape Library coverage has also been extended to provide service during the second shift. The Data Entry Section has been enhanced to provide more complete service to the users availing themselves of this function. Central Computer Services is performing data entry work previously "farmed out" to departments with large data entry staffs. Additional output bins have now been installed and assigned to the users, thus reducing the confusion that existed with the old system.

A series of meetings was held with user agencies and Central Computer Services' Computer Operations to better define their needs and identify any problems. The result of these meetings provided a better understanding on both sides and tours were given of the Computer Center to interested persons.

Additional disk storage was added to both the IBM and Honeywell Systems to provide increased on-line storage for users of both machines. At the same time programs to report on wasted disk storage were implemented. This provides reports from which efficiency of disk usage can be improved. Similar programs to report on wasted core storage on the Honeywell System have also been installed. Both of these reports were met with enthusiasm from the user community. Support has been given for two new on-line systems on the IBM machine. This support included both hardware and software as well as increased operator coverage. These systems are for the Department of Education and the Department of Transportation.

The Systems Software Group is presently working on an enhanced user billing system for use on the Honeywell machine. This will interface to a new "total billing" package which will include all other services provided by Central Computer Services. Work is also underway on a Request for Proposal (RFP) to procure a cordless data entry system to provide even better services. This system will replace all IBM 129 type data entry devices at Central Computer Services, Taxation, and Retirement.

Systems and Programming. This unit provides systems analysis and computer programming services for State agencies on a request basis. Originally Systems and Programming served primarily agencies without data processing staffs. Now several larger agencies are utilizing these services to supplement in-house efforts.

Following is a partial list of systems implemented for various users within the past year:

User	System
Banks and Banking	Financial Institutions Reporting
Budget	Work Program Status
Manpower Affairs	Unemployment Estimating
Marine Resources	Lobster and Crab Licensing
Office State Employee Relations	Collective Bargaining Reporting
Public Safety	National Fire Incident Reporting
Purchases	Reprographics Billing
Superior Courts	Criminal and Civil Case Activity
Taxation	Unorganized Territories Property Taxation
Vocational Education	Post Secondary Student Information

Major systems and programming efforts were directed toward several projects which will carry over into the next reporting period. Among these are Personnel Employee and Certification, Retirement Contributions, Corrections Management Information, Vocational

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Rehabilitation, Centralized Licensing and Consolidation of Watercraft and Snowmobile Licensing. Several enhancements were made to both Legislative and Lottery Systems. The workload of Mental Health and Corrections was absorbed by Systems and Programming, encompassing the Capital Assets, Community Mental Health, Augusta and Bangor Mental Health System. During the past year two positions were added making a total of fifteen.

Administration. The agency continued to perform its responsibility to review and make recommendations on all requests for data processing positions and data processing equipment. Central Computer Services also cooperated with the Personnel Department in establishing a pilot apprenticeship program for four data processing classifications that were posing a problem insofar as recruitment is concerned.

Efforts in data processing training resulted in an agreement with the National Association of State Information Systems (NASIS) to provide highly technical training at slightly above cost and an RFP for video assisted courses to cover all other technical areas. These two approaches will provide more effective and less expensive training in the future.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Interest/Investment/Rents	19,857					19,857
Fees Charged For Services	2,998,420					2,998,420
TOTAL RESOURCES	3,018,277					3,018,277
EXPENDITURES						
Salaries and Wages	549,731					549,731
State Share of Retirement	65,059					65,059
Prof Service, Not By State	59,993					59,993
Travel Expenses, In-State	2,378					2,378
Travel Expense, Out-State	1,957					1,957
Utilities	15,983					15,983
Rents	363,232					363,232
Repairs	464,057					464,057
Insurance	20,146					20,146
General Operating Expense	9,013					9,013
Other Supplies	155,953					155,953
Depreciation	956,790					956,790
Debt Retirement, Interest	188,784					188,784
TOTAL EXPENDITURES	2,853,076					2,853,076

BUREAU OF ALCOHOLIC BEVERAGES

KEITH H. INGRAHAM, DIRECTOR

FRANK H. ROBIE, Administrative Assistant

Central Office:

Location: 10 Water St., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3721

Floor: 1

Established: 1933

Sunset Review Required by: June 30, 1988

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: 254

Permanent Legislative Count: 275

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.

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The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

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

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the 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 one more store was converted during FY 78. The Bureau now operates thirty 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 FY 78 eighteen more agencies were established making the total forty- six and 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

Permit:

- Certificate of Approval for Wine, Beer
- Alcohol
- Catering
- Identification Card

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

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

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	—24,695					—24,695
Bal Brt Fwd— Encumbered	24,695					24,695
Legislative Approp/ Alloc	3,967,826					3,967,826
Fees Charged For Services	73					73
Adjustment of Balance Fwd	18					18
TOTAL RESOURCES	3,967,917					3,967,917
EXPENDITURES						
Salaries and Wages	2,436,805					2,436,805
State Share of Retirement	272,866					272,866
Prof Service, Not By State	—8,268					—8,268
Computer Service, By State	22,870					22,870
Other Prof Serv, By State	1,352					1,352
Travel Expenses, In-State	6,883					6,883
Travel Expense, Out-State	969					969
Operation—State Vehicles	14,163					14,163
Utilities	348,341					348,341
Rents	303,456					303,456
Repairs	36,730					36,730
Insurance	95,808					95,808
General Operating Expense	61,080					61,080
Fuel	45,380					45,380
Other Supplies	132,478					132,478
Depreciation	64,018					64,018
Pensions	10,159					10,159
Chgs. To Asset/ Liab. Accts.	15,450					15,450
Transfer to General Fund	78,136					78,136
Trans. to Spec. Rev. Fund	5,411					5,411
Trans to Gen-Fund Sta-Cap	—2					—2
TOTAL EXPENDITURES	3,944,085					3,944,085

STATE LIQUOR COMMISSION

AURELE J. BOSSE, CHAIRMAN
FRANK H. ROBIE, Administrative Assistant

Central Office:

Location: 10 Water St., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3721

Floor: 1

Established: 1934

Sunset Review Required by: June 30, 1988

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: 3

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

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purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LIQUOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	10,027					10,027
TOTAL RESOURCES	10,027					10,027
EXPENDITURES						
Salaries and Wages	4,350					4,350
Travel Expenses, In-State	1,498					1,498
Utilities	124					124
Insurance	7					7
Other Supplies	250					250
TOTAL EXPENDITURES	6,229					6,229

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MAINE INSURANCE ADVISORY BOARD

HARRIMAN W. McKOWEN, EXECUTIVE SECRETARY

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2341

Floor: 3

Established: 1965

Sunset Review Required by: June 30, 1988

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 reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Governor such insurance protection as deemed necessary or desirable for the protection of all State property; recommends 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 provides 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.

STATE PROPERTY INSURANCE

Company: National Union Insurance Company

Agency: Bradish-Young, Inc.

Term: 7/1/77 - 7/1/78

Insured Amount: \$545,400,700

Annual Premium: \$123,697

Self-Retention: \$500,000

Claims Paid & Incurred: \$222,090

Insurable values due to inflation and new construction increased by \$20,500,000. Notwithstanding this increase, the premium cost for FY 78 was reduced by approximately \$9,000.

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Company

Agency: The Dunlap Agency

Term: 9/8/77 - 9/8/78

Limits: \$300,000 per occurrence

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Premium: \$284,260
Number of Units: 4,111
Claims Reported as of August 1, 1978: 305
Claims Paid & Incurred as of August 1, 1978: \$113,282

In view of substantial industry wide auto insurance rate increases the premium increase was approximately 17% in spite of a poor account loss ratio.

STATE AIRCRAFT FLEET INSURANCE

Company: United States Aviation Insurance Group
Agency: Turner Barker & Co., Inc.
Term: 8/6/77 - 8/6/78
Limits: Various — Hull & Liability
Premium: \$22,808
Number of Aircraft: 17 Fixed Wing, 7 Rotorcraft = 24 Total
Claims: None

The exceptional quality of the State pilots and the excellent maintenance programs are illustrated in this exhibit.

COMPREHENSIVE BLANKET BOND

Company: Maine Bonding & Casualty Company
Agency: John C. Paige Company
Term: 7/9/77 - 7/9/78
Coverage: Employee fidelity, money and securities
Number of Employees: 17,232
Premium: \$12,318
Losses Paid & Incurred: \$2,116

RESERVE FOR SELF-INCURRED LOSSES

Balance of Fund July 1, 1977:	\$2,838,584.56
Premiums Deposited:	17,885.47
Investment Income:	189,133.86
Claims Paid & Incurred:	—171,419.95
Balance June 30, 1978:	\$2,857,223.13

In FY 79 the facilities of the Self-Insurance Fund will be expanded to assume greater proportions of risk retention. It is further anticipated the fund will significantly participate in any public liability insurance program.

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.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

MAINE INSURANCE ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Licenses/Permits/Fees/Tax	751					751
Interest/Investment/ Rents	189,134					189,134
Fees Charged For Services	6,067					6,067
Receipts From Other Funds	242					242
Legislative Approp/ Alloc	205,622	205,622				
Transfers--Non-Federal \$	—19,300	—19,300				
TOTAL RESOURCES	382,516	186,322				196,194
EXPENDITURES						
Salaries and Wages	37,497	37,497				
State Share of Retirement	4,308	4,308				
Prof Service, Not By State	600	600				
Computer Service, By State	146	146				
Other Prof Service, By State	35					35
Travel Expenses, In-State	2,804	2,804				
Travel Expense, Out-State	414	414				
Utilities	1,015	1,015				
Insurance	195,764	32,004				163,760
General Operating Expense	1,387	1,387				
Other Supplies	662	662				
TOTAL EXPENDITURES	244,632	80,837				163,795

CAPITOL PLANNING COMMISSION

ALLEN G. PEASE, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3881

Floor: 1

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1988

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 the Director of the State Planning Office, ex-officio, and six members appointed by the Governor: a member of the Augusta City Council, a resident of the Capitol Complex area and four citizens who are not Augusta residents. 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 a supplemental report to the Capitol Commission Report submitted to the Legislature in December of 1976. This supplemental report fulfilled re-

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quests by the Legislature for more information regarding the advantages and disadvantages of centralizing State government facilities in the Capitol Complex area and extending the boundaries of the Complex to include other State government land located in the Augusta and Hallowell area.

During the past year the Commission was involved in approving an application for a neighborhood store for take-out food service located on Sewall Street. The Commission is in the process of reviewing its rules and regulations and will hold a public hearing concerning the adequacy and desirability of any proposed changes.

PUBLICATIONS:

Capitol Planning Commission Report to the 108th Legislature, February 10, 1978

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 622-7161

Floor: 5

Established: 1976

Sunset Review: Not Established

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: 0

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

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

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

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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STATE BOARD OF ASSESSMENT REVIEW	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				
EXPENDITURES						
Salaries and Wages	3,450	3,450				
Travel Expenses, In-State	806	806				
TOTAL EXPENDITURES	4,256	4,256				

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office:

Location: Cultural Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2451

Established: 1973

Sunset Review: Not Established

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 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 Counties 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 counties; and in cooperation with the Board is providing emergency records storage to county officers as well as security microfilm storage. County officers attended ongoing 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

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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 1978: 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be borne by the Maine State Archives, and are, therefore, included in its financial display.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office:

Location: Cultural Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2451

Established: 1973

Sunset Review: Not Established

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 State Archivist, and the State Registrar of Vital Statistics. 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 submissions of the City of Gardiner which has undertaken an ongoing 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 Gouldsborough 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.

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

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Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records*.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

CRIMINAL LAW ADVISORY COMMISSION

PETER G. BALLOU, CHAIRMAN

STEPHEN L. DIAMOND, Staff Attorney Department of Attorney General

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2538

Floor: 5

Established: 1976

Sunset Review: Not Established

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: 0

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. Effective July 6, 1978, the Legislature amended the Criminal Law Advisory Commission statute to require the Commission to evaluate the operation of the Maine Juvenile Code and to recommend amendments based upon its evaluation.

ORGANIZATION: The Commission is composed of 9 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. At least two members shall be qualified by reason of their knowledge of juvenile law. Members of the Commission serve for terms of 2 years and may be reappointed. In the event of the death or resignation of any member, the vacancy for his unexpired term shall be filled by the Attorney General.

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

PROGRAM: The Commission's major activity during the fiscal year was the drafting of amendments to Maine's Criminal Code. These amendments were submitted to, and adopted by, the Legislature. They were included in Chapter 671 of the Public Laws of 1977. The Commission also reviewed the legislative documents relevant to the criminal laws and made recommendations, including suggested language changes, to the appropriate legislative committees. In addition, representatives of the Commission worked with the Civil Rules Committee on the formulation of a rule governing the enforcement of civil violations.

PUBLICATIONS: None.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$19,562 in FY 78 and are, by administrative decision, included with those of the Department of Attorney General.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN

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

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3631

Floor: 3

Established: 1975

Sunset Review: Not Established

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: 0

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: Meetings were held at least quarterly during Fiscal Year 1978 at which time the members discussed progress of various projects and Central Computer Services' fiscal performance. Some of the services performed were: reducing the purchase cost of Sperry Univac mainframe equipment installed at Manpower Affairs; investigating the use of Central Computer Services' computers in word processing environments and approving the procurement of disk equipment at Central Computer Services.

As a result of Executive Order 9 FY 77/78 the Computer Services Advisory Board assumed a direct reporting role in approving the procurement of data processing equipment and services outside Central Computer Services. A sub-committee formed to review the activity made the following recommendations: Approved the procurement of disk controller and communications controller for Manpower Affairs' implementation of Job Matching; approved the hiring of a contractor to write a Request for Proposal (RFP) for Mainframe or Services at Manpower Affairs; and approved the selection of a contractor to implement the Medical Management Information System at Human Services.

PUBLICATIONS: None.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$300 in FY 78 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

ADVISORY COMMITTEE ON STATE TELECOMMUNICATIONS

RICHARD G. BACHELDER, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3881

Floor: 1

Established: 1975

Sunset Review: Not Established

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. In addition, a representative from the University of Maine and the Emergency Medical Services project have been attending the meetings and have given much assistance. The member from the Department of Finance and Administration shall be the Chairman. The Committee meets quarterly.

PROGRAM: 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.

Reclassification of a Bureau of Public Improvements position to Chief, Lease Space & Telecommunications will provide greater emphasis on communication matters. By devoting nearly fifty percent of his time, he will aid the Committee in their endeavor to 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 1978: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

GENERAL GOVERNMENT

MAINE CRITICAL AREAS ADVISORY BOARD

STERLING DOW III, CHAIRMAN

HARRY R. TYLER, JR., Program Manager

Central Office:

Location: 189 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3154

Established: 1974

Sunset Review: Not Established

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: 0

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 78, the Critical Areas Advisory Board met eight times. Seven planning reports were delivered to the Board. These reports provided the justification to evaluate areas for registration as critical areas. On the basis of these reports and specific evaluations, 96 areas were selected for inclusion on the Register. In addition to the registration activities, the Board and State Planning Office worked with other agencies, private conservation organizations, and landowners to conserve the value of critical areas by properly managing the areas.

The Critical Areas Program initiated contracted work on five subjects which will result in three planning reports during the coming year. At the conclusion of the fiscal year there were a total of 158 areas on the Register of Critical Areas.

General brochures on alcids, Leach's storm-petrel, nodding pogonia, oysters, horseshoe crab, black terns, mountain laurel, Piping Plover, sassafras were 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	Dogwood	Rose Quartz Crystals
Rhododendron	Loug's Bitter Cress	Red Beard Sponge
Oysters	Black Tern	Red Chenille Algae
Petrels	Nodding Pogonia	Quahogs
Alcids	Buffalo Berry	Discordant Mussel
Inkberry	Spotted Wintergreen	Bedrock Fossils
Least Terns	Slender Cliff-Brake	Cut-leaved Anemone
Slender Blue Flag	Spicebush	Northern Painted Cup
Chestnut Oak	Gaper Clam	Smooth Top Shell
Piping Plovers and	Dwarf Tellina	Small Round-leaved Orchis
Least Terns	Tourmaline	Glaciomarine Deltas
Panax quinquefolius	New Jersey Tea	Sand Beaches
Small Whorled Pogonia	Clammy Azalea	Intertidal High
Ram's-head Lady's Slipper	Prairie White Fringed Orchid	Diversity Areas
Wading Birds	Katahdin Arctic Butterfly	Coastal York County
Widows	Alpine Tundra	Bedrock Localities
Horseshoe Crab	Vascular Vegetation	Yellow Nose Vole

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Mountains	Casco Bay Bedrock Geology	Auricled Twayblade
Mountain-laurel	Atlantic White Cedar	Scarlet Oak
Sassafras	Tupelo	Bog Elfin
Brochures:		
Critical Areas Program	Alcids	Piping Plover
Least Terns	Leach's Storm Petrel	Horseshoe Crab
Black Terns	Oysters	Sassafras
Nodding Pogonia	Mountain laurel	

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

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$25,000 in FY 78 and are, by administrative decision, included with those of the State Planning Office.

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

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

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3446

Floor: 3

Established: 1973

Sunset Review: Not Established

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: 0

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 each year.

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

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

GENERAL GOVERNMENT

FOREST LAND VALUATION ADVISORY COUNCIL

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

Central Office:

Location: AMHI, Ray Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2011

Established: 1973

Sunset Review: Not Established

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: During FY 78, the Council met in February and defined its working relationship with the State Tax Assessor and the Bureau of Taxation. The major goal of the Council is to take an active role in advising the State Tax Assessor of the concerns of both public and private interests in forest land.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 36, MRSA, Sections 584 and 297 provides that expenditures of this unit, which amounted to \$150 in FY 78, shall be borne by the Bureau of Taxation and are, therefore, included in its financial display.

STATE PERSONNEL BOARD

PATRICIA E. RYAN, CHAIRPERSON

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2821

Floor: 2

Established: 1937

Sunset Review: Not Established

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: 0

Permanent Legislative Count: 0

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 was then 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, certifica-

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tion of payrolls; and 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 reallocation and decisions made by the Commissioner.

ORGANIZATION: The original Personnel Act of 1937 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 by making it an all public member body. One member of the Board is designated by the Governor to serve as chairperson.

Under legislation passed during the 107th Legislature, the (Office of) Commissioner of Personnel was created, replacing that of Director of Personnel. This legislation empowers the Commissioner with major powers and duties that were formerly the responsibility of the State Personnel Board. The Board continues to review and advise the Commissioner of Personnel on administrative policy and to hear agency and employee appeals on matters of classification, allocation and reallocation of positions in the classified service.

Normally, the Board meets once a month and holds such additional meetings as may be necessary. The Commissioner of Personnel attends all meetings, acts as its secretary, and keeps minutes of its proceedings.

PROGRAM: During FY 1978, the State Personnel Board heard and decided twenty-seven appeals issues. With the exception of February and March, a hearing was held each month throughout the reporting period. A special session was called on June 28th.

A procedure for hearing appeals was prepared by the chairperson and approved by the Board members during the June 11th meeting. In December this procedure was revised to satisfy the Attorney General's interpretation with respect to the thirty-day time period in which appeals must be filed. During this same reporting period, new rules of practice governing the conduct and regulation of Personnel Board hearings were prepared in accordance with the specific requirements of the Maine Administrative Procedure Act.

The Board prepared and submitted a special report on the Performance Appraisal System to the legislature on January 19, 1978. Copies of this report were filed with the Committee on State Government, legislative leadership and with the Governor.

Other policy issues reported to and considered by the Board include: use of intermittent employees, certification procedure, and techniques of position evaluation (allocation factors) and job evaluation (slotting, using the Hay point/factor system).

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$3,500 in FY 78 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

GENERAL GOVERNMENT

COMMISSION TO REVISE STATUTES RELATING TO JUVENILES

JOSEPH M. JABAR, CHAIRMAN

Central Office:

Location: Kennebec County Court House, Augusta

Mail Address: Kennebec County Court House, Augusta, Maine 04330

Established: 1975

Telephone: 622-1641

Sunset Review: Not Established

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: 0

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 and 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, also serve as Commission members.

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 has monitored preparations for its implementation and assisted 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.

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"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 1978: The expenditures of this unit amounted to \$4,095 in FY 78 and are, by administrative decision, included with those of the Criminal Justice Planning and Assistance Agency.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MADELEINE R. FREEMAN, CHAIRMAN

DAVID T. BUSSEY, Assistant to the Commission

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Unit Citation:* 1 M.R.S.A., Sect. 1002

Average Count—All Positions: 0

Telephone: 289-3501

Floor: 2

Sunset Review: Not Established

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.

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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 78, 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:

1. Two sets of reports for candidates and committees involved in the 1978 primary election;
2. Reports filed by candidates and political committees active in the special elections held in House of Representatives Districts 13 and 113;
3. Reports from organizations active in December 1977 referendum campaigns;
4. Reports for organizations active in December 1977 initiative campaigns; and
5. Sets of Quarterly Post-Election Reports outlining the disposition of campaign surpluses or deficits reported by candidates and committees in summary reports for elections held in 1976 and 1977.

In accordance with 21 MRSA §1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

As part of its continuous review of the workings of the campaign finance law, the Commission proposed and supported passage of L.D. 1971, which became PL 589 of 1978.

The Commission met a total of 5 times during FY 78.

PUBLICATIONS:

Hearing Procedures: Maine Commission on Governmental Ethics and Election Practices

Findings of Fact and Opinion (all pertain to 1976 elections):

- 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.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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						
Legislative Approp/Alloc	9,100	9,100				
TOTAL RESOURCES	9,100	9,100				
EXPENDITURES						
Salaries and Wages	5,261	5,261				
State Share of Retirement	585	585				
Travel Expenses, In-State	585	585				
Utilities	229	229				
General Operating Expense	861	861				
Other Supplies	49	49				
TOTAL EXPENDITURES	7,570	7,570				

INTERSTATE BOUNDARY COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office:

Location: 11 Tall Pines, Cape Elizabeth

Mail Address: 11 Tall Pines, Cape Elizabeth, Maine 04107

Telephone: 774-8214

Established: 1971

Sunset Review: Not Established

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: 0

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 was 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 was 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.

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

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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.

The Supreme Court of the United States granted the joint motion of Maine and New Hampshire for entry of a final decree in the matter of New Hampshire vs. Maine, No. 64 Orig on October 3, 1977. The final decree determined the marine boundary between the two states as jointly and finally agreed and is depicted by a heavy black line with the words "Maine" and "New Hampshire" above and below that line on the Coast and Geodetic Survey Chart 211, Eighth Edition, Dec. 1, 1973, filed with the Motion for Entry of Judgement by Consent.

The issuance of the final decree completes the responsibilities and charges made to the Interstate Boundary Commission and a first and final report will be made and records and pertinent documents filed with the State Archivist.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	4,270				4,270	
Adjustment of Bal Fwd		4,270			—4,270	
TOTAL RESOURCES	4,270	4,270				
EXPENDITURES						
Prof Serve, Not By State	352	352				
TOTAL EXPENDITURES	352	352				

BOARD OF EMERGENCY MUNICIPAL FINANCE

R. L. HALPERIN, STATE TAX ASSESSOR, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2076

Floor: 5

Established: 1935

Sunset Review Required by: June 30, 1988

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: 0

Permanent Legislative Count: 0

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.

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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 78.

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. The audit will be at the expense of said municipality. An investigation of the financial affairs of such municipality can be made that will reveal whether or not its affairs are in such condition that the interest of the State and public necessity, in the Board's judgment, require that its affairs be taken over and administered under the law. Further investigation of the affairs is then possible in order 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 1978: This unit is not authorized to receive or expend funds.

STATE EMPLOYEES' APPEALS BOARD

PETER J. DeTROY, III, CHAIRMAN

Central Office:

Location: 95 Exchange St., Portland

Mail Address: 95 Exchange St., Portland, Maine 04101

Telephone: 772-8352

Established: 1967

Sunset Termination Required to Start by: June 30, 1988

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: 0

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 review by the Joint Standing Committee on Labor and confirmation by the Legislature, 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.

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PROGRAM: The State Employees' Appeals Board heard twenty-one grievances and rendered decisions on all of them between August 1, 1977 and July 31, 1978. There were an additional eleven grievances which were disposed of in a summary manner. All grievances were disposed of by a written opinion handed down by the Board within thirty days of the case, after the case was heard.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	12,500	12,500				
TOTAL RESOURCES	12,500	12,500				
EXPENDITURES						
Salaries and Wages	11,289	11,289				
Travel Expenses, In-State	867	867				
Utilities	190	190				
General Operating Expense	25	25				
TOTAL EXPENDITURES	12,371	12,371				

STATE ENERGY RESOURCES ADVISORY BOARD

**RICHARD R. J. MORIN, CHAIRMAN
JOHN M. JOSEPH, DIRECTOR
OFFICE OF ENERGY RESOURCES**

Central Office:

Location: 55 Capitol St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2196

Established: 1974

Sunset Review: Not Established

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: 0

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 energy developments.

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, 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

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community, 2 representatives of the general public and one representative of the business community.

PROGRAM: The Energy Resources Advisory Board met five times during 1977-78: October, December, March and June.

The Board advised the Director of the Office of Energy Resources on all matters concerning the operation of the Office as well as on energy policy. Major tasks undertaken in 1977-78 were review of the 1978 calendar year work program, recommendations on the office legislative package, and formulation of a posture regarding nuclear energy development. In addition, at the request of the Director, the Energy Resources Advisory Board assumed the responsibility of deciding on the award of research and development grants for native energy resource development.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$12.00 in FY 78 and are, by administrative decision, included with those of the Office of Energy Resources.

LAND CLASSIFICATION APPEALS BOARD

JAMES P. NORRIS, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2011

Floor: 5

Established: 1977

Sunset Termination Scheduled to Start by: June 30, 1988

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Unit Citation:* 36 M.R.S.A. Sect 297

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law or the Farm and Open Space Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve in an advisory capacity as a non-voting member and chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the person who, pursuant to Section 584, is currently serving on the Forest Land Valuation Advisory Council as the landowner member.

This board has replaced the Forestry Appeals Board.

PROGRAM: The Board was formally organized in FY 78, and has reviewed four cases during its first year.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 36 MRSA Section 297 provides that expenditures of this unit, which amounted to \$200 in FY 78, shall be borne by the Bureau of Taxation and are, therefore, included in its financial display.

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**BOARD OF TRUSTEES,
GROUP ACCIDENT & SICKNESS
OR HEALTH INSURANCE**

COLBURN W. JACKSON, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3781

Floor: 3

Established: 1968

Sunset Termination Scheduled to Start by: June 30, 1988

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: 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

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, 1979.

The Board is participating in a study concerning the feasibility of self-insuring health insurance benefits for state employees in accordance with Chapter 75, Maine Resolves of 1978.

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

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

JUDICIAL COUNCIL

**VINCENT L. McKUSICK, CHIEF JUSTICE
STATE OF MAINE CHAIRMAN, EX OFFICIO
PETER L. MURRAY, Executive Secretary**

Central Office:

Location: 1 Monument Square, Portland

Mail Address: 1 Monument Square, Portland, Maine 04111

Telephone: 774-6291

Established: 1954

Sunset Review: Not Established

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, Peter Rubin has been appointed Executive Secretary.*

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.

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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 1978: The expenditures of this unit amounted to \$7,077 in FY 78 and are, by administrative decision, included with those of the Judicial Department.

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STATE LOTTERY COMMISSION

DONALD M. DOSTIE, CHAIRMAN
GEORGE ORESTIS, Director of State Lotteries

Central Office:

Location: 151 Capitol Street, Augusta

Mail Address: 151 Capitol Street, Augusta, Maine 04333

Telephone: 289-2081

Floor: 1

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1980

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: 43

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.

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

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—212,830					—212,830
Bal Brt Fwd— Encumbered	212,830					212,830
Legislative Approp/Alloc	1,406,094					1,406,094
TOTAL RESOURCES	1,406,094					1,406,094
EXPENDITURES						
Salaries and Wages	373,645					373,645
State Share of Retirement	41,708					41,708
Prof Service, Not By State	274,683					274,683
Computer Service, By State	43,386					43,386
Travel Expenses, In-State	9,575					9,575
Travel Expense, Out-State	697					697
Operation—State Vehicles	16,636					16,636
Utilities	10,974					10,974
Rents	37,958					37,958
Repairs	1,068					1,068
Insurance	12,555					12,555
General Operating Expense	374,814					374,814
Other Supplies	3,705					3,705
Depreciation	25,448					25,448
Trans. to Gen.-Fund Sta-Cap	8,551					8,551
TOTAL EXPENDITURES	1,235,403					1,235,403

MAINE MUNICIPAL BOND BANK

ALFRED A. PLOURDE, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office:

Telephone: 622-9386

Location: 35 Community Drive, Augusta

Mail Address: 35 Community Drive, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1988

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: 0

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

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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: In October 1977, a Refunding Issue for \$77,030,000 was successfully negotiated by the Maine Municipal Bond Bank which provided substantial savings for the 1974 Series B, 1975 Series G & H and the 1976 Series C, D, and E Issues. In addition, the Bond Bank had two bond offerings during the fiscal year—one in December 1977 for \$4,875,000 and one in June 1978 for \$8,635,000 which helped a total of thirteen governmental units finance their capital projects. Both Issues were rated Aa by Moody's and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, especially the smaller units, with their long range financial plans and debt management problems.

PUBLICATIONS:

Annual Report.

FINANCES, FISCAL YEAR 1978: The State accounting records for FY 78 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

ALICE V. WHITE, Clerk

Central Office:

Location: 51 Water Street, Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2615

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1988

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: 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

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 37 municipalities during the fiscal year. One town was denied a hearing, the request having been

GENERAL GOVERNMENT

signed by an appointed official and not by the municipal officers as required by law. One town failed to appear on the scheduled date of the hearing.

The Board voted, following hearings at the Wingate Building office in Hallowell, as well as at Presque Isle and Calais, to let stand valuations placed on 19 of the municipalities by the State Bureau of Taxation. Of 16 valuations which were reduced, 6 followed recommendations from the State Bureau of Taxation.

Four of the municipalities have appealed the Board's decisions to the Superior Court. In three of those cases the Board made no reduction, while in the fourth, a small reduction was granted in addition to that recommended by the State Bureau of Taxation.

For the first time in more than two years the Board was at full strength once more, with the appointment of a second "former city" assessor.

Four towns appealed findings by the State Bureau of Taxation that they had failed to meet minimum assessment ratios, but only two actually appeared for hearings held in late March. Both appeals were denied.

The Municipal Valuation Appeals Board, forced to vacate quarters in the Vickery-Hill Building, was fortunate in locating suitable office space in the Wingate Building on Route 201 in Hallowell.

The Board, because only one of four towns appeared for hearings in Presque Isle and only two of four showed at Calais, has agreed that all future appeals hearings will be held at Hallowell.

Considerable time has been devoted to a revision of instructions to municipalities contemplating appeals. In an effort to ease the burden on municipal officials as well as the State Bureau of Taxation, towns and cities are encouraged to submit several suitable dates for hearings. Hopefully, by assigning hearings on dates on days preferred by the municipalities, it will be possible to reduce materially the number of requests for postponements, thereby reducing costs.

State Valuation appeals are now on an annual basis, as are hearings on appeals from State Bureau of Taxation determinations on assessing ratios and assess qualities.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	28,909	28,909				
TOTAL RESOURCES	28,909	28,909				
EXPENDITURES						
Salaries and Wages	17,600	17,600				
State Share of Retirement	981	981				
Prof Service, Not By State	174	174				
Travel Expenses, In-State	3,586	3,586				
Utilities	728	728				
Rents	2,034	2,034				
Insurance	406	406				
General Operating Expense	441	441				
Other Supplies	507	507				
Equipment Purchases	717	717				
TOTAL EXPENDITURES	27,174	27,174				

GENERAL GOVERNMENT

(OFFICE OF) COMMISSIONER OF PERSONNEL

ROBERT J. STOLT, COMMISSIONER

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2821

Floor: 2

Established: 1937

Sunset Review Required by: June 30, 1988

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: 33

Permanent Legislative Count: 36

Organization Units:

Merit System 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.

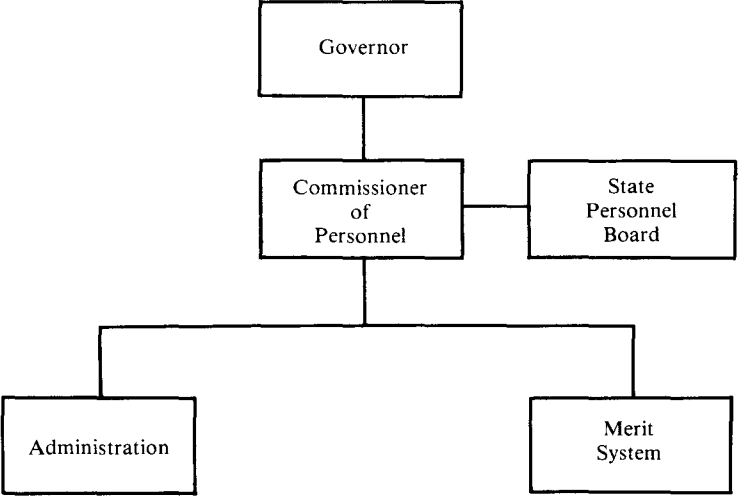
Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law 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, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

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 this revision, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. Term of the Commissioner is coterminous with that of the Governor or until a successor has been appointed and qualified.

In April 1977, the former Classification and Compensation Division was merged with the Examination Construction Branch of the then Career Management Division, and a Merit System Division established. Record keeping and office administration functions formerly under the Career Management Division were combined with data processing and training functions and an Administrative Division was established. All statutory functions are now accomplished through these two divisions. In detail:

The Administrative Division encompasses recruitment, examination administration, maintenance of registers (job referral lists), maintenance of records (manual and automated) reception of the public and budget preparation. On September 30, 1977, a State Training

**ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL**



GENERAL GOVERNMENT

Branch funded by CETA, Title I contract was added to this division. It replaces the former Public Service Careers adjunct. This branch continues to provide development, training and placement services for low income and economically disadvantaged persons and, in addition, plans and coordinates training sessions for State employees in the areas of management, supervision and special program administration;

The Merit System Division encompasses job analysis, examination construction and validation, maintenance of the classification and compensation plans, organizational studies and position management, research and research publication, employee relations, affirmative action, administration and revision of Personnel Law and Rules, and collective bargaining advice and support.

PROGRAM: FY 1978 marks the 41st year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. Furthermore, until present day, the purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The long-range goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State service agencies. Immediate goals/objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management in State service agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented and referenced to job analysis findings.
5. Continue to explore full and efficient use of electronic data processing in the position/employee record system.
6. Continue to improve communications with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and content validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity and affirmative action in the public service.
9. Continue to explore the “decentralization” of certain personnel functions now performed only by this department.
10. Continue to provide philosophical and technical assistance support to the collective bargaining process.

Over the past fiscal year, a number of events and issues have had significant influence on Merit System Administration in Maine. Noteworthy are collective bargaining, passage of the Administrative Procedure Act (APA), training of employees and supervisors with respect to performance appraisal and performance standards; and establishment of an Employee Assistance Program. These issues and others are cited in the program accomplishment reports which follow. Collectively, these accomplishments provide a measure of the extent to which this department has satisfied its purpose and working objectives as stated above.

Merit System Division. Activities and accomplishments of this division are reported according to functional organization. Reporting branches are:

Research Branch: Major projects completed during FY 1978 include: special salary study used as basis for legislative revision to the Physicians’ Salary Schedule; preparation of rules of practice to be followed by the State Personnel Board in hearing classification appeals under requirement of the APA; codification of Personnel Rules in a filing format specified by the Secretary of State; development of worker interest categories for Human Services classifications to enable recognition of employee preference for vacancies in specialty areas; and preparation for, and conduct of, a public hearing on selected Personnel Rules. (Revisions were adopted to reflect rulemaking requirements of the APA, to reflect advancements in the area of classification and to reflect equal employment opportunity requirements in the disqualification

GENERAL GOVERNMENT

of applicants. Other rules proposed for revision were not adopted due to anticipated impact on the collective bargaining process).

Other research functions accomplished during this reporting period include: review and analysis of overtime compensation practices as the basis for policy decisions/changes in this area; and preparation of guidelines for use by agency payroll clerks in completing and filing salary adjustments for employees covered by the State Police and Institutional Services contract agreements. Special functions required of this branch and/or the Division Chief are: participation on management's bargaining teams for established bargaining units; publication of the Maine State Employee Newsletter (MAST); and publication/maintenance of a range/step salary schedule for positions in the classified and unclassified service.

Equal Employment Opportunity and Affirmative Action (AA/EEO Branch): The State Affirmative Action Coordinator is responsible for assisting and monitoring AA/EEO activities statewide. The purpose of this branch is to establish and promote AA/EEO as a basic function of good management. During FY 1978, individual meetings were held with nearly all state agencies and three quarterly meetings were scheduled for departmental Affirmative Action Officers. This increase in communication effort has shown definite improvement in general attitude toward the purpose of the AA/EEO program. Specific accomplishments for this reporting period are:

1. The federal statistical report was submitted for FY 1977. Concurrently, progress was made in automating this report. Due to agency cooperation, this report will be automated for FY 1978. As a result, statistics have been compiled for all State employees.
2. Most agency Affirmative Action Plans have been updated for FY 1978. These plans were reviewed in conjunction with the Maine Human Rights Commission.
3. An Equal Opportunity Program for the Handicapped was drafted and reviewed with Affirmative Action Officers. This program will enable the State of Maine to comply with Section 504 of the Rehabilitation Act, as well as the Maine Human Rights Act. Guidelines are being prepared and will be issued following release of a policy statement. Education efforts have begun in this area as well.
4. Minority organizations were contacted and a file compiled of qualified minority, female, or handicapped persons who would be willing to serve on oral boards.
5. Due to the need for AA/EEO awareness training for managers and supervisors, the State Affirmative Action Coordinator participated in seven training sessions or workshops.
6. Commissioners of the major departments have been encouraged to allocate resources to Affirmative Action (AA) in the form of full time or part-time positions for Affirmative Action Officers.
7. A system was initiated to provide for reporting and evaluating AA progress. An informal complaint system was established and a reporting procedure for formal and informal complaints instituted. Changes in the Personnel Data Management System have been initiated in order to accommodate AA data needs.

Job Analysis Branch: This branch administers the State of Maine classification and compensation evaluation system which covers approximately 12,000 positions assigned to some 1,100 classes representing different kinds and levels of work. It is further responsible for examination construction, examination announcement and job analysis functions. In addition to on-going work requirements in these areas, staff have developed a "working" classification plan to be used as the basis for classification and compensation decisions. It represents the first major attempt to provide a complete system for allocating positions to their appropriate classification. The system categorizes all classes by occupational group, by job family in that occupational group, by series within that job family and, finally by strata within that series.

Strata is identified as executive, manager, supervisor, working supervisor or worker. In conjunction with this plan, a new five digit coding system is being developed. Plans are now being developed to implement this system on a gradual basis. Specific accomplishments include new test construction as follows: structured training and experience evaluation forms—100; written examinations—25; and structured oral interview forms—65. Each examination is constructed on basis of a content-validity model and/or task-based evaluation factors, using the input of knowledgeable employees in the field to construct and validate the final product.

Chief of this branch has been selected by the New England Public Personnel Council to lead a project involving the construction of a class specification format common to each New England State. The project is well underway and if successful will provide an excellent

GENERAL GOVERNMENT

mechanism for inter-state class comparisons in the near future.

During early spring, the U.S. Civil Service Commission conducted a review of classification and compensation functions, procedures and results. Findings of this evaluation include special commendation for combining classification and examination functions within a single unit, for requiring user agencies to provide recent and sufficient data in support of requests to open classes to examination and the development of its new position description form. Evaluation also includes helpful suggestions for improvement in selected procedural areas and these suggestions will be examined in detail over the next fiscal year.

Administrative Division. This division encompasses all internal operations functions—from reception of the public to application review and administration of examinations. A “tight” job market continues to accelerate the application/examination volume. More persons are applying for State service than ever before. To reflect accomplishments of this division over FY 1978, the following activities are reported: during the winter and spring this division participated in job fairs and career days at the University of Maine at Augusta, Orono, Portland-Gorham; Bowdoin and Bates Colleges; Vocational Technical Schools and several high schools. A special job fair for the handicapped was held on the UMPG campus in late spring. The conversion of the employee/position management systems from manual to automatic data processing is 98% completed at year's end. The new system eliminates the necessity for nine manual forms and ensures more accurate and timely services.

During the period October 1977 through May 1978, performance appraisal training for over 1,500 raters and reviewers was completed. Revised forms and procedures were published to meet the performance appraisal systems operational date of July 1, 1978.

Performance appraisal system orientation briefings were conducted for over 9,700 non-supervisory employees. Orientation sessions were conducted throughout the state and, for the most part, were well received.

On March 9, 1978, the Employee Assistance Program (EAP) was introduced. Under the direction of an EAP Counselor, this program provides assistance to employees and/or their immediate families with respect to personal problems which have (or may have) a detrimental effect on job performance. Details of the program are published in Personnel Memorandum 10-78 and supervisors have been specially trained as to its purpose and administration.

The division has started work on a plan to conduct three additional phases of management training using an Intergovernmental Personnel Act formula grant to provide initial funding. The first phase will involve delivery of basic management skills to first line or potential first line supervisors. The second phase will be aimed to provide management and administrative skills to intermediate or potential intermediate level supervisors. The third phase will be designed to deliver advanced managerial and administrative training to middle and higher levels of supervisors.

The division hosted a two-day meeting of the New England Public Personnel Council (NEPPC) at Old Orchard Beach in October of 1977. It also assisted in organizing a revised format for inclusion in the April 1978 meeting in Vermont.

The flow of applications doubled during the year from about 15,000 in 1976-77 to over 31,000 in 1977-78. Most of this increase occurred since January 1977. In February, the Department of Manpower Affairs discontinued its practice of conducting competitive examinations in local employment offices throughout the State. As a result, the division scheduled and conducted over 4,800 examinations in Presque Isle, Calais, Bangor, Portland and Augusta.

The automation of the register and certification file is now 85% complete. However, it is planned to suspend further conversion until the system can utilize an “on line” mode of data entry and retrieval.

May and June found the Records Division totally involved in authorizing and verifying salary conversion of the pay plans to adjustments for employees covered by the State Police and Institutional Services collective bargaining contracts. Over 1,600 employees were involved, but the transition was accomplished in time to meet the late June payrolls.

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.

GENERAL GOVERNMENT

The activities of the office include:

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

Negotiations for the State's first agreements with unions under the collective bargaining law were completed in two bargaining units during fiscal 1978. Agreements reached with the Maine State Troopers Association for the unit consisting of troopers, corporals and sergeants in the State Police, and with Council #74, AFSCME, (American Federation of State, County and Municipal Employees) covering the Institutional Services Unit, will run through the end of fiscal 1979. Negotiations with the Maine State Employees Association (MSEA) and the Maine Teachers Association (MTA) were under way for other bargaining units at the end of the year. State employees are distributed among seven units under the State Employees Labor Relations Act, and two units for the faculty and administrators at the vocational technical institutes under the University of Maine collective bargaining law. By the end of 1978 bargaining agents had been recognized or certified in all nine bargaining units. Operating costs for the Office for fiscal 1978 were \$169,374.10 and, for the purposes of this report, are included within the financial display of the Executive Department.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

(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	90,320		11,182		79,138	
Bal Brt Fwd— Encumbered	4,343	753	3,590			
Licenses/Permits/Fees/Tax	—1,093		—1,093			
Revenue From Federal Govt	19,875		19,875			
Revenue From Local Govts	—144		—144			
Revenue—Private Sources	8,000		8,000			
Fees Charged For Services	19,027		19,027			
Legislative Approp/Alloc	497,005	497,005				
Adjustment of Balance Fwd	17,647	17,647				
Transfers—Non-Federal \$	17,500	17,500				
Transfers—Federal \$	54,128		54,128			
TOTAL RESOURCES	726,608	532,905	114,565		79,138	
EXPENDITURES						
Salaries and Wages	437,153	328,749	41,147		67,257	
State Share of Retirement	47,428	34,667	4,804		7,957	
Prof Service, Not By State	80,395	60,576	19,819			
Other Prof. Serv., By State	751		751			
Travel Expenses, In-State	2,060	1,893	152		15	
Travel Expense, Out-State	883	836	47			
Operation—State Vehicles	122		122			
Utilities	8,968	7,567	1,401			
Rents	4,363	3,449	914			
Repairs	1,806	1,687	119			
Insurance	13,361	9,695	1,247		2,419	
General Operating Expense	31,173	27,277	4,240		—344	
Other Supplies	19,231	15,590	3,641			
Public Assistance Grants	5	5				
Equipment Purchases	21,146	21,072	74			
Trans. to Gen.-Fund Sta-Cap	5,951		4,120		1,831	
TOTAL EXPENDITURES	674,796	513,063	82,598		79,135	

COMMISSION TO SUPERVISE THE PREPARATION OF A PROBATE CODE FOR THE STATE OF MAINE

JOHN B. ROBERTS, CHAIRMAN

Central Office:

Location: 6 Washington St., Sanford

Mail Address: 6 Washington St., Sanford, Maine 04073

Telephone: 324-3165

Established: 1973

Sunset Review: Not Established

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: 0

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.

GENERAL GOVERNMENT

ORGANIZATION: The Commission consists of 15 persons, a Chairman, Vice Chairman, Secretary-Treasurer and twelve other members appointed pursuant to the enabling legislation.

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.

A bill will be presented to the Judiciary Committee for public hearing by August 1st, 1978.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	16,479	16,479				
Adjustment of Balance Fwd	—525	—525				
TOTAL RESOURCES	15,954	15,954				
EXPENDITURES						
Prof Service, Not By State	10,351	10,351				
Travel Expenses, In-State	2,004	2,004				
Rents	258	258				
TOTAL EXPENDITURES	12,613	12,613				

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

ROBERT BOURGAULT, CHAIRMAN, BOARD OF TRUSTEES
WILLIAM G. BLODGETT, Executive Director

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3461

Floor: 4

Established: 1947

Sunset Review Required by: June 30, 1988

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: 35

Permanent Legislative Count: 41

Organizational Units:

Maine State Retirement System

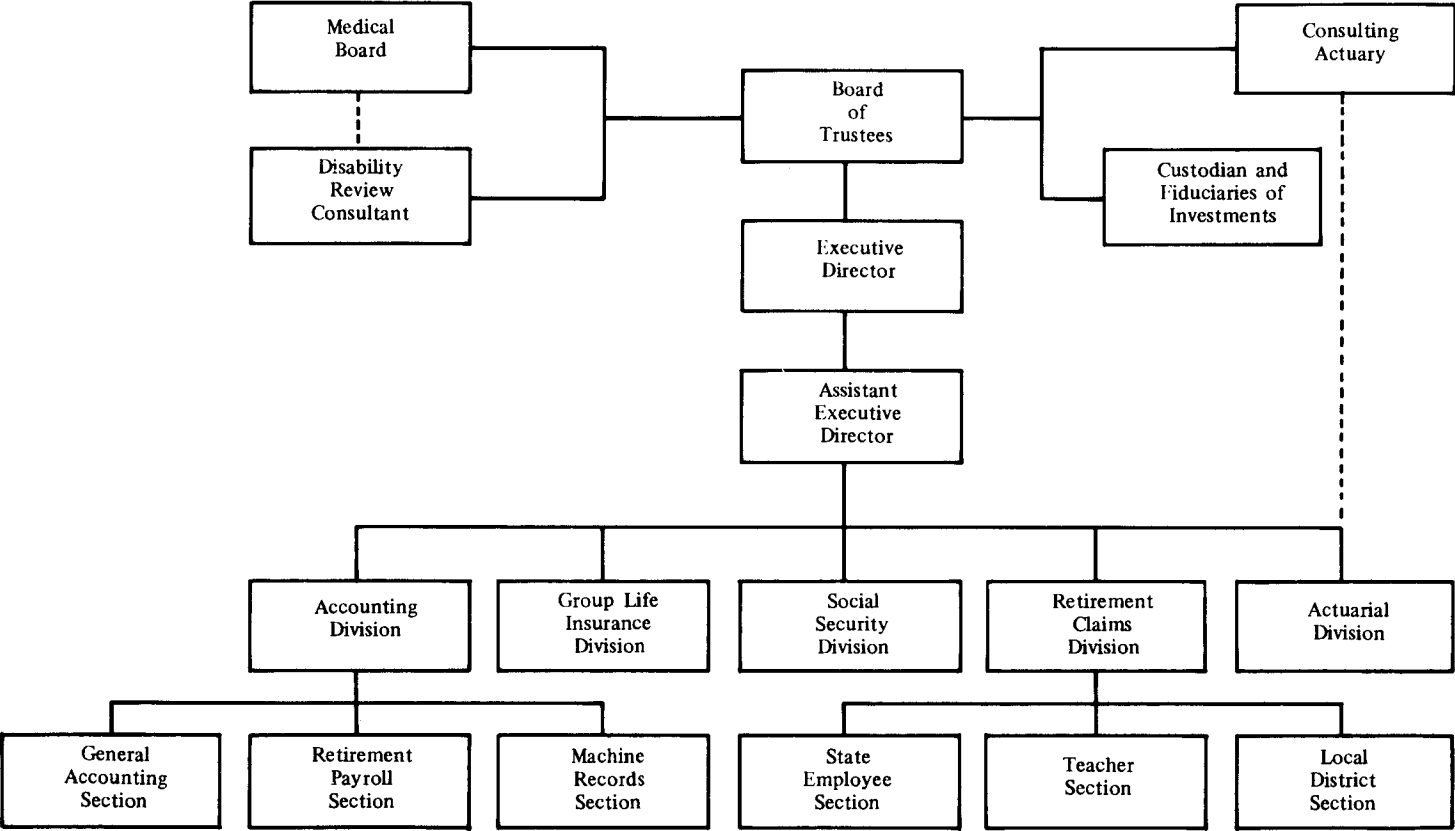
Social Security

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

ORGANIZATION CHART
MAINE STATE RETIREMENT SYSTEM

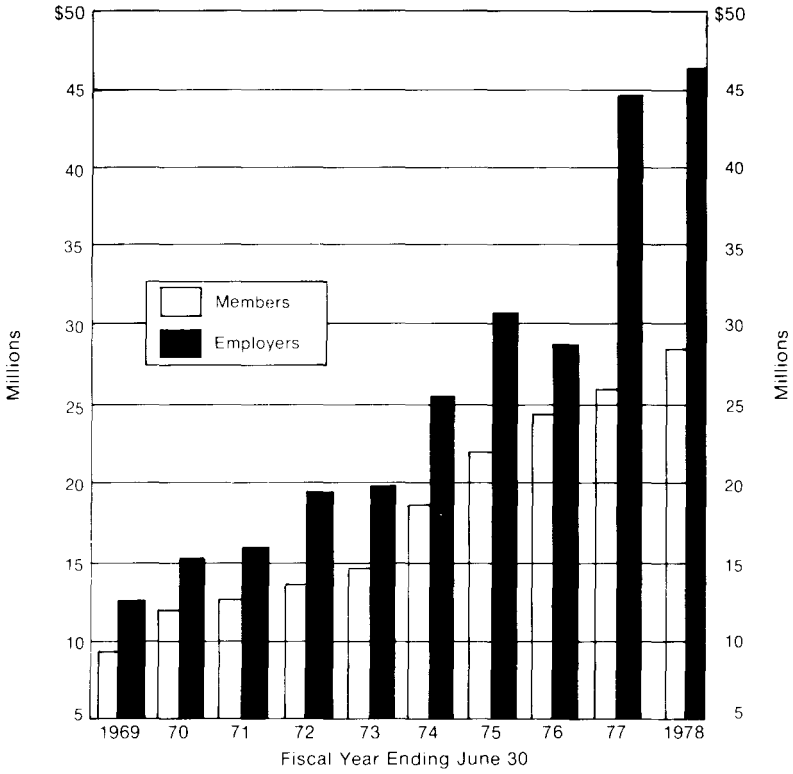


GENERAL GOVERNMENT

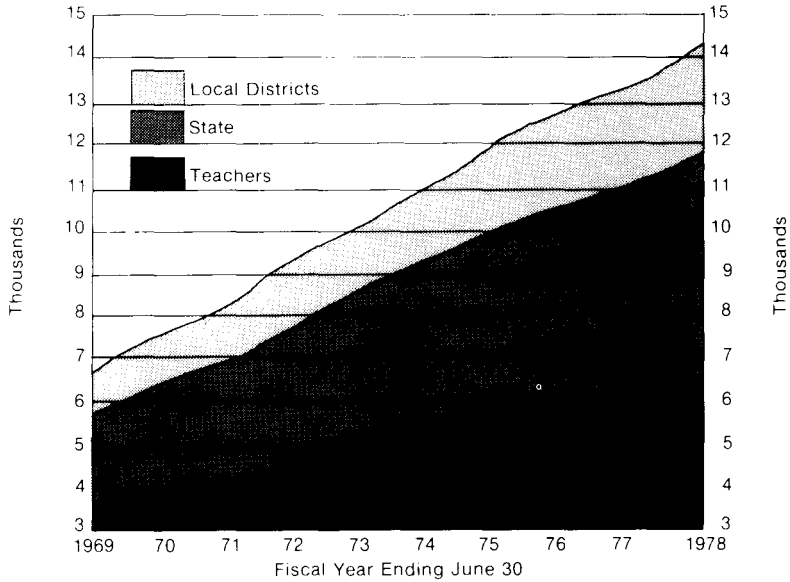
GENERAL GOVERNMENT

MAINE STATE RETIREMENT SYSTEM

MEMBERS' AND EMPLOYERS CONTRIBUTIONS



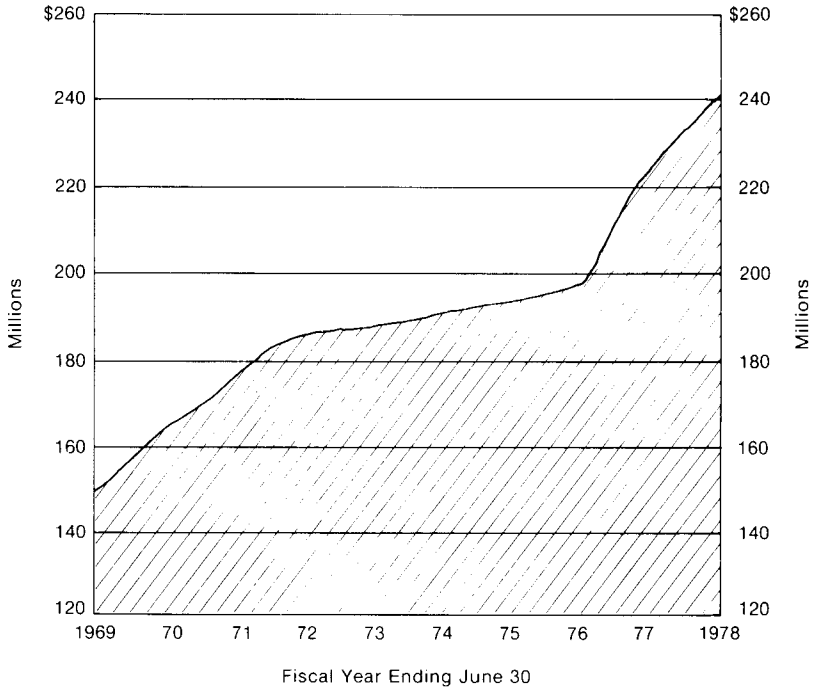
RETIREMENT ALLOWANCE RECIPIENTS



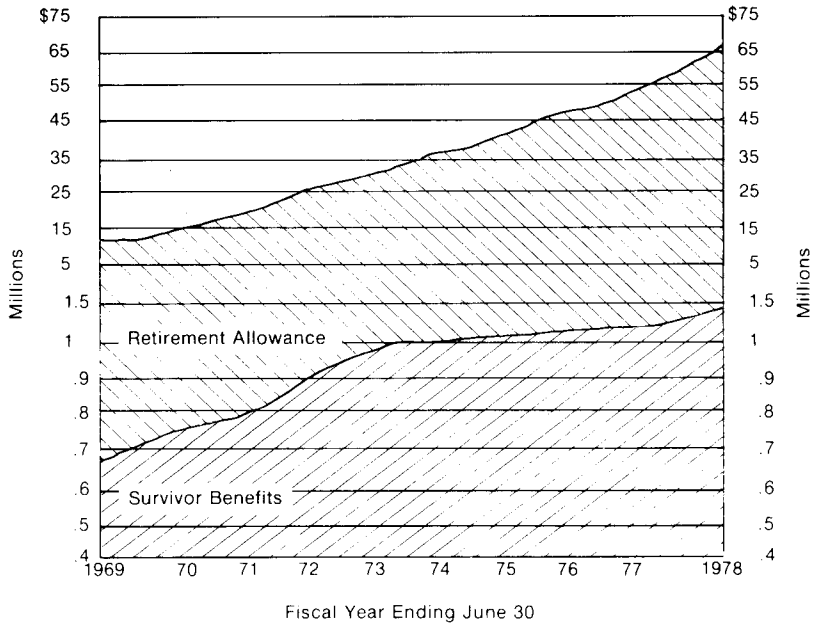
GENERAL GOVERNMENT

MAINE STATE RETIREMENT SYSTEM

ASSETS OF FUND



RETIREMENT AND SURVIVOR PAYMENTS



GENERAL GOVERNMENT

Life Insurance plan, Survivor Benefit plan, Retirement Allowance Adjustments and Social Security as it applies to Maine's political subdivisions. The administrative responsibility is vested in the Executive Director who is appointed by the Board.

ORGANIZATION: A jointly-contributory State Employees' Retirement System of the State of Maine, administered by a three-member Board of Trustees, was first created in 1942. The Board was expanded to include five members in 1945 and to six members in 1947 when the Teachers Retirement Association, originally established in 1923, was abolished and its functions assumed by the State Employees' Retirement System. In 1949, the System was renamed Maine State Retirement System. In 1953 the Board of Trustees was assigned administrative responsibility for the State's Group Life Insurance plan.

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

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

PROGRAM: The Maine State Retirement System is a joint contributory system which covers all public school teachers in the State of Maine, state employees, except members of the judiciary, and the employees of 238 participating local districts. Participating local districts include cities, towns, counties, and various other quasi-municipal type units within the state. The administrative responsibility and approval of the payment of all retirement benefits is vested in the Executive Director appointed by the Board. Total membership in the System, both active and inactive members, at June 30, 1978, was 59,569, representing 26,720 teacher accounts, 20,161 state employee accounts and 12,688 participating local district employee accounts. The administrative responsibility and approval of the payment of all retirement benefits is vested in the Executive Director appointed by the Board.

Investment Advice, Custody, & Management Services. Consultants are retained by the Board of Trustees for investment advisory, investment custody, and investment management services. As of June 30, 1978, there were seven investment managers under contract to manage various segments of the System's portfolio. During the year the Trustees entered into a contractual agreement with Morgan Guaranty Trust Company of New York to manage, under its Commingled Pension Trust Fund (Fixed Income Direct Placement—Corporate Medium Term) and its Commingled Pension Trust Fund (Fixed Income Direct Placement—Mortgage Real Property), an \$8,000,000 initial investment. Subsequent to the close of this fiscal year an additional \$4,000,000 was committed to these Funds by direction of the Board of Trustees.

The book value of investments at year end was \$230,676,904, and had a market value of \$230,171,364. The investment portfolio is comprised of corporate stock (43.6%), corporate bonds (45.1%), mortgages (3.1%), an insured guaranteed contract (2.2%), time deposits (2.4%), and commingled mortgage fund (3.6%). A major change has occurred in the composition of the investment portfolio in the common stock area, which portion of the total portfolio is 8.3% less than the previous year. Fixed income investments at June 30, 1978, represented 5.9% more of the portfolio than at the end of the previous year.

The time-weighted rate of return on investments under management by the System's investment managers was 2.7% for the fiscal year ended June 30, 1978, and was the same as for the previous year. The time-weighted rate of return includes only investments under management by the System's investment managers, i.e., Alliance Capital Management Corp., Massachusetts Financial Services, Inc., The Putnam Advisory Company, Inc., Merrill Trust

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Company, Merchants National bank, David L. Babson & Company and Morgan Guaranty Trust Company. This rate 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 with the State Treasurer's "Cash Pool" and insured guaranteed contracts are not included in the above investment performance percentages. This report includes data reflecting a return on investments on the basis of trust reserves, at a rate of 5.6902% based on the book value of investments and should not be confused with the time-weighted rate of return noted above, which is based on the market value of investments.

Total trust reserves of the System were \$241,350,884 as of June 30, 1978, an increase of \$16,427,073 over trust reserves at the beginning of the year. The year end composition of these reserves was as follows:

State Employees	\$112,709,460
Teachers (post 7/1/24)	161,993,685
Teachers (pre 7/1/24)	(105,881,897)
Participating Local Districts	72,529,636
Total	\$241,350,884

Expenditures for retirement benefits in excess of funding for the pre-July 1, 1924, teachers have totalled \$105,881,897 through the year end. This group, whose teaching service started before July 1, 1924, was not required to make contributions to any retirement plan until 1945. During each of the last legislative sessions the Board of Trustees has requested funding from the Legislature for this group of retired persons; however, was not successful in having funds appropriated. The System's Actuary's report for the year ended June 30, 1977, indicated that the total unfunded benefit reserve of this group amounted to \$147,208,000. Contributions by the State of Maine on account of state employee and teacher retirement totalled \$35,488,013, of which \$16,664,954 was made on account of state employees and \$18,823,059 on account of teachers. Participating local districts made contributions on account of employees in these units of \$10,968,325, and represented an increase from these employers of \$1,688,909 over the previous year.

Contributions to the System by members totalled \$28,002,557 during the past fiscal year, an increase of \$2,112,428 over the previous year, as follows:

	1976-77	1975-76
Teachers	\$12,632,853	\$12,181,041
State Employees	9,339,152	8,341,022
Participating Local Districts	6,030,552	5,368,066
Total	\$28,002,557	\$25,890,129

Retirement allowances authorized during the year continued to increase, with 1,183 authorizations being processed during the past fiscal year, representing 391 teachers, 505 state employees and 287 employees of participating local districts. The June 30, 1978, retirement payroll included 14,272 persons and represented benefit payments totalling \$5,425,670. There were 6,394 retired teachers, 5,413 state employees, and 2,465 employees of participating local districts included on this payroll. The number of retirement benefits being paid at the year end represented an increase of 826 over the number of benefits being paid at the beginning of the year.

Payments to retired employees and their beneficiaries during the year amounted to \$64,002,405, and included cost-of-living benefit payments of \$16,983,563. These payments represent an increase of \$9,932,878 over the previous year. This increase is due to the additional number of retired persons and the two cost-of-living increases granted during the year. In July of 1977 a 5.58% cost-of-living increase was authorized by the Legislature, and in November, 1977, a 4% cost-of-living increase was authorized under a general statute enacted by the 108th Legislature.

Data recently compiled by the System's Actuarial Division reveals that the average annual retirement benefit has continued to increase and the average age at retirement has continued to decrease during the last four fiscal years:

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	<i>State Employees</i>	
	<i>Average Annual Benefit</i>	<i>Average Age</i>
1975	\$3,083.15	63.2366 yrs.
1976	\$4,059.36	62.3463 yrs.
1977	\$4,102.43	62.1949 yrs.
1978	\$4,839.41	61.2339 yrs.
	<i>Teachers</i>	
1975	\$5,085.69	62.6637 yrs.
1976	\$4,557.19	62.1791 yrs.
1977	\$5,372.37	62.5535 yrs.
1978	\$6,026.55	61.0603 yrs.

Benefits being paid to survivors of former members of the System, whose death occurred prior to retirement, totaled \$1,392,108, and as of June 30, 1978, included the survivors of 166 former school teachers, 399 state employees, and 131 employees of participating local districts.

During the past year a special session of the 108th Legislature enacted the following legislation: Chapter 580, PL 1977, which became effective July 1, 1978, eliminates any mandatory retirement age under the Maine State Retirement System. (Heretofore the mandatory retirement age for the general plan was 70, and for certain special plans was 50-60 or 65); Chapter 573 PL 1977, revised the System's basis for granting cost-of-living increases to retired persons. (Under this law a maximum 4% benefit increase or decrease, based upon the movement of the Consumer Price Index for the 12 months ending June, is to be granted annually to all retired state employees, public school teachers, and the retired employees of those participating local districts which have accepted the cost-of-living principle. The first increase under this new law was 4% and was made in November, 1977); Chapter 699, PL 1977, provides for a recomputation of benefits for teachers who served before July, 1942 on a basis of 1/50th of average final compensation, as opposed to 1/60th of average final compensation, up to a maximum of 25 years of service before 1947. (This will provide for an added benefit for many retired teachers); and Chapter 700, PL 1977, provides that participating local districts may elect to provide the beneficiaries of members whose death occurs before retirement and who have completed 20 years of creditable service, with an option of either survivor benefits or Option #2 automatically. As a general rule 20 years of service would entitle a member to an Option #2 benefit considerably in excess of that benefit made available by the general survivor benefit statute.

Administrative expenses totalled \$1,357,639, an increase of \$382,449 over the previous year. A major increase was reflected in retired state employees' health insurance premiums which were \$226,808 greater than those of the previous year, an initial year charge for STA-CAP (State Cost Allocation Program) of \$60,788, an increase of \$37,332 in salaries, and an increase in data processing charges of \$19,924. Retired state employee health premiums increased 40.7% for the year ended June 30, 1978, over the corresponding period of the previous year, and 28.7% for the 12 months ended June 30, 1977, over the prior fiscal year. This increase was due to increased premium rates in each of the last two fiscal years, and a greater number of retired persons who are eligible for this benefit.

During the past fiscal year staff members of the Maine State Retirement System have met with 85 groups of public school teachers, state employees and employees of participating local districts, both active and retired, for the purpose of reviewing and explaining the System's programs relating to retirement, survivor benefits, disability retirement and group life insurance coverage.

Group Life Insurance. The state Group Life Insurance program is administered by the Board of Trustees of the Maine State Retirement System and is available to all public school teachers, state employees and the employees of those participating local districts which elect to participate in the plan. There are three sections of the group life insurance program: a Basic plan, a Supplemental plan and a Dependent plan. The Basic and Supplemental plans each 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 provides coverage of \$2000 on the life of a spouse, \$500 and \$100 on the lives 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 \$6,478,268 at the year end,

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and were comprised of reserves and working capital of \$6,276,253 and liabilities of \$202,014. Accounts payable of \$202,822 represented June premiums which were not processed for payment to the underwriter until the following fiscal year. Assets were primarily comprised of cash held in the Treasurer's "Cash Pool," in the amount of \$6,421,078, on which interest is credited monthly based upon the "Cash Pool" earnings during the month. Total interest earned on the Fund during the year was \$440,218, an increase of \$108,521 over interest earnings during the previous year. These earnings represented a return of 7.98% on the Fund's reserves, using the average balances.

Reserves for retiree premiums at June 30 were \$4,438,613, an increase of \$1,098,169 over reserves at the beginning of the year. This increase is accounted for primarily from the release of reserves by the underwriter during the year in the amount of \$477,174, and the excess of premiums over claim and retention requirements of \$651,614. Reserves for Supplemental dividend distribution totalled \$1,762,640 at the year end and were approximately the same level as at the start of the year. This reserve is credited with dividends under the Supplemental insurance program and are charged with Supplemental dividend distributions which are paid to the beneficiaries of persons, both active and retired, who held Supplemental insurance either at the date of death or at point of retirement.

Social Security. The Maine State Retirement System has been designated as the state agency to administer the Social Security program for political subdivisions in the State of Maine which elect to provide Social Security benefits for their employees. As of June 30, 1978, there were 620 agreements in force between the state and reporting units, which provide that this office administer the collection of the F.I.C.A. tax and audit the accompanying returns. Social Security benefits under these agreements are administered directly by the Social Security Administration. During the fiscal year 22 agreements were entered into between the state and political subdivisions to provide coverage under Social Security, and two agreements were terminated. These agreements cover approximately 29,000 public employees under the Social Security program, and the F.I.C.A. (Federal Insurance Contribution Act) tax collections totalled \$18,758,903. The Maine State Retirement System staff examiner has conducted 70 on-site reviews, 42 training sessions with reporting officials, and held 19 meetings with town representatives regarding extending Social Security coverage and termination proposals during the recent fiscal year.

The 1977 amendments to the Social Security Act made significant changes in future contribution rates and the taxable wage base, as indicated below:

<i>Calendar Year</i>	<i>Employer/Employee Percent F.I.C.A. Contribution</i>	<i>Total Employer/Employee % Contribution</i>
1978	6.05%	12.10%
1979-80	6.13%	12.26%
1981	6.65%	13.30%
1982-84	6.70%	13.40%
1985	7.05%	14.10%
1986-89	7.15%	14.30%
1990 and after	7.65%	15.30%

The revised taxable wage base has been changed, as follows:

<i>Calendar Year</i>	<i>Maximum Taxable Wage Base</i>
1978	\$17,700
1979	\$22,900
1980	\$25,900
1981	\$29,700

Of considerable significance to the State of Maine and its political subdivisions is a study currently being conducted by the Social Security Administration involving a proposal to mandatorily include all public employees under the Social Security program. At the present time state employees, public school teachers and the employees of several major cities in the State of Maine (Augusta-Bangor-Portland), are not included under the Social Security program. The mandatory inclusion of all public employees under the Social Security program would involve costs to the state and its political subdivisions of what is conservatively estimated to be in excess of \$20,000,000 per year. Currently there are six states which do not provide Social Security coverage for employees and fourteen states in which public school teachers are not covered by Social Security.

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Earnings on investments of F.I.C.A. tax collections under the State Treasurer's "Cash Pool" totalled \$124,681 during the past fiscal year and administrative costs were \$47,650. Of continuing concern has been the proposal by the Social Security Administration to require more frequent deposits of F.I.C.A. tax collections by the states and to institute annual reporting of earnings and contributions. The Retirement System's position has been that the institution of these procedures would drastically reduce the earnings on the cash flow of F.I.C.A. contributions which have permitted the Maine State Retirement System to defray administrative expenses involved in the Social Security program. A serious curtailment of this income would require the assessment of administrative costs against the local units for these expenses. During the past nine years there have been no administrative expenses assessed against local units participating in this program, inasmuch as earnings on investments have been adequate to cover these expenses.

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FINANCIAL HIGHLIGHTS

	1978	1977
Assets of the Fund at Year End	\$242,114,704	\$225,373,086
Net Income from Investments	\$ 12,521,208	\$ 14,322,236
Year End Investments (Cost)	\$230,676,904	\$206,401,916
Year End Investments (Market)	\$230,171,365	\$210,352,615
Corporate Stock in Portfolio (Cost)	\$100,538,385	\$107,085,060
Percent of Portfolio	43.6%	51.9%
Bonds in Portfolio (Cost)	\$104,052,377	\$ 84,967,665
Percent of Portfolio	45.1%	41.2%
Mortgages in Portfolio (Cost)	\$ 7,216,835	\$ 9,349,191
Percent of Portfolio	3.1%	4.5%
Insured Guaranteed Contract (Cost)	\$ 5,000,000	\$ 5,000,000
Percent of Portfolio	2.2%	2.4%
Time Deposits in Portfolio (Cost)	\$ 5,502,836	—
Percent of Portfolio	2.4%	—
Commingled Trust Fund	\$ 8,366,471	—
Percent of Portfolio	3.6%	—

RETIREMENT ALLOWANCES paid—June 30, 1977

	Value		Persons	
	Dollars	Percent	Number	Percent
State Employees	\$1,898,820	35.0%	5,413	37.9%
Teachers	\$2,857,376	52.7%	6,394	44.8%
Participating Local Districts	\$ 669,473	12.3%	2,465	17.3%
TOTAL	\$5,425,670		14,272	

SURVIVOR BENEFITS paid—June 30, 1977

	Value		Persons	
	Dollars	Percent	Number	Percent
State Employees	\$ 68,658	57.8%	399	57.3%
Teachers	30,905	26.1%	166	23.9%
Participating Local Districts	19,059	16.1%	131	18.8%
TOTAL	\$ 118,622		696	

Statistics

MEMBERSHIP—June 30, 1978:

	Active	Inactive
State Employees	13,490	6,671
Teachers	18,480	8,240
Participating Local Districts	10,510	2,178
TOTAL	42,480	17,089

RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1978:

	Percent
State Employees	42.6%
Teachers	33.1%
Participating Local Districts	24.3%
TOTAL	1,183

SURVIVOR BENEFITS—Authorized Year Ended June 30, 1978:

	Percent
State Employees	17
Teachers	10
Participating Local Districts	8
TOTAL	35

Participating Districts

Towns	98
Sewer & Water Districts	41
Cities	19
S.A.D.'s	17
Counties	16
Housing Authorities	8
Public Libraries	4
Miscellaneous	35
TOTAL	238

MAINE STATE RETIREMENT SYSTEM
Administration Funds
Fiscal Year Ending June 1978 and 1977

<i>Revenue:</i>	<i>General Administration</i>		<i>Participating Districts Actuarial Services</i>	
	<i>1978</i>	<i>1977</i>	<i>1978</i>	<i>1977</i>
General Funds—State	\$ 494,049.57	\$ 330,981.37	\$	\$
General Funds—Teachers	79,682.00	187,380.00		
Revenue Sharing Fund—Teachers	239,047.00	—0—		
Highway Funds	288,214.22	195,240.66		
Special Revenue Funds	273,480.28	178,354.93		
Other State Funds	71,793.50	45,605.47		
University of Maine & Indian Education	26,173.99	18,928.92		
Participating Districts	103,917.11	93,589.16		
Actuarial Services	—0—	144.76	51,906.05	51,563.50
Miscellaneous Income	361.77	20.40		
Total Revenue	1,576,719.44	1,050,245.67	51,906.05	51,563.50
Expenditures:				
Personal Services	288,573.83	251,241.90		
Actuarial Services	13,937.44	14,049.86	51,906.05	51,563.50
Data Processing	46,415.47	26,491.45		
Utilities	3,953.99	4,386.03		
Postage & Mailing	33,613.44	30,450.67		
Repairs to Equipment	9,220.93	8,092.77		
Printing & Binding	10,434.51	11,988.27		
Office Supplies	6,110.39	7,766.27		
Retirement Costs	37,290.92	29,713.28		
Research & Legal Services	23,022.04	11,305.81		
Health Insurance				
Active Employees	11,221.21	9,037.42		
Retirees	783,593.11	556,785.42		
STA-CAP Costs	60,788.19	—		
General Operating Costs	11,235.78	10,368.42		
Office Equipment	18,227.83	3,513.34		
Total Expenditures	1,357,639.08	975,190.91	51,906.05	51,563.50
Current Year Reserves	219,080.36	75,054.76		
Prior Year Reserves	221,189.04	146,134.28		
Balance of Reserves	\$ 440,269.40	\$221,189.04	—0—	—0—

Note: Expenditures for the year 1978 have been reduced by \$80,840.08 and charged to the Insurance (\$33,190.00) and Social Security (\$47,650.08) administration accounts

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MAINE STATE RETIREMENT SYSTEM
Comparative Balance Sheet
at June 30

ASSETS

		1978	1977	Increase or (Decrease)
Investments:				
Bonds	Note I	\$104,052,376.79	\$ 84,967,664.82	\$ 19,084,711.97
Stocks				
Common	Note I	100,230,884.93	106,460,179.70	(6,229,294.77)
Preferred	Note I	307,500.00	624,880.00	(317,390.00)
		100,538,384.93	107,085,059.70	(6,546,674.77)
Mortgages	Note II	7,216,834.68	9,349,191.21	(2,132,356.53)
Morgan Guaranty—Commingled				
Trust Fund	Note I	8,366,471.44	—	8,366,471.44
Insured Guaranteed Contract (Unionmutual)	Note I	5,000,000.00	5,000,000.00	—
Cash—Time Deposits		5,502,836.37	—	5,502,836.37
Total Investments		230,676,904.21	206,401,915.73	24,274,988.48
Other Assets:				
Cash (Demand Deposit)		8,331,568.83	15,533,894.38	(7,202,325.55)
Cash (Fiduciary)		347,858.02	1,645,171.98	(1,297,313.96)
Accrued Interest		2,749,795.85	1,786,839.49	962,956.36
Accounts Receivable (Net)		4,432.08	1,854.27	2,577.81
Prepaid Expense		4,145.73	3,360.12	785.61
Suspense Account-Debit Balance		—	50.00	(50.00)
Total Other Assets		11,437,800.51	18,971,170.24	(7,533,369.73)
Total Assets		\$242,114,704.72	\$225,373,085.97	\$ 16,741,618.75

TRUST RESERVES AND LIABILITIES

Trust Reserves:				
Members Contribution Fund-Current		\$187,860,337.37	\$168,960,559.61	\$ 18,899,777.76
Members Contribution Fund— Prior		428,578.19	515,102.54	(86,524.35)
Retirement Allowance Fund		43,705,181.32	47,351,731.91	(3,646,550.59)
Survivor Benefit Fund		9,356,787.96	8,096,417.66	1,260,370.30

Total Trust Reserves	241,350,884.84	224,923,811.72	16,427,073.12
Liabilities & Operating Reserves:			
Accounts Payable	319,404.75	224,725.09	94,679.66
Reserve for Expenditures	440,269.40	221,189.04	219,080.36
Due to Other Funds	4,145.73	3,360.12	785.61
Total Liabilities & Operating Reserves	763,819.88	449,274.25	314,545.63
Total Reserves & Liabilities	\$242,114,704.72	\$225,373,085.97	\$ 16,741,618.75

Note I Cost

Note II Cost less principle received and 1/15 discount

Book Value of Investments per Northeast Banks of Lewiston & Auburn, Maine			\$232,114,825.36
Deduct:			
Trade-date Items not settled			1,437,921.15
Book Value of Investments per Maine State Retirement System			\$230,676,904.21

Market Value of Securities, June 30, 1978

	Putnam	Alliance	Mass. Finance	Merrill	Merchants	Babson	Northeast Bank	Total
Bonds	\$30,055,709.53	\$32,181,643.85	\$28,156,520.57	\$5,280,993.35	\$4,748,009.50	\$ 814,000.00	\$ —	\$101,236,876.80
Stocks-Common	33,629,087.50	36,942,516.50	—	2,821,205.25	3,086,737.50	26,272,211.37	—	102,751,758.12
Stocks-Preferred	288,750.00	—	—	—	—	—	—	288,750.00
Mortgages	—	—	—	—	—	—	7,216,834.68	7,216,834.68*
Commingled Trust Fund—								
Morgan Guaranty Trust	—	—	—	—	—	—	8,174,145.00	8,174,145.00
Insured Guaranteed								
Contract								
(Unionmutual)	—	—	—	—	—	—	5,000,000.00	5,000,000.00*
Total								
Cash-Time Deposits	5,503,000.00	—	—	—	—	—	—	5,503,000.00
Totals	\$69,476,547.03	\$69,124,160.35	\$28,156,520.57	\$8,102,198.60	\$7,834,747.00	\$27,086,211.37	\$20,390,979.68	\$230,171,364.60

*Book Value—Market Value not available/Custodial Service Only.

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MAINE STATE RETIREMENT SYSTEM ANALYSIS OF CHANGES IN TRUST FUND RESERVES YEAR ENDING JUNE 30, 1978

Balance July	\$223,136,972.23
Accrued Interest at June 30, 1977	1,786,839.49
Adjustment of Balance Forward	(6.44)
	224,923,805.28

ADDITIONS:

Contributions:

General Fund, State Employees	\$ 7,228,589.00	
General Fund, Contributory Teachers	5,185,928.00	
General Fund, Non-Contributory Teachers	31,520.00	
Revenue Sharing Fund-Contributory Teachers	13,511,051.13	
Revenue Sharing Fund, Non-Contributory Teachers	94,560.00	
Highway Funds	4,625,654.34	
Special Revenue Funds	3,870,473.45	
Enterprise Funds	419,434.53	
Intragovernmental Service Funds	423,088.96	
All Other State Funds	97,714.22	
Total State Contributions		\$35,488,013.63
Participating Districts		10,968,325.02
Individuals		28,002,557.89
Total Contributions		74,458,896.54
Transfer From General Ledger		24.20
Net Income From Investments		12,521,208.25

TOTAL ADDITIONS: \$ 86,980,128.99

DEDUCTIONS:

Retirement Allowance Paid

	Number	
Council Order	4	3,082.80
Legislative Resolves	11	38,984.13
Retirement Full Benefits	6314	21,472,325.23
Ordinary Disability:		
Old Law	105	965,617.94
Chapter 622, PL 1975	179	603,438.66
Service Incurred Disability	121	463,474.27
Option I	1544	4,882,809.31
Option II	1280	4,219,132.33
Option III	1594	7,575,017.75
Option IV	268	1,175,291.33
Option II—Beneficiary	312	616,039.02
Automatic Option II—		
Beneficiary	429	966,587.30
Option III—Beneficiary	388	560,445.58
Option IV—Beneficiary	164	315,939.94
Automatic Option IV—		
Beneficiary	79	90,626.62
Service Incurred Death—P&F	6	33,675.72
15-Year Teachers	164	161,842.96
10-Year Vested Right	956	1,305,934.15
Service Incurred Death—		
Sheriffs & Deputies	5	37,607.26
20-Year Teachers	37	35,753.41
Law Enforcement Officers—		
Marine Resources	20	115,897.61
Fish & Wildlife	65	361,434.51
State Police	107	636,674.04
25-Year Service-Age 55	15	61,043.70
Forest Rangers	3	15,216.60
Fire Fighters & Police		
Spec. Prov.—Sec. 1121	7	49,194.84
Spec. Prov.—Sec. 1092	20	105,776.91
Benefits by P & S Laws	64	101,654.89
Prison Guards—Sec. 1121		
Sub-Section 2-F	9	43,270.87
Special Benefits—Sec. 1092		
Sub-Section 4	2	5,052.52

47,018,842.20

Retirement Allowance Adjustment Paid

Council Order	6,310.96
Legislative Resolves	4,902.57
Retirement Full Benefits	8,137,838.65

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Ordinary Disability			
Old Law		147,153.87	
Chapter 622, PL 1975		78,143.36	
Service Incurred Disability		159,613.72	
Option I		2,407,864.65	
Option II		1,097,103.79	
Option III		2,334,576.63	
Option IV		339,390.00	
Option II—Beneficiary		306,595.69	
Automatic Option II—Beneficiary		475,849.31	
Option III—Beneficiary		369,894.41	
Option IV—Beneficiary		75,400.91	
Automatic Option IV—Beneficiary		43,476.46	
Service Incurred Death—P&F		12,679.28	
15-Year Teachers		103,126.57	
10-Year Vested Right		468,658.55	
Service Incurred Death—			
Sheriffs & Deputies		7,718.20	
20-Year Teachers		26,622.97	
Law Enforcement Officers—			
Marine Resources		29,193.68	
Fish & Wildlife		97,803.20	
State Police		158,094.33	
25-Year Service—Age 55		28,845.53	
Forest Rangers		3,601.36	
Fire Fighters & Police			
Spec. Prov.—Sec. 1121		12,962.44	
Spec. Prov.—Sec. 1092		23,849.04	
Benefits by P & S Laws		15,491.48	
Prison Guards—Sec. 1121			
Sub-Section 2-F		10,802.18	
			16,983,563.79
Survivor Benefits	Number		
Accidental Death—			
Service Incurred	11	24,452.66	
Spouse—Age 60	240	367,773.72	
Spouse—10-Year Clause	175	271,785.36	
Spouse—Children	182	555,881.53	
Children	60	124,883.39	
Parents	28	47,331.74	
			1,392,108.40
Refunds			
To Former Members		4,839,370.80	
To Beneficiaries of Deceased Members		196,096.21	
To Survivor of a Disability Pensioner		22,563.04	
To Beneficiary of Deceased—Option I		100,504.99	
			5,158,535.04
TOTAL DEDUCTIONS			70,553,049.43
BALANCE JUNE 30			\$241,350,884.84

PUBLICATIONS:

- Maine State Retirement System Laws, 1978 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, 1977
- For Employees of Participating Districts 1977 Revision

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

(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						
Interest/Investment/ Rents	17,198,379					17,198,379
Revenue From Local Govts	393,545					393,495
Revenue—Private Sources	—94,310					—94,310
Fees Charged For Services	362					362
Receipts From Other Funds	33,904,822					33,904,822
Legislative Approp/ Alloc	243,666	243,666				
Adjustment of Balance Fwd	—194					—194
TOTAL RESOURCES	51,646,270	243,666				51,402,604
EXPENDITURES						
Salaries and Wages	347,101					347,101
State Share of Retirement	40,228					40,228
Prof Service, Not By State	558,534					558,534
Computer Service, By State	50,070					50,070
Other Prof Serv, By State	113					113
Travel Expenses, In-State	5,923					5,923
Travel Expense, Out-State	120					120
Utilities	4,265					4,265
Rents	2,304					2,304
Repairs	9,947					9,947
Insurance	1,514,114					1,514,114
General Operating Expense	50,938					50,938
Other Supplies	6,591					6,591
Pensions	48,410,944					48,410,944
Equipment Purchases	19,663					19,663
Debt Retirement, Interest	19,357,435					19,357,435
Chgs. To Asset/ Liab. Accts.	1,353,681					1,353,681
Trans. to Trust Fund	243,666	243,666				
Trans to Gen-Fund, Sta-Cap	65,575					65,575
Misc Ins/ Retirmt Fd Tran	58,947					58,947
TOTAL EXPENDITURES	72,100,159	243,666				71,856,493

NEW ENGLAND INTERSTATE PLANNING COMMISSION

ALLEN G. PEASE, DIRECTOR, STATE PLANNING OFFICE

Central Office:

Location: 184 State St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3261

Sunset Review: Not Established

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: 0

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.

GENERAL GOVERNMENT

ORGANIZATION: The commission consists of one member from each party state to be appointed and to serve, in accordance with and subject to the laws of the State which he/she represents. Any member of the commission may be represented by an alternate with power to act in his/her place and stead, if the laws of the state so provide and if notice of the designation of such alternate is given to the commission in such manner as its bylaws may provide.

PROGRAM: As other New England States have not become members, the New England Interstate Planning Commission has not been activated. 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 1978: The expenditures of this unit are, by administrative decision, included with those of the State Planning Office.

MAINE INSURANCE GUARANTY ASSOCIATION

FRANK R. FOWLES, JR., CHAIRMAN OF BOARD
LEO H. TROSS, Vice Chairman

Central Office:

Location: 400 Congress Street, Portland

Mail Address: 400 Congress Street, Portland, Maine 04111

Telephone: 775-5621

Established: 1970

Sunset Review: Not Established

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: 0

Permanent Legislative Count: 0

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: 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.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
MAINE INSURANCE						
GUARANTY ASSOCIATION						
RESOURCES						
Bal Brt Fwd—Unencumbered	4,247.55					
TOTAL RESOURCES	4,247.55					
EXPENDITURES						
General Operating Expense	3,470.05					
TOTAL EXPENDITURES	3,470.05					
Balance	777.50					

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**



DEPARTMENT OF AGRICULTURE

JOSEPH N. WILLIAMS, COMMISSIONER
PAUL J. EASTMAN, Deputy Commissioner

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2298

Floor: 6

Established: 1852

Sunset Review Required by: June 30, 1980

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 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

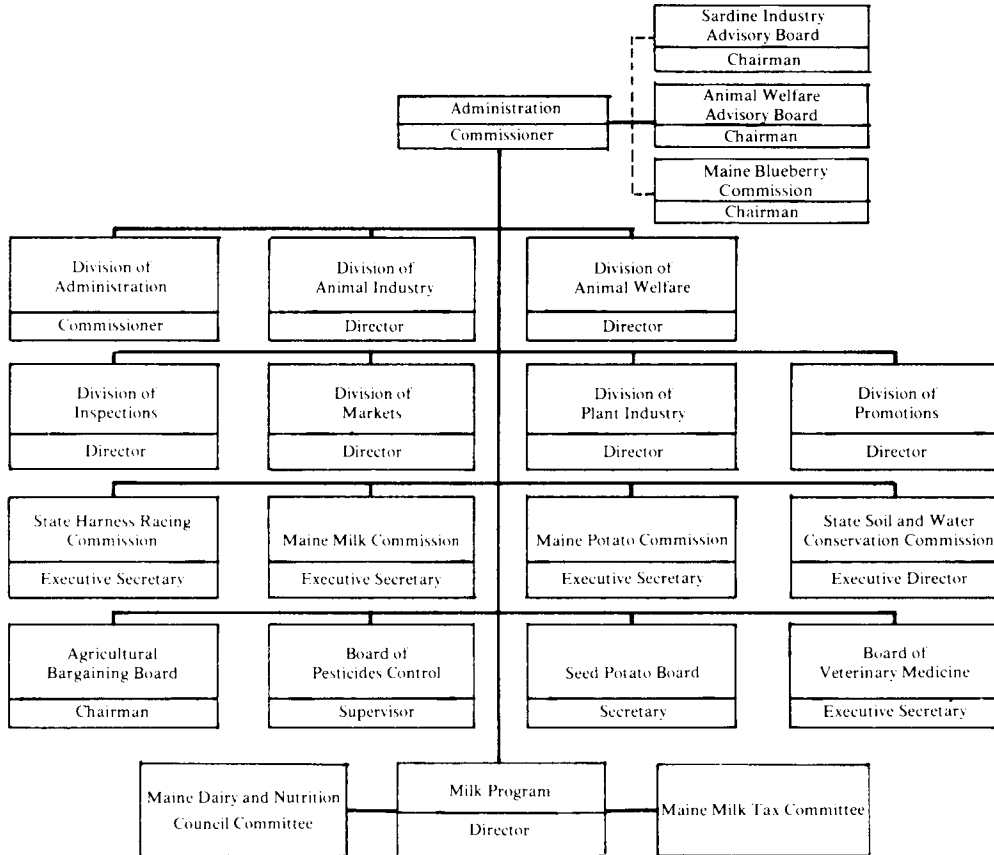
PURPOSE: The Department of Agriculture was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the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

**ORGANIZATION CHART
DEPARTMENT OF AGRICULTURE**



ECONOMIC DEVELOPMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78 DEPARTMENT OF AGRICULTURE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,223,340	238	1,223,102			
Bal Brt Fwd— Encumbered	31,741	5,031	26,710			
Licenses/Permits/Fees/Tax	1,698,654		1,698,654			
Fines/Forfeits/Penalties	8,218		8,218			
Interest/Investment/Rents	7,188					7,188
Revenue From Federal Govt	293,984		244,405			49,579
Revenue—Private Sources	45,199		45,199			
Fees Charged For Services	2,403,229		2,016,349			386,880
Legislative Approp/ Alloc	1,874,808	1,874,808				
Adjustment of Balance Fwd	—254	—433	179			
Transfers—Non-Federal \$	56,124	16,124	40,000			
Transfers—Federal \$	2,000		2,000			
TOTAL RESOURCES	7,644,231	1,895,768	5,304,816			443,647
EXPENDITURES						
Salaries and Wages	2,858,052	1,069,567	1,708,419			80,066
State Share of Retirement	327,163	122,175	197,522			7,466
Prof Service, Not By State	694,432	122,851	545,448			26,133
Computer Service, By State	2,266	452	1,814			
Other Prof. Serv., By State	—14,311	—4,853	—9,458			
Travel Expenses, In-State	324,469	124,231	195,605			4,633
Travel Expense, Out-State	45,540	12,478	16,896			16,166
Operation—State Vehicles	66,615	33,234	29,008			4,373
Utilities	70,166	36,620	29,209			4,337
Rents	56,488	18,008	27,497			10,983
Repairs	19,210	7,650	6,613			4,947
Insurance	89,795	33,528	53,250			3,017
General Operating Expense	422,030	43,811	361,135			17,084
Food	22,234	21,921				313
Fuel	17,313	8,743	385			8,185
Other Supplies	179,452	29,618	116,193			33,641
Depreciation	5,333					5,333
Grants To Federal Govt.	10,000	10,000				
Grants to Local Govts.	3,546		100			3,446
Grants to Pub. & Priv. Orgs.	722,057	58,060	663,997			
Unemployment Comp Benefit	23,020	8,104	14,223			693
Public Assistance Grants	49		49			
Misc Grants to Individual	16,087	2,898	13,189			
Pensions	46,059	2,241	43,818			
Equipment Purchases	51,768	16,587	35,181			
Transfer to General Fund	16,051		16,051			
Trans to Intragov Fund	50,000	50,000				
Trans. to Gen.-Fund Sta-Cap	56,831		48,192			8,639
TOTAL EXPENDITURES	6,181,715	1,827,924	4,114,336			239,455

ECONOMIC DEVELOPMENT

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.

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 seven 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. Many of these concerns are now being addressed by the newly-created Food and Farmland Study Commission which was organized in February 1978. The commission has members from the Legislature, the general farming community and public agencies.

In legislation which became effective during the year, the Department was also given specific responsibility for assisting small-scale farm operations in the direct marketing of produce. Furthermore, U.S. Department of Agriculture funds totaling \$45,000 were received for a project to determine alternative methods for shipping Maine potatoes.

Among new responsibilities in the Department is enforcement of the State's returnable container law which became effective early in 1978. Revised legislation also strengthened the Farm and Open Space Tax Law and the wood measurement act, and changed the Blueberry Industry Advisory Board to the Maine Blueberry Commission. Other legislation during the year moved the Department's responsibility for marine worm inspection to the Department of Marine Resources.

Following a year of serious financial problems, the Seed Potato Board returned to greater fiscal stability and purchased additional property adjacent to its Porter Farm in Masardis, made possible by a loan from General Fund monies.

The Legislature also provided for humane methods for the euthanasia of cats and dogs and established guidelines for the purchase and administration of barbituates for that purpose. During the year, also, dog license administration became a special revenue account.

In the area of promotion the Potato Commission launched major marketing efforts in 5 leading eastern produce markets and continued a wide range of research activities for product improvement. The Dairy and Nutrition Council introduced a new basic nutrition program for teachers in Maine's elementary schools.

Through the Soil and Water Conservation Commission, 54,500 additional acres of Maine land, representing 363 landowners, came under comprehensive conservation plans. The Department also continued consolidation of its business and fiscal programs by naming, for the first time, a director of the Administration Division.

LICENSES, PERMITS, ETC.:

License:

Fairs & Agricultural Exhibitions.

Permit:

Animal Pulling Contests.

ECONOMIC DEVELOPMENT

PUBLICATIONS:

Laws relating to Maine fairs, includes
 Stipend
 Licensing of Exhibitions
 Sales
 Entry Fees
 Pulling Events
 Pari-Mutuel Pools
 Cash Farm Income
 The Activities and Responsibilities of *Your Maine Department of Agriculture*
 Maine Apple Varieties
 List of Free Publications of Department

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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—UnEncumbered	238		238			
Bal Brt Fwd— Encumbered	1,841		1,841			
Legislative Approp/ Alloc	47,820		47,820			
Adjustment of Balance Fwd	—52		—52			
Transfers—Non-Federal \$	4,802		4,802			
TOTAL RESOURCES	54,649		54,649			
EXPENDITURES						
Salaries and Wages	33,521		33,521			
State Share of Retirement	1,179		1,179			
Prof Service, Not By State	206		206			
Other Prof Serv, By State	10		10			
Travel Expenses, In-State	1,893		1,893			
Travel Expense, Out-State	1,699		1,699			
Utilities	1,502		1,502			
Rents	28		28			
Repairs	3,976		3,976			
Insurance	407		407			
General Operating Expense	5,568		5,568			
Other Supplies	407		407			
Grants to Pub. & Priv. Orgs.	2,700		2,700			
Unemployment Comp Benefit	208		208			
TOTAL EXPENDITURES	53,304		53,304			

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

JOSEPH N. WILLIAMS, STATE SEALER
GAYLON M. KENNEDY, Deputy State Sealer

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3621

Floor: 6

Established: 1839

Sunset Review Required by: June 30, 1980

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: 9

Permanent Legislative Count: 8

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws.

ECONOMIC DEVELOPMENT

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. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check packages put up prior to sale for correct labeling and correct net weight and measure.

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 statutory requirements can be met.

Two new activities were added by the 107th Legislature: the establishment of uniform standards for the measurement of wood, and the verification of radar guns used by the State and local police to monitor excessive speeding. Deleted from the responsibilities of the section on Weights and Measures during the year was the Marine Worm inspection program.

LICENSES, PERMITS, ETC.:

Weighmasters
Weighing Device Dealers and Repairmen

PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$160,077 in FY 78 and are, by administrative decision, included with those of the Division of Inspections.

DIVISION OF ADMINISTRATION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2001

Floor: 6

Established: 1919

Sunset Review Required by: June 30, 1980

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: 10

Permanent Legislative Count: 9

PURPOSE: The Division of Administration provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration originally created in 1919, has been part of the Office of the Commissioner. With the appointment of a Director of Administrative Services in 1978 the division was reestablished as a separate entity.

ECONOMIC DEVELOPMENT

PROGRAM: During the latter part of FY 78, the position of Director of Administration Services was established and filled. Additional progress was made during the year in centralizing the fiscal, budgeting, and purchasing functions of the department.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	4,078		4,078			
Bal Brt Fwd— Encumbered	422	422				
Revenue From Federal Govt	45,000		45,000			
Fees Charged For Services	—15		—15			
Legislative Approp/Alloc	157,753	157,753				
Adjustment of Balance Fwd	—9	—9				
Transfers—Non-Federal \$	17,812	21,874	—4,062			
TOTAL RESOURCES	225,041	180,040	45,001			
EXPENDITURES						
Salaries and Wages	114,230	114,230				
State Share of Retirement	13,239	13,239				
Prof Service, Not By State	233	233				
Travel Expenses, In-State	544	544				
Travel Expense, Out-State	136	136				
Operation—State Vehicles	13	13				
Utilities	9,749	9,749				
Repairs	1,866	1,866				
Insurance	3,048	3,048				
General Operating Expense	6,082	6,082				
Fuel	6,155	6,155				
Other Supplies	2,412	2,412				
Grants to Pub & Priv Orgs	45,000		45,000			
Unemployment Comp Benefit	832	832				
Equipment Purchases	813	813				
TOTAL EXPENDITURES	204,352	159,352	45,000			

DIVISION OF MARKETS (AGRICULTURE)

CARL M. BROWN, (from March 1, 1978) DIRECTOR
CARL H. WATTS, (Until October 21, 1978) DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2161

Floor: 6

Established: 1917

Sunset Review Required by: June 30, 1980

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.

ECONOMIC DEVELOPMENT

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 to work with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Markets maintains an office in Caribou where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, three supervisors, and three clerks—plus 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 thirty-nine regular graders on the poultry and egg program plus five spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. The poultry grader does the actual grading on the processing line just prior to packing. It is the grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after 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. Eight people carry out this program, assigned to various areas of the State. They also enforce the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

Bean and Pea Inspection. The Division uses one person on bean inspection at South Paris and three 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.

In addition to the above activities the Division of Markets has taken over the responsibility for the enforcement of the Maine Potato Licensing law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes (in wholesale or jobbing quantities) to obtain a license. The Division also supplies administrative support for the Agricultural Bargaining Board.

LICENSES, PERMITS, ETC.:

License:

- Users of Blue, White & Red Trademark
- Providers (of trademark supplies)
- Potato Handler's

Registration:

- Controlled Atmosphere Storage

Qualification:

- Producers' (Bargaining) Associations

ECONOMIC DEVELOPMENT

PUBLICATIONS:

- Laws relating to Maine Apple Grading (free)
- Laws relating to Maine Egg Grading (free)
- Laws relating to Maine Maple Branding (free)
- Laws relating to Maine Potato Branding (free)
- Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)

(The following are all mimeographed sheets—free)

- Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
- Requirements for Use of State of Maine Blue, White and Red State Trademark
- Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
- Maple Regulations)
- Maple Terms) Contained in booklet: Maine Maple Branding
- Maple Standards)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	328,603		328,603			
Bal Brt Fwd— Encumbered	1		1			
Licenses/Permits/Fees/Tax	490		490			
Fines/Forfeits/Penalties	6,925		6,925			
Revenue From Federal Govt	28,050		28,050			
Fees Charged For Services	1,250,765		1,250,765			
Legislative Approp/ Alloc	73,321	73,321				
Transfers—Non-Federal \$	—8,840	—8,840				
TOTAL RESOURCES	1,679,315	64,481	1,614,834			
EXPENDITURES						
Salaries and Wages	1,066,158	50,150	1,016,008			
State Share of Retirement	129,571	5,938	123,633			
Prof Service, Not By State	73,073		73,073			
Computer Service, By State	1,067		1,067			
Travel Expenses, In-State	98,436	1,188	97,248			
Travel Expense, Out-State	2,958	513	2,445			
Operation—State Vehicles	11,474		11,474			
Utilities	10,786	615	10,171			
Rents	2,882		2,882			
Repairs	1,139		1,139			
Insurance	33,339	1,554	31,785			
General Operating Expense	7,409	384	7,025			
Other Supplies	9,653	113	9,540			
Unemployment Comp Benefit	9,082	418	8,664			
Pensions	43,344		43,344			
Equipment Purchases	18,282		18,282			
Trans. to Gen.-Fund Sta-Cap	21,095		21,095			
TOTAL EXPENDITURES	1,539,748	60,873	1,478,875			

ECONOMIC DEVELOPMENT

DIVISION OF PROMOTIONS (AGRICULTURE)

HORACE P. LANDRY, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2163

Floor: 6

Established: 1967

Sunset Review Required by: June 30, 1980

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. The Division provides promotional assistance to the Maine commodity production organization involving such products as apples, blueberries, eggs, poultry, potatoes, and maple; provides 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; directs the annual Agricultural Trades Show and operates the State of Maine Building at the Eastern States Exposition, West Springfield, Massachusetts; participates 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 represents 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 established as a division of the Department of Agriculture in 1967. 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 reports, and daily commodity price information to the news media. 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 Concord, N.H., 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. The Division also provides exhibits featuring all major Maine agricultural products at the Eastern States Exposition in West Springfield, Mass., and is responsible for coordinating the annual Maine Agricultural Trades Show.

Through a Taste of Maine promotion at the Maine Mall in South Portland, the Division provided exhibits for various agricultural organizations such as the Florist Association, dry bean growers, sheepbreeders, Christmas tree growers, the Potato Commission and the Pomological Society. These organizations, along with the Animal Welfare Division, the Dairy and Nutritional Council, the Poultry Federation and maple producers, blueberry growers, the Sardine Council, the Department of Marine Resources and two private meat firms exhibited for one week, offering free samples of the various products to the public and offering educational information concerning all of Maine agriculture. This was done in conjunction with the Maine Chicken Cooking Contest which was coordinated with the Maine Poultry Federation. Many of these same agricultural organizations also participated in a similar show in Bangor.

ECONOMIC DEVELOPMENT

Promotional programs are also conducted for various commodities, through special commodity taxes, 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.

PUBLICATIONS:

Recipe booklets on Maine apples, baked beans, chicken barbecue, blueberries and potatoes

Farming in Maine

Motion Pictures From Maine

Maine Food Processors and Products Processed

Maine Export News

When You Can Buy Maine Fruits & Vegetables

Maine Agricultural Events

Above publications are free

Maine-ly Agriculture (weekly) \$5 annual subscription.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	109,031		109,031			
Licenses/ Permits/ Fees/ Tax	290,809		290,809			
Fees Charged for Services	1,165		1,165			
Legislative Approp/ Alloc	161,905	161,905				
Adjustment of Balance Fwd	—175		—175			
Transfers—Non-Federal \$	26,204	22,142	4,062			
TOTAL RESOURCES	588,939	184,047	404,892			
EXPENDITURES						
Salaries and Wages	84,322	84,322				
State Share of Retirement	9,887	9,887				
Prof Service, Not By State	17,025	17,025				
Other Prof. Serv., By State	420		420			
Travel Expenses, In-State	2,815	2,815				
Travel Expense, Out-State	5,610	5,610				
Operation—State Vehicles	1,414	1,414				
Utilities	5,105	5,105				
Repairs	656	542	114			
Insurance	4,662	4,662				
General Operating Expense	14,294	12,782	1,512			
Food	327	327				
Other Supplies	7,322	7,230	92			
Grants to Pub. & Priv. Orgs.	313,916	29,810	284,106			
Unemployment Comp Benefit	626	626				
Equipment Purchases	311		311			
Trans to Gen-Fund Sta-Cap	99		99			
TOTAL EXPENDITURES	468,811	182,157	286,654			

ECONOMIC DEVELOPMENT

DIVISION OF ANIMAL INDUSTRY

JOHN A. SMILEY, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3701

Floor: 6

Established: 1919

Sunset Review Required by: June 30, 1980

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 those transactions which tend against the elimination of diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; 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. The result of restricting light is working very well on cage layers. This mandates a new phase of the test this year to determine the effects of limited lighting on producing hatchability and other effects on broiler breeders.

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. 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 all 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

ECONOMIC DEVELOPMENT

necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds and facilities improvement funds.

LICENSES, PERMITS, ETC.:

License:

Swine Garbage Feeders
Livestock & Poultry Dealers
Boarding Kennels
Pet Shops

Permit:

Transportation

Certificate:

Health

PUBLICATIONS:

Maine Production and Pullet Test (free)

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. Free

Laws relating to Disease Control of Domestic Animals and Poultry (contains rules and regulations pertaining to brucellosis in swine, control of equine infectious anemia, importation of dogs and cats and sale of dogs and cats, importation requirements, health requirements at fairs and exhibitions)

Laws relating to Dogs (contains rules and regulations pertaining to pet shops, shelters and boarding kennels) Free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	27,155		27,155			
Bal Brt Fwd— Encumbered	926	926				
Licenses/Permits/Fees/Tax	204,329		204,329			
Revenue From Federal Govt	24,129		24,129			
Fees Charged For Services	28,069		28,069			
Legislative Approp/Alloc	288,130	288,130				
Adjustment of Balance Fwd	—333	—368	35			
Transfers—Non-Federal \$	37,572	—2,428	40,000			
TOTAL RESOURCES	609,977	286,260	323,717			
EXPENDITURES						
Salaries and Wages	211,057	157,317	53,740			
State Share of Retirement	24,738	18,588	6,150			
Prof Service, Not By State	140,507	13,729	126,778			
Computer Service, By State	358	358				
Travel Expenses, In-State	17,650	14,556	3,094			
Travel Expense, Out-State	1,842	1,243	599			
Operation—State Vehicles	5,537	4,074	1,463			
Utilities	6,487	5,344	1,143			
Repairs	652	501	151			
Insurance	6,083	4,240	1,843			
General Operating Expense	11,057	7,988	3,069			
Food	21,589	21,589				
Fuel	2,407	2,407				
Other Supplies	30,087	11,175	18,912			
Grants to Local Govts	100		100			
Unemployment Comp Benefit	1,318	971	347			
Misc. Grants to Individual	13,089		13,089			
Equipment Purchases	16,378	14,497	1,881			
Trans. to Gen.-Fund Sta-Cap	10,305		10,305			
TOTAL EXPENDITURES	521,241	278,577	242,664			

ECONOMIC DEVELOPMENT

DIVISION OF PLANT INDUSTRY

PAUL J. EASTMAN, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3891

Floor: 6

Established: 1919

Sunset Review Required by: June 30, 1980

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

Organizational Units:

(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, 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 cwt of seed potatoes were inspected prior to shipment in FY 78.

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

ECONOMIC DEVELOPMENT

Certificate:

Phytosanitary
Certified Seed

Permit:

Maine (intra- and interstate) Plants

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)

Floral Emblem of Maine (free)

The Plant Kingdom (free)

Plant Conservation List for the State of Maine (free)

Nature of Weeds (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	166,405		166,405			
Bal Brt Fwd— Encumbered	1,508		1,508			
Revenue—Private Sources	37,831		37,831			
Fees Charged For Services	351,915		351,915			
Legislative Approp/ Alloc	125,559	125,559				
Adjustment of Balance Fwd	12		12			
Transfers—Non-Federal \$	4,941	4,941				
TOTAL RESOURCES	688,171	130,500	557,671			
EXPENDITURES						
Salaries and Wages	292,439	61,400	231,039			
State Share of Retirement	31,891	7,245	24,646			
Prof Service, Not By State	4,850	12	4,838			
Computer Service, By State	593		593			
Travel Expenses, In-State	18,393	3,347	15,046			
Travel Expense, Out-State	752	662	90			
Operation—State Vehicles	14,100	1,370	12,730			
Utilities	4,520	795	3,725			
Rents	5,628		5,628			
Repairs	230		230			
Insurance	8,250	1,360	6,890			
General Operating Expense	11,465	1,392	10,073			
Fuel	385		385			
Other Supplies	53,828	480	53,348			
Unemployment Comp Benefit	2,566	347	2,219			
Equipment Purchases	8,750		8,750			
Trans. to Intragov Fund	50,000	50,000				
Trans. to Gen.-Fund Sta-Cap	4,911		4,911			
TOTAL EXPENDITURES	513,551	128,410	385,141			

ECONOMIC DEVELOPMENT

(OFFICE OF) STATE HORTICULTURIST

A. DWIGHT BLACK, STATE HORTICULTURIST

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3891

Floor: 6

Established: 1907

Sunset Review Required by: June 30, 1980

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. Also, the State Horticulturist administers the bee inspection and licensing program.

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.

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.

LICENSES, PERMITS, ETC:

License:

Nurseryman

Strawberry Plant Growers

Beekeepers

Certificate:

Phytosanitary

Permit:

Maine (intra- and interstate) Plants

PUBLICATIONS:

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)

Floral Emblem of Maine (free)

The Plant Kingdom (free)

Plant Conservation List for the State of Maine (free)

Nature of Weeds (free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$105,271 in FY 78 and are, by administrative decision, included with those of the Division of Plant Industry.

ECONOMIC DEVELOPMENT

DIVISION OF INSPECTIONS (AGRICULTURE)

CLAYTON F. DAVIS, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3841

Floor: 6

Established: 1919

Sunset Review Required by: June 30, 1980

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

Organizational Units:

(Office of) Sealer of Weights and Measures

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.

The Division is also responsible for the implementation of, and continuing surveillance of, the "Returnable Bottle Law" and its labeling and redemption center regulations.

Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division also answers all consumer complaints on the same items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food & Drug Administration on recalls of products, and constructively inspects to benefit the industry, the consumer and the Federal government.

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 the past. More dairies are now included on the Inter-state Milk Shippers list in order to sell their surplus milk.

ECONOMIC DEVELOPMENT

In recent years the general foods inspection program has 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. The food inspection program also is responsible for the "Bottle Bill" enforcement.

The Sardine Inspection Program insures continual inspection of plants during canning operations and sampling of finished product to grade in compliance with grading standards as established by the industry.

The Blueberry Inspection Program is seasonal only. Inspectors are responsible for in-plant sanitation and blueberry magot control.

LICENSES, PERMITS, ETC.:

License:

- Weighmasters
- Weighing Device Dealers & Repairman
- Milk Dealers
- Babcock Testers
- Beverage Plants
- Frozen Dairy Products
- Redemption Centers
- Sardine Packers

Registration:

- Pesticide Products
- Fertilizer Products
- Feed Products

Certificate:

- Certificate of Competency

Permit:

- Blueberry Processors and Packers

PUBLICATIONS:

Laws:

- Pesticide Control Act
- Feed
- Food
- Seed
- Hazardous Substances Labeling
- Milk and Frozen Dairy Products
- Meat Inspection
- Commercial Fertilizer
- Beverage Containers (all free)
- Mimeographed rules and regulations pertaining to many of the above laws (all free)

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	208,204		208,204			
Bal Brt Fwd— Encumbered	1,446		1,446			
Licenses/Permits/Fees/Tax	181,722		181,722			
Fines/Forfeits/Penalties	1,293		1,293			
Revenue From Federal Govt	111,026		111,026			
Revenue—Private Sources	7,368		7,368			
Fees Charged For Services	137,546		137,546			
Legislative Approp/Alloc	656,681	656,681				
Adjustment of Balance Fwd	23		23			
Transfers—Non-Federal \$	—31,426	—31,426				
TOTAL RESOURCES	1,273,883	625,255	648,628			
EXPENDITURES						
Salaries and Wages	616,728	371,737	244,991			
State Share of Retirement	71,377	44,091	27,286			
Prof Service, Not By State	136,768	81,288	55,480			
Other Prof Serv, By State	—33,714	—19,826	—13,888			
Travel Expenses, In-State	119,953	61,761	58,192			
Travel Expense, Out-State	3,191	919	2,272			
Operation—State Vehicles	29,624	26,283	3,341			
Utilities	9,851	7,941	1,910			
Rents	31,802	17,939	13,863			
Repairs	4,536	322	4,214			
Insurance	20,335	12,263	8,072			
General Operating Expense	5,783	2,883	2,900			
Food	5	5				
Fuel	181	181				
Other Supplies	6,917	3,518	3,399			
Unemployment Comp Benefit	5,128	3,288	1,840			
Public Assistance Grants	49		49			
Misc. Grants to Individual	2,898	2,898				
Pensions	2,690	2,216	474			
Equipment Purchases	4,721		4,721			
Trans. to Gen.-Fund Sta-Cap	5,730		5,730			
TOTAL EXPENDITURES	1,044,553	619,707	424,846			

DIVISION OF ANIMAL WELFARE

STANLEY T. BROWNE, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2095

Floor: 6

Established: 1974

Sunset Review Required by: June 30, 1980

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: 21

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

ECONOMIC DEVELOPMENT

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 78, the Division's staff investigated more than 1,300 complaints of cruelty to animals or other related violations. Fifteen 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 3 times a year—free)

Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ANIMAL WELFARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	81,429	81,429				
Transfers—Non-Federal S	260	260				
TOTAL RESOURCES	81,689	81,689				
EXPENDITURES						
Salaries and Wages	54,510	54,510				
State Share of Retirement	5,428	5,428				
Prof Service, Not By State	74	74				
Travel Expenses, In-State	11,923	11,923				
Travel Expense, Out-State	253	253				
Operation—State Vehicles	21	21				
Utilities	2,786	2,786				
Repairs	55	55				
Insurance	1,629	1,629				
General Operating Expense	1,107	1,107				
Other Supplies	546	546				
Unemployment Comp Benefit	415	415				
TOTAL EXPENDITURES	78,747	78,747				

ECONOMIC DEVELOPMENT

MAINE POTATO MARKETING COMMITTEE

JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3871

Floor: 6

Established: 1953

Sunset Review Required by: June 30, 1980

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 that 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 from which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers or employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: No Maine Potato Marketing Committee has been or is presently in existence, therefore no state potato marketing order has ever been issued since enactment of the Act.

(Past marketing orders for Maine potatoes have been pursuant to Federal laws and regulations.)

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

SEED POTATO BOARD

JOSEPH N. WILLIAMS, COMMISSIONER OF AGRICULTURE

PAUL J. EASTMAN, Secretary

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3891

Floor: 6

Established: 1945

Sunset Termination Scheduled to Start by: June 30, 1980

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

ECONOMIC DEVELOPMENT

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 78 was a period of recovery for the Board following the setbacks suffered in FY 77 (the finding of one ring rot tuber in the Katahdin variety and the loss of the Florida crop by freezing). This year was fairly successful financially and the quality of the seed produced was the best in years.

A significant development was the purchase of property adjacent to Porter Farm which had been a hazard to the program for years. This was accomplished with a loan from the General Fund. The Board is now making plans to use some of the facilities on the purchased property.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Interest/Investment/Rents	7,188					7,188
Revenue From Federal Govt	49,579					49,579
Fees Charged For Services	386,880					386,880
TOTAL RESOURCES	443,647					443,647
EXPENDITURES						
Salaries and Wages	80,066					80,066
State Share of Retirement	7,466					7,466
Prof Service, Not By State	26,133					26,133
Travel Expenses, In-State	4,633					4,633
Travel Expense, Out-State	16,166					16,166
Operation—State Vehicles	4,373					4,373
Utilities	4,337					4,337
Rents	10,983					10,983
Repairs	4,947					4,947
Insurance	3,017					3,017
General Operating Expense	17,084					17,084
Food	313					313
Fuel	8,185					8,185
Other Supplies	33,641					33,641
Depreciation	5,333					5,333
Grants to Local Govts.	3,446					3,446
Unemployment Comp Benefit	693					693
Trans. to Gen.-Fund Sta-Cap	8,639					8,639
TOTAL EXPENDITURES	239,455					239,455

ECONOMIC DEVELOPMENT

MAINE MILK COMMISSION

MARIA A. HANLEY, CHAIRMAN
RICHARD C. POULIN, EXECUTIVE SECRETARY

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1935

Sunset Termination Scheduled to Start by: June 30, 1980

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

Telephone: 289-3741

Floor: 6

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1976, the law was completely amended requiring the Commission to be comprised of 5 members and at all times include within its membership the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an 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 are the additional funds made available to the Commission through the increase in the hundredweight fee assessment on the milk industry. This has enabled the Com-

ECONOMIC DEVELOPMENT

mission 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:

Laws relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	26,100		26,100			
Bal Brt Fwd— Encumbered	245		245			
Licenses/Permits/Fees/Tax	114,691		114,691			
TOTAL RESOURCES	141,036		141,036			
EXPENDITURES						
Salaries and Wages	49,471		49,471			
State Share of Retirement	4,983		4,983			
Prof Service, Not By State	14,088		14,088			
Other Prov Serv, By State	180		180			
Travel Expenses, In-State	3,587		3,587			
Travel Expense, Out-State	1,520		1,520			
Utilities	2,081		2,081			
Repairs	480		480			
Insurance	1,345		1,345			
General Operating Expense	8,484		8,484			
Other Supplies	1,353		1,353			
Unemployment Comp Benefit	338		338			
Trans. to Gen.-Fund Sta-Cap	816		816			
TOTAL EXPENDITURES	88,726		88,726			

ECONOMIC DEVELOPMENT

**MAINE DAIRY AND
NUTRITION COUNCIL COMMITTEE**

**ROBERT COLE, CHAIRMAN
NORMAN A. WING, DIRECTOR**

Central Office:

Telephone: 289-3621

Location: Cony Rd (Shop), Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1980

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.

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 and 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 a 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

ECONOMIC DEVELOPMENT

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 the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	29,218		29,218			
Bal Brt Fwd— Encumbered	1,060		1,060			
Licenses/Permits/Fees/Tax	106,049		106,049			
Fees Charged For Services	10		10			
Adjustment of Balance Fwd	284		284			
TOTAL RESOURCES	136,621		136,621			
EXPENDITURES						
Salaries and Wages	40,463		40,463			
State Share of Retirement	4,559		4,559			
Prof Serv, Not By State	12		12			
Travel Expenses, In-State	5,767		5,767			
Travel Expense, Out-State	1,718		1,718			
Utilities	2,696		2,696			
Rents	1,632		1,632			
Repairs	144		144			
Insurance	1,345		1,345			
General Operating Expense	14,992		14,992			
Other Supplies	28,176		28,176			
Unemployment Comp Benefit	319		319			
Transfer to General Fund	1,088		1,088			
Trans. to Gen.-Fund Sta-Cap	796		796			
TOTAL EXPENDITURES	103,707		103,707			

ECONOMIC DEVELOPMENT

STATE HARNESS RACING COMMISSION

JOSEPH P. KENNEALLY, CHAIRMAN

THOMAS WEBSTER, Executive Secretary

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3221

Floor: 6

Established: 1935

Sunset Termination Scheduled to Start by: June 30, 1980

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 in 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

ECONOMIC DEVELOPMENT

Various Pari-Mutuel Racing Officials
Pari-Mutuel Racing Association—
Fairs or Extended Meets
Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	148,903		148,903			
Bal Brt Fwd— Encumbered	1,842	1,842				
Licenses/Permits/Fees/Tax	2,268		2,268			
Fees Charged For Services	231,467		231,467			
Legislative Approp/ Alloc	136,362	136,362				
Adjustment of Balance Fwd	—4	—4				
Transfers—Non-Federal \$	3,209	3,209				
TOTAL RESOURCES	524,047	141,409	382,638			
EXPENDITURES						
Salaries and Wages	82,040	82,040				
State Share of Retirement	9,478	9,478				
Prof Service, Not By State	10,546	560	9,986			
Other Prof.Serv., By State	14,963	14,963				
Travel Expenses, In-State	19,658	19,658				
Travel Expenses, Out-State	88	88				
Operation—State Vehicles	8	8				
Utilities	987	987				
Repairs	240	240				
Insurance	2,556	2,556				
General Operating Expense	2,867	2,867				
Other Supplies	3,120	3,120				
Grants to Pub. & Priv. Orgs.	176,691		176,691			
Unemployment Comp Benefit	652	652				
Equipment Purchases	1,168	1,168				
Trans to Gen-Fund Sta-Cap	413		413			
TOTAL EXPENDITURES	325,475	138,385	187,090			

STATE SOIL AND WATER CONSERVATION COMMISSION

JOHN FOGLER, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2666

Floor: 6

Established: 1941

Sunset Termination Scheduled to Start by: June 30, 1984

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

ECONOMIC DEVELOPMENT

natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs, to coordinate the inspection of dams with the U.S. Army Corps of Engineers; establish a registry of dams statewide and establish water levels on lakes and ponds.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I

Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II

Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III

Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV

Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast;

Area V

Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI

York County SWCD, Sanford
Cumberland County SWCD, 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 apparent in the conservation practices applied to the land of the more than 12,600 private landowners signed up as cooperators with Maine's sixteen Soil and Water Conservation Districts. During FY 78, 6,000 landowners were assisted in efforts to control erosion and other soil and water problems. New conservation plans were drawn up for 363 landowners holding 54,500 acres of land and 131 other conservation plans were brought up to date.

The Commission and Districts reviewed and evaluated over 522 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, the State Planning Office and the Department of Inland Fisheries & Wildlife during the past year. The recommendations from the Commission often become conditions of approval in the permits granted through these applications. Commission 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.

Two applications for floodplain information studies were received and approved during the fiscal year. Two studies were completed and written reports presented to the municipal officers involved. The Commission employed sixteen work study students to assist Districts with the heavy work load during the summer. They reviewed several Resource Conservation and

ECONOMIC DEVELOPMENT

Development projects successfully completed during the past year. The Commission held four hearings for the establishment of water levels during the past year and registered 344 dams.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	3,648		3,648			
Fees Charged For Services	7,700		7,700			
Legislative Approp/Alloc	105,121	105,121				
Transfers—Federal \$	2,000		2,000			
TOTAL RESOURCES	118,469	105,121	13,348			
EXPENDITURES						
Salaries and Wages	38,689	38,356	333			
State Share of Retirement	4,581	4,542	39			
Prof Service, Not By State	9,122	7,606	1,516			
Computer Service, By State	99	94	5			
Travel Expenses, In-State	6,389	5,941	448			
Travel Expense, Out-State	1,296	1,296				
Operation—State Vehicles	51	51				
Utilities	1,796	1,719	77			
Repairs	53	53				
Insurance	994	994				
General Operating Expense	2,474	1,722	752			
Other Supplies	384	308	76			
Grants To Federal Govt.	10,000	10,000				
Grants to Pub. & Priv. Orgs.	25,550	25,550				
Unemployment Comp Benefit	208	208				
Pensions	25	25				
Equipment Purchases	751	109	642			
Trans. to Gen.-Fund Sta-Cap	40		40			
TOTAL EXPENDITURES	102,502	98,574	3,928			

ECONOMIC DEVELOPMENT

MAINE AGRICULTURAL BARGAINING BOARD

JOSEPH N. WILLIAMS, COMMISSIONER

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2163

Floor: 6

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1980

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 negotiate in good faith with regard to the production, sale and marketing of the product involved.

Any agricultural organization which 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 provides for a bargaining board of 5 members, appointed by the Governor: 1 producer, 1 handler and 3 public members.

PROGRAM: There has been no activity by the Agricultural Bargaining Board during the past fiscal year.

LICENSES, PERMITS, ETC.:

Qualifications:

Producers' (Bargaining) Associations

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE AGRICULTURAL BARGAINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	10,532	10,532				
TOTAL RESOURCES	10,532	10,532				
EXPENDITURES						
Salaries and Wages	328	328				
State Share of Retirement	21	21				
Travel Expenses, In-State	131	131				
Utilities	77	77				
General Operating Expense	22	22				
TOTAL EXPENDITURES	579	579				

ECONOMIC DEVELOPMENT

(ANIMAL WELFARE) ADVISORY BOARD

RONALD LOTT, V.M.D. CHAIRMAN

STANLEY T. BROWNE, Director

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2095

Floor: 6

Established: 1974

Sunset Review Required by: June 30, 1980

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.

PROGRAM: The Board meets on alternate months to review the progress of the Division of Animal Welfare. The Board also reviews legislation having to do with animals and animal welfare, and may, from time to time, recommend legislation which would benefit the overall care and treatment of animals.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

SARDINE INDUSTRY ADVISORY BOARD

EUGENE L. BAILEY, PRESIDENT

Central Office:

Location: North Lubec Canning Co., North Lubec

Mail Address: North Lubec Canning Co., North Lubec, Maine 04663

Telephone: 289-3871

Established: 1955

Sunset Review Required by: June 30, 1980

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 that are within the jurisdiction of the commissioner.

The Board also monitors the Sardine Council and suggests and coordinates all aspects of the industry to constructively build the industry in Maine.

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 the Board itself. The commissioner can call a meeting of the Board on written request of 3 members.

ECONOMIC DEVELOPMENT

PROGRAM: The Sardine Industry Advisory Board meets with the Director of the Division of Inspections at least three times per year, and met with the Commissioner of Agriculture in January 1978.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

STATE BOARD OF VETERINARY MEDICINE

ALLAN INGRAHAM, DVM, PRESIDENT

BARRY P. FOSSETT, DVM, Secretary

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3701

Floor: 6

Established: 1905

Sunset Termination Scheduled to Start by: June 30, 1980

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: 0

PURPOSE: The Board of Veterinary Examiners was established to protect the public interest and maintain high professional standards through the regulation of the practice of veterinary medicine in the State of Maine. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration of licensed veterinarians; to institute proceedings for revocation, suspension or annulment of licenses; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Animal Industry has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was 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 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met in Augusta 11 times between July 1, 1977 and June 30, 1978. 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 58 requests for exam applications, 20 completed the application requirements, and 19 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 the complaints 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

ECONOMIC DEVELOPMENT

holding a Maine Veterinary license, as well as the voluntary registration of animal medical technicians.

LICENSES, PERMITS, ETC.:

Registration:

Animal Medical Technicians

License:

Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	8,291		8,291			
Fees Charged For Services	7,405		7,405			
TOTAL RESOURCES	15,696		15,696			
EXPENDITURES						
Salaries and Wages	3,350		3,350			
Prof Service, Not By State	1,239		1,239			
Travel Expenses, In-State	1,023		1,023			
Travel Expense, Out-State	473		473			
Utilities	52		52			
General Operating Expense	354		354			
Other Supplies	517		517			
Trans. to Gen.-Fund Sta-Cap	212		212			
TOTAL EXPENDITURES	7,220		7,220			

MAINE MILK TAX COMMITTEE

PRESTON ESTABROOK, CHAIRMAN

NORMAN A. WING, DIRECTOR

Central Office:

Location: Cony Rd. (Shop), Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3621

Established: 1953

Sunset Termination Scheduled to Start by: June 30, 1980

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.

ECONOMIC DEVELOPMENT

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 78, 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 144,583,022 quarts, representing an increase of nearly 6 million quarts over 1976. Encouraged by these results and the unending need to educate and sell to the consumer, the Maine Milk Tax Committee embarked on another vigorous campaign to bring a positive image to the Maine consumer in 1978.

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:

Television. Television was determined to be the most cost effective media for generic milk advertising during FY 77 and, therefore, received the majority of the advertising budget. Radio was used as a supplementary media particularly during the summer months and holiday weekends when tourist traffic was at its peak. A total of 6,839 commercials promoting the use of milk were aired during the year.

Special promotions involving exhibits, milking contest demonstrations and radio remotes were conducted at the larger shopping malls and agricultural events during the year.

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 78, each one ran five-color, full-page ads. Each ad tied into the various themes of the in-store promotions.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

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	13,967		13,967			
Bal Brt Fwd— Encumbered	22,313		22,313			
Licenses/Permits/Fees/Tax	313,798		313,798			
TOTAL RESOURCES	350,078		350,078			
EXPENDITURES						
Salaries and Wages	16,628		16,628			
State Share of Retirement	1,809		1,809			
Prof Service, Not By State	255,535		255,535			
Travel Expenses, In-State	3,586		3,586			
Travel Expense, Out-State	2,011		2,011			
Utilities	110		110			
Rents	1,500		1,500			
Insurance	407		407			
General Operating Expense	31,039		31,039			
Unemployment Comp Benefit	122		122			
Transfer to General Fund	3,263		3,263			
Trans. to Gen.-Fund Sta-Cap	1,760		1,760			
TOTAL EXPENDITURES	317,770		317,770			

MAINE POTATO COMMISSION

REYNOLD J. SOUCY, CHAIRMAN
MARILYN B. PROULX, Executive Director

Central Office:

Telephone: 769-5061

Location: Caribou Rd., Presque Isle

Mail Address: P.O. Box 71, Presque Isle, Maine 04769

Established: 1955

Sunset Review Required by: June 30, 1980

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 imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice-chairman from its members, and appoints an Executive Director to administer policies established by the Commission.

PROGRAM: The Maine Potato Commission's advertising and promotion campaign for the 1977 crop of Maine potatoes encompassed a meeting with 150 produce executives of chain

ECONOMIC DEVELOPMENT

stores and independent retailers in the New York-New Jersey metropolitan area; and exhibition of Maine potato products at the Eastern States Exposition, West Springfield, Massachusetts, and the Maine Agricultural Trades Show, Augusta.

Television. Advertising was conducted in Boston, Mass., New York City, Philadelphia, Pa., Baltimore, Md., and Washington, D.C. to stimulate a strong consumer demand. 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.

Research Programs. Potato tax funds were also expended during FY 78 to underwrite the potato breeding program, Central Maine project and potato silage project by the College of Life Sciences and Agriculture and the 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; continuation of the Sangerville seed project and support of the laboratory and greenhouse by the Maine Seed Potato Board; and support of a research program to provide information so an integrated control program for Rhizoctonia disease syndrome of potatoes can be recommended to growers by the Agricultural Research Service, USDA.

Grants of potato tax funds were also made during FY 78 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: Laws relating to the Maine Potato Commission (mimeographed—free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	90,761		90,761			
Bal Brt Fwd— Encumbered	137		137			
Licenses/Permits/Fees/Tax	444,748		444,748			
Fees Charged For Services	322		322			
TOTAL RESOURCES	535,968		535,968			
EXPENDITURES						
Salaries and Wages	25,770		25,770			
State Share of Retirement	1,265		1,265			
Prof Service, Not By State	2,876		2,876			
Travel Expenses, In-State	3,833		3,833			
Travel Expense, Out-State	4,894		4,894			
Utilities	5,291		5,291			
Rents	1,992		1,992			
Repairs	89		89			
Insurance	774		774			
General Operating Expense	279,175		279,175			
Other Supplies	437		437			
Grants to Pub. & Priv. Orgs.	158,200		158,200			
Unemployment Comp Benefit	203		203			
Misc. Grants to Individual	100		100			
Equipment Purchases	594		594			
Transfer to General Fund	11,700		11,700			
Trans. to Gen.-Fund Sta-Cap	1,226		1,226			
TOTAL EXPENDITURES	498,419		498,419			

ECONOMIC DEVELOPMENT

BOARD OF PESTICIDES CONTROL

JOSEPH N. WILLIAMS, CHAIRMAN

DONALD MAIRS, Supervisor

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2215

Floor: 6

Established: 1965

Sunset Termination Scheduled to Start by: June 30, 1980

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 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 continued. This was the "off year" of the two-year certification period, but approximately 200 new entries were certified as private applicators upon successful completion of examinations. The licenses of some 148 dealers in restricted-use pesticides were renewed; 8 of these were new licensees. Commercial and governmental applicators are re-licensed annually; currently 456 individuals are certified and licensed in the 11 categories of endeavor. Training and recertification seminars were held for commercial and governmental applicators in the Biting Fly, Structural, and Miscellaneous Pest categories, with outside experts speaking on mosquito control, wood-destroying insects, and nuisance wildlife. A Federal certification grant made continuation of the certification program possible.

Pesticide misuse complaints were down slightly from last year, but still required considerable investigational time. A critical area was established along both banks of the Dennys River; any aerial application of pesticides within the area will require permission from the Board. The new responsibilities for vertebrate pest control, transferred to the Board by the current Legislature, have occupied a good deal of time, particularly as regards the control of bats in human dwellings.

Interagency cooperation was evident again this year, with the Certification Coordinator spending a month on temporary assignment to the Bureau of Forestry as Safety Officer at the Millinocket airport during the spruce budworm suppression program. Field work on evaluating methods of nuisance wildlife control was continued in conjunction with the Maine Department of Inland Fisheries and Wildlife and the U.S. Fish & Wildlife Service. Regulatory and administrative duties cut into the time available for environmental monitoring efforts, but the Board did participate in monitoring associated with the budworm operation.

A continuation of the resurgent public concern over pesticide effects is evident. The level

ECONOMIC DEVELOPMENT

of this concern is reminiscent of the early 1970's, necessitating expenditure of considerable staff time on informational duties.

LICENSES, PERMITS, ETC.:

- License:
 - Commercial Pesticide Applicators
 - Pesticide Dealers
- Certificate:
 - Private Pesticide Applicators
- Permit:
 - Aquatic Pesticide
 - Limited-Use Pesticide
 - Critical Area Pesticide Use

PUBLICATIONS:

- Board of Pesticides Control Statutes, Free
- Board of Pesticides Control Regulations, Free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
BOARD OF PESTICIDES CONTROL						
RESOURCES						
Bal Brt Fwd—Unencumbered	58,738		58,738			
Licenses/Permits/Fees/Tax	39,750		39,750			
Revenue From Federal Govt	36,200		36,200			
Legislative Approp/Alloc	30,195	30,195				
Transfers—Non-Federal \$	1,590	1,590				
TOTAL RESOURCES	166,473	31,785	134,688			
EXPENDITURES						
Salaries and Wages	48,282	21,656	26,626			
State Share of Retirement	5,691	2,539	3,152			
Prof Service, Not By State	2,145	2,118	27			
Computer Service, By State	149		149			
Other Prof. Serv., By State	3,830		3,830			
Travel Expenses, In-State	4,255	474	3,781			
Travel Expense, Out-State	933	59	874			
Utilities	1,953		1,953			
Rents	41	41				
Repairs	147	95	52			
Insurance	1,604	815	789			
General Operating Expense	2,774	1,014	1,760			
Other Supplies	652	309	343			
Unemployment Comp Benefit	310	139	171			
Trans. to Gen.-Fund Sta-Cap	789		789			
TOTAL EXPENDITURES	73,555	29,259	44,296			

ECONOMIC DEVELOPMENT

(OFFICE OF) INSPECTOR OF DAMS

Contact: FRANK W. RICKER, Director, Soil and Water Conservation Commission

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2666

Floor: 6

Established: 1875

Sunset Termination Scheduled to Start by: June 30, 1984

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 01; *Unit:* 309; *Unit Citation:* 38 M.R.S.A., Sect. 811

PURPOSE: The Office of Inspector of Dams was established to provide state inspection of dams and reservoirs to protect human life and property.

ORGANIZATION: The Commissioner of Agriculture annually appoints a competent and professional engineer licensed to practice in this State (effective July 1, 1978), who is a citizen of the State as inspector of dams. The inspector of dams shall hold office until his successor is appointed and qualified. 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 engineer receives as full compensation for his service, \$75 a day while actually employed in this service, together with his actual traveling expenses to be audited, allowed and paid from the Department of Agriculture. In cases where the dam or reservoir is judged by the inspector of dams to be unsafe or insufficient, the Commissioner of Agriculture collects from the owner of the dam the total expenses incurred by the State for the inspection. In the event that the owner of a dam, which is judged to be unsafe or insufficient, fails to pay the total cost of inspection as required in this section, the Commissioner of Agriculture shall forthwith commence a civil action in the name of the State for the recovery of the cost of the inspection.

PROGRAM: Upon the petition of 10 resident taxpayers of any town or several towns, the selectmen or assessors of any town or the county commissioners of any county, the inspector of dams inspects any dam or reservoir, except dams licensed and inspected by any agency of the United States Government, located in the town or county and erected for the purpose of saving water for manufacturing or other uses. Following personal examination of the dam or reservoir and after hearing the testimony of witnesses summoned for the purpose, the inspector of dams forthwith reports to the Commissioner of Agriculture his findings and his opinion of the safety and sufficiency of the dam or reservoir. In the case of finding a dam to be unsafe or insufficient, the Commissioner of Agriculture notifies all interested parties, including owners with riparian rights, municipalities in which the dams are located and any other persons or organizations that the Commissioner of Agriculture deems necessary. The inspection of dams shall be under the sole jurisdiction of the Department of Agriculture.

No dams have been inspected to date under this legislation. However, there are four inspections pending.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 38 MRSA, Sec.813, Ch. 684, 1978 provides that expenditures of this unit, shall be borne by the Department of Agriculture. By administrative decision these expenditures are included within those of the State Soil and Water Conservation Commission.

ECONOMIC DEVELOPMENT

MAINE FOOD AND FARMLAND STUDY COMMISSION

DR. FREDERICK HUTCHINSON, CHAIRMAN

TYLER LIBBY, Director

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3874

Floor: 6

Established: 1977

Statutory Termination: June 30, 1979

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 01; *Unit:* 337; *Unit Citation:* 1977 P&SL Chap 65

Average Count—All Positions: 1

Permanent Legislative Count: 0

PURPOSE: The 108th Maine Legislature enacted P&SL 1977, C. 65, "An Act to establish the Maine Food and Farmland Study Commission". The purpose of the Commission is to protect the food production capability of the State and to encourage greater state food and agricultural self-sufficiency. The Commission will recommend to the Governor and the 109th Legislature policies and programs to protect agricultural lands from urban encroachment and residential development.

ORGANIZATION: The Commission consists of 24 members. Eleven of these members are appointed by the Governor. Other members consist of 7 representatives of state agencies, 2 representatives of the University of Maine, 2 members of the House of Representatives and 2 members of the Senate. Emergency legislation placed the Commission within the Department of Agriculture which provides office space and administrative services to the Commission. The creating law provides for the statutory termination of this Commission on June 30, 1979.

PROGRAM: The Commission's first organizational meeting was held on February 24, 1978. Twelve hearings were held to hear testimony on a variety of subject areas. The purpose of these hearings was to educate the Commission itself and to help focus on the areas of concern.

Research. Simultaneously, sub-committees have been researching programs in other states and countries that help preserve farmlands, assist young people to enter farming, and improve commodity marketing. The Commission staff, with assistance from various state agencies, has been conducting research in numerous other related areas.

During FY 1979, the Commission will complete its charge by developing a preliminary final report which will be subjected to extensive public review.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit did not receive or expend funds.

ECONOMIC DEVELOPMENT

DEPARTMENT OF BUSINESS REGULATION

ALFRED W. PERKINS, COMMISSIONER
LINDA S. GILSON, Director, Administrative Services

Central Office:

Location: Stevens School, Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3916

Established: 1973

Sunset Review Required by: June 30, 1982

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:

Administrative Services

Arborist Examining Board

Maine Athletic Commission

Bureau of Banking

Home Repair Advisory Board

Central Licensing Division

Bureau of Consumer Protection

Electricians' Examining Board

Bureau of Insurance

General Lines Agents Examination
Advisory Board

Life Agents' Examination Advisory Board

Manufactured Housing Board

Oil Burner Men's Licensing Board

State Board of Examiners of Psychologists

Real Estate Commission

State Claims Board

State Running Horse Racing Commission

Board of Examiners on Speech

Pathology and Audiology

Board of Registration of Substance
Abuse Counselors

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: 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 (renamed Maine Athletic 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 78 are discussed in the following reports of its primary component agencies.

LICENSES, PERMITS, ETC.:

Auctioneers Licenses

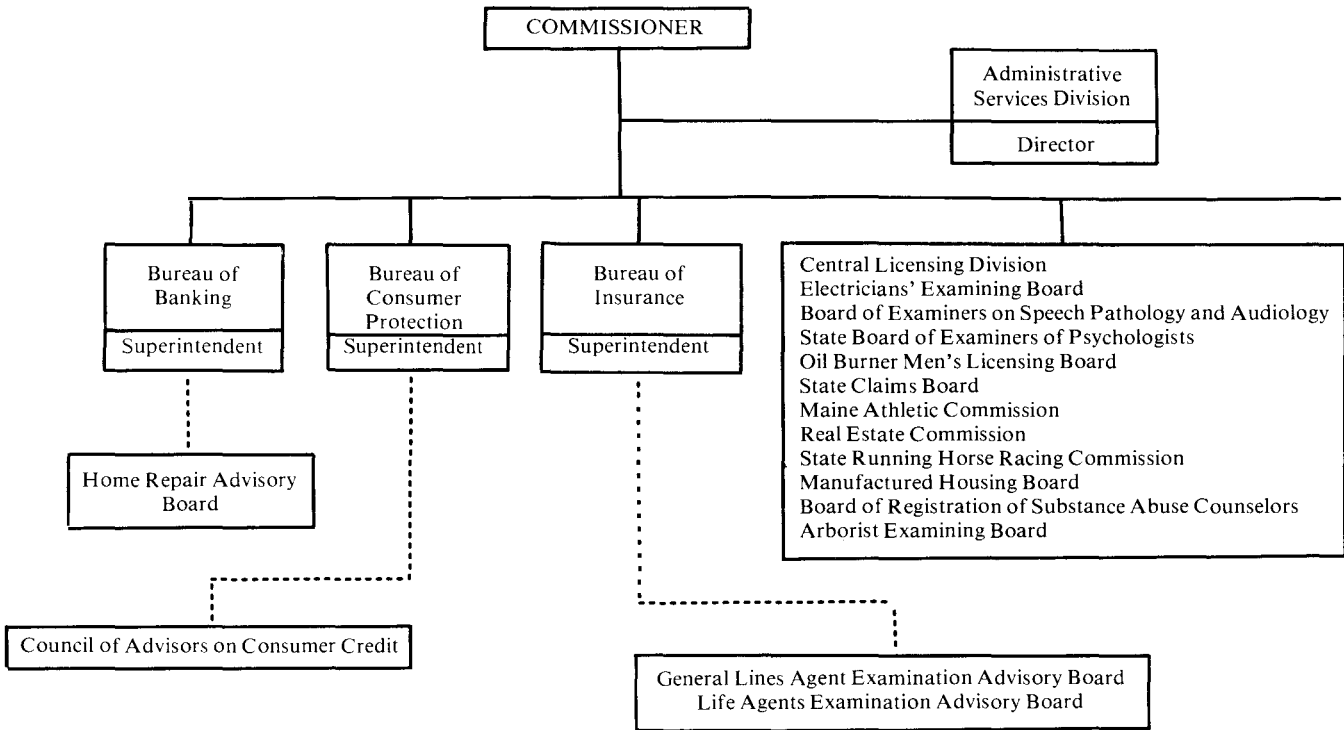
Itinerant Vendors

Itinerant Photographers

PUBLICATIONS: See reports of component units.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATION CHART
DEPARTMENT OF BUSINESS REGULATION**



ECONOMIC DEVELOPMENT

CONSOLIDATED FINANCIAL CHART FOR FY 78 DEPARTMENT OF BUSINESS REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,109,873		1,109,873			
Bal Brt Fwd— Encumbered	48,284	528	47,756			
Licenses/Permits/Fees/Tax	1,080,263		1,080,263			
Fees Charged For Services	361,541		361,541			
Legislative Approp/Alloc	245,947	169,846		76,101		
Adjustment of Balance Fwd	—12,496		—12,496			
Transfers—Non-Federal \$	—7,615	2,385	—10,000			
TOTAL RESOURCES	2,825,797	172,759	2,576,937	76,101		
EXPENDITURES						
Salaries and Wages	955,117	118,265	787,756	49,096		
State Share of Retirement	107,714	13,451	90,809	3,454		
Prof Service, Not By State	139,234	67	139,143	24		
Computer Service, By State	14,565		14,565			
Other Prof. Serv., By State	3,600		3,600			
Travel Expenses, In-State	81,478	4,470	75,676	1,332		
Travel Expense, Out-State	9,286	525	8,260	501		
Operation—State Vehicles	11,381		11,381			
Utilities	32,333	6,785	23,812	1,736		
Rents	7,715	127	7,588			
Repairs	2,831	70	2,712	49		
Insurance	28,244	2,241	25,205	798		
General Operating Expense	129,568	6,490	118,158	4,920		
Other Supplies	32,586	1,856	30,126	604		
Pensions	225		225			
Equipment Purchases	4,381		4,381			
Trans. to Gen.-Fund Sta-Cap	59,663		58,970	693		
TOTAL EXPENDITURES	1,619,921	154,347	1,402,367	63,207		

ECONOMIC DEVELOPMENT

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	7,865		7,865			
Legislative Approp/ Alloc	40,948	40,948				
Transfers—Non-Federal \$	42,000		42,000			
TOTAL RESOURCES	90,813	40,948	49,865			
EXPENDITURES						
Salaries and Wages	61,816	32,845	28,971			
State Share of Retirement	7,322	3,890	3,432			
Prof Service, Not By State	1,152		1,152			
Travel Expenses, In-State	297	189	108			
Travel Expense, Out-State	547		547			
Operation—State Vehicles	221		221			
Utilities	1,783	1,485	298			
Rents	50		50			
Repairs	35	35				
Insurance	938		938			
General Operating Expense	1,768	244	1,524			
Other Supplies	980	—63	1,043			
Equipment Purchases	1,192		1,192			
Trans. to Gen.-Fund Sta-Cap	10,337		10,337			
TOTAL EXPENDITURES	88,438	38,625	49,813			

BUREAU OF BANKING

JOHN A. DURHAM, SUPERINTENDENT
LESLIE G. HILTON, Deputy Superintendent

Central Office:

Telephone: 289-3231

Location: Stevens School, Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1827

Sunset Review Required by: June 30, 1982

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: 24

Permanent Legislative Count: 4

Organizational Units:

Banking Division

Home Repair Advisory Board

Securities Division

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 every 18 months; 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 sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers

ECONOMIC DEVELOPMENT

and agents 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 administers the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. 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 provision 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 marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was 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 and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially 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, and a 1977 amendment authorized an expanded exemption for Maine corporations. In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. Both the Bank Securities Act and the Takeover Bid Disclosure Law are administered by the Securities Division of the Bureau.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. 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. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities divisions.

Banking Division. Statutory requirements for examinations were met for the 18 month period ending June 30, 1978. Of the five applications pending June 30, 1977, and the twenty

ECONOMIC DEVELOPMENT

received during fiscal year 1978, twenty-one were approved and four were pending on June 30, 1978. This includes approval for three trust companies to close five branch offices. Also, applications for relocations for four offices of trust companies and five savings banks were approved. Three relocation applications were pending at the close of the fiscal year. Pending June 30, 1977, was an application to establish a stock savings bank and, in conjunction with this request, a bank holding company had submitted an application to purchase controlling interest in this stock savings bank. These applications were denied. Other miscellaneous applications received and approved during the fiscal year included the merger of a federal credit union into a state-chartered credit union and the name change of a trust company. One application for a merger of two savings banks had been received and was still pending at the close of the fiscal year.

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 senior personnel attended the Northern New England School of Banking and one completed the 3-year course at the Graduate School of Banking at Wisconsin; one examiner participated in the Conference of State Bank Supervisors in Chicago; another attended a seminar on Electronic Funds Transfer Systems; two examiners attended the National School for State Credit Union Examiners, and four members of the staff attended the Intergovernmental Conference sponsored by the National Credit Union Administration, the federal insuring agent for all credit unions; four examiners attended various federal agency examiners schools including the FDIC Senior Assistant Examiners School and a School for Trust Examiners, and also the Federal Reserve Bank School for Trust Examiners.

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 1,391 applications to register securities. Issuer-applicants were varied, and included corporations of churches, hospitals, holding companies, public utilities, transportation companies, industrial companies, investment companies; unit investment trusts for tax-exempt bond funds; foreign governments; limited partnership syndications for oil/gas drilling, land, nursing homes, hostilities, apartments, computers, historic building renovations; 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, principally included limited partnerships for elderly and low income apartment projects, and nursing homes. 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. One application was made under the Takeover Bid Disclosure Law.

Dealer and agent registration was on a calendar year basis, through December 31, 1976. 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. On September 30, 1977 those applying dealers and agents subject to expiration were renewed for the period expiring September 30, 1979.

A short-term goal of the Division is to provide for computer processing of renewal licenses for dealers and agents, which is anticipated to be operational in 1979.

LICENSES, PERMITS, ETC.:

License:

- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders

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PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking (\$20.00)
Maine Securities Act—No Fee

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	138,229		138,229			
Bal Brt Fwd— Encumbered	357	357				
Licenses/Permits/ Fees/Tax	264,611		264,611			
Fees Charged For Services	216,249		216,249			
Legislative Approp/ Alloc	47,301	47,301				
Transfers—Non-Federal \$	—15,940	2,060	—18,000			
TOTAL RESOURCES	650,807	49,718	601,089			
EXPENDITURES						
Salaries and Wages	290,730	37,895	252,835			
State Share of Retirement	33,839	4,487	29,352			
Prof Service, Not By State	1,775		1,775			
Computer Service, By State	3,685		3,685			
Travel Expenses, In-State	55,805		55,805			
Travel Expense, Out-State	4,559		4,559			
Utilities	5,701	1,094	4,607			
Rents	305		305			
Repairs	1,195	35	1,160			
Insurance	9,131	1,222	7,909			
General Operating Expense	18,260	2,202	16,058			
Other Supplies	4,503	352	4,151			
Equipment Purchases	1,129		1,129			
Trans. to Gen.-Fund Sta-Cap	14,831		14,831			
TOTAL EXPENDITURES	445,448	47,287	398,161			

HOME REPAIR ADVISORY BOARD

JOHN A. DURHAM, SUPERINTENDENT

Central Office:

Location: Stevens School, Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3231

Established: 1966

Sunset Review Required by: June 30, 1982

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 have had practical experience as home repair contractors. Each ap-

ECONOMIC DEVELOPMENT

pointed 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 78 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 1978: The expenditures of this unit, by administrative decision, are included with those of the Bureau of Banking.

BUREAU OF INSURANCE

FRANK M. HOGERTY, JR., SUPERINTENDENT
THEODORE T. BRIGGS, First Deputy Superintendent

Central Office:

Telephone: 289-3141

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1870

Sunset Review Required by: June 30, 1982

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: 4

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 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. Also, 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 provision 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.

ECONOMIC DEVELOPMENT

PROGRAM:

Examination Division. The Examination Division completed 7 domestic insurance company examinations, 4 policy reserve valuations, handled 4 distressed company situations (resolved two by merger with another carrier and rehabilitated two), passed on the acquisition of 2 insurers and initiated work on 5 other domestic insurers.

Licensing Division. The Licensing Division processed licenses for 18 new insurance companies, 1 new road service club, 16 new insurance adjusters, 51 new brokers, and 988 new agents. The net gain in the number of agents licensed in Maine was 578.

Consumer Services Division. The Consumer Services Division serviced 2,117 complaints and 816 inquiries during 1977. During that year it held 156 hearings on cancellation and non-renewal cases, with 84 decisions for the insured and 72 for the company.

A total of 1,051 individual examinations for agents', brokers' and adjusters' licenses in Property/Casualty and Health & Life were given. This figure, however, includes a large number of persons who failed the exam twice or failed it once and passed it the next time.

For seven months a large portion of the Superintendent's time, and nearly all of the time of the chief examiner, was spent on restoring to financial stability the Patrons Mutual Insurance Company and Oxford Mutual Insurance Company of Auburn, which had been declared insolvent and placed in receivership of the Bureau. The company's financial stability was restored and its management changed as a result of the Bureau's efforts.

The Superintendent adopted a revised regulation (78-2), which assures that the consumer is adequately protected from adverse effects of reverse competition, excess insurance, and an unfavorable bargaining position. Further, the superintendent promulgated Regulation 78-1, which accomplishes certain uniformities in regulating non-profit hospital or medical service organizations with insurance companies. Work was also begun on the Performance Appraisal Program.

LICENSES, PERMITS, ETC.:

License:

- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster
- Surplus Lines Insurance
- Road Service Co. & Agents
- Insurance Consultants
- Insurance Companies
- Rating Organizations

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	446,232		446,232			
Bal Brt Fwd— Encumbered	23,230		23,230			
Licenses/Permits/Fees/Tax	513,923		513,923			
Fees Charged For Services	30,745		30,745			
Legislative Approp/ Alloc	32,982	32,982				
Adjustment of Balance Fwd	3,999		3,999			
Transfers—Non-Federal \$	—33,000		—33,000			
TOTAL RESOURCES	1,018,111	32,982	985,129			
EXPENDITURES						
Salaries and Wages	242,516	20,783	221,733			
State Share of Retirement	28,688	2,869	25,819			
Prof Service, Not By State	77,639	67	77,572			
Other Prof Serv, By State	10		10			
Travel Expenses, In-State	2,472		2,472			
Travel Expense, Out-State	1,049		1,049			
Operation—State Vehicles	60		60			
Utilities	6,202	3,262	2,940			
Rents	7,045		7,045			
Repairs	805		805			
Insurance	7,988	551	7,437			
General Operating Expense	20,076	749	19,327			
Other Supplies	4,868	272	4,596			
Pensions	172		172			
Equipment Purchases	1,834		1,834			
Trans. to Gen.-Fund Sta-Cap	18,237		18,237			
TOTAL EXPENDITURES	419,661	28,553	391,108			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

FRANK M. HOGERTY, JR., SUPERINTENDENT

Central Office:

Telephone: 289-3141

Location: Stevens School, Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333 *Sunset Review Required by:* June 30, 1982

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

ECONOMIC DEVELOPMENT

of the domestic mutual insurers, other than life insurers, one of whom is the representative of the respective such boards, and must adopt or implement such portions thereof as appear to the superintendent as appropriate and advisable.

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

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 1978: 24A MRSA, Section 1526 provides that expenditures of this unit, which amounted to \$300 in FY 78, shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

LIFE AGENT EXAMINATION ADVISORY BOARD

FRANK M. HOGERTY, SUPERINTENDENT

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3141

Established: 1970

Sunset Review Required by: June 30, 1982

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 Legislative Count: 0

PURPOSE: The purposes of the Life Agent 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 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 superinten-

ECONOMIC DEVELOPMENT

dent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board held monthly meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct its review of examination results.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: 24A MRSA, Section 1526 provides that expenditures of this unit, which amounted to \$200 in FY 78, shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

MAINE ATHLETIC COMMISSION

SAMUEL MICHAEL, CHAIRMAN

JOAN M. SURAWSKI, EXECUTIVE SECRETARY

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2218

Established: 1939

Sunset Termination Scheduled to Start by: June 30, 1982

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: 5½

Permanent Legislative Count: 3.5

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 five 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, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of 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, primarily amateur, during the past fiscal year. This was due to more promoters being licensed. Because of the increase in activity, there was a tournament for Maine amateurs held in Bangor and sanctioned by the A.A.U. Hopefully, next year this tournament will be held in time for the winners to participate in the A.A.U. Regionals if it is their desire to do so.

Professional wrestling came under the Commission's jurisdiction on October 24, 1977. The wrestlers have been coming into the State for shows approximately twice a month.

Members of the Commission are preparing to update the rules and regulations pertaining to boxing. It is also possible that there may be some legislation. This will be done during the next fiscal year.

ECONOMIC DEVELOPMENT

Two more commissioners have been added, one of which is considered a public member. Hopefully, this will cut down on some traveling and possibly extend interest into a greater area.

LICENSES, PERMITS, ETC.:

License:

- Professional Boxer or Wrestler
- Boxing Doctor
- Boxing Judge
- Wrestling or Boxing Promotor
- Boxing Referee
- Boxing Time Keeper
- Boxing Second
- Boxing Manager
- Knock-down Timekeeper
- Matchmaker
- Trainer
- Announcer

PUBLICATIONS: Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE	ATHLETIC	COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES								
Bal Brt Fwd—	Encumbered		171	171				
Legislative Approp/Alloc			12,615	12,615				
TOTAL RESOURCES			12,786	12,786				
EXPENDITURES								
Salaries and Wages			8,448	8,448				
State Share of Retirement			296	296				
Travel Expenses, In-State			1,971	1,971				
Travel Expense, Out-State			219	219				
Utilities			468	468				
Insurance			73	73				
General Operating Expense			660	660				
Other Supplies			445	445				
TOTAL EXPENDITURES			12,580	12,580				

STATE RUNNING HORSE RACING COMMISSION

ALFRED W. PERKINS, COMMISSIONER OF BUSINESS REGULATION

Central Office:

Telephone: 289-3916

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333 Sunset Review Required by: June 30, 1982

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.

ECONOMIC DEVELOPMENT

ORGANIZATION: The State Running Horse Racing Commission consists of 3 members appointed by the Governor. No more than 2 members shall be of the same political party. Each member is appointed for a term of 3 years or until his/her successor has been appointed and qualified. Any vacancy is filled for the unexpired term by the Governor with the advice and consent of the Council. One member must be appointed by the Governor as chairman and one as secretary. No member can have any pecuniary interest in any racing or the sale of pari-mutuel pools.

PROGRAM: During FY 78 the State Running Horse Racing Commission was inactive, having no programs or accounts.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: This unit did not receive or expend funds.

STATE CLAIMS BOARD

RICHARD A. HULL, III, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2861

Established: 1961

Sunset Termination Scheduled to Start by: June 30, 1982

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: 0

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 takings, 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 for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He must be a member of that County's Board of County Commissioners, and is appointed by the chairman of the State Claims Board.

ECONOMIC DEVELOPMENT

PROGRAM: The State Claims Board scheduled for hearings, 111 cases during FY 78. However, there were 141 cases disposed of, 103 of which were land damage cases and 38 represented state claims. There were 69 cases which were either settled or otherwise closed without the need of hearings, 62 being land damage cases and 7 being state claims. There were 70 cases heard before the Board, 39 land damage cases and 31 state claims. There were 39 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 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
STATE CLAIMS BOARD						
RESOURCES						
Legislative Approp/Alloc	76,101			76,101		
TOTAL RESOURCES	76,101			76,101		
EXPENDITURES						
Salaries and Wages	49,096			49,096		
State Share of Retirement	3,454			3,454		
Prof Service, Not By State	24			24		
Travel Expenses, In-State	1,332			1,332		
Travel Expense, Out-State	501			501		
Utilities	1,736			1,736		
Repairs	49			49		
Insurance	798			798		
General Operating Expense	4,920			4,920		
Other Supplies	604			604		
Trans. to Gen.-Fund Sta-Cap	693			693		
TOTAL EXPENDITURES	63,207			63,207		

REAL ESTATE COMMISSION

PAUL A. SAWYER, DIRECTOR
CAROL H. LEIGHTON, Supervisor

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3735

Established: 1937

Sunset Termination Scheduled to Start by: June 30, 1982

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: 0

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 transactions. 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 program improvement. Consistent with this objective all Commission Rules were updated and refiled to comply with the new "Administrative Procedures Act". The Commission members held twenty-three meetings.

ECONOMIC DEVELOPMENT

Education. The Commission continued with the second of a three year program for creation and operation of the Center for Real Estate Education at the University of Southern Maine. During the year, the Center has provided the Commission with educational articles for its newsletter, short courses and seminars which have been offered to the public. Pre-licensure course outlines have been updated and reproduced for sale to the public and a booklet on *Real Property Taxation* has been published. It is anticipated that the Commission will provide funding for the Center in the amount of \$5,000 during the next fiscal year. Thereafter, the educational programs must become self-supporting.

The Commission published and distributed to licensees three educational newsletters and a roster of real estate brokers and salesmen. Also on two occasions regular Commission meetings were held in conjunction with industry organization meetings.

Enforcement. This portion of the program includes examination of real estate brokerage offices, investigation of citizen complaints and review of new or unique practices in the real estate field. One hundred eighty-two (182) randomly selected brokerage offices were examined in ten counties. The examinations are designed to detect practices with potential for harm to the public, to assure the adequacy of funds being held in trust for consumers, and to assist and encourage compliance with licensing laws.

During the year investigations were completed on 90 citizen complaints resulting in dismissal of 36; reprimands and/or cease and desist orders on 47; and 7 were referred to the Attorney General for prosecution. As part of its investigations the Commission also conducted nine investigatory hearings. Due to inadequate legal services the Commission entered into an agreement whereby legal services including prosecution were paid for from the Real Estate Fund.

Licensing. Applications were processed for 579 real estate broker license examinations and 1,150 real estate salesman examinations. License examinations for these applicants were prepared, administered and scored by the Center for Real Estate Education. This examination system was implemented in this fiscal year and includes continual evaluation by professionals in educational psychology. Subject matter and topic emphasis in the pre-licensure course of study is immediately reflected on the license examination. Although the percentage of applicants failing examinations is similar to previous systems, criticism has been nearly nonexistent.

License applications were processed for 2,530 real estate brokers; 929 real estate salesmen; 170 branch offices; 26 new corporations; and 1,180 changes in license status. On January 1, 1978, 6,627 licenses were in effect. Nine hearings relating to license applications were conducted by the Commission. Licensing procedures were modified to facilitate conversion to Central Licensing during the next fiscal year.

Commission approval was granted to seventeen schools offering a course of study designed to qualify real estate broker license applicants. Courses were offered by these schools in 25 locations throughout the State. During the last three semesters approximately 3,300 students were enrolled and, of which, less than 600 applied for real estate broker examinations.

LICENSES, PERMITS, ETC.:

License:

- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School

PUBLICATIONS:

- Maine Real Estate News—Free
- Roster of Real Estate Brokers and Salesmen—\$1.50
- License Law and Commission Rules—Free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brr Fwd—Unencumbered	199,590		199,590			
Bal Brr Fwd— Encumbered	21,949		21,949			
Licenses/Permits/Fees/Tax	71,075		71,075			
Fees Charged For Services	4,749		4,749			
Adjustment of Balance Fwd	5		5			
Transfers—Non-Federal \$	—28,000		—28,000			
TOTAL RESOURCES	269,368		269,368			
EXPENDITURES						
Salaries and Wages	70,656		70,656			
State Share of Retirement	7,608		7,608			
Prof Service, Not By State	43,880		43,880			
Travel Expenses, In-State	5,028		5,028			
Travel Expense, Out-State	—200		—200			
Utilities	2,667		2,667			
Repairs	140		140			
Insurance	1,936		1,936			
General Operating Expense	15,410		15,410			
Other Supplies	8,672		8,672			
Trans. to Gen.-Fund Sta-Cap	2,085		2,085			
TOTAL EXPENDITURES	157,882		157,882			

CENTRAL LICENSING DIVISION

MARY ELLEN PEASLEE, DIRECTOR

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2217

Established: 1976

Sunset Review Required by: June 30, 1982

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: 2

Permanent Legislative Count: 0

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.

PROGRAM: Since its inception in 1977, the Central Licensing Division has been working to produce a computerized and standardized system of license issuance and renewal for all bureaus, boards, and commissions under the Department of Business Regulation. Formerly, this task had been done manually and according to differing procedures.

A complete analysis of the agencies and their licensing functions has been achieved. Several of the bureaus, boards, and commissions have already been placed on the masterfile system and it is expected that all will be listed in the file by the summer of 1979. In addition, the system is being designed with the capability of handling licenses for agencies outside the Department of Business Regulation on a contractual basis or, alternatively, providing them with the capability of utilizing this system internally thus greatly reducing the cost of creating a similar licensing program.

ECONOMIC DEVELOPMENT

LICENSES, PERMITS, ETC.:

Actual issuance and processing of all licenses required by the Department of Business Regulation will be handled by this division.

The three licenses listed below are under the authority of the Commissioner of Business Regulation. The Central Licensing Division acts as the administrative agent.

License:

Auctioneer

Itinerant Vendor

Itinerant Photographer

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL LICENSING DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Transfers—Non-Federal \$	55,750		55,750			
TOTAL RESOURCES	55,750		55,750			
EXPENDITURES						
Salaries and Wages	18,224		18,224			
State Share of Retirement	2,065		2,065			
Prof Service, Not By State	661		661			
Computer Service, By State	10,880		10,880			
Other Prof Serv, By State	20		20			
Travel Expenses, In-State	20		20			
Travel Expense, Out-State	599		599			
Utilities	1,323		1,323			
Repairs	22		22			
Insurance	504		504			
General Operating Expense	620		620			
Other Supplies	842		842			
TOTAL EXPENDITURES	35,780		35,780			

ARBORIST EXAMINING BOARD

JOHN S. WALKER, DIRECTOR

JOHN H. CHADWICK, State Entomologist

Central Office:

Location: A.M.H.I., Ray Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2217

Established: 1961

Sunset Termination Scheduled to Start by: June 30, 1982

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Unit Citation:* 32 M.R.S.A., Sect. 2001

Average Count—All Positions: 0

Permanent Legislative Count: 0

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

ECONOMIC DEVELOPMENT

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.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board is now placed under the Department of Business Regulations essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on a biennial basis from that Department's Central Licensing Division located at the Stevens School, Hallowell. The Board will continue to function and conduct its official business as usual.

PROGRAM: During fiscal year 1978, the Arborist Examining Board examined 31 applicants, issued 17 new arborist licenses and renewed 178 licenses.

LICENSES, PERMITS, ETC.:

License:

Pruning License (Cabling & Bracing)

Cavity

Spraying

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Bri Fwd—Unencumbered	6,101		6,101			
Licenses/Permits/Fees/Tax	2,313		2,313			
Fees Charged for Services	5		5			
TOTAL RESOURCES	8,419		8,419			
EXPENDITURES						
Salaries and Wages	100		100			
Prof Service, Not By State	1,353		1,353			
Other Prof Serv, By State	10		10			
Travel Expenses, In-State	58		58			
General Operating Expense	340		340			
Trans. to Gen.-Fund Sta-Cap	347		347			
TOTAL EXPENDITURES	2,208		2,208			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

ROBERTA HANSEN, CHAIRMAN

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2217

Established: 1976

Sunset Termination Scheduled to Start by: June 30, 1982

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: 0

Permanent Legislative Count: 0

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

ECONOMIC DEVELOPMENT

assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides 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: In the 1½ years of its existence, the Board has licensed 114 pathologists and audiologists for practice in the State of Maine. The great majority of these persons operate in clinics and in private practice. The Board has recently prepared a draft for continuing education programs.

LICENSES, PERMITS, ETC.:

- Speech Pathology.
- Speech Pathology, temporary.
- Audiology.
- Audiology, temporary.
- Speech Pathology and Audiology.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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						
Bal Brl Fwd—Unencumbered	2,372		2,372			
Licenses/Permits/Fees/Tax	5,400		5,400			
Transfers—Non-Federal \$	—200		—200			
TOTAL RESOURCES	7,572		7,572			
EXPENDITURES						
Salaries and Wages	275		275			
Other Prof Serv, By State	30		30			
Travel Expenses, In-State	54		54			
General Operating Expense	185		185			
Other Supplies	39		39			
TOTAL EXPENDITURES	583		583			

ECONOMIC DEVELOPMENT

ELECTRICIANS' EXAMINING BOARD

HARRY VOSE, CHAIRMAN

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2352

Established: 1953

Sunset Termination Scheduled to Start by: June 30, 1982

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: 0

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 the Commissioner of Business Regulation, who serves as an executive secretary, or the Commissioner's appointee who must be confirmed by a majority of the Board members. The remaining members are appointed by the Governor. Two must be appointed from a list of three submitted by the State Electrical Associates. The appointive members must consist of one master electrician, one inside electrician, one electrical inspector, two other persons experienced in the electrical field and one public member. All members, except the public member, must have at least ten years' experience in the electrical field. The Board annually elects its own chairman.

PROGRAM: During FY 78, the Electricians' Examining Board held 8 organized meetings, administered examinations to 1,200 applicants, and issued 2,204 licenses.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the state. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA 70). A total of 1,105 inspections were made during the year.

The Board also checks electrical vocational school students' projects and holds classes all over Maine to inform electricians of important code changes.

The Board assists the State Fire Marshall's Office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installation. In FY 78 they were involved in 45 court cases.

In addition to their other duties, the Board has recently assumed control over lightning rod installer and motion picture operators.

LICENSES, PERMITS, ETC.:

License:

Apprentice Electrician

Helper Electrician

Journeyman Electrician

Limited Electrician

ECONOMIC DEVELOPMENT

Master Electrician
 Electrical Companies
 Lightning Rod Agent
 Lightning Rod Manufacturer
 Motion Picture Operator
 Motion Picture Apprentice Operator

PUBLICATIONS:

Statutes of the Electricians Examining Board (free)
 Roster of licensed electricians (\$2.00)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	164,226		164,226			
Licenses/Permits/Fees/Tax	44,923		44,923			
Fees Charged For Services	151		151			
Adjustment of Balance Fwd	54		54			
Transfers—Non-Federal \$	—14,500		—14,500			
TOTAL RESOURCES	194,854		194,854			
EXPENDITURES						
Salaries and Wages	57,817		57,817			
State Share of Retirement	6,604		6,604			
Prof Service, Not By State	53		53			
Other Prof Service, By State	240		240			
Travel Expenses, In-State	4,305		4,305			
Travel Expense, Out-State	288		288			
Operation—State Vehicles	5,314		5,314			
Utilities	4,523		4,523			
Rents	180		180			
Repairs	347		347			
Insurance	1,894		1,894			
General Operating Expense	6,034		6,034			
Other Supplies	1,405		1,405			
Pensions	53		53			
Trans. to Gen.-Fund Sta-Cap	2,957		2,957			
TOTAL EXPENDITURES	92,014		92,014			

OIL BURNER MEN'S LICENSING BOARD

JAMES W. MOORE, SR., CHAIRMAN
JOAN M. SURAWSKI, Executive Secretary

Central Office:

Telephone: 289-2237

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1955

Sunset Termination Scheduled to Start by: June 30, 1982

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: 0

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

ECONOMIC DEVELOPMENT

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, 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 78, the Oil Burner Men's Licensing Board held thirteen meetings, two public hearings and administered six licensing examinations. Approximately 750 inspections were made and numerous investigations conducted along with other activities. The Board has given temporary approval to several new combination wood and oil fired appliances, heat reclaimers and stack temperature control dampers.

In the process of approving equipment, the Board sometimes feels such equipment needs testing and the Southern Maine Vocational Technical Institute does the testing with the manufacturer paying the costs set up by the testing facility. Results of testing are reported to the Board.

Effective June 5, 1978 all coal or wood central heating equipment sold or offered for sale in this state has to be approved by the Oil Burner Men's Licensing Board.

The inspectors have been making more inspections of public lodging facilities requesting, if needed, corrections to be made of any deficiencies in order to prevent disasters from happening, especially with the influx of summer vacationers.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	78,995		78,995			
Licenses/Permits/Fees/Tax	54,360		54,360			
Fees Charged For Services	14,255		14,255			
Adjustment of Balance Fwd	—3,999		—3,999			
Transfers—Non-Federal \$	—7,500		—7,500			
TOTAL RESOURCES	136,111		136,111			
EXPENDITURES						
Salaries and Wages	52,895		52,895			
State Share of Retirement	5,954		5,954			
Prof Service, Not By State	461		461			
Other Prof. Serv., By State	2,924		2,924			
Travel Expenses, In-State	2,785		2,785			
Travel Expense, Out-State	719		719			
Operation—State Vehicles	5,786		5,786			
Utilities	3,899		3,899			
Repairs	168		168			
Insurance	2,010		2,010			
General Operating Expense	5,735		5,735			
Other Supplies	6,625		6,625			
Equipment Purchases	136		136			
Trans. to Gen.-Fund Sta-Cap	3,570		3,570			
TOTAL EXPENDITURES	93,667		93,667			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

HENRY F. CLEAVELAND, CHAIRMAN
THEODORE RICE, JR., Vice-Chairman

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2217

Established: 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Unit Citation:* 32 M.R.S.A. Sect. 6201

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to register, improve the competence of, and provide (non-compulsory) certification for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years. To provide for continuity, the initial Board has three members appointed for three years, three members for two years, and three members for one year.

PROGRAM: In its first few months of existence, the Board worked on setting standards and establishing testing procedures for granting certification to substance abuse counselors. November 30, 1978, was set as a goal for completing this work. It is contemplated that two kinds of certification will be available, provisionally registered and registered. Registered cer-

ECONOMIC DEVELOPMENT

tification will require 30 hours of academic study. In cooperation with the Office of Alcoholism and Drug Abuse Prevention (OADAP), the Board has obtained the services of an experienced advisor in this field, who is paid by a grant through OADAP.

LICENSES, PERMITS, ETC.:

1. Registered Substance Abuse Counselors
2. Provisional Substance Abuse Counselors

PUBLICATIONS: Manual of Study for Counselors (in preparation)

FINANCES, FISCAL YEAR 1978: Since this unit has just recently been created by the Legislature, it has neither received nor expended any funds during FY 78.

MANUFACTURED HOUSING BOARD

DOUGLAS BROWNRIGG, CHAIRMAN

DAVID F. PREBLE, Director

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2955

Established: 1977

Sunset Review Required by: June 30, 1982

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Unit Citation:* 10 M.R.S.A. Sect 9003

Average Count—All Positions: 2

Permanent Legislative Count: 0

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, manufactured housing industry, code administration, manufactured housing owners. The term of office of the members is four years, except that initially one member is appointed for one year, one for two years, one for three years, and two for four years.

PROGRAM: The Board has undertaken two main endeavors: 1) the certification of all modular housing installed in Maine and 2) the licensing of dealers, mechanics, and manufacturers to service and install manufactured housing.

Approximately a dozen nationally known testing agencies have been selected to inspect at the manufacturing site all modular homes that will be sold in Maine. Those homes that meet Maine standards are affixed with a seal that allows them to be sold in this State. Scheduled for July, 1978, criteria are to be provided for selecting inspection agencies to evaluate modular home plans before construction starts.

Licenses granted to modular and mobile home manufacturers permit them to manufacture, repair defects, and sell to dealers. Licenses granted to modular and mobile home dealers permit them to sell and service. Mobile home dealers can, in addition, install. Licenses granted to mobile home mechanics permit them to install and service. There are no modular home mechanics; any contractor may install and any repairman may service a modular home, as long as that repairman has his own special license (plumber, electrician, etc.) if such license is required.

ECONOMIC DEVELOPMENT

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	36,000	36,000				
Transfers—Non-Federal \$	325	325				
TOTAL RESOURCES	36,325	36,325				
EXPENDITURES						
Salaries and Wages	18,294	18,294				
State Share of Retirement	1,909	1,909				
Travel Expenses, In-State	2,310	2,310				
Travel Expense, Out-State	306	306				
Utilities	476	476				
Rents	127	127				
Insurance	395	395				
General Operating Expense	2,635	2,635				
Other Supplies	850	850				
TOTAL EXPENDITURES	27,302	27,302				

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

CARMEN M. CELENZA, CHAIRMAN
DR. ANN HESS, Secretary
ROBERT WHITE, JR., Treasurer

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2217

Established: 1968

Sunset Termination Scheduled to Start by: June 30, 1982

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Unit Citation:* 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0

Permanent Legislative Count: 0

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.

ECONOMIC DEVELOPMENT

PROGRAM: As of May 1978 there are a total of 254 licensed psychologists and psychological examiners in the State of Maine. From May, 1977 through May, 1978, the Board granted 17 new licenses, revoked none and suspended none.

LICENSES, PERMITS, ETC.:

License:
 To Practice Psychology
 To Practice as a Psychological Examiner

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	4,193		4,193			
Bal Brt Fwd— Encumbered	90		90			
Fees Charged For Services	3,890		3,890			
Transfers—Non-Federal \$	—550		—550			
TOTAL RESOURCES	7,623		7,623			
EXPENDITURES						
Prof Service, Not By State	1,483		1,483			
Other Prof Serv, By State	366		366			
Travel Expenses, In-State	185		185			
Travel Expense, Out-State	486		486			
Utilities	127		127			
General Operating Expense	1,263		1,263			
Other Supplies	180		180			
Equipment Purchases	90		90			
Trans. to Gen.-Fund Sta-Cap	742		742			
TOTAL EXPENDITURES	4,922		4,922			

STATE BOARD OF SOCIAL WORKER REGISTRATION

WILLIAM J. FRANCIS, CSW, CHAIRMAN
KATHERINE J. FIORI, Executive Secretary

Central Office:

Location: 7 Lincoln Street, Brunswick

Mail Address: P.O. Box 612, Bath, Maine 04530

Telephone: 729-4311

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1982

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 02; *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 "Certified", "Registered", or "Associate" Social Worker, and for the licensing of social workers who wish to practice independently; to provide an avenue of redress for those persons who have availed themselves of the services of a Certified, Registered, or Associate Social Worker and who feel themselves to have been treated unprofessionally or

ECONOMIC DEVELOPMENT

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 eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified. A part-time executive secretary has been retained to provide staff services to the Board.

Public Law Chapter 673 of 1977 amended 10 MRSA Section 8001 to include the State Board of Social Worker Registration as a component of the Department of Business Regulation.

PROGRAM: Examinations were given on two occasions during FY 78 to twenty-six Registered Social Workers and twenty Associate Social Workers. Two persons failed the examination. Seven Registered Social Workers and one Associate Social Worker were registered by endorsement of their out-of-state licensure. A total of 708 certificates have been issued to date by the Board.

LICENSES, PERMITS, ETC.:

Certificate:

Registration of Certified Social Worker

Registration of Registered Social Worker

Registration of Associate Social Worker

License:

For the independent practice of social work

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	5,168		5,168			
Fees Charged For Services	5,736		5,736			
TOTAL RESOURCES	10,904		10,904			
EXPENDITURES						
Prof Service, Not By State	3,789		3,789			
Travel Expenses, In-State	462		462			
Utilities	30		30			
General Operating Expense	1,043		1,043			
Other Supplies	97		97			
Trans. to Gen.-Fund Sta-Cap	381		381			
TOTAL EXPENDITURES	5,802		5,802			

ECONOMIC DEVELOPMENT

BUREAU OF CONSUMER PROTECTION

JOHN E. QUINN, SUPERINTENDENT (until March 10, 1978)

HARRY W. GIDDINGE, Deputy Superintendent

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3731

Established: 1974

Sunset Review Required by: June 30, 1982

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: 0

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.

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 has continued to receive publicity on two publications released during FY 1977 which are titled, "The Lemon Guide" and "For Sale by Owner." Steps have been taken to fill vacant positions in the examination staff which have been unfilled for some time. Lateral expansion in job responsibilities delegated to the staff has resulted in noted savings for the Bureau by the elimination of one in-house position without any loss of effectiveness.

The U.S. Department of Justice has filed suit against the Superintendent in behalf of the Federal Credit Unions to resolve the issue of examination rights by bureau examiners and whether or not these entities are subject to the payment of volume fees.

A meeting of the Council of Advisors on Consumer Credit was held. One primary area of discussion centered around how to effectively promote consumer education.

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

ECONOMIC DEVELOPMENT

PUBLICATIONS:

Help The Credit Code Help You (free to Maine residents; \$1.00 to out-of-state residents)
 Down Easter's Pocket Credit Guide (free to Maine residents)
 For Sale by Owner (free to Maine residents)
 The Lemon Guide (free to Maine residents)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	56,902		56,902			
Bal Brt Fwd— Encumbered	2,487		2,487			
Licenses/Permits/Fees/Tax	123,658		123,658			
Fees Charged For Services	85,761		85,761			
Adjustment of Balance Fwd	—12,555		—12,555			
Transfers—Non-Federal \$	—6,000		—6,000			
TOTAL RESOURCES	250,253		250,253			
EXPENDITURES						
Salaries and Wages	84,250		84,250			
State Share of Retirement	9,975		9,975			
Prof Service, Not By State	6,964		6,964			
Travel Expenses, In-State	4,394		4,394			
Travel Expense, Out-State	213		213			
Utilities	3,398		3,398			
Rents	8		8			
Repairs	70		70			
Insurance	2,577		2,577			
General Operating Expense	50,619		50,619			
Other Supplies	2,476		2,476			
Trans. to Gen.-Fund Sta-Cap	5,483		5,483			
TOTAL EXPENDITURES	170,427		170,427			

DEPARTMENT OF MARINE RESOURCES

VINAL O. LOOK, COMMISSIONER
RICHARD P. CHOATE, Deputy Commissioner

Central Office:

Location: Baker Bldg., 98 Winthrop St., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2291

Established: 1867

Sunset Review Required by: June 30, 1984

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: 135

Permanent Legislative Count: 135

Organizational Units:

Division of Administration

Bureau of Marine Patrol

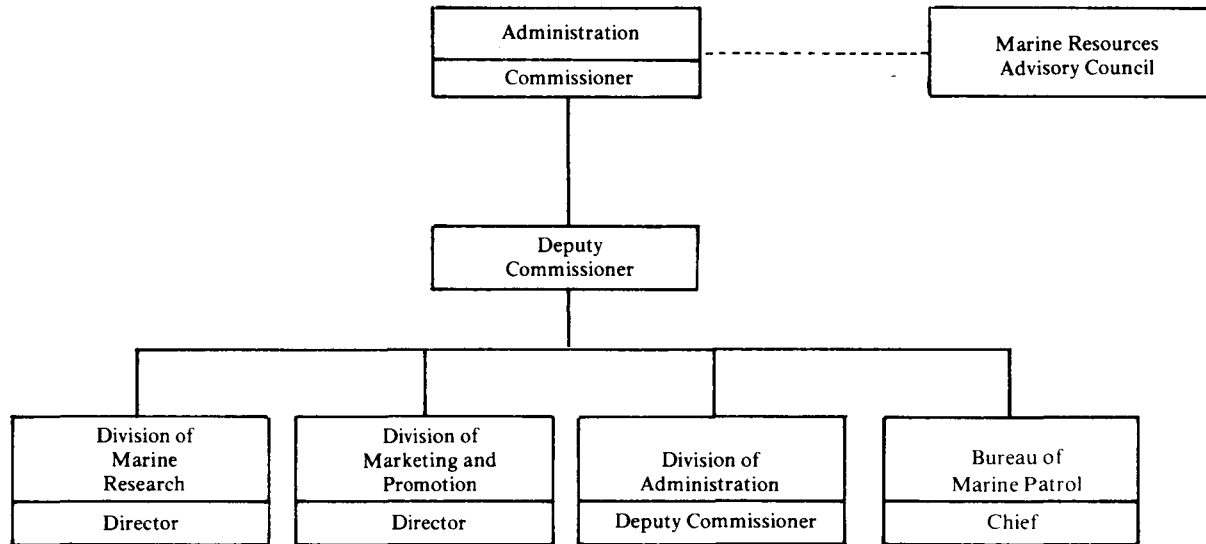
Division of Marine Research

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

**ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES**



ECONOMIC DEVELOPMENT

**CONSOLIDATED FINANCIAL CHART FOR FY 78
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	757,774		757,774			
Bal Brt Fwd— Encumbered	61,490	20,687	40,803			
Licenses/Permits/Fees/Tax	177,347		177,347			
Revenue From Federal Govt	494,162		494,162			
Fees Charged For Services	95		95			
Receipts From Other Funds	9,324		9,324			
Legislative Approp/Alloc	1,994,140	1,994,140				
Adjustment of Balance Fwd	27,280	19,442	138		7,700	
Transfers—Non-Federal \$	152,146	28,146	124,000			
Transfers—Federal	7,000		7,000			
TOTAL RESOURCES	3,680,758	2,062,415	1,610,643		7,700	
EXPENDITURES						
Salaries and Wages	1,580,743	1,182,388	398,355			
State Share of Retirement	280,281	231,761	48,520			
Prof Service, Not By State	88,653	47,991	40,662			
Other Prof. Serv., By State	2,233	1,080	1,153			
Travel Expenses, In-State	64,916	41,499	23,417			
Travel Expense, Out-State	8,956	5,438	3,518			
Operation—State Vehicles	137,862	114,885	22,977			
Utilities	54,847	50,414	4,433			
Rents	6,619	3,505	3,114			
Repairs	18,086	15,710	2,376			
Insurance	44,932	32,521	12,411			
General Operating Expense	63,980	39,586	24,394			
Food	6,165	4,499	1,666			
Fuel	17,511	17,511				
Other Supplies	158,710	46,337	112,373			
Grants to Local Govts.	2,394		2,394			
Grants to Pub & Priv Orgs	57		57			
Public Assistance Grants	128		128			
Pensions	6,736	3,300	3,436			
Equipment Purchases	193,323	111,142	82,181			
Trans. to Gen.-Fund Sta-Cap	13,087		13,087			
TOTAL EXPENDITURES	2,750,219	1,949,567	800,652			

ECONOMIC DEVELOPMENT

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; 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 inter-related matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council.

PROGRAM: The initial impact of one of the most significant and far-reaching developments in the long history of Maine's marine fisheries—the extended United States fisheries jurisdiction, which was created by Congress and implemented in 1977—was apparent during the period covered by this report.

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. Reorganization is continuing.

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. Title to the former federal complex was given to the Department of Marine Resources this year.

A summary of the programs carried out by the Department's various divisions follows.

Administration Division. The Administration Division was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts

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and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of federal-state programs, review of Maine State Clearinghouse documents, Equal Employment Opportunity actions, Fair Labor Standard Act compliance and Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services and statistical activities; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

The Administration Division, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Clerical Section has fourteen employees located both in Augusta and Boothbay Harbor, and provides services for all divisions of the Department. Nine Maintenance Section personnel are based at Boothbay Harbor to provide maintenance and security functions on buildings, equipment, watercraft, vehicles and utilities. The Accounting Section has six personnel who are responsible for central activities in finance, personnel and equipment. The Statistical Section is comprised of two employees who gather and report data on fishery landings and other industry information, working closely with federal personnel from the National Marine Fisheries Service.

The Administration Division's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Division provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits. Much of this work is routine, but is vital to the successful operation of the Department.

Division of Marine Research. The Division of Marine Research was established to provide a scientific basis for the management and rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Division are to conduct and sponsor scientific research; to develop a management program, data and recommendations for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

The Division of Marine Research was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Division incorporates a number of research and management programs including an active extension program and expanded informational and educational services. The Division is in the process of reorganization to meet the expanded research and management needs mandated by the Fisheries Conservation and Management Act of 1976.

Some of the Research Division's projects and programs during 1978 were:

Fisheries Conservation and Management Act: One of the most significant developments in the long history of Maine's marine fisheries has been the passage of the Fishery Conservation and Management Act of 1976, generally known as the 200 Mile Limit Bill. For the Department this has brought increased management responsibilities at a time when environmental problems are also increasing (i.e., proposed siting of oil terminals and refineries in coastal areas and the development of offshore oil).

Most of the tasks performed under this project were concerned with fishery management under extended jurisdiction and environmental impacts of oil development. Some of the tasks completed were: compilation of economic data in support of the Maine herring management plan; compilation of data showing the status of world herring fisheries; tabulation of Maine catch by area, by gear, by species for the years 1972 through 1975; preparation of tables of fin-fish catch and estimates of sustained yield for International Commission on Northwest Atlantic Fisheries (ICNAF) Subareas 5 and 6 for the Report to the Governor's Advisory Committee on Coastal Development and Conservation; a fisheries development study funded by the Office of Coastal Zone Management and the Economic Development Administration; a review of preliminary hake, groundfish, and mackerel management plans for adverse effects upon Maine's fisheries; and a review of the Bureau of Land Management's proposed studies of the effects of offshore oil development upon the fisheries of the Gulf of Maine and Georges Bank.

Other activities included the evaluation of Liquefied Natural Gas (LNG) terminal develop-

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ment, and gas pipeline siting proposals for possible adverse effects on the fisheries. Other work in progress includes the preparation of catch and value data for Maine's major commercial species.

Management Plans: A management plan for Maine's herring resources has been prepared after input from the herring industry through several public review sessions. The plan calls for a closed season on adult herring during the spawning season and a quota for adult herring to prevent overexpansion of the fishery. The plan has been coordinated with the New England Fishery Management Council's herring management plan and is the first species management plan offered for implementation by the State after public hearings have been held.

A comprehensive proposed State-Federal lobster management plan is almost ready for presentation at public review and is based largely on research conducted by the Department of Marine Resources on the Maine lobster fishery. An alewife management plan has been prepared and is being revised and expanded. Several other preliminary management plans, including plans on eels and striped bass, have been prepared and background work for a number of other species management plans is in progress.

Groundfish Survey: The Department's patrol and research vessel (R/V) *Challenge* is being fitted with trawling gear and preliminary groundfish survey stations have been established. Early surveys have been conducted by the R/V *Explorer* and have provided data on distribution and abundance of groundfish species of commercial importance. The biological data derived from these surveys, such as age and growth, abundance indices, maturity and species distribution will be incorporated into an expanded biological data base and used for the development of species management plans.

Groundfish Tagging: A number of commercially valuable groundfish species such as cod, haddock, and pollock have been tagged and released during survey cruises by the R/V *Explorer*. Some tags have been recovered and the program will be expanded. The tagging program will provide vital information on species distribution and movements along the Maine coast and will also provide supportive data for stock identification that is necessary for management of the groundfish stocks.

Anadromous Fish: Historically, Maine's abundance and accessibility of freshwater resources has 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 the species have been seriously depleted due to water pollution, construction of impassable dams, manipulation of water flows and over-fishing.

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 habitats, maintain existing runs at optimal levels, and increase knowledge of habitat requirements, recruitment, and exploitation to enhance fishery management capabilities and to protect critical habitat areas.

Fishway Construction: Fishway construction projects continued through 1977 consisted of federal reviews and approval of designs for fish passage facilities for Blackman Stream in Bradley and Sennebec Dam on the St. George River in Union. A major accomplishment was the negotiation of an agreement with the Central Maine Power Company for the construction of a fishway, trap, and counting station at the company's hydroelectric dam at Brunswick. The fishway will be constructed in conjunction with a major redevelopment of the hydroelectric dam at head of tide on the Androscoggin River. This facility will enable the Department of Marine Resources to reestablish significant commercial anadromous fish runs to the lower Androscoggin River basin for the first time in over 170 years.

Research personnel continued to evaluate water resource development projects, wetlands alterations, highway construction proposals, and industrial development proposals that had potential for adverse impact on anadromous fish resources. In addition, research personnel operated and maintained eight fishways during the fish migration period and provided technical assistance to 30 coastal towns which control commercial alewife harvesting.

Smelt Research: A creel survey of the winter smelt fishery continued on the Kennebec River estuary utilizing a stratified random sampling design employed since 1975. The 1978 total effort of 478,027 \pm 105,694 line hours accounted for a catch of 42,272 \pm 11,596 pounds com-

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pared to the 1977 effort of $585,698 \pm 144,208$ line hours and catch of $96,325 \pm 29,426$ pounds. The lower 1978 catch and effort is attributed to severe wind conditions in late December and January which destroyed many smelt camps and the unusually heavy ice conditions and high water which occurred during the winter of 1977-78.

A total of 1,310 Kennebec River smelt were tagged and released on the main stem of the river just north of Bath. The total of 14 recaptures represented a return of 1.00%. All recaptures occurred over a three month period at the point of tagging, indicating that the fish did not exhibit upriver movement during the course of the fishery.

Sturgeon Research: A taxonomic description of shortnose and Atlantic sturgeon from the Kennebec River has been prepared. Data on age and growth, distribution and seasonal movements, and a length-weight relationship has been established for the shortnose sturgeon. A total of 246 shortnose sturgeon and 8 Atlantic sturgeon were tagged with orange carlin tags and released in the lower Kennebec River. Two shortnose sturgeon were tagged with Petersen disc tags. Thus, the total number of shortnose sturgeon tagged is 248. In addition, two shortnose sturgeon which were too small to be legally tagged were released after taking length-weight measurements, morphometric measurements, and pectoral spines for aging purposes.

Shad Management: Preliminary work is in progress on the problems of managing shad stocks in watersheds with commercially fished species such as alewives or blueback herring. A circular fish hauling tank was developed for the transport of live shad. A total of 42 adult spawning shad were successfully transported from the Narraguagus River to the Royal River in Yarmouth.

Alewife Research: Alewife management research dealt with the effects of commercial exploitation on the age composition and stability of selected alewife stocks. The effect of intensive commercial fishing on the Damariscotta Lake alewife stock has reduced the numbers of older fish in the catch to insignificant levels and the fishery is entirely dependent on only two age groups of fish. Reproduction is adequate for the watershed and less than 5% of the available fish escape the fishery and enter the lake to spawn. In 1977, 27,000 fish entered the lake and produced approximately 16 million juvenile emigrants. In 1978 almost twice that number of adults entered the lake and the juvenile emigration was, consequently, much larger.

The expansion of the inshore trawl fishery to supply the European fillet market with alewives and blueback herring is a serious potential problem and the river fisheries for alewives are declining despite adequate levels of reproduction. In 1978, the Damariscotta River alewife catch was down by 40% from the previous year and was only a third of the 1974 catch. The Sheepscot River fishery has virtually collapsed during the last three years.

Stocking experiments were conducted to develop information on reproductive potential of alewives and to derive more precise estimates of productive capacity of our coastal watersheds. These experiments were also coordinated efforts to improve municipal drinking water quality and preliminary data clearly indicate that the establishment and maintenance of anadromous alewife stocks is an inexpensive and effective method for improving drinking water quality. Preliminary data suggest that excellent production of offspring occurs with a parent density above 6 fish per acre in established runs.

Herring Fishery Sampling: This project has been collecting samples from the Maine herring fishery since 1962. It is funded by a contract from the National Marine Fisheries Service (NMFS) and the primary tasks are to collect herring biological samples and tabulate catch statistics for the entire coast of Maine. The biological samples are collected at the processing plants and delivered to the herring aging project for analysis.

Herring Aging Project: A new herring aging project was begun by the Department of Marine Resources on November 14, 1977 under contract from the National Marine Fisheries Service. Samples from the entire Maine commercial herring fishery, previously collected by the Department and transferred to Woods Hole, Massachusetts, are now processed at the Boothbay Harbor Laboratory. Data are recorded on the lengths, weights, sex and stage of maturity (to pinpoint spawning times) and otoliths are removed for age determination. This extensive commercial sampling program, when coupled with the Department's very thorough catch statistics program, yields a comprehensive overview of the Maine fishery and provides detailed information for management decisions.

Samples are also brought back to Boothbay Harbor from Gloucester, Massachusetts where they are collected by the NMFS port samplers. These samples are processed to provide information on the entire Massachusetts Bay winter pair trawl fishery and the Jeffreys Ledge purse seine fishery.

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Herring Tagging Program: The Research Division is conducting a herring tagging program under grants from the Maine Sardine Council and the National Marine Fisheries Service. The purpose of the tagging program, which started in 1976, is to determine the migrations of herring that are seasonally found along the Maine coast.

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 south of Cape Cod, Massachusetts, and as far east as Cape Breton, Nova Scotia.

Tag recoveries support the hypothesis that the coast of Maine is a nursery area and that the 1 and 2 year old fish tend to remain along the Maine coast until they approach maturity (age 4 and older). At this time they begin to join the older, mature fish that migrate more extensively, moving south in the fall and back in the spring.

Tagging studies should indicate the domestic and foreign fisheries that fish upon the same herring stocks that support the Maine fishery. Such knowledge is required for management.

Larval Herring Research: This project monitored the abundance and inshore movement patterns of larval herring in the Sheepscot estuary. Larval herring were sampled at selected stations along the Maine coast. The project is investigating the nature of changes in larval abundance and distribution to determine whether larvae can be used to predict abundance of herring for the sardine fishery. Estimates of the abundance of larval herring during the winter of 1977 and the spring of 1978 were made.

Lobster Research: During this project year, the lobster research team has continued the survey of the commercial lobster catch. The DMR has sampled over 20 tons of lobsters during 1977. Among many other things, the Department has determined that (1) the average carapace length of the lobster catch is 89.4 mm (approximately 3½ inches), while the average weight is 553 grams (approximately 1.22 pounds; this includes an annual cull rate of 7.2% in numbers); (2) it took approximately 34.9 million trap-hauls to produce a catch of 18.5 million pounds of lobsters; (3) the fishermen exerted approximately 2 million man-hours of labor (actual time from leaving the dock to returning); (4) the price per pound has increased 96% from 1967 compared to 1977 (assuming an annual inflation rate of 6% means that the actual price increase is approximately 30%); (5) the indices of stock abundance (catch-per-unit-of-effort) have decreased approximately 30% from 1967 compared to 1977; (6) the instantaneous total mortality (fishing and natural mortality combined) is 2.49 or 92% for 1977; (7) the maximum sustainable yield estimate is 22 million pounds of lobsters which was the catch in the early 1960's with approximately 750 thousand traps; the catch of 18.5 million pounds in 1977 was produced with 1.8 million traps; (8) approximately 70% of the fishermen along the coast of Maine fish 400 traps or less, the average number of traps per boat is 310.

Lobster Tagging: A three year tagging study on lobsters was completed in 1977. A total of 2,882 legal sized lobsters were tagged and released in three areas along the coast of Maine. The fishermen returned 2,188 of these lobsters for a 75.9% rate of return. This percentage does not account for tag loss rate, lobsters that died after release, or non-reporting of some captured, tagged lobsters. With these additions taken into account, then the study confirms the extremely high total mortality rate that DMR calculated from the commercial survey. Most recaptures occurred within a five mile radius from point of release; however, a few lobsters traveled from 17 to 185 miles from point of release.

Other Lobster Activities: Other activities have included such things as: (1) lobster stock assessment work at State-Federal scientific workshops on lobster research for the area from Maine to North Carolina; (2) discussing the results of DMR research with members of the fishing industry, legislators, Canadian and U.S. scientists, students, teachers, and the public; (3) identifying diseases of lobsters in holding "pounds" in this state, then recommending courses of action for these pound owners; (4) advising and assisting industry on operation of recirculating and filtering systems for holding live lobsters; (5) discussing management proposals with legislators; (6) consulting with trap manufacturers on such matters as escape vents in traps and biodegradable material; (7) sea sampling on lobster boats to assess recruitment of lobsters to the fishery; (8) cooperative research with several lobstermen on catch composition; and (9) resuming an experimental trapping program to evaluate recruitment to the fishery.

Shrimp Assessment: The shrimp project has conducted an annual summer survey of the shrimp stock in the western Gulf of Maine each year since 1966. The data from this survey and from other sources are used by the Northern Shrimp Scientific committee of Maine, New Hampshire and Massachusetts to make an annual assessment of this stock. Management

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recommendations are then made to the Atlantic States Marine Fisheries Commission. The shrimp abundance in the western Gulf of Maine has declined from an estimated 18,000 metric tons in 1973 to an estimated 1,000 metric tons in 1977. Because of this decline, and very poor recruitment, the Scientific Committee has recommended that the fishery remain closed until the stock abundance increases. Reduced fishing mortality should reverse or at least halve the decline in shrimp abundance.

The shrimp project is evaluating the possibility of allowing a limited shrimp fishery even though the shrimp abundance is low. This would be accomplished by limiting the season and location of the fishery so that it exploits only the female shrimp after they have released their larvae. The start of such a fishery would depend upon the successful prediction of the time of release of the larvae by the females. This was done for the first time in the winter of 1978 using 3 methods which predicted the actual time of release very closely.

Shrimp Environmental Physiology: A coordinated program of field and laboratory studies has been undertaken to investigate the possibility that after warm winters, shrimp larvae may hatch too early to find food. Laboratory studies to determine experimentally the kinds and quantities of food needed by the larvae for normal development are being supplemented by plankton sampling to learn when the hatching of larvae takes place, what kinds of food are in the water at that time, and what the larvae are actually feeding on.

Good progress has been made in all these efforts and there is considerable evidence that the larvae do not find adequate food in the water if they hatch too early or if the plankton blooms occur too late. The occurrence during some years of "mini-blooms" of diatoms early in March or late in February may also be a significant factor in the failure or success of a larval brood.

Scallop Research: This project was initiated in 1976 to determine the age and growth rate of scallops captured by the commercial fishery. The rates of growth of scallops in 3 areas along the Maine coast are being measured by two procedures. First, 1,000 scallops were tagged, measured and released in each of the three areas. A reward is offered for the return of the top shell and tag. Shells and tags from 96 of the 3,000 tagged scallops were returned through July 1978. The returned shells are measured for growth that occurred between tagging and recapture. The second method was to tag and measure scallops and place them in protected locations. These scallops will be monitored for growth rates. One area has been gridded off as a research bed for studying scallop habitat and behavior.

Shellfish Sanitation Monitoring: This project is responsible for determining the suitability of all shellfish growing areas for the harvest of shellfish. Shellfish are monitored for the presence of coliform bacteria and paralytic shellfish toxin. When concentrations of these organisms exceed levels allowed by law, the areas are closed until the contamination is reduced to acceptable levels. In 1977, about 3,100 samples were collected and tested.

A contract with the Department of Environmental Protection and the U.S. Environmental Protection Agency supports a project for identifying and documenting the sources of pollution along the entire coast of Maine. By the end of July, 1978, the area surveyed extended from Kittery to Mount Desert.

Shellfish Management: Forty-six percent (47) of the 101 coastal communities with producing clam flats have Department approved shellfish ordinances and conservation plans, and 40 of these towns have established municipal licensing systems; 19 of these towns 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. Research personnel conduct extensive surveys of shellfish abundance and provide advisory services for local management programs.

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 supply the Searsport plant are being examined.

Area Biologists: The area biologists' activities continue to be broad in scope. Environmental impact assessment relative to wetlands, sewage 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.

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Clam Tumor Research: A laboratory research project involving the relationship between petro-chemical spills and the development of clam tumors is underway. This study will develop additional information on the suspected relationship between jet fuel contamination at Searsport and the appearance of tumors in the clam stocks in that area.

Aquaculture: Eleven aquaculture leases 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. The Research Division has appointed a staff pathologist to monitor the aquaculture operations for the purpose of controlling diseases and parasites which may be introduced to Maine waters along with cultured species. The pathologist's duties also include the examination of imported or transplanted species for the elimination of predators and to prevent the introduction of undesirable species.

Fish Disease Research: A joint contract between DMR, the University of Maine at Orono, and the National Institutes of Health and the National Science Foundation to do research on piscine erythrocytic necrosis cod virus (PEN) has been in effect during the past fiscal year. The blood of over 48 marine species along the Atlantic coast has been examined for evidence of PEN. This infection has been found in 17 species; Atlantic cod, Atlantic herring, alewife, rainbow smelt, Atlantic tomcod, spot, tautog, rock gunnel, sea raven, longhorn sculpin, sea snail, 4-spot flounder, winter flounder, blueback herring, menhaden, pollock and shad. Electron microscopy is needed to confirm whether PEN lesions in these species are caused by a virus similar to that in the Atlantic cod and herring. PEN appears to be endemic in cod, herring, smelt and alewife populations but the effects of this infection on the fish populations remains to be determined.

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 1977 were completed. Updated copies of the complete record of sea surface temperatures, 1905-1977, were mimeographed and sent out to the Department, to Bigelow Laboratory staff members, and to other interested parties.

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, "The Boothbay Register."

Green Crab Study: This project started in mid-October 1973 to continue and to expand the work previously carried out by the National Marine Fisheries Service. This comprised mainly the periodic sampling of populations of the green crab and relating changes in its abundance and distribution to changes in the environment. The green crab is of minor commercial value as bait, but its primary importance in Maine has been 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 22 stations from Kittery to Perry, supplementary winter and spring surveys, and monthly trapping in the Boothbay Harbor area led to the following generalized conclusions:

- 1) In 1977, both juvenile and adult green crabs showed decreases in several areas of the coast. This change is noted after the mean annual sea surface temperature had declined for 2 years.
- 2) Most of the Washington County coast seems to have escaped severe green crab predation thus far.
- 3) Several areas of the coast have had excellent survival of 1976 and 1977 year classes of clams.
- 4) In areas that still fail to have adequate surviving sets of clams, a period of 3 to 5 years of clam scarcity is still predicted after present stocks of large marketable clams are dug out.

Marine Worm Research: The marine worm research program was temporarily suspended

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for a review of objectives and methodology. Recommendations from the marine worm industry have been obtained through a series of meetings and the research program is in the process of revision. A report on research findings during the last 3 years has been completed and the analyses of data from this period have been checked for accuracy. Recommendations for a number of management measures including minimum size limits, limited entry, rotation of digging areas, quotas, closed seasons and license fee increases have been prepared. Advice on a number of conservation measures has been submitted to the Marine Worm Conservation Committee. Recommendations on a modified worm tax form and a catch log book for collecting management information have been made. The Research Division has continued to work closely with industry representatives in management of the resource.

Extension Services. The DMR Marine Extension Service was established administratively, through the authority vested in the Commissioner of Marine Resources, in January 1966 as a joint project with the U.S. 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 PL 88-309.

For the past few years the project has been operating with a staff of seven. The five field people are stationed at various locations along Maine's coast and the director and a secretary are located at the Department's laboratory in Boothbay Harbor.

Through the years, the extension service has provided information to the fishing industry concerning the latest developments in management, harvesting, and processing of fisheries resources; provided technical assistance; and developed and demonstrated modern equipment and methods to improve utilization of fishery resources.

Projects conducted by extension personnel during the last year have included: Ocean Quahog and Surf Clam Survey—over the past several years the extension service has developed suitable gear for harvesting ocean quahogs (*Arctica islandica*) and surf clams (*Spisula solidissima*), and has made spot surveys in several areas of the coast. For the past two summers, an attempt has been made to survey the ocean quahog resource from Cape Elizabeth to Kittery. In the summer of 1977, a surf clam survey was conducted off Moody and Ogunquit beaches. Interest in fishing for both ocean quahogs and surf clams has increased greatly during the last year, and DMR extension personnel have provided technical assistance to individuals gearing up for the fishery; Commercial Crab Study—in August 1977 a 12 month study of Maine's commercial crab fishery was started, for the purpose of determining the present status of the fishery, and its potential for development. Sampling trips aboard commercial lobster boats were made to collect biological data on the two commercial species, (*Cancer irroratus* and *C. borealis*). Sections of the coast were compared and characterized in terms of their crab abundance. Interviews with seafood wholesalers, retailers, and processors have provided information on seasonal availability of crabs, prices paid, quality, meat yield, and prices and markets for processed or whole products. The DMR extension service has been developing two-boat trawling techniques for almost a decade, and commercial success was realized in the last year.

Since the price of lobster bait has risen steeply during the last few years, many lobstermen have expressed interest in catching their own bait. Extension personnel are involved in testing the feasibility of using floating fish traps and inshore gillnetting for production of baitfish.

Information Dissemination: Cooperating with the Research Institute of the Gulf of Maine (TRIGOM), the extension service in January published the 164 page, fourth edition of the *Directory of Marine Research Facilities and Personnel in Maine*. Furthermore, extension personnel edited, reproduced and distributed informational leaflets for the Maine Fisherman's Forum in March. Additional informational mailings were made subsequent to the Forum. Extension personnel have participated in the establishment of a Department publication policy, an organized system whereby every publication and document produced by the Research Division is recorded and is easily retrievable. The DMR/Sea Grant monthly newsletter continued to be written by Extension personnel, and was published in *Maine Commercial Fisheries*. Lastly, considerable effort was expended in answering requests for information from all segments of the fishing industry, and from the general public.

Departmental researchers have relied on the extension service to provide vessels and crew for scallop monitoring and tagging in Penobscot Bay and the Boothbay region, and for shrimp larvae monitoring in the Boothbay region. Extension personnel have assisted in preparations

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for outfitting the Department's 83 foot R/V *Challenge* for groundfish surveys. The Research Division also provided advisory services to the U.S. Army Corps of Engineers and the Department of Environmental Protection on dredge and fill projects in the Saco River and in the Kittery area.

Education Services: An education specialist has been employed by the Division of Marine Research to develop educational materials for use in schools. This work expands the informational and educational services offered by the extension service.

Bureau of Marine Patrol—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. 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.

Reorganization: In recent years it has become increasingly apparent that a restructuring of the Division of Enforcement, which comprises the Coastal Warden Service of the Department of Marine Resources, has become essential if the Division is to adequately meet the ever-increasing demands, new responsibilities and duties created by the changing needs of modern day society. Therefore, the Division of Enforcement's Coastal Warden Service is now in the process of becoming the Bureau of Marine Patrol. As the Bureau of Marine Patrol, the Department of Marine Resources' enforcement capabilities will be brought into balance with other State, Federal and local enforcement agencies.

Within the span of two decades the scope of the Bureau's responsibilities has been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment. Drug surveillance and enforcement, 200-mile limit enforcement requirements, and foreign vessel activity are but a few of these new duties and responsibilities. It has also become imperative to align the Department's enforcement arm with other State and Federal agencies in order to keep pace with today's needs, and to afford more efficient and compatible jurisdiction for the increasing number of cooperative multi-jurisdictional enforcement assignments. New responsibilities in the area of environmental control and law and services to the industry and general public are other important reasons for the necessity of updating this Bureau's capabilities.

Some of the new areas of responsibility acquired by the Division in recent years include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, Search and Rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources, law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies and, having authority to enforce all State laws, have been called upon often to enforce the law on offshore islands and in other smaller municipalities along the coast of Maine that do not have the benefit of organized law enforcement capability.

In order to better and more efficiently perform its enforcement and protection duties, the new Bureau of Marine Patrol will now possess the military rank which is a standardized part of other law enforcement agencies. The designated military ranks within the Bureau will be Chief,

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Captain, Lieutenant, Sergeant, Corporal, and Marine Patrol Officer, which will provide for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the chief; a captain, assigned as pilot of the department's aircraft, who also assists at headquarters when not on flight duty; and a lieutenant assigned as captain of the 83' patrol/research vessel "Challenge," with a marine patrol officer assigned as mate. In addition, the state is divided into four sections with a lieutenant in charge of each section. Two Marine Patrol sergeants are assigned to two sections each and they assist the supervisors and carry out special investigations and assignments of the chief. The 107th and 108th Legislatures increased the authorized strength to 44 by the addition of seven coastal wardens. One Marine Patrol corporal 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." Finally, included in the reorganization are two civilian shellfish inspectors who have the responsibility of assuring compliance with national and State of Maine sanitation standards to assure quality of product for the safety of the general public health.

Marine Patrol Officer Program: New Marine Patrol Officers are trained and oriented in a comprehensive program that consists of six weeks of Department of Marine Resources law and Department functions, boating safety law and boating techniques, National Marine Fisheries laws, and all other State and Federal laws and regulations relating to the coastal zone. This training is followed by a twelve week Basic Law Enforcement program at the Maine Criminal Justice Academy; three to four months of practical field training with an experienced officer and finally; three to four months of working alone but under the monitorship of supervisory personnel while learning to apply the knowledge gained under the training programs. Field training continues throughout the second year of employment and is followed by periodic in-service training courses throughout the career of each Marine Patrol Officer.

Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level; this activity 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 three films, *Two Faces of the Sea*, *Maine's Harvesters of the Sea* and *Fresh is Best*, was carried out under contract. The first two films have won a total of seventeen awards for excellence. Distribution of the third film, produced through a federal grant as part of a cooperative New England Fresh Fish Program, began during the period covered by this report. A total of 5,228,416 viewers have seen the first film, 25,166,156 have seen the second film, and 204,162 have seen the latter film during the time these films have been distributed nationally.

Additional black-and-white photographs and color slides have been added to the Depart-

ECONOMIC DEVELOPMENT

ment'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. Additionally, the Department has obtained a source of overseas marketing leads from the U.S. Department of Agriculture. This has substantially increased the number of possible foreign contacts for Maine industry. The benefit of this is two-fold since foreign markets offer greater demand for species underutilized in the U.S. and, in addition, offers the Maine seafood industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit.

As an adjunct to increased foreign trade leads, the Department has begun a cooperative program with the U.S. Department of Commerce to conduct a series of export seminars geared especially towards the fishing industry. Seminars covering all aspects of exporting will be held in key locations along the coast during the first quarter of the next fiscal year.

A "National Investigation of Market Opportunities for Maine Seafood" was conducted under contract with a nationally-known firm of management consultants in an effort to provide the Maine seafood industry with data that will enable them to increase sales throughout the country and reduce their dependence on the traditional Boston and New York markets. The report of this study has been distributed throughout the industry and the Department's Marketing Specialist is currently working with members of the industry to implement the findings.

Marketing and product development work was continued on a variety of marine species. Departmental participation in the New England Hotel-Motel and Restaurant Show in Boston stressed sales of pollock, hake and cusk. The Maine Fishermen's Wives' Association was assisted in promoting the use of pollock at the Old Port Exchange Festival in Portland by serving this product. A market research project was instituted for elvers entailing work with the U.S. Department of Commerce and others when the industry experienced a market dislocation at the height of the harvesting season. Preliminary results indicate that Maine has potential for a strong elver market, but that more detailed developmental work needs to be done. Additional species which have been worked on are: mussels, dogfish, adult eels, periwinkles, squid, whelks, crabs, quahogs and whiting.

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 summer advertising program for Maine, aimed at the State's many vacation visitors and year-round residents through the medium of radio, was carried out under contract during the months of July and August. Additionally, a program of recorded featurettes describing Maine's marine resources, industry highlights and Department activities was developed and implemented with the cooperation of radio stations throughout the state. Design and production of new graphics was completed as part of extensive alterations to one of the Department's 20-foot exhibits used at trade shows.

As part of an overall Department 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, 1977. Lastly, a total of 187,836 seafood recipe leaflets, booklets and posters were distributed during the fiscal year.

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 Seafood 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;

ECONOMIC DEVELOPMENT

and activities involving a wide range of fisheries problems, such as the 200-mile Extended Jurisdiction legislation, sea boundary disputes and discussions, wetlands and rivers and harbors dredging proposals, offshore oil drilling and onshore refinery site proposals, and the paralytic shellfish poisoning problem.

LICENSES, PERMITS, ETC.:

License:

Wholesale Seafood Dealers & Processors
Supplemental Wholesale Seafood
Dealers and Processors
Commercial Fishing (Resident &
Non-Resident)
Interstate Shellfish Transportation
Sea Moss (Resident & Non-Resident)
Scallop Fishing
Commercial Shellfishing
Marine Worm Dealers
Supplemental Marine Worm Dealers
Marine Worm Diggers
Lobster and Crab Fishing
Wholesale Crawfish Dealer
Retail Crawfish Dealer
Special License
Interstate Lobster Transportation

Permit:

Lobster Meat
Authorization of Additional Vehicle for
Interstate Lobster Transportation
Authorization of Additional Vehicle for
Interstate Shellfish Transportation
Authorization of Additional Vehicle for
Crawfish Transportation
Importing Marine Species
Shellfish Certificate
Coho Permit

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 establishment \$3.20 per hundred

SEAFOOD DISHES FROM MAINE—two-page recipe leaflet—single copy free—commercial establishments \$3.20 per hundred

THE MAINE DISH IS MUSSELS—eight-page recipe leaflet (free)

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

ADVISORY COUNCIL (TO MARINE RESOURCES)

IVAN W. FLYE, CHAIRMAN
PETER W. KELLY, III, Vice Chairman

Central Office:

Location: Baker Bldg., 98 Winthrop St., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2291

Established: 1947

Sunset Review Required by: June 30, 1984

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: 0

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 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 eight 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 New England Regional Fisheries Management Council; seafood marketing problems; and jurisdictional questions involving various fisheries.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$1,500 in FY 78 and are, by administrative decision, included with those of the Department of Marine Resources.

ECONOMIC DEVELOPMENT

BOARD OF ACCOUNTANCY

LAWRENCE E. PARKER, JR., CPA, SECRETARY-TREASURER

Central Office:

Telephone: 942-6702

Location: 84 Harlow St., Bangor

Mail Address: 84 Harlow St., Bangor, Maine 04401

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1982

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: 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

PROGRAM: During fiscal year 1978 the Board of Accountancy held Certified Public Accountant (CPA) examinations, issued CPA 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).

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	10,891		10,891			
Bal Brt Fwd— Encumbered	1,485		1,485			
Fees Charged For Services	22,070		22,070			
Transfers—Non-Federal \$	—3,000		—3,000			
TOTAL RESOURCES	31,446		31,446			
EXPENDITURES						
Salaries and Wages	4,159		4,159			
Prof Service, Not By State	8,438		8,438			
Travel Expenses, In-State	1,787		1,787			
Travel Expense, Out-State	543		543			
Utilities	357		357			
General Operating Expense	4,077		4,077			
Other Supplies	55		55			
Trans. to Gen.-Fund Sta-Cap	396		396			
TOTAL EXPENDITURES	19,812		19,812			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

ELLIOTT M. BATES, CHAIRMAN
WILLIAM DICKSON, Secretary

Central Office:

Telephone: 774-0039

Location: 477 Congress Street, Rm. 717, Portland

Mail Address: 477 Congress Street, Portland, Maine 04101

Established: 1945

Sunset Termination Scheduled to Start by: June 30, 1982

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: 0

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 landscape architecture, or use the title "architect" or "landscape architect" in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect" or "landscape architect" and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: The Maine State Board for Registration of Architects and Landscape Architects was enacted by Law in 1977, but was originally established in 1945 as the Maine State Board of Architects, and then became the Maine State Board for Registration of Architects until 1977. The Board is appointed by the Governor, and is composed of 5 registered and practicing architects, one of whom may be a professor of architecture, 2 registered and

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practicing landscape architects, and one representative of the public. The term of office of each present member of the Maine State Board for Registration of Architects shall expire as now provided by Law. Landscape architect members shall initially be appointed, one for a 2-year term and one for a 3-year term; the initially appointed members shall be eligible to be qualified for admission to the examination to practice landscape architecture, and the Governor shall make a written finding to that effect. Thereafter, all board members shall be appointed for 3-year terms. In the event that more than 3 members' terms expire during any one calendar year, the following rules shall apply: Members appointed to fill the first 2 vacancies shall be appointed for 3-year terms, the member appointed to fill the 3rd vacancy shall be appointed for a 2-year term; all members appointed to fill any additional scheduled vacancies during that year shall be appointed to 1-year terms.

All board members shall serve until their successors are duly appointed and qualified. Five members of the Board shall constitute a quorum. 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 2 meetings each year for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations necessary for the performance of its duties of establishing and maintaining high standards of ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 78, eighteen residents in the State were registered as architects, twelve by examination and six through the National Council of Architectural Registration Boards (NCARB). Thirty-seven non-residents were registered as architects through NCARB. Registration renewals were granted to 127 architects residing in Maine and 433 non-resident architects.

The Board's short-range plan is to revise the rules/regulations in accordance with the Maine Administrative Procedure Act and 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 and Certification of Landscape Architects

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.

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	22,223		22,223			
Fees Charged For Services	15,953		15,953			
Transfers—Non-Federal \$	—1,500		—1,500			
TOTAL RESOURCES	36,676		36,676			
EXPENDITURES						
Salaries and Wages	1,505		1,505			
Prof Service, Not By State	5,942		5,942			
Travel Expenses, In-State	698		698			
Travel Expense, Out-State	1,075		1,075			
Utilities	892		892			
Rents	1,231		1,231			
General Operating Expense	2,328		2,328			
Other Supplies	113		113			
Trans. to Gen.-Fund Sta-Cap	853		853			
TOTAL EXPENDITURES	14,637		14,637			

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

SUMNER T. BERNSTEIN, CHAIRMAN, SECRETARY AND TREASURER

Central Office:

Telephone: 774-6291

Location: 1 Monument Square, Portland

Mail Address: 1 Monument Square, Portland, 04101

Established: 1899

Sunset Termination Scheduled to Start by: June 30, 1982

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 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

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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, as opposed to regular applicants.

	July 75		Feb. 76		July 76		Feb. 77		July 77		Feb. 78	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	100	6	34	9	145	11	61	4	146	15	34	5
Number passing exam	94	5	21	9	114	10	39	3	140	15	19	4

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;
- and the
4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.:

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

Sample questions from prior examinations	(\$5.00/set)
Pamphlet of Rules of the Board	(free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	Special Revenue Funds		Highway Fund	Special Federal Funds	Misc. Funds
		General Fund	(incl Federal)			
RESOURCES						
Bal Brt Fwd—Unencumbered	33,056		33,056			
Bal Brt Fwd— Encumbered	680		680			
Fees Charged For Services	22,840		22,840			
TOTAL RESOURCES	56,576		56,576			
EXPENDITURES						
Salaries and Wages	3,980		3,980			
Prof Service, Not By State	16,903		16,903			
Travel Expenses, In-State	1,308		1,308			
Travel Expense, Out-State	144		144			
General Operating Expense	1,977		1,977			
Other Supplies	38		38			
Trans. to Gen.-Fund Sta-Cap	606		606			
TOTAL EXPENDITURES	24,956		24,956			

STATE BOARD OF BARBERS

RICHARD L. HOBBS, CHAIRMAN
H. GEORGE POULIN, Executive Secretary

Central Office:

Location: 134 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 622-3821

Floor: 1

Established: 1937

Sunset Termination Scheduled to Start by: June 30, 1982

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 shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. 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 nine (9) meetings during the fiscal year. Two of these meetings were held in conjunction with barber examinations, one on October 17, 1977 and one on May 8, 1978 for twenty-five candidates, twenty-three of these candidates received their certificates of registration. Those who failed have the privilege of taking a second examination held by the Board within a period of one year upon payment of a \$20.00 fee.

The 108th Legislature reviewed and rewrote the Maine Barber Board Laws. All barber laws became effective October 24, 1977 under Public Law 398.

As a result of these new laws, a public hearing regarding barber shop rules and regulations was held on October 31, 1977, and the new rules became effective February 1, 1978. A public hearing was also held on February 6, 1978 regarding barber school rules and regulations. Those new barber school rules and regulations became effective April 15, 1978.

On September 12-19, two delegates from Maine attended the fifty-first annual conference of the National Association of the Board of Barber Examiners of America at Virginia Beach, Virginia. 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, a delegate of the Board gave the attending barbers a report of the highlights of the National Conference.

ECONOMIC DEVELOPMENT

LICENSES, PERMITS, ETC.:

License:

Barber Shop
Barber School
Instructor

Registration:

Certificate of Registration for Barbers

Permit:

Apprentice
Student

PUBLICATIONS:

Barber Board Bulletin, published twice annually and distributed to all barber shops (free).

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	26,769		26,769			
Bal Brt Fwd— Encumbered	169		169			
Licenses/Permits/Fees/Tax	49,785		49,785			
Fees Charged For Services	530		530			
TOTAL RESOURCES	77,253		77,253			
EXPENDITURES						
Salaries and Wages	22,286		22,286			
State Share of Retirement	2,473		2,473			
Prof Service, Not By State	220		220			
Other Prof Serv, By State	240		240			
Travel Expenses, In-State	9,494		9,494			
Travel Expense, Out-State	966		966			
Utilities	430		430			
Rents	1,280		1,280			
Insurance	793		793			
General Operating Expense	1,210		1,210			
Other Supplies	94		94			
Trans. to Gen.-Fund Sta-Cap	1,230		1,230			
TOTAL EXPENDITURES	40,716		40,716			

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

ROBERT P. LYNCH, D.C., PRESIDENT
G. ROY SLOCUM, Secretary

Central Office:

Telephone: 799-7112

Location: 30 Bath Road, Brunswick

Mail Address: 30 Bath Road, Brunswick, Maine 04011

Established: 1923

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

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

ECONOMIC DEVELOPMENT

maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, 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 78, 20 persons took the Board of Chiropractic Examination; 19 passed and were licensed. Another 3 licenses were awarded by reciprocity. One application was 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	3,872		3,872			
Fees Charged For Services	4,675		4,675			
TOTAL RESOURCES	8,547		8,547			
EXPENDITURES						
Salaries and Wages	1,035		1,035			
Prof Service, Not By State	178		178			
Travel Expenses, In-State	1,423		1,423			
Travel Expense, Out-State	1,312		1,312			
Utilities	624		624			
General Operating Expense	1,353		1,353			
Other Supplies	49		49			
Trans. to Gen.-Fund Sta-Cap	401		401			
TOTAL EXPENDITURES	6,375		6,375			

STATE BOARD OF COSMETOLOGY

LEONIE BUXTON, CHAIRMAN

Central Office:

Location: Capitol Shopping Center, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2231 & 289-2232

Established: 1933

Sunset Termination Scheduled to Start by: June 30, 1982

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

ECONOMIC DEVELOPMENT

of the board. They now cannot serve more than 9 consecutive years. Also, from time to time the board reviews their rules and regulations pertaining to schools and shops and promulgates proper revisions. The board is now presently working on upgrading the rules and regulations governing beauty schools, which were last promulgated in 1970.

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 19 meetings; five of which were combined with the conducting of examinations. The Board also examined 8 candidates for Instructor certification. The majority of the meetings were held for the formulation of rules and regulations governing cosmetology schools. The Board worked with the Department of Educational and Cultural Services on these rules and regulations. Much work still needs to be done. The Board also held 2 public hearings during this fiscal year.

This past year found the Board still 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 implement Board duties and to expand the law pertaining to reciprocity and in the other areas of the Cosmetology field.

The Board worked on establishing 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. This was completed in the fiscal year of 1978.

LICENSES, PERMITS, ETC.:

License:

- Apprentice
- Beauty Shops
- Student Hairdresser
- Operator
- Instructor
- Demonstrator
- Manicurist
- Student Instructor

Permit:

- Hairdressers Work Permit

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	83,566		83,566			
Licenses/Permits/Fees/Tax	87,151		87,151			
Fees Charged for Services	28,255		28,255			
TOTAL RESOURCES	198,972		198,972			
EXPENDITURES						
Salaries and Wages	50,934		50,934			
State Share of Retirement	5,504		5,504			
Prof Service, Not By State	4,511		4,511			
Other Prof Serv, By State	20		20			
Travel Expenses, In-State	13,885		13,885			
Travel Expense, Out-State	1,380		1,380			
Utilities	3,961		3,961			
Rents	6,542		6,542			
Repairs	458		458			
Insurance	2,356		2,356			
General Operating Expense	5,654		5,654			
Other Supplies	1,354		1,354			
Unemployment Comp Benefit	408		408			
Equipment Purchases	200		200			
Trans. to Gen.-Fund Sta-Cap	1,617		1,617			
TOTAL EXPENDITURES	98,784		98,784			

BOARD OF DENTAL EXAMINERS

HENRY POLLARD, D.M.D., PRESIDENT

JOHN W. TRINWARD D.M.D., Secretary-Treasurer

Central Office:

Location: Vernon St., Bethel

Mail Address: Vernon St., Bethel, Maine 04217

Telephone: 824-2246

Established: 1891

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

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, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists 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, a con-

ECONOMIC DEVELOPMENT

sumer and a dental hygienist 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, or it may use the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: During fiscal year 1978, the Board of Dental Examiners licensed 55 dentists and 41 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

Denture Technologists

PUBLICATIONS:

Directory—Dentists & Dental Hygienists published even numbered years.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	20,235		20,235			
Fees Charged For Services	22,802		22,802			
Transfers—Non-Federal \$	—3,000		—3,000			
TOTAL RESOURCES	40,037		40,037			
EXPENDITURES						
Salaries and Wages	5,500		5,500			
Prof Service, Not By State	4,275		4,275			
Travel Expenses, In-State	1,706		1,706			
Travel Expense, Out-State	513		513			
Utilities	1,383		1,383			
General Operating Expense	2,932		2,932			
Other Supplies	143		143			
Trans. to Gen.-Fund Sta-Cap	813		813			
TOTAL EXPENDITURES	17,265		17,265			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
SYLVESTER L. POOR, Secretary

Central Office:

Location: 65 Westwood Road, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1935

Sunset Termination Scheduled to Start by: June 30, 1980

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

ECONOMIC DEVELOPMENT

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.

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 78, a total of 215 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 178 applicants. As of June 30, 1978, a total of 2,618 engineers were registered for the calendar years of 1977-78.

During the fiscal year, 147 applications for the Engineer-in-Training Certificates were received. Of this number 133 were Seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 237 applicants.

Two periods of written examinations are given each year by the Board, in November and in April. The November 4 and 5, 1977 examinations were given in Augusta with 43 professional engineer candidates and 17 engineer-in-training candidates attending. The April 14 and 15, 1977 examinations given in Augusta were attended by 64 professional engineering candidates and 15 engineer-in-training candidates. Also on April 15, 1978 the engineer-in-training examinations were given at Orono, at the University where 133 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 78. The dates of the regular meetings were July 14 and October 13, 1977, and January 12 and March 16, 1978. The special meetings were necessary in order to canvass the late arrival of scores from NCEE of the November 1977 examinations for professional engineering registration; these meetings were held on February 16, 1978 and for Administrative Procedures Act hearing on June 28, 1978.

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-second Annual Report With Roster of Professional Engineers" as of December 31, 1977 (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"

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	13,361		13,361			
Bal Brt Fwd— Encumbered	3,120		3,120			
Licenses/Permits/Fees/Tax	32,992		32,992			
Fees Charged For Services	8,450		8,450			
TOTAL RESOURCES	57,923		57,923			
EXPENDITURES						
Prof Service, Not By State	11,597		11,597			
Travel Expenses, In-State	1,999		1,999			
Travel Expense, Out-State	3,143		3,143			
Utilities	595		595			
Repairs	43		43			
General Operating Expense	5,854		5,854			
Other Supplies	115		115			
Trans. to Gen.-Fund Sta-Cap	1,047		1,047			
TOTAL EXPENDITURES	24,393		24,393			

STATE BOARD OF FUNERAL SERVICE

ROBERT E. BLAIS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office:

Telephone: 289-3826

Location: 151 Capitol St., Augusta

Mail Address: 151 Capitol St., Augusta, Maine 04333

Established: 1903

Sunset Termination Scheduled to Start by: June 30, 1986

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 78 there were 173 Funeral Homes, 7 Embalmers, 23 Funeral Directors, 38 Resident Trainees, 411 Practitioners, and 126 Non-licensed employees.

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 continuing education. The Board also increased its licensing fees and gave exams. The Board is anticipating FY 79 to be another very active year.

LICENSES, PERMITS, ETC.:

Licenses:

- Practitioner
- Funeral Director
- Embalmer

Registration:

- Funeral Home
- Resident Trainee
- Non-licensed employee

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	10,841		10,841			
Bal Brt Fwd— Encumbered	141		141			
Licenses/Permits/Fees/Tax	—2		—2			
Fees Charged For Services	14,799		14,799			
TOTAL RESOURCES	25,779		25,779			
EXPENDITURES						
Salaries and Wages	6,302		6,302			
State Share of Retirement	377		377			
Prof Service, Not By State	41		41			
Travel Expenses, In-State	9		9			
Travel Expenses, Out-State	147		147			
Utilities	284		284			
Rents	38		38			
Insurance	407		407			
General Operating Expense	4,560		4,560			
Other Supplies	244		244			
Trans. to Gen.-Fund Sta-Cap	872		872			
TOTAL EXPENDITURES	13,281		13,281			

WORKERS' COMPENSATION COMMISSION

JOHN V. KEANEY, CHAIRMAN
JOHN J. JOLICOEUR, Executive Secretary

Central Office:

Location: State Office Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3751

Floor: 7

Established: 1916

Sunset Termination Scheduled to Start by: June 30, 1986

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: 23

Permanent Legislative Count: 30

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' 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.

Effective July 6, 1978, the Legislature has changed the Commission's name to Workers' Compensation Commission, and has also authorized the increase in the number of the members appointed by the Governor to six. Two members, ex officio, are the Superintendent of the Bureau of Insurance and the Director of the Bureau of Labor. The six 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 Workers' Compensation 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 number of First Reports of Injury filed for FY 77 totaled 42,850, and for FY 78 the total was 43,989. The increase between FY 77 and FY 78 amounts to 3%. Agreements processed by the Commission in FY 77 totaled 11,395, and in FY 78 Agreements totaled 12,357. The increase between FY 77 and FY 78 amounts to 8%. The number of petitions of all kinds filed in FY 77 totaled 2,802, and in FY 78, petitions filed totaled 3,556. The increase between FY 77 and FY 78 amounts to 27%. The total number of hearings held in FY 77 amounted to 5,040, and in FY 78 the total number of hearings held amounted to 6,364. The percentage increase between FY 77 and FY 78 amounts to 26%.

The Balance of the Second Injury Fund as of June 30, 1978 was \$93,127.68.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' 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

ECONOMIC DEVELOPMENT

1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078

Supervision of Loss Payments is another function of the Commission.

LICENSES, PERMITS, ETC.:

Permission to self-insure as an individual and permission to self-insure as a group.

PUBLICATIONS: "Maine Worker's Compensation Act and Occupational Disease Law" booklet is published every other year. (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	461	461				
Legislative Approp/ Alloc	311,490	311,490				
TOTAL RESOURCES	311,951	311,951				
EXPENDITURES						
Salaries and Wages	231,197	231,197				
State Share of Retirement	27,374	27,374				
Travel Expenses, In-State	8,410	8,410				
Travel Expense, Out-State	910	910				
Operation—State Vehicles	3,854	3,854				
Utilities	6,666	6,666				
Rents	15	15				
Repairs	480	480				
Insurance	8,055	8,055				
General Operating Expense	15,979	15,979				
Other Supplies	2,513	2,513				
Equipment Purchases	1,340	1,340				
TOTAL EXPENDITURES	306,793	306,793				

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

WILLIAM B. PIERCE, CHAIRMAN
CLYDE E. MASON, Secretary

Central Office:

Location: RFD 6, No. Belfast Ave., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 622-5287

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1980

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: 0

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

ECONOMIC DEVELOPMENT

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 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 1978, 34 Land Surveyor applications were received and 21 were registered. The total number of registrants on 30 June 1978 was 1,028. Of this number 197 are non-state residents. Land Surveyor-in-Training applications during this period were 77. A total of 39 were certified which included applications from the previous year. There are now 385 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,205		4,205			
Fees Charged For Services	7,133		7,133			
Adjustment of Balance Fwd	—820		—820			
TOTAL RESOURCES	10,518		10,518			
EXPENDITURES						
Prof Service, Not By State	4,850		4,850			
Other Prof Serv, By State	10		10			
Travel Expenses, In-State	445		445			
Travel Expense, Out-State	766		766			
Utilities	70		70			
General Operating Expense	3,065		3,065			
Other Supplies	37		37			
Trans. to Gen.-Fund Sta-Cap	706		706			
TOTAL EXPENDITURES	9,949		9,949			

ECONOMIC DEVELOPMENT

**STATE BOARD OF LICENSURE
OF ADMINISTRATORS
OF MEDICAL CARE FACILITIES
OTHER THAN HOSPITALS**

ETHEL C. STOVER, CHAIRMAN

Central Office:

Location: Hodge Street, Wiscasset

Mail Address: P.O. Box 269, Wiscasset, Maine 04578

Telephone: 882-6052

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor. 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: The Board held monthly meetings throughout the year. There have been two written and oral examinations given and licenses granted when all the qualifications have been met. The Board has returned to the 48 continuing education hours every two years to meet the requirements for re-licensure.

The present rules and regulations are in the process of being re-written, to clarify and update, where necessary to meet any new requirements. The approval or denial of Continuing Education Courses for credit has taken a great deal more time than previously anticipated. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses, and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.:

License:

Administrator

Temporary Administrator

ECONOMIC DEVELOPMENT

PUBLICATIONS:

- Continuing Education Guidelines (free)
- Rules, Regulations and Statutes Concerning the Board (free)
- Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	9,598		9,598			
Bal Brt Fwd— Encumbered	2,873		2,873			
Licenses/Permits/Fees/Tax	15,175		15,175			
Fees Charged For Services	4,925		4,925			
TOTAL RESOURCES	32,571		32,571			
EXPENDITURES						
Salaries and Wages	3,930		3,930			
Prof Service, Not By State	2,274		2,274			
Travel Expenses, In-State	1,389		1,389			
Utilities	311		311			
Rents	650		650			
General Operating Expense	1,398		1,398			
Other Supplies	270		270			
Trans to Gen-Fund Sta-Cap	292		292			
TOTAL EXPENDITURES	10,514		10,514			

BOARD OF REGISTRATION IN MEDICINE

ALAN M. ELKINS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary
ANGELINA HUBERT, Executive Secretary

Central Office:

Telephone: 873-4964

Location: 100 College Ave., Waterville

Mail Address: 100 College Ave., Waterville, Maine 04901

Established: 1895

Sunset Termination Scheduled to Start by: June 30, 1986

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: 4

Permanent Legislative Count: 0

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

ECONOMIC DEVELOPMENT

required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

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. 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. Today members are appointed by the Governor only. 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. Special meetings are scheduled as necessary.

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: For the last two years, the Board has held meetings every two months to permit adequate management of the Board's activities. In addition to the three statutorily required meetings in March, July and November, the Board met in January, May and September. The Judiciary Committee met six times and conducted an additional three telephone conferences to consider complaints and other reports filed with the Board.

A Committee on Continuing Medical Education was appointed and met with its counterpart from the Maine Medical Association to discuss the feasibility of Continuing Medical Education for relicensure.

The Secretary of the Board participated in the activities of the Budget, Long Range Planning and FLEX Test Committees of the U.S. Federation of State Medical Boards. A member of the office staff accompanied the Secretary to the annual meeting of the Federation.

A public hearing was conducted for the promulgation of rules and regulations governing the prescribing privileges of physician extenders.

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 eleventh year, FLEX has been adopted by all the states except Florida; it provides a uniform nationwide standard for medical licensure. It is administered simultaneously throughout the country in June and December each year. During the year 1977, 566 physicians, mostly foreign medical graduates, were admitted to the FLEX conducted at Waterville.

Within the next year or two, the Board foresees a progressive decline in the number of physicians applying for admission to the FLEX examination. The Health Professional Education Assistance Act of 1976 placed new requirements on the entry of alien physicians to the U.S. beginning January 10, 1977. This has heavily curtailed immigration of foreign medical graduates. It is expected that revenue from this source will be significantly reduced. Fortunately, the physician population of Maine will not be seriously affected since approximately 97% of examinees who are licensed in Maine establish their practice out-of-state following endorsement of their Maine license.

A total of 468 physicians were issued permanent licensure to practice medicine in the State of Maine during FY 78: 165 by endorsement of credentials, 303 by examination. Seven physicians requested and were granted reinstatement of their Maine license.

Beginning in March, 1978, reregistration notices were mailed to 4,768 physician registrants; an additional 203 physicians licensed after January 1, 1978 were not required to

ECONOMIC DEVELOPMENT

reregister. On June 30, 1978, 3,840 physicians had completed the reregistration process: 1,440 Maine residents, 2,400 out-of-state residents.

Including late-registrants and new licensees, the Board approximates that there are 1,669 medical doctors in the State of Maine, reflecting a net gain, within the last year, of 106 licensees. At least 115 registrants indicate retirement or other non-practice status, for a total of 1,554 physicians currently and actively practicing medicine in Maine.

One hundred ninety-one (191) temporary or limited licenses were issued: 14 Locum Tenens licenses, 66 Camp (seasonal) licenses, and 111 Temporary Education Permits for hospital residents. Biennial registration of Physician's Assistants was completed April 15, 1978. Thirty-four assistants reregistered. Eleven physician's assistants were issued new certificates of qualification and registration. denied.

Investigations and Actions. Fifteen complaints and thirty-six reports against physicians were filed with the Board during FY 78. Formal hearings were held pursuant to 32 MRSA § 3283 in two cases, subsequent to which one physician's license was revoked and another placed on probation. A second revocation was effected by the judicial system.

Other investigations resulted in one voluntary surrender of license and twenty-six letters of reprimand or advisory rulings; two physicians remain under surveillance, nine cases were found to be unsubstantiated and were dismissed; six cases remain under investigation.

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. 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.
2. Medical Education Consortium, an independent corporation representing physicians and hospitals in the Kennebec-Somerset County area for the purchase of equipment and the production of educational video tapes to be used for providing continuing medical education to physicians at Consortium Hospitals.

Legislation. Legislation enacted during the 108th authorizes physician extenders to write prescriptions if that duty is delegated to them by licensed physicians.

Legislation pertaining to the reorganization of Boards and Commissions was enacted and provides for channeling the Board's Budget and Annual Report through the Commissioner of Human Services.

Publication of a revised edition of the Board's Medical Directory was postponed pending completion of the 1978 reregistration of physicians.

Other Activities. Incoming and outgoing mail totaled 34,644 pieces this year:

14,091 -incoming — 20,550 outgoing.

In addition to routine activities, the Board met with a Portland hospital Director of Medical Education to discuss requirements for Board approval of a residency program;

—met with the Director of Emergency Medical Services to discuss a newly developed module of the advanced Emergency Medical Technician Training Program;

—met with the Committee on Continuing Medical Education of the Maine Medical Association to discuss the feasibility of mandatory Continuing Medical Education for medical relicensure in Maine;

—reviewed a request for funds for development of Continuing Medical Education courses for Maine physicians;

—established policies regarding preceptorships for medical students and residents;

—established criteria for medical listings in telephone directories;

—reviewed liability claims reports submitted pursuant to Subsections 2601 and 2602 of the Maine Health Security Act (MHSA) and inspected files created for recording this information;

—adopted a new policy requiring all applicants for licensure by endorsement to appear at a Board meeting;

—initiated a review of all Board records for the purpose of destroying unsubstantiated deleterious information in physicians' records pursuant to Subsection 1509 (7) of the MHSA;

—circulated, by means of a newsletter to all registrants, information about recently enacted legislation, Board rulings and policies and other matters concerning the practice of medicine.

ECONOMIC DEVELOPMENT

LICENSES, PERMITS, ETC.:

License:

- License to Practice Medicine and Surgery
- Certificate of Reregistration
- License to Practice Medicine and Surgery as a Camp Physician
- License to Practice Medicine and Surgery as Locum Tenens
- Temporary Educational Permit
- Physician's Assistant Certificate of Qualification
- Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Directory 1978-1979 (\$5.00)—(Not available until 1979)

(Includes roster of physicians, Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Rules [Regulations for Physician's Assistants (Free)

(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	81,314		81,314			
Bal Brt Fwd— Encumbered	150		150			
Licenses/Permits/Fees/Tax	87,232		87,232			
Fees Charged For Services	83,417		83,417			
Adjustment of Balance Fwd	35		35			
Transfers—Non-Federal \$	—40,000		—40,000			
TOTAL RESOURCES	212,148		212,148			
EXPENDITURES						
Salaries and Wages	43,971		43,971			
State Share of Retirement	4,622		4,622			
Prof Service, Not By State	40,974		40,974			
Other Prof. Serv., By State	—288		—288			
Travel Expenses, In-State	1,053		1,053			
Travel Expense, Out-State	1,325		1,325			
Utilities	1,637		1,637			
Rents	4,512		4,512			
Repairs	300		300			
Insurance	1,649		1,649			
General Operating Expense	8,045		8,045			
Other Supplies	734		734			
Grants to Pub. & Priv. Orgs.	5,000		5,000			
Equipment Purchases	414		414			
Trans to Gen-Fund Sta-Cap	982		982			
TOTAL EXPENDITURES	114,930		114,930			

STATE BOARD OF NURSING

JUDITH T. STONE, R.N., PRESIDENT

MARION M. KLAPPMEIER, R.N., Executive Director

Central Office:

Location: 295 Water St., Augusta

Mail Address: 295 Water St., Augusta, Maine 04330

Telephone: 289-2921

Established: 1915

Sunset Termination Scheduled to Start by: June 30, 1986

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 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 78, the Board met in ten regular or special sessions, for a total of twelve days. In addition, Board members participated in committee meetings; served as proctors for licensing examinations; attended Legislative Committee hearings relevant to the Board; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

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 1977-78, the examination for registered nurse licensure was administered on July 6-7, 1977 and February 1-2, 1978 and the examination for practical nurse licensure on October 18, 1977 and April 18,

ECONOMIC DEVELOPMENT

1978. 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, 1977—June 30, 1978

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	345	308	37	37	27	10
Other States	47	42	5	7	5	2
Other Countries	20	2	18	22	5	17
Total	412	352	60	66	37	29

*89.3% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE July 1, 1977—June 30, 1978

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	195	194	1	0	0	0
Other States	17	16	1	0	0	0
Other Countries	2	0	2	1	1	0
Candidates on basis of:						
Equivalent Preparation	52	46	6	2	2	0
Armed Serv. Med. Train.	13	10	3	3	1	2
Total	279	266	13	6	4	2

*99.5% of first time writers from Maine practical nursing programs were successful.

NURSES LICENSED BY ENDORSEMENT July 1, 1977—June 30, 1978

Registered Nurses		Licensed Practical Nurses	
From Other States	566	From Other States	124
From Other Countries:		From Other Countries:	
with examination	7	with examination	1
without examination	36	without examination	10
Total	609	Total	135

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE July 1, 1977—June 30, 1978

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	382	269
Endorsement	608	135
Renewal	9,060	3,303
Reinstatement	354	192
Total	10,404	3,899

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 78, site visits were made to five basic educational programs in nursing: CMVTI Practical Nursing Program, St. Mary's General Hospital School of Nursing, Central Maine Medical Center School of Nursing, University of Maine at Augusta Associate Degree Nursing Program, and St. Joseph's College Department of Nursing. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the five programs. 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 78 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 year 1977.

- 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 faculty biographical data for new faculty members, as submitted by schools of nursing.

- approved six out-of-state programs for the expanded role of the registered professional nurse. Approval of such programs is necessary for a registered nurse to function as a nurse associate or nurse practitioner in the State of Maine.

- approved ten 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.

- appointed representatives to serve as participants in several professional or health-related programs.

- reviewed and initiated action, when necessary, on eight complaints of possible unsafe nursing practice.

- approved proposal for modification in curriculum of UMA to expand nursing program to Presque Isle.

- after meeting with representatives of the Department of Educational and Cultural Services, SMVTI, and York County, approved a proposal for expansion of SMVTI School of Practical Nursing to York County.

- submitted suggested nominees as test item writers.

- printed and distributed *Law Regulating the Practice of Nursing*, after amendments of 1977.

- agreed to endorse "Articulated Learning Packets", developed by the State Bureau of Vocational Education, to be used as guidelines for instructors in developing programs to prepare assistants to nurses.

ECONOMIC DEVELOPMENT

- reviewed results of all licensing examinations and statistical reports on each series or form.

- adopted a position statement that continuing education should not be mandatory for relicensure at this time.

- considered the problems involved in terms of registered nurses and licensed practical nurses in relation to Emergency Medical Technicians' services and the distinctions between pre-hospital ambulance care service and in-hospital emergency services.

- adopted priorities for work to be accomplished during the year.

- worked with Bureau of Corrections representatives to develop a curriculum plan and procedure for administration of medications in State correctional facilities.

- authorized the president to serve as the Board's representative at an organizational meeting to consider a State Association of Health Regulatory Boards.

- authorized attendance of the Executive Director at the Annual Meeting of American Nursing Association (ANA) Council of State Boards of Nursing.

- held two public hearings on proposed amendments to Rules and Regulations, following which amendments were adopted.

- approved a proposed plan for expansion of the SMVTI School of Practical Nursing through an extension program in the mid-coast area.

- at the request of the Maine State Nurses' Association, reviewed and offered comments on the proposed "Parenteral Therapy Procedure Manual", developed by the MSNA Commission on Nursing Practice.

- approved the request of Westbrook College Nursing Education Department to change the admissions ceiling from 60 to 67.

- considered the possible need for a change in the policy relating to equivalent preparation as a basis for admission to the examination for practical nurses. Agreed to seek input from directors of schools of nursing before making any change in policy.

- reviewed the *Guidebook on Qualifying Examination for Foreign Nurses* issued by the Commission on Graduates of Foreign Nursing Schools. Noted the first screening examination is scheduled to be given on October 4, 1978 in 34 cities in 31 countries. Also reviewed a change in rules and regulations of the U.S. Immigration Service. Voted that any foreign nursing school graduate who applies for licensure as a registered nurse on or after July 1, 1978 must take and pass the Commission's screening examination as a prerequisite for qualifying for admission to Maine's State Board Test Pool Examination for registered nurse licensure. This is not to apply to graduates of Canadian schools of nursing nor to foreign nurse graduates who are already in this country.

- voted to support the formation of an independent National Association of State Boards of Nursing.

- approved a proposal submitted by NMVTI Practical Nursing Program for a possible "satellite" program in St. John Valley.

LICENSES, PERMITS, ETC.:

- License:

- Registered Professional Nurse

- Licensed Practical Nurse

- Temporary Authorization to Practice (Pending License Examination Results)

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	183,284		183,284			
Bal Brt Fwd— Encumbered	427		427			
Licenses/Permits/Fees/Tax	184,747		184,747			
Fees Charged For Services	1,062		1,062			
Adjustment of Balance Fwd	13		13			
TOTAL RESOURCES	369,533		369,533			
EXPENDITURES						
Salaries and Wages	68,200		68,200			
State Share of Retirement	7,876		7,876			
Computer Service, By State	3,034		3,034			
Other Prof. Serv., By State	280		280			
Travel Expenses, In-State	1,949		1,949			
Travel Expense, Out-State	927		927			
Utilities	1,788		1,788			
Rents	7,862		7,862			
Repairs	643		643			
Insurance	2,443		2,443			
General Operating Expense	6,129		6,129			
Other Supplies	16,174		16,174			
Equipment Purchases	417		417			
Trans. to Gen.-Fund Sta-Cap	1,772		1,772			
TOTAL EXPENDITURES	119,494		119,494			

STATE BOARD OF OPTOMETRY

RAYMOND M. SHAFFER, O.D., PRESIDENT

GEORGE S. BOURNAKEL, O.D., Secretary

Central Office:

Location: 168 East Ave., Lewiston

Mail Address: 168 East Ave., Lewiston, Maine 04240

Telephone: 784-3564

Established: 1909

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

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.

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

ECONOMIC DEVELOPMENT

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 78 on 12/2/77 and 6/7/78. On June 8 and 9, 1978, optometry examinations were administered to 14 candidates, 11 of whom passed successfully. The 11 candidates were registered and licenses were issued to them. Also, the Board issued 158 active, 57 nonactive and 19 auxiliary office licenses. Four active and two 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	11,115		11,115			
Licenses/Permits/Fees/Tax	5,725		5,725			
Fees Charged For Services	1,225		1,225			
Transfers—Non-Federal \$	—1,500		—1,500			
TOTAL RESOURCES	16,565		16,565			
EXPENDITURES						
Salaries and Wages	1,966		1,966			
Travel Expenses, In-State	1,232		1,232			
Travel Expenses, Out-State	10		10			
Utilities	167		167			
General Operating Expense	200		200			
Trans to Gen-Fund Sta-Cap	319		319			
TOTAL EXPENDITURES	3,894		3,894			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

ALBERT E. PIERCE, D.O., CHAIRMAN
STANLEY H. ROWE, D.O., Secretary/Treasurer

Central Office:

Location: 31 Main St., Gorham

Mail Address: 31 Main St., Gorham, Maine 04038

Telephone: 839-3401

Established: 1919

Sunset Termination Scheduled to Start by: June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 90; *Unit:* 383; *Unit Citation:* 32 M.R.S.A., Sect. 2561

Average Count—All Positions: 0

Permanent Legislative Count: 0

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

ECONOMIC DEVELOPMENT

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, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board can investigate and conduct hearings relative to complaints and allegations of noncompliance with or violation of the laws relating to osteopathic physicians; and also can make such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates 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 of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

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 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, including Physician's Assistants

Certificate:

Of Renewal, including Physician's Assistants

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

BOARD OF OSTEOPATHIC 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	6,257		6,257			
Fees Charged For Services	7,815		7,815			
Adjustment of Balance Fwd	820		820			
TOTAL RESOURCES	14,892		14,892			
EXPENDITURES						
Salaries and Wages	2,150		2,150			
Prof Service, Not By State	3,920		3,920			
Other Prof Serv, By State	60		60			
Travel Expenses, In-State	398		398			
Travel Expenses, Out-State	164		164			
Utilities	7		7			
General Operating Expense	290		290			
Other Supplies	3		3			
Trans. to Gen.-Fund Sta-Cap	437		437			
TOTAL EXPENDITURES	7,429		7,429			

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPTAIN H.L. WADLEIGH, CHAIRMAN
BERTRUM SNOW, Secretary

Central Office:

Telephone: 594-4919

Location: P.O. Box 593, 16 Scott St., Rockland

Mail Address: P.O. Box 593, Rockland, Maine 04841

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1980

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: 0

PURPOSE: The Penobscot Bay and River Pilotage Commission was established to provide a system of state pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Penobscot Bay and River; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, 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 1978, the Penobscot Bay and River Pilots Commission held four meetings in Rockland, Me. The Commission voted to cease the payment of 1% (one percent)

ECONOMIC DEVELOPMENT

of the gross income into the pilot (Penobscot Bay & River) fund since so little of the fund is used each year.

It was voted to establish a fee of \$500.00 per round trip for vessels under 3000 dwt (dead weight tons) from Pilot Station to Winterport. A \$30.00 charge for boat hire to embark a pilot and a \$30.00 charge to disembark the pilot was implemented at the same time.

LICENSES, PERMITS, ETC.:

License:

Pilot Ship in Penobscot Bay River

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	5,415		5,415			
TOTAL RESOURCES	5,415		5,415			
EXPENDITURES						
General Operating Expense	29		29			
Trans to Gen-Fund Sta-Cap	89		89			
TOTAL EXPENDITURES	118		118			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

MAURICE A. PARADIS, PRESIDENT

RICHARD O. CAMPBELL, Secretary

Central Office:

Location: 1 Northwood Road, Lewiston, Maine

Mail Address: 1 Northwood Road, Lewiston, Maine 04240

Telephone: 782-8916

Established: 1877

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

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. The Board also prosecutes all com-

ECONOMIC DEVELOPMENT

plaints against 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 suspends or revokes 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 78, the Board of Commissioners of the Profession of Pharmacy licensed 901 pharmacists (882 the previous year), 41 qualified assistants (decrease of six from last year), and issued 247 pharmacy licenses (as compared to 240 last year). Reciprocity was granted to 25 pharmacists this year in comparison with 30 last year. Of the 30 taking the examination in December, 29 successfully passed. Of the 108 taking the examination 87 passed, in the spring.

The Board held ten 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 February as the monthly meeting schedule. During the year, the Board sent a total of four notices to all registered pharmacies in the State of Maine. This covered the Food and Drug Administration (FDA) ruling requiring patient information each time a product for an estrogen is dispensed, information from the Board of Registration in Medicine pertaining to additions to the Rules and Regulations for Physicians and Physicians' Assistants, amendment to Rule #23 pertaining to size and staff of pharmacy, and updated lists of approved Physicians' Assistants as supplied to the Board.

The laws pertaining to pharmacy, as revised in 1977, were placed in all registered pharmacies and made available upon 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 third year, requiring some 15 hours of Continuing Education (C.E.) credits for re-registration.

LICENSES, PERMITS, ETC.:

License:

- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,045		31,045			
Bal Brt Fwd— Encumbered	644		644			
Fees Charged For Services	22,457		22,457			
TOTAL RESOURCES	54,146		54,146			
EXPENDITURES						
Salaries and Wages	21,821		28,821			
State Share of Retirement	1,651		1,651			
Prof Service, Not By State	200		200			
Other Prof Serv, By State	285		285			
Travel Expenses, In-State	9,599		9,599			
Travel Expense, Out-State	418		418			
Utilities	802		802			
Repairs	31		31			
Insurance	407		407			
General Operating Expense	6,401		6,401			
Other Supplies	354		354			
Trans to Gen-Fund Sta-Cap	1,404		1,404			
TOTAL EXPENDITURES	43,373		43,373			

STATE BOARD OF EXAMINERS IN PHYSICAL THERAPY

ALAN M. ELKINS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office:

Location: 100 College Avenue, Waterville

Mail Address: 100 College Avenue, Waterville, Maine 04901

Telephone: 873-4964

Established: 1955

Sunset Termination Scheduled to Start by: June 30, 1986

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 issue licenses to practice; 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 in the form of probation or censure, or report its findings to the Administrative Court for suspension or revocation of licensure.

The Board also is authorized to certify the credentials of, examine and certify Physical Therapy Aides.

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

ECONOMIC DEVELOPMENT

Regulation of the American Physical Therapy Association (APTA) Conference in Denver, Colorado. Highlights of the program included presentations on the physical therapist's legal and ethical responsibilities, the impact of Sunset Legislation on licensure of physical therapists, licensure of foreign trained physical therapists and an update on other matters related to State licensure.

Licensure. The licensing examination utilized by the Board is the nationally accepted examination for physical therapists developed by the Professional Examination Service (PES) in collaboration with the American Physical Therapy Association. Two examinations were conducted during FY 78, ten applicants were admitted and passed the examination.

Twenty-nine applicants were granted licensure on the basis of endorsement of another state license. A total of 39 physical therapists were licensed during the past year.

Notices of renewal were mailed to 246 registrants; 234 renewals were completed and 12 licenses lapsed for failure to renew. Renewal was not required of 23 registrants licensed since November 1, 1977. On June 30, 1978, there was a total of 257 physical therapists licensed in the State of Maine: 217 Maine residents and 40 out-of-state residents.

Aides. Training programs for Physical Therapy Aides, approved by the Maine Chapter APTA and the Commissioner of the Department of Human Services are conducted as necessary at two Vocational Technical Institutes, NMVTI in Presque Isle and KVVTI in Waterville. This year, a new program at Eastern Maine Medical Center, Bangor was approved and conducted in the Fall of 1977. The curriculum of a physical therapy aide course at the U.S. Army Medical Field Service School, Fort Sam Houston, Texas also was approved by the Chapter; the Board has submitted a recommendation for approval of this course to the Commissioner of Human Services.

Other Activities. In addition to routine activities the Board discussed the termination of the collaborative arrangement between the American Physical Therapy Association and the American Medical Association for accreditation of physical therapy education programs, and agreed to submit to the next legislature a proposal to amend the Physical Therapy Act to reflect this change.

The Board investigated two complaints concerning the illegal practice of physical therapy by two unlicensed persons, but found no cause for action; drafted proposed rules and regulations for physical therapists as required by the Administrative Procedure Act and expects to promulgate these before fall; determined policy with regard to the propriety of inspection by State officials of a physical therapist's medical records; and discussed the definition of "supervision" as it relates to physical therapy aides and reimbursable services.

LICENSES, PERMITS, ETC.:

- License to Practice Physical Therapy
- Certificate of Annual Registration
- Certificate of Physical Therapy Aide

PUBLICATIONS:

- Roster of Physical Therapists Licensed in the State of Maine
- Roster of Physical Therapy Aides registered in Maine

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

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	4,310		4,310			
Licenses/ Permits/ Fees/ Tax	1,615		1,615			
Fees Charged For Services	2,420		2,420			
TOTAL RESOURCES	8,345		8,345			
EXPENDITURES						
Salaries and Wages	528		528			
Prof Service, Not By State	1,020		1,020			
Other Prof Serv, By State	328		328			
Travel Expenses, In-State	446		446			
Utilities	167		167			
General Operating Expense	574		574			
Other Supplies	64		64			
Equipment Purchases	—105		—105			
Trans. to Gen.-Fund Sta-Cap	359		359			
TOTAL EXPENDITURES	3,381		3,381			

PLUMBERS' EXAMINING BOARD

DONALD C. HOXIE, EXECUTIVE OFFICER

PHYLLISMAE VIOLETTE, Secretary

Central Office:

Location: 157 Capitol St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3826

Sunset Termination Scheduled to Start by: June 30, 1982

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: 2

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 three times a year.

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 78, two examinations were held for Journeyman and Master Plumbers. A total of 397 persons were examined, 97 were passed. Three complaints were registered for investigation relating to licensing. During the year there were 238 trainee registrations and 143 apprentice registrations making a total of 381 registrations. Furthermore, 116 Corporation licenses, 1,077 Master licenses and 942 Journeyman licenses were issued.

LICENSES, PERMITS, ETC.:

License:

Corporation

ECONOMIC DEVELOPMENT

Journeyman
 Master
 Certification:
 Soil Investigators
 Local Plumbing Inspector
 Registration:
 Trainee Plumber
 Apprentice

PUBLICATIONS:

List of licensed Master and Journeyman plumbers (free)
 Rules and Regulations (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	25,983		25,983			
Bal Brt Fwd— Encumbered	375		375			
Licenses/ Permits/ Fees/ Tax	47,667		47,667			
Fees Charged For Services	5,535		5,535			
Adjustment of Balance Fwd	—794		—794			
TOTAL RESOURCES	78,766		78,766			
EXPENDITURES						
Salaries and Wages	20,747		20,747			
State Share of Retirement	2,317		2,317			
Travel Expenses, In-State	266		266			
Utilities	146		146			
Rents	137		137			
Insurance	796		796			
General Operating Expense	5,327		5,327			
Other Supplies	2,143		2,143			
Trans to Gen-Fund Sta-Cap	777		777			
TOTAL EXPENDITURES	32,656		32,656			

EXAMINERS OF PODIATRISTS

ALAN M. ELKINS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office:

Telephone: 873-4964/4965

Location: 100 College Avenue, Waterville

Mail Address: 100 College Avenue, Waterville, Maine 04901

Established: 1933

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

Permanent Legislative Count: 0

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

ECONOMIC DEVELOPMENT

receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

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, two podiatrists and a representative of the public 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: As required by statute, the Examiners held three meetings during Fiscal 1978. Four applicants for licensure were interviewed and orally examined; all four were granted licensure. One podiatrist's license was reinstated. There are 48 podiatrists licensed by this Board: 28 are Maine residents, 20 reside out-of-state. Legislation proposed by the Board was enacted providing for an increase in applicant fees, for endorsement of the National Board examination, and for biennial rather than annual renewal of licensure.

Several complaints regarding one practitioner were received; the Board conducted a formal investigation into this matter, found probable cause for hearing and awaits hearing by the Administrative Court. Rules and regulations governing Podiatrists have been drafted and are ready for promulgation.

There have been ongoing discussions regarding continuing education for Maine podiatrists. The Board currently is studying the American Podiatric Association's criteria, guidelines and procedures for the approval of formal educational programs in Podiatric Medicine.

In addition to routine business, the Board discussed and rendered an opinion on the propriety of podiatrists prescribing systemic drugs; discussed the feasibility of a residency requirement for obtaining licensure in this state; and discussed and issued a policy statement on the propriety of a non-podiatrist rendering podiatric services at a nursing home.

LICENSES, PERMITS, ETC.:

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS: Roster of licensed Podiatrists (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,049		4,049			
Licenses/ Permits/Fees/Tax	252		252			
Fees Charged For Services	655		655			
TOTAL RESOURCES	4,956		4,956			
EXPENDITURES						
Salaries and Wages	200		200			
Prof Service, Not By State	141		141			
Travel Expenses, In-State	55		55			
General Operating Expense	114		114			
Trans to Gen-Fund Sta-Cap	16		16			
TOTAL EXPENDITURES	526		526			

ECONOMIC DEVELOPMENT

PUBLIC UTILITIES COMMISSION

RALPH H. GELDER, CHAIRMAN

HOWARD M. CUNNINGHAM, Secretary

Central Office:

Location: 242 State St., (Old M.V. Bldg.), Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2445

Floor: 2

Established: 1913

Sunset Termination Scheduled to Start by: June 30, 1984

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: 68

Permanent Legislative Count: 29

Organizational Units:

Finance Division

Water and Gas Division

Transportation Division

Secretary's Office

Electric Division

Telecommunications Division

Legal 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.

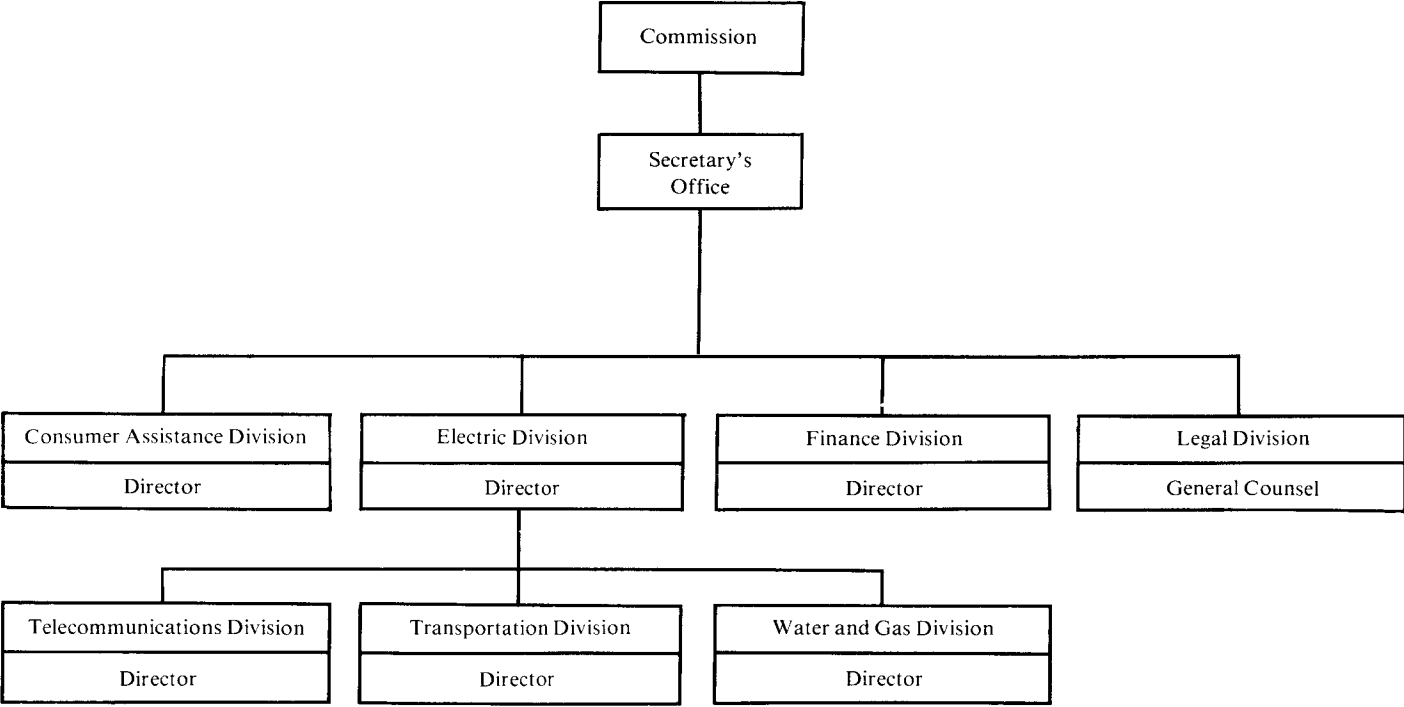
The Commission is divided into seven operating divisions with respective powers and duties as follows:

Consumer Assistance Division. This Division was created in early 1977, to analyze customer inquiries/complaints from Maine consumers of utilities relating to billing disputes, inadequate service, rate discrepancies, etc. The Division also prepares technical reports to the Commission pertaining to consumer assistance matters; interprets applicable utility tariff requirements as well as Commission rules and regulations on termination of utility services in Maine, and renders independent judgments for resolving utility/consumer complaints. The Division may also be called upon to present testimony in utility/consumer complaints which reach the formal hearing stage before the Commission.

Electric Division. This Division regulates 17 electric utilities in Maine, involving over one half million meters; prepares engineering cross-examination in pending cases involving electric 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 of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested electric hearings; reviews plans of major electric construction projects; inspects utility plants on a sample basis to assure safe maintenance and operating procedures; reviews and revised rules and standards of service for electric utilities.

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.

STATE OF MAINE
PUBLIC UTILITIES COMMISSION



ECONOMIC DEVELOPMENT

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, 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.

Telecommunications Division. This Division regulates 24 telephone utilities in Maine; prepares engineering cross-examination in pending cases involving telephone rate increases, service complaints, line extensions, etc.; 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 telephone hearings; reviews plans of major telephone construction projects; inspects utility plants on a sample basis to assure adequate maintenance and operating procedures; reviews and revises rules and standards of service for telephone utilities.

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; and reviews and recommends statutory changes and changes in the rules and regulations affecting the regulated transportation industry.

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; 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.

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 1977-78, the Commission continued to face a heavy volume of utility rate increase requests amounting to over \$60 million dollars. The Commission had difficulty keeping up with rate increase requests and at the same time handling numerous daily complaints and inquiries regarding utility rates, billing practices and service, as well as other formal cases requiring public hearing and Commission decision.

ECONOMIC DEVELOPMENT

In early 1977, the Commission officially created within its offices a Consumer Assistance Division to analyze and process customer inquiries/complaints from Maine consumers of utilities relating to billing disputes, inadequate service, rate discrepancies, etc. Rules and regulations promulgated by the Commission are utilized by this Division on termination of utility service cases.

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.

During fiscal year 1977-78, the Commission entered into an agreement with the Department of Human Services for a 3 year program to utilize federal water supply grant funds for on-site inspection and technical assistance to small water utilities in the State of Maine in the field of water supply. In this program, priority is given to those utilities failing to comply with State of Maine Drinking Water Regulations.

Legislation enacted by the 108th Legislature had a significant effect upon Commission operations in the following areas:

legislation requires the Commission to promulgate rules and regulations governing the fuel adjustment clause of electric utilities. Hearings on promulgation of these rules and regulations will be held during the next fiscal year with the necessary rules required to be in effect by November, 1978.

legislation grants the Commission access to records and accounts of an affiliated interest which relates, directly or indirectly, to its transactions with a public utility. The Commission may, under this legislation, disallow all or a portion of payments under such transactions in determining the reasonableness of utility rates. Affiliated interest in this context means any person who owns or controls 10% or more of the voting securities of a public utility.

clarifies regulation of public utilities owning interests in electric generating plants and related facilities within or without the State of Maine.

operating expenses of public utilities shall not include contributions or gifts to political candidates, political parties, political or legislative committees or to any committee or organization working to influence referendum petitions or elections. Such expenses if incurred by a public utility must be excluded from operating expenses and from the rate base of the public utility involved.

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 Certificates
- Intrastate Contract Carrier Permits
- Intrastate Authority
- Motor Carrier of Passengers for Hire
- Electric Utilities—Application for Certificate of Convenience and Necessity
- Interstate Operating Authority for Motor Carriers

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	739,082		4,090	705,291	29,701	
Bal Brt Fwd— Encumbered	16,330	15,283		1,047		
Licenses/Permits/Fees/Tax	685,088			685,088		
Fines/Forfeits/Penalties	71,326			71,326		
Fees Charged For Services	1,018			1,018		
Legislative Approp/Alloc	603,337	603,337				
Adjustment of Balance Fwd	538		—4,090	4,628		
Transfers—Non-Federal \$	10,000		10,000			
Transfers—Federal \$	10,000		10,000			
TOTAL RESOURCES	2,136,719	618,620	20,000	1,468,398	29,701	
EXPENDITURES						
Salaries and Wages	732,147	307,422	5,220	401,684	17,821	
State Share of Retirement	85,041	35,022	618	47,291	2,110	
Prof Service, Not By State	51,469	49,091			2,378	
Travel Expenses, In-State	34,347	3,046	292	30,959	50	
Travel Expense, Out-State	13,041	5,745		7,260	36	
Operation—State Vehicles	1,070			1,070		
Utilities	21,987	15,852		6,130	5	
Rents	13,291	13,056		235		
Repairs	1,786	684		1,102		
Insurance	18,375	7,404	152	10,690	129	
General Operating Expense	44,029	22,058	333	21,572	66	
Other Supplies	11,547	5,786	98	5,619	44	
Grants To Federal Govt.	101,875	91,875	10,000			
Buildings & Improvements	277			277		
Equipment Purchases	20,228	6,512		13,716		
Trans. to Gen.-Fund Sta-Cap	32,119		243	31,207	669	
TOTAL EXPENDITURES	1,182,629	563,553	16,956	578,812	23,308	

BOARD OF CERTIFICATION (Water Treatment Plant Operators)

EARLE TARR, CHAIRMAN
GERALD BATES, Secretary

Central Office:

Location: 157 Capitol St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3826

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1984

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, applica-

ECONOMIC DEVELOPMENT

tions for license, requests for examinations, notifications of status, examination and fees, and hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 5 persons as follows: two operators who are certified as to competency under the law, with one of these holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; and one person who is an educator whose field of interest is related to water supply.

Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. Vacancies are filled by appointment of the Governor for unexpired terms.

A chairman is annually elected from the membership of the Board. The Department of Human Services representative of the board serves as secretary of the board and is responsible for maintaining records and providing administrative support.

PROGRAM: The function of the Board is to determine the ability of water utility employees for the purpose of licensing. Each public water utility in the state by statute must have a licensed operator. Two examinations are held each year. About one half of those examined receive a classification level. Four hundred and thirty-six (436) operators are presently certified.

LICENSES, PERMITS, ETC.:

Certificate:

Water Certification

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	2,300	2,300				
TOTAL RESOURCES	2,300	2,300				
EXPENDITURES						
Prof Service, Not By State	41	41				
Travel Expenses, In-State	815	815				
General Operating Expense	884	884				
Other Supplies	470	470				
TOTAL EXPENDITURES	2,210	2,210				

ECONOMIC DEVELOPMENT

**UNIVERSITY OF MAINE BLUEBERRY
ADVISORY COMMITTEE**

ROBERT FOSTER, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office:

Location: 106 Winslow Hall, UMO, Orono

Mail Address: 106 Winslow Hall, UMO, Orono, Maine 04469

Telephone: 581-7422

Established: 1945

Sunset Review: Not Established

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: 0

PURPOSE: The University of Maine Blueberry 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 2 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 University of Maine Blueberry Advisory Committee has appointed as its administrative secretary an officer of the University who also serves as secretary to the Maine Blueberry Commission. This arrangement provides coordination between the two operations of the Blueberry Tax program.

The University of Maine Blueberry Advisory Committee consists of 7 members, and 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: Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station unit of the University of Maine.

As a result of previous research and an effective Extension program, growers are very rapidly adopting new technology for the control of grass and weeds in blueberry fields. A new weed roller has been developed for the application of herbicides. All indications point to significantly increased yields per acre. While there has been a decreased emphasis on blueberry breeding, the Experiment Station has developed a cooperative arrangement with Canadian researchers to evaluate new plant material and cultural practices being developed in Canada.

Other research continues on better methods to control insects, diseases, and cultural practices to further improve plant stand and yields from blueberry fields.

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

S 600, Controlling Lambkill in Low-Bush Blueberries

S 699, The Integrated Management of Low-Bush Blueberry Fields

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$25,000 in FY 78 and are, by administrative decision, included with those of the Maine Blueberry Commission.

COUNCIL OF ADVISORS ON CONSUMER CREDIT

ROBIE M. LISCOMB, CHAIRMAN

Central Office:

Location: Stevens School Central Bldg., Hallowell

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3731

Established: 1973

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Unit Citation:* 9A M.R.S.A., Sect. 6.301

Average Count—All Positions: 0

Permanent Legislative Count: 0

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. Four meetings were held in 1978; two for the purpose of organization, and two 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. Effective promotion of consumer education was a primary area of discussion for the Council.

PUBLICATIONS:

Down Easter's Pocket Credit Guide

Lemon Guide

For Sale By Owner

All three publications free to Maine residents, \$1.00 to out-of-state residents.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Protection.

ECONOMIC DEVELOPMENT

**MAINE SMALL BUSINESS LOAN
AUTHORITY BOARD**

HANSON RAY, CHAIRPERSON
ROBERT G. O'MALLEY, Director Business Loans

Central Office:

Location: 193 State St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2094

Established: October 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 94; *Unit:* 167; *Unit Citation:* 5 M.R.S.A. Sect. 8004

Average Count—All Positions: 0

Permanent Legislative Count: 2

PURPOSE: The Maine Small Business Loan Authority Board was established to administer the Maine Small Business Loan Act. This Act was designed to insure small business loans made to Maine residents thus fostering small business development and increased economic and employment opportunities in Maine. The Board is authorized to insure the payment of up to 80% of eligible projects which include: any lands, buildings, real estate improvements or machinery and equipment, merchandise and stock with auxiliary real and personal property that are used by an industrial, manufacturing, fishing or agricultural enterprise, sales and service, or both for the manufacturing, processing assembling or preparing for market of raw materials or other products, or for the purposes of research and development for such enterprises.

The ultimate purpose of the Board is to enable Maine residents to start small businesses by insuring their loans. This purpose shall be primarily implemented through the Loan Insurance Fund.

ORGANIZATION: The Maine Small Business Loan Authority Board is established as a body corporate and politic consisting of 9 members including the Director of the State Development Office and 8 members at large appointed by the Governor for a period of 4 years. The Board elects a chairman, vice-chairman, and treasurer, from its membership, and employs a manager who shall be the secretary. The treasurer and the secretary must be bonded as the Board directs. The manager is appointed by the Governor with the consent of a majority of the Board and tenure is at the pleasure of the Governor.

PROGRAM: On March 28, 1978 the Governor appointed six persons to the Maine Small Business Loan Authority Board. This action was followed by the appointment of the final two members on May 1. The Board held its first organizational meeting in July after the close of FY 78 and expects to have a full report of its activities next year.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

MAINE 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	377					377
Legislative Approp/Alloc	100,000	100,000				
TOTAL RESOURCES	100,377	100,000				377
EXPENDITURES						
Salaries and Wages	300					300
Travel Expenses, In-State	77					77
General Operating Expense	41					41
Trans. to Enterprise Fund	100,000	100,000				
TOTAL EXPENDITURES	100,418	100,000				418

MAINE BLUEBERRY COMMISSION

CHARLES STEWART, III, CHAIRMAN

EDWARD H. PIPER, Secretary

Central Office:

Telephone: 581-7422

Location: 106 Winslow Hall, UMO, Orono

Mail Address: 106 Winslow Hall, UMO, Orono, Maine 04469

Established: 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 94; Unit: 294; Unit Citation: 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Maine Blueberry Commission 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 responsibility of the Commission is to promote programs of research, extension and promotion of Maine wild blueberries. Funds to support this activity are derived from a 1 mill-per-pound (processors' tax) on all blueberries grown, purchased, sold, handled or processed in the State.

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by Blueberry Industry Advisory Board. The 108th legislature of 1977 renamed this organization as the Maine Blueberry Commission. The Commission is comprised of 5 members appointed by the Commissioner of Agriculture. The Commission elects a chairman from among its members and is authorized to appoint administrative personnel.

Funds generated by the "processors' tax" may be used for any research, educational development, or promotional activities authorized by the Commission for the benefit of the blueberry industry.

In practice, the Commission has appointed as its administrative secretary an officer of the University of Maine who also serves as secretary to the University of Maine Blueberry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

PROGRAM: The Maine Blueberry Commission authorized funding for the following activities in the fiscal year ending June 30, 1978:

University of Maine, in support of research and Extension activities	\$ 5,000
North American Blueberry Council promotion	5,000
Administrative costs and others	600
Total	\$10,600

ECONOMIC DEVELOPMENT

Because of limited carryover of tax funds and relatively small collections on the short crop of 1977, it was necessary to reduce financial commitments from previous years. Results of the research and extension activities are reported under the program of the Blueberry Advisory Committee.

PUBLICATIONS: See report of University of Maine Blueberry Advisory Committee.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	34,108		34,108			
Licenses/Permits/Fees/Tax	50,377		50,377			
TOTAL RESOURCES	84,485		84,485			
EXPENDITURES						
Prof Service, Not By State	5,000		5,000			
General Operating Expense	267		267			
Grants to Pub. & Priv. Orgs.	25,210		25,210			
Transfer to General Fund	300		300			
Trans. to Gen.-Fund Sta-Cap	82		82			
TOTAL EXPENDITURES	30,859		30,859			

MAINE GUARANTEE AUTHORITY

THOMAS E. NEEDHAM, CHAIRMAN
PHILIP G. CLIFFORD, 2nd, Manager

Central Office:

Location: 122 State St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3095

Floor: 1

Established: 1973

Sunset Review Required by: June 30, 1988

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: 0

PURPOSE: The Maine Guarantee Authority was established to encourage the making of 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 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.

ECONOMIC DEVELOPMENT

The Authority consists of ten members. These members are: The Director of the State Development Office, the State Treasurer 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 member at-large 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: No new guarantees were issued on behalf of the Authority for the fiscal year ended June 30, 1978. The Authority directed its efforts toward reviewing and evaluating those loans in its portfolio which were in default to determine what action, if any, could be taken to cure these defaults.

The most noteworthy event of the year was the sale of the Kennebec River Pulp & Paper Company, Inc. mill in Madison to Madison Paper Corporation, a wholly-owned subsidiary of a Finnish papermaking company, Myllykoski Oy. This mill, which had been closed since March of 1977, will employ about 250 people. In addition, three projects: Wilfred Goodman Wiping Cloth Co., Inc., Auburn; Chemetron Corporation, Saco; and The Colonial Village, Inc., Ogunquit, retired loans which had been guaranteed by the Authority. Also, the Brewer Community Industrial Building was sold and the Authority was successful in revitalizing a project in Calais when Rice Manufacturing Co., Inc. agreed to purchase the property formerly operated by Northeast Industry, Inc.

Unfortunately, five projects in which the Authority is involved (American Kitchen Foods, Inc., Caribou; Triple A Sugar Corporation, Easton; McAuley Textile Corporation, Ellsworth; Cyr Bros. Meat Packing, Inc., Caribou; and Bonnar-Vawter, Incorporated, Rockland) continue to operate under the protection of Chapter XI Bankruptcy Proceedings, while one business, New England Steel Co., Inc., South Windham, closed its doors.

Four new municipal revenue obligation security issues were approved. These were a \$1,400,000 issue by the Town of Hartland with Irving Tanning Company as tenant; a \$1,600,000 issue by the City of Brewer with Pyr-A-Larm, Inc. as tenant; a \$2,500,000 issue by the Town of Jay with James River-Otis, Inc. as tenant; and a \$500,000 issue by the City of Bangor with V.P. Winter Distributing Co., Inc. as tenant.

Industrial Guarantees

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1978 Balance
A.C. Lawrence Leather Co., Inc.	South Paris	\$ 675,000	3/ 5/76	90%	\$ 625,283.59
American Kitchen Foods, Inc.	Caribou	3,300,000	4/15/69	100%	1,264,209.01
Andrews Enterprises, Inc.	Kennebunk	405,000	9/16/74	90%	361,626.54
Bonnar-Vawter, Incorporated	Rockland	450,000	4/18/76	90%	395,698.72
Boulette Lumber Company, Inc.	Greenville	1,024,500	3/31/77	75%	959,985.02
Bridgton Knitting Mills, Inc.	Bridgton	370,860	10/16/63	100%	11,630.77
Casco Printing Co.	Portland	107,000	1/ 1/62	100%	22,612.65
Congress Sportswear Company, Inc.	Bath	303,040	1/29/65	100%	137,584.15
Cooper-Weymouth Maine, Inc.	Clinton	227,425	8/20/68	100%	52,801.34
Cyr Bros. Meat Packing, Inc.	Caribou	1,350,000	12/22/75	90%	1,323,253.29
Dexter Shoe Company	Newport	118,000	12/22/64	100%	15,727.89
Edwards Mfg. Co., Inc.	Augusta	1,800,000	2/ 9/73	94.74%	817,314.25
First Hartford Realty Corporation	Waterville	4,150,000	12/15/72	100%	3,338,702.95
First Hartford Realty Corporation	Waterville	450,000	10/25/74	90%	413,497.39
G.H. Bass & Co.	Wilton	2,215,400	7/31/75	95%	1,784,646.25
General Electric Company	Auburn	460,000	1/ 2/63	100%	268,840.45
Gladding Corporation	South Paris	764,200	3/29/72	100%	559,052.75
Guilford Industries, Inc.	Guilford	1,000,000	12/21/71	100%	71,015.22
Hallowell Shoe Company	Augusta	680,000	6/30/66	100%	346,285.12
Hancock-Ellsworth Tanners, Inc.	Hancock	682,422	10/ 4/61	100%	178,596.88
Hoerner Waldorf Corporation	Waterville	204,000	8/ 4/64	100%	84,739.32
Joseph M. Herman Shoe Company, Inc.	Scarborough	557,300	10/ 1/60	100%	135,676.67
L.S. Thorsen Corporation	Hancock	90,000	12/29/59	100%	8,375.70
Lewiston Shoe Machinery Co., Inc.	Lisbon	226,800	12/30/76	80%	212,845.84
Lynn-Flex Industries, Inc.	Saco	588,000	10/ 1/62	100%	183,574.00
McAuley Textile Corporation	Ellsworth	864,000	3/10/76	90%	825,342.26
McCain Foods, Inc.	Easton	2,368,800	8/ 1/61	100%	567,111.61
McCain Foods, Inc.	Washburn	1,534,500	3/31/77	75%	1,496,755.98
Nor'east Wood Products, Inc.	Wiscasset	396,000	11/20/75	90%	374,728.79
Saco Tanning Corporation	Saco	2,220,818	7/31/75	95%	1,866,107.77
Viner Brothers, Inc.	Bangor	832,500	7/11/75	90%	754,348.95
Volk Packaging Corporation	Biddeford	288,000	8/ 1/68	100%	143,143.78
W.H. Nichols Company	Portland	1,350,000	1/ 2/76	90%	1,316,772.92
Wendall W. Shaw	Fort Fairfield	79,150	10/10/67	100%	28,192.62
Sub-Total: Guarantees Outstanding					\$20,946,080.44
Bonds Outstanding					9,016,750.00
Available for New Projects					10,037,169.56
GRAND TOTAL					\$40,000,000.00

RECREATIONAL GUARANTEES

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1978 Balance
Friendship Motor Inn	Old Orchard Beach	500,000	5/15/70	100%	389,309.94
Hyde School Tennis Court	Bath	270,000	11/ 1/69	100%	196,591.71
Indoor Tennis	Bangor	157,500	10/ 1/69	100%	134,145.18
Katahdin Shadows KOA	Millinocket	145,000	12/31/73	100%	103,916.78
Kimball Terrace Motor Inn	Northeast Harbor	473,000	9/29/71	100%	342,471.85
Landmark Motor Inn	Pittsfield	155,000	10/ 1/70	100%	124,485.32
Nautilus Motel & Restaurant	Kennebunk	182,899	8/15/67	100%	109,733.42
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%	63,314.32
Port Harbor Marine, Inc.	South Portland	60,200	11/28/67	100%	38,297.62
Sebago Marine, Inc.	East Sebago	67,000	9/17/68	100%	45,111.68
Sugarloaf Mountain Corporation	Kingfield	2,533,102	12/11/75	100%	2,406,035.03
The Cliff House and Motels, Inc.	York	597,330	1/13/77	90%	577,228.52
The Five Seasons, Incorporated	Mt. Vernon	225,000	4/13/73	100%	217,000.00
The Golden Anchor, Inc.	Bar Harbor	645,000	10/18/68	90%	440,000.00
The Waverly Motel	Old Orchard Beach	225,000	2/ 5/69	100%	135,000.00
Sub-Total: Guarantees Outstanding					\$ 5,518,391.37
Bonds Outstanding					4,212,875.00
Available for New Projects					7,268,733.63
GRAND TOTAL					\$17,000,000.00

MUNICIPAL SECURITIES APPROVALS
July 1, 1977 to June 30, 1978

Municipality	Tenant	Amount Approved	Date of Approval	Amount Issued	Bond Purchaser	Interest Rate
Hartland	Irving Tanning Company	\$1,400,000	12/77	\$1,400,000	Maine National Bank	8%
Brewer	Pyr-A-Larm, Inc.	\$1,600,000	2/78	\$1,600,000	Merchants National Bank	6%
Jay	James River-Otis, Inc.	\$2,500,000	4/78	\$2,500,000	Deposit Guaranty National Bank	6.25%
Bangor	V.P. Winter Distributing Co., Inc.	\$500,000	6/78	\$500,000	Merrill Bank	6%

ECONOMIC DEVELOPMENT

FINANCIAL SUMMARY July 1, 1977 to June 30, 1978

Industrial Building Mortgage Insurance Fund

Balance Available 7/1/77	\$ 222,569.78	
Income	7,513,116.70	
	\$7,735,686.48	
Expenditures	7,393,408.66	\$ 342,277.82

Recreational Project Mortgage Insurance Fund

Balance Available 7/1/77	\$ 114,085.56	
Income	632,074.72	
	\$ 746,160.28	
Expenditures	279,089.15	467,071.13

Municipal Securities Approval Act

Balance Available 7/1/77	\$ -0-	
Income	1,500.00	
Expenditures	-0-	1,500.00

Community Industrial Building Fund

Balance Available 7/1/77	\$ 102,526.77	
Income	178,754.48	
	\$ 281,281.25	
Expenditures	4,202.99	277,078.26

Total Cash Balance Available June 30, 1978	\$1,087,927.21
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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

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	145,198					145,198
Fees Charged For Services	587,634					587,634
Sale of Securities	5,705,000					5,705,000
Transfers—Non-Federal \$	—193					—193
TOTAL RESOURCES	6,437,639					6,437,639
EXPENDITURES						
Salaries and Wages	54,639					54,639
State Share of Retirement	5,078					5,078
Prof Service, Not By State	42,525					42,525
Travel Expenses, In-State	7,112					7,112
Travel Expense, Out-State	190					190
Operation—State Vehicles	2					2
Utilities	3,018					3,018
Rents	8,459					8,459
Repairs	244					244
Insurance	1,151					1,151
General Operating Expense	2,342,189					2,342,189
Other Supplies	398					398
Trans. to Enterprise Fund	5,705,000					5,705,000
Trans. to Gen.-Fund Sta-Cap	3,606					3,606
TOTAL EXPENDITURES	8,173,611					8,173,611

MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE SECRETARY

Central Office:

Telephone: 989-2180

Location: 470 North Main Street, Brewer

Mail Address: P.O. Box 337, Brewer, Maine 04412

Established: 1951

Sunset Termination Scheduled to Start by: June 30, 1984

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: 0

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

ECONOMIC DEVELOPMENT

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 78 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.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Regional Fisheries Management Council meetings and the Herring Oversight Committee meetings. The purpose of these meetings has been to help formulate the Fisheries Management Plan for Herring, which forms the raw material for the Sardine Industry. Also, during the year, considerable time has been spent in representing the Industry at the U.S.—Canadian Boundary/Fisheries Negotiations. These negotiations have been going on at irregular intervals throughout the year.

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 its products during 1977 and thus their inventory was practically depleted before the start of the 1978 season in May of 1978. 1977 saw a continued increase in the catch along the Maine Coast and the Industry is hopeful of a further increase in 1978 and thus not be so dependent on Canadian caught fish. The Sardine Pack for 1977 was slightly below the level of the prior 2 years. With the enactment of the Fisheries Management Plan for Herring, the Industry is hopeful that the fish stocks can be rebuilt over the next few years, so that the industry can return to its higher production and employment levels.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ECONOMIC DEVELOPMENT

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brl Fwd—Unencumbered	265,588		265,588			
Bal Brl Fwd— Encumbered	19,293		19,293			
Licenses/ Permits/ Fees/ Tax	246,417		246,417			
Revenue—Private Sources	500		500			
Fees Charged For Services	102		102			
Transfers—Non-Federal \$	—14,000		—14,000			
Transfers—Federal \$	—7,000		—7,000			
TOTAL RESOURCES	510,900		510,900			
EXPENDITURES						
Salaries and Wages	76,787		76,787			
State Share of Retirement	7,647		7,647			
Prof Service, Not By State	48,951		48,951			
Other Prof. Serv., By State	38,519		38,519			
Travel Expenses, In-State	1,710		1,710			
Travel Expense, Out-State	11,050		11,050			
Operation—State Vehicles	615		615			
Utilities	5,095		5,095			
Rents	4,336		4,336			
Repairs	2,556		2,556			
Insurance	2,264		2,264			
General Operating Expense	21,837		21,837			
Fuel	702		702			
Other Supplies	15,589		15,589			
Grants to Pub. & Priv. Orgs.	4,300		4,300			
Unemployment Comp Benefit	614		614			
Equipment Purchases	1,879		1,879			
Transfer to General Fund	1,950		1,950			
Trans. to Gen.-Fund Sta-Cap	3,353		3,353			
TOTAL EXPENDITURES	249,754		249,754			

THE MAINE CAPITAL CORPORATION

PHILIP W. HUSSEY, JR., CHAIRPERSON
STEVEN L. WEEMS, Acting Director

Central Office:

Telephone: 622-6345

Location: 1 Memorial Circle, Augusta

Mail Address: 1 Memorial Circle, Augusta, Maine 04330

Established: 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 01; Umbrella: 99; Unit: 374; Unit Citation: 10 M.R.S.A. Sect. 951

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The formation of the Maine Capital Corporation was authorized under Title 13-A to acquire a limited amount of capital (maximum capitalization of \$1,000,000 common stock) for the purpose of making investments in new Maine business firms or in existing Maine business firms needing capital for purposes of expansion in Maine.

ORGANIZATION: The Maine Capital Corporation is authorized to be formed as a private investment corporation. As an incentive to mobilize the required capital, a limited income tax credit will be offered to those Maine income taxpayers (individual and corporate) who invest in the Corporation. This credit will be for up to ten percent (10%) of an investor's investment in the Corporation each year for five years, or a maximum of fifty percent (50%) of the investment, provided the credit never exceeds fifty percent (50%) of the individual's or Corporation's Maine income tax liability.

ECONOMIC DEVELOPMENT

The Maine Capital Corporation shall have all the general powers of business corporations enumerated in Title 13-A, Section 202, except for several provisions designed to safeguard the public interest. These include provisions which:

1. Restrict the investments of the Corporation (from paid-in capital and retained earnings) to Maine businesses only.
2. Limit the maximum amount of any one investment to \$200,000.
3. Limit the stock any one investor can hold in the Corporation to \$100,000.
4. Require an audited financial statement to be made public.
5. Prohibit any distribution of earnings for five years (the duration of the tax credit). After five years dividends would be limited to a *maximum* of fifty percent (50%) of retained earnings, with the balance being reinvested in Maine businesses.
6. Prohibit the Corporation from investing in any firm in which a person or corporation owning common stock of the Maine Capital Corporation holds over a 25 percent interest.

The Maine Capital Corporation will be controlled by a nine person board of directors. Seven will be elected by the shareholders (with proportional voting powers) and two will be appointed by the Governor to represent the public interests of the State. The legislation provides for the Governor to appoint a committee of five individuals having a business background and experience to organize the Maine Capital Corporation. The members select their chairman.

PROGRAM: The Maine Capital Corporation was not yet operational at the close of FY 1978.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: Since this unit has just recently been created by the Legislature, it has neither received nor expended funds during FY 78. The Maine Capital Corporation will be self-sustaining.

MAINE DEVELOPMENT FOUNDATION

JOHN E. MENARIO, CHAIRMAN
FREDERICK L. WEBBER, President

Central Office:

Telephone: 622-6345

Location: One Memorial Circle, Augusta

Mail Address: One Memorial Circle, Augusta, Maine 04333

Established: 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Unit Citation:* 10 M.R.S.A. Sect 916

Average Count—All Positions: 1

Permanent Legislative Count: 0

PURPOSE: As specified in its enabling legislation, the Maine Development Foundation has been established to “foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government.”

As an independent corporation, the Foundation has broad powers it can use in pursuit of this goal. As an early step, the organizing committee of the Maine Development Foundation committed the Foundation to (a) bringing new business (large and small) to Maine, (b) helping existing Maine businesses expand, and (c) helping Maine entrepreneurs establish new businesses. The primary objective of creating the Maine Development Foundation was to establish a creative partnership of private and public leaders to help generate economic development in Maine.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

ECONOMIC DEVELOPMENT

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, pay competitive salaries for accomplished professional staff, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors, which will control its operations, are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, which will be essential for success, and establish the public/private partnership at the board level. This should improve the Foundation's access to the private sector's ability to generate new business activity and help organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the incorporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector incorporators and seven from among the private sector incorporators. The president is appointed by the other directors and becomes the fifteenth director.

The funding provisions for the foundation encourage the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become incorporators by contributing to the Foundation. Minimum contributions are \$50/year for public incorporators and \$250/year for private incorporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

The enabling legislation provided for an organizing committee, to be appointed by the Governor, to be responsible for getting the Foundation started as an operating organization. In January, 1978, Governor Longley appointed fourteen Maine business, government, and education leaders to the committee. He chose John Menario, Executive Vice President of the Greater Portland Chamber of Commerce, to serve as the Chairman. Also named to the Organizing Committee were: Hadley Atlass, Director, State Development Office; Russell W. Brace, President, Diversified Communications; John M. Daigle, President, Casco Bank & Trust Company; John F. Grant, Chairman of the Board, Merrill Bank Shares; Philip Hussey, President, Hussey Manufacturing Company; John J. Jaworski, Executive Director, Androscoggin Valley Regional Planning Commission; Roger Johnson, Director, Biddeford Economic Improvement Commission; P. Andrews Nixon, President, Dead River Company; James H. Page, Chairman of the Board of Trustees, University of Maine; Allen Pease, Director, State Planning Office; Peter G. Pierce, Director, Washington County Vocational-Technical Institute; John Salisbury, Executive Director, Maine Municipal Association; and Elwin Thurlow, President, Central Maine Power Company. President of the Senate, Joseph Sewall, Speaker of the House, John L. Martin, and Governor Longley agreed to participate as honorary advisory members.

The Organizing Committee subsequently adopted a preliminary plan of operations organizing the Foundation into three major areas: Development Operations, Development Planning, and Business Assistance.

PROGRAM: After being appointed, the Organizing Committee met regularly to complete the tasks necessary to start the Foundation. In the operations plan, the Organizing Committee specified the intended program emphasis of the Foundation.

Development Operations. The Foundation will make a major commitment to (a) bringing new business (large and small) to Maine and (b) helping to carry out major public/private development projects. The Foundation will seek advice and input from existing development organizations to make sure the Foundation's efforts complement those of others working on economic development in Maine. The Foundation will undertake projects based on requests from state, regional, or local development organizations and at its own initiative. Activities in the Development Operations area will include:

Industrial Recruiting: Active encouragement of out-of-state corporations to relocate or expand in Maine, working with industrial development agencies and target firms.

Industrial Park Development: Development of land and buildings for industrial use, both

ECONOMIC DEVELOPMENT

by cooperative agreement with existing development organizations and by undertaking selective proprietary projects.

Large-Scale Project Management: Helping to implement major development projects requiring both public and private participation.

Specialized Promotion and Marketing: Conducting promotion and marketing activities for specific projects and ventures in which the Foundation has an active interest.

Development Planning. To support its own and other development efforts, the Foundation will perform a carefully-defined amount of development planning. The objectives of this work normally will be (a) to assess the feasibility of individual development projects and encourage those with high potential, or (b) to help orient major public investments and programs to stimulate additional private investment and business activities. This work will include:

Large-Scale Project Planning and Feasibility Analysis: Helping to define and analyze the feasibility of major development projects requiring substantial public and private investments.

Assistance in State Policy and Investment Planning: Monitoring major statewide planning activities, and public capital and program investments, and providing input which will help maximize the economic development impact of these activities.

Business Assistance. The Foundation will make a substantial commitment to encourage the creation, continued successful operation, and expansion of Maine businesses. This work will include:

Business and Management Assistance: Working with other organizations, providing assistance to Maine businesses in such areas as Market Research, New Product Feasibility Analysis and Planning, Financial Planning, Technology Transfer, and other key management functions.

Assistance in Acquiring Business Financings: Working with sources of capital, financial specialists, and assistance programs affecting business expansions and operations.

Investment Screening: Helping to establish the Maine Capital Corporation and in this special case acting as a staff resource to help screen and evaluate investment proposals for decision by the Board of the Maine Capital Corporation.

In order to conserve resources committed to economic development and encourage constructive relationships with other existing development organizations, the Foundation hopes to rely primarily on the work of others in the areas of economics and business data gathering; economic analysis and forecasting; public policy and program planning; financial assistance; general-purpose promotion of the State of Maine and regular economic policy analysis.

During FY 1978, the Organizing Committee also opened an office for the Foundation, initiated an extensive search for a president and chief executive officer, made initial plans for a fund-raising campaign, and completed a variety of legal and administrative tasks necessary to start the Foundation.

PUBLICATIONS: Summary Operations Plan—Free

NOTE: The Maine Development Foundation did not use any of its \$100,000 Legislative appropriation for FY 1977. It operated instead under a grant from the New England Regional Commission according to the following financial statement.

FINANCES, FISCAL YEAR 1978:

	General Fund	Special Federal Funds
Legislative Apprpr/Alloc	\$100,000	
Revenue from Federal Govt.		\$38,247.41
TOTAL RESOURCES	\$100,000	\$38,247.41
EXPENDITURES:		
Salaries and Wages		1,605.96
Utilities		206.62
Rents		1,698.15
General Operating Expense		1,815.97
Office Supplies		248.93
TOTAL EXPENDITURES		\$ 5,575.63

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
RICHARD W. REDMOND, Acting Deputy Commissioner

Central Office:

Location: Education Building, Augusta

Mail Address: Statehouse Complex, Augusta, Maine 04333

Telephone: 289-2321

Established: 1931

Sunset Review Required by: June 30, 1988

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)

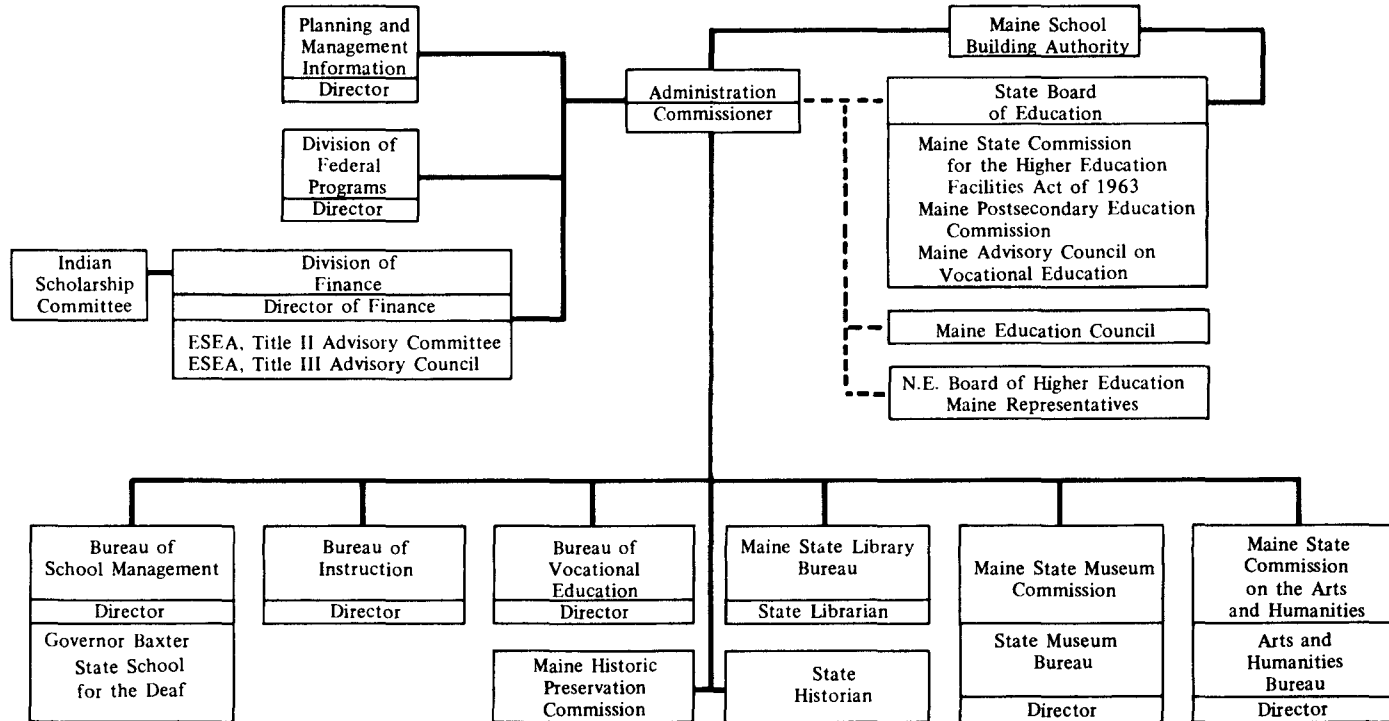
Maine Education Council

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

**ORGANIZATION CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES**



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CONSOLIDATED FINANCIAL CHART FOR FY 78 DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,031,238	474,249	3,238,223		22,881	1,295,885
Bal Brt Fwd— Encumbered	323,101	172,400	128,597		20,439	1,665
Interest/Investment/ Rents	258,637				185,732	72,905
Revenue From Federal Govt	45,841,828		32,035,685		13,806,143	
Revenue—Private Sources	234,344		234,344			
Fees Charged For Services	2,293,968		1,646,615			647,353
Receipts From Other Funds	38,773		38,773			
Sale of Securities	3,700,000					3,700,000
Legislative Approp/ Alloc	181,186,321	181,186,321				
Adjustment of Balance Fwd	89,710	47,787	73,110		—36,893	5,706
Transfers—Non-Federal \$	431,744	394,884	36,860			
Transfers—Federal \$	—315,585		—315,585			
TOTAL RESOURCES	239,114,079	182,275,641	37,116,622		13,998,302	5,723,514
EXPENDITURES						
Salaries and Wages	10,686,370	7,780,745	2,905,625			
State Share of Retirement	1,197,163	887,939	309,224			
Prof Service, Not By State	1,326,140	582,879	711,475			31,786
Computer Service, By State	163,659	55,246	108,413			
Other Prof. Serv., By State	1,512	929	583			
Travel Expenses, In-State	174,294	64,464	109,830			
Travel Expense, Out-State	52,701	13,534	39,167			
Operation—State Vehicles	153,610	131,829	21,781			
Utilities	478,872	409,315	69,557			
Rents	209,219	116,145	93,074			
Repairs	301,017	160,471	136,573			3,973
Insurance	308,914	226,957	81,957			
General Operating Expense	2,291,364	1,448,217	843,102			45
Food	241,963	199,374	42,589			
Fuel	343,544	336,999	6,545			
Other Supplies	1,287,532	725,207	562,213			112
Highway Materials	2,232	1,811	421			
Grants to Local Govts.	184,590,849	158,752,272	25,635,346			203,231
Grants to Pub. & Priv. Orgs.	3,336,047	2,394,040	942,007			
Unemployment Comp. Benefit	21,493	15,612	5,881			
Public Assistance Grants	652,063	105,900	546,163			
Misc. Grants to Individual	66,976	1,764	65,212			
Pensions	39,475	39,352	123			
Buildings & Improvements	781,542	47,997	696,199			37,346
Equipment Purchases	402,361	168,616	176,072			57,673
Structures & Improvements	16,042	3,010	13,032			
Debt Retirement, Interest	612,680					612,680
Transfer to General Fund	629,608		629,608			
Trans. to Intragov. Fund	157,600	157,600				
Trans. to Enterprise Fund	45,000	45,000				
Trans. to Trust Fund	19,343,788	5,347,630			13,996,158	
Trans. to Gen.-Fund Sta-Cap	137,978		137,950			28
TOTAL EXPENDITURES	230,053,608	180,220,854	34,889,722		13,996,158	946,874

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established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and 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.

As of January 1, 1977, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM: The program of the Department for FY 78 has been as follows:

Bureau of Instruction. The Bureau of Instruction provides administrative direction and support for the following divisions: Division of Alcohol and Drug Education; Division of Curriculum; Division of Higher Education Services; Division of Special Education; Division of Teacher Certification and Placement Services; and Division of Teacher Education Field Services.

Division of Alcohol and Drug Education. The Division provides statewide services to the

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public schools of Maine in the areas of alcohol and drug education and prevention.

The Division provides services in the areas of program research and development, policy guide development, local school consultation and technical assistance, and maintains a film library for free film loan service to educators and the public. 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 and skills of the casual approach to alcohol and drug abuse, and the use of the prepared textbooks for classes K-12; (3) the Decisions and Consequences Project designed for training teachers and counselors at the junior and senior high school levels in the relationship between the decision-making process and substance abuse; and (4) the Human Development Program (HDP), which focuses on tools for the strengthening of student self-concept as it relates to the use and abuse of substances. Each program of the Division has the basic goal of helping youth and adults to better understand human behavior and function in healthier, more effective ways within a drug-oriented society.

During fiscal 1977-78, the Division was awarded an Innovative Program Assistance Grant, from Adelphi University National Training Center for Alcohol and Drug Abuse Prevention, for assistance in carrying out the Student-Teacher-Parent Program. In addition, the Division was granted a three-year award by the National Council on Alcoholism in Maine for carrying out portions of a high school based alcoholism early intervention program. The Division also assisted the Maine Criminal Justice Project with the development and publication of a Law Focused Education Curriculum and Program delivery strategy for fiscal 1978-79.

Division of Curriculum. The Division continued its work on the development of a model competency-based education program. Performance goals and objectives have been developed in seven curriculum subjects. Attention has been given to the development of companion test items/performance indicators for the goals and objectives and further refinement of these is planned.

The first five-year cycle of the Self-Evaluation Program was completed this spring. At this point, all public and private elementary schools have completed a study of their programs, services, facilities, and administrative structures, have established priorities, and have developed action plans to help them meet better their efforts to provide improved educational opportunities for their pupils. Department personnel are now working with Local Education Agencies (LEA's) on the five-year Self-Evaluation follow-up phase designed to assist schools in the refinement and implementation of new programs and services.

For secondary schools not going through the State's Self-Evaluation process, accreditation is used as a measure of quality and for futures planning. The process involves a year long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee who then makes recommendations for program improvement based upon the findings of the study.

This past year, the Department conducted nine full committee visitations and seven 5-year reviews.

Right to Read: Governor Longley proclaimed April as Right to Read Month and schools throughout Maine focused on reading activities. Workshops were conducted for Right to Read site directors, principals, and superintendents in 47 sites. Seven Teacher Centers consisting of professional materials were established in four leagues. Five Reading in the Content Area Courses were conducted for over 125 secondary/junior high teachers. One representative from each site was invited to participate in further content workshop skills.

Metric Education: 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.

Computer Based Resource Unit Program (CBRU): Included in the Division's technical

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assistance to local curriculum development is the Computer Based Resource Unit Program (CBRU). CBRU's represent the union of time-tested educational strategies with computer technology. CBRU's serve as a flexible, high speed planning aid to the classroom teacher and makes instructional planning simpler by supplying many suggestions for content, activities, measuring devices and materials, all keyed to behavioral objectives for various academic and skill areas. There are over 50 units including an extensive Health Education curriculum, several areas of Environmental Education and other units in Social Studies, Science, Career Education, Communications, and Physical Education. Users request specific information by using forms supplied by the Department which are placed into the computer with the resulting print-out mailed back to the requester. Over one dozen workshops are conducted annually regarding its use with over 800 requests to date from the locals.

Health Education: The Division recently completed its first year of a four-year Health Education project. This project is conducted in cooperation with the Department of Human Services and the University of Maine at Farmington, and is the most positive program that has occurred in school Health Education in recent years. Grants were awarded to sixteen original LEA's to develop a community-involved, comprehensive K-12 Health Education program. All sites have completed the first year task of curriculum writing and are now ready to implement their work. The evaluation of year one is extremely positive.

In May of 1978, seventeen additional sites were named from over forty schools responding to request for proposals for year two of the project. At the end of year two, 33% of the school age children in Maine will be enrolled in schools funded by this program. At the end of the four cycles, over 64 local educational agencies will be involved and the grant support will phase out when the programs are in place. At that time, an assessment will be made regarding the continuance of the program.

Furthermore, the Division administers and integrates Federal programs such as Right to Read and Follow Through. 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 school approval, 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 Services. The Division provides direct services to public, private, and proprietary institutions of higher education in Maine. The Division is mandated to regulate the ability of a post-secondary institution in Maine to confer degrees and call itself a college. The Division prepares a report for the State Board of Education who, in turn, makes recommendations to the Legislature. Student accreditation procedures are used for the report.

Health Professions Program: The Division administers the Health Professions Program to assist our Maine students to attend a post-graduate school in the health professions field. Maine students have the guarantee of seats at the University of Vermont College of Medicine, the Tufts University School of Medicine, and Dartmouth University for medical students; seats at New England College of Osteopathy for students of Osteopathy; seats at the University of Pennsylvania School of Veterinary Medicine and New York State College of Veterinary Medicine at Cornell University; seats at New England College of Optometry for optometrists; and seats at Tufts University School of Dentistry for dentists. Over 200 Maine students are able to take advantage of this program to the benefit of the State of Maine.

Student Incentive Scholarship Program: The Division also administers the State Student Incentive Scholarship Program (SSISP) to which is added the federal State Student Incentive Grant Program (SSIGP). This program makes awards to needy Maine students who are attending a Maine post-secondary institution, either public or private; and in some manner provides opportunities to those who otherwise would have little chance to share equitably in the advantages of post-secondary education.

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The Division administers many Federal Assistance Programs for Maine Post-Secondary Education Institutions which include: Title VI-A Program of 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.

PECOM: 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 Maine citizens, and to seek efficient use of 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 and one-half million dollars for fiscal year 1977-78.

Division of Special Education. This Division is responsible for the implementation and administration 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.

Program Review and Technical Assistance: All site evaluations for the year have been completed. Total number for the year evaluated was 32. A few action plans are still pending. Procedures will be reviewed during the summer with current reports to be analyzed. Twenty-seven sites and 397 participants participated in the Educational Television (ETV) Seminar Series "Teaching Children with Special Needs". Also, three seminar leader training sessions were conducted by the Division of Special Education. The Pupil Evaluation Team manual and the Parents manual have been completed and will be printed and distributed this summer.

Legislation. The 108th Legislature passed legislation appropriating \$88,000 for gifted and talented students, \$150,000 for pre-school handicapped, and \$200,000 for students leaving state institutions to attend public schools. A Bureau of Education for the Handicapped State Implementation Grant for pre-school handicapped was received in the amount of \$67,000. One million dollars of handicapped funds under Part B were distributed to local educational agencies. Regulations were completed during this period, culminating in four public hearings.

Gifted, Talented, and Pre-School Programs: Gifted and Talented guidelines for grant award have been developed. Two large conferences were held in conjunction with Right to Read in Bangor and Portland. Approximately 700 individuals attended. Awards were made to five regional programs for pre-school handicapped. Areas receiving awards were Knox, Lincoln, Washington, and Hancock Counties and the Greater Portland Area. Total of grant awards equaled \$203,000.

Childfind Activities: Childfind activities for 1977-1978 concluded with six pilot sites chosen to initiate and develop local identification processes. Four regional training sessions were held in May. Participants received local Childfind kits and suggestions for implementing on-going child identification procedures at the local level.

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

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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. These services involve the development and implementation of standards for the review and approval of higher education programs which prepare educational professionals. (2) The second area involves the development and administration of standards for the recertification of educational professionals and the review and approval of in-service staff development programs.

Additional services include working with schools and school districts which request assistance in the establishment of locally-based professional development systems as well as information sharing and coordinating activities in the areas of pre-service and in-service teacher education.

During the 1977-78 year, the first two higher education program reviews were conducted under the State Board of Education's newly adopted program, approval standards and procedures. Review and approval of in-service staff development programs encompassed 185 program approvals which provided recertification credits to over 1,750 professional participants. The Division also functioned as the liaison and coordinating office for Teacher Corps funded programs in Maine; served as the state liaison office for the new Federally funded Teacher Center Program; and acted as the Department of Educational and Cultural Services representative to the National Council of States on In-service Education, a Council which is providing assistance to states in the development of state plans for in-service education.

Bureau of School Management. The following administrative units and programs fall within the service of the Bureau of School Management.

Division of School Facilities. During FY 78, 17 construction projects were approved by the State Board of Education for an estimated total expenditure of \$27,629,400. In addition, a total of 121 leases were approved by the Commissioner at a total cost of \$464,524.51. A total of 14 Maine School Building Authority schools were inspected for building safety, and deficiency notices were forwarded to local authorities. Eighty-six local units received approval for energy conservation projects at 224 elementary and secondary school buildings, at an estimated total cost of \$2.1 million.

Division of School Operations. The program for the schooling of children residing in the unorganized territory (SCUT) involves the direct operation of six elementary schools for approximately 400 pupils (K-8) and about 1,000 pupils who are tuitioned and transported to local education agency schools throughout the state. In addition to the schooling of SCUT children, the Division administers programs at the Governor Baxter State School for the Deaf.

A self-evaluation of the unorganized territory schools was completed during the 1977-78 school year by the schools' personnel, with citizen participation. A mental health needs assessment for pupils at the Kingman, Brookton, and Edmunds Township schools was completed in May. Several major building repair projects have been completed or initiated, relating to roofs, doors, and windows. A thorough review of curriculum materials and classroom supplies has resulted in an updating of these items in efforts to keep abreast of current issues. Federal funds from Titles I and IV, E.S.E.A., supplemented and enriched the schools' services through additional staff for educationally deprived pupils and in extra library books. Many new pieces of playground equipment were obtained for the schools, and several successful citizens' meetings were conducted for community participation in the affairs of the schools. A hot lunch program was initiated at the Brookton School in January, thereby bringing the last Unorganized Territory school in compliance with state school lunch requirements.

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 also develops economy, accident prevention and school bus driver training programs.

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During FY 78, \$3,000,000 was approved for the purchase of 185 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. Fifteen 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, Augusta, Machias, Presque Isle 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.

Division of School Nutrition. The Division administers and supervises the federally subsidized food service programs for public schools, public and/or nonprofit day care centers, summer recreational sites and summer residential camps. In October 1977, new federal legislation was passed to provide funds for the State to carry out a program of nutrition information and education as part of the food service programs for children.

Maine received close to \$13,500,000 to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided \$748,731 in matching funds. All meals served children were reimbursed in whole or in part by federal funds. In February 1978, participation in Maine schools averaged 219,289 daily. The breakdown is shown below.

Meals Served Daily

Program	Free	Reduced Price	Regular Price	Total
School Lunch	48,673	17,441	64,346	130,460
Breakfast	6,782	1,135	2,436	10,353
Milk	26,205		52,271	78,476

Although income guidelines for free and reduced price meals have become more liberal each year, the increase in participation tends to be in the categories of reduced price and regular price meals.

Day care centers and family and group homes served breakfast, lunch and/or supplemental meals to over 2,000 children each day. Children and youth in public or nonprofit recreational centers and summer camps were served 527,791 meals.

Meals Served During Summer of 1977

Breakfast	175,763
Lunches	127,459
Supper	133,112
Supplements	91,457

The Division provided assistance to schools, day care centers and summer camps through workshops and training sessions for food service personnel, school administrators and sponsors of day care and summer recreation programs.

Development was completed on courses of study for the pre-service and in-service training of four classifications of school food service personnel, namely, supervisor, manager, specialist and assistant.

Donated Commodities. During FY 78, this agency distributed a variety of food items including dairy products, meats, poultry, vegetables and fruits to school lunch programs, summer camps for young people, needy persons in institutions and to various senior citizens centers. There are approximately 150,000 young people, 2,300 needy persons and 40,000 senior citizens in this state receiving benefits from the United States Department of Agriculture (USDA) food donations in the program administered by this agency. An analysis of the distribution is as follows:

	Pounds	Value
School Lunch Programs	6,809,331	\$2,927,128.63
Summer Camps	169,711	96,851.49
Summer Food Service Programs	10,290	6,424.11
Institutions	197,908	183,862.50
Senior Citizens Centers	178,247	100,639.44
Total	7,365,487	\$3,314,906.17

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LICENSES, PERMITS, ETC.:

Div. of Certification and Placement

Certification:

Teachers
School Nurse
Driver Education
School Librarian
School Principal
School Superintendent
Counselor
Vocational Instructor
Substitute Teachers
Director of Services for Exceptional Children
Special Teacher of Reading
School Psychologist

Authorization:

Auxiliary Personnel

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

Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	4,421,829	465,721	2,653,796		6,427	1,295,885
Bal Brt Fwd— Encumbered	68,137	14,235	52,237			1,665
Interest/ Investment/ Rents	258,637				185,732	72,905
Revenue From Federal Govt	41,354,992		27,548,849		13,806,143	
Revenue—Private Sources	15,660		15,660			
Fees Charged For Services	686,730		39,377			647,353
Receipts From Other Funds	37,693		37,693			
Sale of Securities	3,700,000					3,700,000
Legislative Approp/ Alloc	170,407,087	170,407,087				
Adjustment of Balance Fwd	111,618	57,081	48,831			5,706
Transfers—Non-Federal \$	133,628	98,628	35,000			
Transfers—Federal \$	—539,422		—539,422			
TOTAL RESOURCES	220,656,589	171,042,752	29,892,021		13,998,302	5,723,514
EXPENDITURES						
Salaries and Wages	2,389,645	1,338,408	1,051,237			
State Share of Retirement	280,412	152,924	127,488			
Prof Service, Not By State	476,842	199,773	245,283			31,786
Computer Service, By State	55,225	55,225				
Other Prof.Serv., By State	695	212	483			
Travel Expenses, In-State	93,310	32,350	60,960			
Travel Expense, Out-State	29,387	4,800	24,587			
Operation—State Vehicles	49,321	46,892	2,429			
Utilities	79,242	39,089	40,153			
Rents	11,344	5,940	5,404			
Repairs	131,429	52,229	75,227			3,973
Insurance	72,405	35,499	36,906			
General Operating Expense	1,875,093	1,243,801	631,247			45
Food	—447	17	—464			
Fuel	14,655	15,520	—865			
Other Supplies	103,022	52,053	50,857			112
Highway Materials	421		421			
Grants to Local Govts.	183,526,250	158,424,699	24,898,320			203,231
Grants to Pub. & Priv. Orgs.	2,570,347	2,201,105	369,242			
Public Assistance Grants	83,818	55,987	27,831			
Pensions	6,152	5,981	171			
Buildings & Improvements	704,910	47,997	619,567			37,346
Equipment Purchases	73,552	539	15,340			57,673
Structures & Improvements	3,010	3,010				
Debt Retirement, Interest	612,680					612,680
Transfer to General Fund	32,861		32,861			
Trans. to Intragov. Fund	157,600	157,600				
Trans. to Enterprise Fund	45,000	45,000				
Trans. to Trust Fund	19,343,788	5,347,630			13,996,158	
Trans. to Gen.-Fund Sta-Cap	53,683		53,655			28
TOTAL EXPENDITURES	212,875,652	169,564,280	28,368,340		13,996,158	946,874

EDUCATION AND CULTURE

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office:

Telephone: 289-2301

Location: Cultural Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1988

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: During FY 78 the Museum undertook several significant changes in policies, priorities and leadership. Beginning November 1977 the Museum began an aggressive 18-month exhibit development program, under the management of a new director, designed to complete the major installations planned for the third floor of the State Museum. Simultaneously, the Museum also initiated changes in basic policies which permitted unprecedented progress in the construction of exhibits, improvement of the collections and efficient management of the Museum's resources. The Museum's foremost priority continues to be exhibition development with most substantial progress made to date in achieving the stated objectives.

Exhibitions. Recognizing that the pace of exhibit installation at the Museum has been a subject of public concern, the new Museum administration resolved, with the leadership of the Maine State Museum Commission, to make an unprecedented organizational effort toward progress in this area through an 18-month development program. This program was designed

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to provide the visitor to the Museum with a complete selection of professionally mounted exhibits throughout the building. Further, a decision was made to deemphasize changing temporary exhibitions which had occupied so much staff time in previous years. By focusing the Museum's energies, a great acceleration in exhibit progress has been achieved.

The natural history scenes which include examples of Maine flora and fauna in environmental settings—the seacoast, marsh, winter, brook and fall scenes—have been completed. These exhibits are among the finest exhibitions of their type in North America and are the only exhibits known to use running water within the scenes.

Also completed in FY 78 were the "Measure of Maine" exhibit and the "Logging and Lumbering" section of the "Producing and Exchanging" exhibit. Included in this major installation are a Lombard log hauler, a T.H. Ricker sawmill, a log jam scene and numerous smaller tools. The visual history of the lumbering industry is the first of six sections dealing with Maine's traditional economy.

Groundwork was also laid for the completion of the other five segments of the economic exhibition scheme. Walls and platforms were constructed for the fishing exhibit and design and planning for the agriculture exhibit was also completed. Both fishing and agriculture exhibits will be complete in the fall of 1978. Meanwhile artifacts were being secured for other parts of the exhibit toward a completion date for the entire main floor of the Museum by the fall of 1979.

Although attention to temporary exhibits was reduced in order to concentrate on the major installation, FY 78 was nevertheless a banner year for these installations as well. Eight exhibitions were mounted including "The Penobscot Expedition" an exhibition of objects recovered from the underwater archaeological recovery of the Revolutionary shipwreck *Defence*; "Curator's Choice", a selection of some of our more interesting collections; "Downeast Dressing" featuring turn-of-the-century Maine clothing and "Versatility, Yankee Style" a travelling show on loan from the Farnsworth Art Museum, Rockland. A highlight of the year was the exhibit of "The Maine Tourmaline Necklace" and a collection of Maine tourmaline crystals and jewelry. In addition, the planning was completed for the most substantial changing exhibition ever undertaken at the Maine State Museum—an exhibition of Maine-made pottery scheduled to open in late fall 1978.

Collections. Priority status and basic policy changes have made possible the acquisition of increased numbers of quality artifacts for the Museum's exhibits and collections. The search for artifacts for the Museum exhibition program has accelerated as the pace of the exhibits has itself increased. For the first time in the Museum history the purchase of certain selected artifacts essential to the mounting of the exhibits has been undertaken. The rationale behind this move has been that it has not proven less expensive, or more cost effective, to try to mount exhibitions with the major artifacts missing. In fact, the slow pace of much development work and the difficulty of exhibit development can, in major part, be attributed to a lack of the needed materials. Although the funds invested in artifact procurement have been exceedingly modest, this effort has "primed the pump" for increasingly high quality artifact gifts, and FY 78 has recorded some of the most important donations ever received by the museum—artifacts ranging from an enormous "galamander" needed for the granite exhibit to a small painting of an Augusta scene painted by Charles Codman (1800-1842). Other important acquisitions include the T.H. Ricker sawmill, fishing equipment for the fishing exhibit, agricultural tools for the agricultural exhibits, numerous examples of Maine-made pottery, and the most spectacular accession in the Museum's entire history, a 40' section of the starboard side of the downeaster *St. Mary*, salvaged from the Falkland Islands. The Museum's exhibit development program assimilated aggressive activity in collection procurement. At the same time, the improved strength of the Museum's collection allows for a process of upgrading the overall collections in the years to come and a refinement of the Museum's collections scope.

School Services. More than 22,000 school children participated in one or another of the Museum's ten school services programs during FY 78. This was a new high for school service participation achieved despite serious cutbacks in the educational staff. The Museum's self-image as being a function of the State's educational system assures that education will remain a very high priority.

During the year, members of the Education staff assisted in the development of the Maine Studies Curriculum and played an especially strong role in the development of the American Indian prehistory section and in the usage of local resources for teaching Maine history.

The Museum continued to provide the full range of its educational programs, including

EDUCATION AND CULTURE

ten special teaching programs at the Museum, special field trips to areas remote from Augusta, and advice to local historical groups.

Field Services. During FY 78 the Museum kept its working contact with most of the State's nearly 200 museums and local historical societies. Fulfilling its mandate to provide statewide services, the Museum responded to literally hundreds of requests for advice and help. The State Museum has provided assistance to any organization whose request was within the scope of the Museum's staff and its budget ability.

Utilizing a revolving fund concept initiated by the 108th Legislature, the Museum's conservation services were extended more broadly than ever to serve the needs of the State. Work was accepted from all segments of the State's cultural constituency, including museums and private individuals on a pay-in basis. Paintings were restored for museums such as the Bath Marine Museum and the Penobscot Marine Museum.

Conservation. In addition to work undertaken at the request of outside agencies, the Museum also redoubled its efforts to clean up a backlog of needed conservation projects. Conservation was completed on four of the portraits of former governors and virtually all of the State House portrait collection has been rehung in the Capitol.

A major part of the conservation laboratory's work has continued to center on the conservation of the underwater materials recovered from the privateer *Defence*. The staff has developed numerous techniques for the preservation of wood, leather, textiles, pottery and bones recovered from the site.

Research. Research remained a fundamental part of the exhibit planning program and the educational programs of the Museum. In addition, the resources on historical research provided by our staff was called upon by the Attorney General in the investigation of the Maine Indian land claims. Research supporting publication of a checklist of Maine furniture makers was completed in FY 78 and publication is scheduled early in FY 79.

Archaeological research, especially in the area of Maine's prehistory, remains one of the great strengths of the Maine State Museum. Excavation continued at the Turner Farm in North Haven and at other sites around the State. Working in concert with the conservation staff, the archaeological investigation of Maine's prehistory has made important breakthroughs in analytical techniques, which have led to increased support from agencies like the National Science Foundation. One such analytical technique now allows for determination of the season of death of skeletal animal remains. The State Museum now has one of the best documented prehistoric collections in the northeast.

Major research activities have been carried on by the State Museum during FY 78, a part of ongoing long-term efforts to locate and document the prehistoric archaeological resources of Maine and to compile information concerning the identity and whereabouts of early Maine craftsmen and their products.

Volunteer Program. The volunteer program initiated in FY 77, to provide assistance in research projects, greeting visitors in the galleries, teaching school programs and as aides in the natural history, archaeological and conservation laboratories, grew in FY 78 to a total of 40 persons who donated nearly 2,500 hours of services to the Museum.

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

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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
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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	42,316	8,528	33,788			
Bal Brt Fwd— Encumbered	11,477	9,822	1,655			
Revenue From Federal Govt	37,455		37,455			
Revenue—Private Sources	522		522			
Fees Charged For Services	31,624		31,624			
Legislative Approp/Alloc	511,765	511,765				
Adjustment of Balance Fwd	—2,874	—3	—2,871			
Transfers—Non-Federal \$	4,332	4,332				
Transfers—Federal \$	9,539		9,539			
TOTAL RESOURCES	646,156	534,444	111,712			
EXPENDITURES						
Salaries and Wages	353,702	323,700	30,002			
State Share of Retirement	39,905	38,326	1,579			
Prof Service, Not By State	13,757	10,957	2,800			
Travel Expenses, In-State	5,959	2,268	3,691			
Travel Expense, Out-State	2,980	1,865	1,115			
Operation—State Vehicles	3,088	3,088				
Utilities	8,112	8,112				
Rents	626	626				
Repairs	1,711	1,711				
Insurance	10,517	10,507	10			
General Operating Expense	19,331	17,002	2,329			
Other Supplies	79,587	71,069	8,518			
Pensions	116	116				
Equipment Purchases	4,371	3,571	800			
Trans. to Gen.-Fund Sta-Cap	7,121		7,121			
TOTAL EXPENDITURES	550,883	492,918	57,965			

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ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR

BARBARA S. EVANS, Office Manager

Central Office:

Location: 242 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2724

Floor: 1

Established: 1972

Sunset Review Required by: June 30, 1988

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 Maine State Commission on Arts and Humanities. 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 79.

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

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the arts in education. Closer contacts have been established with the Department of Education and state wide educators groups such as the Maine Art Educators Association and principals and superintendent organizations.

Conferences have been held with poets and filmmakers associations to better coordinate the interchange of ideas between artists and the Bureau. 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	2,972		2,972			
Bal Brt Fwd— Encumbered	1,094		1,094			
Revenue From Federal Govt	326,911		326,911			
Revenue—Private Sources	715		715			
Legislative Approp/Alloc	162,100	162,100				
Adjustment of Balance Fwd	200		200			
Transfers—Non-Federal \$	3,100	3,100				
TOTAL RESOURCES	497,092	165,200	331,892			
EXPENDITURES						
Salaries and Wages	75,489	58,814	16,675			
State Share of Retirement	8,938	6,964	1,974			
Prof Service, Not By State	2,747	101	2,646			
Travel Expenses, In-State	8,097	1,090	7,007			
Travel Expense, Out-State	4,353	74	4,279			
Utilities	5,784	3,643	2,141			
Rents	1,074	644	430			
Repairs	215	125	90			
Insurance	2,086	1,531	555			
General Operating Expense	15,579	5,132	10,447			
Other Supplies	1,710	383	1,327			
Grants to Pub. & Priv. Orgs.	367,284	85,400	281,884			
Trans. to Gen.-Fund Sta-Cap	2,315		2,315			
TOTAL EXPENDITURES	495,671	163,901	331,770			

EDUCATION AND CULTURE

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN
CAROLYN NOLIN, Assistant State Librarian

Central Office:
Location: Cultural Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1837
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: 62
Organizational Units:
General Loan and Reference Services Division
Incoming WATS: 1-800-452-8793; 1-800-452-3561
Telephone: 289-3561
Floor: 2 & 3
Sunset Review Required by: June 30, 1988
Permanent Legislative Count: 68
Library Development Services Division

PURPOSE: The broad goal 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 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. 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 78 the Maine State Library retained the two major divisions of General Loan and Reference, and Library Development.

There have been no significant organizational changes during FY 78.

PROGRAM: The program of the Maine State Library Bureau is reported by several components.

Circulation. Over 90,000 library items were circulated during FY 78. A special service initiated in FY 78 is TALIMAINE (Technical Assistance and Library Information for Maine). This is a pilot project to connect the Maine State Library by computer with the technical libraries of 12 federal agencies. This section also helps libraries in other state agencies.

Reference. Reference service is provided in person, by telephone, and via the mail. This is a statewide service which includes back-up reference help to local school and public libraries as well as to individuals. During FY 78, nearly 12,000 books were sent to local libraries and over 5,000 books were mailed to individuals living in towns without libraries. Also, over 26,000 reference requests were processed.

Technical Processing. Of special note during FY 78 was the acquisition of a Digital Decwriter II printer terminal. This device, which is attached to the NELINET computerized cataloging system, automatically prints out spine labels and book labels, thus resulting in a significant saving of labor time. In total the section processed the acquisition of nearly 10,000 library items for the central collection and the eight bookmobiles.

Maine Regional Library System. The major goal of the Maine Regional Library System is

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to promote activities designed toward achieving equal access to total library resources for all Maine people. Specific FY 78 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 175 local libraries.

Bookmobiles. During FY 78 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). Bookmobile stops included Indian Reservations, nursing homes, senior citizen housing and a school for the handicapped.

Continuing Education. The Maine State Library coordinates statewide continuing education activities. During FY 78 reference and selection courses were provided by the Maine Library Association (MLA) Standing Advisory Committee on Continuing Education. A series of Franco-American workshops were also held, and the Maine State Library participated in a research project sponsored by the New England Library Board Task Force on Continuing Education.

Special Services. The Maine State Library coordinates the statewide distribution of talking books and large-print books to blind and physically handicapped persons. During FY 78 over 80,000 items were circulated to handicapped residents throughout Maine. This section also provides library consultant services to institutional libraries.

Film Resources. The Film Resource Services Program makes 16mm films available free of charge to community groups, institutions and public libraries throughout Maine. Circulation of films has increased from 1,545 in 1971 to nearly 10,000 in FY 78. The film staff participated in 9 film-making workshops and coordinated the distribution of 37 Army-Navy Surplus 16mm projectors.

Media Services. Television programs are acquired through the Instructional Television Services and 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 40 scheduled programs. During FY 78, over 2,000 Educational Video Services (EVS) programs were taped and distributed to schools, public libraries and academic libraries. Via a relative need formula nearly \$650,000.00 ESEA Title II B funds were allocated to local school districts for their library-media development. Another activity is consultant service to school libraries, including the review of new school library construction.

PUBLICATIONS:

Downeast Libraries—\$5.00

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	28,545		28,545			
Bal Brt Fwd— Encumbered	73,540	42,872	30,668			
Revenue From Federal Govt	552,624		552,624			
Fees Charged For Services	5			5		
Legislative Approp/ Alloc	1,318,505	1,318,505				
Adjustment of Balance Fwd	2,094	—214	2,308			
Transfers—Non-Federal \$	—13,952	—13,952				
TOTAL RESOURCES	1,961,361	1,347,211	614,150			
EXPENDITURES						
Salaries and Wages	675,368	604,401	70,967			
State Share of Retirement	79,638	71,235	8,403			
Prof Service, Not By State	154,568	133,697	20,871			
Other Prof Serv, By State	—39	63	—102			
Travel Expenses, In-State	5,956	3,832	2,124			
Travel Expense, Out-State	4,661	2,742	1,919			
Operation—State Vehicles	22,891	17,454	5,437			
Utilities	31,864	23,822	8,042			
Rents	22,048	22,048				
Repairs	6,266	2,419	3,847			
Insurance	21,339	18,760	2,579			
General Operating Expense	51,953	31,973	19,980			
Fuel	2,652	2,652				
Other Supplies	142,357	123,054	19,303			
Grants to Local Govts.	105,523	105,523				
Grants to Pub. & Priv. Orgs.	137,050	107,535	29,515			
Equipment Purchases	37,489	24,975	12,514			
Transfer to General Fund	336,199		336,199			
Trans. to Gen.-Fund Sta-Cap	23,672		23,672			
TOTAL EXPENDITURES	1,861,455	1,296,185	565,270			

BUREAU OF VOCATIONAL EDUCATION

ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

Central Office:

Location: Education Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2621

Floor: 2

Established: 1971

Sunset Review Required by: June 30, 1988

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.

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Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes, regional technical vocational centers and schools of practical nursing; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and post-secondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Office of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. 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, and 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 form.

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 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.

Agricultural/Agribusiness Programs: During FY 78 programs of this nature totalled 50, an increase of nine education programs over last year. Of the 36 vocational courses offered, the largest enrollment is in forestry (wood harvesting) with 13 programs and over 400 students enrolled. Fisheries (Marine Occupations) is growing with seven programs and 200 plus students.

Three Vocational Technical Institutes (VTI) are offering six programs in four agricultural/agribusiness areas. The main emphasis has been the articulation of an agricultural/agribusiness education program philosophy and plan, designed to meet student needs and interest in grades K through 12.

Future Farmers of America (FFA) offered expanded leadership training to more members, and the members participated more actively in district, State, Regional and National programs than ever before. More than 200 members were involved in programs at the State level and above.

Business Education: Skills of business education were implemented within 127 different schools. Fall reports for 1977-78 show the following enrollments: Stenographic Secretarial 3,432, Clerical Occupation 2,658, and Business Administration 2,207 for a total of 8,297.

Twenty-five business educators became participants in 1, 2, or all 3 of the in-service training sessions held throughout 1977-78. Degree credits and/or recertification credits were issued to those making the request.

Nearly 200 business students and representatives from 22 schools in Maine assembled for an annual convention. The session was scheduled in an attempt to promote statewide interest in Future Business Leaders Association (FBLA)—interest enough to make the convention an annual event.

EDUCATION AND CULTURE

During the fiscal year 1977-78, 616 students availed themselves of the training offered in 26 distributive education programs (two of these being new programs this year) across the state. Three of the programs were located at post-secondary institutes.

A few distributive education educators participated at the three in-service training sessions conducted.

As technology has advanced, the educational opportunities for Maine's students to study technology and its effects on our society have been provided. Industrial Arts is one program that furnishes that opportunity. 184 industrial arts programs provided opportunities to explore and study industrial technology to 25,000 junior and senior high school students, and 593 students were enrolled in 25 Health Occupations programs.

Three new high school industrial arts facilities were approved for construction in the last year. One Junior-Senior High complex will be expanded within the next few months.

The Bureau coordinated activities with the Maine State Board of Nursing, which resulted in valuable input and subsequent amendments of the law pertaining to training programs for "certified" assistants to nurses. The Maine State Board of Nursing gave endorsement to the Bureau to offer standardized certificates for the following levels of assistants to nurses: Basic, Advanced, and Medications (Pharmacology) and established a permanent record file in the Bureau of Vocational Education. Also, the Bureau established closer coordination with numerous other State agencies dealing in health care, namely: the Department of Human Services, C.E.T.A., Adult Education, Pine Tree Health Educators, Cooperative Extension Service, etc.

The Bureau coordinated activities of Maine State Advisory Board for Health Occupations Education (semi-annual meetings). The major accomplishment this year was to study a "model" for career ladder articulation from Certified Nurse Aide to Licensed Practical Nurse levels. A feasibility study for Maine was budgeted, and was scheduled to begin in July, 1978.

A State Advisory Board for Food Service Occupations was organized, and the professional organization for Health Occupations Educators was established and became affiliated with Maine Vocational Association/American Vocational Association (MVA/AVA). Furthermore, five curriculum revision meetings were conducted which dealt with the elimination of sex bias and stereotyping in educational materials and activities.

The Bureau distributed Disseminated Articulated Learning Packets to numerous agencies and institutions, conducted training programs and provided follow-up assistance as needed. Additionally, a teacher's guide was developed for use with curriculum materials for training certified assistants to nurses.

Trades and Industrial programs covering 29 trade areas were offered to approximately 4,500 secondary students in 42 locations.

Vocational Education in Postsecondary Schools. Maine has six postsecondary vocational technical institutes (VTI) located throughout the state and one school of practical nursing. These institutes and the school of practical nursing are funded by the state legislature while the State Board of Education has responsibility for operation, administration and supervision of these schools through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire vocational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational technical institutes and one school of practical nursing. The six VTI's offer a wide range of technical, industrial, health, and business programs at the associate degree, diploma and certificate level.

Full time daytime enrollment at the VTI's as of October 1, 1977 was 3,145 and updated figures in June of 1978 place enrollment for the year at 3,279. This figure includes 39 students from the licensed practical nursing program in Waterville. Each institute offers an adult education program and enrollment for 1977-78 is estimated at 20,000 students.

Within the VTI system there were 219 instructors employed in the 1977-78 school year, six of these being from the Maine School of Practical Nursing in Waterville. There are 21 administrative staff members employed at the VTI's.

Student aid is made available to VTI students through Vocational and College Work Study, Free Education, State Scholarship Grant, State Student Incentive Grant funds, along with individual scholarships offered at individual VTI's. Remedial programs are offered through Federal Vocational Education funds. CETA programs are funded at the VTI's under the 5% Vocational Education Grant through CETA Title I funds.

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Adult Vocational Education. Adult Vocational Education is delivered through Maine's vocational-technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills, upgrading courses for adults learning new or advanced skills in their current occupations, and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1978 fiscal year, total enrollments in these categories will exceed 20,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. This year, home basing—a method of guiding apprentices through related instruction—was one of the Department's major thrusts. The success of this approach encourages an expansion in fiscal year 1979.

Fire Service Training: This type of training remains a very active statewide segment of the Adult Vocational Education program. During the year, 125 schools were conducted in the various skilled areas including pumps, hose, ground ladders, aerial ladders, breathing apparatus, extinguishers and tactics. 1,420 firefighters successfully completed courses. Four area workshops were conducted in staff development for fire officers with 232 successfully completing courses. A Fire Academy course was conducted at Northern Maine Vocational-Technical Institute in Presque Isle, with 23 firefighters having met the National qualifications board requirements for fire fighter levels I and II.

The Fire Service Training coordinated with Southern Maine Vocational-Technical Institute, South Portland, in the delivery of the fire technology program; the fire attack school in Sanford with 610 enrollments, and the fire attack school in Orono with an enrollment of 350 also expanded the training of Maine firefighters. The Consultant and Supervisor of Fire Service Training have served as consultants to various fire officials in the following areas: specification of new apparatus and tools, testing service for in-service promotions for fire departments, local fire defenses, fire department organizations and legal status. Several requests for training have been fulfilled for industrial fire brigades in industry.

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, and to persons in correctional institutions needing vocational training.

Twenty-seven projects were funded during the fiscal year. Of these, 12 provided services to 1,029 postsecondary students, 2 projects provided services to 283 adults, 2 benefited 217 inmates at correctional institutions, and 11 programs were offered at the secondary level serving 699 students. Additionally, 2 projects in the areas of curriculum and sex equity were conducted.

The programs conducted at the vocational technical institutes were in the areas of developmental reading, remedial math, work study and free education opportunities.

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 approximately 800 educable mentally retarded students. All programs were reviewed with on-site visits.

One in-service workshop was conducted for teachers of handicapped and disadvantaged students.

Construction of Area Schools. During FY 78, the Southern Aroostook facilities were completed and occupied. The three decentralized facilities in Region 3 were also completed and occupied. This enabled Region 3 to implement their full program offering.

Region 4 received initial State Board approval, and the local bond issue was passed by the voters of Southern Penobscot County. Plans for construction of the building are now underway. The Region 5 facility in Ellsworth is expected to be completed by August 1, 1978.

Region 11 (Southern Oxford County) has expanded its program offerings to the point that it is now occupying the entire Longley Building. This region, along with Region 10, is beginning to explore the feasibility of construction of new facilities.

The rapid growth and interest in vocational education has caused the cooperative boards to alter their thinking regarding the feasibility of leasing facilities. It is now apparent in the above-named regions that construction would be less expensive than continued leasing of less than adequate buildings.

Teacher Training. Teacher training is a top priority of the Bureau of Vocational Educa-

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tion. During the fiscal year 1978, \$28,000 was allotted to provide 42 in-service teacher education courses in 11 different sites throughout the state. A total of 636 individuals were enrolled in these in-service courses. Of these, 202 were in-service teachers and 153 were preservice teachers, all matriculated degree candidates. 281 of these 636 individuals were taking courses but were not formally matriculated in a degree program. At year's end, 35 received baccalaureate degrees in industrial education and 27 received baccalaureate degrees in industrial technology.

This was the second year that a state-wide in-service staff development system was in place in Maine. This system presents three ways to an individual to receive staff training: (1) individual courses; (2) workshops; and (3) self-directed study.

Under the Education Professional Development Act, an additional 36 personnel staff development activities were conducted, and these activities involved more than 950 individuals during the fiscal year 1978.

Evaluation. The Bureau of Vocational Education continued to operate under management by objectives during FY 1978 to ensure optimum control, and effectiveness. This technique will be continued during Fiscal Year 1979.

All vocational schools are required to undergo evaluation every five years. During FY 1978 one-fifth (1/5) of the secondary vocational schools entered into the state evaluation process. This entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results.

One school completed the process this fiscal year. The others will finish in FY 1979. Twelve individual postsecondary school programs were evaluated by Bureau staff in FY 1978. Bureau and V.T.I. staff were evaluated as required by the "Hay" system.

Exemplary. A third year demonstration grant was awarded to Lewiston School Department to refine the job development, placement and follow-up process and to write and print a Job Service/School Liaison guide which will be disseminated to all vocational centers, vocational regions, guidance counselors and high school principals.

An occupational guidance project for disadvantaged youth was continued at H.O.M.E. in Orland to develop approaches to contacting youth, determining educational services needed, providing occupational awareness and sampling and establishing field-based occupational/educational situations.

North Haven Community School was continued as a demonstration site to provide educational and occupational options for students in rural isolated schools. The options were written, printed, and disseminated through a series of four workshops.

An experience-based career education project was approved for Maranacook Community School in Readfield to provide experience-based educational and occupational activities.

Research. One research project was funded during fiscal year 1978 at the University of Maine at Orono to enlarge the knowledge base of the process of diffusion of innovations in vocational education.

In addition to the aforementioned exemplary and research projects, a number of workshops in job development, placement and follow-up, sex bias and stereotyping, and diffusion of information on occupational education for rural isolated schools were held.

Consumer and Homemaking Education. During the year there were 122 secondary schools offering home economics to approximately 13,500 students in grades 9 to 12. Approximately 14% of those enrolled in these programs were males. Scheduled visits were made to 23 schools around the State. Evaluations were conducted of programs visited.

A one-day regional workshop was held in Aroostook County to serve teachers in that area. In August, 1977, a two-week course in housing was provided to home economics teachers for recertification credits.

Home Economics Resource Center: The Maine Home Economics Resource Center was established in 1975 with Part F funds to acquire and disseminate, on a loan basis, educational aids to home economics, wage-earning, and health occupations teachers throughout the State. This enables teachers to have access to up-to-date costly resources previously not available to them. It also prevents duplication of effort. The Center is housed at the University of Maine at Farmington. During the school year 1977-78, 3,320 materials were distributed. Teacher feedback on this service has been very positive.

The Resource Center Advisory Board met twice during the year to provide input to the Coordinator for new resources and administration of the Center. The Coordinator provided teachers with a comprehensive bibliography of the contents within the Center. The Coordinator also met with teachers' groups to discuss and demonstrate resources.

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A guide *Nutrition Consumer Education For Young Children* was distributed to the principals of all elementary schools in the State, elementary supervisors, and many others who have requested copies. The material focuses on grades K to 3.

The University of Maine at Orono staff completed their study of "Nutrition Community and Consumer Education." A one-day workshop held at the University to introduce the guide *Nutrition Consumer Education For Young Children* developed as part of the project. Principals, health consultants, teachers, and others concerned with the nutrition of young children were invited to attend. The guide has received nationwide attention.

Beacon: The Education Amendments of 1976 challenged the educational community to eliminate sex bias in education, particularly vocational education. Approximately \$20,000 in consumer and homemaking funds, along with some other, were utilized to establish the BEACON model. The aim of the project is to promote awareness of sex stereotyping and sex bias in vocational choice and to encourage exploration of nontraditional course selections and training opportunities. Target groups are administrators, teachers, and guidance personnel.

Cooperative Vocational Education and Work Study Program. In school year 1977-1978, 82 cooperative vocational education programs were in operation in the state. Of the total number, 9 programs were operated out of regional technical vocational centers; 25 were satellite programs, and 19 were offered by other local units. Three state-wide workshops for coordinators of cooperative programs were offered by the In-Service Program Division of the University of Maine at Portland-Gorham, Staff Development Project. One workshop was held in Winthrop, one in Orono, and one in Waterville. Included in these workshops were representatives from the Maine State Bureau of Labor to assure that the opportunity would be available to discuss the ramifications of current labor laws. Representatives from the State Department of Educational and Cultural Services were invited to these workshops to provide input from the Bureau of Vocational Education. One week-long summer workshop is scheduled to be held for cooperative education coordinators at Central Maine Vocational Technical Institute the week of July 31-August 4. The consultant from the Department of Educational and Cultural Services, Bureau of Vocational Education, made personal visitations to several cooperative education programs and participated in annual employer-employee banquets at the close of the 1977-1978 school year. Services provided to the coordinators of the cooperative education programs included providing student learner agreements, processing waivers, and assistance in the interpretation of laws governed by the Maine State Bureau of Labor, and the Wage and Hour Division, U.S. Department of Labor.

Work Study programs are operated by the Bureau of Vocational Education to aid vocational students with the costs of their education. During FY 78, 1,100 students participated in the programs and were involved in paid custodial, office and groundskeeping work.

Veterans Education. At the end of fiscal 1978 there were 6,575 veterans in approved programs. Of these, 4,317 were at institutions of higher learning, 1,013 were at non-college degree schools, and 781 were in on-the-job training. Veterans in Maine received a total of \$19,770,940.69 in educational benefits.

The number of institutions offering approved programs included 40 institutions of higher learning and 140 schools below the college level. Also, there were 245 approved on-the-job training programs. During the fiscal year there were 25 requests for approval from institutions of higher learning, 21 of which were granted. From schools below college level there were 23 requests for approval, 16 of which were granted. One hundred fifty-nine of 300 requests for approval of on-the-job training programs were granted during the year. Supervisory personnel conducted a total of 133 visits to institutions of higher learning, 174 visits to schools below the college level, and 454 visits to on-the-job training programs.

During FY 78, the State Approval Agency continued approval and supervisory activities for the following:

Institutions of Higher Learning	40
Institutions of Higher Learning (Branches)	21
Schools not offering a degree	140
On-the-job training sites	245
Number of veterans in institutions of higher learning	4,317
Number of veterans in non-college degree schools	1,013
Number of veterans in on-the-job programs	781
Total Number of Veterans	6,111

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Veterans in Maine received money for educational purposes as follows:

Institutions of Higher Learning	\$14,308,533.68
Non-college Degree Schools	3,158,588.81
On-the-Job Training	1,947,215.53
Correspondence	179,129.89
Flight Schools	177,477.78
	\$19,770,940.69

Maine Adult High School Completion Program. The Adult High School Completion Program is offered to provide the opportunity for adults 17 years of age and older who are not enrolled in another public school to earn a high school credential. These programs are offered in over 75 different Adult Education Programs in Maine. The past year over 3,900 adults have received their High School credentials through the regular High School Completion Programs.

LICENSES, PERMITS, ETC.:

Permit:

In and Out of State Correspondence Schools Solicitation

Registration and Permit:

In and Out of State Private, Business, Trade, and Technical Schools

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

PUBLICATIONS:

The following publications are available free of charge:

“I Can”—Ideas for Teachers (published for teachers working with children with special needs)

What is Adult Education?

G.E.D. Test Information

High School Equivalency Diploma Program

Encounter—Marriage—Family

A Guide to Health Careers in Maine

Who Knows How Far You Can Go?

Community Education Brochure

Vocational Education Directory

Nutrition Consumer Education for Young Children

EDUCATION AND CULTURE

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	116,680		116,680			
Bal Brt Fwd— Encumbered	694		694			
Revenue From Federal Govt	2,545,944		2,545,944			
Legislative Approp/Alloc	678,748	678,748				
Adjustment of Balance Fwd	21,498		21,498			
Transfers—Non-Federal \$	—13,108	—12,947	—161			
Transfers—Federal \$	—1,274,167		—1,274,167			
TOTAL RESOURCES	2,076,289	665,801	1,410,488			
EXPENDITURES						
Salaries and Wages	287,410	168,182	119,228			
State Share of Retirement	33,969	19,914	14,055			
Prof Service, Not By State	80,572		80,572			
Computer Service, By State	84,217		84,217			
Travel Expenses, In-State	13,539	3,176	10,363			
Travel Expense, Out-State	5,178	495	4,683			
Utilities	12,197	3,874	8,323			
Rents	3,866	1,172	2,694			
Repairs	613	140	473			
Insurance	7,201	3,967	3,234			
General Operating Expense	27,770	4,791	22,979			
Other Supplies	9,481	982	8,499			
Grants to Local Govts.	611,451		611,451			
Grants to Pub. & Priv. Orgs.	108,130		108,130			
Public Assistance Grants	49,828	49,828				
Equipment Purchases	114,486	111,954	2,532			
Transfer to General Fund	260,548		260,548			
Trans. to Gen.-Fund Sta-Cap	19,518		19,518			
TOTAL EXPENDITURES	1,729,974	368,475	1,361,499			

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

HAROLD L. MAILMAN, DIRECTOR

Central Office:

Telephone: 769-2461

Location: 33 Edgemont Dr., Presque Isle

Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1962

Sunset Review Required by: June 30, 1988

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.

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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 78. 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 78 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.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	5,018		5,018			
Bal Brt Fwd— Encumbered	46,031	31,674	7,906		6,451	
Revenue From Federal Govt	278,570		278,570			
Fees Charged For Services	812,914		812,914			
Legislative Approp/ Alloc	1,323,150	1,323,150				
Adjustment of Balance Fwd	—9,016		—2,565		—6,451	
Transfers—Non-Federal \$	43,964	43,768	196			
Transfers—Federal \$	198,843		198,843			
TOTAL RESOURCES	2,699,474	1,396,027	1,303,447			
EXPENDITURES						
Salaries and Wages	1,174,898	826,591	348,307			
State Share of Retirement	128,038	93,449	34,589			
Prof Service, Not By State	205,123	24,265	180,858			
Computer Service, By State	4,215		4,215			
Other Prof. Serv., By State	314	123	191			
Travel Expenses, In-State	19,649	6,502	13,147			
Travel Expense, Out-State	554	366	188			
Operation—State Vehicles	15,435	9,772	5,663			
Utilities	49,808	45,080	4,728			
Rents	92,652	37,892	54,760			
Repairs	31,691	9,410	22,281			
Insurance	33,309	22,305	11,004			
General Operating Expense	42,837	26,404	16,433			
Food	100,995	72,593	28,402			
Fuel	82,368	77,026	5,342			
Other Supplies	233,066	101,420	131,646			
Unemployment Comp. Benefit	6,973	3,686	3,287			
Public Assistance Grants	213,831	85	213,746			
Pensions	21,194	21,242	—48			
Buildings & Improvements	66,199		66,199			
Equipment Purchases	47,129	4,511	42,618			
Structures & Improvements	13,032		13,032			
Trans. to Gen.-Fund Sta-Cap	6,655		6,655			
TOTAL EXPENDITURES	2,589,965	1,382,722	1,207,243			

EDUCATION AND CULTURE

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

PETER G. PIERCE, DIRECTOR

MARTIN H. ARSENAULT, Dean of Students

Central Office:

Location: River Rd., Calais

Mail Address: P.O. Box 406, Calais, Maine 04619

Telephone: 454-2144

Established: 1969

Sunset Review Required by: June 30, 1988

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 a mobile unit will deliver in-service training to fishermen at dockside.

During FY 78, WCVTI graduated 229 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	15	1
Boatbuilding Technology	13	0
Electronic Communication	14	1
Food Service	8	6
Diesel Service	2	0
Heating	14	0
Home Construction	11	1
Nurse Aide	1	22
Plumbing	12	0
Residential Electricity	15	0
Secretarial Studies	0	12
Welding	34	1
Wood Harvesting	47	0
Subtotal	186	43
Total	229	

EDUCATION AND CULTURE

Surveys of WCVTI graduates indicate that most are employed in the industry for which they were trained. Some of the programs, such as Residential Electricity, Plumbing, Heating, Secretarial Studies, Diesel Service and Welding, have been established within the past two years. While it is difficult to evaluate the success of these more recent programs, preliminary results indicate that graduates of one-year and short-term programs are making favorable in-roads 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	Residential Electricity
Boatbuilding Technology	Secretarial Studies
Diesel Service	Welding
Electronic Communication	Wood Harvesting
Food Service	Commercial Fishing
Heating	Marine Mechanics
Home Construction	Marine Finishing
Plumbing	Heavy Equipment Mechanics

3. Women In The Trades

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	74,426		74,426			
Bal Brt Fwd— Encumbered	3,886	240	3,646			
Revenue From Federal Govt	32,105		32,105			
Fees Charged For Services	176,743		176,743			
Legislative Approp/ Alloc	614,300	614,300				
Adjustment of Balance Fwd	33		33			
Transfers—Non-Federal \$	42,861	42,861				
Transfers—Federal \$	283,404		283,404			
TOTAL RESOURCES	1,227,758	657,401	570,357			
EXPENDITURES						
Salaries and Wages	609,170	393,686	215,484			
State Share of Retirement	66,222	45,299	20,923			
Prof Service, Not By State	51,643	10,505	41,138			
Computer Service, By State	3,833		3,833			
Other Prof.Serv., By State	50	39	11			
Travel Expenses, In-State	11,040	4,286	6,754			
Travel Expense, Out-State	725	183	542			
Operation—State Vehicles	16,821	8,748	8,073			
Utilities	50,481	46,774	3,707			
Rents	7,917	7,079	838			
Repairs	35,953	6,681	29,272			
Insurance	23,868	13,501	10,367			
General Operating Expense	52,967	16,860	36,107			
Food	3,061	90	2,971			
Fuel	31,015	29,049	1,966			
Other Supplies	187,496	62,805	124,691			
Highway Materials	1,811	1,811				
Grants to Pub & Priv Orgs	—406		—406			
Public Assistance Grants	—24,158		—24,158			
Misc. Grants to Individual			3,000			
Buildings & Improvements	2,256		2,256			
Equipment Purchases	42,670		42,670			
Trans. to Gen.-Fund Sta-Cap	5,516		5,516			
TOTAL EXPENDITURES	1,182,951	647,396	535,555			

EDUCATION AND CULTURE

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR
HENRY E. MATHIEU, Assistant Director

Central Office:

Location: Hogan Rd., Bangor

Mail Address: Hogan Rd., Bangor, Maine 04401

Telephone: 942-5217

Established: 1965

Sunset Review Required by: June 30, 1988

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 available 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.

Construction of a mechanical building to house 4 new programs (welding, heating, air conditioning and refrigeration) will commence in July, 1978.

PROGRAMS: During FY 77, EMVTI has operated eleven daytime programs and 131 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.

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(5) Remedial reading and math programs have been provided.

(6) A well organized financial aid program has been made available to students.

Educational experiences consist of a balanced schedule of classroom, laboratory, drafting room and shop work. The student learns by doing as well as by studying and listening enabling the application of knowledge to practical problems.

Courses at the Technical Institute are more advanced in character than those given in trade schools. The student studying electronics does not plunge as deeply into the pure sciences as does the engineering student, but is concerned in detail with construction and production processes, and the relation of the efficient operation of these processes to the economy in general. The instructional program has been designed to develop such insights.

PUBLICATIONS:

Maine Vocational Technical Institutes 1976-77 (Catalog of all VTIs)

Eastern Maine Vocational Technical Institute—Catalog Supplement 1978-'80

"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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	37,197		37,197			
Bal Brt Fwd— Encumbered	1,281	426	855			
Revenue From Federal Govt	115,150		115,150			
Fees Charged For Services	223,762		223,762			
Legislative Approp/ Alloc	1,219,150	1,219,150				
Adjustment of Balance Fwd	—22	—22				
Transfers—Non-Federal \$	28,563	28,353	210			
Transfers—Federal \$	148,108		148,108			
TOTAL RESOURCES	1,773,189	1,247,907	525,282			
EXPENDITURES						
Salaries and Wages	975,496	797,032	178,464			
State Share of Retirement	108,284	90,513	17,771			
Prof Service, Not By State	173,484	127,285	46,199			
Computer Service, By State	4,138		4,138			
Other Prof.Serv., By State	88	88				
Travel Expenses, In-State	4,756	2,300	2,456			
Travel Expense, Out-State	193	151	42			
Operation—State Vehicles	5,372	5,372				
Utilities	48,119	48,119				
Rents	10,728	3,621	7,107			
Repairs	33,194	33,069	125			
Insurance	24,856	21,232	3,624			
General Operating Expense	21,742	16,335	5,407			
Food	6,086	6,082	4			
Fuel	38,200	38,098	102			
Other Supplies	149,996	52,553	97,443			
Unemployment Comp. Benefit	547	529	18			
Public Assistance Grants	103,296		103,296			
Misc. Grants to Individual	432		432			
Equipment Purchases	1,976		1,976			
Trans. to Gen.-Fund Sta-Cap	8,899		8,899			
TOTAL EXPENDITURES	1,719,882	1,242,379	477,503			

EDUCATION AND CULTURE

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BERNARD A. KING, DIRECTOR

Central Office:

Location: Gilman St., Waterville

Mail Address: Gilman St., Waterville, Maine 04901

Telephone: 873-6133

Established: 1969

Sunset Review Required by: June 30, 1988

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: 0

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 central belief that the individual needs to become worthy of oneself and to be responsible to society. Self worth in both respects increases through education and the development of one's abilities. It is the Institute's 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.

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 the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Marketing, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician and Small Engine Mechanic. 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.

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KVVTI is unique in that it is the only State institute utilizing the facilities of a local education agency (LEA). 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 regular day students and over 1,500 evening adults, equivalent to a full-time enrollment of 617 students. This has been accomplished at approximately half the per capita cost of similar educational institutions in the State. Placement of graduates have averaged 85%. 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 one year program requirements. Certificates are presented to individual credit and non-credit courses.

The NMVTI or UMA degree is granted to all students satisfactorily completing the two-year marketing or secretarial program at KVVTI.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY 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	2,379		2,379			
Fees Charged For Services	66,337		66,337			
Legislative Approp/Alloc	222,050	222,050				
Transfers—Non-Federal \$	12,000	12,000				
Transfers—Federal \$	119,782		119,782			
TOTAL RESOURCES	422,548	234,050	188,498			
EXPENDITURES						
Computer Service, By State	1,122		1,122			
Grants to Local Govts.	347,625	222,050	125,575			
TOTAL EXPENDITURES	348,747	222,050	126,697			

EDUCATION AND CULTURE

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR
WILLIAM L. VASSAR, Asst. Director

Central Office:

Location: 1250 Turner St., Auburn

Mail Address: Turner St., Auburn, Maine 04201

Telephone: 784-2385

Established: 1964

Sunset Review Required by: June 30, 1988

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 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. Short-term courses are also provided 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 CMVTI expands, it is expected that most new courses will be at the technical level.

ORGANIZATION: CMVTI was organized 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 was relocated to its present site, located on a 110 acre tract donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The institute now offers 7 programs of study: Practical Nursing, Building Construction Technology, Machine Tool Technology, Automotive Mechanics and Associated Technology, Electro-Mechanical Technology, Graphic Arts Technology, and Architectural and Civil Engineering Technology. Of these, only Practical Nursing and some career objective programs within the other programs are one year programs; all others are two year courses. CMVTI grants diplomas and certificates to students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which 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 governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: Central Maine Vocational Technical Institute's program can be divided into 3 categories: 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 for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and 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 place 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.

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Supplemental Programs. These are mostly evening part-time courses offered to employed and unemployed individuals in order to supplement their present capabilities 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 usually programs of short duration and intense content, offered in cooperation with outside interest groups. Programs in this area range from seminars co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and a place to hold meetings, as well as a means of organizing such seminars. These programs may be presented either at CMVTI, or at other off campus 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 strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance in terms of the performance of employees in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 78 there were approximately 450 full-time day students and approximately 2000 night students receiving supplemental training at the Institute.

PUBLICATIONS:

- CMVTI Catalog (current each year)
- CMVTI Student Handbook
- CMVTI Supplemental Programs, Spring 1978
- CMVTI Supplemental Programs, Fall 1978
- CMVTI Program Brochures

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	56,806		56,806			
Bal Brt Fwd— Encumbered	20,950	19,949	1,001			
Revenue From Federal Govt	84,097		84,097			
Fees Charged For Services	42,992		42,992			
Legislative Approp/ Alloc	1,176,200	1,176,200				
Adjustment of Balance Fwd	—1,048	—1,422	374			
Transfers—Non-Federal \$	53,803	53,803				
Transfers—Federal \$	45,686		45,686			
TOTAL RESOURCES	1,479,486	1,248,530	230,956			
EXPENDITURES						
Salaries and Wages	828,876	775,031	53,845			
State Share of Retirement	91,261	88,272	2,989			
Prof Service, Not By State	20,459	14,795	5,664			
Computer Service, By State	4,702		4,702			
Other Prof. Serv., By State	109	109				
Travel Expenses, In-State	1,885	1,885				
Travel Expense, Out-State	765	67	698			
Operation—State Vehicles	3,743	3,743				
Utilities	52,658	52,658				
Rents	19,529	18,565	964			
Repairs	20,636	20,566	70			
Insurance	25,065	24,406	659			
General Operating Expense	17,452	15,396	2,056			
Food	36,379	35,840	539			
Fuel	43,599	43,599				
Other Supplies	119,584	101,204	18,380			
Unemployment Comp Benefit	641	602	39			
Public Assistance Grants	3,409		3,409			
Misc. Grants to Individual	61,947		61,947			
Pensions	59	59				
Equipment Purchases	159	159				
Trans to Gen-Fund Sta-Cap	989		989			
TOTAL EXPENDITURES	1,353,906	1,196,956	156,950			

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

DR. WILLIAM C. WARREN, ACTING DIRECTOR

Central Office:

Location: Fort Rd., So. Portland

Mail Address: Fort Rd., So. Portland, Maine 04106

Telephone: 799-7303

Established: 1946

Sunset Review Required by: June 30, 1988

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: 100

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.

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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
- Electronic Communications
- Electronics Technology
- Heating & Air Conditioning
- Hotel-Motel-Restaurant Management
- Industrial Electricity
- Law Enforcement Technology
- Licensed Practical Nursing
- Machine Tool Technology
- Marine Science
- Maritime Technician
- 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 employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,424 in the 1977-78 school year. This increase of 200 students reflects additional students in the Adult Education and York County Community College Services Divisions. Over 500 qualified young Maine persons were denied access to SMVTI because of limited space. The lack of expansion in recent years is 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.

SMVTI 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 decreased from \$500,000 the previous year to \$420,000 for 1977-78. Student assistance is received through federal programs of Basic Education Opportunity Grant, Secondary Education Opportunity grant, National Defense Student Loan, College Work-Study and

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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 relatively stable.

Institute per-student cost based on full-time equivalents increased from \$1039 for FY 76 to \$1201 for FY 77. This increase reflects a lower enrollment for FY 77 rather than a significant funding increase. A recent survey of 1977 graduates found that 93% of those responding held full or part-time employment. Several programs in 1978 had a 100% placement at graduation.

Other Activities. The Marine Science program option which is funded by Gulf Oil Company to train third mates and third engineers graduated its second 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.

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 the Area Health Education Center (AHEC), the regional support center, graduated its second class this year. All of the graduates found immediate employment in their field. A five-year accreditation was received from the Respiratory Therapy accrediting board of the American Medical Association.

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. The Plant & Soil Technology program has contributed much to the overall appearance of the campus. The plans for a new building for the Building Construction program are nearing completion. This building project was made possible by the bond issue approved by the voters in December, 1977.

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 VITs)

Campus Map

Information Sheet

Admissions Policies

Program Brochures as follows:

Applied Marine Biology & Oceanography

Automotive Technology

Building Construction

Culinary Arts

Electrical Technology

Electronics Technology

Electronics Communication

Heating, Air Conditioning

Hotel-Motel-Restaurant Mgt.

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

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	130,484		121,676		8,808	
Bal Brt Fwd— Encumbered	86,028	49,282	23,685		13,061	
Revenue from Federal Govt	318,697		318,697			
Revenue—Private Sources	216,360		216,360			
Fees Charged For Services	252,861		252,861			
Receipts From Other Funds	1,080		1,080			
Legislative Approp/Alloc	2,044,150	2,044,150				
Adjustment of Balance Fwd	—23,676	—4,937	3,130		—21,869	
Transfers—Non-Federal \$	84,108	82,654	1,454			
Transfers—Federal \$	574,378		575,378			
TOTAL RESOURCES	3,684,470	2,171,149	1,513,321			
EXPENDITURES						
Salaries and Wages	2,068,678	1,344,290	724,388			
State Share of Retirement	214,603	146,524	68,079			
Prof Service, Not By State	134,908	51,145	83,763			
Computer Service, By State	6,207	21	6,186			
Other Prof.Serv., By State	275	275				
Travel Expenses, In-State	6,402	3,754	2,648			
Travel Expense, Out-State	3,716	2,602	1,114			
Operation—State Vehicles	31,526	31,347	179			
Utilities	92,729	92,542	187			
Rents	18,760	16,963	1,797			
Repairs	33,096	27,908	5,188			
Insurance	50,688	39,997	10,691			
General Operating Expense	148,617	61,571	87,046			
Food	66,642	61,905	4,737			
Fuel	99,718	99,718				
Other Supplies	232,162	132,754	99,408			
Unemployment Comp. Benefit	13,332	10,795	2,537			
Public Assistance Grants	222,039		222,039			
Misc. Grants to Individual	1,597	1,764	—167			
Buildings & Improvements	8,177		8,177			
Equipment Purchases	57,011		57,011			
Trans to Gen-Fund Sta-Cap	5,639		5,639			
TOTAL EXPENDITURES	3,516,522	2,125,875	1,390,647			

SCHOOL OF PRACTICAL NURSING

PATRICIA A. TOTO, DIRECTOR

Central Office:

Location: Gilman St., Waterville

Mail Address: Gilman St., Waterville, Maine 04901

Telephone: 873-3175

Established: 1956

Sunset Review Required by: June 30, 1988

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 stand-

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ing, 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.

In 1973, the School occupied only the first floor, releasing the rental of the dormitory rooms to the landlord who discontinued this facility in 1977. As of September 1, 1978, the School will be moved into larger and more centrally located quarters on Gilman Street. Classes are limited to a maximum of 44 students (male and female) due to limited clinical facility availability. The School is approved by the V.A. and Army Reserves for training of L.P.N.'s.

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 dietician 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 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SCHOOL OF PRACTICAL NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	741		741			
Bal Brt Fwd— Encumbered	229	229				
Legislative Approp/ Alloc	140,216	140,216				
Transfers—Non-Federal \$	13,880	13,719	161			
Transfers—Federal \$	20,631		20,631			
TOTAL RESOURCES	175,697	154,164	21,533			
EXPENDITURES						
Salaries and Wages	119,698	119,698				
State Share of Retirement	13,955	13,955				
Prof Service, Not By State	1,376	938	438			
Travel Expenses, In-State	140	140				
Utilities	738	738				
Rents	20,562	1,562	19,000			
Repairs	290	290				
Insurance	2,237	2,237				
General Operating Expense	1,193	862	331			
Other Supplies	2,920	2,620	300			
Trans to Gen-Fund Sta-Cap	161		161			
TOTAL EXPENDITURES	163,270	143,040	20,230			

STATE BOARD OF EDUCATION

TOBIE NATHANSON, CHAIRPERSON
FLOYD M. HASKELL, Vice Chairman

Central Office:

Location: Education Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2321

Established: 1949

Sunset Review Required by: June 30, 1988

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: 0

Permanent Legislative Count: 0

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

EDUCATION AND CULTURE

loan insurance program; to serve as the State agency for administering Federal funds; and to serve as an appeals board for unclassified personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. 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. Since 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 July 1977 the Board adopted a resolution ratifying the actions of Washington County Vocational Technical Institute and of the Board's secretary by formerly accepting the donation of land from Coastal Resource Center and the grant of \$1,050,000 from the U.S. Department of Commerce, both the land and the grant being accepted for the purposes of establishing a Marine Trades Education Center at Eastport to be an integral part of Washington County Vocational Technical Institute.

In September, the Board formerly accepted the \$1,048,000 grant from the U.S. Department of Commerce for construction of a 115-bed student dormitory at Washington County Vocational Technical Institute, thereby acknowledging the action of the Commissioner who had accepted the grant earlier on the Board's behalf in his capacity as secretary of the State Board of Education.

In November, approval was granted for a lease agreement between the City of Waterville and the Maine Department of Educational and Cultural Services, for the land and buildings of the Waterville Junior High School located on Gilman Street in Waterville, to be used to house the Kennebec Valley Vocational Technical Institute and the Maine School of Practical Nursing. The lease agreement covers a 20-year period at one dollar per year. In the following month, December, the Board approved an agreement between the Department of Educational and Cultural Services and the City of South Portland, to establish and maintain a greenbelt area on the campus of the Southern Maine Vocational Technical Institute for submission to the second regular session of the 108th Legislature in accordance with the instructions of a resolve passed by the 108th Legislature.

In January, 1978 the Board approved an Addendum to Phase II plan for Vocational Region 4 (Southern Penobscot County) to add a program in Floor Mechanic (installation of resilient floors, inlaid, carpet, etc.).

In April the Board approved Central Maine Vocational Technical Institute's application to participate in a Tools for Schools Program under the Defense Industrial Reserve Loan Program. Later, in June, the Board approved a comprehensive plan for operating a Vocational Business Program in Southern Oxford County, Region 11. The Board also approved the operation of a Health Occupations program at Skowhegan Vocational Center. The Board granted permission for the Bureau of Vocational Education to negotiate a lease for an Auto Mechanics Facility for NMVTI from Bio-Kinetics in the Skyway Industrial Park, Presque Isle, for a three-year period, July 1, 1978 to June 30, 1981.

School Construction. The Board approved a total of \$27,629,000 in school construction projects during the past fiscal year. However, three projects with an aggregate estimated cost of \$4,245,000, were not funded, since two did not receive local voter approval and the third was financed by federal funds through the Economic Development Administration.

Certification. In July 1977, the Board endorsed the program approval and individual review routes to the certification of educational professionals as prepared by the Teacher Education Staff as general direction for the Department to follow, and directed the staff to

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work on the development of mechanisms for administrative review for later submission to the Certification Advisory Committee.

In October 1977, the Board referred to the Certification Advisory Committee, for review and recommendation proposed standards for the certification of vocational administrator. Also during October, the Board received from the Certification Advisory Committee for study and consideration the Consulting Teacher Specialist Program Approval Standards. The Board also voted to delay final action, pending completion and review and recommendations by higher education staff, the following areas of activity: (1) completion of recommendations by the Certification Advisory Committee on the School Psychologist Certification referral action (2) completion of a review by the Department Task Group on Certification and Program Approval for implications related to alternate routes to certification; and (3) completion of an opportunity to share the existing recommendations with the affected constituencies for any additional comment and reaction.

In November, the Board referred to the Certification Advisory Committee the Standards for the Approval of Local Staff Development Programs for its review and recommendations (to the State Board).

In May 1978, the Board referred to the Certification Advisory Committee the draft Program Approval Standards for administrator-level preparation programs as developed by department staff with a time frame for return to the Board of one year. The following month, the Board adopted the Standards for the Approval of Professional Development Systems as transmitted by the Certification Advisory Committee in May for use with school districts wishing to create Local Professional Development Systems.

Other. In September 1977, the Board granted temporary approval of the name change of Andover Institute to Andover College and approved the offering of external degree course work by practicing Maine administrators by George Peabody College in the Ed.D. Degree in Educational Administration.

The Board accepted the report of the Revisitation Committee to Husson College concerning the right of the Bangor college to confer the Master's Degree of Science in Business. Furthermore, in March 1978, the Board approved the graduate level courses proposed by Northeastern University for registered practicing pharmacists in the State of Maine. Lastly, in June 1978, the Board approved a regulation pertaining to a minimum program for schools offering a Driver Education Course for motorcycle operation.

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 1978 20 MRSA, Section 54 provides that expenditures of this unit, which amounted to \$8,254 in FY 78, shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

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INDIAN SCHOLARSHIP COMMITTEE

JOSEPH NICHOLAS, CHAIRPERSON

EDWARD DICENSO, Superintendent of Indian Education

Central Office:

Location: Box 412, Calais

Mail Address: Box 412, Calais, Maine 04619

Telephone: 454-2126

Established: 1972

Sunset Review Required by: June 30, 1988

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: 0

Permanent Legislative Count: 0

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, is established as 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.

PROGRAM: In FY 78, a total of \$55,000 was available for scholarship awards of which \$53,647.92 actually was expended in providing assistance to Indian students at the secondary level and to students attending college or other post-secondary institutions.

PUBLICATIONS: Guidelines for assistance and applications are available

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$53,686 in FY 78 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

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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:

Location: Education Bldg.

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2541

Floor: 2

Established: 1967

Sunset Review Required by: June 30, 1988

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 acquisition of equipment, materials, minor remodeling and closed-circuit television for the improvement of undergraduate instruction. During FY 78, 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 1978: The expenditures of this unit amounted to \$6,512 in FY 78 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

EDUCATION AND CULTURE

MAINE LIBRARY COMMISSION

ROBERT WOODWARD, CHAIRMAN

J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784

Telephone: 289-3561

Central Office:

Location: Cultural Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1988

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: 0

Permanent Legislative Count: 0

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: The Maine Library Commission held 7 meetings during FY 78. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide bookmobile services; and library consultant services.

The Commission was actively involved in reviewing a suggested reorganization plan. The proposed reorganization was developed by the Joint Select Committee on State Policy for the Preservation, Development and Utilization of Historical and Cultural Resources. The Joint Select Committee recommended that the four cultural bureaus now located within the Maine Department of Educational and Cultural Services should be reorganized into a new Department of Cultural Resources. The Maine Library Commission, the Maine State Museum Commission and the Historic Preservation Commission successfully campaigned to discourage the creation of a new department.

Other FY 78 activities of note included the following: sponsorship of a Maine Pre-White House Conference on Library and Information Science; the recommendation to retain the services of a nationally recognized consultant to review the Maine regional program, with special emphasis on statewide bookmobile services; and recommendations regarding the allocation of state and federal funds for library programs.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$1,103 in FY 78 and are, by administrative decision, included with those of the Maine State Library Bureau.

EDUCATION AND CULTURE

MAINE STATE MUSEUM COMMISSION

VERNON L. SEGAL, CHAIRMAN
JOHN W. BALLOU, Vice-Chairman

Central Office:

Location: Cultural Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2301

Floor: 5

Established: 1965

Sunset Review Required by: June 30, 1988

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 twelve meetings and two executive session during FY 78. The Commission fulfilled its duties in the search and hiring of a professional museum director for the management of the Maine State Museum. The new director was appointed and began his duties October 31, 1977.

Delegates of the Commission attended meetings for museum trustees of the American Association of Museums (AAM) in Pittsburgh, Pa. and the New England Conference in Sturbridge, Mass.

The Commission worked on those legislative matters pertaining to the historical and cultural field. They opposed the Cultural Policy Report presented to the 108th Legislature by the Joint Select Committee on State Policy for the Preservation, Development and Utilization of Historical and Cultural Resources on the basis of philosophical and practical grounds.

An awards luncheon for Volunteers was given by the Commission April 18.

The Commission adopted policy regulations for collections, use of museum space, and the Regional Conservation Center. 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.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$2,400 in FY 78 and are, by administrative decision, included with those of the State Museum Bureau.

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(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office:

Location: 508 Bailey Hall, Gorham

Mail Address: University of Southern Maine, Gorham, Maine 04038

Telephone: 780-5277

Established: 1907

Sunset Termination Scheduled to Start by: June 30, 1988

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, and must be a member of the Maine Historical Society.

PROGRAM: Fiscal 1977-78 was another bust year for the State Historian although the total number of speeches and visitations was somewhat reduced because the historian was on sabbatical leave from University of Southern Maine (UMPG) from February 1 to May 1, 1978.

There were several highlight events such as the annual Portland Junior League course, the Adult Education Course at Yarmouth, the television program with Bill Caldwell on the Casco Bay Islands, the lecture series of the Gorham Library Association and the reunion of the 5th Maine Association at Peaks Island. On behalf of the American Association for State and Local History and as chairman of the Awards Committee of the Maine League of Historical Societies and Museums, the historian presented special awards to George Garniss and Harry Rowe at meetings of the Yarmouth and Androscoggin Historical Societies respectively.

There were visitations to historic sites in the Kennebunk and Kittery areas, Shaker Village, Norlands, Willowbrook, Bath Museum Complex, Wiscasset Historical District, and in Portland, Yarmouth, Brunswick, Harpswell, Richmond, Gardiner, Farmington-Wilton, Rumford, Bethel and Lewiston-Auburn.

As usual there was extensive correspondence with persons seeking information about a wide variety of topics relating to Maine history.

In the summer of 1977 the historian taught a travel course in Maine history to approximately thirty students at UMPG, and in the fall of 1977 taught day and night courses in Maine history at the Gorham and Portland campuses respectively.

In both fiscal 1977 and 1978, the historian served as consultant to *Here Today*, an Allagash Environmental Institute project, a federally funded research enterprise.

The historian observes that interest in Maine's past is very high and it is most gratifying to see so many organizations and outstanding individuals assisting in the process of preserving and interpreting the history and heritage of the State of Maine.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/ Alloc	500	500				
TOTAL RESOURCES	500	500				
EXPENDITURES						
Travel Expenses, In-State	279	279				
TOTAL EXPENDITURES	279	279				

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

PHILIP M. ISAACSON, CHAIRMAN

Central Office:

Location: 242 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2724

Floor: 1

Established: 1966

Sunset Termination Scheduled to Start by: June 30, 1988

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.

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

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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.

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 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 78 this 19 member Commission met 10 times.

PUBLICATIONS: See the listing in the Arts and Humanities Bureau.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$1,777.32 in FY 78 and are, by administrative decision, included with those of the Arts and Humanities Bureau.

MAINE HISTORIC PRESERVATION COMMISSION

JOHN D. BARDWELL, CHAIRMAN

EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office:

Location: 242 State St. (Old MV Bldg.), Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2133

Floor: 1

Established: 1971

Sunset Termination Scheduled to Start by: June 30, 1988

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 to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th

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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. Among the public members, all of whom are appointed by the Governor, there must be at least one archeologist, one historian and one architect. 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 any event no 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 78, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 52 individual sites and 11 historic districts. In addition, the Commission has published *Archaeology in Maine* and *Maine's First Buildings: The Architecture of Settlement, 1604-1700*. The Commission has continued to cooperate with the Maine Archeological Advisory Committee in providing funds and assistance to continue an archeological survey of the State.

The Historic Preservation clause of the Federal Tax Reform Act of 1976 has required extensive staff time in certifying historic buildings and advising owners on acceptable rehabilitation techniques.

As in past years 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 78, 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	\$ 46,000
Bangor Historical Society	\$ 7,500
Bath Marine Museum	\$ 45,000
Bureau of Parks and Recreation	\$ 8,500
Community Initiatives, Inc., York	\$ 10,000
First Parish Church, Brunswick	\$ 19,500
First Parish Church, Portland	\$ 20,000
Freeport Historical Society	\$ 47,500
Maine Archaeological Advisory Committee	\$ 40,000
Maine Historical Society, Portland	\$ 15,000
Maine Maritime Academy, Castine	\$ 31,000
Poland Spring Preservation Society	\$ 38,400
Portland Society of Art	\$ 35,000
Sagadahoc Preservation, Inc., Bath	\$ 27,500
Society for the Preservation of New England Antiquities	\$ 9,100
Town of Corinna	\$ 22,500
Town of Standish	\$ 30,000
University of Maine at Orono	\$ 16,000
Victoria Society of Maine Women, Portland	\$ 5,000
Washburn-Norlands Foundation, Inc., Livermore Falls	\$ 55,500
Total	\$529,000

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PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by sending 50¢ for postage and handling to the Maine Historic Preservation Commission, 242 State Street, Augusta, Maine 04333.

Archaeology in Maine (1978)

Beard, Frank A., *200 Years of Maine Housing: A Guide for the House Watcher* (1976)

Mundy, James H. and Shettleworth, Earle G., Jr., *The Flight of the Grand Eagle: Charles G. Bryant, Maine Architect and Adventurer* (1977)

Bradley, Robert L., *Maine's First Buildings: The Architecture of Settlement* (1978)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	79,081		79,081			
Bal Brt Fwd— Encumbered	3,912		3,912			
Revenue From Federal Govt	195,283		195,283			
Revenue—Private Sources	69		69			
Legislative Approp/Alloc	28,100	28,100				
Adjustment of Balance Fwd	—114		—114			
Transfers—Non-Federal \$	3,664	3,664				
Transfers—Federal \$	—5,185		—5,185			
TOTAL RESOURCES	304,810	31,764	273,046			
EXPENDITURES						
Salaries and Wages	45,343	22,742	22,601			
State Share of Retirement	5,369	2,698	2,671			
Prof Service, Not By State	88		88			
Travel Expenses, In-State	2,366	1,746	620			
Travel Expense, Out-State	134	134				
Utilities	2,276		2,276			
Rents	80		80			
Repairs	35	35				
Insurance	1,624	1,619	5			
General Operating Expense	7,781	726	7,055			
Other Supplies	478	222	256			
Grants to Pub. & Priv. Orgs.	153,642		153,642			
Trans. to Gen.-Fund Sta-Cap	2,993		2,993			
TOTAL EXPENDITURES	222,209	29,922	192,287			

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**GOVERNOR BAXTER
STATE SCHOOL FOR THE DEAF**

JOSEPH P. YOUNGS, JR., SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office:

Location: Mackworth Island, Falmouth

Mail Address: P.O. Box 799, Portland, Maine 04104

Telephone: 781-3165

Established: 1876

Sunset Review Required by: June 30, 1988

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 as stated in the Education Laws is to educate and instruct deaf children. Specifically, the School seeks to provide a comprehensive primary, elementary and secondary education program for approximately one hundred fifty deaf 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 and going through the twelfth grade. Classes include academic and vocational programs.

ORGANIZATION: The Governor Baxter State School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons 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 it remained until the most recent transfer to the Department of Educational and Cultural Services.

PROGRAM: The preprimary program provides for three classes of twenty-five children between the ages of four and six years to develop communication and language skills, plus personal growth and socialization. The primary department provides for four classrooms with approximately twenty-three children. The elementary department has three classrooms with twenty-three children, to teach basic elementary education, including math, science, reading and social studies. The middle school provides for five classrooms with thirty-one children. The basic aim of this program is to assist the children in the acquisition of the traditional learning skills and to prepare them for higher levels of study in the high school department. The high school department has four classes of forty students. It offers a three track program; college preparatory, general and vocational studies and special studies.

A special education program has one class of some five 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

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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.

With a grant under Public Law 94-142 an additional class was established for severely educationally retarded deaf children. There were five pupils in this class, each pupil requiring an individualized special program and functioning at a very basic academic level. This is a pilot program in which the children appear to be making progress albeit slow and extremely limited.

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 78, an ongoing staff development program for after-class 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 1978, six pupils graduated from the Governor Baxter State School for the Deaf.

A new function in compliance with state laws is the close cooperation with local school districts' Pupil Evaluation Teams (PET). This requires an Individual Education Plan for every pupil in the school which must be approved by the PET and the parents of the deaf children. Much time and effort is going into the development of this program. The results are promising. As the schools begin to develop closer cooperation and teamwork, it is anticipated that the deaf children in the State of Maine will receive their education in an appropriate setting for optimal promise of success.

LICENSES, PERMITS, ETC.:

High School Diploma. (The school is approved by the State of Maine and the Council on Education for the Deaf.)

The School is accredited by the Conference of Executives of American Schools 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

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	32,764		25,118		7,646	
Bal Brt Fwd— Encumbered	5,842	3,671	1,244		927	
Revenue—Private Sources	1,018		1,018			
Legislative Approp/Alloc	1,340,300	1,340,300				
Adjustment of Balance Fwd	—8,983		—131	—279		—8,573
Transfers—Non-Federal \$	34,901	34,901				
Transfers—Federal \$	102,818		102,818			
TOTAL RESOURCES	1,508,660	1,378,741	129,919			
EXPENDITURES						
Salaries and Wages	1,082,597	1,008,170	74,427			
State Share of Retirement	126,569	117,866	8,703			
Prof Service, Not By State	10,573	9,418	1,155			
Other Prof.Serv., By State	20	20				
Travel Expenses, In-State	916	856	60			
Travel Expense, Out-State	55	55				
Operation—State Vehicles	5,413	5,413				
Utilities	44,864	44,864				
Rents	33	33				
Repairs	5,888	5,888				
Insurance	33,719	31,396	2,323			
General Operating Expense	9,049	7,364	1,685			
Food	29,247	22,847	6,400			
Fuel	31,337	31,337				
Other Supplies	25,673	24,088	1,585			
Pensions	11,954	11,954				
Equipment Purchases	23,518	22,907	611			
Trans to Gen-Fund Sta-Cap	817		817			
TOTAL EXPENDITURES	1,442,242	1,344,476	97,766			

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

ALFRED M. SAVIGNANO, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office:

Location: 1 Memorial Circle, Augusta

Mail Address: 1 Memorial Circle, Augusta, Maine 04330

Telephone: 622-4709

Floor: 4

Established: 1969

Sunset Review Required by: June 30, 1988

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: 0

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. The Council prepares and submits, through the State Board of Education, to

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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 the Council must prepare and submit 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 19 categories of groups concerned with vocational education policy. There were 25 members during FY 78, 14 whose terms would expire in one year, 5 whose terms would expire in two years, and 6 whose terms would expire in three years. The staff consists of the executive director, field representative, and a secretary. The Maine Advisory Council on Vocational Education serves as a policy advisory group to the State Board of Education.

PROGRAM: During FY 78 the Maine Advisory Council on Vocational Education's (MACVE) major activities included: sponsoring a Conference on the Future of Education in Maine together with the Maine Lyceum and the Maine Superintendent's Association; monitoring the progress of Vocational Education Legislation in Congress and in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; 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; participation in the initial meetings of the State Occupational Information Coordinating Committee (SOICC). In addition, MACVE drew up a Council work plan for fiscal year 1978 which determines MACVE's own priorities and outlines how the Council will try to implement those priorities in light of its responsibilities under the 1976 Vocational Education Amendments.

PUBLICATIONS:

1977 Annual Report
1976 Annual Report
Serving Employers
Public Opinion Survey
All publications are free.

FINANCES, FISCAL YEAR 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE EDUCATION COUNCIL

CLYDE BARTLETT, CHAIRMAN

Central Office:

Location: 37 Day Street, So. Portland

Mail Address: 37 Day Street, So. Portland, Maine 04106

Established: 1967

Sunset Review Required by: June 30, 1988

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: 0

Permanent Legislative Count: 0

PURPOSE: The Council may consider any and all matters relating to public educational policy, matters relating to the Education Commission of the States, and the activities of the members in representing this State at the meeting of the Education Commission of the States.

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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.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$12,410 in FY 78 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

EDUCATIONAL LEAVE ADVISORY BOARD

ROBERT J. STOLT, COMMISSIONER OF PERSONNEL
STEVEN G. RANSLOW, Executive Secretary

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2821

Floor: 2

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1988

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: 0

Permanent Legislative Count: 0

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 receive no compensation for their services.

PROGRAM: Throughout FY 78 the Educational Leave Advisory Board received 27 requests for educational leave, all of which were approved. The majority of educational leaves were for training in public health, social services, and mental health related areas. Of significance is the fact that this year's leaves provided training in radiological health, and mycology; skills not previously extant in State service.

PUBLICATIONS: None.

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FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$600 in FY 78 and are, by administrative decision, included with those of (Office of) Commissioner of Personnel.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, CHAIRPERSON

Central Office:

Telephone: 581-7603

Location: University of Maine at Orono, Orono

Mail Address: 162 College Avenue, Orono, Maine 04469

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1988

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: 0

Permanent Legislative Count: 0

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.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1978 State Government Internship Program was funded through C.E.T.A., i.e., the Governor's Special Grant and the Governor's Special Set Aside Title III YETP Grant. The Internship Program enjoyed participation by fifty-four (54) interns placed in State agencies throughout Maine.

Intern Outreach and Application. In mid-January all State agencies were provided information describing the Internship Program and outlining the procedures for requesting interns. During mid-March the Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all high schools, vocational schools, colleges and universities throughout Maine. Application by and preliminary screening of intern applicants was made at local Job Service Offices of the Maine Employment Security Commission to assure compliance with CETA guidelines.

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Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Worksites were chosen to allow participation of a wide variety of state agencies, to provide placements outside the Augusta area, to provide interesting and purposeful employment for interns and to satisfy employment interests of applicants.

Intern selection sought to allow participation by both men and women to strike a balance in participation by both college and non-college persons. Other selection criteria include geographical location, applicants' preference for types of employment, and education/work experience in relation to requirements of positions available.

Internship Experience. The internship experience began with an orientation session held for all interns and supervisors at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of \$130.

General coordination and supervision of the program was conducted by the Bureau of Public Administration with the advice and consent of the Internship Program Advisory Committee. Basic supervision of each intern was the responsibility of the agency in which the intern was placed.

Two formal meetings of each intern and his/her supervisor with the program coordinator were held throughout the summer. Numerous informal meetings were also held. A final luncheon was held on the last day of the program at which interns received a certificate, signed by the Governor and the Director of the Bureau of Public Administration, attesting to the satisfactory completion of the program.

Education Component. The focus of the educational program for the 1978 Internship was career exploration. During the first weeks of the program, each intern met with a career counselor for a one-hour interview to discuss career expectations and select a personal career choice which was investigated by the intern during the internship program. Individual exit interviews were held by the career counselor with each intern to discuss the results of the intern's career explorations and to make a commitment to the next step in the intern's career explorations.

In addition, five one day educational programs focusing on the topic of career exploration were presented to the interns to include field trips, lectures and small group discussions. Also, ten interns attended the 33rd New England Management Institute. The co-sponsors, the Maine Town and City Management Association and the Bureau of Public Administration, waived the registration fee for the interns.

PUBLICATIONS:

Maine State Government Internship Program, Summer 1977—annual report
Maine State Government Internship Program, Summer 1978—annual report
Available, upon request—no charge

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$10,312 (Administrative Costs) in FY 78 and are, by administrative decision, included with those of the (Office of) the Governor.

ADVISORY COMMITTEE ON MAINE PUBLIC BROADCASTING

MARYLINE WHITE, CHAIRMAN
EDWARDE E. WINCHESTER, Acting General Manager MPBN

Central Office:

Location: Alumni Hall, Univ. of Me., Orono

Mail Address: Alumni Hall, Univ. of Me., Orono, Maine 04469

Telephone: 866-4493

Established: 1963

Sunset Termination Scheduled to Start by: June 30, 1988

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 92; *Unit:* 406; *Unit Citation:* 20 M.R.S.A., Sect. 2601

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Advisory Committee on Maine Public Broadcasting is rooted in the legislation which established the Maine Public Broadcasting Network. Private and Special Law, Chapter 247, passed by the 100th Legislature, is entitled "An Act Providing for Construction of a Public Broadcasting Network for the State of Maine and the Issuance of not Exceeding One Million Five Hundred Thousand Dollars of State of Maine Bonds for Financing thereof."

Section 1 of the act, entitled, "Committee on Public Broadcasting", states "There is created an Advisory Committee on Public Broadcasting for the purpose of facilitating the development of public broadcasting in this State. The Advisory Committee on Maine Public Broadcasting shall consist of seven members to be appointed by the Governor with the advice and consent of the Council"... "One member of the Committee shall be a representative of the State Department of Education, one member of the Committee shall be a representative of the University of Maine, the remaining members shall be citizens of the State of Maine."... "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."

The Governor alone now appoints the members of the committee, since the Executive Council has been abolished.

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

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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: The Advisory Committee members attended the launching of WMEM public broadcasting radio station at Presque Isle on September 23, 1977, after which a committee meeting was held. An interim report of the Task Force was discussed with a final report due early next year. (The Task Force was formed by the committee, with Don Tavernor, chairman, in February, 1977 to make recommendations on ways in which future planning, operations and funding of MPBN and WCBB could be coordinated.) In May, 1978, advisory committee members met and accepted the final plan and recommendations, and agreed that copies should be forwarded to university trustees, legislators, state school officials, friends of WCBB and others.

The advisory committee formally thanked the Task Force for its work and relieved the members of further work for the time being. And the committee also thanked both managers of MPBN and WCBB for their cooperative work in sorting out differences, and seeking solutions and compromises, under the aegis of the Task Force.

Lastly, advisory committee members agreed to monitor continued cooperation and communication between the two public networks.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$900 in FY 78 and are, by administrative decision, included with those of the Maine Public Broadcasting Network. (See the financial display of the Board of Trustees University of Maine.)

MAINE VOCATIONAL DEVELOPMENT COMMISSION

H. SAWIN MILLETT, JR., CHAIRMAN

Central Office:

Location: Education Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2321

Floor: 2

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1988

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 94; *Unit:* 048; *Unit Citation:* 26 M.R.S.A., Sect. 1261

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Commission seeks, accepts and acts 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 in new or expanding

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industry that results in the creation of new job positions. Operationally, an applying company works out a training proposal with the assistance of a representative from the Bureau of Vocational Education. This proposal identifies new positions, creates their salary range, along with a training outline of the commitment of the company to employment. The proposal is then reviewed by the Commission for approval, fortification, or disapproval.

In May of 1978 the Commission approved a training proposal request from the Seaward Construction Company of Kittery, Maine. This training program was a joint effort by Seaward Company and Central Maine Vocational Technical Institute to prepare high voltage construction linemen for the Seaward Company and its contracted companies. Twelve participants were invited to participate with job placement for eight at program completion. The training program was completed in the latter part of June 1978. At that time there were four immediate placements with four others in the interview process. Indications are that this will result in a minimum of eight well paid career placements for Maine workers.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE VOCATIONAL DEVELOPMENT COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,000	5,000				
Legislative Approp/Alloc	10,000	10,000				
TOTAL RESOURCES	15,000	15,000				

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

THOMAS O. WILLIAMS, CHAIRMAN
RICHARD YTURREGUI, EXECUTIVE SECRETARY

Central Office:

Location: Education Bldg.,

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2541

Floor: 2

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1988

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.

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ORGANIZATION: PECOM is comprised of 16 members drawn from the following groups:

Two members of PECOM shall be from the University of Maine, Board of Trustees. There is one position for a member of the State Board of Education, one position for a member of the Maine Delegation of the New England Board of Higher Education, one position for a member of the Board of Trustees of the Maine Maritime Academy. 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 terms of members are 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.

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. PECOM meets every other month. However, meetings shall be held at least quarterly or upon call of the chairman on 5 days written notice to the members.

Standing committees of the Post-secondary Education Commission currently working on post-secondary education issues are; Student Financial Assistance Committee, Marine Resources Committee, Inter-change Committee, Information and Systems Committee, Licensing, Certification and Consumer Protection Committee.

PROGRAM: Throughout FY 78, PECOM has been involved in some major planning activities.

Student Data Information. The Commission has continued to collect fall enrollment data. The Commission has also explored 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. The Commission has also developed a proposal to maximize the effectiveness of the Higher Educational General Information Survey. This activity will, through the development of prototype computer assisted information distribution network, assist in educational research, information and policy decision-making.

The Commission has also compiled data on the kinds and amounts of financial resources available to the students from their own and their families' resources to meet the costs of Post-Secondary Education. Also in the process of being catalogued, are the kinds and amounts of student financial aid available to students in different financial groups to support attendance at the different types of post-secondary institutions.

Financial Aid Training and Publications. The Commission has sponsored Financial Aid Training programs for financial aid administrators and other institutional personnel responsible for the administration of student financial aid.

The Commission has also published a resource booklet on State and National financial aid programs available to students for post-secondary education. This publication is entitled Students Financial Aid Guide to Post-Secondary Education.

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Financial Aid Programs. The Commission developed a resolution, after a review of student financial aid programs, that recommended to the Legislature the continued funding of the State Tuition Equalization Program at decreasing levels through Fiscal year 1981, so that all currently enrolled and eligible students may expect to receive this aid throughout the normal undergraduate period of four years.

Marine Resources. The Commission has conducted an extensive inventory of the Research and Educational opportunities at the Post-Secondary level in Marine Resources. In conjunction with this study, the Commission is finalizing plans for a Marine Resources symposium entitled "Careers and the Marine Environment-Renewable Resources". The symposium is directed at guidance counselors, secondary and post-secondary students.

Post Secondary Educational Inter-Change Facilitation. The Commission has identified the facilitation of the sharing of credits, facilities, curricula, and faculty among post-secondary educational institutions as a topic for consideration. The Commission has specifically identified, within this category, the transferability of credits. Data is currently being requested and compiled on post-secondary educational institutions' policy on transfer of credits.

PUBLICATIONS:

Post-Secondary Education Commission of Maine—Planning Proposal for Fiscal Year 1974, 1975, 1976

Post-Secondary Educational Opportunities in Maine—free

Students Financial Aid Guide to Post-Secondary Education—free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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						
Legislative Approp/Alloc	25,000	25,000				
Transfers—Non-Federal \$	1,382	1,382				
TOTAL RESOURCES	26,382	26,382				
EXPENDITURES						
Salaries and Wages	15,520	15,520				
State Share of Retirement	1,838	1,838				
Travel Expenses, In-State	196	196				
Travel Expense, Out-State	413	413				
Utilities	317		317			
Rents	269	269				
Insurance	344	344				
General Operating Expense	1,029	1,029				
Other Supplies	280	280				
TOTAL EXPENDITURES	20,206	20,206				

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EDUCATION FINANCE COMMISSION

WILLIAM KIRK, CHAIRMAN
H. SAWIN MILLETT, JR., COMMISSIONER

Central Office:

Location: Education Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2321

Floor: 1

Established: 1972

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 94; *Unit:* 372; *Unit Citation:* P&SL 1977 Sect. 711

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The purpose of the Commission is as follows: (1) Review the current education finance law to assess the affect of the repeal of the uniform property tax and the changes made during the Second Regular Session of the Legislature and to identify further needed changes; (2) Review methods of financing public education in other states for the purposes of providing an alternative to the existing finance law; (3) Evaluate alternative methods of financing teacher retirement costs; (4) Review methods of sharing costs in school districts; (5) Evaluate the use of alternative tax sources, including, but not limited to, the use of a capital gains tax on the sale of property and local income taxes; (6) Make any other studies and evaluations necessary to fully assess the existing law and prepare amendments or an alternative to it which would assure the State of the soundest possible method of financing education; and lastly (7) The Commission shall present its findings, together with any suggested legislation, to the First Regular Session of the 109th Legislature.

ORGANIZATION: The commission is composed of 15 members, as follows: one member from the Maine Municipal Association; one member from the Maine Teachers Association; 2 members of local school boards or committees; 2 members who are presently assessors in Maine municipalities; one superintendent of schools; 2 members of the Joint Standing Committee on Education; 2 members of the Joint Standing Committee on Taxation; and 4 members from the general public. These members are appointed as follows. The members from the Maine Municipal Association and the Maine Teachers Association shall be appointed respectively by these 2 organizations. The member who is a superintendent of schools shall be appointed by the Maine School Management Association. One member of a local school board or committee, one local assessor, one member of the Joint Standing Committee on Education, one member of the Joint Standing Committee on Taxation and 2 members from the general public shall be selected by the President of the Senate. One member of a local school board or committee, one local assessor, one member of the Joint Standing Committee on Education, one member of the Joint Standing Committee on Taxation and 2 members from the general public shall be appointed by the Speaker of the House.

The members must be appointed in a timely manner and the commission must hold an organizational meeting within 30 days after the adjournment of the Legislature at the call of the Chairman of the Legislative Council. At this meeting, the commission shall elect a chairman and a vice-chairman from within the membership.

PROGRAM: The Education Finance Commission was just established by the 108th Second Regular Legislative Session and, therefore, was not involved in any program activities for Fiscal Year 1978.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

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**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:

Location: Education Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2541

Floor: 2

Established: 1955

Sunset Review: Not Established

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: 0

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 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.

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The Maine Delegation to the New England Board of Higher Education for FY 78 is as follows:

Dr. Daniel Hanley, Executive Director of the Maine Medical Association
(Chairman of the Maine Delegation)

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

Richard Pierce, 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 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EDUCATION COMMISSION OF THE STATES

OTIS R. BOWEN, GOVERNOR OF OKLAHOMA, CHAIRMAN

State of Maine Contact: JAMES B. LONGLEY, Governor

WARREN G. HILL, Executive Director

Central Office:

Telephone: 303-893-5200

Location: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203

Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203

Established: 1966

Sunset Review: Not Established

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: 0

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 gover-

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nor 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.

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 1978: The expenditures of this unit amounted to \$12,410 in FY 78 and are, by administrative decision, included with those of the Maine Education Council.

MAINE SCHOOL BUILDING AUTHORITY

H. SAWIN MILLETT, JR., CHAIRMAN

LEROY O. NISBETT, Secretary-Treasurer

Central Office:

Location: Education Bldg., Augusta

Mailing Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2061

Established: 1951

Sunset Review: Not Established

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: 0

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.

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PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 78 as outlined above.

Although this is an annual report for FY 78, a review of past years' 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)	550,982.20
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 1978: The expenditures of this unit amounted to \$93.00 in FY 78 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

MAINE HISTORICAL SOCIETY

THOMAS L. GAFFNEY, DIRECTOR

Central Office:

Location: 485 Congress St., Portland

Mail Address: 485 Congress St., Portland, Maine 04101

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

Telephone: 774-1822

Sunset Review: Not Established

Permanent Legislative Count: 0

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

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and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States”.

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 maintains and operates an historical research library as well as the Wadsworth-Longfellow House, the first museum house to be established in the State of Maine. With a vast manuscripts collection of more than 1.7 million documentary items, and an imprint collection of over 60,000 volumes of state and local history, biography, family genealogy, theses, rare pamphlets, and related reference sources such as photographs, glass plate negatives, maps, graphics, and broadsides, the Society's holdings constitute the most comprehensive collection available for the serious study of Maine and her people.

During FY 77 nearly 12,000 people patronized the library and the Wadsworth-Longfellow House, and an additional 1,300 persons were provided with reference service by mail or telephone.

Wadsworth-Longfellow House Restoration. Assisted by grants from the Maine Historic Preservation Commission and the Community Development Program of the City of Portland, the Society has undertaken a major restoration project involving the Wadsworth-Longfellow House. This nationally recognized historic landmark was built in 1785-1786 by General Peleg Wadsworth, a noted revolutionary war figure who served as second in command to General Solomon Lovell during the famous Penobscot Expedition of 1779. After the general's removal to Hiram, Maine, in 1807, the House was occupied by the family of Stephen Longfellow, a Portland attorney, who attended the Hartford Convention in 1812, and later served in Congress from 1823 until 1825. The historic significance of the House is further enhanced by having served as the boyhood home of Stephen's son, Henry Wadsworth Longfellow, the nation's most distinguished 19th century poet.

The restoration project will cost an estimated \$30,000, and will involve extensive repainting and replacement of exterior brickwork, combined with major repair of window frames, sashes, and other exterior wooden trim. Work is expected to get underway during the summer of 1978.

Acquisitions. The Society's unique holdings of Maine imprints, manuscripts, and artifacts continue to be enriched through the generosity of members and friends. Included among the more important recent acquisitions are: (1) Levi C. Wade Papers, 1889-1890, relating to the purchase of the Knox & Lincoln Railroad, the collection includes some correspondence of Arthur Sewall of Bath, the vice presidential running mate of William Jennings Bryant in 1896; (2) Charles D. Heseltine collection, consisting of approximately five hundred photographic negatives of Maine's street railroads, plus a vast compilation of data on the state's street railroads; (3) unique 19th century pen and ink cartoon entitled, "Portland Watch. or Cracking Notes," believed to have been done by Joseph T. Harris while in Portland in 1834; (4) complete corporate records of the Atlantic & St. Lawrence Railroad Company for the period 1845-1960, chronicling the history of one of Maine's most important and celebrated railroads;

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(5) Judge David Sewall's handwritten charge to the grand jury in the case relating to the indictment of Thomas Bird in 1789 on charges of piracy. Bird, the first to be tried under the piracy laws of the United States, was later hanged; (6) grandfather clock, adorned by a handsomely carved wooden eagle, built by Silas Hoadley (1786-1870), a noted 19th century Connecticut clockmaker; (7) exceptional collection of over five hundred glass plate negatives and lantern slides of late 19th century Portland and environs; (8) Rev. Nehemiah Hunt's record book of marriages and baptisms performed for the people of Avon, Chesterville, Farmington, Phillips, Strong, Temple, and Wilton during the period 1815-1850; (9) Captain Nathaniel Sherburne Rogers collection of maritime documents and artifacts. Captain Rogers (1805-1843), a native of Mount Vernon, Maine, rescued the crew of the French brig *L'Esperance de Paimpol* during a severe storm on May 17, 1834. For this act of heroism, he was awarded a gold medal, the logbook account of the rescue, and other related documents. Also included are an oil portrait of the captain, his handsomely engraved brass speaking trumpet, a Cathay sea chest, and a scrimshaw whale's tooth showing whaling ship *Barclay*, built in Bedford, Massachusetts, in 1793; (10) diaries, 1841-1853, of Persis (Sibley) Andrews Black (1813-1891), of Freedom, Dixfield, and Paris, Maine, consisting of five volumes (plus typescripts of same), containing many insights into the customs and society of the times; (11) diaries, 1829-1857, of Rev. Caleb Bradley (1772-1861), of Westbrook, Maine, consisting of seventeen volumes (plus typescripts), containing many biting comments on 19th century politics.

PUBLICATIONS:

The Society strives to promote interest in Maine's rich and diversified history by maintaining an active publications program. In addition to articles regularly published in the Maine Historical Society Quarterly, several new titles (indicated below with an asterisk) were added to the publications list during FY 77:

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
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
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: An Historical Survey.</i>	
104 pp. 69 plates. ISBN 0-915592-23-1	paper \$ 6.00
ISBN 0-915592-24-X	cloth \$10.00
*Ray, Roger B., comp. <i>The Indians of Maine and the Atlantic Provinces: A Bibliographical Guide.</i>	
[87] pp. ISBN 0-915592-29-0	paper \$ 4.00
*Reid, John C., <i>Maine, Charles II and Massachusetts.</i>	
X + 278 pp. ISBN 0-915592-28-2	cloth \$22.00
*Whitmore, Sandra J., <i>Scenes From Longfellow's Poems.</i> A Coloring Book.	
ISBN 0-915592-31-2	paper \$ 1.75

EDUCATION AND CULTURE

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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:

Location: Castine, Maine

Mail Address: Castine, Maine 04421

Telephone: 326-4311

Established: 1941

Sunset Review Required by: June 30, 1988

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.

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,

EDUCATION AND CULTURE

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: Academy enrollment at the beginning of the fall term, September 1977, stood at 644. Of these, 159 were seniors, 159 juniors, 155 sophomores and 170 freshmen. The student body included 4 women. Students from the State of Maine numbered 350 or 54% of the total. There were 272 students from other states and protected territories and 21 students from foreign countries, including 15 from Iran, 5 from Kuwait and 1 from Saudi Arabia. Bachelors degrees were awarded to 156 students, 15 in January and the balance on 29 April 1978. All but one of the foreign students enrolled at the Academy graduated with this class.

Academy graduates continue to enjoy a wide variety of employment opportunities in maritime commerce, off-shore industries and marine related shore-side positions. All graduates desiring employment had been offered positions prior to or immediately after graduation. Any who were unemployed were so from preference or because they had not completed licensing requirements.

The annual cruise of the *State of Maine* began at Castine on May 4. The ship visited ports of Norfolk, Rotterdam, Portsmouth, Nantes and Funchal before returning to Castine by way of Portland, where it stopped for two days at the end of June. A noteworthy feature of this year's cruise was the participation of the officers and students in the return of remnants of the Maine schooner *St. Mary*, wrecked in the Falkland Islands in 1890 while on her maiden voyage, to the State Museum in Augusta. The relics were loaded on board at the Royal Navy Dockyard, Portsmouth, with the considerable assistance and cooperation of many British officials. They were off-loaded in Portland on June 27.

Receipt by the Academy of a Local Public Works and Capital Development grant from the Economic Development Administration in the amount of \$826,000 permitted initiation of construction of the annex to Quick Hall which will house the expanded library. This addition will enable the academy to meet standards of the regional accrediting association and assure space for future growth and improvement of the library collection. Funds for the project are being augmented from the academy's construction reserve and gifts from private donors. The total cost of construction and equipment is expected to exceed \$1,100,000.

Architectural studies are underway for the eventual transformation of the former dormitory Leavitt Hall, located in the center of the upper complex, into the academy administrative center and advanced maritime study center. Leavitt Hall, which has been unused for the last five years, is ideally located to serve for the planned functions. Its completion will release additional space in the library building now occupied by administrative offices.

Evening programs during the fall and spring terms and an extensive array of courses and special meetings occupy an increasing place in the academy routine, as wider opportunities for adult study and community interests are accommodated at the academy. The addition of these programs assures year-round utilization of the academy facilities.

Student demand for admission continues at an increasing level. The entering freshman class in late August of this year is expected to number 190, of whom six are expected to be female.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
<i>Maine Maritime Academy—The Formative Years 1941-1966</i>	
by Howard C. Jordan	\$5.00

EDUCATION AND CULTURE

FINANCES, FISCAL YEAR 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Revenues	Unrestricted	Restricted	Total
Tuition and fees	1,122,940		1,122,940
Federal Appropriations	75,000		75,000
State Appropriations	1,813,137	27,653	1,840,790
Federal Grants & Contracts		28,178	28,178
Private Gifts, Grants & Contracts	35,817	1,625	37,442
Auxiliary enterprises	1,683,843		1,683,843
Other sources	197,841		197,841
Total current fund revenues	4,928,578	57,456	4,986,034
Expenditures and Mandatory Transfers			
Education and General			
Instruction	1,153,839	2,882	1,156,721
Public Service	49,708	7,330	57,038
Academic support	223,929	6,915	230,844
Student services	391,854	3,723	395,577
Institutional support	670,160		670,160
Operation and maintenance of plant	583,147	17,528	600,675
Scholarship and waivers	6,755	1,625	8,380
Total educational and general	3,079,392	40,003	3,119,395
Mandatory transfers for:			
Principal and interest	41,277		41,277
Loan fund matching grants	1,447		1,447
Total mandatory transfers	42,724		42,724
Total educational and general	3,122,116	40,003	3,162,119
Auxiliary Enterprises			
Expenditures	1,394,371	17,453	1,411,824
Mandatory transfers for:			
Principal and interest	169,252		169,252
Renewals and replacements	2,000		2,000
Total auxiliary enterprises	1,565,623	17,453	1,583,076
Other Transfers and Additions			
Non-Mandatory transfers for:			
Transfer from sinking fund	(2,000)		(2,000)
Gifts applied	18,214		18,214
Allocation on unrestricted resources	217,000		217,000
Net unexpended revenues	7,625		7,625

EDUCATION AND CULTURE

**BOARD OF TRUSTEES
UNIVERSITY OF MAINE**

**FRANCIS A. BROWN, CHAIRMAN
PATRICK E. MCCARTHY, Chancellor**

Central Office:

Location: 107 Maine Ave., Univ. of Maine, Bangor

Mail Address: 107 Maine Ave., Univ. of Maine, Bangor, Maine 04401

Telephone: 947-0336

Established: 1865

Sunset Review Required by: June 30, 1988

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 99; *Unit:* 421; *Unit Citation:* 1967 P&SL Chap. 229

Average Count—All Positions: 3,515

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 Southern Maine (USM)

University of Maine at Farmington (UMF)

University of Maine at Presque Isle (UMPI)

Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine is the state University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine 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). Its Board of Trustees 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 campus Presidents; 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.

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
Fort Kent State College

1863
1887

EDUCATION AND CULTURE

Gorham State College	1878
Aroostook State College (Presque Isle)	1903
Washington State College (Machias)	1909

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.

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.

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 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

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.

Fall 1977 enrollment in all University programs totaled 27,088 and 4,505 persons were awarded degrees in 1976/77. 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

EDUCATION AND CULTURE

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 OCTOBER 1977

BY EMPLOYEE CATEGORY

Faculty	986
Professional and Administrative	760
Classified	1,769
Total	3,515

BY SOURCE OF FUNDING

Educational and General	2,426
Auxiliary Enterprise	487
Restricted	602
Total	3,515

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—(Free).
- (3) Chancellor's Newsletter, University of Maine
- (4) University College of Education, University of Maine, May, 1978
- (5) Academic Plan for the University of Southern Maine, July, 1978
- (6) University Center for Marine Studies, University of Maine at Orono, February, 1978
- (7) Plan of Action, Continuing Education, University of Maine, October, 1977
- (8) Report: Cooperative Extension Service Programs, July, 1977

FINANCES, FISCAL YEAR 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES JUNE 30, 1978

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.

EDUCATION AND CULTURE

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.

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.

EDUCATION AND CULTURE

FINANCES, FISCAL YEAR 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS

	Unrestricted		Restricted	Total
	General	Designated		
REVENUES:				
Educational and general—				
Tuition and fees	\$18,949,057	\$ 427,161	\$ 174,729	\$ 19,550,947
Governmental appropriations—state	35,990,408	—	925,206	36,915,614
Governmental appropriations—federal	216,397	—	3,433,146	3,649,543
Governmental grants and contracts—state	83,000	60,112	2,181,352	2,324,464
Governmental grants and contracts—federal	—	—	14,606,387	14,606,387
Private gifts, grants and contracts	—	242,287	2,747,632	2,989,919
Endowment income	15,734	164,404	375,475	555,613
Recovery of indirect costs	1,898,406	5,509	1,071	1,904,986
Sales and services of educational activities	839,566	601,316	41,513	1,482,395
Other sources	1,222,198	209,133	740,855	2,172,186
Total educational and general	\$59,214,766	\$1,709,922	\$25,227,366	\$ 86,152,054
Sales and services of auxiliary enterprises	18,154,011	—	—	18,154,011
Total revenues	\$77,368,777	\$1,709,922	\$25,227,366	\$104,306,065
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	\$26,528,160	\$ 940,419	\$ 3,229,909	\$ 30,698,488
Research	2,773,413	395,867	7,146,051	10,315,331
Public service	1,862,592	264,281	6,452,945	8,579,818
Academic support	5,873,161	103,826	686,953	6,663,940
Student services	4,596,223	282,096	156,082	5,034,401
Institutional support	7,002,941	244,636	307,720	7,555,297
Operation and maintenance of plant	7,570,199	2,479	3,958	7,576,636
Student aid	1,226,208	209,168	7,243,748	8,679,124
Mandatory transfers for loan funds	248,774	—	—	248,774
Total educational and general expenditures and mandatory transfers	\$57,681,671	\$2,442,772	\$25,227,366	\$ 85,351,809
Auxiliary Enterprises—				
Expenditures	\$17,015,230	—	—	\$ 17,015,230
Mandatory transfers for retirement of indebtedness	832,001	—	—	832,001
Total auxiliary enterprises	\$17,847,231	—	—	\$ 17,847,231
OTHER TRANSFERS:				
Current funds—appropriated (Note 1)	\$ 253,961	\$ —	—	\$ 253,961
Current funds—designated	735,628	(735,628)	—	—
Current funds-restricted	91,078	—	—	91,078
Endowment funds	—	—	—	—
Plant funds—unexpended	321,800	—	—	321,800
Plant funds—retirement of indebtedness	162,033	—	—	162,033
Agency funds	—	—	—	—
Total transfers	\$ 1,564,500	\$ (735,628)	—	\$ 828,872
Excess of transfers over expenditures and transfers	\$ 275,375	\$ 2,778	—	\$ 278,153

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR

Central Office:

Location: University of Maine at Orono, Orono

Mail Address: 162 College Ave., Orono, Maine 04469

Telephone: 581-7603

Established: 1965

Sunset Review: Not Established

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

Permanent Legislative Count: 0

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.

Today, the Bureau continues to focus its efforts on 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, 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: When first established, the Bureau of Public Administration (BPA) was a unit within the Department of Government at the University of Maine at Orono. Since, then, the Bureau has become an integral part of the Division of Research and Public Services, University of Maine at Orono, where it 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: The Bureau of Public Administration 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 550 training offerings in thirteen years of existence, BPA is recognized as a leading agency providing 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.

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 regarding performance appraisal, uniform accounting, and elected officials training.

PUBLICATIONS:

Maine Local Government—A Handbook for Elected Officials. Laura E. Campbell, ed., April, 1978. \$10.00

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March, 1978. No charge.

EDUCATION AND CULTURE

Charter Study Series. James J. Haag, et. al., 1970. \$10.00 set of 5.
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.
Complete publications list available upon request.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

MAINE INDIAN EDUCATION

EDWARD DiCENSO, SUPERINTENDENT
ELLIOTT MITCHELL, Business Manager

Central Office:

Location: River Road, Calais

Mail Address: P.O. Box 412, Calais, Maine 04619

Telephone: 454-2126

Established: 1974

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 99; *Unit:* 999A; *Unit Citation:* 22 M.R.S.A., Sect 4719

Average Count—All Positions: 70

Permanent Legislative Count: 0

Organizational Units:

Indian Island School Committee

Maine Indian Education

Indian Township School Committee

Office of the Superintendent

Pleasant Point School Committee

Maine Indian Education Council

PURPOSE: The primary goal of Maine Indian Education is to provide approximately 466 Indian children on the reservations with a basic education, including grades Early Childhood through grade twelve.

Approximately 338 students attend the elementary schools on the reservations at Indian Island, Indian Township, and Pleasant Point. The rest of the students are tuitioned to adjacent high schools and junior high schools.

Included in the basic education for Indian youngsters is instruction in Indian culture, customs, and language.

ORGANIZATION: Originally Indian education was conducted by the Sisters of Mercy of the Catholic Religion who are still dominantly involved at the present time. For a period of time, Indian Education was the responsibility of the State—Governor and Council, the Department of Forestry and Wildlife, Health and Welfare. Currently, the responsibility rests within the Department of Educational and Cultural Services.

In 1967 the State Department of Education employed an Indian Education Specialist to direct Indian education from Augusta. The Maine Legislature in 1969 passed a bill providing Indian control of the school budget and election of a superintendent via elected school committee members. A superintendent's office was opened in Calais. Thus, the nucleus of a local, Indian-governed school administrative staff was created to direct Maine Indian Education. Now, the central office is the seat of the fiscal management, administration, school lunch service, and several program direction functions.

A school committee of five people are popularly elected on each reservation to determine policies for directing school functions.

Maine Indian Education assists non-Indian schools in Aroostook County with programs financed by Title IV A of the Indian Education Act.

Indian Township School has a Title VII Bi-Lingual Education Program where an almost

EDUCATION AND CULTURE

lost language has begun the road to survival. Each of the schools has an Early Childhood Program that includes three, four, and five year olds.

PROGRAM: The Early Childhood Program at all three schools includes three, four, and five year old children, where social development and gross and fine motor development are central to the learning function.

The education program between Early Childhood and secondary school is mainly concerned with basic education in reading, writing, and arithmetic, with a great deal of attention given to individual children in self-contained classrooms. A variety of teaching methods are incorporated into the instructional program at each reservation school.

At the Indian Township School a Title VII Bi-Lingual program is operational where Indian stories and legends have been published in the Passamaquoddy language. A few of the books include both English and the Passamaquoddy text. A dictionary is also in development and will be available in another year. The children in each classroom have an allotted time each day for instruction in the Passamaquoddy language and customs. Each reservation school, and seven non-Indian schools in Aroostook County, have a small amount of money from the Title IVA, Indian Education Act, through which Indian heritage and culture is offered to the Indian students.

Other programs found in the reservation schools include Special Education, Remedial Reading, tutoring, and counseling. The counselors work with children in school, and with students seeking scholarship assistance to attend post-high school programs. They also coordinate services for students tuitioned to high schools, with problems related to attendance and dropout.

On each of the reservation schools, a breakfast and lunch program exists, insuring the balanced, nutritional needs of the children. A school lunch supervisor in the Calais office creates the menus, maintains inventory records, and completes all lunch reporting forms for the state and federal governments.

At the Indian Island School, junior high school students are tuitioned to the Old Town system. On each of the reservations, the secondary students are tuitioned to schools off the reservations.

The Administrative Office, located at Calais, Maine, performs all fiscal matters concerned with the three schools, as well as maintenance of flow-through funds for several programs, such as scholarship funds awarded by the Indian scholarship committee, Federal Indian Education Act funds, and Arts and Humanities grants. School Committee meetings are held once per month, and joint school committee meetings are held four times per year.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

EDUCATION AND CULTURE

MAINE INDIAN EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Balance Forward	552.12	14,429.27			(13,877.15)	
Revenue From Federal Government	547,059.47		547,059.47			
Legislative Appropriation	728,572.00	728,572.00				
Interest Earned	6,695.14					6,695.14
Revenue—Private Sources	2,146.28					2,146.28
TOTAL RESOURCES	1,285,025.01	743,001.27			533,182.32	8,841.42
EXPENDITURES						
Salaries	613,559.24	320,946.43			292,612.81	
Retirement	62,930.61	41,190.64			21,739.97	
Travel Expenses	26,699.84	16,646.12			10,053.72	
Supplies	45,657.87	21,223.78			24,434.09	
Operation of Buses	16,284.14	16,284.14				
Workman's Comp Insurance	2,582.31	1,726.69			855.62	
Hospital Insurance Employees	17,086.89	8,925.75			8,161.14	
Contractual Services	52,867.88	37,821.73			6,204.73	8,841.42
Equipment	11,287.75	4,190.43			7,097.32	
Books	5,192.92	5,192.92				
Tuition	104,859.67	104,859.67				
Telephone	6,474.64	6,474.64				
Administration Superintendent's Office	73,053.00	73,053.00				
Heat	15,627.28	15,627.28				
Electricity	7,776.84	7,776.84				
Food	60,363.66	39,397.11			20,966.55	
Building Repairs	15,790.85	15,790.85				
Unemployment Insurance	3,891.57	3,335.88			555.69	
Miscellaneous	336.59	336.59				
Audio Visual Materials	1,079.37	909.94			169.43	
Rent	16,064.45				16,064.45	
Purchase of Buses	33,800.00				33,800.00	
TOTAL EXPENDITURES	1,193,267.37	741,710.43			442,715.52	8,841.42

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:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2736

Established: 1975

Sunset Review Required by: June 30, 1986

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

Bureau of Administration

Bureau of Health

Bureau of Rehabilitation

Bureau of Social Welfare

Bureau of Resource Development

Maine Human Services Council

Bureau of Maine's Elderly

Advisory Board for Licensure of

Ambulance Services, Vehicles

& Personnel

Governor's Committee on Children & Youth

Board of Hearing Aid Fitters & Dealers

Office of Dental Health

Maine Dental Health Council

State Government Drug Abuse Coordinating Committee

Maine Council on Alcohol & Drug Abuse Prevention
and Treatment

State Health Planning and Development Agency

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

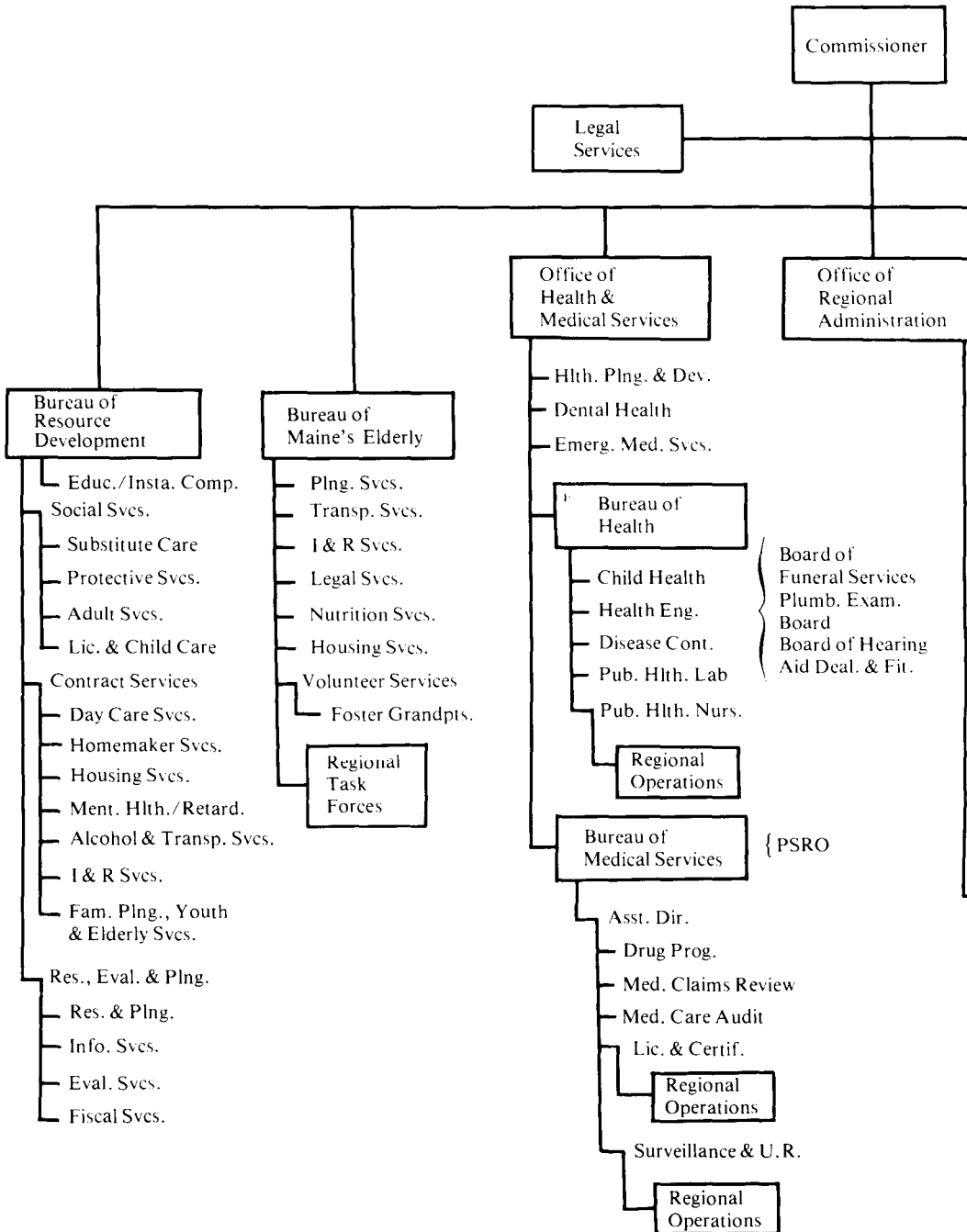
This is accomplished by directing a wide-ranging system of programs in health care, maintenance and study, in protective services for children, in assistance programs for those economically indigent and through proper accountability of all programs.

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.

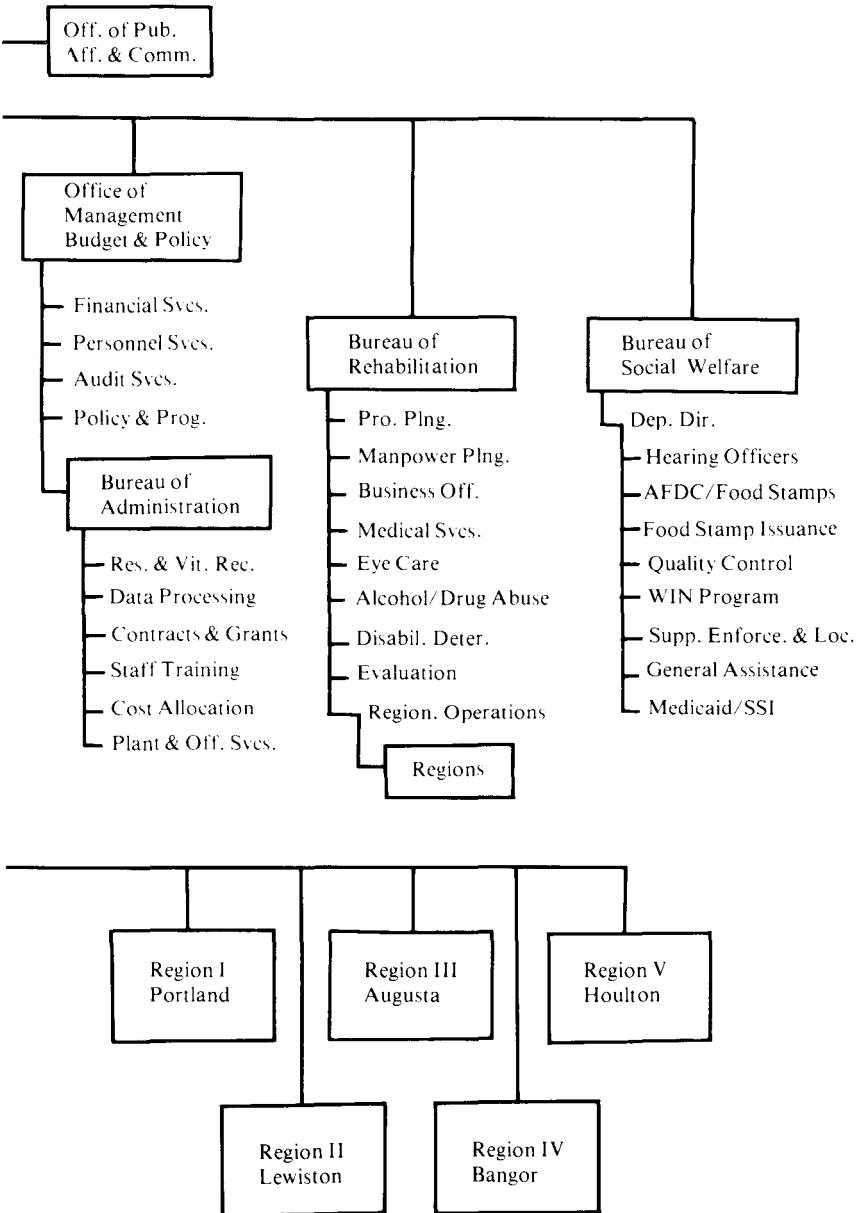
In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new 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

HUMAN SERVICES

MAINE DEPARTMENT OF HUMAN SERVICES ORGANIZATIONAL CHART Effective: August 1, 1977



HUMAN SERVICES



HUMAN SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 78 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	530,222	1,946,909	—1,468,152		51,465	
Bal Brt Fwd— Encumbered	4,229,450	230,012	3,999,438			
Licenses/Permits/Fees/Tax	395,834		395,834			
Revenue From Federal Govt	151,324,011		151,324,011			
Revenue From Local Govts	2,877,344		2,877,344			
Revenue—Private Sources	3,454,929		3,454,929			
Fees Charged For Services	471,541		471,531		10	
Receipts From Other Funds	3,557		3,557			
Legislative Approp/Alloc	67,796,473	66,603,473			1,193,000	
Adjustment of Balance Fwd	432,498	205,966	226,532			
Transfers—Non-Federal \$	5,479,675	403,777	5,075,898			
Transfers—Federal \$	7,798		7,798			
TOTAL RESOURCES	237,003,332	69,390,137	166,368,720		1,244,475	
EXPENDITURES						
Salaries and Wages	17,254,201	5,664,890	10,948,633		640,678	
State Share of Retirement	2,024,690	665,478	1,283,375		75,837	
Prof Service, Not By State	1,509,760	480,398	1,030,074		—712	
Computer Service, By State	1,083,193	399,340	683,853			
Other Prof. Serv., By State	75,953	3,497	72,456			
Travel Expenses, In-State	865,189	223,669	597,210		44,310	
Travel Expense, Out-State	76,757	25,988	50,344		425	
Operation—State Vehicles	30,080	2,663	27,417			
Utilities	955,442	410,134	537,811		7,497	
Rents	1,054,939	391,390	663,526		23	
Repairs	43,818	16,137	27,681			
Insurance	627,658	178,711	430,636		18,311	
General Operating Expense	1,320,880	592,855	727,969		56	
Food	998		998			
Fuel	16,009	8,037	7,972			
Other Supplies	586,435	191,825	394,469		141	
Grants to Local Govts.	26,027		26,027			
Grants to Pub. & Priv. Orgs.	23,020,591	2,586,446	20,263,889		170,256	
Public Assistance Grants	180,435,519	55,710,560	124,554,959		170,000	
Misc. Grants to Individual	62,905		62,905			
Pensions	39,374	16,685	22,689			
Buildings & Improvements	1,685		1,685			
Equipment Purchases	180,092		165,363		14,727	
Trans to Gen-Fund Sta-Cap	423,741		413,725		10,016	
TOTAL EXPENDITURES	231,715,936	67,631,608	162,932,763		1,151,565	

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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; implementation of the federal Vocational Rehabilitation and Social Security Acts; the Bureau of Human Services in 1973 to replace the Office of Resource Development; the Maine Human Services Council in 1973 to replace the Advisory 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 78 the Bureau of Administration has been involved in numerous efforts aimed at improvements in various departmental systems, planning and securing office space for regional offices and the Bureau of Health, in improving controls over the Department's capital assets inventory, the value of which exceeds \$2 million, and in redesign of the Departmental administrative cost allocation system which determines the total cost of administration for each program for the purpose of obtaining Federal matching funds.

Office of Public Affairs and Communication. During FY 78 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 six new program brochures, edited and published a quarterly magazine for 50,000 departmental clients, edited and published a newsletter to employees on a bi-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 three television tape shows, assisted legislators needing information about specific departmental programs and worked with the commissioner on press relations projects.

The office also revised a 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. Major accomplishments of the Division of Personnel include computerizing departmental personnel records, the updating of job descriptions and establishment of performance standards. In addition a substantial amount of time has been devoted to collective bargaining.

Audit Division. The Audit Division completed approximately 200 audits of Title XX and Priority Social Services Program (PSSP) purchase of social services contracts during the past fiscal year. During the year there were in excess of 250 such contracts in force. the audits verify

HUMAN SERVICES

payments to the agencies, determine that the purposes for which the funds were expended were proper, and that the terms of the contract were observed. The audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

In addition, Audit Division performs audits of child caring institutions, contracts for alcoholism services, Women's and Infant Care, Older Americans Act projects, and limited internal audits.

Health Care Audit. The Health Care Audit Unit audits hospitals and nursing homes. An annual audit is completed on each facility for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement.

Research and Vital Records. Regular functions of the Division include management of the State system of vital statistics and the preparation of various statistical reports concerning the programs of the Department. In 1977-78 the Division continued to furnish vital statistics to the general public, furnished magnetic tape and microfilm records to the National Center for Health Statistics, under contract, for the preparation of Vital Statistics, completed publication of the 1976 annual Maine Vital Statistics Report, and published 1976 population estimates for Maine by minor civil division for five age groups.

In addition, the Division completed numerous reports on various welfare program activities for the purpose of forwarding to the Federal government; and completed data collection on a 1977 study on characteristics of recipients of AFDC.

Financial Services. In FY 1977-78 the reorganization of the Division of Financial Services was completed. The various programs of the Department have been arranged functionally and divided among a group of account managers who are responsible for budget and accounting functions.

A new computerized system for recording child support collections, initiated in February 1977, has resulted in more prompt processing and improved control over cash receipts in this area and improved ability to provide data on collections quickly. The new system has made a significant increase in collections to be processed, which will closely approximate \$2.8 million when all collections are recorded. Potential collections are estimated to be \$7 - \$9 million annually in 4 - 5 years.

Data Processing. Major data processing effort has been in the areas of working with Delphi Associates for implementation of the Medicaid Management Information System which is scheduled to be completed in FY 1978-79, in maintenance and systems improvements in on-line systems for AFDC, food stamps, and other existing systems and in completing implementation of the Child Support Enforcement system which was started in February, 1977.

Fraud Investigation Unit. For the year beginning July 1, 1977 the Fraud Investigation Unit had 1,049 pending cases. These cases contained allegations of fraud in the AFDC (Aid to Families with Dependent Children) category of assistance as well as allegations of fraud pertaining to Title XX (medicaid) funds. The majority 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 the return of the husband to the household when separation was the basis of the grant), receiving aid for a person or persons not in the home, and forgeries or lost or stolen assistance checks. The majority of the allegations in the medical assistance programs concerned billing the State for services not rendered, overbilling of services rendered and misappropriation of accountable funds.

Received during the current year (July 1, 1977 through June 30, 1978) were 388 new cases. Of the 388 complaints, 374 cases involved allegations involving the AFDC program. The majority of the complaints followed the trend of the previous year which are enumerated above. Nine cases involved the Title XX medicaid program and the remaining five cases contained miscellaneous allegations of fraud in matters falling within the jurisdiction of the Department of Human Services. The Fraud Investigation Unit referred 72 cases to the Attorney General's Office, 62 AFDC, 8 medicaid, and 2 miscellaneous welfare fraud cases. The total aggregate amount of alleged fraud involved in the above cases was approximately \$355,000.00. One hundred twenty-five thousand dollars (\$125,000.00) to \$150,000.00 of this would be involved in the medicaid cases.

Restitution arranged with recipients or their attorneys resulted in 32 recoveries primarily in the AFDC program covering fraudulent grant amounts of \$30,000.00. Cash recovered during the year from AFDC restitution totaled \$15,018.00.

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During the current year due to the increasing concern of all who are involved with handling of welfare matters over the problems arising from fraud and abuse in the various programs, an assistant Attorney General has been assigned to the Department. Priorities are now centered on investigation and prosecution of flagrant cases as a deterrent to those who feel, or may have felt, that welfare fraud is a forgotten area as far as law enforcement is concerned.

During the year 92 cases were closed, primarily in the AFDC category. The pending case count as of June 30, 1978 stands at 1,334.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	296,198	97,844	146,889		51,465	
Bal Brt Fwd— Encumbered	264,457	93,967	170,490			
Licenses/ Permits/Fees/Tax	28,623		28,623			
Revenue From Federal Govt	86,063,007		86,063,007			
Revenue—Private Sources	589		589			
Fees Charged For Services	45,402		45,392		10	
Receipts From Other Funds	376		376			
Legislative Approp/ Alloc	36,048,631	35,115,631			933,000	
Adjustment of Balance Fwd	289,005	201,519	87,486			
Transfers—Non-Federal \$	6,357,047	1,319,287	5,020,477		17,283	
Transfers—Federal \$	20,000		20,000			
TOTAL RESOURCES	129,413,335	36,828,248	91,583,329		1,001,758	
EXPENDITURES						
Salaries and Wages	8,454,512	3,030,524	4,783,310		640,678	
State Share of Retirement	989,945	350,819	563,289		75,837	
Prof Service, Not By State	705,236	326,875	378,372		—11	
Computer Service, By State	668,710	214,497	454,213			
Other Prof. Serv., By State	22,338	3,293	19,045			
Travel Expenses, In-State	403,734	31,955	327,469		44,310	
Travel Expense, Out-State	23,420	11,551	11,444		425	
Operation—State Vehicles	5,285	503	4,782			
Utilities	677,698	280,182	390,019		7,497	
Rents	744,173	268,982	475,168		23	
Repairs	13,753	8,939	4,814			
Insurance	288,527	99,432	170,784		18,311	
General Operating Expense	417,670	241,159	176,455		56	
Fuel	7,972		7,972			
Other Supplies	226,267	101,578	124,548		141	
Grants to Pub. & Priv. Orgs.	315,016	284,265	30,751			
Public Assistance Grants	114,780,520	31,485,707	83,124,813		170,000	
Pensions	14,796	1,144	13,652			
Buildings & Improvements	1,685		1,685			
Equipment Purchases	45,624		30,897		14,727	
Trans to Gen-Fund Sta-Cap	190,476		180,460		10,016	
TOTAL EXPENDITURES	128,997,357	36,741,405	91,273,942		982,010	

HUMAN SERVICES

BUREAU OF HEALTH

GEORGE E. SULLIVAN, DIRECTOR

WILLIAM J. CARNEY, Deputy Commissioner of Health

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3201

Established: 1835

Sunset Review Required by: June 30, 1986

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

Division of Disease Control

Division of Child Health

Division of Health Engineering

Division of Public Health Laboratories

State Health Coordinating Council

Advisory Committee on Laboratory Licensing

Plumber's Examining Board

New England Compact on Radiological

Health Protection

State Board of Funeral Services

Maine Dental Health Council

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, and to issue rules and regulations considered necessary for the protection of lives and health and the successful implementation of State Health Laws. The Bureau also investigates control and establishes standards for environmental or other health hazards affecting employees in any occupation and collects from any source, issues information necessary to protect the public's health and prevents, investigates and controls 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 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

HUMAN SERVICES

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.

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 78, 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 status indices 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

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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 procedures 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. Children's 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 multiple 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 1978 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

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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 this year, the program has worked closely with the Maine Health Education Resource Center (HERC) at the University of Maine at Farmington. 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 Resource 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 technical assistance to the venereal disease educator at the Bangor Clinic, the integration of health education in Adult Screening Clinics, assistance in developing the health education component of the State Health Plan, preliminary work on an audio visual component to the Portland Venereal Disease Clinic, supervisor of the Departmental Library, design, and coordination of a "Seminar on a Woman's Health" and initiation of a coalition of agencies to reduce smoking during pregnancy.

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, a major effort to reduce smoking among pregnant women, diabetes education, industrial hypertension control programs, 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. Towards this end, the project works with the prehospital and in-hospital critical care phases of emergency medical care—from the basic life support services administered at the onset of an accident or disaster scene to the advanced level of treatment provided in an intensive care unit in the hospital. 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. Increased project activity has also centered around determination of appropriate levels of care—and educational forums to provide that care—in the ambulance, in the emergency department, in the intensive care unit/critical care unit, and even in the public sector. To illustrate the level of success the Maine EMS Project has achieved, the Federal Director of Emergency Medical Services, cited the Maine Project for its outstanding efforts in systems development in his remarks at the Tri-Regional EMS meeting in Chicago in October, 1977, describing the project as a "model rural EMS system."

Education of physicians, nurses, Emergency Medical Technicians (EMT) and the public as well has been a major thrust of staff activities. A *Treatment, Triage, and Transfer Protocols* manual was written in draft form to establish a basis for standardized prehospital Advanced Life Support programs and to serve as a guide for other critical care areas. This manual is undergoing revision by physicians throughout the State in order to incorporate regional expertise before finalizing the document. Other educational efforts have included standardized Statewide EMT, first responder, and advanced EMT training programs and exams. Currently, there is a conjoint effort between the EMS Project, the American Heart Association—Maine Affiliate—and the savings banks of Maine to train the public in Cardio Pulmonary Respiration (CPR), with projected estimates of those to receive training set at 50,000 people during the project year.

A major effort has been initiated to collect and evaluate information pertaining to the 15 components of an EMS system as they relate to improving patient care. Towards that end, a Hospital Profile Survey was developed for use in evaluating Maine's 51 acute care hospitals. From this data, regional evaluation reports were developed and distributed to hospital administrators and physicians to provide a management tool and means of evaluation in order to improve and fill unmet needs in the hospital setting. Standardization of reporting was another project undertaken from which will be developed both an ambulance run form and an am-

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balance survey form which are used by ambulance services in Maine.

Stretching beyond the geopolitical boundaries of Maine, the EMS Project participated in the New England Regional Burn Program (NERBP), a cooperative effort of the New England Council for EMS, physicians and surgeons, and hospital administrators throughout the six New England states. This New England consortium is directing its efforts towards a three year prospective burn data collection effort. The EMS staff has also revised the Statewide EMS Communications Plan which serves as a guideline for the development of EMS communications systems not only in Maine, but in cooperative projects with neighboring locales as well, such as New Hampshire and the Province of New Brunswick, Canada. A 911 access/dispatch system has been implemented in five locations within the State and is in the advanced planning stage in another area.

Continuation of these activities will be made possible in part by the Department of Health, Education and Welfare (DHEW) funding in the amount of \$850,000 awarded for FY 1979 in the Southern Maine, Kennebec Valley, and Northeast Maine Regions.

Maine State Epidemiologist. The State Epidemiologist is a physician employed by the Center for Disease Control who is stationed in Maine for a period of two years, who is responsible for the prevention and control of communicable diseases, particularly when they occur in epidemic form. In FY 77 surveillance of vaccine preventable diseases was particularly emphasized. Outbreaks of measles largely in the 13-18 yr. age group were investigated and immunization clinics established according to area need. The school vaccination law was developed in conjunction with the Department of Education, through this office.

The rules and regulations for reporting communicable diseases were revised and an active reporting mechanism, involving school nurses, Public Health nurses, and the Hospital Infection Control Program was instituted.

The Newsletter, the Epigram, remains as an ongoing function of this office as a teaching tool for physicians, nurses, and municipal health officers. Lastly, a number of lectures concerning infectious diseases and epidemiology were delivered to hospital, nursing home, and public health personnel.

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 78 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 six years.

	Total Cultures	Number Positive	% Positive
FY 1973	13,791	388	2.8%
FY 1974	22,917	749	3.3%
FY 1975	31,476	927	2.9%
FY 1976	39,935	1,193	3.0%
FY 1977	46,485	1,169	2.5%
FY 1978	50,845	824	1.6%

The impact of the screening program is demonstrated by the percentage of the total morbidity which it identifies.

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	Total Cultures	Cases Identified Through Screening Program	% Total Cases Identified Through Screening Program
FY 1973	1,230	388	32%
FY 1974	1,635	749	46%
FY 1975	2,214	927	42%
FY 1976	2,439	1,193	49%
FY 1977	2,199	1,169	53%
FY 1978	2,123	824	39%

Continued effort in the area of gonorrhea screening and epidemiology will remain a priority of the Venereal Disease Control Program during the coming year.

Tuberculosis Control (TB) 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 1977, the Program activities include the management of 193 tuberculosis patients, 1 being followed in an institution directly related to his tuberculosis; 2 for other reasons (primarily mental health) and 71 patients were no longer in need of review because of their current health status. The 82 new cases of TB disease reported 732 individuals as contacts, staff examined 686, found 117 infections and placed a total of 35 persons on preventive therapy. In FY 78, 57 individuals were admitted to general hospitals for tuberculosis treatment and evaluation for suspected tuberculosis. This was an increase of 14 patients from the admissions to hospitals in FY 77.

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 78 was directed towards raising immunity levels to 90% for all youngsters between the ages of birth through 12 years of age. Particular emphasis was placed on the implementation of the newly enacted legislation requiring, with certain exceptions, the complete immunization of all youngsters in kindergarten through sixth grade in all Maine schools.

Hospital Infection Control Program. The Hospital Infection Control Program was designed to prevent hospital acquired (nosocomial) infections and to investigate them when they occur in epidemic form. This prevention is approached through the education of health professionals and ancillary personnel.

Seminars and other training programs were developed and delivered to hospital and nursing home doctors, nurses, pharmacists and paramedical employees.

This program established an active surveillance system with 13 hospitals for the reporting of communicable disease and worked with Hospital Licensing to improve the quality of infection control programs in Maine.

Division of Child Health. The Division of Child Health functions through the programs listed below, each of which encompasses several projects. Some of the projects are carried on by division staff, others by grants to private, non-profit health care organizations.

Genetic Disease Program: This program exists to reduce the burden of genetic disease through the design and implementation of a systematic approach to individual diseases and by the development of resources needed to combat hereditary disease.

In FY 78, the program funded and administered three specific disease projects: Down's

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syndrome, meningomyelocele, and retinitis pigmentosa. 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.

Infant Disease Program. The Infant Disease Program exists to reduce the risk of fetal and infant damage through the development of prenatal services and of infant health care resources such as a neonatal intensive care center at Maine Medical Center, a so-called WIC project (women, infants and children), to reduce malnutrition in high risk persons by providing special supplemental foods and nutrition education to eligible pregnant women, lactating women, and children.

Preventable Diseases Program: The program for preventable diseases in children is intended to reduce the incidence of selected preventable disease through education of special groups. This includes a project to design and implement health curricula in the Maine school system and a project to continue a poison control center at Maine Medical Center.

Detectable Disease Program: The Detectable Diseases program is aimed at early screening and diagnosis and follow-up of actual diseases in children, with referral of affected children for treatment and rehabilitation. This program encompasses screening clinics in most areas of the state, the so-called EPSDT program, the crippled children's services, and the medical eye care services.

Maternal and Child Health Projects. There were fourteen of these projects during FY 78 as follows.

Project: School Health Education

Agency: Health Education Resource Center

Objective: To design and implement in selected elementary schools a health education curriculum.

Project: Retinitis Pigmentosa Project

Agency: Genetic Counseling Center.

Objective: To reduce the adverse effects of the genetic eye disease Retinitis Pigmentosa.

Project: Neural Tube Defects Project.

Agency: Foundation for Blood Research.

Objective: To reduce the adverse effects of the groups of neural tube defect disease.

Project: Maternal and Infant Care.

Agency: Down East Health Services.

Objective: To reduce fetal and infant damage.

Project: Poison Control Center.

Agency: Maine Medical Center.

Objective: To reduce the adverse effects of accidental poisonings through the poison control center.

Project: Children's Dental Clinic.

Agency: Mid-Maine Medical Center.

Objective: To reduce adverse effects of dental caries in children in area.

Project: Children's Clinic.

Agency: Mid-Maine Medical Center.

Objective: To ensure that health care is not denied to children in area because of barriers of income or other factors beyond their control.

Project: Rural Cumberland Maternal and Child Health Project.

Agency: Community Health Services.

Objective: To assure that mothers and children in area have public health nursing services available to them.

Project: York County Maternal and Child Health Project.

Agency: York County Health Services.

Objective: To assure that mothers and children in area have public health nursing services available to them.

Project: Neonatal Intensive Care Center.

Agency: Maine Medical Center.

Objective: To reduce the number of newborn infants who suffer damage because of lack of intensive medical care.

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Project: Maine Fetal Risk Project.

Agency: Maine Medical Association.

Objective: To determine if it is feasible to utilize a scoring system for fetal risk.

Project: School Dental Health Association.

Agency: Selected schools in Maine.

Objective: To reduce the incidence of dental decay in school children by education in prevention.

Project: Prenatal Clinic.

Agency: Mid-Maine Medical Center.

Objective: To reduce the incidence of low birthweight babies in area.

Project: Rural Dental Care.

Agency: Mid-Maine Medical Center.

Objective: To determine feasible methods of increasing outlets of dental care in extremely rural areas of the state.

Division of Licensing and Certification. This Division in the Bureau of Medical Services replaces the Division of Hospital Services and has the responsibility for State licensing and/or Medicare/Medicaid certification for all general hospitals, psychiatric hospitals, skilled nursing facilities, intermediate care facilities, intermediate care facilities for the Mentally Retarded, boarding care facilities, outpatient physical therapy units, physical therapists in independent practice, renal dialysis centers, home health agencies and independent clinical laboratories.

On-site surveys to determine compliance with State licensing regulations and/or Medicare/Medicaid certification requirements were conducted as follows:

- 27 General hospitals
- 19 Skilled nursing facilities
- 119 Intermediate care facilities
- 5 Intermediate care facilities for the Mentally Retarded
- 302 Boarding care facilities
- 1 Physical therapist in independent practice
- 3 Renal dialysis centers
- 14 Home Health agencies
- 4 Independent clinical laboratories

On-site medical reviews were conducted every six months, and oftener as indicated, to assess the quality, quantity and medical necessity of services being rendered to 6,200 Medicaid recipients in intermediate care facilities and skilled nursing facilities.

The Rules and Regulations Governing the Licensing and Functioning of Skilled Nursing Facilities and Intermediate Care Facilities were revised and up-dated to incorporate the new Principles of Reimbursement effective January 1, 1978.

Public Health Laboratory. FY 78 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, lead screening 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,

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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 continued 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 three 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 50% 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 6 major programs under the auspices of the Division of Health Engineering.

Plans and Standards Review Program: This program supports the other Division programs such as mobile home parks, restaurants, tenting and camping or eating and lodging establishments. Other State agencies such as the Department of Environmental Protection, Land Use Regulation Commission, Department of Education and Cultural Services and Bureau of Public Improvements are also assisted by reviewing plans for internal plumbing, wastewater disposal systems, water supplies, and swimming pools. Interpretation of Department rules pertaining to commercial establishments, etc. Requested variances to the plumbing code (approximately 2000 per year) are reviewed by personnel in this program.

Waste Water and Plumbing Control Program. This program concerns itself primarily with the promulgation interpretation and enforcement of the minimum state plumbing and waste water disposal codes and implementation of these at the municipal level. A complete revision to the waste water subsurface disposal regulations was effective May, 1978, to reflect the present state of the art and the experience of this office since July of 1974. The program of licensing those individuals who perform the soil evaluation concept of determining soil suitability for wastewater disposal was initiated during this fiscal year; there are 166 individuals licensed at the end of Fiscal Year 1978. The licensing program includes a written examination to indicate a basic knowledge of the plumbing code plus a field examination to reflect one's knowledge of existing soil conditions. Additional assistance was provided to the municipalities which included primarily investigating the quality of work performed by soil evaluators, determination of malfunctioning systems and evaluation of property which had been contested either by municipalities or individuals. The certification of individuals qualified to be appointed as Local Plumbing Inspector has continued. Approximately 460 individuals are presently certified. Considerable assistance was given to municipal officials plus other private and public agencies as well as the general public for interpretation of the Code and appointment of Local Plumbing Inspectors.

Drinking Water Program: This program concerns itself primarily with water served to the general public for consumption. A secondary role is the interpretation of approximately 11,000 water analyses for the private sector for FY 78. In the public sector the drinking water program monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 3500 non-community supplies which serve transient populations throughout the year. In October of 1977 the State assumed primary enforcement responsibility in carrying out its responsibilities under the Safe Drinking Water Act. The program has continued its semi-annual inspection of public water supplies and associated subjects such as school fluoridation (12 schools), permitted cross-connections (133), and 54 utilities fluoridating representing 72 municipalities. A redraft of drinking water regulations, cross-connection rules, fluoridation rules, and bottled water regulations was made for promulgation. New federal legislation has resulted in an increase in staff personnel to carry out the additional duties.

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Community Health Program: The mission of this program is to assist in correcting health and safety conditions in the community. During FY 78 inspections were made of 24 Scuba air compressors for safe air, 122 housing units for lead paint, 16 sanitation complaints, 254 water samples were collected in Gray, Maine, for organic contaminations.

Eating, Lodging, and Recreational Health: The mission of this program is to minimize exposure of Maine citizens and visitors to the state to unnecessary hazards during pursuit of recreations. During FY 78 there were 12,785 inspections of eating places, lodging places, travel trailer parks, recreational camps, mobile home parks, schools, colleges, etc. An additional 1498 related investigations, evaluations, and enforcements were completed, including inspections of jails, day care centers, etc. for other agencies.

Occupational and Radiological Health Program: The mission of this program is to assist institutions and businesses protect the health of employees and the general population. Related activities include environmental studies, hazardous substances, toxic substances, radiation protection, emergency response, etc. During FY 78 there were inspections of 87 businesses for occupational health, 63 hospitals for radiation protection, 108 dental offices for x-ray evaluations, 87 other medical offices and veterinary offices for x-ray. 682 sources of ionizing radiation were re-registered. 700 dental x-rays were evaluated through the mailing of dosimeters. 52 weekly series of environmental samples at Maine Yankee Atomic were collected and over 500 samples analyzed in the Public Health Laboratory.

Division of Medicaid Surveillance. The Division is responsible for reviewing the quality, quantity and necessity of all services covered under the State Medicaid Plan. The Federal penalty is the loss of one-third of the Federal matching funds if a program is not in operation.

The Nursing Home Program of classification of all new patients and prior authorization for admission to a nursing home has continued during FY-78. 156 on-site reviews to nursing homes by a team of a registered nurse, a social worker and a physician have been conducted in conjunction with the Division of Long Term Care. Services being delivered to 6,300 patients have been reviewed. 412 Utilization Review On-site visits have been made in conjunction with the Division of Long Term Care by a registered nurse and a social worker to assure that the patients in a nursing home need their level of care. The State was found in compliance with the Federal Requirements. Social Service Workers have increased their activities in placement of patients both in and out of nursing homes.

Routine samplings of invoices against services have been conducted by the Division of Hospital Licensure and/or the Division of Medicaid Surveillance. The Division of Medicaid Surveillance has monitored the Pine Tree Organization for Professional Standards Review for Length of Stay in hospitals and to assure that the Memorandum of Understanding has been carried out as written.

Mental Health Clinics have been surveyed on an annual basis to assure that the services have been delivered as billed and that they are necessary. Sample reviews have been conducted on a six-months basis.

All Early Periodic Screening Diagnosis and Treatment Agencies have been reviewed on-site in conjunction with the Division of Public Health Nursing. Deficiency summaries have been submitted to each agency and consultation provided. Furthermore, all Speech and Hearing Clinics have been reviewed on-site with deficiency summaries submitted. Invoices have been checked to assure the quality, quantity and necessity of services.

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.

On-site reviews have been conducted on a sample basis of all providers of services in the Medicaid Program. Cases of suspected over-utilization of services have been referred for peer review to the Pine Tree Organization for Professional Standard Review. The on-site reviews of the Federal Project Integrity have been carried out by the Division of Medicaid Surveillance.

Cases of Suspected Fraud and Abuse have been referred to the Attorney Generals office for further action. Several are now pending a decision from this office.

The Division of Medicaid Surveillance in cooperation with other Divisions have worked in recorrecting portions of the policy of the Maine Medicaid Manual. The implementation of the Maine Medicaid Management Information System (MMIS) is now in process.

The Division of Medicaid Surveillance in conjunction with the other Divisions involved in

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this system is participating in determining both process and data elements to be used in the system. The Surveillance and Utilization Review Subsystem of the M.M.I.S. will be utilized to identify both over and under utilization of services by both providers and recipients.

Department Library. Established in 1970, the Departmental Library has grown into one of the busiest of the state agency libraries and serves the Department, a wide variety of health and social service agencies and numerous citizens.

During FY 78, 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
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Places & Vending Machines
- Catering Establishments
- Eating Places & Catering
- Catering & Vending Machines
- Lodging Place (Rooms in private homes)
- Motels-Hotels
- Cottages
- Overnight Camps
- Motor Courts
- Mobile Home Parks
- Tenting Areas
- Trailer and Tenting
- Recreational Camps
- Day Camps
- School Lunch
- School Lunch and Catering
- Class "A" Taverns
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for Self-contained breathing apparatus)
- Senior Citizen's Feeding

Permit:

- Mass Gatherings

Certificate:

- Local Plumbing Inspector
- Site Evaluator

Registration:

- Swimming Pool
- Bathing Beach
- Ioning Radiation

Approval:

- Fluoridated Water Supply
- Public Water Supply

Public Health Laboratory

License:

- Independent Clinical Laboratory

Certificate:

- Blood Alcohol Phlebotomist
- Blood Lab Analyzer
- Drug Analyzer
- Water Testing

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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

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Bri Fwd—Unencumbered	494,051	17,529	476,522			
Bal Bri Fwd— Encumbered	228,250	187	228,063			
Licenses/ Permits/ Fees/Tax	279,347		279,347			
Revenue From Federal Govt	7,405,219		7,405,219			
Revenue—Private Sources	475		475			
Fees Charged For Services	391,622		391,622			
Legislative Approp/ Alloc	1,602,300	1,602,300				
Adjustment of Balance Fwd	5,672	—161	5,833			
Transfers—Non-Federal \$	—194,385	—194,,385				
Transfers—Federal \$	—10,000		—10,000			
TOTAL RESOURCES	10,202,551	1,425,470	8,777,081			
EXPENDITURES						
Salaries and Wages	2,360,227	1,073,061	1,287,166			
State Share of Retirement	278,375	129,081	149,294			
Prof Service, Not By State	144,719	2,283	142,436			
Computer Service, By State	38,232	14,291	23,941			
Other Prof. Serv., By State	20,541		20,541			
Travel Expenses, In-State	82,783	30,544	52,239			
Travel Expense, Out-State	23,625	2,453	21,172			
Operation—State Vehicles	11,421	711	10,710			
Utilities	48,886	12,787	36,099			
Rents	41,230	5,559	35,671			
Repairs	18,767	1,263	17,504			
Insurance	66,206	27,909	38,297			
General Operating Expense	124,864	32,040	92,824			
Food	998		998			
Fuel	8,037	8,037				
Other Supplies	231,791	10,062	221,729			
Grants to Local Govts.	26,027		26,027			
Grants to Pub. & Priv. Orgs.	5,182,937	40,000	5,142,937			
Public Assistance Grants	514,194	14,198	499,996			
Pensions	9,853	9,648	205			
Equipment Purchases	90,561		90,561			
Trans to Gen-Fund Sta-Cap	125,874		125,874			
TOTAL EXPENDITURES	9,450,148	1,413,927	8,036,221			

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DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office:

Location: 221 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3259

Established: 1977

Sunset Review Required by: June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Unit Citation:* 22 M.R.S.A., Sect 1961

Average Count—All Positions: 69

Permanent Legislative Count: 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children, and to do school screening done in cooperation with the Department of Educational and Cultural Services. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Commissioner of Human Services appoints the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of six full-time professional (4 consultants, 1 coordinator, 1 director) and four clerical central office staff and sixty-three full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. Care is provided to the sick in areas where it is not available by local regional agencies; however, services to the sick and to the public 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 and services to special and non-public schools.

Direct services rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

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, 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 preschool 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, preschool 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. EPSDT, well child examinations, adult health, 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, preschool examinations, and services to high risk infants, 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.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$800,828 in FY 78 and are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF SOCIAL WELFARE

ROBERT O. WYLLIE, DIRECTOR
PAUL A. LeVECQUE, Deputy Director

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2415

Established: 1954

Sunset Review Required by: June 30, 1986

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. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau administers the Work Incentive Program and supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

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 1978 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; 17% increase in child support collections from absent parents; negotiation of revised principles of reimbursement for licensed boarding homes on reasonable cost; and implementation of formal administrative review of regional operations in Aid to Families with Dependent Children Program.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During fiscal year 1978, the Income Maintenance Unit

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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 averaged 18,869 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 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 418 unorganized towns 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

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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.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	1,817,624	1,248,855	568,769			
Bal Brt Fwd— Encumbered	58,862	19,869	38,993			
Revenue From Federal Govt	35,642,245		35,642,245			
Revenue From Local Govts	608,003		608,003			
Revenue—Private Sources	3,303,060		3,303,060			
Fees Charged For Services	—8,944		—8,944			
Legislative Approp/ Alloc	22,735,283	22,735,283				
Adjustment of Balance Fwd	46,394	15,516	30,878			
Transfers—Non-Federal \$	—454,045	—454,045				
TOTAL RESOURCES	63,748,482	23,565,478	40,183,004			
EXPENDITURES						
Salaries and Wages	1,646,522	412,300	1,234,222			
State Share of Retirement	195,025	48,819	146,206			
Prof Service, Not By State	4,448	—56	4,504			
Computer Service, By State	192,626	115,243	77,383			
Travel Expenses, In-State	70,498	17,947	52,551			
Travel Expense, Out-State	658	136	522			
Operation—State Vehicles	239		239			
Utilities	12,768	1,803	10,965			
Rents	4,973	96	4,877			
Repairs	578	285	293			
Insurance	115,432	14,927	100,505			
General Operating Expense	475,914	229,907	246,007			
Other Supplies	42,937	30,740	12,197			
Grants to Pub. & Priv. Orgs.	20,625	6,875	13,750			
Public Assistance Grants	59,489,399	21,911,043	37,578,356			
Pensions	882	732	150			
Equipment Purchases	952		952			
Trans to Gen-Fund Sta-Cap	38,643		38,643			
TOTAL EXPENDITURES	62,313,119	22,790,797	39,522,322			

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BUREAU OF RESOURCE DEVELOPMENT

PETER E. WALSH, DIRECTOR

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2971

Established: 1974

Sunset Review Required by: June 30, 1986

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. The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and Title XX of the Federal Social Security Act as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts 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. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, 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: This 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.

Information and Referral Project: This unit 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.

In-house Social Services Unit: This 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.

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Licensing Unit: This unit is responsible for licensing all children's facilities, and homes for unwed mothers; adult foster home approval; providing consultation, coordination, and technical assistance to regional offices, public and private agencies, other State departments, community groups, and individuals in the areas of licensing and program development; training staff in the area of licensing procedures and methodology; and providing community education and training in the field of child care and development.

Evaluation Unit: This unit is responsible for program evaluation of in-house and purchased services provided by the Bureau and other state agencies. It is responsible for developing a statewide model for evaluation techniques.

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 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 and 108th 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

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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 was possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

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 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.

Evaluation and Planning. These functions continue to be growing and vital areas 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 Information Services Unit is in the process of redesigning the majority of the Bureau'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 evaluation and planning functions are coordinated between Bureau, and other state agency staff units.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

LICENSES, PERMITS, ETC.:

Licensing 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

Approval:

- Adult Foster Homes

PUBLICATIONS:

Final State Plan—Title XX—Social Services Programs—Fee Undetermined.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	—2,557,303	560,173	—3,117,476			
Bal Brt Fwd— Encumbered	3,460,627	93,622	3,367,005			
Licenses/Permits/Fees/Tax	8,060		8,060			
Revenue From Federal Govt	12,725,241		12,725,241			
Revenue From Local Govts	2,217,787		2,217,787			
Revenue—Private Sources	3,000		3,000			
Fees Charged For Services	39,552		39,552			
Legislative Approp/Alloc	3,895,888	3,635,888			260,000	
Adjustment of Balance Fwd	29,808	765	29,043			
Transfers—Non-Federal \$	—88,998	—115,215	43,500		—17,283	
Transfers—Federal \$	—19,324		—19,324			
TOTAL RESOURCES	19,714,338	4,175,233	15,296,388		242,717	
EXPENDITURES						
Salaries and Wages	2,101,166	493,537	1,607,629			
State Share of Retirement	245,249	58,489	186,760			
Prof Service, Not By State	135,021	41,959	93,763		—701	
Computer Service, By State	135,565	28,351	107,214			
Other Prof. Serv., By State	32,464	204	32,260			
Travel Expenses, In-State	149,057	32,550	116,507			
Travel Expense, Out-State	12,828	6,047	6,781			
Operation—State Vehicles	567	206	361			
Utilities	39,964	21,745	18,219			
Rents	23,226	1,900	21,326			
Repairs	2,429	1,213	1,216			
Insurance	69,863	14,416	55,447			
General Operating Expense	141,929	69,127	72,802			
Other Supplies	63,887	42,078	21,809			
Grants to Pub. & Priv. Orgs.	12,820,048	920,674	11,729,118		170,256	
Public Assistance Grants	2,090,231	1,821,299	268,932			
Pensions	8,399	942	7,457			
Equipment Purchases	20,283		20,283			
Trans to Gen-Fund Sta-Cap	29,555		29,555			
TOTAL EXPENDITURES	18,121,731	3,554,737	14,397,439		169,555	

BUREAU OF MAINE'S ELDERLY

PATRICIA A. RILEY, DIRECTOR

Central Office:

Telephone: 289-2561

Location: Capitol Shopping Center, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1986

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 agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

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. The Bureau also encourages and assists development of more coordinated use of existing and new

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resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislative and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State plan relating to older people and administers 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. Furthermore the Bureau has responsibility to plan, establish and maintain necessary or desirable programs for older individuals or groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities, and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers 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 convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging 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.

In FY 1978 the Bureau of Maine's Elderly was reorganized and several new positions were added to enhance the fiscal management of the Bureau and its programs, and to increase the training on advocacy capacity of this state agency.

PROGRAM: The Bureau's program is mainly focused on assisting ages 60 and over to maintain independent and productive lives.

Social Services. Through 5 local private non-profit area agencies on aging the Bureau finds, monitors and evaluates a range of social services. The Bureau administers in FY 78 a budget totalling nearly \$4 million dollars of state and federal funds, most of which were dispersed to area agencies on aging on a percentage formula based on the number of people aged 60 and over in each area. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area. During FY 78 the Bureau through the AAA supported a wide range of comprehensive (social services) coordinated with other agencies including transportation, information and referral, legal services, health screening, homemakers and home repair services. In addition approximately 500,000 hot meals were served in 72 nutrition sites and through home delivered programs across the State. The Bureau employed 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in eleven sites around the state. The VISTA program also reimbursed 13 low income elderly for volunteer activities as outreach workers in the AAA.

Senior Citizens Centers. During FY 78 the Bureau of Maine's Elderly initiated a new program to assist older citizens in renovating and repairing senior centers so that those centers would be safe, accessible and capable of delivering services such as the nutrition program. The program also provided resources to purchase needed equipment for senior centers. During FY 78, approximately 20 clubs and centers were improved through this program. Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated approximately 200 complaints on behalf of Nursing Home residents and advocated for extensive policy reform in Long Term Care.

In August the Bureau of Maine's Elderly co-sponsored with the Maine Committee on Aging the 3/4 Century Club meeting which nearly 1200 elderly over age 75 attended. In October

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the Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored an Interim Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the Special Session of the 108th Legislature. In particular this session provided the Bureau with new funds for Health and Home Care services through the Priority Social Services Program. With these funds the Bureau will initiate a new direction for FY 79 in assisting older citizens to meet health care needs.

PUBLICATIONS:

Bureau of Maine's Elderly—A Resource Guide (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	151,743	22,508	129,235			
Bal Brt Fwd— Encumbered	4,976		4,976			
Revenue From Federal Govt	2,770,087		2,770,087			
Revenue From Local Govts	51,554		51,554			
Revenue—Private Sources	49,515		49,515			
Legislative Approp/Alloc	1,135,623	1,135,623				
Adjustment of Balance Fwd	105		105			
Transfers—Non-Federal \$	—162,130	—172,130	10,000			
TOTAL RESOURCES	4,001,473	986,001	3,015,472			
EXPENDITURES						
Salaries and Wages	211,172	95,556	115,616			
State Share of Retirement	22,938	11,131	11,807			
Prof Service, Not By State	32,681	17,619	15,062			
Computer Service, By State	5,236		5,236			
Travel Expenses, In-State	11,526	3,395	8,131			
Travel Expense, Out-State	2,946	399	2,547			
Operation—State Vehicles	11,108	52	11,056			
Utilities	11,419	9,678	1,741			
Rents	24,242	20,720	3,522			
Repairs	145	75	70			
Insurance	5,622	2,769	2,853			
General Operating Expense	47,758	10,651	37,107			
Other Supplies	5,228	1,748	3,480			
Grants to Pub. & Priv. Orgs.	2,872,514	462,081	2,410,433			
Public Assistance Grants	269,666	184,796	84,870			
Equipment Purchases	69		69			
Trans to Gen-Fund Sta-Cap	2,406		2,406			
TOTAL EXPENDITURES	2,536,676	820,670	2,716,006			

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DIVISION OF EYE CARE

PAUL E. ROURKE, DIRECTOR

Central Office:

Location: 32 Winthrop Street, Augusta

Mail Address: 32 Winthrop Street, Augusta, Maine 04333

Telephone: 289-2141

Established: 1941

Sunset Review Required by: June 30, 1986

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; and the provision of vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind. Upon request and with the approval of parents or guardians, the Division may send blind children to any school considered by the Division to provide suitable education for such children.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation.

PROGRAM: During FY 78 the Division of Eye Care provided Education Services to over 334 blind and visually handicapped school age children. Of this number 34 children were served in our pre-school program.

Vocational Rehabilitation Program. The Division, under its Vocational Rehabilitation Program, provided rehabilitation services to over 800 visually handicapped persons of employable age. Of this number 97 were placed into gainful employment. The number of Vending Stands administered to blind persons remained at 12. Maine's Vending Stand Program, however, relative to earned average income and number of stands per 100,000 population, remains in the top 25% of the country.

The Division of Eye Care, in close cooperative relationship with the Department's Bureau of Human Resources, was for the first time, through a legislative appropriation, able to implement a full-time Social Service delivery system which, hopefully, would allow blind adults to remain in their homes as independent members of our society. Over 400 homebound persons received services from this program.

The Division during FY 78 updated its Register of Blindness so it could become a meaningful tool in working with the known blind people of Maine.

Prevention of Blindness Program. The Division continued its fledgling Prevention of Blindness Program with the aid of "Maine Sight" (State affiliate of Lion's Sight Conservation Program) involving volunteers, medical persons, educators, health screening agencies, public schools, the University system and industry. The goal of Prevention of Blindness Program is to cut down on incidence of blindness by education of the public and coordinating to the extent possible existing available resources.

The Division continues to issue, upon request, formal identification cards approved by the

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Maine Bankers Association to persons who are unable to obtain a drivers license because of visual loss for the purpose of providing an acceptable identification for cashing checks, etc.

Future plans call for a coordinated effort with the Bureau of Rehabilitation in conducting a statewide facility needs study to evaluate existing and sophistication level of types of services offered to handicapped people in Maine; the establishing of a minimum of one new vending stand to employ a blind person; the continued coordination with Maine Sight and the Department's Bureau of Human Resources Title XX for the purpose of better serving the older blind residents of Maine. The biggest problem facing the agency is the difficulty of finding sufficient resources to meet the mandate of Federal and State statutes to provide education services to all handicapped children. Multi-handicapped blind children are especially difficult to serve and the specialized resources to adequately serve this group are not readily available.

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)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—1,238		—1,238			
Bal Brt Fwd— Encumbered	55,106	7,337	47,769			
Revenue From Federal Govt	495,817		495,817			
Revenue—Private Sources	8,767		8,767			
Fees Charged For Services	2,647		2,647			
Legislative Approp/ Alloc	670,045	670,045				
Adjustment of Balance Fwd	—3,080	—4,872	1,792			
Transfers—Non-Federal \$	4,300	4,300				
Transfers—Federal \$	75,000		75,000			
TOTAL RESOURCES	1,307,364	676,810	630,554			
EXPENDITURES						
Salaries and Wages	360,512	152,994	207,518			
State Share of Retirement	43,529	18,958	24,571			
Prof Service, Not By State	31,071	29,962	1,109			
Computer Service, By State	5,566	5,566				
Travel Expenses, In-State	42,853	41,234	1,619			
Travel Expense, Out-State	1,838	1,838				
Operation—State Vehicles	168	154	14			
Utilities	12,310	7,078	5,232			
Rents	32,861	30,201	2,660			
Repairs	134	134				
Insurance	10,515	4,817	5,698			
General Operating Expense	6,939	5,906	1,033			
Other Supplies	702	652	50			
Grants to Pub. & Priv. Orgs.	42,701	5,000	37,701			
Public Assistance Grants	531,597	274,184	257,413			
Misc. Grants to Individual	62,905	62,905				
Pensions	4,235	4,219	16			
Equipment Purchases	233		233			
Trans. to Gen.-Fund Sta-Cap	2,009		2,009			
TOTAL EXPENDITURES	1,192,678	645,802	546,876			

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BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR
THOMAS A. LONGFELLOW, Deputy Director

Central Office:

Location: 32 Winthrop Street, Augusta

Mail Address: 32 Winthrop Street, Augusta, Maine 04333

Telephone: 289-2266

Established: 1969

Sunset Review Required by: June 30, 1986

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: 215

Permanent Legislative Count: 50

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, and provide evaluation and work adjustment services for purposes of the Federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to visually handicapped individuals, including the prevention of blindness and administers the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State. Lastly, the Bureau coordinates 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: The program of the Bureau is conducted through several service areas.

Vocational Rehabilitation Services. During FY 78 the Vocational Rehabilitation Program received 5,520 new referrals; 1,100 clients were provided with services and closed rehabilitated in suitable employment and of this number, approximately 550 were severely disabled while a total of 8,394 handicapped were served during the fiscal year.

The major goal of Vocational Rehabilitation Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation and services to members of a handicapped individual's family. Other services include interpreter services for the deaf; placement in a suitable occupation, including post-

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employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies; management services and supervisory assistance to small businesses operated by the severely handicapped; transportation in connection with the rendering of any other rehabilitation service; and other goods and services necessary to render a handicapped individual employable.

Many of the sub-programs, which the Bureau conducted, are no longer in place. However, the thrust which originally existed to serve the sub-program population remains with the same intensity. Services have been assimilated into the General Counselors' caseload. The following areas have received major emphasis during the past year:

Severely Disabled. Services to the Severely Disabled are a top priority. Home Modification Teams are available on a statewide basis to assess the home modification needs of severely handicapped and modify the home to allow severely handicapped persons to participate in Vocational Rehabilitation Programs. A purchase of vehicles policy now permits the most severely disabled to pursue vocational objectives.

Transitional housing as well as other comprehensive vocational rehabilitation services are available for quadriplegics at the Independent Living Center in Bangor. Clients with severe personal, social, and interpersonal adjustment problems are being provided transitional housing at the Middle Street House in Augusta while participating in planned services toward achieving a selected vocational placement.

A coordinator for spinal cord injured has been involved in developing a statewide peer counseling program and revising a directory for the spinal cord injured and wheelchair confined. Small Business Consultants are available statewide to assist counselors and severely handicapped clients in planning and development of small businesses. Many other special programs have been developed and implemented to meet the needs of the severely disabled including comprehensive medical review, formalized vocational planning tool, and specialized client instruction in job seeking skills.

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. A Coordinator for the Deaf oversees services to the deaf. Four new counselors, who serve deaf and hearing impaired persons, were hired over FY 76. A fifth counselor is in the process of being hired in Region V. 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.

Social Security Disability (SSDI) and Supplemental Security Income (SSI). Programs come under the authority of Title II and Title XVI respectively of the Social Security Act and are 100% federally funded. Similar services are provided under this program, however, there is a substantial variation in the eligibility requirements. The thrust is towards rehabilitating only those clients who will be able to enter a level of competitive employment that will permit this individual to eventually return to society the monies that were spent on his rehabilitation. Statewide coordination is provided to assure adherence to federal regulations.

Job Placement. Placement is the very essence of the Bureau's services. All efforts and services that are delivered have to focus around placement. Under one program, all placement activities are the major responsibility of the counselor who is the major facilitator. Counselors have received intensive training in this area to increase their skills.

Added to the placement program are new systems of vocational planning to assist counselors and job seeking skills to prepare clients in finding a job.

Advocacy Program. The focus of the Advocacy Program is to permit aggrieved clients, and those in need of service, to avail themselves of those available resources and services. Advocacy services are also provided.

Planning, Facilities and Needs. In order to develop a plan for the most efficient use of rehabilitation facilities for vocational rehabilitation clients, a facility needs study is being done and a plan will be prepared. In order to stay updated as to what services are going to be needed and to which disability group should receive interest, the Bureau has conducted a handicapped needs study to help with future planning. The study embraces all types of handicapping conditions from problems involving all aspects of living including housing, transportation, recreational, social, and rehabilitation, etc.

Disability Determination Services. Disability Determination Services (DDS) are authorized by a contract between the Secretary of Health, Education and Welfare and the Maine

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Commissioner of Human Services. During Fiscal Year 1978, the Maine Agency continued to implement the provision of the contract and to adjudicate all Social Security Disability (Title II) Claims and all Supplemental Security Income (Title XVI) Claims filed in Maine. The claims continue to be filed at a rate of over 13,000 per year. DDS goals for both quality and quantity are mandated by the Federal Social Security System.

In order to meet the demands of a fixed workload with reduced resources, DDS restructured clerical services and redistributed supervisory tasks. The long range plan for Disability Services includes efforts to obtain adequate physician services and effective implementation of the extensive changes in quality assurance ordered by the Federal government.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	282,742		282,742			
Bal Brt Fwd— Encumbered	142,952	13,510	129,442			
Revenue From Federal Govt	5,378,586		5,378,586			
Revenue—Private Sources	89,523		89,523			
Fees Charged For Services	1,182		1,182			
Receipts From Other Funds	3,181		3,181			
Legislative Approp/Alloc	632,758	632,758				
Adjustment of Balance Fwd	64,263	—6,801	71,064			
Transfers—Non-Federal \$	15,287	15,287				
Transfers—Federal \$	—43,835		—43,835			
TOTAL RESOURCES	6,566,639	654,754	5,911,885			
EXPENDITURES						
Salaries and Wages	1,789,621	271,712	1,517,909			
State Share of Retirement	211,889	32,172	179,717			
Prof Service, Not By State	410,853	59,558	351,295			
Computer Service, By State	37,245	21,392	15,853			
Travel Expenses, In-State	84,708	57,143	27,565			
Travel Expense, Out-State	8,865	3,025	5,840			
Operation—State Vehicles	930	937	—7			
Utilities	137,795	72,644	65,151			
Rents	138,034	51,773	86,261			
Repairs	7,474	3,990	3,484			
Insurance	62,350	11,512	50,838			
General Operating Expense	64,525	—5,475	70,000			
Other Supplies	7,523	2,192	5,331			
Grants to Pub. & Priv. Orgs.	345,223	1,515	343,708			
Public Assistance Grants	2,759,912	19,333	2,740,579			
Pensions	849		849			
Equipment Purchases	18,005		18,005			
Trans. to Gen.-Fund Sta-Cap	32,502		32,502			
TOTAL EXPENDITURES	6,118,303	603,423	5,514,880			

HUMAN SERVICES

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

MICHAEL D. FULTON, ACTING DIRECTOR

Central Office:

Location: 32 Winthrop St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2781

Established: 1973

Sunset Review Required by: June 30, 1986

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: 23

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 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 outpatient programs for drug abusers. Greater emphasis is now being placed on involving family members in the counselling process. During the past years, prevention activities have included drug education for parents, teachers and students, and school-based counselling programs. Existing drug abuse programs are now being encouraged to explore various prevention models and determine which are most effective for Maine. All drug abuse prevention efforts will continue to be closely coordinated with alcoholism prevention efforts developed by OADAP's Alcoholism Prevention Coordinator.

Increased attention is being given to the need for criminal justice clients to have access to drug abuse services. In cooperation with the Maine Criminal Justice Planning and Assistance Agency, OADAP has conducted a survey to assess the extent of drug and alcohol abuse within the criminal justice system. As a result of that survey, existing treatment programs will be supported in their efforts to begin providing drug abuse services to residents of correctional institutions.

Federal funding sources such as criminal justice monies and monies for prevention programming in rural areas are now being investigated to increase drug abuse programming

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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 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;

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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 the Maine Addictions Professional Association (MAPA) 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.

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.

Driver Education and Evaluation Program (DEEP). The Driver Education and Evaluation Program was established to help reduce the number of traffic accidents involving alcohol. It is designed for individuals convicted of Operating Under the Influence (OUI).

DEEP conducts a week long educational program designed to: a) acquaint the OUI offender with the effects of alcohol on the human body and driving performance, and; b) to explore personal drinking habits and to consider changing those habits if necessary. The educational program also includes an evaluation of each participant to determine if he is a problem drinker. Individuals found to have a drinking problem are referred to alcohol treatment programs.

DEEP is a self supporting activity financed through a \$40.00 per course fee paid by participating OUI offenders. Course attendance currently exceeds 300 persons monthly.

LICENSES, PERMITS, ETC.

License

Substance Abuse treatment facilities

Certificate of Approval

Outpatient Substance Abuse treatment facilities

HUMAN SERVICES

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	40,289		40,289			
Bal Brt Fwd— Encumbered	4,508		4,508			
Licenses/Permits/Fees/Tax	76,020		76,020			
Revenue From Federal Govt	783,109		783,109			
Fees Charged For Services	80		80			
Legislative Approp/Alloc	1,043,850	1,043,850				
Adjustment of Balance Fwd	331		331			
Transfers—Non-Federal \$	1,921		1,921			
Transfers—Federal \$	—14,043		—14,043			
TOTAL RESOURCES	1,936,065	1,043,850	892,215			
EXPENDITURES						
Salaries and Wages	276,395	116,736	159,659			
State Share of Retirement	32,733	13,822	18,911			
Prof Service, Not By State	40,388	1,525	38,863			
Computer Service, By State	13		13			
Other Prof. Serv., By State	610		610			
Travel Expenses, In-State	18,731	8,842	9,889			
Travel Expense, Out-State	2,237	539	1,698			
Operation—State Vehicles	354	92	262			
Utilities	9,033	1,302	7,731			
Rents	39,831	11,592	28,239			
Repairs	338	73	265			
Insurance	8,109	2,929	5,180			
General Operating Expense	21,821	2,664	19,157			
Other Supplies	5,173	419	4,754			
Grants to Pub. & Priv. Orgs.	1,421,527	866,036	555,491			
Pensions	360		360			
Equipment Purchases	4,365		4,365			
Trans. to Gen.-Fund Sta-Cap	1,067		1,067			
TOTAL EXPENDITURES	1,883,085	1,026,571	856,514			

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

RUSSELL DIDSBURY, CHAIRMAN

Central Office:

Location: 32 Winthrop Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2781

Established: 1973

Sunset Review Required by: June 30, 1986

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: 0

Permanent Legislative Count: 0

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.

HUMAN SERVICES

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 four major functions implemented by the Maine Council on Alcohol and Drug Abuse Prevention and Treatment in a series of eleven meetings throughout FY 78 were: Assembling nominations for the Substance Abuse Counselor Registration Board and submitting them to the Governor for appointment; Screening of candidates for the permanent position of Office of Alcoholism and Drug Abuse Prevention (OADAP) Director, the results of which was the selection of the current OADAP Acting Director over a field of five other applicants. This selection is still awaiting confirmation by the Commissioner of Human Services; Study of the current prevention and treatment system to help in establishing criteria for system change. This activity also included developing a model for a client-oriented hospital core comprehensive treatment system. The original date for completion of the project was optimistically set for July 1, 1978. Now it appears that at least another year will be needed; and Review and comment for the fiscal year 1979 OADAP grants in aid program. The committee responsible for this activity has functioned superbly throughout the process. Meetings were attended by all members and the final recommendations to the OADAP Director were strongly supported.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

STATE GOVERNMENT DRUG ABUSE COORDINATING COMMITTEE

DAVID E. SMITH, COMMISSIONER

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1986

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: 0

PURPOSE: The State Government Drug Abuse Coordinating Committee, in cooperation with the Maine Council and the Office, was established to recommend policy to be established and

HUMAN SERVICES

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; and 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 1978: 22 MRSA, Sect. 7111 provides that expenditures of this unit shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

INTERDEPARTMENTAL COORDINATING COMMITTEE (OADAP)

DAVID E. SMITH, CHAIRMAN

Central Office:

Telephone: 289-2781

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1986

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: 0

Permanent Legislative Count: 0

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.

HUMAN SERVICES

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 1978: This unit is not authorized to receive or expend funds.

MAINE COMMITTEE ON AGING

FLOYD G. SCAMMON, CHAIRMAN
ROMAINE M. TURYN, Acting Staff Director

Toll Free 1-800-452-1912

Telephone: 289-2561

Central Office:

Location: Whitten Rd., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1953

Sunset Review Required by: June 30, 1986

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: 0

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 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 1977 Three Quarter Century Club meeting was held on August 4 at the Augusta Armory with 900 in attendance.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received an \$18,000 grant from the Administration on Aging to administer a Nursing and

HUMAN SERVICES

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. The program has a volunteer coordinator and nine volunteer ombudsman aides. During FY 1978 the Committee developed two model projects statewide, one in Aroostook County and one in Cumberland County, which are developing community advocacy and involvement in nursing homes. Within the year the program plans to expand with seven VISTA community advocate developers and three CETA Regional Ombudsmen to be located in each area agency on aging to support the program's activities.

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 149 complaints and participated in eight major long term care education programs.

Pursuant to 22 MRSA, §5112, the Committee, in cooperation with the Bureau of Maine's Elderly, sponsored a one day Interim Conference on Aging on November 1 with 200 delegates in attendance. As a result of the Conference, the Committee had four pieces of legislation introduced into the 108th Second Regular Session. The following bills were enacted by the Legislature: L.D. 1948 An Act to Amend the State Tax Laws (expansion of the Elderly Householders Tax and Rent Refund Program), L.D. 1973 An Act to Expand the Elderly Low Cost Drug Program, L.D. 1976 An Act to Allow Intermediate Care Facilities to be Reimbursed Under the Medically Needy Program, and L.D. 1974 An Act to Allow Nursing Homes to Provide Physical and Occupational Therapy to Residents in Need of That Care.

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 June, 1978, the Committee joined with the Bureau of Maine's Elderly in conducting six statewide public hearings on the Bureau's State Plan for Aging. The Committee also conducted meetings statewide with the five Task Forces on Aging, the State Council of Older People, and the American Association of Retired People/National Retired Teachers Association to determine the interests and priorities for the 1977 Blaine House Conference on Aging and the 109th Legislature. In June of 1978, the Maine Committee on Aging also sponsored a one day conference entitled "Nursing Homes and the Community: What the Future Can Hold." The conference was attended by over 200 health care professionals, nursing home staff, and community leaders and provided an opportunity to explore alternatives in long term health care with local, state, and national leaders.

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)
Conference Proceedings: The 1976 Blaine House Conference on Aging (free)
Conference Proceedings: "Nursing Homes and the Community: What the Future Can Hold," 1978 (free)
Informational pamphlet on Nursing and Boarding Home Ombudsman Program, available in English or French (free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit, amounted to \$73,898 in FY 78 and are, by administrative decision, included with those of the Bureau of Maine's Elderly.

HUMAN SERVICES

**GOVERNOR'S COMMITTEE
ON CHILDREN AND YOUTH**

For information contact: (Office of) Governor

Central Office:

Location: Statehouse, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3531

Established: 1975

Sunset Review Required by: June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Unit Citation:* 1975 P&SL Chap. 90

PURPOSE: The duties of the Governor's Committee on Children and Youth are to:

1. Promote effective programs of education, health, recreation, welfare, public safety and correctional services for children and youth;

2. Conduct continuing programs of public information to educate the public as to problems of children and youth using such means, among others, as promotion of needed legislation and appropriations and strengthening of public administration and personnel resources;

3. Assist and encourage governmental and private agencies and citizen groups to coordinate their efforts on behalf of children and youth;

4. Cooperate with the Federal Government and with the governments of other states and cities and programs relating to children and youth;

5. Conduct programs of research as to the needs of children and youth in order to facilitate more comprehensive and better related social planning and action;

6. Cooperate with those state departments and commissions which are concerned with the needs of and services to children and youth by making the fullest possible use of the experience and resources of those departments;

7. Provide a means for youth to express themselves and present their opinions to the Maine legislative body;

8. Provide leadership and consultant service to area committees on children and youth in the development of area programs;

9. Serve as a child advocate for any child in the State, who, because of his immaturity, legal disability, dependency, lack of parental support or lack of status in the community, needs a dedicated champion for the protection of his liberty or health when he is deprived of his home, schooling, medical care, property, rights, entitlements or benefits or is subjected to involuntary treatment that may be detrimental to his general welfare; and

10. Furnish the Governor and the Legislature a biennial report.

ORGANIZATION: The Governor appoints a committee of 15 representative citizens, 5 of whom are youths. The Governor designates the chairman.

The committee meets at the place designated by and at the call of the chairman not less than 5 times each biennium. The members of the committee or authorized subcommittees are paid necessary expenses incurred in the performance of their duties. Such expenses are governed by the rules and regulations covering all state departments.

PROGRAM: During FY 78 the Committee was inactive.

PUBLICATIONS: Report to the Governor issued in January 1977.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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						
Bal Brt Fwd—Unencumbered	632		632			
Licenses/Permits/Fees/Tax	30		30			
TOTAL RESOURCES	662		662			
EXPENDITURES						
Salaries and Wages	17		17			
State Share of Retirement	2		2			
Prof Service, Not By State	—19		—19			
TOTAL EXPENDITURES						

MAINE HUMAN SERVICES COUNCIL

F. WOODMAN JONES, CHAIRPERSON
ROBERT A. FRATES, Executive Director

Central Office:

Location: 14 Columbia Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2288

Floor: 1

Established: 1974

Sunset Review Required by: June 30, 1986

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, 1978 the Maine Human Services Council continued activities to improve education, income supplementation, and social services available to Maine's people with problems. Simultaneously, the Council emphasized developing more effective and simplified administration of human services in order to achieve better evaluation of programs and accountability for expenditures. Work concentrated on programs of the Maine Departments of Human Services, and Mental Health and Corrections. A selected number of programs within the Department of Educational and Cultural Services were monitored. High priority continued to be given to reviewing budgets, appropriations, and expenditures of funds for human services, and to the equitable distribution of services statewide.

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To carry out priority objectives adopted at its September 1977 meeting, the Council worked on six major activities during the year: Budget Analysis and Policy Management, Review of Contracts, Family and Children Services, Title XX Social Services, and Community Forums.

Budget Analysis and Policy Management. The Council focused on analysis of budgets and policy, particularly relating to the Departments of Mental Health and Corrections and Human Services, seeking to insure adequate funding of services for people with problems. Advising both the Executive and Legislative Branches, the Council supported actions achieving substantial financing for children's protective services, Title XX Social Services, Pineland Center, community mental retardation services, community correctional services, court intake workers, pre-school education of handicapped children, general assistance, daycare, boarding homes and aid to families with dependent children, while identifying funds available for other purposes such as reducing taxes.

Review of Contracts. During the year the Council, through its performance Review Committee, monitored over 490 human service contracts between state departments and community agencies that encumbered \$19,800,000. This is a major increase in the number of contracts creating excessive paperwork directly related to cumbersome and conflicting program policies. In response to the situation the Council renewed its effort to achieve consolidation of contracts, elimination of bureaucratic procedures, and improved policy for contract administration, audit procedures, and accountability for services.

Family and Children Services. Strengthening family life was the Council goal when seeking adoption of recommendations from its Child Abuse and Neglect Report, as well as when 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.

Through a Children and Family Services Task Force, the Council worked with the Inter-departmental Coordinating Committee of the Departments of Educational and Cultural Services, Mental Health and Corrections, and Human Services on preparation of the report *Coordinating Services for Children and Families* required by and presented to the Legislature on January 1, 1978.

Title XX Social Services. In February 1978, the Council completed work, begun in September 1977, setting forth budget allocations. With the substantial help of the Title XX Task Force, recommendations focused on security state funds to meet mandatory cost increases such as social security, minimum wage, workman's compensation and inflation for both services operated directly by the Department of Human Services and services provided via contracts. A high priority new program was recommended to help victims of domestic violence. Policy and management recommendations proposed shifting higher cost state homemaker services to lower cost private agencies, achieving full expenditure of available federal funds, and decreasing the number of cumbersome categorical budget allocations. The recommendations on homemakers and federal funds were supported by the Legislature.

In response to the priority objectives adopted by the Council, a health care task force was not established.

Community Forums. In the fall of 1977 the Council sponsored eight community forums attended by 800 people in Presque Isle, Bangor, Machias, Augusta, Rockland, Farmington, Portland and Sanford. The forums elicited remarks from many diverse facets of the human services community including consumers of services, local and state public officials, the public, and community agencies which provide services under contract. The forums received testimony on the service benefits and administration of family and children services, health related services, programs for handicapped people, and community support services such as transportation, legal services, and information and referral programs.

Domestic violence and battered wives was the single problem mentioned at every forum

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calling for new service to people. Transportation was cited at each locale as the existing program with the greatest number of people in need but not receiving services. The fact that people may benefit from available human services only if they are able to get to the service was continually re-iterated. The massive increases in the cost of providing services were repeatedly shown to be reducing the number of people who receive help. Yet, past cost increases are minor compared to known future cost increases due to inflation and mandatory changes in personnel compensation and fringe benefits. Numerous practical suggestions were received for simplifying the administration of human service programs and cutting down on government paperwork.

PUBLICATIONS:

Child Abuse and Neglect Report (free)

Maine's Hidden Poor in Substandard Housing (free)

Summary and Record of Eight 1977 Community Forums on Human Services (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	—8,192		—8,192			
Bal Brt Fwd— Encumbered	9,712	1,520	8,192			
Revenue From Federal Govt	60,700		60,700			
Legislative Approp/ Alloc	32,095	32,095				
Transfers—Non-Federal \$	678	678				
TOTAL RESOURCES	94,993	34,293	60,700			
EXPENDITURES						
Salaries and Wages	52,745	18,470	34,275			
State Share of Retirement	4,944	2,187	2,757			
Prof Service, Not By State	5,362	673	4,689			
Travel Expenses, In-State	1,270	59	1,211			
Travel Expense, Out-State	340		340			
Operation—State Vehicles	8	8				
Utilities	4,271	2,915	1,356			
Rents	6,369	567	5,802			
Repairs	165	165				
Insurance	1,034		1,034			
General Operating Expense	15,213	6,876	8,337			
Other Supplies	2,848	2,356	492			
Trans. to Gen.-Fund Sta-Cap	407		407			
TOTAL EXPENDITURES	94,976	34,276	60,700			

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**ADVISORY BOARD FOR LICENSURE OF
AMBULANCE SERVICES, VEHICLES
AND PERSONNEL**

H. ALAN HUME, M.D., DIRECTOR
FARNHAM FOLSOM, Assistant Director

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2411

Established: 1971

Sunset Review Required by: June 30, 1986

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: 0

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.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$1000 in FY 78 and are, by administrative decision, included with those of the Bureau of Health.

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3826

Established: 1969

Sunset Review Required by: June 30, 1986

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

HUMAN SERVICES

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. The Board adopts rules and regulations concerning the practice of fitting and dealing in hearing aids. These became effective October 25, 1977.

LICENSES, PERMITS, ETC.:

License:

Corporation

Hearing Aid Dealers and Fitters

Permit:

Trainee

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	13,676		13,676			
Licenses/Permits/Fees/Tax	3,754		3,754			
TOTAL RESOURCES	17,430		17,430			
EXPENDITURES						
Salaries and Wages	1,312		1,312			
State Share of Retirement	61		61			
Travel Expenses, In-State	29		29			
Utilities	1,298		1,298			
Repairs	35		35			
General Operating Expense	4,247		4,247			
Other Supplies	79		79			
Trans to Gen-Fund Sta-Cap	802		802			
TOTAL EXPENDITURES	7,863		7,863			

HUMAN SERVICES

OFFICE OF DENTAL HEALTH

FRANCIS T. FINNEGAN, JR., DIRECTOR

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2361

Established: 1975

Sunset Review Required by: June 30, 1986

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: 0

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 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.

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PROGRAM: During fiscal 1978, the Office of Dental Health has continued to administer the School Dental Health Education Program for students in participating schools in grades kindergarten through sixth. The Office has been cooperating in the development of a simplified school water fluoridation system. With the guidance of the Maine Dental Health Council, the Office provided technical support to the Jackman Dental Project, an experiment in rural delivery of dental care. The project was implemented in June, 1978, by Mid-Maine Medical Center through a grant from the Department's Maternal and Child Health Program. The Office also designed an Orthodontic Screening and Treatment System for recipients of Medicaid and other departmental programs. Through the Office's Medicaid Dental and Orthodontic Advisory Committees, new components were added to the dental care policy of the Department. The Office continues to research dental care issues and data to revise the Maine Dental Health Plan.

PUBLICATIONS:

Maine Dental Health Curriculum (Not available for sale)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$34,500 in FY 78 and are, by administrative decision, included with those of the Bureau of Health.

MAINE DENTAL HEALTH COUNCIL

DALE A. DOUGLASS, CHAIRPERSON

JANE G. BARTH, Vice-Chairperson

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2361

Established: 1975

Sunset Review Required by: June 30, 1986

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: 0

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

HUMAN SERVICES

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 met monthly during fiscal 1978. The Council completed and approved the Maine Dental Health Plan in January, 1978. Through a Subcommittee on Plan Implementation, the Council has sought to carry out its recommendations. In June, 1978, an experimental project to deliver dental care in a small rural community opened in Jackman. The Council is preparing to recommend major changes in its School Dental Health Education Program as this report is submitted. It is also studying alternative methods of providing fluoride to Maine school children. A continuing activity of the council is to refine and expand the definition of the State's dental health needs and solutions through revision of the Maine Dental Health Plan.

PUBLICATIONS: Maine Dental Health Plan.

FINANCES, FISCAL YEAR 1978: 22 M.R.S.A. Sect 2098 provides that expenditures of this unit, which amounted to \$2,168 in FY 78, shall be borne by the Office of Dental Health and are, therefore, included in its financial display.

DEPARTMENT OF INDIAN AFFAIRS

CHARLES W. RHYNARD, COMMISSIONER

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2831

Floor: 6

Established: 1965

Sunset Review Required by: June 30, 1986

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: 12

Permanent Legislative Count: 12

Organizational Units:

LEAA (Indian Police)

Minor Repair Program

Off-Reservation Office

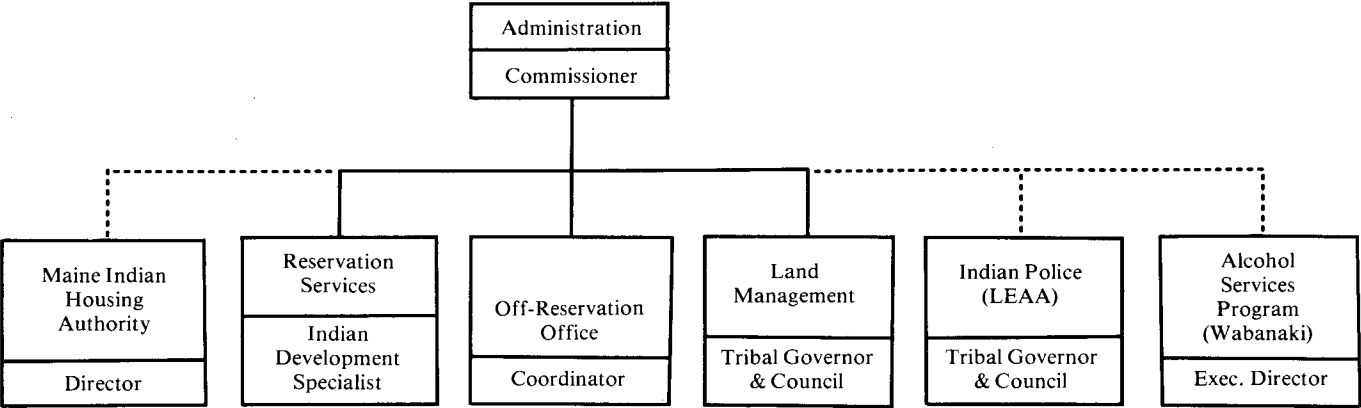
Land Management Unit

Maine Indian Housing Authorities

Alcohol Services Program (Wabanaki)

PURPOSE: The Department of Indian Affairs was established to assist in developing and administering programs aimed at social, health and economic betterment for the Indian tribes in Maine. The 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 CHART
DEPARTMENT OF INDIAN AFFAIRS**



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CONSOLIDATED FINANCIAL CHART FOR FY 78 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	167		167			
Bal Brt Fwd— Encumbered	83	83				
Legislative Approp/Alloc	656,976	656,976				
Adjustment of Balance Fwd	—48		—48			
Transfers—Non-Federal \$	18,147	18,147				
TOTAL RESOURCES	675,325	675,206	119			
EXPENDITURES						
Salaries and Wages	94,215	94,215				
State Share of Retirement	8,604	8,604				
Prof Service, Not By State	40,958	40,958				
Other Prof. Serv., By State	55	55				
Travel Expenses, In-State	7,807	7,807				
Travel Expense, Out-State	881	881				
Utilities	40,466	40,466				
Rents	3,963	3,963				
Repairs	15,753	15,753				
Insurance	2,534	2,534				
General Operating Expense	7,381	7,381				
Other Supplies	—1,329	—1,329				
Grants to Pub. & Priv. Orgs.	4,952	5,000	—48			
Public Assistance Grants	443,730	443,730				
Equipment Purchases	878	878				
TOTAL EXPENDITURES	670,848	670,896	—48			

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ORGANIZATION: The Department of Indian Affairs originated in the appointment of Agents for the Penobscot and Passamaquoddy Indians in 1821 by the Governor. 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 three 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.

The Indian Law Enforcement Agency, when it was first created, was a single operating unit; but this unit was inadequate to provide the necessary law enforcement for the three reservations. Now there are three individual units. The Department has provided 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. Similar cooperation is developing with the Central Maine Indian Association.

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, providing counseling to the reservation and non-reservation Indian communities.

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.

FINANCES, FISCAL YEAR 1978: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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**DEPARTMENT OF
MENTAL HEALTH AND CORRECTIONS**

GEORGE A. ZITNAY, COMMISSIONER
JOHN WAKEFIELD, Associate Commissioner, Program
RONALD MARTEL, Associate Commissioner, Administration

Central Office:

Location: State Office Bldg., Augusta

Mail Address: State Office Building, Augusta, Maine 04333

Telephone: 289-3161

Floor: 4

Established: 1939

Sunset Review Required by: June 30, 1986

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: 2,549

Permanent Legislative Count: 2,559.5

Organizational Units:

Bureau of Mental Health

Committee on Mental Health

Bangor Mental Health Institute

Augusta Mental Health Institute

Bureau of Mental Retardation

Bureau of Corrections

State Parole Board

Planning and Advisory Council on Developmental

Disabilities Services

Maine Committee on Problems of the Mentally Retarded

Interstate Compact on Mental Health

Uniform Act for Out-of-State Parolee Supervision

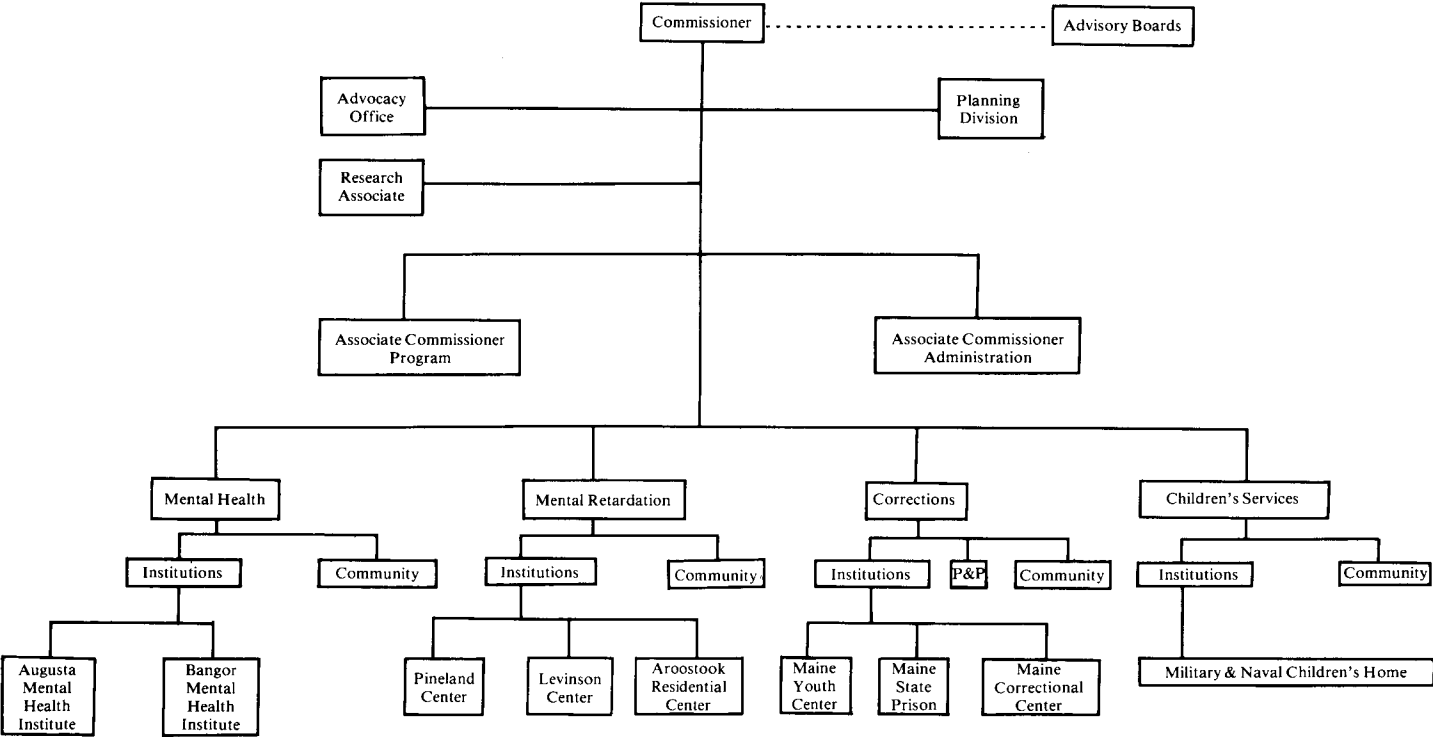
Interstate Compact on Detainers

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, and 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. The Department also exercises 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. Furthermore it performs 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 enforces 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. A Juvenile Intake Program was authorized with the passage of the Juvenile Code in 1978.

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.

ORGANIZATION CHART DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS



HUMAN SERVICES

HUMAN SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 78 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	2,454,940	27,444	1,605,253		299,805	522,438
Bal Brt Fwd— Encumbered	1,587,766	519,871	926,990		44,325	96,580
Interest/Investment/Rents	1,295					1,295
Revenue From Federal Govt	722,949		722,949			
Revenue—Private Sources	20,923		20,923			
Fees Charged For Services	10,362,528		10,141,690			220,838
Receipts From Other Funds	68,042		60,438			7,604
Legislative Approp/Alloc	38,,776,499	37,926,499			850,000	
Adjustment of Balance Fwd	—90,013	54,547	—50,430		—94,130	
Transfers—Non-Federal \$	—3,416,272	1,642,973	—5,059,245			
Transfers—Federal \$	1,088,942		1,088,942			
TOTAL RESOURCES	51,577,599	40,171,334	9,457,510		1,000,000	848,755
EXPENDITURES						
Salaries and Wages	26,405,321	24,598,004	1,519,278		155,448	132,591
State Share of Retirement	3,262,931	3,059,598	169,549		18,068	15,716
Prof Service, Not By State	1,890,371	949,403	919,759			21,209
Computer Service, By State	61,432	37,336	24,096			
Other Prof. Serv., By State	2,283	1,983	252			
Travel Expenses, In-State	248,073	127,627	112,238		7,884	324
Travel Expense, Out-State	30,200	19,289	10,812		99	
Operation—State Vehicles	183,197	177,224	5,638			335
Utilities	785,387	730,461	45,834		1,202	7,890
Rents	95,439	55,618	39,084		737	
Repairs	352,840	308,823	24,566			19,451
Insurance	929,102	866,745	53,091		4,563	4,703
General Operating Expense	216,382	176,587	38,329		978	488
Food	1,326,850	1,311,721	15,129			
Fuel	1,221,466	1,216,023				5,443
Other Supplies	1,055,898	964,306	65,190		3,164	23,238
Depreciation	13,490					13,490
Grants to Pub. & Priv. Orgs.	4,853,255	2,305,815	1,751,492		795,948	
Unemployment Comp. Benefit	250,539	248,599	1,940			
Public Assistance Grants	97,888	47,883	50,005			
Misc. Grants to Individual	57,794		57,794			
Pensions	296,398	296,254	144			
Land And Land Rights	—36	—36				
Buildings & Improvements	588,054	223,197	214,595			150,262
Equipment Purchases	253,048	212,585	37,817			2,646
Structures & Improvements	95,234	46,686	48,308			240
Trans. to Gen.-Fund Sta-Cap	27,194		25,350		1,116	728
TOTAL EXPENDITURES	44,600,030	37,981,731	5,230,290		989,207	398,802

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PROGRAM: The Department's program has several aspects.

Planning. During FY 78, a Planning Division at the central office level was established through the reallocation of existing positions. Planning efforts were aimed at increasing the Department's ability to improve the quality of service delivered to clients as well as improving the coordination of services between the Bureaus of Mental Health, Mental Retardation, and Corrections.

In Corrections, the Adult Corrections Master Plan presented to the legislature in FY 1977 was refined and updated to reflect implications of the Criminal Code and Departmental needs for implementation. Further refinement will continue, and the plan will be finalized in FY 1979.

In Mental Health, a five-year comprehensive mental health plan was developed by a Task Force consisting of central office planners and representatives of both private and public sector mental health service deliverers. This plan outlines a Balanced Service System aimed at providing services in the most natural and least restrictive setting.

In Mental Retardation, planning efforts were focused on developing a system and mechanism to implement the requirements of the Consent Decree, which was finalized during FY 1978 and mandates the Department to provide a wide range of community and institutional services.

Personnel and Budget. During FY 1978 vacancies were filled in the offices of Superintendent at Augusta Mental Health Institute, Associate Commissioner for Program, Director of Elizabeth Levinson Center, and Chief Advocate. A current vacancy in the office of Associate Commissioner for Administration will be filled in FY 79.

In addition, during FY 78 a Planning Division was established and a Director of Planning hired as well as support positions in the areas of Research and Development, Planning and Evaluation, and Information Services.

The legislature authorized additional positions for Juvenile Intake Workers (26), which were all filled by the end of the fiscal year, as well as an additional 61 positions to implement the mandate of the Consent Decree in Mental Retardation. The Psychiatric Social Worker position which had been acting as Director of Children's Services was reclassified to a Children's Services Executive, creating a Division of Children's Services. This position was vacated at the end of the fiscal year and will be filled in early FY 79.

The Department moved from a grant-in-aid funding mechanism for Community Mental Health Services to a contracting mechanism which provides for more accountability in the expenditure of these funds.

Children's Services. The Department established a Division of Children's Services which will focus on coordinating children's services among the Bureaus as well as between the Department and the Departments of Human Services and Education and Cultural Services.

The Department participated with the Department of Human Services and the Department of Education and Cultural Services in preparing a joint policy on Children and Families, which was presented to the Second Regular Session of the 108th Legislature and the Governor's office. The three Departments (Department of Mental Health & Corrections, Department of Human Services, Department of Education and Cultural Services) pooled resources to hire a consulting firm to evaluate the residential treatment services for children and design an effective system for delivering those services.

Volunteer Services. The Department relies heavily on the provision of Volunteer Services in implementing its goal of maximum normalization and contact with the mainstream of Maine citizens. Statistics are now being compiled which document the significant increase over last year in the utilization of volunteers.

Advocacy. The newly hired Chief Advocate is in the process of filling vacancies in the Office of Advocacy creating a management system for conducting the activities of the office, and developing policies and procedures for client grievances.

Evaluation. The sum of \$25,000 was approved by the Legislature in the Mental Health Improvement Fund statute to conduct a needs assessment for adult mental health services. A process for conducting this needs assessment was developed and will be implemented in FY 1979.

LICENSES, PERMITS, ETC.:

License:

Mental Health Facilities

HUMAN SERVICES

PUBLICATIONS:

State Mental Health Plan
 Juvenile Plan
 Adult Corrections Master Plan
 Developmental Disabilities Plan
 All the above are free of charge.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	592,802	13,872	56,492			522,438
Bal Brt Fwd— Encumbered	321,423	224,843				96,580
Revenue From Federal Govt	90,972		90,972			
Receipts From Other Funds	60,951		60,438			513
Legislative Approp/ Alloc	5,301,748	5,301,748				
Adjustment of Balance Fwd	72,543	72,543				
Transfers—Non-Federal \$	856,643	381,463	475,180			
Transfers—Federal \$	30,892		30,892			
TOTAL RESOURCES	7,327,974	5,994,469	713,974			619,531
EXPENDITURES						
Salaries and Wages	766,658	766,658				
State Share of Retirement	87,037	87,037				
Prof Service, Not By State	22,974	—1,656	3,750			20,880
Computer Service, By State	85	85				
Other Prof. Serv., By State	270	270				
Travel Expenses, In-State	29,101	29,101				
Travel Expense, Out-State	4,445	4,445				
Operation—State Vehicles	1,777	1,777				
Utilities	23,240	23,240				
Rents	3,288	3,288				
Repairs	236,034	223,564	10,858			1,612
Insurance	22,253	22,253				
General Operating Expense	28,576	28,576				
Food	1,311,646	1,311,646				
Fuel	1,216,009	1,216,009				
Other Supplies	14,001	11,469	10			2,522
Unemployment Comp. Benefit	248,599	248,599				
Pensions	4,128	4,128				
Land and Land Rights	—36	—36				
Buildings & Improvements	476,949	222,929	104,034			149,986
Equipment Purchases	12,458	10,261				2,197
Structures & Improvements	46,926	46,686				240
Trans. to Gen.-Fund Sta-Cap	93		93			
TOTAL EXPENDITURES	4,556,511	4,260,329	118,745			177,437

HUMAN SERVICES

BUREAU OF MENTAL HEALTH

L. ROGER LAJEUNESSE, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3167

Floor: 4

Established: 1959

Sunset Review Required by: June 30, 1986

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: 1,091½

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 mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Corrections, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. 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, one center 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

HUMAN SERVICES

June 1978, had approximately 363 inpatients, while Bangor Mental Health Institute had approximately 348 inpatients.

In the administrative operation of the Department, goals and objectives are defined annually and used for accountability. 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 was released for public comment in July of 1977. The Bureau of Mental Health has established a new mental health planning process which has allowed public participation in the preparation of a new 5-year plan to be published in August 1978. 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 elicited through public hearings and meetings with community 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

1. St. Michael's Center, Bangor
2. Northeast Occupational Exchange, Inc., Bangor
3. Big Brothers/Big Sisters, Portland
4. Ingraham Volunteers, Inc., Portland
5. Shalom House, Inc., Portland
6. Community Health Services, Inc., Portland
7. Western Maine Counseling Services, Bridgton
8. Holy Innocents Home Care Service, Portland
9. NEEDS — Sanford
10. Aroostook Mental Health Center
11. The Counseling Center
12. Kennebec Valley Mental Health Center
13. Tri-County Mental Health Services
14. York County Counseling Services, Inc.
15. Bath-Brunswick Mental Health Association, Inc.
16. Mid-Coast Mental Health Center

All of these programs have received licensing and the Bureau of Mental Health has visited each program. A report on each licensing site visit is available from the Bureau.

PUBLICATIONS:

State of Maine Mental Health Plan, 1976

Mental Health Plan Annual Review and Progress Report, 1977

Service Definitions for the Prevention and Treatment of Mental Health Disorders.

Review of Existing System for Funding Community Mental Health Centers and Recommended Conceptual Framework for System Improvements. (January, 1978)

Mental Health Licensing Review Protocol

Available to interested individuals by contacting

Bureau of Mental Health

Room 411, State Office Building

Augusta, Maine 04333

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	1,311,539		1,311,539			
Bal Brt Fwd— Encumbered	85,383		85,383			
Revenue From Federal Govt	214,750		214,750			
Fees Charged For Services	10,030,350		10,030,350			
Legislative Approp/ Alloc	2,733,934	1,968,934			765,000	
Adjustment of Balance Fwd	—1,015		—1,015			
Transfers—Non-Federal \$	—7,106,316	—39,379	—7,066,937			
TOTAL RESOURCES	7,268,625	1,929,555	4,574,070		765,000	
EXPENDITURES						
Salaries and Wages	18,806		18,806			
State Share of Retirement	2,218		2,218			
Prof Service, Not By State	226,700		226,700			
Computer Service, By State	21,256		21,256			
Travel Expenses, In-State	764		764			
Travel Expense, Out-State	2,947		2,947			
Utilities	1,163		1,163			
Rents	2,401		2,401			
Repairs	65		65			
Insurance	1,053		1,053			
General Operating Expense	10,895		10,895			
Other Supplies	989		989			
Grants to Pub. & Priv. Orgs.	4,389,983	1,929,554	1,695,429		765,000	
Unemployment Comp Benefit	1,940		1,940			
Public Assistance Grants	856		856			
Buildings & Improvements	5,542		5,542			
Trans. to Gen.-Fund Sta-Cap	2,286		2,286			
TOTAL EXPENDITURES	4,689,864	1,929,554	1,995,310		765,000	

AUGUSTA MENTAL HEALTH INSTITUTE

GARRELL S. MULLANEY, SUPERINTENDENT
MILLARD A. HOWARD, Assistant to the Superintendent

Central Office:

Telephone: 622-3751

Location: Arsenal Street, Augusta

Mail Address: Box 724, Augusta, Maine 04330

Established: 1840

Sunset Review Required by: June 30, 1986

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: 556

Permanent Legislative Count: 600

Organizational Units:

Psychiatric Admissions Unit	Psychiatric Nursing Home Unit
Psychiatric Transitional Unit	Program Evaluation
Psychiatric Rehabilitation and Reentry Unit	Staff Development
Psychiatric Adolescent and Young Adult Unit	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 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

HUMAN SERVICES

application and certification of a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a District Court. The Institute accepts transfers from other hospitals for the mentally ill, both in- state and out-of-state, upon order of the Commissioner of the Department of Mental Health and Corrections.

The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment under the above procedures for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATION: The Augusta Mental Health Institute was established in 1840 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation.

Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. In the 1960's, community mental health centers were established, which made possible a redefinition of the Institute's role.

The Institute is organized internally in functional treatment units designed to serve as the long-term or extended care component of comprehensive, community based mental health services and which also serve as the backup to six community mental health centers' inpatient units. These Augusta Mental Health Institute units include: an Admissions Unit which provides rapid evaluation and crisis management, a Transitional Unit which provides intensive psychiatric care for up to six months, a Rehabilitation and Reentry Unit which provides intensive social and vocational rehabilitation for those with continuing psychiatric disabilities, an Adolescent and Young Adult Unit which provides a psychiatric inpatient hospital level of care for those patients between the ages of 12 and 20, and a psychiatric Nursing Home Unit which provides 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 78 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 continues to be fully accredited by the Joint Commission on Accreditation of Hospitals, as it has been continuously since 1958, and is approved for all Federal third-party reimbursement programs. The number of admissions continued to rise, reaching 1,093 for FY 78, as compared to 992 for FY 77, a 40% increase from FY 75. The median length of stay for all admissions continued to decrease; it was 17 days early in this fiscal year and is significantly less than that since establishment of the Admissions Unit. The Institute discharged 1,103 patients and maintained an average daily population of 315.

During this fiscal year Augusta Mental Health Institute conducted intensive studies and implemented an internal reorganization in order to accomplish the most efficient utilization of its resources in the light of a steadily increasing admission load. It became necessary to have an intensive admissions area which would make possible rapid diagnosis and placement. Without this, the Institute census would have begun to rise precipitously. The patients requiring continuing care are those whose problems are most resistive to treatment and require a sustained inpatient program. The unit organization described above was established in the spring of 1978 to meet these changing needs. Also, AMHI continues to develop its vocational programs and to provide a range of alternative living arrangements on the grounds more appropriate for transition to the community.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's P.I.A-BAC system.

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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	91,021		91,021			
Bal Brt Fwd— Encumbered	78,594	63,997	14,299		298	
Revenue From Federal Govt	57,573		57,573			
Fees Charged For Services	71,573		71,573			
Legislative Approp/Alloc	7,341,769	7,341,769				
Adjustment of Balance Fwd	—1,728	—1,430			—298	
Transfers—Non-Federal \$	—17,043	—22,043	5,000			
Transfers—Federal \$	14,118		14,118			
TOTAL RESOURCES	7,635,877	7,382,293	253,584			
EXPENDITURES						
Salaries and Wages	5,557,235	5,539,563	17,672			
State Share of Retirement	657,106	655,305	1,801			
Prof Service, Not By State	325,129	310,333	14,796			
Computer Service, By State	18,685	18,685				
Other Prof. Serv., By State	160	160				
Travel Expenses, In-State	2,528	1,595	933			
Travel Expense, Out-State	5,169	3,978	1,191			
Operation—State Vehicles	22,392	19,143	3,249			
Utilities	160,390	160,217	173			
Rents	6,504	6,350	154			
Repairs	35,539	34,560	979			
Insurance	191,540	190,301	1,239			
General Operating Expense	26,823	26,385	438			
Other Supplies	267,192	251,865	15,327			
Public Assistance Grants	440	440				
Misc. Grants to Individual	57,794		57,794			
Pensions	85,615	85,615				
Buildings & Improvements	21,199		21,199			
Equipment Purchases	23,014	18,758	4,256			
Trans. to Gen.-Fund Sta-Cap	411		411			
TOTAL EXPENDITURES	7,464,865	7,323,253	141,612			

BANGOR MENTAL HEALTH INSTITUTE

JOSEPH SAXL, SUPERINTENDENT

Central Office:

Telephone: 947-6981

Location: Hogan Rd., Bangor

Mail Address: Box 926, Bangor, Maine 04401

Established: 1885

Sunset Review Required by: June 30, 1986

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: 475

Permanent Legislative Count: 491½

Organizational Units:

Institute Services

Educational & Rehabilitative Services

Personnel

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

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empowered, subject to the availability of suitable accommodations, to receive and provide care and treatment of any mentally ill person on an informal basis, and may receive any individual under written application and certification by a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a district court, and accepts transfers from other hospitals for the mentally ill, both in and out-of-state, upon order of the Commissioner of Mental Health and Corrections. The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease. The Superintendent has general supervision of the Institute and its grounds under the direction of the Department.

ORGANIZATION. The Bangor Mental Health Institute was established in 1885 as the Eastern Maine Insane Hospital at Bangor, administered by a Board of Trustees. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, which became the Department of Mental Health and Corrections in 1959. Its present name was established by the Legislature in 1973.

The Institute had an original inpatient population of less than 200 and, for many years, a population of over 1,000. Continued emphasis on short-term treatment has reduced the census to approximately 300 where it may be expected to stabilize. Nearly half of the present population resides in the Pooler Pavilion, which houses the Institute's Program on Aging.

PROGRAM: During FY 78, a variety of changes were implemented to reduce operating costs and increase operating efficiency. The Program on Aging has changed its physical and treatment environment from that of benign and effective custodialism to that of an active therapeutic community that has earned plaudits statewide. A centralized Admission Service provides a point of contact for the screening of potential admissions, acts as a resource to other community programs, and provides constant clinical and demographic data. The Neuro-Psychiatric assessment unit, instituted in the Program on Aging in FY 77, has expanded its services to include the general psychiatric population. Educational opportunities have increased through academic evaluations on all clients by the Learning Center.

During the reporting period, considerable effort was applied to the upgrading of program quality to meet criteria for Joint Commission on Accreditation of Hospitals (JCAH) accreditation and a two-year certificate of accreditation was awarded to this facility.

Program Evaluation. The Psychological Assessment and Treatment Evaluation Department (PATE) has shifted the focus of its attention during the last fiscal year to more patient oriented activities. An attempt is made to briefly assess the behavioral, intellectual, and psychological functioning of each patient admitted to BMHI. This is in compliance with JCAH standards, although not every patient admitted is tested because of some patients' refusal to cooperate or extremely volatile behavior in other cases, those who are successfully tested are described in terms of the test variables and the results summarized for inclusion in the case file. Some parts of the intake standardized battery (behavioral rating scales) are reaccomplished at the time of discharge and compared with intake ratings, yielding a numerical and more or less objective index of improvement. As this data accumulates, it will be possible to evaluate various treatment modalities in terms of their specific effects on specific types of patients.

The department has also been involved in evaluating the effects on patients' behavior of the renovation and mass moves of the Program Aging population. Also, the department has maintained a running summary on a monthly basis of the actual trends in patient movement. That is, we are alerted on a monthly basis of the number, type, and county of origin of admissions and discharges.

Capital Improvements. During FY 78, the modernization of Pooler Pavilion was begun. A \$200,000 Economic Development Administration grant was used to modernize two wards. This job was over 95% complete by the end of the year. To house the overflow of patients from Pooler Pavilion, \$51,158 was expended to modernize two vacant wards in the main building complex. One ward is complete and now houses patients while the other ward will be completed shortly.

To continue the program of upgrading living facilities in the main complex, \$2,106 was expended for new flooring on two wards.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	61,835		41,697		20,138	
Bal Brt Fwd— Encumbered	30,618	30,522	96			
Fees Charged For Services	1,740		1,740			
Legislative Approp/Alloc	5,662,312	5,662,312				
Adjustment of Balance Fwd	—42,762	—15,754	—6,870		—20,138	
Transfers—Non-Federal \$	270,749	270,749				
Transfers—Federal \$	13,883		13,883			
TOTAL RESOURCES	5,998,375	5,947,829	50,546			
EXPENDITURES						
Salaries and Wages	4,580,980	4,559,414	21,566			
State Share of Retirement	542,325	539,791	2,534			
Prof Service, Not By State	218,809	215,167	3,642			
Computer Service, By State	10,463	10,463				
Other Prof. Serv., By State	724	724				
Travel Expenses, In-State	6,530	6,530				
Travel Expense, Out-State	1,427	1,101	326			
Operation—State Vehicles	15,480	15,480				
Utilities	119,176	119,176				
Rents	7,802	7,802				
Repairs	12,315	12,315				
Insurance	165,176	164,441	735			
General Operating Expense	16,135	16,135				
Other Supplies	167,302	166,284	1,018			
Public Assistance Grants	1,713	1,713				
Pensions	55,284	55,284				
Buildings & Improvements	366		366			
Equipment Purchases	21,635	10,836	10,799			
Trans. to Gen.-Fund Sta-Cap	263		263			
TOTAL EXPENDITURES	5,943,905	5,902,656	41,249			

BUREAU OF MENTAL RETARDATION

KEVIN W. CONCANNON, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3167

Floor: 4

Established: 1969

Sunset Review Required by: June 30, 1986

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: 787

Permanent Legislative Count: 748

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 pro-

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vision 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. The Bureau is responsible for the operation of Pineland Center located in Pownal, Elizabeth Levinson Center located in Bangor, and the Aroostook Residential Center located in Presque Isle. The 108th Legislature has authorized the Bureau to purchase and operate two group homes for the care of residents who are currently residing at Pineland Center. In addition, community mental retardation programs are supported through grants by the Bureau to private agencies. For purposes of administration, the State has been divided into six regions with Regional Administrators employed in each region. Community social services are also provided in each region to develop and monitor day activity and sheltered workshop programs, 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, and to provide direct habilitation services to clients. Two Regional Resource Centers headquartered in Pownal and Bangor are operated by the Bureau to serve the needs of the developmentally disabled. 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 function 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.
Regulations Pertaining to P.L. 1977 Chapter 502
Summary of Rights of Mentally Retarded (P.L. 1977 Ch. 464)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	178,141		—71,859			250,000
Bal Brt Fwd— Encumbered	269,874	69,079	200,795			
Revenue From Federal Govt	178,126		178,126			
Legislative Approp/Alloc	270,000	270,000				
Adjustment of Balance Fwd	—23,563	—296	—23,267			
Transfers—Non-Federal \$	1,338,780		1,338,780			
TOTAL RESOURCES	2,211,358	338,783	1,622,575		250,000	
EXPENDITURES						
Salaries and Wages	750,491		664,940		85,551	
State Share of Retirement	88,616		78,487		10,129	
Prof Service, Not By State	46,462		46,462			
Travel Expenses, In-State	106,759		98,875		7,884	
Travel Expense, Out-State	1,852		1,753		99	
Utilities	31,675		30,473		1,202	
Rents	36,832		36,095		737	
Repairs	213		213			
Insurance	24,023		21,753		2,270	
General Operating Expense	18,036		17,058		978	
Other Supplies	10,244		9,099		1,145	
Grants to Pub. & Priv. Orgs.	341,258	246,418	63,892		30,948	
Public Assistance Grants	420		420			
Equipment Purchases	6,519		6,519			
Trans. to Gen.-Fund Sta-Cap	8,947		8,206		741	
TOTAL EXPENDITURES	1,472,347	246,418	1,084,245		141,684	

PINELAND CENTER

WILL H. BURROW, PH.D., SUPERINTENDENT

Central Office:

Telephone: 688-4811

Location: Pineland Center, Pownal, Maine

Mail Address: Box C, Pownal, Maine 04069

Established: 1907

Sunset Review Required by: June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Unit Citation:* 34 M.R.S.A., Sect. 2632

Average Count—All Positions: 707

Permanent Legislative Count: 710

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

Southern Maine Resource Center

PURPOSE: Pineland Center is established to provide training, education, treatment and care for persons who are mentally retarded. 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, diagnostic and evaluation services, specialized training, specialized medical and dental services, 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

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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: As fiscal year 1978 came to a close the negotiations leading to a consent decree in the class action suit were completed. Many of the areas of final agreement reflected actions already taken by the department during the past fiscal year. For example, the goal of providing program services to all residents has been more than 50% attained. The goal of providing a private or semi-private bedroom area for all residents has been more than 75% achieved. The goal of providing sound medical and dental services to all residents has been fully achieved. The goal of providing an individualized program plan for each resident has been fully attained. Further progress toward these and other goals can be expected in the coming fiscal year with the addition of 12 program positions and a half million dollars in special operating and construction funds for the coming year.

Personnel problems have decreased substantially in the past year. The vacancy rate has dropped by 50% during the past fiscal year. Recruitment of certain professional classifications has substantially improved. The rate of turnover of direct care staff has fallen significantly although much remains to be done in this critical personnel area. A staff development coordinator has been hired and is gradually improving the internal training programs at the facility.

A continuing effort has been directed in meeting the requirements of the nationally recognized standards. Benda Hospital was re-surveyed and recertification by the Joint Commission on Accreditation of Hospitals (JCAH) is anticipated. Perry Hayden and Kupelian Halls maintain certification under the Intermediate Care Facility/Mental Health (ICF/MR) program with a large portion of previously identified deficiencies being remediated during the year. ICF certification has been received for Benda Hospital with no known deficiencies at this time. Bliss Hall certification has been requested and with most deficiencies now eliminated certification is anticipated shortly.

The use of Pineland Center by persons living in the community has continued to increase during the past fiscal year. Some of these persons are former Pineland clients while others are retarded persons from throughout the state of Maine who have had no previous association with Pineland Center. The largest volume of community clients has continued to be located in the Dental Clinic. Community based services have also increased as a result of the start up of the Southern Maine Resource Center. This Resource Center staff have provided numerous consultations to a variety of community programs and have provided emergency in-home services to the families of retarded clients thus preventing unnecessary institutionalization in a significant number of cases.

The major goals for the coming year will be to reach compliance with all class action requirements. A special effort will be directed at improving program services and in expanding involvement with a variety of community resources.

PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	435,581	7,787	401,264		26,530	
Bal Brt Fwd— Encumbered	225,051	71,788	112,728		40,535	
Revenue From Federal Govt	134,327		134,327			
Fees Charged For Services	30,767		30,767			
Legislative Approp/Alloc	7,733,636	7,733,636				
Adjustment of Balance Fwd	—66,316	—40	789		—67,065	
Transfers—Non-Federal \$	373,214	214,214	159,000			
Transfers—Federal \$	70,938		70,938			
TOTAL RESOURCES	8,937,198	8,027,385	909,813			
EXPENDITURES						
Salaries and Wages	6,568,558	6,235,181	333,377			
State Share of Retirement	767,686	733,145	34,541			
Prof Service, Not By State	233,782	104,706	129,076			
Computer Service, By State	7,008	7,008				
Other Prof. Serv., By State	525	273	252			
Travel Expenses, In-State	13,464	4,266	9,198			
Travel Expense, Out-State	1,396	296	1,100			
Operation—State Vehicles	50,864	50,157	707			
Utilities	127,576	122,774	4,802			
Rents	9,830	9,451	379			
Repairs	19,791	12,168	7,623			
Insurance	262,551	248,322	14,229			
General Operating Expense	20,478	14,413	6,065			
Food	15,186	100	15,086			
Other Supplies	221,650	193,307	28,343			
Grants to Pub. & Priv. Orgs.	14,576	7,205	7,371			
Public Assistance Grants	2,722	2,006	716			
Pensions	76,039	75,978	61			
Buildings & Improvements	81,619	178	81,441			
Equipment Purchases	135,338	119,846	15,492			
Structures & Improvements	40,468		40,468			
Trans. to Gen.-Fund Sta-Cap	4,402		4,402			
TOTAL EXPENDITURES	8,675,509	7,940,780	734,729			

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office:

Location: Lombard St., Presque Isle

Mail Address: Box 1285, Presque Isle, Maine 04769

Telephone: 764-4104

Established: 1972

Sunset Review Required by: June 30, 1986

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 minimum coverage when there is maximum resident occupancy. The Center restricts admission to moderately and mildly disabled individuals due to significantly high resident to staff ratios.

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.

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, Information, Screening and Referral, Public Guardianship, Residential Placement and Adjustment, Individual Prescriptive Program Planning and Protection and Support Services.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	10,362		10,362			
Bal Brt Fwd— Encumbered	2,702	264	2,438			
Revenue From Federal Govt	3,837		3,837			
Legislative Approp/ Alloc	109,173	109,173				
Adjustment of Balance Fwd	—5	—5				
Transfers—Non-Federal \$	6,717	1,717	5,000			
TOTAL RESOURCES	132,786	111,149	21,637			
EXPENDITURES						
Salaries and Wages	83,083	77,360	5,723			
State Share of Retirement	9,837	9,160	677			
Prof Service, Not By State	773	773				
Computer Service, By State	9	9				
Other Prof Serv, By State	5	5				
Travel Expenses, In-State	3,374	1,956	1,956			
Operation—State Vehicles	1,632	1,547	85			
Utilities	6,216	6,216				
Rents	1,106	1,106				
Repairs	1,199	1,199				
Insurance	3,217	2,976	241			
General Operating Expense	927	902	25			
Other Supplies	3,386	3,386				
Grants to Pub. & Priv. Orgs.	1,250		1,250			
Buildings & Improvements	1,315		1,315			
Equipment Purchases	1,213	1,213				
Trans. to Gen.-Fund Sta-Cap	79		79			
TOTAL EXPENDITURES	117,203	107,808	9,395			

ELIZABETH LEVINSON CENTER

JOHN H. LARRABEE, DIRECTOR

Central Office:

Location: 159 Hogan Rd., Bangor

Mail Address: 159 Hogan Rd., Bangor, Maine 04401

Telephone: 947-6136

Established: 1971

Sunset Review Required by: June 30, 1986

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: 69

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 to residents who entered the Center prior to 1973, and for whom alternative community placements have not yet been developed. Contracted 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 individual clients function in the community. Respite Care is a service provided for families to give them a break from the responsibilities and care of raising a retarded child at home. Community Service, on a referral basis, is also provided.

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In cases where continued placement at home is not possible, Center staff assist community Bureau of Mental Retardation staff in locating appropriate alternative placements. All programs involve parent or foster parent training in order to enable the caretakers of the child to continue his education and training in the community.

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 77 the Elizabeth Levinson Center continued efforts to reduce the long term population through assisting in the development of residential alternatives to institutions. Two long term residents were discharged, one to a foster home and one to a nursing home. Those beds were reallocated for short term contractual training. Bed allocation for FY 78 will be 18 for long term training, 10 for short term contracted training, 5 for short term evaluation and 5 for respite care.

In addition space has been made available in the school program and set aside one bed to be utilized as part of the Child Development Clinic of Eastern Maine Medical Center for their evaluation program. By working in cooperation with this program, 2 children were evaluated through this Clinic in FY 77.

Center staff have been working with a group of concerned citizens in the Bangor area to develop a private Intermediate Care Facility (ICF) facility for young adults. This project is now in its 2nd year of planning, and will hopefully be opened sometime in FY 78.

The Contracted Training program has proven quite beneficial during this year, serving thirteen children for intensive training of 6-12 months duration. Four of these placements resulted in the child returning successfully to his own home, or a foster home and school in the community, one resulted in placement in another facility closer to his home and eight of the children are still at the Center.

The placement of some children of home training families has continued, with ten children placed as of June 30. This service has continued to expand with 3 children placed in the Region III area. It is hoped that a coordinated plan for expansion through all the regions can be accomplished during FY 78.

The second year of the three year demonstration project sponsored by the U.S. Office of Education, Bureau of the Handicapped, was completed this year. Fifteen residents attended school in a local private educational agency, with measurable success in the areas of social, as well as, skill development. The project will complete its third year in FY 78, with the emphasis on placing children into the public school setting.

The second year of the three year demonstration project sponsored by the U.S. Office of Education, Bureau of the Handicapped, was completed this year. Fifteen residents attended school in a local private educational agency, with measurable success in the areas of social, as well as, skill development. The project will complete its third year in FY 78, with the emphasis on placing children into the public school setting.

The transitional school program operated by the Center completed its second successful year. Some of the graduates from last year moved out of the Center to the local private school, permitting additional Center residents to participate in this in-house educational program.

Through this school program the residents here attend weekly swimming sessions at the YMCA, weekly luncheon trips to local restaurants, weekly grocery shopping and food preparation activities, as well as traditional communication, education, and skill training.

Plans are underway to move this school out of the building into a public school building, to provide a more normal school experience for our residents and also as a training model for the public schools.

Other activities of note included a spring carnival, summer recreational program, and two re-orientation weeks, all of which were completed successfully.

This Center continued its involvement in professional education by offering practicum placement for more than fifty students from colleges in the U.S. and Canada. We also received more than 500 visitors during the year, including both groups and individuals.

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PUBLICATIONS: Free brochures:

“Elizabeth Levinson Center”

“Family Care Training Homes For the Severely Retarded”

“Service Guide for Volunteers”

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit’s accounts as recorded in the files of the Bureau of the Budget’s PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL	Special		Highway	Special	Misc.
	FOR	General	Revenue			
	ALL	Fund	Funds	Fund	Funds	Funds
	FUNDS		(incl Federal)			
RESOURCES						
Bal Bri Fwd—Unencumbered	10,604		10,604			
Bal Bri Fwd— Encumbered	57,266	22,867	34,399			
Revenue From Federal Govt	38,644		38,644			
Legislative Approp/Alloc	701,572	701,572				
Adjustment of Balance Fwd	—18,443		—18,443			
Transfers—Non-Federal \$	16,239	6,239	10,000			
Transfers—Federal \$	17,710		17,710			
TOTAL RESOURCES	823,592	730,678	92,914			
EXPENDITURES						
Salaries and Wages	562,799	537,768	25,031			
State Share of Retirement	65,509	62,535	2,974			
Prof Service, Not By State	68,038	27,866	40,172			
Computer Service, By State	154	154				
Travel Expenses, In-State	157	157				
Travel Expense, Out-State	554	253	301			
Operation—State Vehicles	3,441	3,428	13			
Utilities	13,740	13,740				
Rents	135	135				
Repairs	807	807				
Insurance	22,440	21,411	1,029			
General Operating Expense	4,343	4,103	240			
Fuel	14	14				
Other Supplies	15,789	15,789				
Public Assistance Grants	1,235		1,235			
Pensions	8,501	8,418	83			
Equipment Purchases		175	175			
Trans. to Gen.-Fund Sta-Cap	595		595			
TOTAL EXPENDITURES	768,426	696,753	71,673			

BUREAU OF CORRECTIONS

DONALD L. ALLEN, DIRECTOR

Central Office:

Location: Room 411, State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2711

Floor: 4

Established: 1967

Sunset Review Required by: June 30, 1986

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: 579

Permanent Legislative Count: 610

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

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and free citizens, more able to cope with the normal expectations of the community in which they live. The Bureau is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Maine Youth Center and the Division of Probation and Parole. The Bureau is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Mental Health and Corrections; to expend correctional institutional appropriations on persons within that portion of its sentenced or 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. The Bureau is responsible for setting standards and inspection of municipal and county jails.

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: The Bureau has 3 main focuses to its program.

Community Corrections. Since 1975, the Bureau of Corrections has been successful in its effort to secure funds to continue 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.

Correctional Training Program. The 108th session passed into law, with the Bureau's support, mandatory training for all correctional officers working in municipal, county, and state correctional facilities. The Bureau coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers. During the fiscal year 1978, the 1977 Jail Inspector's Report was submitted to the Governor.

PUBLICATIONS:

Justice for Juveniles

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Bureau is taking to develop program and services which are needed by the youth of the state.

1978 Adult Correctional Plan

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Bureau is taking to better meet the needs of the offenders in the State of Maine.

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County and Municipal Jail Standards - 1977

The Standards were compiled by Bureau of Corrections with input from Maine Chief's Association, numerous sheriff's departments and other agencies. — Free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	—411,532	5,785	—417,317			
Bal Brt Fwd— Encumbered	465,963		465,963			
Revenue—Private Sources	6,389		6,389			
Fees Charged for Services	2,500		2,500			
Legislative Approp/Alloc	147,928	147,928				
Adjustment of Balance Fwd	15	54	—39			
Transfers—Non-Federal \$	1,530		1,530			
Transfers—Federal \$	463,736		436,736			
TOTAL RESOURCES	676,529	153,767	522,762			
EXPENDITURES						
Salaries and Wages	60,453		60,453			
State Share of Retirement	7,165		7,165			
Prof Service, Not By State	425,905	9,886	416,019			
Computer Service, By State	2,840		2,840			
Travel Expenses, In-State	866	270	596			
Travel Expense, Out-State	2,259	500	1,759			
Utilities	1,479	335	1,144			
Insurance	1,265	98	1,167			
General Operating Expense	855	10	845			
Food	43		43			
Other Supplies	234	2,084	—1,850			
Grants to Pub. & Priv. Orgs.	101,603	122,521	—20,918			
Public Assistance Grants	18,715	18,007	708			
Trans. to Gen.-Fund Sta-Cap	5,268		5,268			
TOTAL EXPENDITURES	628,950	153,711	475,239			

DIVISION OF PROBATION AND PAROLE

RAYMOND K. CONIFF, DIRECTOR

PETER J. TILTON, Assistant Director

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Room 411, State Office Bldg., Augusta, Maine 04333

Telephone: 289-2711

Floor: 4

Established: 1969

Sunset Review Required by: June 30, 1986

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

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Uniform Act for Out-of-State Parolee Supervision. The director also appoints district probation and parole officers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967 as a division of the Bureau of Corrections within the Department of Mental Health and Corrections. The Division consists of field probation and parole officers and other administrative employees in classified State service, and works in close cooperation with the State Parole Board.

PROGRAM: The Division of Probation and Parole services all criminal courts in the State of Maine by making investigations and recommendations, supervising probationers, and seeking diversionary programs. The Division also supervises all persons released on parole from State penal and correctional centers, conducts investigations for the State Parole Board and the institutions, counsels, finds employment and makes appropriate referrals to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Mental Health and Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

Probationers and Parolees

Probationers		Parolees
Adult	-	Adult
2,251	Juvenile 1,046	408

Total Under Supervision:* 3,705
(4/1/78)

*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

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	18,819		18,819			
Legislative Approp/Alloc	1,093,522	1,093,522				
Adjustment of Balance Fwd	49		49			
Transfers—Non-Federal \$	—2,973	—3,051	78			
Transfers—Federal \$	31,707		31,707			
TOTAL RESOURCES	1,141,124	1,090,471	50,653			
EXPENDITURES						
Salaries and Wages	815,884	814,035	1,849			
State Share of Retirement	96,583	96,364	219			
Prof Service, Not By State	831	518	313			
Computer Service, By State	81	81				
Travel Expenses, In-State	58,554	58,554				
Travel Expense, Out-State	3,621	3,621				
Operation—State Vehicles	75	75				
Utilities	34,826	34,826				
Rents	24,128	24,128				
Repairs	2,337	2,337				
Insurance	21,457	21,355	102			
General Operating Expense	7,943	7,943				
Other Supplies	5,641	5,641				
Public Assistance Grants	46,087	17	46,070			
Pensions	17,511	17,511				
Equipment Purchases	1,238	1,238				
Trans to Gen-Fund Sta-Cap	17		17			
TOTAL EXPENDITURES	1,136,814	1,088,244	48,570			

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
RICHARD J. SIROIS, Assistant Superintendent

Central Office:

Telephone: 772-7434

Location: 675 Westbrook Street, South Portland

Mail Address: 675 Westbrook Street, South Portland, Maine 04106

Established: 1853

Sunset Review Required by: June 30, 1986

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: 224

Permanent Legislative Count: 221

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

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later (1959) became the Department of Mental Health and Corrections. In 1959, the School was renamed Boys Training Center, and in 1967, it was assigned to the Department's Bureau of Corrections. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: During the past 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. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting. Several new programs were implemented and others expanded so as to continue to provide a comprehensive coeducational institution.

Pathfinder Program. The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods, mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography, and biology.

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 Evaluations—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. Volunteers from the community continued their valuable service for the rehabilitation of the Maine Youth Center students. These volunteers were joined by four staff persons, working in the area of music and athletics who have given their time and energy for the students after regular working hours without any compensation. In addition there were eight individual volunteers who helped the students in music, counseling, and religious services. And lastly, in May of 1978, a Recognition Dinner for all those above was held in the staff dining room with Commissioner Zitnay present.

The Junior League: Nine persons from the League provided a total of 42 hours a week in psychological testing, interviewing and counseling, remedial reading, group counseling. These paraprofessional aides saw 400 students during 1977-78.

Literacy Volunteers. Since December 1977, Literacy Volunteers have brought into the Maine Youth Center fifteen trained tutors. As of June 15, eight are actively tutoring. Twenty-one students have been tutored on an average of three hours per week. All post-tests given have shown a reading gain of at least one year. One showed a reading gain of three years after three months of tutoring.

Foster Grandparents. Maine Youth Center has four persons from this program. Three of them are in cottage life of the students, while one does interviewing and psychological testing.

Substance Abuse. The Substance Abuse Program, now in its second year, continues to address the drug and alcohol abuse problems of juvenile offenders. Two full-time counselors operate preventative and treatment oriented programs providing individual, group and family counseling, as well as aftercare counseling and outreach seminars to various groups in the community. Seven community based agencies support the Center's substance abuse program with one-to-one and group counseling on a weekly basis for youth from their respective catchment areas. These youths are thereby encouraged to involve themselves in these agencies once returned to the community.

Community Awareness and Public Relations Programs. More than thirty meetings were held by the Maine Youth Center staff at high school, junior high schools, police and sheriff departments, church adult and youth groups, civic groups, guidance counsel groups in locales stretching from Fort Kent to Kennebunkport and points west and east. The purpose of these meetings was to help communities to receive returning Maine Youth Center students after their rehabilitative term, recognize the causes of delinquency and possible prevention, and also that groups such as churches and civic organizations might become aware of student needs and thus

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provide resources otherwise not available.

Interns and Legal Aid Services. The Center again incorporated correctional interns into its overall program. These interns were assigned to responsible programs based upon their educational and practical experiences. During their tenure they were exposed to all other facets of the correctional and rehabilitative system. They had personal communications with social agencies, halfway houses, group homes, youth aid bureaus, mental health facilities, and other correctional facilities within the state. This program, in addition to assisting students in the Center, also served as a means of attracting qualified people into the correctional system.

The Maine Youth Center provides its students with legal aid and assistance through the office of the Resident Advocate. A legal intern is employed through a Law Enforcement Assistance Agency (LEAA) grant to work with the advocate and students during the summer months.

Work Release Program. During the past year several 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 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. Due to the immediate need of a more secure type setting, one cottage was converted over to a medium security building for the more disruptive residents.

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 accommodations for students who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component, and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans,

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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 Unit 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 population. Salient features of this work have reflected the Center's concern with each client as a whole person. This has entailed working closely in an integrated fashion with the other departments, teams, committees and aftercare workers of the Center. 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 1978 the Vocational Rehabilitation (V.R.) Unit, consisting of a counselor and secretary, was headquartered at the Portland Regional Office. Maine Youth Center coverage is one phase of that counselor's caseload. There is a state-wide emphasis by Vocational Rehabilitation to serve the severely handicapped. This results in most of the V.R. clients being served 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 V.R. office in the area in which the youth resides, once he/she returned home. The process 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, and therapy rendering them able to reach a vocational goal is effected by these services.

The worship services during the 1977-78 time period were provided for Protestants each Sunday, while the Roman Catholic Masses were limited to those Sundays when a priest from the local community was available. There were fifty-two Protestant services, twenty Roman Catholic Masses. The average attendance at the Protestant services was seventy-one. The Catholic Mass attendance was thirty, and this was because of the sporadic presence of a priest. The Portland Diocesan Office was unable to provide a priest's continuous services. Services for Thanksgiving, Christmas Eve, Maundy Thursday, and Good Friday were additional services with attendance at each being in the area of eighty. Volunteers provided music for the Protestant services each Sunday: guitars and voices from the Christian Church in Gorham. Furthermore, fifteen students received special counseling services from the chaplain because of abortions, deaths in their family circle. Also special counseling in matters of divorce were provided. Also a special musical religious service was rendered by volunteers from the Scarborough

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Church Community. Lastly, the Protestant chaplain continued his activity in Pathfinders, Community Awareness, Public Relations, and Volunteer Services.

Social Service Division. The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the workers have effected a strong program. 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 proceeded with their routine of chairing cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents, and/or interested parties involved with their clients. Their routine includes visiting students assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a bi-weekly basis, and attending regularly scheduled visiting days.

The up-graded classification process to provide more individualized treatment was implemented and much of this was coordinated through the efforts of the Social Services Division. Contracts continued to be utilized in establishing definite release dates for students based upon fulfillment and acceptable behavior.

Aftercare workers continued to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintained contact with families and community organizations of residential students during their stay. They provided a constant communications link between the Maine Youth Center and the communities.

In the provision of medical and dental services, the medical assessment and plan for each student was determined by a physical examination by our pediatrician, and when applicable, consisted of a continuance of previous community care or referrals to the Maine Medical Center, Mercy Hospital, and other community medical specialists' attention. Pineland Center also provided x-rays, blood work, urinalysis and cultures for our clients. Family Planning also provided care and counseling for students requiring their unique services. Each plan was reviewed and up-dated as necessary. Individual health care for the prevention of infection and contagion, and the establishment of good health habits were stressed by the medical department. All facets of special medical attention were recorded in individual medical records kept on each client. 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 preventative nature.

Toward the goal that all employees have the obligation to provide the highest level of service to the residents of the Maine Youth Center, the community and the state, the institution continues in its effort to expand the scope of staff development programs which include: orientation, preservice and in-service training, seminars, and workshops, as well as conducting college accredited programs at the institution, and attendance of employees at the Maine Criminal Justice Academy programs. Among the subject areas were: basic labor relations, union contract, entry-level corrections, interviewing and counseling techniques, sex differences in developing adolescent behavior patterns, psychophysical restraint, case management techniques, report writing, use of closed circuit television sequence, cardio-pulmonary resuscitation, child abuse, techniques for dealing with anger, reality therapy, volunteerism, physical fitness and sports, rational emotive therapy, working with alcoholics and their families, decision making in corrections, radio communications, Maine employee performance appraisal training (supervisory and non-supervisory), fire prevention for correctional institutions, and systematic training for effective parenting.

Education. The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education 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 as many students as possible into various programs, an all-day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population—both males and females. Title I ESEA funding continues to supplement fulltime state positions to enhance

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educational programming and the Bureau of Vocational Education is supplying funding in total for the Business Education Program via disadvantaged funds. A significant new program this year has been the Maine Youth Center's affiliation with the Literacy Volunteers in Corrections, a federally funded project based in Hartford, Connecticut. The program has its own coordinator and supplements the Center's remedial reading program.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	81,925		86,930		—5,005	
Bal Brt Fwd— Encumbered	25,687	21,533	4,154			
Fees Charged For Services	1,298		1,298			
Legislative Approp/ Alloc	2,899,129	2,899,129				
Adjustment of Balance Fwd	4,590	—415			5,005	
Transfers—Non-Federal \$	88,420	88,420				
Transfers—Federal \$	134,431		134,431			
TOTAL RESOURCES	3,235,480	3,008,667	226,813			
EXPENDITURES						
Salaries and Wages	2,471,559	2,339,705	131,854			
State Share of Retirement	286,697	275,684	11,013			
Prof Service, Not By State	63,443	50,443	13,000			
Computer Service, By State	330	330				
Other Prof. Serv., By State	24	24				
Travel Expenses, In-State	18,639	17,383	1,256			
Travel Expense, Out-State	688	688				
Operation—State Vehicles	29,299	29,299				
Utilities	75,741	75,741				
Rents	132	132				
Repairs	6,815	6,687	128			
Insurance	76,981	73,575	3,406			
General Operating Expense	9,282	8,868	414			
Other Supplies	83,859	82,134	1,725			
Pensions	4,917	4,917				
Buildings & Improvements	289		289			
Equipment Purchases	31,106	31,764	—658			
Structures & Improvements	7,840		7,840			
Trans. to Gen.-Fund Sta-Cap	1,238		1,238			
TOTAL EXPENDITURES	3,168,879	2,997,374	171,505			

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MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT

JAMES R. CLEMONS & HAMILTON W. GRANT, Assistant Superintendents

Central Office:

Location: 119 Mallison Sq., So. Windham

Mail Address: 119 Mallison Sq., So. Windham, Maine 04082

Telephone: 892-6716

Established: 1919

Sunset Review Required by: June 30, 1986

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: 136

Permanent Legislative Count: 130

Organizational Units:

Care & Treatment Unit

Custody & Control Unit

Pre-Release Centers

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 who have been 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: The program of the Maine Correction Center has several facets.

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. Consulting psychological services are currently available two days per week and beginning in September consulting psychiatric services will be provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a 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 clergy, on an intern basis, are at the Correctional Center for this training program.

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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.

Education Program. This program has a teacher-principal and two academic teachers who are State funded, and three academic teachers who are federally funded. These staff people operate programs pertaining to High School Equivalency, Developmental Reading, and Tutorial (for completion of High School Diplomas). They also teach courses which better enable the resident to use community resources upon his return to society; for examples Consumer Education, Career Awareness, Developmental Reading and Distributed Education. Academic programs strive to develop a curriculum to meet the needs of the individual, not only in subject area, but also in developing a learning setting which will motivate and enable the resident to use his/her full capabilities. There are eight (8) Vocational Trades Instructors, five (5), of whom are State paid and three (3), of whom are federally funded. Having these instructors enables the Center to offer Welding, Graphic Arts, Building Trades, Front-End Alignment, Electricity, Small Engine and Automotive Repair, Pre-Vocational Training, Leather Crafts and Shoe Stitching classes.

Classification Committee. This 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, or may be granted short-term residential release under the supervision of Division of Probation and Parole. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. 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 new gymnasium is being constructed and will be in use by October 1, 1978.

Housing Areas Program. 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 with this special treatment unit. The various dormitories, cell block, cottage areas and pre-release units allow the institution to have a head count of 194.

The Southern Maine Community Correctional Center (male pre-lease unit) 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 33. Percentage of occupancy has averaged 90% during the year.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR		Special Revenue		Special	
	ALL FUNDS	General Fund	Funds (incl Federal)	Highway Fund	Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	62,197		62,197			
Bal Brt Fwd— Encumbered	10,097	4,322	5,775			
Fees Charged For Services	2,669		2,669			
Legislative Approp/ Alloc	1,740,886	1,740,886				
Adjustment of Balance Fwd	—202	—78	—124			
Transfers—Non-Federal \$	286,363	273,288	13,075			
Transfers—Federal \$	244,590		244,590			
TOTAL RESOURCES	2,346,600	2,018,418	328,182			
EXPENDITURES						
Salaries and Wages	1,667,074	1,477,972	189,102			
State Share of Retirement	196,164	173,968	22,196			
Prof Service, Not By State	87,603	84,071	3,532			
Computer Service, By State	291	291				
Other Prof. Serv., By State	305	305				
Travel Expenses, In-State	1,845	1,829	16			
Travel Expense, Out-State	116	116				
Operation—State Vehicles	25,610	24,026	1,584			
Utilities	73,308	65,339	7,969			
Rents	2,113	2,058	55			
Repairs	7,502	2,836	4,666			
Insurance	57,982	50,907	7,075			
General Operating Expense	10,173	9,879	294			
Other Supplies	77,333	68,863	8,470			
Grants to Pub. & Priv. Orgs.	3,625		3,625			
Pensions	5,839	5,839				
Buildings & Improvements	90	90				
Equipment Purchases	9,064	8,677	387			
Trans. to Gen.-Fund Sta-Cap	1,919		1,919			
TOTAL EXPENDITURES	2,227,956	1,977,066	250,890			

STATE PRISON

RICHARD M. OLIVER, WARDEN
LARS HENRIKSON, Deputy Warden
JOSEPH SMITH, Deputy Warden

Central Office:

Telephone: 354-2535

Location: Thomaston, Maine

Mail Address: State Prison, Box A, Thomaston, Maine 04861

Established: 1823

Sunset Review Required by: June 30, 1986

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: 195

Permanent Legislative Count: 187

Organizational Units:

Bolduc Unit

Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for

HUMAN SERVICES

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 Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor Mental Health Institute called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc 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.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Bureau of Corrections.

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.

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 Bolduc Unit as part of the overall educational program.

An intake committee, a programs committee, 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.

Prison Industries. The Prison Industries have continued to be the nucleus of the work program inside the main prison. The value of the Industrial Program should be considered for vocational and educational benefits given to the some 150 inmates assigned to the Industrial Program. Any other programs that might be established for these inmates would result in higher costs to the State. We are still vigorously striving to obtain orders for productions of items for use by other departments of State government.

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 7,712 furloughs granted, with only 28 escapes and 6 new crimes committed by persons on furlough.

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The Minimum Security Unit, formerly the farm barracks located in South Warren, has served since October, 1972, as a community pre-release center. Men are transferred to this unit prior to placement in community programs. A second work release center opened in March, 1974, at the Bangor Mental Health Institute. These units, together with contractual arrangements with halfway houses and county jails, enable about one-seventh of the population to participate in work release. This means that besides paying room and board, taxes were paid to both the federal and State Government. These men again are responsible for supporting their families. During the fiscal year of 1978 (July 1, 1977 to June 30, 1978) residents from Maine State Prison have, while on work release programs, earned gross wages of \$160,933, paid in Federal taxes \$11,783, State taxes \$1,407, and rent \$26,001. Balances of wages have gone into family support, savings and personal expenses.

Educational release included placement at State and Private Colleges and the University of Maine as well as business and technical schools.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	11,525		3,383		8,142	
Bal Brt Fwd— Encumbered	14,879	10,427	960		3,492	
Interest/Investment/Rents	1,295					1,295
Revenue From Federal Govt	4,720		4,720			
Revenue—Private Sources	14,534		14,534			
Fees Charged For Services	221,631		793			220,838
Receipts From Other Funds	7,091					7,091
Legislative Approp/Alloc	2,859,196	2,774,196			85,000	
Adjustment of Balance Fwd	—13,176	—32	—1,510		—11,634	
Transfers—Non-Federal \$	462,080	462,031	49			
Transfers—Federal \$	66,937		66,937			
TOTAL RESOURCES	3,650,712	3,246,622	89,866		85,000	229,224
EXPENDITURES						
Salaries and Wages	2,354,367	2,102,974	48,905		69,897	132,591
State Share of Retirement	439,680	410,301	5,724		7,939	15,716
Prof Service, Not By State	167,928	145,302	22,297			329
Computer Service, By State	213	213				
Other Prof. Serv., By State	270	222				48
Travel Expenses, In-State	4,550	3,626	600			324
Travel Expense, Out-State	5,436	4,001	1,435			
Operation—State Vehicles	31,989	31,654				335
Utilities	111,395	103,395	110			7,890
Rents	1,168	1,168				
Repairs	30,031	12,158	34			17,839
Insurance	76,280	68,222	1,062		2,293	4,703
General Operating Expense	59,536	56,993	2,055			488
Food	—25	—25				
Fuel	5,443					5,443
Other Supplies	184,089	159,295	2,059		2,019	20,716
Depreciation	13,490					13,490
Grants to Pub. & Priv. Orgs.	960	117	843			
Public Assistance Grants	25,700	25,700				
Pensions	38,564	38,564				
Buildings & Improvements	685		409			276
Equipment Purchases	11,288	9,817	1,022			449
Trans. to Gen.-Fund Sta-Cap	1,676		573		375	728
TOTAL EXPENDITURES	3,564,713	3,173,697	87,128		82,523	221,365

HUMAN SERVICES

OFFICE OF ADVOCACY (MH & C)

CARROLL M. MACGOWAN, CHIEF ADVOCATE

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3161

Floor: 4

Established: 1975

Sunset Review Required by: June 30, 1986

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: 5

Permanent Legislative Count: 7

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, and acts as a monitor of restrictive and intrusive treatments.

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.

At the present time the Office of Advocacy consists of advocates at the Augusta Mental Health Institute and Bangor Mental Health Institute, Maine Correctional Center/Maine Youth Center, Pineland Center and two Community Advocates serving the Bureau of Mental Retardation clients. The Chief Advocate also serves as advocate at the Maine State Prison. Furthermore, 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 78 has been actively involved in receiving and investigating complaints from clients in institutions and the community. 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. The Office has also been active in informing interested citizens of the rights and needs of clients of the Department and has trained and assisted service providers in methods to secure and protect clients' rights.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C. Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401

Rights of Mentally Retarded Persons (Summary of (34 MRSA c. 186-A))—free

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

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STATE PAROLE BOARD

PAULA H. ELKINS, ESQ., CHAIRMAN

RAYMOND K. CONIFF, Secretary

Central Office:

Location: Room 411, State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2711

Floor: 4

Established: 1931

Sunset Review Required by: June 30, 1986

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 or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision and formulates policies, adopt regulations, establish procedures and advise concerning pardons when requested by the Governor.

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 once each month and may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison, and the Maine Correctional Center to determine when 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 Board Action
for Fiscal Year 1977-1978*

	<i>Number</i>	<i>%</i>
Paroled	164	32.1
Paroled & Discharged	27	5.3
Denied	56	11.0
Revoked	86	16.8
Continued, resolved	76	14.9
Continued, pending	21	4.1
Early discharge	58	11.3
Other	23	4.5
Totals	511	100.0

During fiscal year 1977-1978, the State Parole Board met 32 times and heard a total of 511 cases. The Board paroled 164 inmates, paroled and discharged 27, imposed denial time for 56 inmates, revoked parole from 86 parolees, and granted 56 early discharges from parole. Of the continued cases, 17 were continued to the expiration of new criminal code sentences. Of the

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total 97 continued cases, 76 were subsequently heard and the dispositions are reflected in the figures above. Twenty one cases were still pending as of June 30, 1978. The 23 remaining cases, labeled "others", were authorized changes in parole plans or reviews of existing programs.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	40,998	40,998				
TOTAL RESOURCES	40,998	40,998				
EXPENDITURES						
Salaries and Wages	26,118	26,118				
State Share of Retirement	2,182	2,182				
Prof Service, Not By State	825	825				
Computer Service, By State	2	2				
Travel Expenses, In-State	2,332	2,332				
Travel Expense, Out-State	290	290				
Utilities	464	464				
Repairs	35	35				
Insurance	569	569				
General Operating Expense	1,873	1,873				
Other Supplies	30	30				
TOTAL EXPENDITURES	34,720	34,720				

MILITARY AND NAVAL CHILDREN'S HOME

ELIZABETH J. DUNTON, SUPERINTENDENT

Central Office:

Location: 103 South Street, Bath

Mail Address: 103 South Street, Bath, Maine 04530

Telephone: 443-4251

Established: 1866

Sunset Review Required by: June 30, 1986

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 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 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

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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 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.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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						
Bal Brt Fwd—Unencumbered	121		121			
Bal Brt Fwd— Encumbered	229	229				
Legislative Approp/ Alloc	140,696	140,696				
Transfers—Non-Federal \$	9,325	9,325				
TOTAL RESOURCES	150,371	150,250	121			
EXPENDITURES						
Salaries and Wages	121,256	121,256				
State Share of Retirement	14,126	14,126				
Prof Service, Not By State	1,169	1,169				
Computer Service, By State	15	15				
Travel Expenses, In-State	28	28				
Operation—State Vehicles	638	638				
Utilities	4,998	4,998				
Repairs	157	157				
Insurance	2,315	2,315				
General Operating Expense	507	507				
Other Supplies	4,159	4,159				
TOTAL EXPENDITURES	149,368	149,368				

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**MAINE CORRECTIONAL ADVISORY
COMMISSION**

PAULA ELKINS, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 779-1651

Established: 1975

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Unit Citation:* 34 M.R.S.A., Sect. 525-A

Average Count—All Positions: 0

Permanent Legislative Count: 0

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)

Annual Report issued 12/31/76 (free)

Annual Report issued 12/31/77 (free)

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

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**STATE PLANNING AND ADVISORY COUNCIL
ON DEVELOPMENTAL DISABILITIES**

GREGORY SCOTT, CHAIRPERSON
CAROL LENNA, Planning Coordinator

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3167

Floor: 4

Established: 1975

Sunset Review Required by: June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Unit Citation:* 34 M.R.S.A., Sect. 2614

Average Count—All Positions: 3

Permanent Legislative Count: 0

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 Executive 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.

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"

1978 State Plan "State Plan on Developmental Disabilities for Maine"

FINANCES, FISCAL YEAR 1978: 34 MRSA Sect 2614 paragraph 2 provides that expenditures of this unit, which amounted to \$189,031 in FY 78, shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

MAINE COMMISSION FOR WOMEN

Appointed by Governor

Pat Ryan Hallowell
Judy R. Potter Saco
Alicia Harding Caribou
Joan W. Marshall Farmington
Stephanie Martyak Augusta
Roland E. Beard Bar Harbor
* Jean Murray Fallon Augusta
Jane M. Riley Hallowell
Marguerite L. Murphy Lewiston

Appointed by Senate President

Jane Klitch Old Town
Bettina Hinckley Southwest Harbor
Constance Carlson Orono
Jadine O'Brien Portland

Appointed by Speaker of the House

Kathryn Monahan Portland
Jeanne Devoe Eagle Lake
Elizabeth Mitchell Vassalboro
Donna Mundy Augusta

* Chairperson

INFORMATION AS OF 7/18/78.

Source: Secretary of State. Commissions file

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MAINE COMMISSION FOR WOMEN

JEAN M. FALLON, CHAIRPERSON

Central Office:

Telephone: 289-3418

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1964

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

PURPOSE: In simplest possible terms the Commission's purpose is to act in a watchdog capacity over the needs and opportunities, or lack thereof, of all Maine women; to research and to educate the general public and private organizations; to start or carry on activities to fill the needs of women; to advise and counsel the Governor and Legislature on these same matters; and to encourage women to seek governmental elective and appointive positions.

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:

This year the Maine Commission for Women has selected as its theme "Women in Employment-In and Out of the Home". This theme emphasizes respect for the rights of women to choose careers within the home or in the marketplace. It emphasizes the fact that women all work, and that all work is important. It urges full recognition—legally, socially, and economically for whatever work women may choose, whether full or part-time, by choice or from necessity.

Within this framework there are Commission sub-committees now at work.

Research. The major project is a study and analysis of women in employment in Maine. In cooperation with and with funding from the Department of Manpower Affairs, the Commission has employed a title research analyst who will produce two reports. One will be a comprehensive presentation of the status of women in the Maine workforce, written as an aid to employers who are attempting to implement affirmative action plans. The second will be a handbook for women—"What You Should Know About Working In Maine" to assist women in Maine who are preparing to enter or reenter the labor force, who are currently employed or recently unemployed.

Talent Bank. The Talent Bank file containing the names and background summaries of women who wish to be appointed to serve on various boards and commissions in Maine State government. The file has been updated. It contains the names of hundreds of women with outstanding backgrounds. The Commission has begun a monthly check of upcoming state appointments. The appropriate applications are sent to the appointing authorities and memos are mailed to those applicants telling them that their applications have been submitted.

A project is underway to compile a list of all women serving on boards and commissions,

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and to analyze the representation of women in these positions. A long range goal is to extend availability of Talent Bank information to other levels of State government and to local and county positions.

The Commission has been active in urging the appointments of excellent candidates who are women to all levels of government.

Winning with Women. The Commission sponsored the third workshop for women who are interested in seeking elective office. Workshops of special interest to those running for local government and school boards were added to the agenda which had formerly included emphasis in seeking legislative and higher governmental offices.

Legislation. On the state level, there were very few bills dealing with womens' issues considered in this the first, Second Regular Session of the Maine Legislature. The Commission monitored all of them, supported one, opposed none.

The Commission continued active oversight of the Displaced Homemakers Bill was passed in the First Regular Session through an exchange of information with the Displaced Homemakers Council.

On the federal level, the Commission informed the Maine Congressional Delegation of their support for Public Financing of Congressional Campaigns, the concepts in President Carter's Veterans Preference Bill, and urged passage of extension of time for ratification of the Equal Rights Amendment.

International Women's Year (IWY). Because resolutions passed at the Maine IWY Conference in Bangor are an expression of the interest of a large number of Maine women, and they are the only such expression available, the Commission appointed a subcommittee to study them, and to make recommendations for referring them to organizations (including the Commission) which would assume responsibility for attempting to guide them to implementation.

Information Center. Another 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. One full time staff assistant position (shared by two women) is funded by CETA.

PUBLICATIONS:

Legal Rights of Maine Women published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. \$1.00 donation per copy. For group request: 50¢ per copy plus actual mailing costs.

Legal Status of Homemakers in Maine, published by National Commission on the Observance of International Women's Year. Copies available for on-location use at the Maine Commission for Women office, Room 503, State Office Building, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	60		60			
Revenue—Private Sources	320		320			
Fees Charged for Services	341		341			
Legislative Approp/ Alloc	2,500	2,500				
Transfers Contingent Acct	1,500	1,500				
Transfers—Federal \$	8,125		8,125			
TOTAL RESOURCES	12,846	4,000	8,846			
EXPENDITURES						
Prof Service, Not By State	3,732		3,732			
Travel Expenses, In-State	642	359	283			
Utilities	1,476	1,476				
General Operating Expense	3,018	1,368	1,650			
Other Supplies	141	141				
Trans to Gen-Fund Sta-Cap	87		87			
TOTAL EXPENDITURES	9,096	3,344	5,752			

MENTAL HEALTH ADVISORY COUNCIL

L. ROGER LaJEUNESSE, DIRECTOR, BUREAU OF MENTAL HEALTH
RICHARD LUMB, ACTING COUNCIL CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3167

Floor: 4

Established: 1977

Sunset Review Required by: June 30, 1986

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: 0

Permanent Legislative Count: 0

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.

During 1978, the Mental Health Advisory Council visited both Institutes, (Bangor Mental Health and Augusta Mental Health) and were provided an opportunity to inspect the facilities. A day long program was provided to the Council where many issues were presented relative to the role of the institutions in the Mental Health System.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

MAINE MEDICAL LABORATORY COMMISSION

HOWARD E. LYNDE, Ph.D., CHAIRPERSON

Central Office:

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2736

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Unit Citation:* 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0

Permanent Legislative Count: 0

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.

PROGRAM: The Commission meets only when necessary. During FY 78 communication by mail was made on a license application for a private medical laboratory.

In January 1978, the Rheumatic Disease Laboratory of Portland, Me. was granted a license to operate a clinical laboratory in general clinical chemistry following compliance with the Maine Medical Laboratory Act.

In FY 77 the Ventrex Laboratories, Inc. of Portland, Me. had been granted a license but restricted to chemistry—radioimmunoassay. In June 1978, their license was expanded to include general clinical chemistry.

Several organizations have indicated interest in applying for a license, but are waiting possible passage of the Federal Clinical Laboratory Improvement Act. With this passage there will be conflict between the Maine Medical Laboratory Act and CLIA 78, which will necessitate amendments to be introduced to the existing Maine Medical Laboratory Act at the next legislature.

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 1978: The expenditures of this unit amounted to less than \$100.00 in FY 78 and are, by administrative decision, included with those of the Bureau of Health.

HUMAN SERVICES

**BOARD OF VISITORS
(TO STATE INSTITUTIONS)**

CONTACT: 622-3751

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 622-3751

Floor: 4

Established: 1971

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

Permanent Legislative Count: 0

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. The re-appointments have not been made to either Board by the Executive Office or requested by the Department.

PROGRAM: Legislation was anticipated which was intended to repeal the function of the Boards of Visitors: L.D. 1968, an act to reorganize certain Boards and Commissions and to Affiliate certain Boards and Commissions with Departments of Maine State Government. This board was not repealed in this piece of legislation, but the bill was held over for legislative study. Subsequent enactment of a related bill retained the Boards of Visitors.

The Mental Health Advisory Council has taken on some of the responsibility for overseeing the role of the mental health institutes during this period of statutory/organizational uncertainty. The Board of Visitors at the Augusta Mental Health Institute has not met for two years and is considered inactive; while the Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute and is comprised of voluntary community representatives.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

HUMAN SERVICES

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

PAUL F. MARTIN, CHAIRMAN
STANLEY A. JONES, Executive Secretary

Central Office:

Location: 32 Winthrop St., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3056

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1986

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, such as 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. The Commission also cooperates 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 and 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. The Commission also conducts such educational programs as committee members consider necessary in order to better acquaint young adults with the numerous accomplishments of handicapped citizens, and develops a program focused on greater employer acceptance of qualified handicapped workers; informs all known handicapped job seekers of specific facilities available to assist them in locating suitable employment; and supports and promotes 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.

Special emphasis during FY 78 was focused on serving as a primary resource on (1) matters relating to compliance with existing state laws designed to eliminate architectural barriers in public buildings and facilities, and (2) matters relating to compliance with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973.

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More than 50 on-site "accessibility" surveys were conducted on request. Thirty-seven of these were at state owned or leased facilities; the remainder were in the private sector.

Committee members together with volunteer representatives from its affiliated county and regional committees conducted and/or participated in 11 seminars to promote better understanding of federal requirements mandating affirmative action plans for employers with federal contracts and nondiscrimination policies and practices required by those whose "programs and activities are receiving or benefitting from federal financial assistance."

The 15th annual "Ability Counts" survey contest was sponsored for high school juniors and seniors; and the first prize winner, a Portland High senior girl, attended the annual meeting of the President's Committee on Employment of the Handicapped in Washington early in May.

A draft was completed for a job-ready register of handicapped persons, and a formal process for implementing legislation was prepared.

Exhibits. Exhibits to promote employment opportunities were again presented by the Hancock, Kennebec-Somerset, and Northern Aroostook County Committees; and a first-of-its-kind job fair, "Untapped Human Resources", was conducted by the Cumberland-York Committee.

Goals, FY 79. Continue resource services on matters relating to compliance with Sections 503 and 504 of the Rehabilitation Act and state laws designed to eliminate architectural barriers. Other objectives will include implementing a job-ready register plan; initiating legislation to establish a state-wide Compliance Board for Barrier-Free Design; and assisting with the implementation of a State Action Plan to increase employment opportunities for qualified handicapped applicants.

PUBLICATIONS:

Affirmative Action for Disabled People (A Pocket Guide)
Affirmative Action to Employ Handicapped People (A Pocket Guide)
The ABC's of Hiring People with Disabilities
Hiring the Handicapped: Facts and Myths
Your Rights as a Disabled Person
(All Publications free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$23,873 in FY 78 and are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE HEALTH FACILITIES AUTHORITY

EDWARD M. STONE, CHAIRMAN
RICHARD B. STEWART, Executive Director

Telephone: 603-742-9432
603-742-0205

Central Office:

Location: 165 Dover Pt. Road, Dover, N.H.

Mail Address: 165 Dover Pt. Road, Dover, N.H., 03820

Established: 1971

Sunset Review Required by: June 30, 1986

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: 0

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,

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and eight others who are residents of the State of Maine appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: In July of 1977, the Authority closed with the underwriters \$9,985,000 Maine Health Facilities Authority Revenue Bonds, Osteopathic Hospital Refunding Issue, 1977 Series. The proceeds of this issue refinanced, at a lower rate of interest, an issue, sold in 1975 for the Osteopathic Hospital of Maine, Portland.

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 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HUMAN RIGHTS COMMISSION

JOYCE S. HARMON, CHAIRPERSON
TERRY ANN LUNT-AUCOIN, Executive Director

Central Office:

Location: 31 Western Avenue, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971

Sunset Termination Scheduled to Start by: June 30, 1986

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: 0

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals

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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 78, 656 complaints were handled by the Maine Human Rights Commission. This represents a 14% decrease in the number of new complaints filed with the Commission; however, findings of reasonable grounds to believe that unlawful discrimination had occurred remained at a fairly constant 33%. Approximately 26% of those cases were informally settled. Coupled with an increased effort to resolve cases prior to a finding, complainants received over \$35,000 in benefits. Twenty percent of all cases closed prior to a finding, were a result of a mutually satisfactory agreement between the parties involved.

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. The Maine Human Rights Commission received its first Maine Supreme Court decision this year in a case alleging religious discrimination. In its decision the court stated 1) that the Maine Human Rights Act was patterned after Title VII but in some cases supplemented the federal law; 2) the Maine Human Rights Commission Employment Guidelines are entitled to great deference. The Commission has been most recently represented by the Attorney General of the State of Maine. The Commission has approximately 12 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.

Education. Staff of the Maine Human Rights Commission continue to participate as a member of the Maine Task Force on Non-Discriminatory Assessment and assisted in the development of the state-wide Report on Testing Practices in Maine: 1976-77. Furthermore, the Commission released a report of the education public hearings that were held in April, 1977. The report includes information and data received at the hearings. A task force is being named to draw up recommendations for action to alleviate the problem areas that were identified at the hearings.

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 and has conducted workshops and seminars, for various public and private agencies, businesses, and organizations. In addition public service spots continue to be produced and distributed throughout the state. Handbooks and guides for employers and employees have been developed.

More than 100 employees from throughout the state attended a seminar on Fair Employment Practices on March 14, 1978 in Portland sponsored by the Maine Human Rights Commission. Workshops were held on: (1) terms and conditions of employment, (2) recruitment and selection, (3) components of an Affirmative Action Plan, (4) physical handicap discrimination, (5) recent court decisions, and (6) Maine Human Rights Commission Procedures.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Department of Labor, Wage and Hour Division, Equal Employment Opportunity Commission, and the 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. In addition, the Commission has worked closely and

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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
- Fair Housing Poster
- Public Accommodation Poster
- Credit Extension Poster
- Report to Governor Kenneth M. Curtis on Conditions in Migrant Blueberry Camps (August 1974)
- Report to the Maine Human Rights Commission from Citizens' Blueberry Task Force On-Site Visit (August 1975)
- Maine Human Rights Commission Report of Public Hearings on Education Held April 19, 20, 21, 22, 1977 (Orono-Portland)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	9,738		9,738			
Bal Brt Fwd— Encumbered	587	587				
Revenue From Federal Govt	6,800		6,800			
Revenue—Private Sources	32,908		32,908			
Fees Charged For Services	3,243		3,243			
Legislative Approp/Alloc	78,894	78,894				
Transfers—Non-Federal \$	3,530	3,530				
TOTAL RESOURCES	135,700	83,011	52,689			
EXPENDITURES						
Salaries and Wages	87,752	49,083	38,669			
State Share of Retirement	9,651	5,093	4,558			
Prof Service, Not By State	3,964	1,840	2,124			
Other Prof. Serv., By State	3	3				
Travel Expenses, In-State	10,074	7,785	2,289			
Travel Expense, Out-State	3,084	2,507	577			
Operation—State Vehicles	562	562				
Utilities	6,117	4,845	1,272			
Repairs	230	230				
Insurance	3,034	1,300	1,734			
General Operating Expense	9,069	8,589	480			
Food	12	12				
Other Supplies	645	576	69			
Trans. to Gen.-Fund Sta-Cap	917		917			
TOTAL EXPENDITURES	135,114	82,425	52,689			

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**MAINE COMMITTEE ON
PROBLEMS OF THE MENTALLY RETARDED**
MELVIN BOUTILIER, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3167

Floor: 4

Established: 1967

Sunset Review Required by: June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Unit Citation:* 34 M.R.S.A., Sect. 2613

Average Count—All Positions: 0

Permanent Legislative Count: 0

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. They also give advice and consent to the Commissioner to appoint and set the salary of the superintendent of Pineland Center.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, the President of the Maine Association for Retarded Children, and 9 representative citizens appointed by the Governor, who shall designate a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Maine committee meets on a monthly basis. This committee serves as an advisory committee to the Director of the Bureau of Mental Retardation on such issues as guardianship for mentally retarded persons, legislation to be submitted to the Maine Legislature, policies, programs and services affecting the retarded, budgets, etc.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Corrections.

**ADVISORY BOARD TO THE
MAINE STATE HOUSING AUTHORITY**

DONALD C. LEWIS, PRESIDENT

DAVID SCARPONI, Vice-President

Central Office:

Location: 320 Water Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 623-2981

Established: 1969

Sunset Review Required by: June 30, 1978

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: 0

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.

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ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 15 persons appointed by the Governor for a term of four years 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.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: During 1977 the Advisory met with the Commissioners of the Authority at the Annual Meeting in November. The activities and general policies of the Authority were received with the Authority's Director and the Commissioners. Insofar as possible, one or more members of the Advisory Board attend 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 1978: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

GENEVIEVE K. GELDER, DIRECTOR

Central Office:

Location: 320 Water Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 623-2981

Established: 1969

Sunset Review Required by: June 30, 1982

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 99; *Unit Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 37

Permanent Legislative Count: 0

Organizational Units:

Executive and Legal

Development

Management

Finance

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. By act of the Legislature in 1977 this responsibility was transferred to the Department of Business Regulation. Under the Mortgage Insurance Law, the Authority is charged with im-

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plementing 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 has 6 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by Governor and confirmed by the Legislature.

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 78, it continued to maintain its position as one of the State's largest financial institutions. By year-end of 1977, the Authority had assets of \$128,170,526, and fund balances of \$1,824,941. In August 1977, the Authority successfully marketed a \$19.3 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, 1978, the Authority marketed an additional \$55.1 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 1,700 single family units and 14 multi-family rental developments containing 437 units.

As a participating agency in HUD's Section 8 program since its inception in late 1974, the Authority had received set-asides of \$8.6 million in subsidy funds by the end of FY 78. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards but may only be used to make up the difference between HUD-established fair market rents and 25% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the program must come from private sources or housing finance agencies such as the Authority. As of the end of FY 78, the Authority had 1,273 units occupied and 1,022 units under construction under the Section 8 program.

During FY 78, the Authority continued its efforts to improve the housing situation in Maine through participation in HUD's Section 8 program and through the Authority's single family mortgage purchase program and the continued operation of the Authority's Indian Mortgage Program. Also FY 78 saw the transfer of the responsibility for carrying out the provisions of the Maine Industrialized Housing Law to the Maine State Department of Business Regulation.

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."

PUBLICATIONS: Maine State Housing Authority Annual Reports (1970-1977 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, 1977 Series B, 1978 Series A.).

Maine State Housing Authority, Design and Construction Handbook, Management Handbook.

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1977: The Maine State Housing Authority neither received nor expended State funds during the fiscal year. For extensive financial data see the Maine State Housing Authority Annual Report which is based on the calendar year.

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PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY

MORRIS F. CARPENTER, DIRECTOR

Central Office:

Location: Riverview Dr., Indian Island, Old Town

Mail Address: P.O. 498, Old Town, Maine 04468

Telephone: 827-7148

Established: 1965

Sunset Review Required by: June 30, 1982

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 began 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 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	31,000	31,000				
TOTAL RESOURCES	31,000	31,000				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	31,000	31,000				
TOTAL EXPENDITURES	31,000	31,000				

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PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)

REUBEN T. CLEAVES, DIRECTOR

Central Office:

Location: Pleasant Point, Perry

Mail Address: Pleasant Point, Perry, Maine 04467

Telephone: 853-4603

Established: 1965

Sunset Review Required by: June 30, 1982

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: 0

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. The operator 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. Repeated attempts are being made to restore defected equipment. Since the facility is now more than 10 years old, it is now way over due for replacement of major components.

Housing. During the fiscal year 1978, the development of housing was the priority function of the Housing Authority. The completion of Project ME-13-3 in mid-December of 1977 represents an additional 20 units of single family homes. Present development of Project ME-13-4 will add to the community an additional 40 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 78, the Housing Authority has completed 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

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showers, vocational center, meeting room, library and office space. It was a much need center and the Housing Authority was very pleased to have been a part of this development for the community.

The Tennis and Basketball Courts were completed under a Bureau of Outdoor Recreation Grant. They are enclosed with fence, have an asphalt playing surface and are adjacent to the community center. The basketball, softball and track and field complex was also completed 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.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	39,200	39,200				
TOTAL RESOURCES	39,200	39,200				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	39,200	39,200				
TOTAL EXPENDITURES	39,200	39,200				

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (INDIAN TOWNSHIP)

GEORGE STEVENS JR., DIRECTOR

Central Office:

Telephone: 796-2856

Location: Travel Off Indian Township, Princeton

Mail Address: Travel Off Indian Township, Princeton, Maine 04668

Established: 1965

Sunset Review Required by: June 30, 1982

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 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

HUMAN SERVICES

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 Indian Township area is composed of two separate communities, Peter Dana Point and the "Strip", which is on Route 1 just across the bridge from the town of Princeton.

Peter Dana Point has a water treatment plant, a sewage treatment plant, one generator building, one lift station, water tower, a tower building, and water and sewer lines. The Strip has a water treatment plant, a sewer treatment plant, two generator buildings, three lift stations, water tower, and water and sewer lines.

The Authority now has fifty new homes under management and fifteen elderly units that are almost completed. Thirty-five single family units are scheduled to start construction early next spring.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	51,000	51,000				
TOTAL RESOURCES	51,000	51,000				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	51,000	51,000				
TOTAL EXPENDITURES						

HUMAN SERVICES

STATE
POLICY
AREA

04

Manpower

Department of Manpower Affairs



MANPOWER

DEPARTMENT OF MANPOWER AFFAIRS

SETH W. THORNTON, (From June 12, 1978) TEMPORARY DEPUTY COMMISSIONER
EMILIEN A. LEVESQUE, (Until June 12, 1978) COMMISSIONER

Central Office:

Location: 20 Union Street, Augusta

Mail Address: P.O. Box 309, Augusta, Maine 04330

Telephone: 289-3814

Floor:

Established: 1971

Sunset Review Required by: June 30, 1984

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: 761

Permanent Legislative Count: 0

Organizational Units:

Employment Security Commission

Maine Labor Relations Board

Bureau of Labor

State Board of Arbitration and Conciliation

Office of CETA Planning and Coordination

Panel of Mediators

State Advisory Council (to Manpower Affairs)

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.

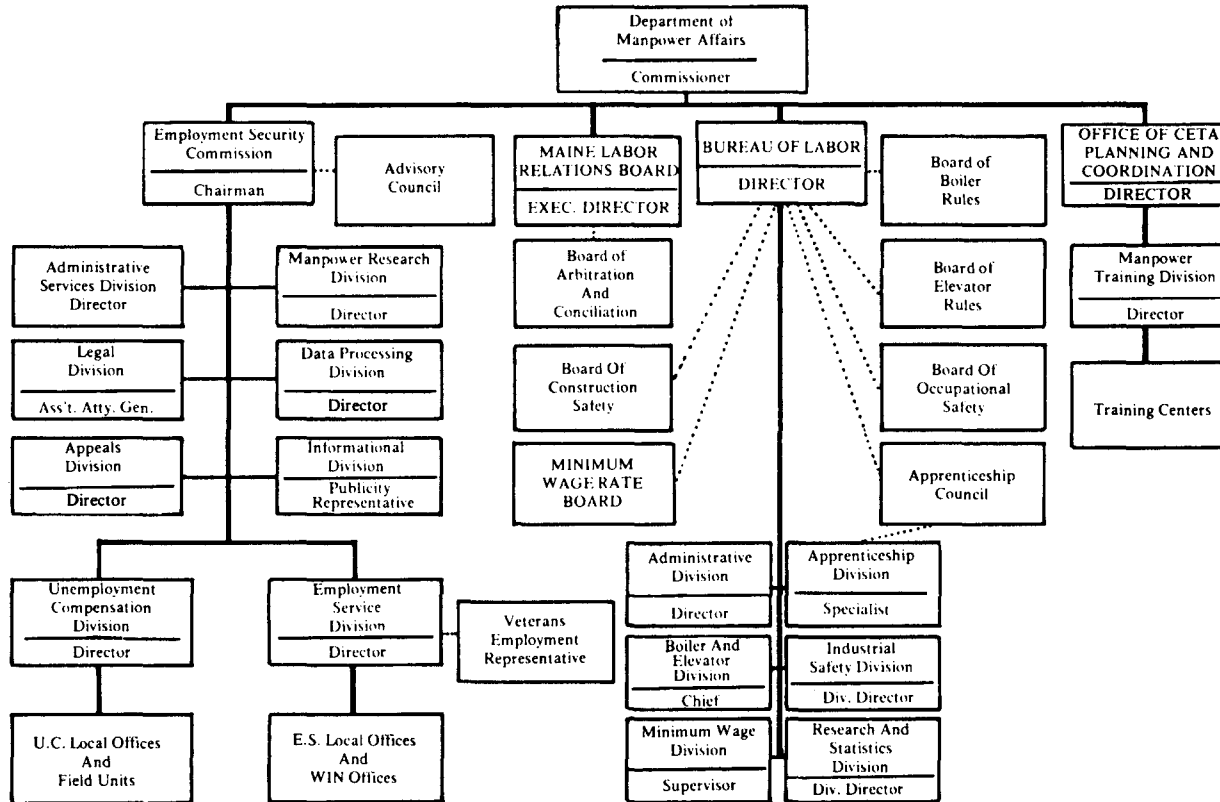
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide effective manpower services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants; plus enforces 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 provide occupational training for the unemployed and underemployed are final concerns of the Department.

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.

ORGANIZATIONAL CHART MAINE DEPARTMENT OF MANPOWER AFFAIRS



MANPOWER

MANPOWER

DEPARTMENT OF MANPOWER AFFAIRS CONSOLIDATED FINANCIAL CHART FOR FY 78

DEPARTMENT OF MANPOWER AFFAIRS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,548,960		115,481			3,433,479
Bal Brt Fwd— Encumbered	291,325	294	291,031			
Licenses/Permits/Fees/Tax	48,847,636					48,847,636
Fines/Forfeits/Penalties	141		141			
Revenue From Federal Govt	26,632,156		11,871,807			14,760,349
Revenue from Local Govts	5,400		5,400			
Revenue—Private Sources	417,144		417,144			
Fees Charged For Services	25,996		3,568			22,428
Legislative Approp/Alloc	750,775	750,775				
Adjustment of Balance Fwd	—2,207		—2,199			—8
Transfers—Non-Federal \$	20,720,000					20,720,000
Transfers—Federal \$	14,383,671		883,671			13,500,000
TOTAL RESOURCES	115,620,997	751,069	13,586,044			101,283,884
EXPENDITURES						
Salaries and Wages	7,258,435	539,852	6,718,583			
State Share of Retirement	826,577	60,773	765,804			
Prof Service, Not By State	141,351	277	141,074			
Computer Service, By State	28,778	—19	28,797			
Other Prof.Serv., By State	3,188	1,955	1,233			
Travel Expenses, In-State	192,795	42,644	150,151			
Travel Expense, Out-State	26,474	843	25,631			
Operation—State Vehicles	2,006		2,006			
Utilities	365,718	12,173	353,545			
Rents	673,420	1,682	671,738			
Repairs	113,449	1,400	112,049			
Insurance	219,482	14,051	205,431			
General Operating Expense	99,421	24,236	75,185			
Fuel	7,217		7,217			
Other Supplies	200,284	2,796	197,488			
Grants to Pub. & Priv. Orgs.	27,374	10,000	17,374			
Unemployment Comp. Benefit	67,770,431					67,770,431
Public Assistance Grants	3,667,819		3,667,819			
Misc. Grants to Individual	1,744		1,744			
Pensions	25,561		25,561			
Equipment Purchases	293,165	1,952	291,213			
Trans. to Gen.-Fund Sta-Cap	60,762		60,762			
Misc Ins./Retirmnt Fd Tran	41,831		41,831			
TOTAL EXPENDITURES	82,047,282	714,615	13,562,236			67,770,431

MANPOWER

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system..

DEPARTMENT OF MANPOWER AFFAIRS (Chief Administrative Unit) RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Legislative Approp/ Alloc	15,000	15,000				
TOTAL RESOURCES	15,000	15,000				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	10,000	10,000				
TOTAL EXPENDITURES	10,000	10,000				

BUREAU OF LABOR

HAROLD S. NODDIN, DIRECTOR

Paul Lovejoy, Deputy Director

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3331

Floor: 6

Established: 1975

Sunset Review Required by: June 30, 1984

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

Stationary Steam Engineers & Boilers

Examining Committee

Board of Occupational Safety and Health

Board of Elevator & Tramway Safety

State Apprenticeship Council

Minimum Wage Rate on Construction Projects

Board

PURPOSE: The Bureau of Labor and Industry was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

ORGANIZATION: The nucleus of the Bureau of Labor and Industry was established 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.

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In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

PROGRAM: The Bureau of Labor is divided into five divisions under the direction of division directors who report to the deputy director appointed by the director and through the deputy to the Director of the Bureau who is appointed by the Commissioner of Manpower Affairs with the advice and consent of the Governor. The five divisions are Research and Statistics, Minimum Wage-Child Labor & Stuffed Toys; Boiler-Elevator-Tramway; Safety and Health; and Apprenticeship. The administration of these functions are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which within limitations regulate the functions.

Division of Research and Statistics. The following are the major programs of this division.

Census of Maine Manufacturers: A survey of manufacturing firms requesting data relative to value of product, gross wages, number of workers, number of workers covered by union contract, capital expenditures, exports and imports. Data received is tabulated by industrial classification, county, civil division, economic area, and plant size, and is published annually.

Directory of Maine Labor Organization: A directory of Maine labor organizations listing the locals and their addresses, and the current officers with their addresses and telephone numbers.

Minimum Wage Rate on State Construction Projects: Wage data is obtained from construction firms by mail survey and used as a basis for the predetermination of wage rates for construction workers on State contracts of \$10,000 or more.

Occupational Injuries and Illnesses Statistical Program: An annual survey of business firms conducted in cooperation with and partially funded by the U.S. Department of Labor, Bureau of Labor Statistics. Injury and illness statistics are tabulated, incidence rates calculated and published, along with additional data.

Supplementary Data System: An annual program of coding selected data contained in the Employer's First Report of Occupational Injury or Occupational Illness submitted to the Workers Compensation Commission. This data is then processed by computer and the tables published.

The Maine minimum wage increased January 1st, 1978 to \$2.65 an hour. It is scheduled to increase again on January 1st, 1979 up to \$2.90 per hour. Although there was a .35 an hour increase the field inspectors have found fewer errors in the minimum wage paid to employees than had been anticipated during the first six months of 1978. This indicates that the employers are becoming more aware of the minimum wage and overtime statutes than they have been in past years. The Maine minimum wage law has increased seven times between October, 1970 and January 1, 1978.

The work permits approved for students under 18 years of age to be employed under certain conditions when school is not in session are in the second highest level during the past six years and indications are that the summer vacation season of 1978 may set a record for employment of Maine youth.

More than \$55,000 was repaid to employees during the past year by employers who were found to be in error in paying minimum wage, overtime, unpaid wages and vacation pay. However, employers have been cooperative in correcting violations of minimum wage, payment of wages, child labor, bedding, upholstered furniture and stuffed toys. Since the inspectors of the wage-hour child labor division have been making inspections of bedding and stuffed toy registrations in the places of business where they are auditing payroll records the number of registrations and the amount of revenue has increased.

The notable increase in telephone calls, mail and personal visits to the wage-hour division for information and publications of the various labor laws reflects the willingness of the employers to comply with the Maine laws.

The following is a statistical summary of Wage & Hour Division activities:

Minimum Wage and Child Labor

Inspections	11,529
Violations, Total	6,378

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Failure to Pay Minimum Wage	92
Overtime Violations	144
Improper Records	515
Failure to Post Notices	3,835
Not giving Employee proper Statement with Wages	668
Child Labor Violations	188
Amount of Back Wages Paid	\$19,536.28
Total Approved Work Permits & Certificates of Age	8,177

Payment of Wage

Wage Complaints Processed	309
Wage Complaints Paid	288
Amounts Paid to Employees	\$33,932.08

Bedding and Stuffed Toys:

Inspections Made	208
Law Violations Found	100
Received for Bedding Registrations	\$21,605.00
Received for Licensing Stuffed Toy Manufacturers	\$16,895.00

LICENSES, PERMITS, ETC.:

Registration: Bedding & Stuffed Toys.

Permit: Learner Permit for Work, Handicapped Workers, Employment of Minors.

PUBLICATIONS:

Guide to Maine Minimum Wage Law, BL No. 62 Rev. 10 (free)

Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)

Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 3 (free)

Bedding; Upholstered Furniture Law, BL No. 39 (free)

Stuffed Toy Law, BL No. 450 (free)

Census of Maine Manufacturers

Occupational Injuries and Illness Survey

Directory of Maine Labor Organizations

Maine Labor Laws

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANPOWER

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	22,557		22,557			
Bal Brt Fwd— Encumbered	219	219				
Revenue From Federal Govt	53,979		53,979			
Legislative Approp/Alloc	575,840	575,840				
Adjustment of Balance Fwd	48		48			
TOTAL RESOURCES	652,643	576,059	76,584			
EXPENDITURES						
Salaries and Wages	468,204	436,634	31,570			
State Share of Retirement	55,422	51,620	3,802			
Prof Service, Not By State	883	15	868			
Computer Service, By State	21,693	—19	21,712			
Other Prof. Serv., By State	1,955	1,955				
Travel Expenses, In-State	37,747	35,602	2,145			
Travel Expense, Out-State	2,466		2,466			
Utilities	8,563	8,563				
Rents	1,682	1,682				
Repairs	1,513	1,128	385			
Insurance	12,714	11,823	891			
General Operating Expense	18,655	16,901	1,754			
Other Supplies	1,990	1,961	29			
Grants to Pub & Priv Orgs	48		48			
Equipment Purchases	1,853	839	1,014			
Trans. to Gen.-Fund Sta-Cap	2,081		2,081			
TOTAL EXPENDITURES	637,469	568,704	68,765			

BOARD OF ELEVATOR AND TRAMWAY SAFETY

HAROLD S. NODDIN, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3335

Floor: 6

Established: 1949

Sunset Review Required by: June 30, 1984

Maine State Government Reference Manual Data:

Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Unit Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 4

Permanent Legislative Count: 5

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators. This activity has been operated in concert with the Boiler Inspection Division since that time and the Boiler Inspectors are also Elevator Inspectors.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the

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Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs.

During the second quarter of the fiscal 1977, several joint staff meetings were held with the Director of Parks and Recreation, the Director of the Bureau of Labor, and the field inspectors of both Bureaus. Ground rules were established for the transition period and arrangements were made for joint tramway inspections during that time.

Early in the third quarter, two joint Board meetings of the old Tramway Safety Board and the old Board of Elevator Rules and Regulations were held. Also present at those meetings were representatives of the Ski Maine Association and other interested parties. During those meetings, new rules were drafted to include both elevators and tramways within the new Elevator and Tramway Safety Rules.

PROGRAM: The newly formed Board of Elevator and Tramway Safety held public hearings twice during the fiscal year. During the first hearing the Board was advised of the new Administrative Procedure Act by a representative of the Department of Attorney General, and adopted the necessary rules to administer the Elevator & Tramway Act. At the second hearing, the Board adopted the required rules to comply with the Administrative Procedure Act and additional rules for licensing tramway inspectors.

There are approximately 1,500 active elevators, escalators and manlifts and 75 active tramways at this time. There are approximately 300 inactive elevators. Both elevators and tramways are inspected semi-annually by State inspectors. Certificates of Inspection allowing legal operation are issued annually.

Pertinent statistics for fiscal year ending June 30, 1978 are as follows:

Elevators & Tramways	
Tramway Inspection Reports	106
Elevator Inspection Reports	3,337
Safety Tests	865
Escalator Reports	8
Manlift Reports	12
New Elevators Installed and Inspected	34
Elevator Inspectors Examined	1
Elevator Mechanics Examined	5
Licenses Issued	63
Elevator Certificates Issued	1,656
Total Income	\$73,496.89

LICENSES, PERMITS, ETC.:

License:

- Elevator Operation
- Elevator Mechanics
- Tramway Inspectors
- Wire Rope Inspectors

PUBLICATIONS: Elevator and Tramway Rules of Maine

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANPOWER

BOARD OF ELEVATOR AND TRAMWAY SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,377		1,377			
Fees Charged For Services	1,126		1,126			
TOTAL RESOURCES	2,503		2,503			
EXPENDITURES						
Salaries and Wages	288		288			
State Share of Retirement	34		34			
Prof Service, Not by State	72		72			
Travel Expenses, In-State	46		46			
Operation—State Vehicles	57		57			
Utilities	3		3			
General Operating Expense	152		152			
Other Supplies	66		66			
Equipment Purchases	119		119			
Trans. to Gen.-Fund Sta-Cap	80		80			
TOTAL EXPENDITURES	917		917			

MAINE EMPLOYMENT SECURITY COMMISSION

SETH W. THORNTON, (From June 12, 1978) TEMPORARY DEPUTY COMMISSIONER
EMILIEN A. LEVESQUE, (Until June 12, 1978) COMMISSIONER

Central Office:

Telephone: 289-3814

Location: 20 Union Street, Augusta

Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1936

Sunset Review Required by: June 30, 1984

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: 677

Permanent Legislative Count: 0

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

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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.

PROGRAM: The program of the Maine Employment Security Commission has several facets as follows:

Maine Job Service. The primary objective of the Job Service Division, an administratively created division within the Maine Employment Security Commission (MESC), is to meet the placement needs of employers and applicants.

The statewide Maine Job Bank, a computerized job order information system, continued operations during FY 78. It provided information to the division's twenty-one local offices, and seven Work Incentive Program (WIN) offices. With a total of 44,074 job openings, these offices made 77,454 referrals resulting in 29,536 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.

A total of 7,583 individuals received counseling services of which 2,497 were placed in jobs after counseling. A total of 1,947 were given occupational testing during FY 78. Of that figure 1,199 were given aptitude tests and 334 were given performance tests.

Federal Contractor Job Listing Program. The Division also monitors the Federal Contractor 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 Public Law 93-508, requiring companies to conduct an Affirmative Action Program for the hiring of veterans. 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. As previously indicated, primary 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 479 companies with over 967 job hiring sites as federal contractors. 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 78, the program worked with 11,909 registrants. A total of 1,056 individuals were placed and 1,362 obtained employment.

The Division's local offices have been responsible for making 16,239 referrals to the Comprehensive Employment and Training Act (CETA) Public Service Employment (PSE) program. These referrals resulted in 6,326 long-term unemployed and economically disadvantaged people being placed in subsidized employment.

Unemployment Compensation. After three years of extremely high workloads, FY 78 represented a moderate decline in several unemployment insurance activities. The number of initial claims filed under the regular State program totaled 179,607, representing a 13 percent reduction from the FY 77 total. Only 24,288 new claims were processed under the Extended Benefits (EB), and Federal Supplemental Benefits (FSB) programs as new claims were not accepted for the FSB program subsequent to October 31, 1977. A total of 9,859 initial claims were filed under the Special Unemployment Assistance (SUA) program and under transitional provisions governing Previously Uncovered Services (PUS). A total of 1,071,793 continued claims were processed under the regular Unemployment Insurance (UI), EB, FSB, and SUA/PUS programs generating \$63,664,830 in benefits paid for 954,326 weeks compensated. Additionally, former Federal employees were paid \$712,893 for 10,519 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program and ex-servicemen were paid \$2,237,176 for 26,772 weeks compensated under the Unemployment Compensation for Ex-servicemen (UCX) program. Of the total benefits paid, \$2,106,545 represented weekly dependency allowance payments.

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The Special Payment Unit of the Benefits Section processed 49,250 weeks compensated for a total of \$2,162,921 in benefit payments for Trade Readjustment Allowances (TRA) under the provisions of the Trade Act of 1974. The Special Payment Unit also processed allowance payments amounting to \$9,260,465 for recipients under the Disaster Unemployment Act (DUA), 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 rendered 84,667 nonmonetary determinations to adjudicate disputed claims. The Agency's Adjudication Division disposed of 9,456 appeal cases and 1,260 cases were disposed of at the Commission's higher authority appeals level.

The benefit payment control program was responsible for recovering \$189,551 in overpayments. Of this total, \$75,166 was recovered from overpayments established for fraud and misrepresentation. Utilizing the automated cross-match system of wage record and benefit payment files, 177,300 weeks claimed were audited during FY 78. Local office claims deputies issued 1,260 determinations relative to fraudulent claims. Field investigators from the Fraud Section, with the assistance of the Agency's Legal Division and the Criminal Division of the Attorney General's Office successfully presented ten cases for prosecution which resulted in convictions.

By the end of FY 78, the number of active employer accounts increased to 23,914 and payroll data submitted by these employers generated a total of 1,610,998 wage items processed by the Wage Record Unit. Field and central office activities produced 7,716 employer status determinations of which 3,885 involved newly liable employer accounts. A total of 2,599 field audits were conducted resulting in a net receipt of \$179,049 in underreported contributions, net contributions received during FY 78 totaled \$47,259,606 and the fund balance was \$12,311,091 as of June 30, 1978.

During FY 78, Maine requested and received approval for \$13.5 million in Federal advances to pay benefits, increasing the outstanding loan balance to \$36.4 million. In conjunction with this, the Legislature amended the taxable base to \$6,000 in an effort to improve the benefit financing situation.

The results of the Unemployment Insurance Performance Appraisal for FY 78 indicate that efforts to improve the quality of operations have been effective in nearly all unemployment insurance activities. Maine ranked first or second of the New England states in one-half of the activities measured and Maine ranked in the top third nationally in fourteen of the eighteen categories where performance levels were established.

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Maine Department of Manpower Affairs Employment Security Commission

*UC Claims Deputies' Decisions By Issue FY 1977—Regular Program
(Does not include determinations and redeterminations
under the UCFE and UCX programs)*

<i>Issue</i>	<i>Total Number</i>	<i>Percent</i>	<i>Allowed</i>	<i>Disqualified</i>
Total Determinations & Redeterminations	73,213	100.0	37,597	35,616
Unemployment Status	825	1.1	369	456
Able and Available	12,264	16.8	5,265	6,999
Work Search	3,017	4.1	736	2,281
Dependency	265	0.4	18	247
Earned Wages	1,489	2.0	625	864
Institutions of Higher Education	294	0.4	38	256
Voluntary Quit	15,597	21.3	3,539	12,058
Retirement	246	0.3	50	196
Labor Market Removal	17	0.0	10	7
Discharged Misconduct	6,341	8.7	3,960	2,381
Refusal of Offer	1,517	2.1	732	785
Refusal of Referral	1,164	1.6	576	588
Employer Unable to Contact	17	0.0	4	13
Call-In Response	368	0.5	351	17
Single-Claimant Labor Dispute	446	0.6	11	435
Other Remuneration	3,125	4.3	409	2,716
Misrepresentation	1,101	1.5	0	1,101
Discharged for Crime	3	0.0	1	2
Reporting Requirement	24,361	33.3	20,858	3,503
Seasonality	756	1.0	45	711

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*Employment Security Commission
Balance Sheet
Unemployment Compensation Fund and Related Accounts
As of December 31, 1977*

Receipts	
Employer Contributions	Prior to 1973 \$299,432,953.31
	1973 28,381,139.44
	1974 29,189,982.72
	1975 30,743,369.25
	1976 39,117,975.01
	1977 39,130,615.61
Total Employer Contributions	\$465,996,035.34
Title IX Distribution Funds	423,327.91
Interest on Trust Fund	34,837,651.68
Interest & Penalties on Employer Accounts	1,277,013.34
Benefit Fines Received	13,069.56
Anonymous Refunds	939.00
	\$502,548,036.83
Federal Share Extended Benefits Received	\$ 20,849,787.42
Emergency Compensation Received, Federal	3,953,709.00
Direct Reimbursements Received	4,499,553.74
	\$ 29,303,050.16
Cumulative Receipts	\$531,851,086.99
Disbursements	
Net Benefits Paid	Prior to 1973 \$306,240,913.97
	1973 21,997,473.09
	1974 30,759,067.33
	1975 58,330,903.42
	1976 48,275,537.92
	1977 56,790,147.17
	\$522,394,042.90
Federal Share Extended Benefits Paid	Prior to 1973 \$ 3,592,001.41
	1973 —542.50
	1974 1,819,351.50
	1975 5,302,375.40
	1976 4,705,649.57
	1977 5,183,391.38
	\$ 20,602,226.76
Emergency Compensation Paid	Prior to 1973 \$ 3,834,204.00
	1973 119,533.00
	1974 —0—
	1975 (Refunds) —28.00
	\$ 3,953,709.00
Direct Reimbursement Benefits Paid	Prior to 1973 \$ 77,138.23
	1973 247,383.43
	1974 486,317.48
	1975 1,061,644.47
	1976 1,244,982.47
	1977 1,416,633.27
	\$ 4,534,099.35
Federal Share Extended Direct Reimbursement Benefits Paid	1975 71,826.89
	1976 \$ 81,733.85
	1977 93,999.91
	\$ 247,560.65
Special Administrative Expense Fund	\$551,731,638.66
Cumulative Disbursements	10,415.56
	\$551,742,054.22
Balance	
Unemployment Compensation Fund	
Clearing Account	\$ 404.86
Trust Fund Account	2,826,150.51
Benefit Account	—22,796,925.09*
Fund Balance	\$—19,970,369.72
Special Administrative Expense Fund	79,402.49
Cumulative Balance, December 31, 1977	\$—19,890,967.23
Disbursements and Fund Balance	\$531,851,086.99

*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 1977**

Industry Division	Average Monthly Covered Employment	Wages Paid, Covered Employment Total (000's)		Contributions Due (000's)	Benefits Issued Gross Amount (000's)	Benefits Paid Per \$1.00 of Contributions
Total.	315,418	\$2,702,883	\$1,346,826	\$44,124	\$48,210	\$1.09
Agriculture, Forestry, and Fisheries	2,118	15,736	9,334	358	720	2.01
Mining	245	2,494	1,209	45	69	1.53
Contract Construction	22,789	244,061	128,021	5,409	10,329	1.91
Manufacturing	106,479	1,032,601	499,880	17,158	20,258	1.18
Food and Kindred Products	18,811	90,241	48,904	1,835	2,689	1.47
Textile Mill Products	9,181	77,183	46,016	1,786	1,318	.74
Apparel and Other Finished Products	3,621	26,116	16,622	619	764	1.23
Lumber and Wood Products	14,249	124,076	70,173	2,535	3,472	1.37
Furniture and Fixtures	997	8,705	4,459	138	116	.84
Paper and Allied Products	17,949	268,511	87,087	1,798	1,163	.65
Printing, Publishing, and Allied Industries	3,215	30,247	13,517	393	288	.73
Chemicals and Allied Products	1,190	13,236	5,532	201	147	.73
Rubber and Miscellaneous Plastics Products	4,038	32,326	19,170	700	1,428	2.04
Leather and Leather Products	19,740	141,722	88,076	3,533	4,942	1.40
Stone, Clay, and Glass Products	1,374	14,674	6,121	250	333	1.33
Primary Metal Industries	387	4,290	2,035	70	50	.71
Fabricated Metal Products	3,726	41,586	17,629	551	463	.84
Machinery, except Electrical	3,066	32,552	14,737	531	338	.64
Electrical Machinery	5,660	51,194	25,844	1,046	1,186	1.13
Transportation Equipment	5,293	60,702	24,681	800	949	1.19
Miscellaneous Manufacturing Industries	1,244	8,815	5,919	232	272	1.17
Other Manufacturing Industries	738	6,425	3,358	140	340	2.43
Transportation, Communication, Electric, Gas, and Sanitary Services	15,390	189,728	69,644	2,192	1,653	.75
Wholesale Trade	18,307	201,413	84,190	2,653	1,841	.69
Retail Trade	66,078	392,451	244,673	7,955	6,729	.85
Finance, Insurance, and Real Estate	15,092	140,140	65,564	1,969	968	.49
Services	61,713	417,410	244,313	6,386	5,395	.84
State Government	7,207	66,849	—	—	248	—

Details may not add to total due to rounding.

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**Maine Department of Manpower Affairs
Employment Security Commission**

Table 2

Statewide

Covered Employment, by Industry Division, by Month, with Annual Average, 1977¹

Industry	Annual Average	Total Covered Employment By Month											
		Jan.	Feb.	March	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Total.....	309,367	288,559	287,043	287,616	299,086	307,255	321,555	327,256	332,691	322,179	315,159	312,663	311,347
Manufacturing—Total	106,101	101,289	102,697	101,973	103,048	104,647	109,596	105,793	110,746	108,551	108,235	108,664	107,974
Food and Kindred Products	10,646	9,757	10,409	10,348	10,310	10,328	11,171	10,888	12,190	11,123	10,852	10,613	9,761
Textile Mill Products	9,335	9,052	9,150	9,209	9,283	9,305	9,436	8,779	9,326	9,408	9,583	9,632	9,858
Apparel and Other Finished Products	3,603	3,737	3,814	3,777	3,676	3,680	3,676	3,170	3,561	3,540	3,515	3,519	3,569
Lumber and Wood Products	13,596	13,298	13,015	12,012	12,058	12,592	14,188	14,103	14,438	14,161	14,494	14,323	14,476
Furniture and Fixtures	975	1,010	1,003	986	790	806	809	999	1,027	1,031	1,085	1,056	1,093
Paper and Allied Products	18,294	18,060	18,175	18,186	18,186	18,168	19,041	18,615	18,693	18,158	17,633	18,293	18,316
Printing, Publishing, and Allied Ind.	3,243	3,080	3,107	3,122	3,168	3,201	3,288	3,299	3,262	3,289	3,333	3,369	3,396
Chemicals and Allied Products	1,196	1,151	1,161	1,159	1,166	1,130	1,212	1,154	1,320	1,246	1,253	1,214	1,189
Rubber and Misc. Plastics Products	3,906	3,533	3,898	3,736	3,754	3,847	4,013	3,924	4,043	4,047	3,973	3,985	4,123
Leather and Leather Products	20,092	18,941	19,289	19,723	20,381	20,852	21,145	19,281	20,695	20,320	20,257	20,313	19,906
Stone, Clay, and Glass Products	1,271	931	903	933	1,163	1,375	1,498	1,515	1,546	1,474	1,399	1,328	1,185
Primary Metal Industries	412	394	392	385	433	457	459	408	452	453	369	363	373
Fabricated Metal Products	3,635	3,620	3,585	3,583	3,563	3,462	3,532	3,577	3,669	3,683	3,776	3,777	3,790
Machinery, except Electrical	3,168	2,853	2,885	2,923	2,955	3,006	3,159	3,174	3,271	3,355	3,441	3,460	3,531
Electrical Machinery	5,636	5,187	5,264	5,176	5,257	5,343	5,616	5,649	5,858	5,930	6,060	6,098	6,194
Transportation Equipment	5,244	5,095	5,079	5,144	5,032	5,092	5,260	5,230	5,286	5,363	5,362	5,467	5,513
Misc. Manufacturing Industries	1,182	1,061	1,044	1,073	1,281	1,303	1,321	1,259	1,302	1,160	1,109	1,142	1,129
Other Manufacturing Industries	669	529	524	498	592	700	772	769	807	810	741	712	572
Nonmanufacturing—Total	203,266	187,270	184,346	185,643	196,038	202,608	211,959	221,463	221,945	213,628	206,924	203,999	203,373
Agriculture, Forestry, and Fisheries	1,990	1,590	1,579	1,594	2,008	2,151	2,335	2,262	2,312	2,243	2,013	1,964	1,827
Mining	228	205	201	206	224	257	255	291	294	271	243	151	136
Contract Construction	19,347	17,234	15,500	15,101	17,468	20,107	21,524	22,234	21,803	21,438	20,877	20,270	18,608
Transportation, Communication, Electric, Gas, and Sanitary Services	15,274	15,078	14,943	14,717	15,071	15,240	15,597	15,531	15,588	15,530	15,379	15,212	15,403
Wholesale Trade	18,536	18,105	17,953	18,199	18,355	18,522	18,822	18,940	18,881	18,845	18,614	18,501	18,690
Retail Trade	64,751	58,611	57,600	58,737	62,230	64,374	68,226	70,803	71,068	68,363	65,857	65,088	66,055
Finance, Insurance, and Real Estate	15,223	14,659	14,574	14,616	14,932	15,093	15,389	15,725	15,699	15,534	15,522	15,476	15,458
Services	60,682	54,690	54,909	55,380	58,572	59,738	62,687	68,427	69,075	64,121	60,978	59,865	59,742
State Government	7,236	7,098	7,087	7,093	7,178	7,126	7,124	7,250	7,225	7,283	7,441	7,472	7,454

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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, 1977—June 30, 1978**

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	17,580	3,012	379	423	391	482	705	1,566	1,375	1,068	700	566	587	594	713	334	300	278	255	216	222	3,414
Agricultural Production—Crops	8	0	0	0	0	2	0	0	0	1	0	1	0	0	1	0	1	1	0	1	0	0
Agricultural Production—Livestock	156	12	2	0	1	3	4	11	11	13	4	2	4	6	3	3	2	2	3	1	3	66
Agricultural Services	7	2	0	0	0	0	0	2	0	0	0	1	0	0	0	0	1	0	0	0	0	1
Forestry	89	1	0	0	0	1	2	6	3	8	3	3	1	4	8	3	1	0	2	4	4	35
Fisheries	4	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1
Nonmetallic Minerals, except Fuels	16	1	0	0	1	0	0	1	0	1	1	0	0	1	3	0	0	0	0	0	0	7
General Building Contractors	844	50	6	9	3	9	15	29	37	25	21	17	23	30	27	20	29	20	16	15	26	417
Heavy Construction Contractors	124	8	2	0	1	0	0	2	1	2	2	1	2	3	4	1	2	1	6	3	1	82
Special Trade Contractors	1,513	97	9	22	18	25	39	53	58	45	43	45	55	31	71	34	42	26	32	25	33	710
Food and Kindred Products	169	58	5	3	3	8	8	6	4	4	2	0	2	1	2	4	1	2	2	0	1	53
Textile Mill Products	45	7	3	1	0	1	2	0	3	1	0	1	1	3	1	3	2	0	0	2	0	14
Apparel and Other Textile Products	23	3	0	0	0	1	0	1	2	2	0	0	2	1	0	1	1	1	1	0	0	7
Lumber and Wood Products	599	81	9	13	10	12	13	25	17	24	20	15	22	21	27	22	15	13	9	14	17	200
Furniture and Fixtures	20	2	3	2	1	3	0	0	2	1	0	0	1	0	1	0	0	0	0	1	0	3
Paper and Allied Products	36	16	3	5	1	0	4	1	1	0	0	0	0	0	1	0	1	0	0	0	0	3
Printing and Publishing	137	48	3	4	2	4	3	15	9	7	3	2	3	8	4	4	0	2	0	1	0	15
Chemicals and Allied Products	25	4	0	0	0	1	2	2	1	0	1	1	2	0	1	3	0	0	0	0	0	7
Petroleum and Coal Products	6	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0	3
Rubber and Miscellaneous Plastics Products	25	2	0	2	2	0	0	3	1	1	0	1	0	1	2	0	0	2	0	0	0	8
Leather and Leather Products	77	6	1	2	0	3	2	3	2	0	3	0	2	1	4	4	1	3	2	0	0	38
Stone, Clay, and Glass Products	48	6	0	2	1	1	0	3	1	3	0	2	0	2	1	0	2	2	0	0	3	19
Primary Metal Industries	11	6	0	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Fabricated Metal Products	64	14	3	2	4	2	0	2	1	3	4	6	3	2	3	0	0	1	1	0	1	12
Transportation Equipment	79	12	1	2	5	4	3	5	5	5	4	3	3	3	6	2	2	1	0	1	0	12
Instruments and Related Products	30	2	0	0	0	0	0	1	2	2	1	2	1	2	2	2	1	1	1	2	1	7
Machinery, except Electrical	73	11	3	6	2	2	4	1	2	4	2	3	2	0	4	1	3	1	1	2	1	18
Electric and Electronic Equipment	11	1	0	0	0	0	1	1	0	0	1	1	0	2	0	0	0	0	0	1	3	
Miscellaneous Manufacturing Industries	39	5	1	1	1	3	1	2	3	0	0	5	3	1	0	0	1	0	1	1	0	10

Local and Interurban Passenger Transit	88	23	1	2	2	4	2	6	7	5	5	5	0	3	3	3	1	1	1	1	0	13
Trucking and Warehousing	391	65	4	4	13	14	13	25	15	23	9	11	19	19	19	10	3	8	8	6	5	98
Water Transportation	74	11	2	2	1	0	3	5	4	8	4	3	0	2	4	1	3	1	2	2	0	16
Transportation by Air	19	2	1	0	2	1	0	1	1	1	1	3	0	0	2	0	0	0	1	0	0	3
Transportation Services	42	4	2	2	0	1	2	2	4	3	0	0	3	0	4	1	0	1	0	0	1	12
Communication	79	34	2	4	3	5	3	5	3	3	2	2	2	2	2	1	3	0	1	0	0	4
Electric, Gas, and Sanitary Services	92	26	2	1	3	3	5	12	6	11	2	2	2	3	3	1	0	2	0	1	1	7
Wholesale Trade—Durable Goods	742	263	24	29	22	30	24	37	37	32	34	19	19	31	36	7	13	8	6	6	7	58
Wholesale Trade—Nondurable Goods	741	295	28	23	13	22	31	34	32	30	25	14	18	21	23	15	10	8	7	10	6	76
Building Materials and Garden Supplies	354	99	11	12	6	12	9	28	24	20	10	10	9	9	12	5	8	6	6	4	4	50
General Merchandise Stores	178	39	7	4	2	6	8	16	19	8	7	9	5	4	6	0	1	2	1	0	3	31
Food Stores	943	150	25	22	17	25	45	96	102	78	46	25	33	36	27	18	19	20	17	15	13	114
Automotive Dealers and Service Stations	1,120	251	40	29	31	35	71	109	92	70	50	49	32	28	36	20	16	15	16	11	12	107
Apparel and Accessory Stores	326	79	13	5	11	5	12	40	24	24	4	12	11	10	13	5	6	5	2	0	1	44
Furniture and Home Furnishings Stores	296	75	11	8	8	10	11	21	28	17	9	10	11	9	6	7	5	2	4	4	7	33
Eating and Drinking Places	1,040	119	14	25	28	33	49	60	78	53	44	46	39	46	47	32	21	20	24	14	14	234
Miscellaneous Retail	964	240	25	29	30	28	41	88	77	62	29	39	23	24	38	15	15	15	18	8	8	112
Banking	75	29	12	12	6	4	5	1	0	0	3	0	2	1	0	0	0	0	0	0	0	0
Credit Agencies Other Than Bank	210	34	9	9	5	4	6	40	38	26	6	4	7	4	8	3	2	2	1	0	1	1
Security, Commodity Brokers and Services	33	13	0	1	1	0	0	2	0	2	2	1	3	1	1	0	1	2	0	2	0	1
Insurance Carriers	97	58	6	2	3	3	2	7	3	2	0	1	2	3	2	0	0	1	0	0	0	2
Insurance Agents, Brokers and Service	271	82	10	16	8	8	10	34	22	19	14	6	5	10	6	0	3	4	0	2	2	10
Real Estate	424	63	5	9	8	11	17	66	43	26	22	15	17	16	15	4	4	7	6	5	3	62
Combined Real Estate, Insurance, Etc.	70	20	0	5	1	2	2	16	10	3	3	0	0	1	1	0	0	0	0	0	0	6
Holding and Other Investment Offices	45	7	0	0	0	1	2	13	5	3	3	2	1	2	4	0	0	0	0	0	1	1
Motels and Other Lodging Places	647	52	8	11	13	19	25	61	50	44	47	25	26	19	24	19	15	17	11	10	12	139
Personal Services	521	118	7	11	16	16	40	56	57	45	27	16	10	17	17	3	4	4	7	5	5	40
Business Services	288	49	6	8	4	7	5	17	17	17	13	13	19	16	23	5	2	9	2	4	0	52
Auto Repair, Services, and Garages	363	50	10	5	3	13	22	42	39	23	23	13	18	13	20	4	5	4	6	9	5	36
Miscellaneous Repair Services	137	14	1	5	4	7	6	15	11	10	10	7	6	4	5	5	2	3	1	2	2	17
Motion Pictures	58	27	3	1	3	2	3	0	3	1	2	1	1	2	0	1	0	0	0	0	0	8
Amusement and Recreation Services	254	21	2	4	6	9	9	23	27	17	10	7	9	7	12	5	9	3	4	2	3	65
Health Services	1,164	43	22	25	28	28	57	245	181	126	63	49	43	60	61	14	9	10	13	12	9	66
Legal Services	341	17	4	13	10	15	20	56	54	36	22	11	17	12	16	17	2	1	1	2	2	23
Educational Services	52	5	0	0	2	1	3	5	6	6	1	2	5	2	6	1	0	2	0	1	0	4
Social Services	131	4	0	0	0	0	1	12	14	6	3	4	9	11	8	6	4	8	5	3	1	32
Museums, Botanical, Zoological Gardens	7	1	0	0	0	0	0	1	0	1	1	0	2	0	0	0	0	0	0	0	0	1
Membership Organization	361	53	5	2	12	5	24	68	52	32	17	9	19	8	10	2	3	2	3	2	1	32
Private Households	19	2	0	0	0	0	1	3	2	2	1	2	1	0	1	0	0	0	1	0	0	3
Miscellaneous Services	245	19	3	6	9	8	12	23	21	21	11	7	6	14	17	6	4	6	2	0	1	49

**Maine Department of Manpower Affairs
Employment Security Commission**

Table 4

**UC Deputies' Decisions by Type of Case, 1977
(Includes Determinations, Redeterminations, and Requalifications)**

Type of Case	Total	Per Cent	Number	Allowed	Per Cent	Disqualified	Per Cent
	Number	of Total		Number	Number		
Total	79,113	100.0	39,905		100.0	39,208	100.0
Employment Status	1,212	1.5	551		1.4	661	1.7
Able and Available	14,035	17.7	5,771		14.5	8,264	21.1
Work Search	3,728	4.7	1,123		2.8	2,605	6.6
Dependency Allowances	287	0.4	26		0.1	261	0.7
Earned Wages	2,013	2.5	613		1.5	1,400	3.6
Institute of Higher Education	108	0.1	12		0.0	96	0.2
Voluntary Quit	16,422	20.8	2,712		6.8	13,710	34.9
Retirement	304	0.4	69		0.2	235	0.6
Labor Market Area Removal	27	0.0	15		0.0	12	0.0
Discharge, Misconduct	6,332	8.0	3,823		9.6	2,509	6.4
Refusal of Offer	1,727	2.2	811		2.0	916	2.3
Refusal of Referral	1,319	1.7	672		1.7	647	1.7
Employer Unable to Contact	26	0.0	13		0.0	13	0.0
Call-In Response	947	1.2	936		2.4	11	0.0
Single Claimant Labor Dispute	84	0.1	14		0.0	70	0.2
Other Remunerations	3,138	4.0	439		1.1	2,699	6.9
Misrepresentations	1,158	1.5	0		—	1,158	3.0
Discharge for Crime	2	0.0	0		—	2	0.0
Reporting Requirements	25,860	32.7	22,271		55.8	3,589	9.2
Seasonality	384	0.5	34		0.1	350	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 Featuring the Portland SMSA
 - c. Kennebec County
 - d. Penobscot-Hancock Consortium
 - e. Androscoggin County Featuring the Lewiston-Auburn SMSA
 - f. Aroostook County
 - g. York County
2. Directory of Labor Market Information
3. Labor Market Information Review—Statewide
4. Maine Manpower
5. Maine Occupational Licensing Requirements
6. Maine Occupational Outlook to 1985
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
 - e. Railroads, Trucking and Warehousing, and Transportation by Air
8. Monthly Labor Market Information Newsletters
9. Occupational Employment in Maine by County, 1976
10. Professional Applicants Provided by Maine Job Service
11. Women and Minority Manpower Statistics

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	3,525,026		91,547			3,433,479
Bal Brt Fwd— Encumbered	291,031		291,031			
Licenses/ Permits/Fees/Tax	48,847,636					48,847,636
Fines/ Forfeits/ Penalties	141		141			
Revenue From Federal Govt	26,578,177		11,817,828			14,760,349
Revenue from Local Govts	5,400		5,400			
Revenue—Private Sources	417,144		417,144			
Fees Charged For Services	24,870		2,442			22,428
Adjustment of Balance Fwd.	—2,255		—2,247			—8
Transfers—Non-Federal \$	20,720,000					20,720,000
Transfers—Federal \$	14,383,671		883,671			13,500,000
TOTAL RESOURCES	114,790,841		13,506,957			101,283,884
EXPENDITURES						
Salaries and Wages	6,686,725		6,686,725			
State Share of Retirement	761,968		761,968			
Prof Service, Not By State	140,134		140,134			
Computer Service, By State	7,085		7,085			
Other Prof. Serv., By State	1,233		1,233			
Travel Expenses, In-State	147,960		147,960			
Travel Expense, Out-State	23,165		23,165			
Operation—State Vehicles	1,949		1,949			
Utilities	353,542		353,542			
Rents	671,738		671,738			
Repairs	111,664		111,664			
Insurance	204,540		204,540			
General Operating Expense	73,279		73,279			
Fuel	7,217		7,217			
Other Supplies	197,393		197,393			
Grants to Pub. & Priv. Orgs.	17,326		17,326			
Unemployment Comp. Benefit	67,770,431					67,770,431
Public Assistance Grants	3,667,819		3,667,819			
Misc. Grants to Individual	1,744		1,744			
Pensions	25,561		25,561			
Equipment Purchases	290,080		290,080			
Trans to Gen-Fund Sta-Cap	58,601		58,601			
Misc Ins/ Retirmt Fd Tran	41,831		41,831			
TOTAL EXPENDITURES	81,262,985		13,492,554			67,770,431

STATE ADVISORY COUNCIL (Employment Security Commission)

SETH W. THORNTON (From June 12, 1978) TEMPORARY DEPUTY COMMISSIONER
EMILIEN A. LEVESQUE, (Until June 12, 1978) COMMISSIONER

Central Office:

Telephone: 289-3814

Location: 20 Union Street, Augusta 04330

Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1936

Sunset Review Required by: June 30, 1984

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

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

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problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

PROGRAM: The State Advisory Council held one meeting during fiscal year 1978.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$42.10 in FY 78 and are, by administrative decision, included with those of Maine Employment Security Commission.

BOARD OF BOILER RULES

HAROLD S. NODDIN, CHAIRMAN
Joseph W. Emerson, Chief Inspector

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3335

Floor: 6

Established: 1931

Sunset Review Required by: June 30, 1984

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

Permanent Legislative Count: 0

PURPOSE: The Board of Boiler Rules was established to promulgate and enforce rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

Another objective is to keep a complete record of the type, dimensions, age, conditions, pressure allowed, location and date of last inspection of all boilers. A further responsibility is the publication and distribution of copies of the rules adopted by the Board. Holding examinations and issuing certificates of competency to those who pass the examinations is also a Board responsibility.

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor which is a subsidiary of the Department of Manpower Affairs. The activity is carried out in concert with the Board of Elevator and Tramway Safety and the field inspectors inspect boilers, elevators and tramways. The Chief Inspector of Boilers is the Supervising Inspector of Elevators and Tramways.

PROGRAM: There are approximately 3,900 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. The goal of the Board of Boiler Rules is the elimination of all potential hazards inherent in boiler care and operation.

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Pertinent statistics for fiscal year ending June 30, 1978 are as follows:

Boilers	
Inspection Reports from Insurance Companies	3,117
Boilers inspected by Boiler Division Inspectors	279
Inspection Certificates Issued	2,502
Welders' Tests Examined (Originals and/or retests)	260
Welders' Certificates of Authority Renewed &/or Issued	692
Boiler Inspectors' Certificates of Authority Issued	21
Engineers & Operators' Licenses Issued &/or Renewed	1,398
Total Income	\$42,125.70

LICENSES, PERMITS, ETC.:

Boilers
Boiler Inspectors
Boiler Operators
Plant Engineers
Welders

PUBLICATIONS: Boiler Rules and Revised Boiler Law (free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$241 in FY 78 and are, by administrative decision included with those 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:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta 04333

Telephone: 289-3331

Floor: 6

Established: 1975

Sunset Review Required by: June 30, 1984

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: 7

Permanent Legislative Count: 9

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Occupational Safety and Health is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1977.

Compliance officers of the Division of Occupational Safety and Health visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

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In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultive visits with private employers to help them in compliance with Federal OSHA requirements.

The Board of Occupational Safety and Health held two public hearings during fiscal 1978. Minimum regulations for water/sewer operations were adopted, and the regulations previously adopted for fire fighting activities are being considered for revision.

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 78 are as follows:

Total Number of Calls	1,823
State Agency	452
Municipality	966
School District	172
County	14
Water/Sewer Dist.	88
Private/Courtesy	131
Recommendations	4,942

PUBLICATIONS:

Work injury and illness record keeping packages (free)
Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$49 in FY 78 and are, by administrative decision, included with those of Bureau of Labor.

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2015

Floor: 6

Established: 1972

Sunset Review Required by: June 30, 1984

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: 7

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 decertifica-

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tion 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 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 11%) and decertification election requests (down 14%) declined during the past fiscal year. Unit determination requests increased by 124%; bargaining agent election requests were up by 86% and fact finding requests remained unchanged. The prohibited practice complaint filings decreased by 22%; however, this particular statistic is offset by the fact that they increased by 100% in the previous fiscal year. Compared to fiscal year 1976, the prohibited practice complaint caseload represents a 57% increase. As may be anticipated, the processing of large numbers of prohibited practice complaint cases places a substantial burden on the administrative staff of the Maine Labor Relations Board since prohibited practice complaints generally involve at least two hearings and are among the most time-consuming of any of the services rendered by this Board. The foregoing statistics reveal a cogent fact: 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 has increased, that increase was substantial, i.e., from 50% to 100%.

The Maine Labor Relations Board broadened its scope of clientele considerably during the past fiscal year as the first phases of the bargaining process were initiated under the State Employees Labor Relations Act and representation elections were conducted for the Faculty and the Service and Maintenance Bargaining Units statutorily defined under the University of Maine Labor Relations Act. Collective bargaining agreements were concluded for the State Police and the Institutional Services Bargaining Units under the State Employees Labor Relations Act during the past fiscal year. Collective bargaining agreements for the remaining bargaining units representing State employees remain under negotiation and are approaching the fact-finding stage at the close of fiscal 1978.

During the past fiscal year (and its sixth year of operation), the Maine Labor Relations Board accepted 29 voluntary agreements on the establishment of bargaining units under the MPRLA, SELRA and UMLRA. Based upon stipulations filed by the parties, the Board was able to conduct bargaining agent elections for the Faculty Bargaining Unit of the University of Maine employees prior to the resolution of questions concerning all eligible job categories for that particular bargaining unit. The rate of voluntary agreements on bargaining units increased by 21% over the prior fiscal year.

As was the case with prior years, the clientele of the Maine Labor Relations Board has identified those areas which require substantial amounts of staff time and assistance. As has been noted, the time involved with prohibited practice complaint cases is substantial. Likewise, considerable amounts of staff time must be devoted to unit determination matters when hear-

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ings are required and reports written. The substantial case loads in the area of unit determination requests and prohibited practice complaint cases have consumed substantial portions of the Board's resources during the past year.

Unlike its mail balloting experience with State employees, the Maine Labor Relations Board determined that the bargaining agent elections for both the Service and Maintenance and Faculty Units of the University of Maine might best be conducted on an on-site basis. This practice allowed the conclusion of those elections in a more rapid manner than would otherwise have been possible. The Board had to devote 100% of its manpower to the accomplishment of these two particular elections, but, in doing so, was able to conclude them in a maximum of three days whereas mail balloting procedures would have taken, at a minimum, several weeks.

Legislatively, two acts were passed by the second session of the 108th Legislature affecting the operations of the Maine Labor Relations Board. "An ACT to Amend the University of Maine Labor Relations Act" became Chapter 641 of the Public Laws of 1978 and statutorily eliminated the creation of a "Classified Employees" bargaining unit at the Vocational-Technical Institutes and the State Schools for Practical Nursing, as was formerly created by Chapter 581 of the Public Laws of 1977. Second, "An ACT Clarifying the Definition of State Employee under the State Employees Labor Relations Act so as to Exclude Certain Attorneys Employed by the Attorney General's Office" was enacted as Chapter 642 of the Public Laws of 1977. This legislation amended Section 979-A, Sub-section 6, of the State Employees Labor Relations Act by adding an additional paragraph thereto which removes staff attorneys, assistant attorneys general, and deputy attorneys general in the Department of the Attorney General from coverage under the Act. In the meantime, county employees remain as the only group of public employees for whom collective bargaining rights have not been statutorily enacted.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	75	75				
Legislative Approp/ Alloc	159,935	159,935				
TOTAL RESOURCES	160,010	160,010				
EXPENDITURES						
Salaries and Wages	103,218	103,218				
State Share of Retirement	9,153	9,153				
Prof Service, Not by State	262	262				
Travel Expenses, In-State	7,042	7,042				
Travel Expense, Out-State	843	843				
Utilities	3,610	3,610				
Repairs	272	272				
Insurance	2,228	2,228				
General Operating Expense	7,335	7,335				
Other Supplies	835	835				
Equipment Purchases	1,113	1,113				
TOTAL EXPENDITURES	135,911	135,911				

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STATE APPRENTICESHIP COUNCIL

ALBERT A. ROWBOTHAM, CHAIRMAN

Frank L. Lockhart, Apprenticeship Specialist

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3331

Floor: 6

Established: 1943

Sunset Review Required by: June 30, 1984

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: 2

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 periods of one to four 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.

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 and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor. The Bureau Director exercises supervision over Council employees and the disbursement of funds. 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.

PROGRAM: The number of active apprenticeship training programs totalled 306 at the end of the fiscal year. This increase of 19 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 1,456, an increase of 47 over the previous fiscal year.

With the assistance of the National Association of State and Territorial Apprenticeship Directors, Inc., the Council has been approved by the federal Bureau of Labor as the registration agency for federal purposes. This reflects the Council's compliance with Title 29 CFR Part 29 "Labor Standards for the Registration of Apprenticeship Programs" by the Secretary of Labor. Maine is one of the six states that have brought their standards into compliance. The Council is now working to bring the states apprenticeship programs into compliance with Title 29 CFR Part 30. This part also provides policies and procedures for continuation or withdrawal of recognition of state agencies for registering of apprenticeship programs for Federal purposes. The purpose of this part is to promote equality of opportunity in apprenticeship by prohibiting discrimination based on race, color, religion, national origin, or sex in apprenticeship programs, and by coordinating this part with other equal opportunity programs.

The Council has taken the necessary steps to file the Rules and Regulations, which the Council has promulgated over the years, with the Secretary of State's office, to comply with the Administrative Procedure Act.

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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 1977/1978 are as follows:

	Apprenticeship	
New Programs Registered		64
Program Reactivated		1
Programs Cancelled		45
Program Suspended		1
Total Programs to July 1, 1978—306		
New Apprentices Registered		358
Apprentices Reinstated		2
Apprentices Completed		148
Apprentices Cancelled		154
Apprentices Suspended		7
Total Apprentices as of July 1, 1978—1,456		
Veterans Benefits—Applications Processed		144

LICENSES, PERMITS, ETC.:

Certificates: After certification by the employer or Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 26 MRSA, Sect. 1002 provides that expenditures of this unit, which amounted to \$325 in FY 78, shall be borne by Bureau of Labor and are, therefore, included in its financial display.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

HAROLD S. NODDIN, DIRECTOR

W.C. Weeks, Division Director, Research & Statistics

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3331

Floor: 6

Established: 1965

Sunset Review Required by: June 30, 1984

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 Bureau of Labor was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State 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 pur-

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pose 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 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: Since there were no appeals, the Board did not convene during the year.

The statistics for FY 78 are as follows:

Wage Determinations	88
Wage Investigations	1
Payment of Wages	\$259.42

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2016

Floor: 6

Established: 1909

Sunset Review Required by: June 30, 1984

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

Permanent Legislative Count: 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 sustained a 100% increase from the cases noted on its last report and handled 24 cases this current fiscal year. The current case load included two fact findings, sixteen arbitration cases and six private sector strike and wildcat strike situations. In the public sector, the cases involved the communities of: Augusta, Bangor, Belfast, Millinocket, Presque Isle, Rockland, Saco, South Portland and Waterville. The private sector cases involved: Fayscott Company in Dexter, Kayser-Roth in Gardiner, Lincoln Pulp & Paper in Lincoln, Biddeford Textile in Biddeford and Westpoint Pepperell Com-

MANPOWER

pany in Biddeford. Both Kayser-Roth and Lincoln Pulp and Paper involved wildcat strike situations.

A review of the issues heard by the Maine Board of Arbitration and Conciliation during Fiscal Year 1978 includes the following: (1) seniority, promotion and bid process (2) wages, retirement, clothing allowance, sick leave and recognition (3) retirement, past practice and vacations (4) layoff and recall (5) premium pay, standby and recall (6) pay while working and higher classifications (7) improper pay rates (8) work rule violations (9) wildcat strike (10) contract renegotiation (11) merit pay (12) suspension (13) seniority and past practice (14) violation of plant rules (16) wages and contract duration (17) suspension and demotion (18) discharge and (19) arbitrability.

Statistics indicate that the average days per case have fallen from previous levels to 2.46 days per case in fiscal year 1978. This represents a reduction from 3.46 days per case since fiscal year 1977. Since the number and complexity of issues being presented to the Board of Arbitration and Conciliation is growing, it is reasonable to assume that the average number of days per case may increase in the future. It is also reasonable to anticipate that such an increase will occur as the growing scope of issues referred to the Board of Arbitration and Conciliation indicates a greater confidence and familiarity with the services which can be rendered by it.

The Board's activity in assisting settlement in private sector strikes should be noted. The intensive involvement of Board personnel in private sector strike situations represents the first concerted use of the Board's conciliation function in many years. It has contributed greatly to labor peace as well as to the preservation of Maine jobs for Maine people. The substantial increase in the demand for services from the Maine Board of Arbitration and Conciliation indicates a recognition of the importance of the Board's functions and the great versatility to which the talents of its individual members can be devoted. It can be anticipated that the demand for the services of the Maine Board of Arbitration and Conciliation will continue to grow before stabilizing at a higher level.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to \$5,525 in FY 78, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2016

Floor: 6

Established: 1976

Sunset Review Required by: June 30, 1984

Maine State Government Reference Manual Data:

Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Unit Citation:* 26 M.R.S.A., Sect. 965

Average Count—All Positions: 0

Permanent Legislative Count: 0

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

MANPOWER

of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently eight appointees to the Panel of Mediators.

PROGRAM: The Panel of Mediators handled 82 mediation requests during fiscal year 1978. Ninety-six percent of these cases involved the public sector and the remaining 4% came from the private sector. The settlement rate for cases in both the public and private sectors during the past fiscal year was 52%. This is consistent with the settlement rates over the past five fiscal years which have ranged from 51% to 58% annually.

The statistics for fiscal year 1978 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 1.40. This compares favorably to a range of 1.58 to 1.93 mediation-man-days per case during the past five years. In the public sector, 33% of the cases referred to mediation proceeded to fact finding. During the previous four fiscal years this percentage has consistently ranged between 27% and 29%, thus representing a slight increase in referrals to fact finding.

The anticipated mediation case level for fiscal year 1979 will likely exceed the 82 cases of fiscal year 1978 and the mediation-man-days per case will likely increase. This prognostication results from "harder lines" involving the expenditure of municipal funds, the cyclical nature of the expiration dates of collective bargaining agreements, and longer and more complicated issues referred to the Panel of Mediators for resolution of first contracts under the more recently enacted State Employees Labor Relations Act and the University of Maine Labor Relations Act.

The capabilities of the mediation process were proven during the past fiscal year in the Community Dispute Mediation Project which involved the use of mediation services to settle non-labor-management disputes. This project was funded by the Maine Council for the Humanities and Public Policy and involved the voluntary usage of trained mediation personnel in civil District Court cases, most frequently involving small claims. The project could be termed very successful as, over several samplings, it achieved consistent settlement rates in the 75% range. This is half again more successful than the settlement rate produced by mediation in labor-management disputes. Such a program should receive additional evaluation, preferably from a joint committee of mediators, project participants and District Court personnel, to determine if it should be continued on a permanent basis, the geographic areas of the State where it could be practically deployed, and the types of cases which might properly be referred to it. The project itself established that mediation, as a technique, was an effective dispute resolution mechanism which is expeditious, relieves court dockets, and leaves the disputants with a mutually acceptable settlement.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 26 MRSA, Sect. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to \$9,966 in FY 78, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

MANPOWER

**DISPLACED HOMEMAKERS
ADVISORY COUNCIL**

ABIGAIL O. WINSTON, CHAIRMAN

Central Office:

Location: 20 Union Street, Augusta

Mail Address: 20 Union Street, Augusta, Maine 04330

Telephone: 289-3431

Established: October 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 04; *Umbrella:* 94; *Unit:* 390; *Unit Citation:* 26 M.R.S.A., Sect. 1604

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: One of the major goals of the Council is to establish a 2-year multipurpose service program to provide necessary training, counseling, and referral services for displaced homemakers. This program will be designed to provide services to displaced homemakers so that they may enjoy the independence and economic security vital to a productive life and thus become self-sufficient members of society. This Council in cooperation with the Commissioner of Manpower Affairs may contract with public or private sources to achieve the goals outlined in the Legislation including the service program that must include all types of counseling, training, education, and other assistance to displaced homemakers.

The Council has the overall responsibility for monitoring and evaluating the projects and may hold public hearings to determine the types of considerations that displaced homemakers may need in a geographical area.

ORGANIZATION: The Council consists of the Commissioner of Manpower Affairs, or the Commissioner's designee, and nine other individuals who are appointed by the Governor and who have experience in dealing with the problems of displaced homemakers, career counseling, or adult vocational education.

Furthermore, the Council administers an educational and training loan fund that was set up to act as a revolving fund. In addition to this, the Council may also accept private sources of funding or contributions to supplement this loan fund.

PROGRAM: The Displaced Homemakers Advisory Council was just established in October of 1977 and thus had no activities during the FY 1978. A grant was awarded to the University of Maine to operate the program during 1978-1979.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Department of Manpower Affairs.

MANPOWER

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**



DEPARTMENT OF CONSERVATION

RICHARD E. BARRINGER, COMMISSIONER

NANCY ROSS, Director of Policy Planning and Program Services

Central Office:

Location: AMHI—Ray Building, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2212

Floor: 2

Established: 1973

Sunset Review Required by: June 30, 1984

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: 265.5

Permanent Legislative Count: 219

Organizational Units:

Division of Planning and
Program Services

Land Use Regulation Commission

Bureau of Public Lands

Coastal Island Registry

Bureau of Forestry

Maine Forest Authority

Mapping Advisory Committee

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

Maine Geological Survey

Maine Mining Bureau

Northeastern Forest Fire Protection Commission

State Board of Certification for Geologists and Soil
Scientists

Board of Registration of Professional Foresters

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.

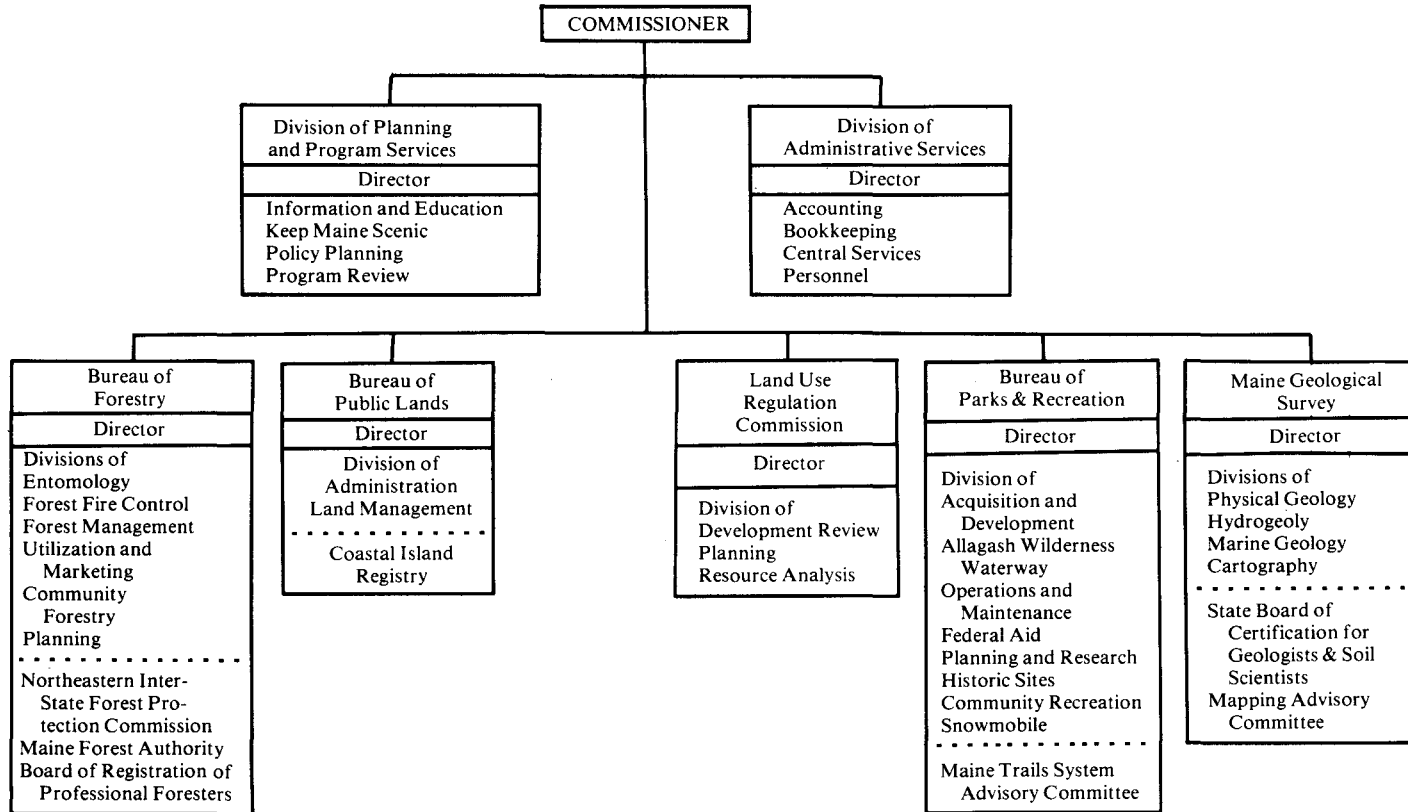
ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized 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) 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 provides the support services of personnel, budget, audit, accounting, bookkeeping, and central office services. (see separate listing for detailed report on this Division).

ORGANIZATIONAL CHART DEPARTMENT OF CONSERVATION



NATURAL RESOURCES

NATURAL RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 78 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	8,571,445	927,398	2,928,130		697,891	4,018,026
Bal Brt Fwd— Encumbered	615,828	202,055	221,574		94,235	97,964
Licenses/Permits/Fees/Tax	1,003,394		1,003,394			
Fines/Forfeits/Penalties	3,142		3,142			
Interest/Investment/ Rents	134,892		138			134,754
Revenue From Federal Govt	2,345,111		1,601,591			743,520
Revenue From Local Govts	4,072		4,072			
Revenue—Private Sources	19,356		19,356			
Fees Charged For Services	89,069		88,404			665
Receipts From Other Funds	160,749		160,749			
Legislative Approp/Alloc	9,044,400	9,044,400				
Adjustment of Balance Fwd	—3,544	702,552	—21,912		—682,364	—1,820
Transfers—Non-Federal \$	432,442	—851,211	1,283,653			
Transfers—Federal \$	44,234		44,234			
TOTAL RESOURCES	22,464,590	10,025,194	7,336,525		109,762	4,993,109
EXPENDITURES						
Salaries and Wages	4,721,106	4,055,600	627,639		14,216	23,651
State Share of Retirement	604,420	534,574	67,862		612	1,372
Prof Service, Not By State	1,249,625	581,422	654,636		6,112	7,455
Computer Service, By State	3,685	2,933	752			
Other Prof. Serv., By State	9,143	1,834	6,509			800
Travel Expenses, In-State	97,072	78,921	17,360		92	699
Travel Expense, Out-State	20,432	15,921	4,511			
Operation—State Vehicles	388,381	354,565	33,375		14	427
Utilities	162,092	149,436	12,260		61	335
Rents	782,135	779,524	2,347		88	176
Repairs	198,367	139,339	28,445		29,652	931
Insurance	146,118	124,449	21,146		29	494
General Operating Expense	2,568,310	386,981	2,180,064		227	1,038
Food	5,734	4,576	1,158			
Fuel	39,280	38,824	456			
Other Supplies	652,226	204,211	447,026		192	797
Grants to Local Govts.	474,474	295,848	174,226			4,400
Grants to Pub. & Priv. Orgs.	16,486		16,486			
Misc. Grants to Individual	4,338		4,338			
Pensions	51,866	51,571	169			126
Land And Land Rights	129,673	2,425				127,248
Buildings & Improvements	173,400	6,463	88,095			78,842
Equipment Purchases	670,833	558,950	111,235			648
Structures & Improvements	472,237	72,193	154,688			245,356
Equipment Construction	—545		—545			
Trans. to Gen.-Fund Sta-Cap	38,996		38,242		754	
TOTAL EXPENDITURES	13,679,884	8,440,560	4,692,480		52,049	494,795

NATURAL RESOURCES

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services.

Division of Planning and Program Services. Establishment of the position of Director of Public Information in March allowed the division to define and begin implementing a coordinated information and education program for the Department. The objectives of the program are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote interdepartmental understanding and cooperation. The information and education section prepares and distributes news releases and feature stories, prepares and revises informational folders and maintains a photo file. The section engages in special projects, such as mailings and materials for Arbor Week. As a service to other programs in the department, the information and education section has, in the past six months, distributed news clippings twice each week, maintained a master "Conservation Calendar", distributed audio-visual materials and equipment, prepared a departmental directory, reviewed reports and publications, and coordinated a compilation of departmental rules and regulations.

In addition, a Land Use Handbook, designed to help residents of the unorganized territory and plantations of the State understand and comply with Land Use Regulation Commission requirements, is being prepared.

A program review of the Bureau of Forestry was completed in April. Assistance is being provided to the Bureau of Parks and Recreation in developing a Parks Plan. An evaluation and review of each program in the Department has begun as the first step in establishing a Management, Planning, and Budget System for the Department.

The division conducted several economic and policy studies including an appraisal of where heavy industry should be located on the Maine coast for the Governor's Advisory Committee on Coastal Conservation and Development, an assessment of the economic impacts of the proposed Dickey-Lincoln Project in the State of Maine for the Governor's Citizen Dickey-Lincoln Advisory Committee, and a study of the feasibility of a forest landowner's management and marketing cooperative in Piscataquis County for the Eastern Maine Development District.

The division also coordinated the development and review of the Department policy papers, legislative programs, federal grant applications, and affirmative action.

The personnel count and fiscal report of the Commissioner's Office and the Division of Planning and Program Services are included in the financial display of the Division of Administrative Services.

PUBLICATIONS:

The Economics of Dickey-Lincoln from Maine's Perspectives, September, 1977.

Financial Aid available from the Department of Conservation.

Where Should Heavy Industry be Sited in Coastal Maine?, prepared for the Governor's Advisory Committee on Coastal Development and Conservation, February, 1978.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NATURAL RESOURCES

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	4,871,837	2,951	275,595		575,265	4,018,026
Bal Brt Fwd— Encumbered	201,171	2,244	6,728		94,235	97,964
Interest/ Investment/ Rents	134,754					134,754
Revenue From Federal Govt	851,520		108,000			743,520
Revenue—Private Sources	500		500			
Fees Charged For Services	665					665
Receipts From Other Funds	625		625			
Adjustment of Balance Fwd	—18,875	689,618	—37,173		—669,500	—1,820
Transfers—Non-Federal \$	156,234	156,234				
Transfers—Federal \$	13,205		13,205			
TOTAL RESOURCES	6,211,636	851,047	367,480			4,993,109
EXPENDITURES						
Salaries and Wages	48,310	13,254	11,405			23,651
State Share of Retirement	3,804	1,569	863			1,372
Prof Service, Not By State	4,832	—4,413	1,790			7,455
Other Prof. Serv., By State	800					800
Travel Expenses, In-State	1,922	1,125	98			699
Operation—State Vehicles	429		2			427
Utilities	402	7	60			335
Rents	186		10			176
Repairs	100,344	83,951	15,462			931
Insurance	1,063	453	116			494
General Operating Expense	1,452	388	26			1,038
Other Supplies	1,576	659	120			797
Grants to Local Govts.	6,525	2,125				4,400
Pensions	126					126
Land And Land Rights	127,248					127,248
Buildings & Improvements	86,848	5,193	2,813			78,842
Equipment Purchases	858	210				648
Structures & Improvements	427,012	70,392	111,264			245,356
Trans. to Gen.-Fund Sta-Cap	466		466			
TOTAL EXPENDITURES	814,203	174,913	144,495			494,795

BUREAU OF FORESTRY

JOHN S. WALKER, DIRECTOR

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04330

Telephone: 289-2791

Established: 1891

Sunset Review Required by: June 30, 1984

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: 154

Permanent Legislative Count: 142.5

Organizational Units:

Division of Forest Management

Division of Utilization and Marketing

Division of Forest Fire Control

Forest Insect Manager

Division of Community Forestry

Div. of Planning, Evaluation and Research

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

NATURAL RESOURCES

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 6 functional divisions. They are Forest Fire Control, Forest Management, Utilization and Marketing, Entomology, Community Forestry, and Planning, Evaluation and Research. 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.

During 1978, two new divisions were administratively created. They are the Division of Community Forestry and the Division of Planning Evaluation and Research.

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, 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 78 service foresters gave technical assistance to 3,900 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

NATURAL RESOURCES

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 1978, a spruce budworm spraying project was completed covering 1,145,000 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 continues to support research on improved control methods.

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— $\frac{1}{2}$ 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 1977* there were 975 forest fires burning 1007.5 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 several large lightning caused fires, the most noteworthy being the Baxter State Park fire of 3,500 acres.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1977 the following prevention measures were accomplished.

1. Supplied radio and TV stations with taped fire prevention messages.
2. Circulated "Smokey Bear" programs in 35 schools talking to 4,000 school children.
3. Mailed 3,500 Junior Forest Ranger Kits.
4. Issued 431 summons for violations with 128 convictions.
5. Made over 5,000 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, 910 training sessions were conducted, 15,230 people received training, and 2,323 individuals received certificates of completion.

*These figures are for the calendar year 1977. Fiscal year figures are unavailable.

Division of Entomology. The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. General tree conditions are more severe and insect population level is on the increase and more widespread than in 1977. Recommendations to the Forest Insect Manager for control action included 1,200,000 acres for 1978. Representative field samples were analyzed in field laboratories. Research tests were planned and conducted and financed in cooperation with University of Maine at Orono, Federal and control project personnel. Improved survey and sampling techniques extends spruce budworm commitment over most of the year.

Other survey and active control projects were implemented for the elimination of browntail moth on mainland and islands in the Casco Bay area, and for white pine blister rust in 40 municipalities. The general forest insect and disease survey was conducted statewide resulting in 750 separate insect collections at the Augusta laboratory for analysis, evaluation and recording. Improvements in the survey system enhanced the quality of insect collections and resulting data. Municipal requests for advice and technical assistance continues on Dutch elm disease although financial assistance was terminated with the conclusion of the program at the end of fiscal 1977. Technical assistance and financial aid was given to 69 municipalities under the public shade tree planting program.

The Office provided identification and control advice to the public, including small landowners, on a variety of pests of homegrounds, and stored products. Further information and

NATURAL RESOURCES

advice was dispensed concerning pests which attack humans, households and pets. The Office also issued 749 Gypsy Moth permits to shippers of wood products to Canadian points.

Additional state and federal responsibilities were added by the Public Nuisance designation law and oak wilt quarantine regulations.

Division of Community Forestry. This Division was created in April, 1978 to administer and strengthen the programs of the Shade Tree Planting Program and the State Forest Nursery. The Division provides financial and technical assistance to municipalities in planting and caring for community trees. During FY 78, 62 municipalities participated in the Shade Tree Planting Program. The State Forest Nursery grows and distributes (at cost) tree seedlings for reforestation as well as shrubs for wildlife. During FY 78, about 1.8 million seedlings were sold.

Division of Planning, Evaluation, and Research. Created in April 1978, the Division coordinates Maine Forest Service activities on resource inventory, assessment of forestry issues for the Resources Planning Act process, and conducts general planning and evaluation work for the Bureau. It will (1) coordinate resource teams dealing with specific forestry issues in Maine, (2) coordinate special policy reviews as needed, and (3) take lead responsibility for development of the State Forestry Plan required for future United States Forestry Service funding.

LICENSES, PERMITS, ETC.:

Permit:

- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

Registration:

- Christmas Tree Transporters

PUBLICATIONS:

- So Distinguished a Forest: Only In Maine
- Forest Campsites
- Can We Afford Our Idle Land
- Woodland Management Service Available to You
- Maine Forest Facts
- Primary Processor Newsletter
- Spruce Budworm Marketing Guide
- 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 1977
- Pesticide and Stream Insects
- Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage
- The Spruce Budworm Threat to Maine Forests
- Saddled Prominent Complex in Maine
- Saddled Prominent Outbreak of 1970-1971 and its Damage
- Cleaning and Weeding Paper Birch—A 24 Year Case History

All publications are free.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NATURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
BUREAU OF FORESTRY						
RESOURCES						
Bal Brt Fwd—Unencumbered	1,864,097	924,447	934,230		5,420	
Bal Brt Fwd— Encumbered	317,000	163,744	153,256			
Licenses/ Permits/ Fees/ Tax	371,012		371,012			
Revenue From Federal Govt	1,404,326		1,404,326			
Revenue—Private Sources	6,292		6,292			
Fees Charged For Services	187		187			
Receipts From Other Funds	490		490			
Legislative Approp/ Alloc	6,511,228	6,511,228				
Adjustment of Balance Fwd	152	5,898	—326		—5,420	
Transfers—Non-Federal \$	173,906	—1,076,850	1,250,756			
TOTAL RESOURCES	10,648,690	6,528,467	4,120,223			
EXPENDITURES						
Salaries and Wages	2,563,295	2,372,141	191,154			
State Share of Retirement	357,982	339,867	18,115			
Prof Service, Not By State	1,071,469	552,391	519,078			
Computer Service, By State	1,886	1,886				
Other Prof. Serv., By State	5,747	229	5,518			
Travel Expenses, In-State	69,832	63,209	6,623			
Travel Expense, Out-State	14,165	12,717	1,448			
Operation—State Vehicles	294,023	292,830	1,193			
Utilities	98,897	96,472	2,425			
Rents	773,395	771,768	1,627			
Repairs	48,520	44,930	3,590			
Insurance	78,989	73,100	5,889			
General Operating Expense	2,456,077	310,814	2,145,263			
Food	2,465	2,359	106			
Fuel	36,375	36,363	12			
Other Supplies	564,109	139,457	424,652			
Grants to Local Govts.	227,174	197,111	30,063			
Pensions	42,171	42,171				
Land And Land Rights	2,425	2,425				
Buildings & Improvements	77,270	1,270	76,000			
Equipment Purchases	481,028	411,168	69,860			
Structures & Improvements	9,801	1,801	8,000			
Trans. to Gen.-Fund Sta-Cap	10,880		10,880			
TOTAL EXPENDITURES	9,287,975	5,766,479	3,521,496			

NATURAL RESOURCES

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3821

Established: 1935

Sunset Review Required by: June 30, 1984

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: 45.5

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

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 preserve, protect, develop and manage the Allagash Wilderness Waterway; 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 the Maine Trails System Advisory Committee (created in 1973).

PROGRAM:

Division of Acquisition and Development. Several possible acquisitions were reviewed and three were consummated. A 10 acre beach parcel on Cold Stream Pond in Enfield was purchased and leased to the town; a ten acre inholding at Wolf Neck Woods was purchased; and a 123 acre gift at Spring Brook in Camden Hills State Park was accepted.

Three construction projects including an expansion by 70% in capacity at Damariscotta Lake State Park, and development of facilities at a regional park in Boothbay Harbor were completed. Minor improvements to various parks were made, as well as considerable repairs to coastal parks damaged by the severe winter storms.

A boat access site was constructed on state controlled land at Wytopotlock. Grants and technical assistance permitted the development of locally owned sites at Norcross Point, Winthrop; Sebec Lake, Dover-Foxcroft; Penobscot River, Lincoln; Alford Lake, Hope; Penesseewassee Lake, Norway; Kennebec River, Gardiner; Casco Bay, Portland; Wilson Pond, Monmouth; Presque Isle Stream, Presque Isle; Molasses Pond, Eastbrook; and Green Lake in Ellsworth. A developed, state owned site on Sebasticook Lake in Newport was leased to the town for maintenance.

Division of Operations and Maintenance. This Division over the past fiscal year has operated and maintained for the public's enjoyment, 28 state parks, 18 memorials, 50 boat launch areas, the Songo Lock and the Allagash Wilderness Waterway.

NATURAL RESOURCES

It is also responsible for the surveillance of 50 undeveloped properties and the monitoring of 12 conservation easements, along with 52 town operated, state owned parks and launch sites.

Marking of hazards to navigation in Maine lakes and issuing buoying permits are additional duties.

Snowmobile Division. During the past fiscal year the division worked closely with the 283 snowmobile clubs, assisting in the development of membership programs, trail development planning and winter maintenance.

The Division processed 180 club grooming grant applications and approved 177. Twenty municipalities participated in the municipal grant program, which increased the total mileage of marked and groomed trail at the community level by 342, bringing the total to 992 miles. The plan developed by the Northern Maine Regional Planning Commission calling for a north-south trail of approximately 365 miles is now being implemented.

The Division issued 215 trail marking kits to clubs, recreation departments and conservation commissions. Additionally, five (5) major areas were administered by the Bureau. The total length of trail administered at the State is now approximately 350 miles. Grants were made to three (3) individuals which continued the availability of approximately seventy-five (75) miles of heavily used trail, primarily in unorganized areas of the State.

A major undertaking during the past fiscal year was to spark the interest of local governments in cooperative trail development in view of providing trails connecting communities. This effort was well received and provides high quality trails which are under local control and administration, supplemented by state financial and technical assistance. The participation by local government has increased substantially and all indications are that it will continue.

A Division representative served as a special resource person to the trail grooming workshops at the Tenth Annual International Snowmobile Congress held in Toronto, Ontario and was elected as one of the co-chairpersons of the International Snowmobile Administrators Association for the next fiscal year.

Division of Federal Aid. During Fiscal Year 1978 this division secured approval on 39 projects involving \$1,339,953 in federal funds from the Land and Water Conservation Fund. There were three State-sponsored projects for \$65,900 and 36 municipally sponsored projects for \$1,274,053. These figures represent 50% of the project costs.

Division of Planning and Research. During the past fiscal year, this division was primarily involved in special studies, including the Penobscot River Report (East and West Branches); a survey of day-use State Park visitors; the completion of an outdoor recreation use and preference survey of Maine residents, including the publication of a summary of results; and the publication of the summary of the 1977 Maine Comprehensive Outdoor Recreation Plan.

New studies initiated include an economic impact study of selected day-use State Parks; a survey of Allagash Waterway users; recreation inventories and local analyses by contract with Regional Planning Commissions; and a Statewide Trails Study.

Division of Community Recreation. Technical assistance was provided to 35 communities. Thirty-three small grants to municipalities were processed, as well as three conservation commission grants. A number of additional State-owned areas have been leased to communities. Two statewide surveys were conducted: one on municipal tennis court use and the other of public recreation fee schedules. One edition of a statewide recreation newsletter was published.

Historic Sites Division. Public use recorded for State Historic Memorials during 1977 totaled 277,036. While 32,956 less than recorded in 1976 (Bicentennial year), this was an increase of 17,793 over 1975.

Long range historic preservation studies made in 1976 by citizen groups, legislators, staff members from cultural agencies and the Bureau resulted in an action plan to address the structural repair needs of the State Historic Memorials. Funds for repairs to Fort Knox, Montpelier, Fort Halifax, Katahdin Iron Works and the Peacock Tavern were provided through a grant from the federal Economic Development Administration. The grant was in the amount of \$75,000 and the repairs are now well underway.

The amount of \$12,000 for the initial development of the Fort House at Colonial Pemaquid was assigned from the Area Development Bond Issue. This amount was matched by a National Register of Historic Places Grant, and the restoration project will be completed in the spring of 1979. An archeological survey, base line grid system and site mapping project has also been initiated for the state lands at Colonial Pemaquid. A conservation survey of the

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Pemaquid Artifact Collection was completed and a team of archeologists are revealing more evidence of the Officer's Quarters within the walls of the 1692 Fort William Henry.

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 and Memorials
5. Rules & Regulations for the Allagash Waterway

All publications available at no charge.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	1,326,163		1,216,401		109,762	
Bal Brt Fwd— Encumbered	76,267	24,459	51,808			
Licenses/Permits/Fees/Tax	618,415		618,415			
Revenue From Federal Govt	23,188		23,188			
Revenue from Local Govts	4,072		4,072			
Revenue—Private Sources	12,564		12,564			
Fees Charged For Services	3,984		3,984			
Receipts from Other Funds	1,777		1,777			
Legislative Approp/ Alloc	1,832,360	1,832,360				
Adjustment of Balance Fwd	2,188	—108	2,296			
Transfers—Non-Federal \$	66,071	33,174	32,897			
TOTAL RESOURCES	3,967,049	1,889,885	1,967,402		109,762	
EXPENDITURES						
Salaries and Wages	1,407,852	1,219,696	173,940		14,216	
State Share of Retirement	166,021	143,222	22,187		612	
Prof Service, Not By State	59,512	13,643	39,757		6,112	
Computer Service, By State	859	859				
Other Prof. Serv., By State	1,560	958	602			
Travel Expenses, In-State	7,989	3,034	4,863		92	
Travel Expense, Out-State	1,584	1,022	562			
Operation—State Vehicles	73,586	56,812	16,760		14	
Utilities	39,001	34,215	4,725		61	
Rents	616	123	405		88	
Repairs	41,951	7,252	5,047		29,652	
Insurance	45,993	37,617	8,347		29	
General Operating Expense	47,866	23,250	24,389		227	
Food	924	889	35			
Fuel	2,877	2,461	416			
Other Supplies	58,166	44,446	13,528		192	
Grants to Local Govts.	240,775	96,612	144,163			
Grants to Pub. & Priv. Orgs.	16,486		16,486			
Misc. Grants to Individual	4,338		4,338			
Pensions	9,499	9,330	169			
Buildings & Improvements	9,265		9,265			
Equipment Purchases	173,936	142,631	31,305			
Structures & Improvements	35,138		35,138			
Equipment Construction	—545		—545			
Trans. to Gen.-Fund Sta-Cap	10,724		9,970		754	
TOTAL EXPENDITURES	2,455,973	1,838,072	565,852		52,049	

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MAINE GEOLOGICAL SURVEY

ROBERT G. DOYLE, DIRECTOR

WALTER A. ANDERSON, Assistant Director

Central Office:

Telephone: 289-2801

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1984

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: 5

Organizational Units:

Administration & Cartography

Hydrogeology Division

Physical Geology Division

Marine Geology Division

PURPOSE: The Maine Geological Survey 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 Survey 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 house the State Board of Certification for Geologists and Soil Scientists; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey 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 Maine Geological Survey through the membership of the State Geologist (Director of the Survey). The State Geologist, by virtue of his office, is also administrator to the Maine Mining Bureau as well as its 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 Maine Geological Survey.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Maine Geological Survey 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. Furthermore the 108th Legislature in Chapter 360 repealed the Maine Mining Bureau and reassigned its statutory responsibilities to the Maine Geological Survey and to the Bureau of Public Lands.

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 increasing with the stimulus of new metals finds in Northern Maine. One mining operation and one in development now occur on State land. Revenue from royalties is increasing annually from such operations.

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.

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 Geological Survey 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

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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 Geological Survey, 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.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Prospectors Permits
2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery & Explosives for Prospecting

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

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 Maine Mining Law for State-owned Lands, July 1978. (price: \$1.00).

The Bureau has many more maps and publications; a complete list may be obtained upon request.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NATURAL RESOURCES

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	37,897		37,897			
Licenses/Permits/Fees/Tax	13,967		13,967			
Interest/Investment/Rents	138		138			
Revenue From Federal Govt	20,633		20,633			
Fees Charged For Services	4,146		4,146			
Receipts from Other Funds	1,113		1,113			
Legislative Approp/Alloc	144,352	144,352				
Adjustment of Balance Fwd	13,889		13,889			
Transfers—Non-Federal \$	9,659	9,659				
Transfers—Federal \$	14,634		14,634			
TOTAL RESOURCES	260,428	154,011	106,417			
EXPENDITURES						
Salaries and Wages	172,865	116,282	56,583			
State Share of Retirement	14,824	11,412	3,412			
Prof Service, Not By State	2,800		2,800			
Computer Service, By State	52	52				
Other Prof. Serv., By State	3	3				
Travel Expenses, In-State	1,985	1,208	777			
Travel Expense, Out-State	1,463	705	758			
Operation—State Vehicles	7,761	1,955	5,806			
Utilities	5,580	5,564	16			
Rents	2,370	2,370				
Repairs	288	251	37			
Insurance	3,358	2,468	890			
General Operating Expense	4,941	1,540	3,401			
Other Supplies	—524	—1,950	1,426			
Buildings & Improvements	17		17			
Equipment Purchases	774	774				
Trans. to Gen.-Fund Sta-Cap	5,026		5,026			
TOTAL EXPENDITURES	223,583	142,634	80,949			

MAINE LAND USE REGULATION COMMISSION

KENNETH G. STRATTON, DIRECTOR

Central Office:

Telephone: 289-2631

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1984

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 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.

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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 fiscal year 1978, the Maine Land Use Regulation Commission continued the rezoning of its jurisdiction. This rezoning is being done pursuant to the new *Land Use Districts and Standards* developed by the Commission and based upon the *Comprehensive Land Use Plan for the Plantations and Unorganized Townships of the State of Maine*. To date, the Commission has initiated this rezoning process in approximately 100 of the 462 townships in its jurisdiction.

The Commission stepped up its program of providing planning assistance to local communities within its jurisdiction that have indicated a desire to exercise land use controls at the local level. Through the State's "208" Water Quality Program, the Commission has undertaken a survey of erosion and sedimentation problems associated with forestry operations. In addition, the Commission has continued its other programs, specifically, the Citizens Advisory Board, regional office in Presque Isle, and various educational and informational efforts.

Throughout FY 78, the Commission reviewed and acted upon approximately 700 applications for buildings, subdivisions, developments and forestry operations. Under a "one-stop" permitting program, the Commission is the lead agency for processing of land use permit applications in the unorganized towns and plantations. This new program eliminates the need for the public to apply to several agencies having overlapping authorities; only a single application to the Commission is needed in normal circumstances.

LICENSES, PERMITS, ETC.:

Permits:

- Building (Plantation and Unorganized Townships)
- 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
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	Complete Set \$2.00
Land Use Districts and Standards (may be purchased individually for \$1.00)	
General Provisions	
Delegation of Authority to Staff	
Rules of Practice	
Rules for the Conduct of Public Hearings	
Sewage Disposal Regulations for Dwellings	
Regulation of Public Utilities	
Variances	
Interim Regulations for Applications	

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NATURAL RESOURCES

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 Fw—Unencumbered	8,569		8,569			
Bal Brt Fwd— Encumbered	11,734	11,473	261			
Revenue From Federal Govt	17,945		17,945			
Legislative Approp/ Alloc	310,521	310,521				
Adjustment of Balance Fwd	—270	—270				
Transfers—Non-Federal \$	4,730	4,730				
TOTAL RESOURCES	353,229	326,454	26,775			
EXPENDITURES						
Salaries and Wages	170,517	155,303	15,214			
State Share of Retirement	19,367	17,566	1,801			
Prof Service, Not By State	19,950	18,782	1,168			
Computer Service, By State	397	86	311			
Other Prof. Serv., By State	273	273				
Travel Expenses, In-State	10,313	8,975	1,338			
Travel Expense, Out-State	792	792				
Operation—State Vehicles	2,629	2,028	601			
Utilities	6,386	6,386				
Rents	4,613	4,613				
Repairs	515	515				
Insurance	5,277	4,583	694			
General Operating Expense	40,589	39,760	829			
Food	1,319	1,318	1			
Other Supplies	18,006	17,700	306			
Pensions	70	70				
Equipment Purchases	3,655	3,222	433			
Trans. to Gen.-Fund Sta-Cap	985		985			
TOTAL EXPENDITURES	305,653	281,972	23,681			

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

A. TEMPLE BOWEN, JR., DIRECTOR

Central Office:

Telephone: 289-3861

Location: AMHI—Ray Building, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1984

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: 15

Permanent Legislative Count: 13

PURPOSE: Under the overall supervision of the Director of Administrative Services, this office assists the Commissioner and Bureau Directors in 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 consists of four sections. The Accounting Section is responsible for all accounting services, fiscal management, audit, budget development, work programs, 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

NATURAL RESOURCES

programs, processing all personnel actions, advising 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 financial planning and control, property accounting, budgeting, bookkeeping, personnel functions, internal audit and accounting, both State and Federal.

The primary program of the Division of Administrative Services is to provide day-to-day support services in those areas of responsibility listed above. Services are provided on a Department-wide basis for both Bureaus (functional) and Regions (geographic).

As time and staff permit, the Division has an ongoing program to develop improved management systems for conducting the Department's clerical, fiscal, and personnel functions.

Special programs that were conducted in 1977-78 under the direction of the Division included (1) collective bargaining, (2) organization and development of regional offices, (3) acquisition of the Presque Isle headquarters, and (4) construction of a new parking facility at the Ray Building.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	3,562		3,562			
Bal Brt Fwd— Encumbered	135	135				
Revenue from Federal Govt	27,499		27,499			
Fees Charged for Services	—14		—14			
Legislative Approp/ Alloc	239,239	239,239				
Adjustment of Balance Fwd	—30	—30				
Transfers—Non-Federal \$	3,858	3,858				
Transfers—Federal \$	8,000		8,000			
TOTAL RESOURCES	282,249	243,202	39,047			
EXPENDITURES						
Salaries and Wages	181,399	170,554	10,845			
State Share of Retirement	21,231	19,947	1,284			
Prof Service, Not By State	9,493	994	8,499			
Computer Service, By State	50	50				
Travel Expenses, In-State	1,524	1,370	154			
Travel Expense, Out-State	685	685				
Operation—State Vehicles	907	907				
Utilities	6,792	6,792				
Rents	950	650	300			
Repairs	2,405	2,405				
Insurance	6,248	5,981	267			
General Operating Expense	8,728	8,436	292			
Food	16	10	6			
Other Supplies	3,262	3,187	75			
Equipment Purchases	945	945				
Trans to Gen-Fund Sta-Cap	579		579			
TOTAL EXPENDITURES	245,214	222,913	22,301			

NATURAL RESOURCES

BUREAU OF PUBLIC LANDS

LEE M. SCHEPPS, DIRECTOR
BARBARA COTTRELL, Resources Administrator

Central Office:

Location: AMHI—Ray Building, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3061

Established: 1973

Sunset Review Required by: June 30, 1984

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: 0

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.

NATURAL RESOURCES

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 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:

Management plans for specific parcels, as available. \$1 per copy.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NATURAL RESOURCES

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	450,379		442,935		7,444	
Bal Brt Fwd— Encumbered	9,521		9,521			
Fees Charged For Services	76,411		76,411			
Receipts From Other Funds	156,744		156,744			
Adjustment of Balance Fwd	—588	7,444	—588		—7,444	
Transfers—Federal \$	8,395		8,395			
TOTAL RESOURCES	700,862	7,444	693,418			
EXPENDITURES						
Salaries and Wages	165,735		165,735			
State Share of Retirement	19,878		19,878			
Prof Service, Not By State	81,544		81,544			
Computer Service, By State	441		441			
Other Prof. Serv., By State	368		368			
Travel Expenses, In-State	3,346		3,346			
Travel Expense, Out-State	1,743		1,743			
Operation—State Vehicles	9,013		9,013			
Utilities	5,034		5,034			
Rents	5		5			
Repairs	4,309		4,309			
Insurance	4,599		4,599			
General Operating Expense	5,074		5,074			
Food	1,010		1,010			
Fuel	28		28			
Other Supplies	6,911		6,911			
Equipment Purchases	9,637		9,637			
Structures & Improvements	286		286			
Trans. to Gen.-Fund Sta-Cap	9,938		9,938			
TOTAL EXPENDITURES	328,899		328,899			

COASTAL ISLAND REGISTRY

**BARBARA COTTRELL,
RESOURCES ADMINISTRATOR, BUREAU OF PUBLIC LANDS**

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3061

Established: 1973

Sunset Review Required by: June 30, 1984

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.

NATURAL RESOURCES

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:

Management Plan for Unregistered Islands.

Fee: Cost of reproduction. Also available at Bureau’s offices in Augusta during normal business hours.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit’s accounts as recorded in the files of the Bureau of the Budget’s PLA-BAC system.

COASTAL ISLAND REGISTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,279		2,279			
Fees Charged For Services	540		540			
Legislative Approp/Alloc	6,700	6,700				
Adjustment of Balance Fwd	—10		—10			
TOTAL RESOURCES	9,509	6,700	2,809			
EXPENDITURES						
Travel Expenses, In-State	110		110			
General Operating Expense	64		64			
Trans to Gen-Fund Sta-Cap	1		1			
TOTAL EXPENDITURES	175		175			

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

RAY GIGLIO, CHAIRMAN
HERBERT HARTMAN, Director

Central Office:

Telephone: 289-3821

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1984

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: 0

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.

NATURAL RESOURCES

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: The report on the problems and conflicts of the trail groups and projects begun in 1977 is still in preparation.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

KEEP MAINE SCENIC COMMITTEE

MARSHALL T. WIEBE, COORDINATOR

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2212

Established: 1965

Sunset Review Required by: June 30, 1984

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: 0

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 four 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 1,479 separate showings and 52,624 viewers. Most of these viewers were Maine school students. Numerous requests for information on litter, outdoor advertising laws and community improvement projects were filled. Furthermore, materials were mailed to all garden clubs in the State.

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Promotion. Sears, Roebuck and Company again supported the annual Keep Maine Scenic Community Award which went to the Town of Farmington. 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 feature article was 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.

Research. A continuing analysis of roadside litter was conducted. Research concerning off-premise advertising signs was completed.

Enforcement. Mailings of the Litter Control Act were made to concerned organizations and businesses.

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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	500		500			
Fines/Forfeits/Penalties	3,142		3,142			
Transfers—Non-Federal \$	17,984	17,984				
TOTAL RESOURCES	21,626	17,984	3,642			
EXPENDITURES						
Salaries and Wages	8,370	8,370				
State Share of Retirement	991	991				
Prof Service, Not By State	25	25				
Other Prof. Serv., By State	371	371				
Operation—State Vehicles	33	33				
Repairs	35	35				
Insurance	247	247				
General Operating Expense	3,017	2,793	224			
Other Supplies	712	712				
TOTAL EXPENDITURES	13,801	13,577	224			

NATURAL RESOURCES

MAINE FOREST AUTHORITY

JOHN S. WALKER, CHAIRMAN

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2791

Established: 1969

Sunset Review Required by: June 30, 1984

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: 0

PURPOSE: The Maine Forest Authority was established to purchase forest lands for recreational and reforestation purposes and to care for, operate and protect such lands. The Authority is authorized to use funds provided by the Baxter State Park Trust Fund and timber sales to acquire real property for recreation and reforestation purposes; to manage these lands for development, improvement, use reforestation and scientific forestry and the production and sale of timber; to protect these lands from fire, disease and other hazards; and to employ such employees as are necessary to carry out its duties.

ORGANIZATION: The Maine Forest Authority, created in 1969, is comprised of four ex officio members: Director of the Bureau of Forestry, Commissioner of Inland Fisheries and 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 met once during fiscal year ending June 30, 1978.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of Bureau of Forestry.

**STATE BOARD OF CERTIFICATION FOR
GEOLOGISTS AND SOIL SCIENTISTS**

ROLAND A. STRUCHTEMEYER, CHAIRMAN

Central Office:

Location: AMHI—Ray Building, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2801

Established: 1973

Sunset Review Required by: June 30, 1984

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: 1

Permanent Legislative Count: 0

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

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geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, an administrative unit of the Department of Conservation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	6,162		6,162			
Fees Charged For Services	3,150		3,150			
TOTAL RESOURCES	9,312		9,312			
EXPENDITURES						
Salaries and Wages	2,763		2,763			
State Share of Retirement	322		322			
Other Prof. Serv., By State	21		21			
Travel Expenses, In-State	51		51			
Insurance	344		344			
General Operating Expense	502		502			
Other Supplies	8		8			
Trans. to Gen.-Fund Sta-Cap	397		397			
TOTAL EXPENDITURES	4,408		4,408			

NATURAL RESOURCES

**DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

HENRY E. WARREN, COMMISSIONER

Central Office:
Location: AMHI, Ray Building
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1972
Maine State Government Reference Manual Data:
Policy Area: 05; Umbrella: 06; Unit: 096; Unit Citation: 38 M.R.S.A., Sect. 341
Average Count—All Positions: 150.5
(includes 12 permanent, full-time, 14 wk. seasonal)
Organizational Units:
Board of Environmental Protection
Office of Administrative Services
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Water Quality Control
Telephone: 289-2811
Incoming WATS line: 1-800-452-1942
Sunset Review Required by: June 30, 1984
Permanent Legislative Count: 88.5

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.

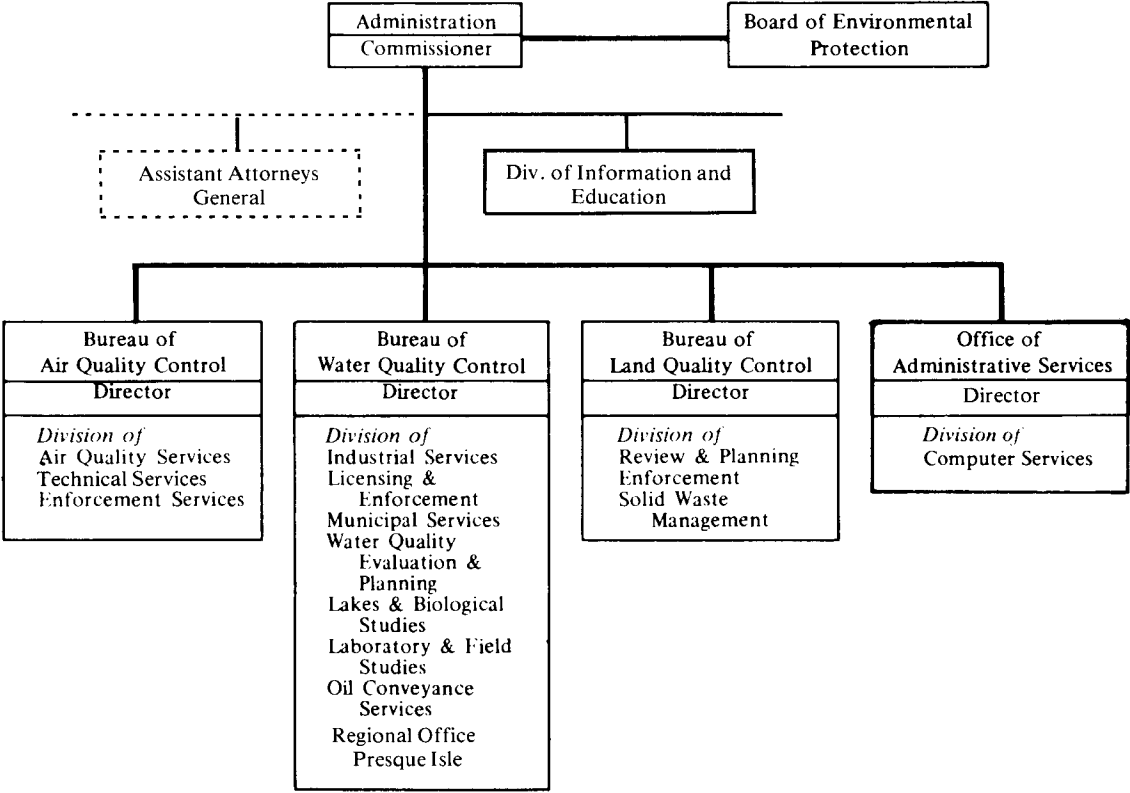
The Department, through authority vested in the Board of Environmental Protection, is empowered to exercise the police powers of the State to control, abate and prevent the pollution of air, waters and coastal flats so as to prevent diminution of the highest and best use of the natural environment of 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 and to grant licenses and initiate enforcement actions according to environmental laws. They also negotiate and enter into agreements with federal, state and municipal agencies; and administer laws relating to protection and improvement of waters, including wastewater discharge, oil discharge prevention and control of oil-related pollution, and license sewage treatment plant operators. The Department also authorizes establishment of sanitary districts. Administration of 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 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

ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION



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CONSOLIDATED FINANCIAL CHART FOR FY 78 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	—5,512,030	87,495	304,539		32,299	—5,936,363
Bal Brt Fwd— Encumbered	14,084,730	35,567	301,877			13,747,286
Licenses/Permits/ Fees/Tax	503		503			
Fines/Forfeits/Penalties	77,730		77,730			
Revenue From Federal Govt	2,000,015		827,147			1,172,868
Fees Charges for Services	456		456			
Receipts From Other Funds	1,462		1,462			
Sale of Securities	7,000,000					7,000,000
Legislative Approp/ Alloc	1,520,610	1,520,610				
Adjustment of Balance Fwd	286,443	—670	25,326			261,787
Transfers—Non-Federal \$	16,659		16,659			
Transfers—Federal \$	27,941		27,941			
TOTAL RESOURCES	19,504,519	1,643,002	1,583,640		32,299	16,245,578
EXPENDITURES						
Salaries and Wages	1,447,861	793,062	629,154		25,645	
State Share of Retirement	166,184	91,648	71,499		3,037	
Prof Service, Not By State	291,524	52,214	239,310			
Computer Service, By State	54,444	49,757	4,687			
Other Prof. Serv., By State	4,947	1,240	3,707			
Travel Expenses, In-State	44,555	21,387	22,296		872	
Travel Expense, Out-State	17,315	6,178	11,137			
Operation—State Vehicles	32,773	22,560	10,205		8	
Utilities	76,658	59,835	16,823			
Rents	37,437	17,973	19,464			
Repairs	19,531	8,534	10,997			
Insurance	45,284	23,796	20,708		780	
General Operating Expense	103,931	90,996	12,935			
Fuel	2,283	1,702	581			
Other Supplies	96,478	43,038	53,440			
Grants to Pub. & Priv. Orgs.	6,490,829	113	128,208			6,362,508
Buildings & Improvements	22,772	1,482	21,290			
Equipment Purchases	138,161	50,164	87,997			
Trans. to Gen.-Fund Sta-Cap	44,868		43,822		1,046	
TOTAL EXPENDITURES	9,137,835	1,335,679	1,408,260		31,388	6,362,508

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relating to air pollution. In 1969, legislation changed the Commission's name to Environmental Improvement Commission (EIC), excluded the Commissioner of Health and Welfare from its membership, and authorized the Commission to employ a director to serve at its pleasure.

Effective July 1, 1972, State Government reorganization legislation redesignated the Commission as the Board of Environmental Protection (BEP), hereafter referred to as the Board, 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. 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 of Commissioner and Board members shifted to the Legislature. Hearings on the qualifications of nominees are conducted by the legislature's Joint Standing Committee on Natural Resources.

In 1977, the first Regular Session of the 108th Legislature passed legislation initiated by the department to standardize the DEP's administrative procedures. Criteria which had appeared under the 13 separate statutes administered by the agency were removed from those laws and combined under Title 38 M.R.S.A., Chapter 2. The consolidation included the department's regulations, methods of processing applications, hearings procedures, judicial appeals, the handling of suspected violations, judicial enforcement procedures, and the standardization of penalties for violations of all environmental laws.

The Second Regular Session of the 108th adopted a DEP-proposed law which allows the department's organizational structure to respond to changing environmental conditions and needs. The new law no longer requires the specific organizational units of the bureaus of Air, Land and Water Quality Control, and authorizes the Commissioner, with BEP approval, to modify the structure as needed. Also during the second session, the terms of Board Members were increased from three years to four, effective July 6, 1978.

PROGRAM: Fiscal Year 1978 might well have been called "The Year of the Dump," as solid waste disposal became the Department of Environmental Protection's most pressing problem. The DEP's general solid waste management regulations had become effective the previous February, but the most difficult requirement—that for daily cover of refuse—was postponed by the Department and took effect July 1, 1977, the first day of this fiscal year. In this state where open-burning municipal dumps have been the norm for decades, conversion to sanitary landfill or other environmentally acceptable methods of disposal or utilization has presented traumatic, controversial and expensive problems.

In a report to the DEP dated November 1, 1977, the Solid Waste Advisory Committee noted that only 25 of Maine's 454 solid waste disposal sites met all federal and state standards. The report indicated the majority of Maine municipalities yet faced this herculean task. Meanwhile, federal standards are becoming increasingly stringent. Complicating the problem further is the lack of sites suitable for sanitary landfill. Those sites which are suitable are not evenly distributed throughout the state, some communities having virtually none.

On the brighter side, several communities, Farmington, Harpswell, and the towns of Lincoln County are experimenting with source education through recycling; greater Portland is extending landfill life through baler operations, and Auburn and contiguous communities are attempting energy conversion through incineration.

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Wastewater treatment stepped aside for solid waste on the environmental stage. At the end of FY 78 there were 92 municipal wastewater treatment plants (about 60% of those needed in Maine) in operation. FY 78 was a lost year for new construction starts because of Congressional delay in authorizing funds. Advance planning by the DEP enabled its construction grant program to move ahead when federal funds (\$33.7 million for federal FY 78) became available. About \$250 million in federal money is expected to be available in funding for the next five years, enough to carry the treatment plant program close to completion.

The Air Bureau in FY 78 concentrated on collecting extensive data from areas with identified pollution problems in lieu of collecting background data. Sites were selected and operated to provide information on the extent of violations and identification of emission sources causing the violations. The Bureau also added new analytical capabilities in the air pollution laboratory. The Bureau now operates an atomic absorption unit for lead analysis and also has the capability of analysis for airborne sulfates and other pollutants.

The DEP experienced four major personnel changes during the year with the appointment of a new commissioner, a new deputy commissioner and new directors for the Bureaus of Land, and Water Quality Control. These vacancies were filled from within the department and consequently there were minimal transition problems.

Administrative Services. The Office of Administrative Services, in an attempt to enhance financial control, obtained the use of a computerized on-line budget system from the Department of Human Services. This system should become fully integrated before the end of the next fiscal year. Progress also is being made in other administrative areas which should enhance continued operational efficiencies.

Information and Education Division. The Information and Education Division in FY 78 absorbed responsibility for the Citizen's toll-free hot-line and other functions of the Citizens Environmental Assistance Service without additional personnel. The Division changed its twice monthly publication, EnvironNEWS from a 5½ x 8½ inch format to a monthly publication of traditional magazine size, 8½ x 11. The new format permits more comprehensive coverage of DEP activities and environmental issues at substantially less cost.

The following represents additional detail concerning land, air, and water quality control for FY 78.

Solid Waste Management Division. This Division concentrated its efforts on inspecting solid waste disposal areas and offering technical assistance to municipalities to insure upgrading of open dumps to sanitary landfills. Two publications were prepared on operating landfills and mailed to all the municipalities. Video seminars were held to assist in training landfill operators. Groundwater monitoring wells were installed around selected disposal facilities to monitor water quality. This activity has resulted in an overall improvement in the way solid waste is handled throughout the State.

The Division, with the assistance of a private consulting firm, is preparing a State Solid Waste Management Plan and an inventory of the hazardous waste generators in the state as a part of fulfilling its responsibility under the Federal Resource Conservation and Recovery Act. The Division is cooperating with the Federal EPA to insure that the Federal Law will be implemented as soon as the Federal Regulations are completed.

The Division has reviewed the Solid Waste Advisory Committee Report and is preparing to implement its recommendations. Further, increased emphasis was placed on septage disposal with the result that many municipalities now have approved septage disposal sites as required by state law. Additionally, standards and reduced procedures for applying under the Great Ponds Act were developed to make it simpler for applicants to apply for minor projects under this law.

The staff continued to work closely with the U.S. Army Corps of Engineers to insure that procedures adopted for implementation of the federal permit program under Section 404 of Public Law 92-500 would not excessively burden applicants whose projects are covered by both State and Federal Law.

Applications Processed in Fiscal 1978

	By Board of Environmental Protection	By Staff	Total
Site Location	230	40	270
Wetlands Act	130	48	178

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Great Ponds Act	60	350	410
Min. Lot Size Law	14	1	15
Water Quality Cert.	0	20	20
Del. of Authority (Site and Wetlands)	3	0	3
Total 896			

Air Quality Control. The quality of Maine's air resource is affected by numerous air pollutants under constantly changing meteorological conditions and in spatial extremes from a city block to the entire State. The Bureau has continued to stay abreast of the constantly changing technology of measuring and controlling air pollution. During FY 78 the Bureau of Air Quality Control completed the first comprehensive state-wide summary of air quality under a contract with Bowdoin College.

After reviewing the air quality data to date and in response to requirements of the 1977 Amendments to the Clean Air Act, the Bureau of Air Quality Control, and subsequently the U.S. E.P.A., designated the following "non-attainment areas" as areas violating federal air quality standards:

For Particulate Matter: Bangor-Brewer, Lewiston-Auburn, Augusta, Baileyville, and Rockland-Thomaston; *For Sulfur Dioxide:* Millinocket; *For Carbon Monoxide:* Downtown Lewiston, and Downtown Bangor; and *For Photochemical Oxidants (Ozone):* Metropolitan Portland, Central Maine, and Downeast Air Quality Control Regions.

FY 78 saw a shift in ambient air monitoring away from the purpose of collecting data from many areas in order to identify areas with air pollution problems. This year emphasis was placed on collecting a great deal of information from areas with identified pollution problems. Sites were selected and operated to provide knowledge of the extent of violations and to determine the emission source or type of sources which were the cause of violations. This shift in monitoring objectives is seen in the FY 78 Summary of Air Monitoring Activities below.

Summary of FY 78 Air Monitoring

Permanent State-Wide Network Sites:

For identification of problem areas, background data and trend analysis.

Number of Monitors

27 Total Suspended Particulate
27 Sulfur Dioxide Manual
3 Nitrogen Dioxide Manual
3 Sulfur Dioxide Continuous
2 Carbon Monoxide Continuous
1 Ozone Continuous

Special Study Sites:

For detailed investigation of known air pollution problems.

35 Total Suspended Particulate
16 Sulfur Dioxide Manual
1 Carbon Monoxide Continuous
2 Sulfur Dioxide Continuous
4 Ozone Continuous

A brief summary of the findings during FY 78 are compiled below:

1. Portland Sulfur Dioxide—Data collected during the winter of 1977-1978 demonstrated that the 1.5% sulfur limitation on the Portland peninsula remains effective in maintaining the sulfur dioxide standard in the region.

2. Bangor—Total Suspended Particulates—A very intensive monitoring program was conducted through the winter and spring months in the Bangor-Brewer area. This area was given top priority by the Bureau of Air Quality because the magnitude and frequency of violations was greater than in other designated non-attainment areas. The Bureau also completed a comprehensive emission inventory of traditional sources of air pollution which will be used for computer simulation modeling to assess the contribution from various source categories. It is anticipated that FY 79 funds will be used for a contract to develop and evaluate a series of control options which could be used to attain the standard.

3. Bangor—Carbon Monoxide—It has been determined the Carbon Monoxide violations

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in downtown Bangor are very localized and attributable to the automobile. The Bureau is working with local and State transportation officials to determine the best solution to this problem.

4. Rockland—Total Suspended Particulates—During FY 78 the Bureau established and operated a comprehensive sampling program in the Rockland-Thomaston area. While data evaluation has not been completed, the preliminary indication is that the problem is not as serious as originally expected.

5. Millinocket—Sulfur Dioxide—Bureau monitoring located violations of the Sulfur Dioxide air quality standard in Millinocket. Increased monitoring revealed that the primary source of Sulfur Dioxide emissions was Great Northern Paper Company. Great Northern was required to conduct additional monitoring to locate specific sources and now to control those sources.

6. Photochemical Oxidants—The Bureau had identified Photochemical Oxidant standard violations during FY 77. During FY 78 the Bureau collected data with two continuous monitors and then determined the meteorological conditions associated with violations. This analysis revealed that high oxidant concentrations are often the result of long-range transport and therefore are possible to forecast. During the summer of 1978 the Bureau initiated a service of issuing a public advisory whenever the oxidant level is predicted to exceed the unhealthful level on the national Pollution Standards Index.

New analytical capabilities have been added in the air pollution laboratory. The Bureau now has and operates an atomic absorption unit that is presently utilized for environmental lead analysis. The EPA will be promulgating national lead standards in the near future. Maine has already started the analysis for this pollutant. Also added is the capability to analyze for air borne sulfates. This pollutant is a product of acids present in the air that react with other particulates forming sulfates. Recent information is that these sulfate particles are more damaging than other types of particles.

In addition the Bureau took two important steps toward dealing with future air pollution problems in Maine. The first was an examination of the potential impact of large scale conversion from oil to wood for home heating. Extensive wood burning will create air pollution problems and the Bureau is continuing to examine the pollution effects from burning wood. Secondly, in recognition of the relationship between transportation and air quality planning, the Bureau entered into Memoranda of Understanding with the Maine Department of Transportation and the State's two metropolitan planning organizations; Lewiston-Auburn Comprehensive Transportation Study and Portland Area Comprehensive Transportation Study to formalize joint responsibilities.

The Congress passed Amendments to the federal Clean Air Act which were signed into law on August 7, 1977. These Amendments have far reaching effects on the air programs that will be operated by the states. Non-attainment areas must have a special Implementation Plan written and adopted by January 1, 1979. New regulations must be developed, adopted and implemented by July 1, 1982. Failure to do so could result in serious sanctions being imposed against the State. For areas that meet the standard the state must develop and administer a Prevention of Significant Deterioration program. A great deal of public participation and coordination will be necessary to develop such plans. The Bureau is expecting to expand its air quality studies in those designated non-attainment areas mentioned above to define causes and monitor improvement.

Air Quality Control Summary of Activities

Notice of Violations	39
Abatement Orders	108
Referrals to Attorney General for Enforcement	19
Fines Collected	\$1,000
Citizen Complaints investigated	160

Water Quality Control. The Bureau of Water Quality Control is responsible essentially for reviewing the quality of 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 \$575,000 per year of program grant funds to aid

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the Bureau in carrying out its responsibilities under both state and federal laws. Available grants to aid communities in construction of pollution abatement facilities in this fiscal year totaled \$33.7 million federal money and \$6.8 million in state funds.

Division of Industrial Services. This Division reviews plans, specifications and reports relating to industrial wastewater treatment facilities; makes on-site construction and operation inspections; established 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 78 was to ensure, through on-site inspections, that all industrial wastewaters meet the requirements of their waste discharge licenses. With the exception of those industries that will discharge to municipal systems when they are completed, all industries are operating wastewater treatment facilities.

The Division's major future efforts will be to continue inspections of the wastewater treatment plants to see they are operating satisfactorily and to review licensees effluent monitoring reports to insure that there are no violations of their wastewater discharge licenses.

Division of Industrial Services FY 78

Active industrial licenses	231	
Industrial projects under construction		2
Industrial projects in operation		184
*Industries with discharges to municipal systems		55
State Sales & Use Tax Certification Application Rec'd	37	
Approved		34
Denied		3
State Property Tax Exemption Applications Rec'd	29	
Approved		25
Denied		4
Federal IRS Rapid Tax Amortization Certification requests	1	
Approved		1
Denied		0
Field inspections conducted	119	

*Industries whose process wastes are discharged to municipal systems, but which are licensed by the DEP for cooling water or other minor discharges 55

Division of Licensing and Enforcement. This Division is responsible for the licensing of all discharges to any watercourse and surface wastewater disposal systems: for the State/Federal permit program involving such discharges; and for processing log storage permits as well as certifications to the Maine Guarantee Authority. The Division responds to all complaints relative to acts which might contribute to water quality violations. The following is a summary of Division activities during FY 77:

Total Board actions involving the Division	225	
Joint Licenses issued with federal Environmental Protection Agency	61	
Municipal		10
Commercial		5
Industrial		46
Total State licenses issued	637	
Municipal		11
Commercial		25
Industrial		48
Residential		553
Inspections of individual waste treatment facilities	738	
Referrals to Attorney General's Office for Court Action	5	
Applications certified to Maine Guarantee Authority	6	
Complaints Investigated	214	
Total Licenses outstanding (all categories) at the end of FY 78	1,761	

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Division of Municipal Services. The primary function of this division is to administer a construction grants program that funds planning and construction projects for municipal wastewater treatment facilities. The program is a three step operation that utilizes both Federal and State grants. The source of Federal funds is the Environmental Protection Agency (EPA) and the source of State funds is a bond issue administered by DEP. Projects are normally funded by 75% EPA funds, 15% DEP and a local share of 10%. The three steps are: preliminary planning to identify the problem and offer alternative solutions. (Step I), the preparation of construction plans and specifications for the solution selected from the Step I process (Step II), and the actual construction of the wastewater treatment facility (Step III).

Since the program's inception \$200 million of water pollution abatement facilities have been built in the State of Maine. There are 92 municipal treatment facilities in operation as of this writing. The program appears to be solid in the future and it is anticipated that approximately \$250 million in water pollution abatement planning and construction projects will be funded in the next five year period.

For Federal fiscal year 1978, from October 1, 1977 through September 30, 1978, the State of Maine has received an allotment from EPA of 33.7 million dollars. This will fund approximately 45 million dollars worth of activity in Maine with 6.8 million coming from DEP and 4.5 million made available by the municipalities involved in the program. The projects that will be funded by Maine's FY 78 allotment include 62 Step I, 38 Step II and 13 Step III projects.

STEP I: Clinton, Augusta, Mexico, Islesboro, Vassalboro, Parsonfield, Stonington, North Berwick, Milo, Brownville, North Haven, Biddeford, Rockport, Canton, Eastport, Turner, Sorrento, Grand Isle, Boothbay, Mars Hill, Anson, Kingfield, Bayville, E. Machias, Squirrel Isle, Peru, Frenchville, Richmond, Danforth, Mattawamkeag, Strong, Woodstock, Tremont, Bethel, Leeds, Boothbay Harbor, Portland, Perry, Princeton, Lewiston, Cumberland, Enfield, Livermore Falls, Kittery, Warren, Cherryfield, Phillips, Bowdoinham, Manson, Blaine, Eliot, Houlton, Stockholm, Monticello, Sherman, Bradley, Ashland, Bar Harbor, and Madison.

STEP II: Scarborough, Jackman, Dexter, Mechanic Falls, Northport, Searsport, Patten, Sabattus, Milbridge, East Millinocket, Limerick, Saco, Gardiner, Bangor, Hampden, Veazie, Winterport, Howland, Caribou, Guilford, Bucksport, Dover-Foxcroft, Islesboro, Damariscotta, Bridgton, Little Falls, Lubec, Presque Isle, Kennebunkport, Kennebunk, Falmouth, Bangor, Norridgewock, Norway, Richmond, Eagle Lake, Greenville, Limestone.

STEP III: Dixfield, Newport, Saco, Gardiner, Farmingdale, Randolph, Hallowell, Islesboro, Mexico, Brunswick, Greenville, Limestone, and Bath.

The Division of Municipal Services also has an operations and maintenance (O&M) section that provides technical assistance to the municipalities with wastewater treatment facilities. The O & M section performed 316 inspections of municipal sewage treatment plants during the past year.

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 programmed pollution loads will violate stream standards. Ultimately all discharges, when analyzed collectively and after treatment, must meet statutory water quality standards. The Division also prepares basin water quality management plans and has completed Phase I plans for all river basins in Maine. The Area Wide Waste Treatment Management Planning Program (208 Planning) is also coordinated by this Division. The planning effort for the five originally designated areas is presently being completed with final plans being certified by the Governor and transmitted to EPA for acceptance. The statewide 208 effort for the remaining areas in Maine is well underway. The Land Use Regulation Commission is performing the work under contract to DEP for all unorganized lands in the state and the Regional Planning Agencies are doing the work for the organized towns.

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

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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 double the amount of work that could have been done without the federal/state program.

The Division also has intensive lake water quality studies on Little Pond in Damariscotta and Salmon Lake in Belgrade. Planning for restoration and monitoring work is being done for Sebasticook Lake and Sabattus Pond.

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./DEP project has produced 3 data reports with a final report due in 1978. 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 involves the public through data gathering and has been of great assistance to the DEP staff by gaining additional data on Maine's lakes.

The following reports were made available to the public during 1978 from this Division:

- Lay Water Quality Monitoring
- Chlorine Investigations
- Haley Pond Nutrient Removal
- USGA-DEP Final Report
- USGA-DEP First Drainage Area Report

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 78:

Lakes and ponds studied this fiscal year	
U.S.G.S. Project	43
Other DEP lake studies	15
Lay water quality monitoring	15
Rivers and streams studies this fiscal year	
Benthic sampling studies	20
Other biologically-related studies	4
Fish kills investigated	1
Hearings, meetings and public education programs in which the division participated	72

Division of Laboratory and Field Studies. The Division provides technical services for the Department's Water Bureau and the water-related activities of the Land Bureau. It maintains a fully equipped laboratory in Augusta for determining nutrients, metals, hydro-carbons, bacteria, oxygen demand, and many other water quality parameters. The Department has recently purchased a mass spectrometer which will give the Division analytical capabilities to detect trace organic pollutants. The Division provides a vertically integrated operation by performing sample collection services. Additionally, it performs special services such as intensive surveys of aquatic problems, time of travel measurements, and stream gauging. These services are available to all divisions of the Department.

Current activities include the monitoring of almost 100 municipal and industrial treatment plants, 29 important river and ocean points, and 120 ground water test wells throughout the state. In addition, the Division provides laboratory services for the enforcement activities of the Department, and the statewide Federal 208 planning effort. The division is also performing intensive water quality surveys of the Kennebec, Little Androscoggin and Penobscot Rivers.

The size of the state can cause severe logistical problems. By decentralization of Division activities and the use of common carrier to transport supplies and samples division costs are minimized. A semimobile laboratory performs essential services in Southern Maine while a self contained mobile laboratory services Penobscot, Hancock, and Washington Counties. The mobile laboratory is also available to travel anywhere in Maine for special studies. The Augusta laboratory provides regional services for central Maine as well as special analytical services for the entire state.

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Presque Isle Regional Office. This office services Aroostook and parts of Washington and Penobscot Counties. There are many complicated and serious industrial waste handling problems in this area; almost all involve international waterways, and thus are subject to the 1909 Boundary Water Treaty between the United States and Canada. There are major paper mills involved and many food processors, mainly connected with the area's potato-growing industry. Service to people in the northern and eastern parts of Maine includes advice on requirements of the various laws administered by the Department and other agencies, including federal laws involving air and water pollution control. Although most of the processing of applications is done in Augusta, the advice of the Regional Office assists individuals in filing applications. Division personnel also help individuals determine whether or not their project requires environmental permits.

The office is currently responsible for compliance monitoring of municipal, industrial and several commercial treatment facilities. Construction of additional treatment facilities will be completed during the next year. In addition, the Presque Isle staff regularly samples Primary Monitoring Network Stations and eleven area lakes in conjunction with the Lay Monitoring program. Furthermore, the Presque Isle staff regularly conducts inspections and investigations of oil and pesticide spills as well as follow-up Land, Air, and Water complaints.

Special projects undertaken by the Presque Isle office in this fiscal year include the following: time-of-travel studies on the West Branch Penobscot River, continuing work with Northern Maine Regional Planning Commission in portions of the Agency's "208" effort, water quality survey of the Prestile Stream, and evaluation of large scale industrial land treatment systems.

Division of Oil Conveyance Services. This Division administers the requirements of the Coastal Conveyance Act. The Division enforces the Oil Discharge Prevention and Pollution Control Regulations. It also has responsibility of enforcing environmental regulations relating to long term storage of oil tankers in State waters. It is responsible for preventing and supervising the clean up of oil spills occurring anywhere in the State; the Division licenses and inspects Maine's largest oil terminals. In FY 78 the Division became responsible for protection of groundwater from petroleum pollution and licensing of lighter vessels.

The following is a summary of Division activities during FY 78:

Oil Terminals Licensed to Operate	39	
Terminals		35
Vessels		4
Oil Spills Reported	399	
Volume of Oil Transferred by Licensees	123,081,000 BBLs.	
Volume Spilled	228,832 gals.	
Investigations-Spill Related	430	
Investigations-Follow Ups	131	
Spills of Unknown Origin	86	
Maine Coastal Protection Fund Balance, June 30, 1978—	\$3,879,590	
Total Funds Available, July 1, 1978—	\$3,879,590	
Total Expenditures, Fiscal Year 1978—	\$518,930	
Applications for Lay-up of Tank Vessels—	0	

LICENSES, PERMITS, ETC.:

Licenses:

- Air Emission
- Disposal Site
- Dredge Disposal Site
- Dredge Disposal Sites
- Land Fill
- Oil Terminals
- Septage Sites
- Waste Discharge Licenses
- Waste Water Treatment Plant Sludge

Permits:

- Alteration of Coastal Wetlands
- Log Storage Permits

NATURAL RESOURCES

Minimum Lot Size Waiver
Mining/Rehabilitation of Land
Secondary School Review
Site location of Development
Shoreline Alterations

Certifications:

IRS certification for five year amortization
IRS certification for tax exempt bonding
MGA certification
National Pollutant Discharge Elimination System Permit Certification
Personal Property Tax exemption
Sales & Use Tax exemption
Sewage Treatment Plant Operations

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.

EnvironNEWS, monthly bulletin listing decisions of the Board of Environmental Protection and containing reports on current environmental issues.

The above publications may be obtained by writing to Division of Information and Education, Department of Environmental Protection, Statehouse, Augusta 04333, or by calling toll-free 1-800-452-1942.

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 is available upon request (free).

The DEP also operates a joint technical library in cooperation with the Department of Conservation. Full library services are available to members of the public as well as to the DEP-DOC staffs. Environmental and natural resources publications may be borrowed by visiting the library, located in the Ray Building, Augusta, or by calling toll-free 1-800-452-1942.

FINANCES, FISCAL YEAR 1978: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, CHAIRMAN

Central Office:

Location: AMHI—Ray Building, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2811

Established: 1972

Sunset Review Required by: June 30, 1984

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.

NATURAL RESOURCES

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. Effective July 6, 1978, the term of service will be four years.

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 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: At the start of FY 78 the Board of Environmental Protection issued its final permits and conditions for the Pittston Oil Company's proposed refinery at Eastport, ending the longest case in the Board's history. But the end of the Pittston proceedings did not lessen the burden on the Board. Rather, Pittston was replaced by new and even more pressing demands on the time and energy of board members as the Board turned its attention to the controversial issues of solid waste disposal and enforcement. In all, 24 public hearings were held during the year.

While municipal dump operations accounted for most of the hearings, two severe winter storms added an additional problem as hundreds of coastal property owners sought permission to replace destroyed or damaged seawalls or to build new ones, in the face of strong opposition from those that believe seawalls are a menace to Maine's coastal beaches.

Despite the increased pressure on their time, however, Board members voted unanimously to hold special and separate one-day training sessions monthly to become better informed on environmental problems and technology available. Counting regular meetings, training sessions and public hearings, the Board met 60 times in FY 78.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: 38 MRSA, Section 361 provides that expenditures of this unit, which amounted to \$26,800 in FY 78, shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

NATURAL RESOURCES

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

MAYNARD F. MARSH, COMMISSIONER
J. WILLIAM PEPPARD, Deputy Commissioner

Central Office:

Location: 284 State Street, Augusta

Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3371

Established: 1880

Sunset Review Required by: June 30, 1984

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

Wildlife Management Division

Warden Service

Division of Recreational Safety and Registration

Junior Guide Examining Board

Advisory Council (Inland Fisheries & Wildlife)

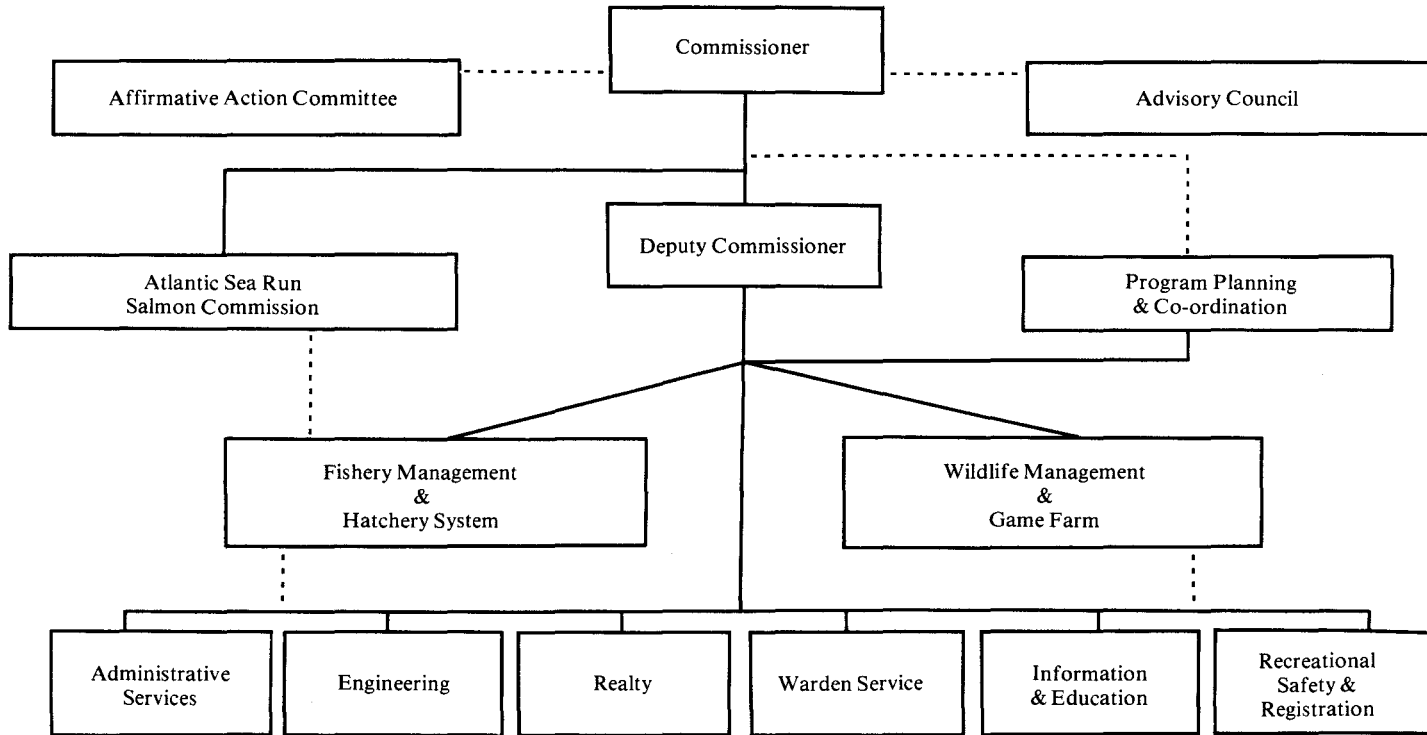
Atlantic Sea Run Salmon Commission

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting, and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles and watercrafts, safety programs for hunters, snowmobiles and watercrafts, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. Also in 1895, the State bought land 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 1974 legislation was passed which made the Commissioner of Inland Fisheries and Wildlife the permanent Chairperson of the Atlantic Sea Run Salmon Commission with sole authority for its administration and financial matters. In mid-1974, the former Bureau of Watercraft Registration and Safety administratively became a division of the Department and in September of 1976 the functions of the Division of Snowmobile Safety and Registration were combined with Watercraft Registration and Safety. 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

**ORGANIZATION CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**



NATURAL RESOURCES

NATURAL RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 78 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	3,935,473		2,850,390		45,000	1,040,083
Bal Brt Fwd— Encumbered	459,812	7,845	451,967			
Licenses/Permits/Fees/Tax	5,821,996		5,821,996			
Fines/Forfeits/Penalties	273,721		273,721			
Interest/Investment/Rents	63,437					63,437
Revenue From Federal Govt	821,938		821,938			
Revenue—Private Sources	1,560		1,560			
Fees Charged For Services	73,518		73,518			
Receipts From Other Funds	142,489		142,489			
Sale of Securities	1,000,000					1,000,000
Legislative Approp/ Alloc	217,346	217,346				
Adjustment of Balance Fwd	211	45,000	211		—45,000	
Transfers—Non-Federal \$	—142,897		—142,897			
TOTAL RESOURCES	12,668,604	270,191	10,294,893			2,103,520
EXPENDITURES						
Salaries and Wages	3,895,209	81,171	3,814,038			
State Share of Retirement	746,413	8,955	737,458			
Prof Service, Not By State	152,381	12,878	139,503			
Computer Service, By State	24,826		24,826			
Other Prof. Serv., By State	59,803	2,000	57,803			
Travel Expenses, In-State	114,060	249	113,811			
Travel Expense, Out-State	13,873	412	13,461			
Operation—State Vehicles	456,587	5,101	451,486			
Utilities	128,784	4,926	123,858			
Rents	136,289	85,800	50,489			
Repairs	125,352	673	124,679			
Insurance	122,157	2,789	119,368			
General Operating Expense	245,247	709	244,538			
Food	109,816		109,816			
Fuel	43,908		43,908			
Other Supplies	238,071	1,682	236,389			
Grants to Local Govts.	6,993		6,993			
Unemployment Comp Benefit	619	619				
Pensions	36,624		36,624			
Land And Land Rights	742,482		5,537			736,945
Buildings & Improvements	13,024		13,024			
Equipment Purchases	675,949	10,775	665,174			
Structures & Improvements	17,184		17,184			
Trans. to Spec. Rev. Fund	5,389	5,389				
Trans. to Gen.-Fund Sta-Cap	39,554		39,554			
TOTAL EXPENDITURES	8,150,594	224,128	7,189,521			736,945

NATURAL RESOURCES

based upon the most current information available and focused on long range species management goals and objectives. Specific data needed to assess the current status of individual species is collected to support the development of sound regulatory recommendations.

Applied research studies are conducted to provide for a more complete understanding of the characteristics, needs, and factors affecting specific species of inland fisheries, Atlantic salmon and wildlife. Surveys and inventories are conducted to provide information concerning human use of inland fisheries, Atlantic salmon and wildlife resources, as well as land and water use trends which can be expected to affect the supply of and demand for these resources. Emphasis is focused on specific types of information needed to support the development and maintenance of sound management programs. Regulations are established to encourage or discourage human use of inland fisheries, Atlantic salmon and wildlife resources in keeping with selected species management goals and objectives. Laws and regulations pertaining to the taking of inland fisheries, Atlantic salmon and wildlife resources are enforced, as well as environmental regulations concerned with the maintenance of adequate habitat conditions for these resources. Environmental law enforcement includes the Stream Alteration Act which is administered by this Department, and others such as the Site Selection, Wetlands, Great Ponds Act and the Land Use Regulation Commission regulations which are administered by other state agencies.

Artificial propagation and stocking of various game species is carried out as required to meet management objectives. Habitat conditions are maintained and improved through habitat acquisition, habitat improvement, technical assistance to private landowners, and technical assistance to other state and federal agencies administering specific environmental regulations and land use planning and control efforts.

The Department is actively engaged in the dissemination of timely information concerning the State's inland fisheries, Atlantic salmon and wildlife resources to the public utilizing the Department's magazine, "Maine Fish and Wildlife," publications, news releases, movies, and other information disseminating techniques. In addition, a Hunter Safety Program is also conducted in order to accomplish several objectives. These include: to teach and to familiarize the sportsmen with wildlife management, conservation and wildlife laws and regulations, to teach identification and habits of wildlife, to teach the responsibilities due to landowners, fish and wildlife and finally, to teach thoughtful and safe use of sporting equipment.

The Department is responsible for the coordination, administration and legal functions associated with applications to alter waters under the jurisdiction of the Stream Alteration Act. Biological assessments concerning the impact of proposals on inland fisheries, Atlantic salmon and/or wildlife resources is made for each application. The Department is also responsible for the administration of the State's Snowmobile and Watercraft Registration system and also for the enforcement of the laws pertaining to their use. Snowmobile and watercraft safety programs are implemented to familiarize snowmobile and boat users with mechanical considerations, regulations, rules of the road, and thoughtful and safe use considerations.

Furthermore, the Department is responsible for the coordination of lost person search and rescue operations. In order to accomplish this mission, the Department trains and maintains special mountain and aquatic rescue teams, organizes and directs search operations and assembles manpower as well as specialized equipment including helicopter, fixed-wing aircraft, boats, vehicles, and communications systems. The Department also assists other enforcement agencies in a variety of investigations.

LICENSES, PERMITS, ETC.:

Office of Commissioner

License:

- Fishing & Hunting—Complimentary—Holders Medal of Honor
- Junior Guide
- Importation of Wild Birds and Animals
- Stocking of State Waters

Permit:

- Stream Alteration
- Breeders of Menagerie (Moose, Caribou & Bear)
- To transport Live Animals for Breeding and Advertise

NATURAL RESOURCES

Fisheries Division

Permit:

- Eel, Alewife, & Sucker (over 20 lbs.)
- Bass Tournament
- Scientific Fish Collection
- Private Pond Stocking

Warden Service

License:

- Hunting License, Commercial Shooting Area
- Use of Dog Training (All Categories)
- Field Trial License (Retrievers & Sporting Dogs)
 - Eel. (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

Wildlife Division

License:

- Falconry

Permit:

- Bird Banding Permit
- Camping in Game Management Areas
- Permission to Use Poison
- Scientific Collectors Permit
- Swan Island Camping Permit
- Wildlife Control

License Clerk in Town or City

License:

- Archery—Resident
- Combination Hunting & Fishing—Resident
- Fishing—Resident
- Hunting—Resident
- Combination Serviceman's Resident License

Stamp:

- Atlantic Salmon—Resident
- Pheasant

License Agent

License:

- Archery—Non-Resident
- Small Game Hunting—Non-resident
- Big Game Hunting—Non-resident
- Fishing (season, 15, 7, or 3 day)—Non-resident

Stamp:

- Atlantic Salmon—Non-resident
- Pheasant

Augusta Office License Clerk

License:

- Commercial Shooting Area

NATURAL RESOURCES

- 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 and Archery
- Live Bait Dealer
- Roadside Menagerie
- License to Sell Inland Fish
- License to Sell Live Smelts
- Taxidermist
- Trapping
- Fishing & Hunting Complimentary—Disabled
- Fishing & Hunting—Paraplegics, Reciprocity Other States
- Hunting—Non-resident
- Fishing—Non-resident
- Snowmobile Registration

Permit:

- Camp Trip Leader
- Fishing for Patients of Nursing Homes

Miscellaneous:

- Game Bird Seal
- Pheasant Wing Bands
- Pheasant Importation Wing Bands
- Atlantic Salmon Stamp—Non-resident
- Pheasant Stamp

PUBLICATIONS:

- Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
- Maine Fish and Wildlife Magazine—published quarterly—cost \$2.50 annually within the United States and \$3.75 outside the United States.
- Lake Surveys \$.20 per copy; \$.15 for 2 or more of same survey.
- Publications Catalogue (free)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NATURAL RESOURCES

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	3,111,588		2,071,505			1,040,083
Bal Brt Fwd— Encumbered	451,563		451,563			
Licenses/ Permits/ Fees/ Tax	5,248,181		5,248,181			
Fines/ Forfeits/ Penalties	259,139		259,139			
Interest/ Investment/ Rents	63,437					63,437
Revenue From Federal Govt	748,871		748,871			
Revenue—Private Sources	1,560		1,560			
Fees Charged For Services	73,137		73,137			
Receipts From Other Funds	92,640		92,640			
Sale of Securities	1,000,000					1,000,000
Legislative Approp/ Alloc	95,800	95,800				
Adjustment of Balance Fwd	183		183			
Transfers—Non-Federal \$	530,000		530,000			
TOTAL RESOURCES	11,676,099	95,800	9,476,779			2,103,520
EXPENDITURES						
Salaries and Wages	3,711,575		3,711,575			
State Share of Retirement	725,327		725,327			
Prof Service, Not By State	133,584		133,584			
Computer Service, By State	20,565		20,565			
Other Prof. Serv., By State	36,746		36,746			
Travel Expenses, In-State	113,523		113,523			
Travel Expense, Out-State	12,385		12,385			
Operation—State Vehicles	451,486		451,486			
Utilities	126,562	4,570	121,992			
Rents	135,443	85,800	49,643			
Repairs	123,181		123,181			
Insurance	116,402		116,402			
General Operating Expense	219,032		219,032			
Food	109,816		109,816			
Fuel	43,908		43,908			
Other Supplies	229,172		229,172			
Grants to Local Govts.	6,993		6,993			
Pensions	36,624		36,624			
Land And Land Rights	742,482		5,537			736,945
Buildings & Improvements	13,024		13,024			
Equipment Purchases	662,593		662,593			
Structures & Improvements	5,593		5,593			
Trans. to Spec. Rev. Fund	5,389	5,389				
Trans. to Gen.-Fund Sta-Cap	37,514		37,514			
TOTAL EXPENDITURES	7,818,919	95,759	6,986,215			736,945

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

DR. ALONZO GARCELON, CHAIRMAN
GLENN H. MANUEL, Vice Chairman

Central Office:
Location: 284 State Street, Augusta
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3371
Floor: 2

Established: 1945

Sunset Review Required by: June 30, 1984

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: 0

Permanent Legislative Count: 0

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

NATURAL RESOURCES

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 78.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: Title 12, #1955 provides that expenditures of this unit, which amounted to \$2,883 in FY 78, shall be borne by the Department of Inland Fisheries and Wildlife.

DIVISION OF WATERCRAFT REGISTRATION AND SAFETY

MAYNARD F. MARSH, COMMISSIONER
LORENZO J. GAUDREAU, Director

Central Office:

Location: 284 State Street, Augusta

Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-2766

Floor: 1

Established: 1963

Sunset Review Required by: June 30, 1984

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 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

NATURAL RESOURCES

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 1977 the registry had 110,790 boats listed. Transfer records for boats were updated as a continuing operation and 40,000 renewal applications were mailed to boat owners. During FY 78, the Division registered 38,928 boats, issued 1003 duplicate registrations, 108 dealer certificates, 291 operator licenses, and granted 25 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 45 boating safety presentations to 5,660 students in schools and summer camps. They also contacted 12 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)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NATURAL RESOURCES

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	690,800		690,800			
Licenses/Permits/Fees/Tax	568,588		568,588			
Fines/Forfeits/Penalties	14,582		14,582			
Revenue From Federal Govt	60,924		60,924			
Fees Charged For Services	314		314			
Receipts From Other Funds	17,280		17,280			
Adjustment of Balance Fwd	27		27			
Transfers—Non-Federal \$	—672,897		—672,897			
TOTAL RESOURCES	679,618		679,618			
EXPENDITURES						
Salaries and Wages	102,463		102,463			
State Share of Retirement	12,131		12,131			
Computer Service, By State	4,261		4,261			
Other Prof. Serv., By State	21,057		21,057			
Travel Expenses, In-State	213		213			
Travel Expense, Out-State	1,076		1,076			
Utilities	1,866		1,866			
Rents	540		540			
Repairs	562		562			
Insurance	2,966		2,966			
General Operating Expense	25,102		25,102			
Other Supplies	6,429		6,429			
Equipment Purchases	2,581		2,581			
Trans. to Gen.-Fund Sta-Cap	1,898		1,898			
TOTAL EXPENDITURES	183,145		183,145			

JUNIOR GUIDE EXAMINING BOARD

MAYNARD F. MARSH, COMMISSIONER

Central Office:

Location: 284 State Street, Augusta

Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3371

Floor: 2

Established: 1945

Sunset Review Required by: June 30, 1984

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 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 1978: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

NATURAL RESOURCES

ATLANTIC SEA RUN SALMON COMMISSION

MAYNARD F. MARSH, CHAIRMAN

Central Office:

Location: 34 Idaho Avenue, Bangor, Maine

Mail Address: 34 Idaho Avenue, Bangor, Maine 04401

Telephone: 947-8627

Floor: 1

Established: 1947

Sunset Termination Scheduled to start by: June 30, 1984

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—Bangor, 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: The Atlantic Sea Run Salmon Commission, operating under a cooperative agreement, assists national, regional, and state agencies in coordinating projects concerning Atlantic salmon. Highlights of the past year's activities are as follows:

Salmon Fishing. The 1977 season exceeded preliminary expectations presented in the 1976-77 report. A new record for rod-caught salmon from the Bangor Salmon Pool was established. Angling records dating back to 1886 reveal that the 1977 catch of 182 salmon

NATURAL RESOURCES

represents the fourth highest catch in recorded history. This catch was promptly eclipsed in 1978 when a catch of 271 fish was established prior to the end of the fiscal year. A new daily record was established on June 8, 1978 when 24 salmon were angled from the Penobscot.

Trap catches on the Penobscot were down over those reported previously. However, the deteriorating condition of the Bangor dam resulted in an incomplete count of ascending adults. The dam at Bangor was dry for over 4 weeks during the summer of 1977 and during this time the fishway was inoperable. Final count at the trap was 462 for 1977 as compared to 618 during 1976. However, the 1978 trap catch at the new trap had passed the 760 mark by the end of the fiscal year on June 30.

The Bangor dam, dewatered by the continued deterioration of the structure, posed no problem to fish passage during the summer of 1978. The area above the old dam provided many new sites for salmon angling and many hours of recreation for the citizens of the area.

The trapping facilities at the Veazie Fishway were completed June 8, 1978. Early operational problems have been corrected and the trap now permits the Commission to obtain a complete count of salmon ascending the Penobscot.

Preliminary figures indicate that the minimum escapement figure, 500 spawning pairs in the headwaters of the Penobscot, may be met during 1978.

The Union River provides salmon angling in a high-use recreational area of the state. Surplus fish are utilized for brood stock at nearby hatcheries. In 1977 approximately half of the hatchery needs were supplied by this source. Early 1978 returns indicate the Union River will continue to be a major source of brood stock salmon.

Fish Cultural Highlights. During 1977, over 40% of the trap catch on the Penobscot was taken to Craig Brook National Fish Hatchery for brood stock. Disease problems, confirmed by U.S. Fish and Wildlife Service personnel, caused the loss of 15% of these fish prior to spawning. Over 700,000 green eggs were obtained from Penobscot brood stock and an additional 500,000 were provided by Union River fish held at the hatchery.

In the spring of 1978, the rivers of Maine were stocked with over 300,000 migratory-sized salmon. These fish, called smolts, were reared at Craig Brook and Green Lake National Fish Hatcheries. Production during the past fiscal year was seriously reduced when in excess of 80,000 fish were buried because of disease problems. The production of fish from the Craig Brook facility will be reduced by 80% for the coming year as every effort is made to control and/or eliminate existing disease problems.

Atlantic salmon eggs and fry were provided to the Connecticut and Merrimac River programs as part of a cooperative regional salmon restoration project. Additional eggs and fry were provided for research on diseases and the physiology of salmonids.

Salmon Spawning. The fall of 1977 saw numbers of grilse in the spawning areas of the Machias River. It was felt these fish represented the initial returns from the increased spawning escapements due to removal of the Whitneyville dam in 1973. The early season of 1978 confirmed this as the rod catch in the Machias was triple that recorded for any of the preceding five years.

The spawning and natural reproduction study entered its fourth and final year in the fall of 1977. Initial spawning activities were noted on October 12th and redd counts were obtained in the major Washington County rivers. Data analysis and final reports for this project will be prepared in the coming year.

Salmon Vaccination. The vaccination project, initiated in 1977, was continued in 1978 and over 20,000 migratory-sized salmon were treated. The vaccine produced by University of New Hampshire is reported to protect the smolts against *Vibrio*, a bacterial disease that affects young salmon during the transition from a fresh to a salt water habitat. Development of an effective vaccine for endemic *Vibrio spp.* would enhance survival of hatchery fish and assist mariculture ventures.

Preliminary data obtained from Washington County rivers during 1977 indicated a substantial reduction in juvenile populations in the Dennys River. Follow-up investigations and meetings culminated in the establishment of protective zones of one-half mile on each side of the river above Gilman Dam, and a one-mile zone on each side from this site downstream to tidewater. This critical area zone designation will protect the watershed. Aerial applications of insecticides and aquacultural chemicals will be by permit only.

The staff of the Commission provided materials and assistance to the National Geographic Society; provided data for environmental assessments associated with the Tennaco pipeline; provided assistance to resource and development projects; and initiated an internship

NATURAL RESOURCES

program with Unity College and the International Atlantic Salmon Foundation. Consultations were held with the Department of State concerning international fisheries programs and projects.

Numerous talks and lectures were presented to local and regional civic and social groups as well as classroom instruction at various educational levels.

LICENSES, PERMITS, ETC.:

Resident and non-resident stamps authorized under MRSA, Title 12, Chapter 323, Section 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	133,085		88,085		45,000	
Bal Brt Fwd— Encumbered	8,249	7,845	404			
Licenses/Permits/Fees/Tax	5,227		5,227			
Revenue From Federal Govt	12,143		12,143			
Fees Charged For Services	67		67			
Receipts From Other Funds	32,569		32,569			
Legislative Approp/Alloc	121,546	121,546				
Adjustment of Balance Fwd	1	45,000	1		—45,000	
TOTAL RESOURCES	312,887	174,391	138,496			
EXPENDITURES						
Salaries and Wages	81,171	81,171				
State Share of Retirement	8,955	8,955				
Prof Service, Not By State	18,797	12,878	5,919			
Other Prof. Serv., By State	2,000	2,000				
Travel Expenses, In-State	324	249	75			
Travel Expense, Out-State	412	412				
Operation—State Vehicles	5,101	5,101				
Utilities	356	356				
Rents	306		306			
Repairs	1,609	673	936			
Insurance	2,789	2,789				
General Operating Expense	1,113	709	404			
Other Supplies	2,470	1,682	788			
Unemployment Comp Benefit	619	619				
Equipment Purchases	10,775	10,775				
Structures & Improvements	11,591		11,591			
Trans. to Gen.-Fund Sta-Cap	142		142			
TOTAL EXPENDITURES	148,530	128,369	20,161			

NATURAL RESOURCES

**STATE BOARD OF REGISTRATION FOR
PROFESSIONAL FORESTERS**

ALBERT J. CHILDS, CHAIRMAN
CLIFFORD L. SWENSEN, Vice Chairman
ROBERT UMBERGER, Secretary

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2275

Floor: 3

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1984

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 04; *Unit:* 333; *Unit Citation:* 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 1 part-time

Permanent Legislative Count: 1

PURPOSE: The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, 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 429 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	2,405		2,405			
Fees Charged For Services	7,557		7,557			
Adjustment of Balance Fwd	394		394			
TOTAL RESOURCES	10,356		10,356			
EXPENDITURES						
Salaries and Wages	2,975		2,975			
State Share of Retirement	352		352			
Travel Expenses, In-State	45		45			
Repairs	23		23			
Insurance	407		407			
General Operating Expense	884		884			
Other Supplies	57		57			
Trans. to Gen.-Fund Sta-Cap	56		56			
TOTAL EXPENDITURES	4,799		4,799			

COMMITTEE ON SPRUCE-FIR SILVICULTURE

LLOYD C. IRLAND, FOREST INSECT MANAGER

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2791

Floor: 3

Established: 1976

Authorizing Law expires Dec. 21, 1981

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.

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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. No new business was taken up in the FY 1978.

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)
Spruce Budworm Policy 1978-1981. Transition Strategy Paper. Apr. 1978. (Free)
Spruce Budworm in Maine, 1910-76. Compiled by David Weed. MF9, 1977. (Free)
Spruce Budworm in Maine: 1977. Ent. Dir. Technical Dept. -No. 3. March 1978. (Free)
Insecticides for Maine's Spruce Budworm Program. (Free)

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$500 in FY 78 and are, by administrative decision, included with those of Bureau of Forestry.

MAINE MARINE RESOURCES COMMISSION

RICHARD N. BERRY, CHAIRMAN
ROBERT G. DOYLE, Secretary

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2801

Established: 1973

Sunset Review: Not Established

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

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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.

No progress has been officially reported as a result of the 1977 negotiations between Canada and the United States. Certain fishing boundaries between the two countries were set temporarily, however.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$75.29 in FY 78 and are, by administrative decision, included with those of Legislative Council.

BAXTER STATE PARK AUTHORITY

MAYNARD F. MARSH, CHAIRMAN
A. LEE TIBBS, Director

Central Office:

Location: 64 Balsam Drive, Millinocket, Maine

Mail Address: 64 Balsam Drive, Millinocket, Maine 04462

Telephone: 723-9616

Established: 1933

Sunset Review Required by: June 30, 1984

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: 49

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 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's

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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 1977 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.

	1977	1976	1975	1974
USE—BY TYPES:				
Day Use	27,127	31,339	34,825	41,167
Transients	13,433	13,660	14,942	18,004
Campers	17,606	19,709	18,532	21,512
Lodge Guests	555	581	552	739
TOTALS	58,721	65,289	68,861	81,422
OTHER USE DATA:				
Camper Days	42,892	51,363	49,142	55,124
Number of Campers	17,606	19,709	18,532	21,512
Average Stay (Days)	2.44	2.61	2.65	2.56
Number of Vehicles	19,444	15,935	23,538	26,298
Income per Camper	—	3.87	3.99	3.39
FINANCIAL:				
INCOME:				
Use Fees (Net)	65,255	\$ 76,222	\$ 73,870	\$ 72,946
Non-Res. Entrance Fees	36,065	44,705	45,185	11,086
Income from Trust Funds	397,365	613,019	438,280	425,368
Other Income	16,711	11,432	12,642	9,974
TOTAL INCOME	\$515,396	\$745,378	\$569,977	\$519,374
EXPENDITURES:				
Personal Services	\$342,929	\$283,856	\$272,164	\$248,198
All Other	109,652	122,489	126,975	113,712
Fire Protection	30,000	29,340	32,160	31,800
Capital	36,897	203,130	114,365	139,488
TOTAL EXPENDITURES	\$520,478	\$638,815	\$545,664	\$533,198

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.

Public use of the park and income from recreational use fees dropped due to a forest fire of major proportions in August 1977. This fire forced the evacuation and closing of six of the more popular campgrounds for over three weeks. It also diverted resources away from projects planned in the annual work program.

PUBLICATIONS:

Rules and Regulations — No Charge

Map, handout — No Charge

Map, U.S.G.S. (Park area only) — \$1.31, Tax Included

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Map, A.T.C. — \$2.00, Tax Included

Booklet "Geology of Baxter State Park" — \$1.31, Tax Included

Guide to Appalachian Trail In Maine—\$8.00, Tax Included

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	50,466		50,466			
Bal Brt Fwd— Encumbered	23,137		23,137			
Licenses/Permits/Fees/Tax	8		8			
Revenue—Private Sources	97		97			
Fees Charged For Services	128,038		128,038			
Receipts From Other Funds	7,751		7,751			
Adjustment of Balance Fwd	4,998		4,998			
TOTAL RESOURCES	214,495		214,495			
EXPENDITURES						
Salaries and Wages	299,029		299,029			
State Share of Retirement	35,508		35,508			
Prof Service, Not By State	19,366		19,366			
Other Prof. Serv., By State	3,480		3,480			
Travel Expenses, In-State	2,887		2,887			
Travel Expense, Out-State	12		12			
Operation—State Vehicles	22,360		22,360			
Utilities	8,739		8,739			
Rents	4,359		4,359			
Repairs	8,114		8,114			
Insurance	20,945		20,945			
General Operating Expense	11,060		11,060			
Food	357		357			
Fuel	4,362		4,362			
Other Supplies	14,285		14,285			
Unemployment Comp Benefit	1,123		1,123			
Buildings & Improvements	2,176		2,176			
Equipment Purchases	27,169		27,169			
Structures & Improvements	2,905		2,905			
Transfer to General Fund	30,295		30,295			
Trans. to Gen.-Fund Sta-Cap	6,133		6,133			
TOTAL EXPENDITURES	524,664		524,664			

SACO RIVER CORRIDOR COMMISSION

CARL H. LAWS, EXECUTIVE DIRECTOR

Central Office:

Location: Main Street, Cornish, Maine

Mail Address: Box 283, Cornish, Maine 04020

Telephone: 625-8123

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1984

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Unit Citation:* 1973 P&SL, Chap. 150

Average Count—All Positions: 3

Permanent Legislative Count: 0

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

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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 CETA-sponsored Administrative Assistant, a part-time 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 "Saco River Corridor 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 this Fiscal Year, the Commission conducted 8 public hearings and considered 43 applications for permits or variances. In addition, two permits were granted under the Commission's newly adopted rules for the rapid processing of applications for uses with minimal environmental impact on Corridor lands. The Commission also considered five amendments to permits previously granted. Among the items considered this year by the Commission was a petition for realignment of district boundaries within the Corridor area in the City of Biddeford. The question raised considerable local interest, and after public hearing and considerable deliberation, the Commissioners agreed to uphold the original district boundary determination.

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. 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.

In its effort to address the question of recreational over-use of some sections of the Saco 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, during the summer of 1977 instituted a study of river usage. On the basis of information compiled during the summer survey, the Commission published a report of its findings. Included in the report is detailed information on where the canoeists and campers came from. A total of 10,948 river users were actually counted in the course of the survey, with a projected total of approximately 20,000 users per year! Of these users, more than half reside outside of Maine. While a large percentage of the river users who reside within the State were from the three Maine counties through which the river flows (Cumberland, York, and Oxford), 8 other Maine counties were also represented. A surprisingly large number of Maine

NATURAL RESOURCES

users were from urban areas outside the Corridor boundaries, such as Lewiston-Auburn and the Greater Portland area. The survey and subsequent report, whose emphasis was on the present use by canoeists and campers of the more northern parts of the Saco, also provides some interesting insights into the river's potential for future recreational use.

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.
3. *The Saco River: A Survey of Recreational Use, 1977* (\$1.00)

FINANCES, FISCAL YEAR 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Balance Brt Fwd—Unencumbered	1,794					1,794
Licenses/Permits/Fees/Tax	508					508
Interest/Investment/Rents	523					523
Revenue From Federal Govt	7,382				7,382	
Revenue From Local Govts	14,200					14,200
Revenue—Private Sources	355					355
Receipts From Other Funds	885					885
Legislative Approp/Alloc	12,500	12,500				
TOTAL RESOURCES	38,147	12,500			7,382	18,265
EXPENDITURES						
Salaries and Wages	25,277	12,500			7,543	5,234
Prof Service, Not By State	3,450					3,450
Travel Expenses—In-State	882					882
Utilities	198					198
Rents	1,980					1,980
General Operating Expense	4,432					4,432
Other Supplies	208					208
Unemployment Comp. Benefit	137					137
Equipment Purchases	206					206
TOTAL EXPENDITURES	36,770	12,500			7,543	16,727
Unexpended Balance	1,377	0			(161)	1,538

NATURAL RESOURCES

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
VINAL O. LOOK, Com. of Marine Resources

Telephone: 202 387-5331

Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036

Maine Location: Baker Bldg., 98 Winthrop Street, Hallowell

Maine Mail Address: Statehouse, Augusta, Maine 04333

Established: 1942

Sunset Review: Not Established

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: 0

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 (ASMFC) 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 implementation 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. Establishment of optimum mesh-size regulations and a closed season have been undertaken, 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

NATURAL RESOURCES

the newly created Fisheries Management Councils. He has a non-voting membership on the 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 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	10,200	10,200				
TOTAL RESOURCES	10,200	10,200				
EXPENDITURES						
Travel Expenses, In-State	—69	—69				
Travel Expense, Out-State	333	333				
Grants to Pub. & Priv. Orgs.	9,600	9,600				
TOTAL EXPENDITURES	9,864	9,864				

NORTHEASTERN FOREST FIRE PROTECTION COMMISSION

HENRY J. ORION, CHAIRMAN
JOHN S. WALKER, CHAIRMAN, MAINE COMMISSIONERS

Central Office:

Location: AMHI—Ray Building

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2791

Established: 1949

Sunset Review: Not Established

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: 0

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

NATURAL RESOURCES

a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

PROGRAM: Activities of the Northeastern Forest Fire Protection Commission during FY 78 included the annual Commission meeting at Paul Smith's, New York and the annual training session was at Concord, New Hampshire. The theme of this session was Decision-Making.

A training session was conducted at Buck Lake, VT. by the Equipment Committee on Fire Line Construction. Fire Control personnel attended both sessions and served as instructors at both training sessions.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Forestry.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

HENRY E. WARREN is a member of NEIWPC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116

Telephone: (617) 261-3758

Location: AMHI—Ray Building, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1947

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Unit Citation:* 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0

Permanent Legislative Count: 0

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 NEIWPC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

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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.

“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 1978: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were \$3,605.

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STATE
POLICY AREA **06**

Public Protection

**Department of Defense and Veterans Services
Department of Public Safety
Other Independent Agencies, Boards, Commissions**



PUBLIC PROTECTION

**DEPARTMENT OF DEFENSE
AND VETERANS SERVICES**

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

Central Office:

Location: Camp Keyes, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 622-9331

Established: 1973

Sunset Review Required by: June 30, 1980

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: 131 State, 553 Federal

Permanent Legislative Count: 136 State, 618 Federal

Organizational Units:

Military Bureau

Bureau of Civil Emergency Preparedness

Bureau of Veterans Services

Civil Emergency Preparedness Council

Maine Veterans Memorial Cemetery

Interstate Civil Defense and Disaster Compact

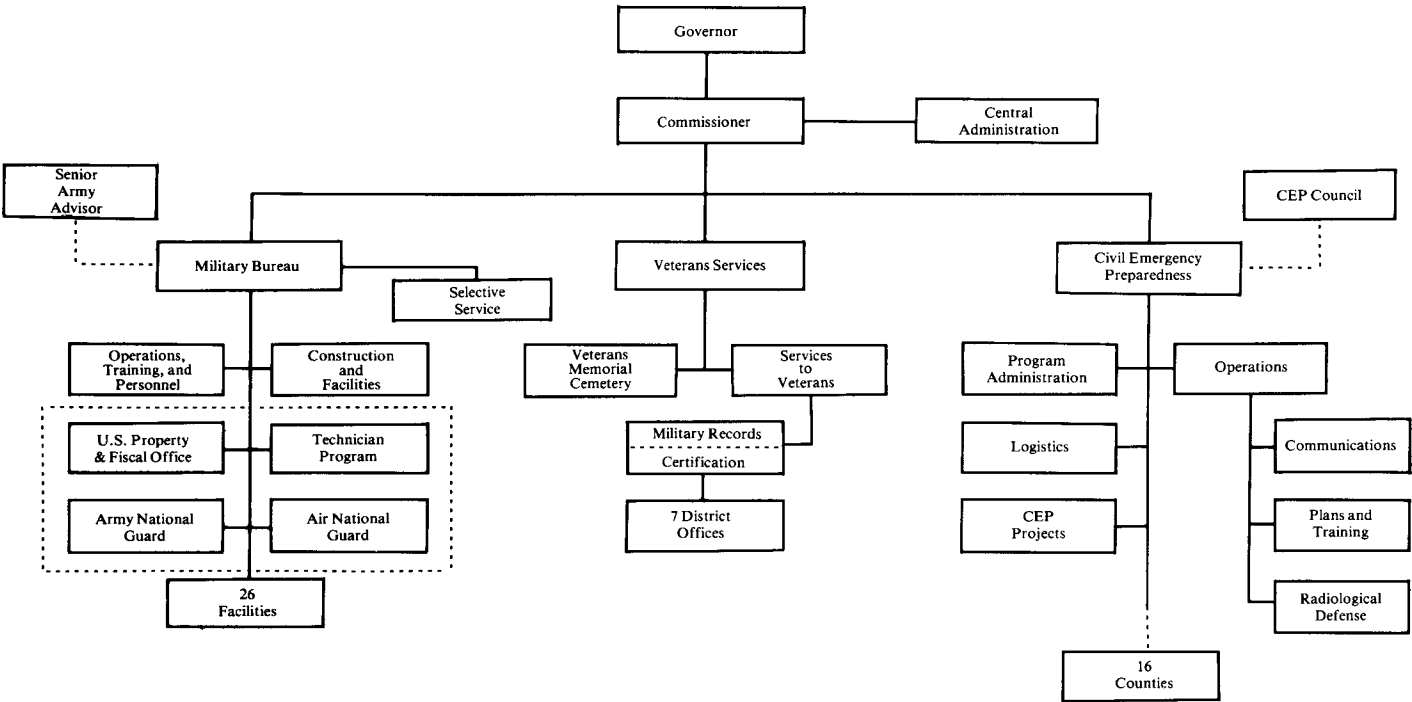
PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation 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 Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

PUBLICATIONS: None

**ORGANIZATION CHART
MAINE DEPARTMENT OF DEFENSE AND VETERANS SERVICES**



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**CONSOLIDATED FINANCIAL CHART FOR FY 78
DEPARTMENT OF DEFENSE AND VETERANS SERVICES**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	201,562		192,786			8,776
Bal Brt Fwd— Encumbered	301,821	187,183	114,638			
Revenue From Federal Govt	1,458,504		1,458,504			
Fees Charged For Services	650		650			
Receipts From Other Funds	4,057		4,057			
Legislative Approp/ Alloc	2,506,710	2,506,710				
Transfers Contingent Acct	33,792	33,792				
Adjustment of Balance Fwd	21,597	21,494	103			
Transfers—Non-Federal \$	210,775	210,775				
TOTAL RESOURCES	4,739,468	2,959,954	1,770,738			8,776
EXPENDITURES						
Salaries and Wages	1,341,895	1,212,650	129,245			
State Share of Retirement	154,264	149,566	4,698			
Prof Service, Not By State	149,988	31,014	118,974			
Computer Service, By State	35		35			
Other Prof.Serv., By State	272	272				
Travel Expenses, In-State	12,563	11,682	881			
Travel Expense, Out-State	3,231	2,139	1,092			
Operation—State Vehicles	33,550	31,626	1,924			
Utilities	187,714	172,144	15,570			
Rents	8,665	8,665				
Repairs	85,278	70,178	15,100			
Insurance	51,050	49,809	1,241			
General Operating Expense	30,503	18,533	11,868			102
Food	2,633	2,396	237			
Fuel	365,896	365,896				
Other Supplies	31,382	24,859	6,523			
Grants to Local Govts.	1,171,741		1,171,741			
Public Assistance Grants	346,861	346,861				
Misc. Grants to Individual	82,228	82,228				
Pensions	21,581	13,013	8,568			
Buildings & Improvements	187,094	185,540				1,554
Equipment Purchases	42,272	27,899	14,373			
Structures & Improvements	12,002	12,002				
Trans. to Gen.-Fund Sta-Cap	26,802		26,802			
TOTAL EXPENDITURES	4,349,500	2,818,972	1,528,872			1,656

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	8,776					8,776
Bal Brt Fwd— Encumbered	178,637	178,637				
Legislative Approp/Alloc	111,222	111,222				
Adjustment of Balance Fwd	21,939	21,939				
Transfers—Non-Federal \$	150,400	150,400				
TOTAL RESOURCES	470,974	462,198				8,776
EXPENDITURES						
Salaries and Wages	85,984	85,984				
State Share of Retirement	10,180	10,180				
Travel Expenses, In-State	7	7				
Travel Expense, Out-State	535	535				
Repairs	63,751	63,751				
Insurance	2,715	2,715				
General Operating Expense	192	90				102
Other Supplies	42	42				
Buildings & Improvements	187,094	185,540				1,554
Equipment Purchases	129	129				
Structures & Improvements	12,002	12,002				
TOTAL EXPENDITURES	362,631	360,975				1,656

MILITARY BUREAU

BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

Central Office:

Telephone: 622-9331

Location: Camp Keyes, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1980

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: 87 State, 553 Federal

Permanent Legislative Count: 88 State, 618 Federal

Organizational Units:

Maine Army National Guard

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. The Bureau will also respond to a civil emergency involving nuclear attack, and 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,

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as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau, thus freeing the Adjutant General to function solely as Commissioner 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, an Ambulance Company, 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 78, the Maine National Guard maintained its strength, at 89% of authorized at the end of the period.

Major call ups of National Guard Forces occurred at Millinocket to assist in controlling a large forest fire and in the southern coastal area in connection with two severe storms, the last a blizzard in early February. National Guard work in the blizzard consisted of evacuation of personnel, protection of property, and restoration of access to business and residential areas.

The Federal government again supplied 93% of the funds required by the National Guard, with the remainder coming from the State. Over 20 million Federal dollars came into Maine for this purpose.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	7,867	7,867				
Legislative Approp/Alloc	1,493,947	1,493,947				
Transfers Contingent Acct	33,792	33,792				
Adjustment of Balance Fwd	—445	—445				
Transfers—Non-Federal \$	32,000	32,000				
TOTAL RESOURCES	1,567,161	1,567,161				
EXPENDITURES						
Salaries and Wages	790,195	790,195				
State Share of Retirement	89,035	89,035				
Prof Service, Not By State	24,665	24,665				
Other Prof.Serv., By State	252	252				
Travel Expenses, In-State	915	915				
Travel Expense, Out-State	907	907				
Operation—State Vehicles	21,590	21,590				
Utilities	147,463	147,463				
Repairs	4,334	4,334				
Insurance	32,229	32,229				
General Operating Expense	8,379	8,379				
Food	2,313	2,313				
Fuel	364,991	364,991				
Other Supplies	17,596	17,596				
Pensions	8,277	8,277				
Equipment Purchases	24,770	24,770				
TOTAL EXPENDITURES	1,537,911	1,537,911				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

NICHOLAS L. CARAGANIS, DIRECTOR
LESLIE B. HIGGINS, Deputy Director

Telephone: 622-6201

Central Office:

Incoming WATS: Emergency only 800-452-8735

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1949

Sunset Review Required by: June 30, 1980

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: 14

Organizational Units:

Administrative Section

Public Information

Operations Section

Disaster Assistance

Logistics 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 agencies are the Federal Disaster

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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 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.

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 \$128,735 in state funds during the fiscal year. This was to finance a total of 14 positions. The allocation was as follows: personal services \$86,788; all other \$41,772 and capital \$175.00. The entire State of Maine was allocated \$417,439 by the Defense Civil Preparedness Agency (DCPA) and this allocation was divided, \$120,964 for State Headquarters and the balance of \$296,475 was allocated to County and Local Headquarters. The communications maintenance and warning maintenance systems had \$37,350 approved in matching funds from DCPA. Of this amount, \$21,353 was for the counties and local operations and \$15,999 for State Headquarters. Additionally, federal matching funds for new communications and warning equipment and for upgrading existing systems was approved in the amount of \$11,548 for the county and local headquarters and \$1,534 for State Headquarters. Lastly, excess federal equipment, with an acquisition value of \$253,612 was obtained and distributed throughout the state for use by local governments, which included 16 counties and 46 subdivisions.

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, manmade 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.

Emergency Communications. The existing fixed and mobile communications system consists of 3 transmitting sites, 33 base stations, and 120 mobile radio units. Emergency communications links the State Emergency Operating Center (EOC) to 16 counties and 4 local

PUBLIC PROTECTION

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.

National Warning System (NAWAS). This 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 "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.

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 every four years in accordance with federal requirements; the Emergency Communications Development Plans (ECDP) 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-78, these state training programs were responsible for training over 325 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 trained personnel.

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-78 through a separate course, a total of 65 new Radiological Monitors were trained. Radiological Defense Officer (RDO) Training was conducted during a one-week course held in Bangor. 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 continues as an ongoing program.

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, 1979.

Action has been initiated in completing the major goals of this continuing project. A Disaster Liaison Team composed of representatives from various state agencies has been 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

PUBLIC PROTECTION

State's Disaster planning effort has been completed. 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 has been developed. 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.

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 existing county/local CEP staffs providing needed personnel depth at the county and local level.

Hazardous Materials. MECEP has continued to provide public information and training as required within the area of hazardous materials. During the last Legislative session, a bill was introduced and subsequently enacted which may have significant impact within the state. Basically, H.P. 1958—L.D. 2040—"An Act to Regulate Hazardous Materials and to Provide for a Reporting System to Hazardous Materials Emergencies"—has three important elements:

- Hazardous materials transported intra-state must be placarded. Bills of Lading must accompany all shipments of hazardous materials;
- Accidents involving hazardous materials resulting in death, illness or injury must be reported to an emergency agency; and,
- Director MECEP will serve as Chairman of the Hazardous Materials Advisory Board (HMAB).

To date, several meetings of the HMAB have been held to address potential hazardous materials problems within the state and to improve coordination at the state level.

During 1978, MECEP agreed to assist the Maine Geological Survey, 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 Geological Survey by County CEP Directors, valuable scientific data will be available for research in connection with potential earthquakes.

Disaster Assistance. On February 17, 1978 the President declared a major disaster to exist within four Maine counties as a result of damage resulting from high winds, tidal surge, coastal flooding, snow and ice, during the period of February 6-7, 1978. The counties involved were Cumberland, Lincoln, Washington and York. This action was precipitated based on damage assessment data collected, coordinated and submitted by MECEP to the Federal Disaster Assistance Administration (FDAA). Additionally, Small Business Administration (SBA) authorized SBA loans within fifteen Maine counties for the coastal storm periods of January 8-10, 1978 and February 6-7, 1978.

Public damages approved by FDAA: \$1,826,508, which will be reimbursed to the towns; SBA claims approved (approximately): \$17,100,000.

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.

There is an interdependence of the Community Shelter Plan with Crisis Relocation Plan-

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ning (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 is for the Portland area. The CACSP 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.

Relocation plans are now being accomplished for the prime target areas of Cutler Radar Station and Brunswick Naval Air Station and surrounding towns.

MECEP accepted responsibility for sponsoring Matinicus Island's Housing and Urban Development (HUD) grant for power facilities construction of approximately \$250,000.00. This is now complete.

Provided coordination and assistance in connection with the National Flood Insurance Program. To date 825 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.

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 viewpoint, is significant.

During the winter of 1978, the Emergency Broadcast System (EBS) was utilized on two occasions to warn the general populace of impending severe storms.

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 winter of 1978 to warn the citizens along the Kennebec River Valley of a potential flooding situation.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	192,786		192,786			
Bal Brt Fwd— Encumbered	114,638		114,638			
Revenue From Federal Govt	1,458,504		1,458,504			
Fees Charged For Services	650		650			
Receipts From Other Funds	4,057		4,057			
Legislative Approp/ Alloc	128,735	128,735				
Adjustment of Balance Fwd	103		103			
Transfers—Non-Federal \$	—3,025	—3,025				
TOTAL RESOURCES	1,896,448	125,710	1,770,738			
EXPENDITURES						
Salaries and Wages	199,313	70,068	129,245			
State Share of Retirement	23,507	18,809	4,698			
Prof Service, Not By State	121,080	2,106	118,974			
Computer Service, By State	35		35			
Travel Expenses, In-State	1,189	308	881			
Travel Expense, Out-State	1,126	34	1,092			
Operation—State Vehicles	3,783	1,859	1,924			
Utilities	29,436	13,866	15,570			
Rents	605	605				
Repairs	15,532	432	15,100			
Insurance	6,410	5,169	1,241			
General Operating Expense	14,812	2,944	11,868			
Food	320	83	237			
Other Supplies	7,953	1,430	6,523			
Grants to Local Govts.	1,171,741		1,171,741			
Pensions	12,506	3,938	8,568			
Equipment Purchases	14,373		14,373			
Trans. to Gen.-Fund Sta-Cap	26,802		26,802			
TOTAL EXPENDITURES	1,650,523	121,651	1,528,872			

BUREAU OF VETERAN'S SERVICES

ROBERT R. WASHBURN, DIRECTOR

Central Office:

Location: Camp Keyes, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3441

Established: 1947

Sunset Review Required by: June 30, 1980

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: 26

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 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

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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, 1,232 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 71,552 contacts by veterans or dependents on veterans affairs. \$2,734,035 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau. V.A. as a result of actions by the Bureau.

Financial Aid. During the year 648 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. 343 persons were assisted during the year.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 447 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 \$30,000.

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 325,000 such records are now in the files of the Bureau.

Maine Veterans Memorial Cemetery. During the year 312 burials were made, of which 256 persons were veterans, 51 were wives (or widows) and 5 were dependent children; and 188 reservations for burial were made by surviving veterans or spouses. At the end of the year, 2,014 persons were buried in the Cemetery, and there were 1,231 reservations for future burial on file.

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 make them eligible under the state guaranty program of the Maine Veterans Small Business Loan Authority.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1976 Edition.

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Informational Pamphlet on World War Assistance.
A Quick Guide to Veterans Benefits for Maine Veterans.
Maine Veterans Memorial Cemetery (Brochure).

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERAN'S SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	679	679				
Legislative Approp/ Alloc	772,806	772,806				
Transfers—Non-Federal \$	31,400	31,400				
TOTAL RESOURCES	804,885	804,885				
EXPENDITURES						
Salaries and Wages	266,403	266,403				
State Share of Retirement	31,542	31,542				
Prof Service, Not By State	4,243	4,243				
Other Prof.Serv., By State	20	20				
Travel Expenses, In-State	10,452	10,452				
Travel Expense, Out-State	663	663				
Operation—State Vehicles	8,177	8,177				
Utilities	10,815	10,815				
Rents	8,060	8,060				
Repairs	1,661	1,661				
Insurance	9,696	9,696				
General Operating Expense	7,120	7,120				
Fuel	905	905				
Other Supplies	5,791	5,791				
Public Assistance Grants	346,861	346,861				
Misc. Grants to Individual	82,228	82,228				
Pensions	798	798				
Equipment Purchases	3,000	3,000				
TOTAL EXPENDITURES	798,435	798,435				

CIVIL EMERGENCY PREPAREDNESS COUNCIL

NICHOLAS L. CARAGANIS, DIRECTOR

Central Office:

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 622-6201

Established: 1973

Sunset Review Required by: June 30, 1980

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: 0

Permanent Legislative Count: 0

PURPOSE: The primary responsibility of the Civil Emergency Preparedness Council is to advise the Governor and Bureau director on all matters pertaining to civil defense. The council cannot by statute interfere with any of the operational duties of the director.

ORGANIZATION: The council is composed of 5 members who are appointed by the Governor, 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.

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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 1978: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Civil Emergency Preparedness.

DEPARTMENT OF PUBLIC SAFETY

COLONEL ALLAN H. WEEKS, COMMISSIONER

MAJ. WILLIAM S. BROWN, Admin. Assistant

Central Office:

Telephone: 289-3801

Location: 36 Hospital Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1980

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: 489

Permanent Legislative Count: 470

Organizational Units:

Bureau of Public Safety

Office of the State Fire Marshal

Capitol Security Police

Bureau of Liquor Enforcement

Maine Criminal Justice Committee

Board of Trustees Criminal Justice Academy

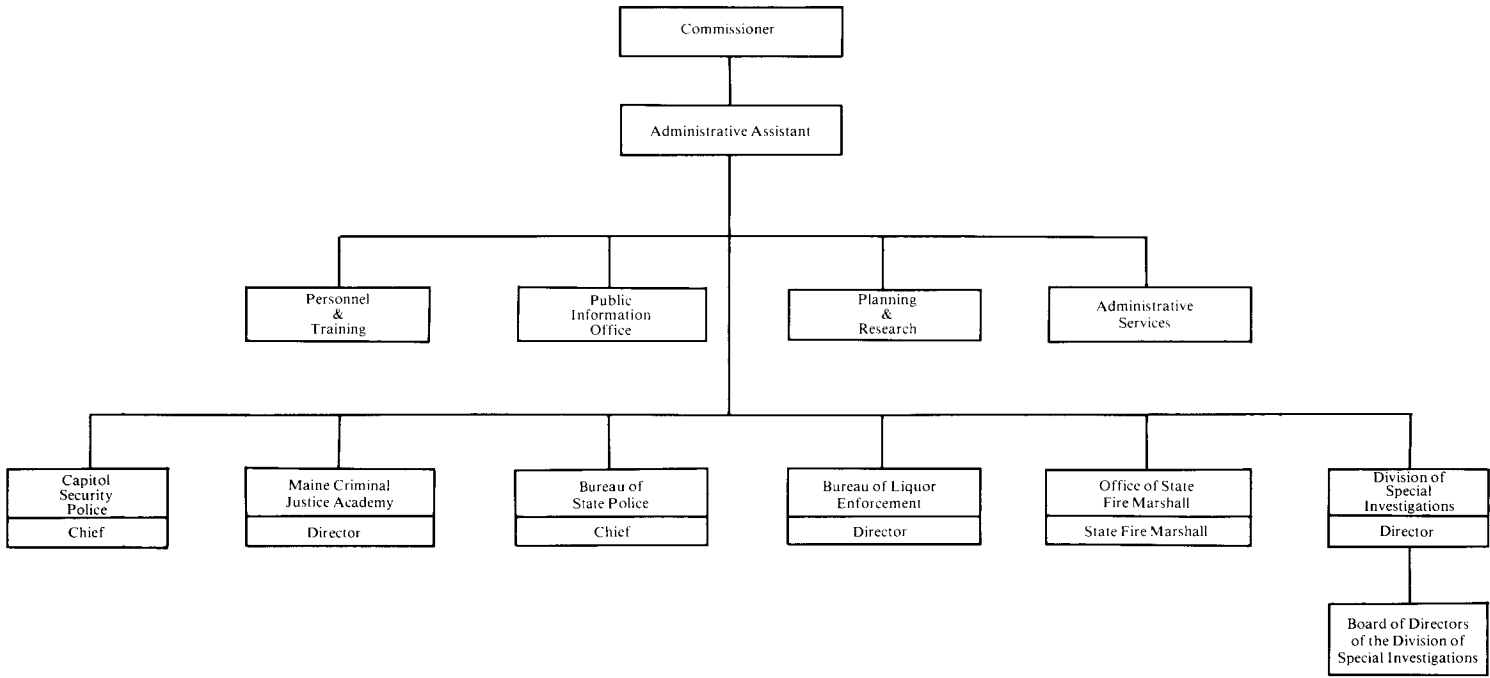
PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the Division of Special Investigations, 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 78 are discussed in the individual reports of its component agencies.

PUBLICATIONS: None.

**ORGANIZATION CHART
DEPARTMENT OF PUBLIC SAFETY**



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CONSOLIDATED FINANCIAL CHART FOR FY 78
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	419,592	189	338,075	81,328		
Bal Brt Fwd— Encumbered	115,568	28,501	12,436	74,631		
Licenses/Permits/Fees/Tax	533,493		466,786	66,707		
Revenue From Federal Govt	64,343		29,726	34,617		
Revenue From Local Govts	27,872		19,663	8,209		
Fees Charged For Services	181,049		100,969	80,080		
Receipts From Other Funds	8,022		98	7,924		
Legislative Approp/ Alloc	10,380,707	3,266,243		7,114,464		
Adjustment of Balance Fwd.	—100,705	—1,116	—25,960	—73,629		
Transfers—Non-Federal \$	385,808	—2,294,396	207,871	2,472,333		
Transfers—Federal \$	233,099		233,099			
TOTAL RESOURCES	12,248,848	999,421	1,382,763	9,866,664		
EXPENDITURES						
Salaries and Wages	6,119,864	478,160	464,508	5,177,196		
State Share of Retirement	1,601,389	65,851	52,508	1,483,030		
Prof Service, Not By State	81,167	13,028	40,734	27,405		
Computer Service, By State	75,789		4,395	71,394		
Other Prof.Serv., By State	42,487	14,106	23,803	4,578		
Travel Expenses, In-State	120,070	36,940	36,804	46,326		
Travel Expense, Out-State	25,510	411	7,937	17,162		
Operation—State Vehicles	843,131	50,746	40,931	751,454		
Utilities	231,380	19,768	12,992	198,620		
Rents	157,724	3,955	15,099	138,670		
Repairs	52,431	16,892	1,817	33,722		
Insurance	249,107	24,363	14,787	209,957		
General Operating Expense	215,991	65,353	39,499	111,139		
Food	549	9	89	449		
Fuel	22,313	10,032	47	12,234		
Other Supplies	242,670	43,468	31,747	167,455		
Highway Materials	20			20		
Pensions	618,911	7,622	15	611,274		
Buildings & Improvements	5,856		5,856			
Equipment Purchases	759,362	45,025	167,877	546,460		
Transfer to General Fund	4,641			4,641		
Trans. to Gen.-Fund Sta-Cap	132,303		9,002	123,301		
TOTAL EXPENDITURES	11,602,663	895,729	970,447	9,736,487		

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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—Unencumbered	189	189				
Bal Brt Fwd— Encumbered	12,094	3,599		8,495		
Legislative Approp/ Alloc	370,103	150,000		220,103		
Transfers—Non-Federal \$	3,725	3,725				
TOTAL RESOURCES	386,111	157,513		228,598		
EXPENDITURES						
Salaries and Wages	166,167	84,928		81,239		
State Share of Retirement	33,163	10,056		23,107		
Prof Service, Not By State	236	146		90		
Other Prof.Serv., By State	7,497	4,410		3,087		
Travel Expenses, In-State	755	21		734		
Travel Expense, Out-State	95			95		
Operation—State Vehicles	9,083	2,079		7,004		
Utilities	1,562	258		1,304		
Repairs	5,940	5,932		8		
Insurance	10,943	8,412		2,531		
General Operating Expense	63,505	671		62,834		
Other Supplies	11,429	8,220		3,209		
Pensions	942	942				
Equipment Purchases	34,189	10,244		23,945		
Trans. to Gen.-Fund Sta-Cap	6,566			6,566		
TOTAL EXPENDITURES	352,072	136,319		215,753		

BUREAU OF STATE POLICE

ALLAN H. WEEKS, CHIEF
RONALD A. HILTZ, Deputy Chief

Central Office:

Location: 36 Hospital Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2155

Established: 1925

Sunset Review Required by: June 30, 1980

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: 398

Permanent Legislative Count: 413

Organizational Units:

Division of Administrative Services

Public Information Office

Office of Planning and Research

Traffic Division

Division of Personnel

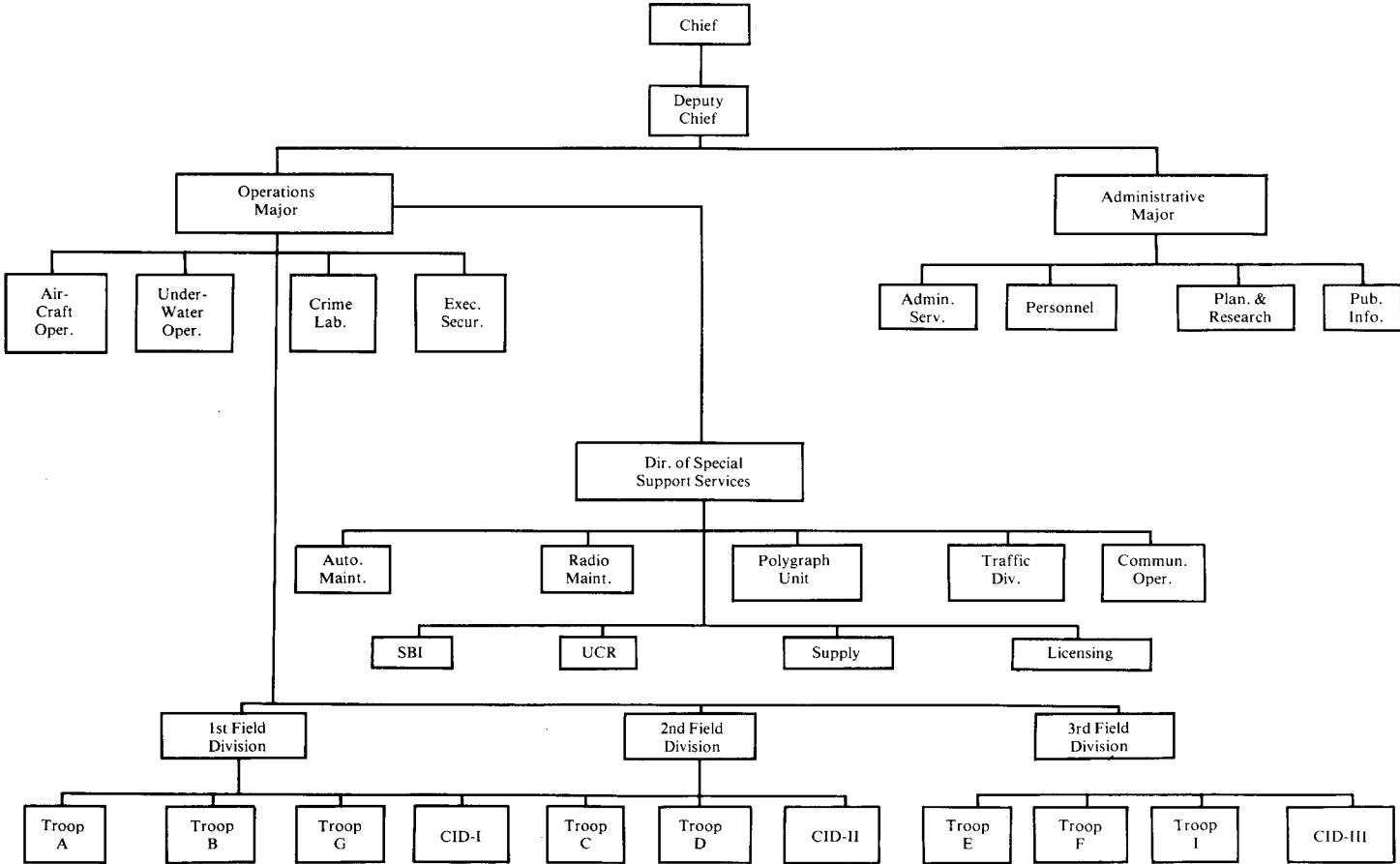
Criminal Division

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 Bureau of Identification 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: preparation of purchase requisitions, contractual services, purchase of equipment, clothing supplies, maintenance of equipment, preparation of Biennial Budget, printing of bulletins, forms, orders, etc., disbursement of funds, and monthly Activity Reports and time and leave records.

Office of Planning and Research. This office provides management support and program development in both administrative and operational matters. Included in this office is the Department's Data Processing Unit, which, during 1977 processed 49,525 arrest reports and 36,715 State of Maine Traffic Accident Reports.

Major activities during 1977 include, but were not limited to: design and implementation of a new monthly activity report incorporating a computerized time and leave report for all sworn personnel within the Department; preparation of a Grant from National Highway Safety Administration for the purchase of Kustom KR-11 moving mode radar for all patrol officers assigned to the Maine Turnpike and interstate highway system; assist in the Department of: Confrontation Management Plan, Contingency plan for Maine State Prison, and Department Mission Statement with goals and objectives; and a Task Analysis Study involving all sworn personnel within the State Police.

Federal grants coordination and project planning was also a major function of the Office of Planning and Research. In 1977, 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 Communications Operators.

Data Entry. During the 1977 calendar year, 751,869 cards were processed by the Data Entry Section for the following programs:

	Mileage Report
Activity System	55 mph speed enforcement certification
Accident System	Vehicle Cost Analysis Program
Uniform Crime	Time and Leave
Reporting System	Arrest Reporting System
	Miscellaneous Programs
	Case Report

PUBLIC PROTECTION

The prime enforcement activities for 1977 are:

Trucks Weighed	8,118
Stolen Property Recovered	\$1,369,419
License Fees	\$181,142
Accidents Investigated	8,161
Written Warnings	73,858
Arrest Reports	51,467
Defective Equipment Warnings	69,206
Aids to Motorists	29,690
Total Fines	\$1,976,434
Licenses Issued	11,506

Division of Personnel. It is the responsibility of the Department of Personnel to maintain career statistics on the 487 employees of the Department of Public Safety, including 323 sworn personnel and 69 civilian employees of the Maine State Police. The Personnel Division actively assists the State Department of Personnel in the application process of all perspective employees of Public Safety, but is especially involved with applications for the position of State Police Trooper after the written examination which is administered by the Department of Personnel. This process includes the PAT, oral board, polygraph and the interview with the Chief.

During 1977, the Division of Personnel staffed and operated two State Police Training Troops, processed some 900 applications for appointment to State service, and conducted the subsequent physical agility tests and oral board examinations.

During 1977, the Division worked closely with the office of State Employee relations and the Maine Labor Relations Board in maintaining the establishment of a bargaining unit and collective bargaining sessions. As a result of these cooperative efforts the first State contract was finalized and the Division is presently responsible for implementation of the new contract and will be actively engaged in all present and future negotiations.

Public Information Division. The Public Information Officer is responsible for directing, planning, coordinating, and evaluating public information activities. The Public Information Officer also advises the Chief and Deputy Chief on public information matters which should be brought to their attention, and provides public information counseling and instruction to staff and field personnel as needed.

Although all State police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesman for major crimes or other serious news events when it is necessary to take pressure off the investigating officer. On call 24 hours a day, the Public Information Officer maintains liaison with the news media, (Media mailing lists were updated to reflect media needs).

During 1977, a total of 96 news releases were written and distributed to appropriate print and broadcast media. In addition, the Public Information Officer served as spokesman in 247 instances. Broadcast Public Service Announcements were produced to make the public more aware of the following: (via radio) 55 MPH speed limit— 2, road safety— 3, toll-free numbers, trooper recruiting, bicycle safety, traffic safety, holiday driving, burglary prevention, motor vehicle inspection, and school bus safety; (via television) crime prevention, summer driving, and summer traffic. There were 32 radio and TV interviews, 24 radio and TV features, 9 press interviews, and 45 press feature stories.

The Public Information Office also distributed 5,000 Personal Property Records (with "tips" on curbing crime), published the Department's Annual Report, designed and had printed 5,000 pocketsize State Police recruiting/public information brochures, coordinated Departmental displays at various civic functions, and continued publication of the employee information publication called the "Communicator."

Crime Laboratory. The Maine State Police Crime Laboratory, located at State Police Headquarters, and under the command of a lieutenant, functions as a support service to law enforcement personnel in many areas. Crime scene processing is its major responsibility; however, its other capabilities include, but are not limited to, developing and printing of photographs related to criminal or accident investigations, the comparison of latent prints lifted at the scene of a crime with the prints of a given suspect; firearms identification and tool mark comparison; restoration of serial number of stolen vehicles or other items; serological examinations of blood semen, and other body fluids; polygraph examinations of witnesses, vic-

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tims, suspects in criminal violations, and State Police applicants; making identifications cards for members of State agencies; processing of persons arrested on a large-scale basis; instruction of State, county, and local police officers in laboratory procedures; and expert testimony in court.

During 1977, portable floodlights and a portable generator were purchased for the crime van in addition to other equipment. The crime van was complete as of last summer, and is presently capable of affording the same services at a mobile site that had previously only been available at State Police headquarters.

The following is a breakdown of the major activities for FY 78 as performed by the six state police officers attached to the Crime Laboratory on a full-time basis.

Court Appearances:

756 Total Hours
126 Average Hours Per Man

Crime Scene Processing:

115 Total Number
19 Average Per Man
728 Total Hours
121 Average Hours Per Man

Photographic Assignments:

333 Total Number
55 Average Per Man
1,141 Total Hours
190 Average Hours Per Man

Investigative Hours:

672 Total Hours
112 Average Hours Per Man

Laboratory Examinations:

1,364 Total Number
227 Average Per Man
3,592 Total Hours
598 Average Hours Per Man

Film processed during the year was as follows:

4 x 5 black & white negatives	1,760
2¼ color negative	3,970
35 mm color negatives	11,368
126 color negative & black/white	380
Total Negatives	17,478

4 x 5 black & white prints (8 x 10)	1,170
2¼ color prints "	3,124
35 mm color prints "	10,084
35 mm color slides "	3,751
126 color negatives & black/white (8 x 10)	100

Total Prints 18,228

Total all prints & negatives 35,706

Fingerprint comparison: 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.

During the FY 78, the Fingerprint Section of the Crime Lab produced the following in terms of activity:

Fingerprints:

	<i>State Police</i>		<i>Other Agencies</i>	
	<i>Numbers</i>	<i>Hours</i>	<i>Numbers</i>	<i>Hours</i>
Developing	575	205	466	129
Examination	4,621	387	2,755	204

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

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a positive science which requires great concentration. No two persons fingerprints have ever been found to be the same.

Firearms identification: 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:

	<i>State Police</i>	<i>Other Agencies</i>
Rifles	14	28
Shotguns	5	12
Handguns	24	18
<i>Unknowns Submitted</i>		
Bullets	64	21
Cartridge Cases	101	108
Shotgun Cases	1	41
<i>Live Ammo Submitted</i>		
Rifle and Handgun	375	287
Shotguns	22	12
Wadding	20	2
Shot Pellets	3	27
Gun Powder Residue Exam	19	4
<i>Serial No. Restoration</i>	4	4
<i>Tool Mark Comparison</i>	8	9

Serology section: The serology section of the Crime Lab is responsible for the examination of blood and other body fluids. In case 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 FY 78 the serology section acquired an ample supply of Hemident for the presumptive identification of blood. This test will not distinguish between human and animal blood but it will aid in the gross examination of a suspected stain.

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. To assist in the successful prosecution of all homicides, laboratory personnel are required to attend the autopsy of a victim in a case to which they are assigned. During FY 78 lab personnel attended 55 autopsies which consisted of a total of 222 hours.

Polygraph: Polygraph examinations are designated 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 the Criminal Investigation Division (CID) has three modern multi-channel polygraph instruments and 3 examination sites. There are 4 polygraph examiners, two of which are stationed in Augusta, one in Scarboro and one in Aroostook County. The Northern Examiner also conducts examinations on an appointment basis in the Washington County area. 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.

Also, as a procedure in the application process, all prospective State Police applicants are administered a polygraph examination before obtaining employment.

Beano and Games of Chance. Routine inspections of licensed games are made as frequently as possible with all complaints being fully investigated. Over 400 written information requests are answered yearly, plus 1,000 telephone information requests. A summary of 1977 activities include:

Beano licenses issued	3,775
Total Beano Organizations Licensed	406
Total No. of Games of Chance Licenses issued	5,102
Distributors licensed	9
Printer licenses	84

PUBLIC PROTECTION

Total income received from games of chance by the State	\$81,674
Total income received from Beano	\$20,227

Criminal Investigative Division. Prior to the new concept of the Criminal Investigative Division, all major criminal offenses were investigated by the bureau of Criminal Investigation within the Maine State Police. The bureau was established in 1955 so that uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with a special emphasis on homicide); and to provide an official clearing agency for investigations available to all enforcement agencies within and outside the State of Maine. Additional duties include informing the Chief and Deputy Chief of criminal activity within the state; and the issuance of all permits to out of state residents to carry concealed weapons.

In FY 78, the Criminal Investigative Division (CID) was restructured to include three divisions which encompass the south, central, and northern portions of the state respectively. Each division coincides with the present conceptual breakdown of the field divisions. Each CID is commanded by a lieutenant who in turn reports to the field division commander of his particular division, a State police captain. The overall activity of the Criminal Investigative Division is co-ordinated and administered to by the operations officer, a State police major. Furthermore, it has been concluded that the realignment of the CID's with the field divisions, along with a common administrator for both criminal and field (patrol) forces within each division, gives way for 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 FY 78 as well as adherence to statute requiring assistance to the Attorney General in the investigation of same. Of the 245 unattended deaths investigated by the Maine State Police during the year, 23 were determined to be criminal homicide. A breakdown of the major crimes reported to the Maine State Police in 1977 as compared to 1976 are as follows:

	1976	1977	Change in %
Criminal Homicide	25	23	—8.0
Forcible Rape	25	25	0.0
Robbery	27	33	+ 22.2
Assault & Battery	339	340	+ .2
Burglary	1,071	1,130	+ 5.5
Larceny	883	1,052	+ 19.1
Motor Vehicle Theft	207	265	+ 28.0
Total (Part I Index Crimes)	2,577	2,863	+ 11.2

The records of State Police Criminal Investigations were forwarded from CID during FY 78 to the Criminal History Records Section, which was established in 1976, and is presently a part of the State Bureau of Identification. This provides for an update of data at a central location, within State Police Headquarters, where criminal history can be easily obtained to personnel within the CID. Computerization has also played a significant role in pinpointing crime trends to aid the division, this has been achieved with the data entry of information as it relates to Uniform Crime Reporting.

In addition to its general function, CID maintains liaison with the Investigative Division attached to the Office of the Attorney General (for investigation of homicides and other major crimes) and with other agencies to avoid duplication of efforts with relation to time and manpower in a particular case.

The State Police Criminal Bulletin continued to be published on a regular basis during FY 78 and continues to be well accepted and utilized in the field and with other law enforcement agencies. Bulletins are currently being sent to 73 municipal agencies, all five New England criminal intelligence units, 14 Federal agencies, Maine State Liquor Enforcement, 16 sheriff's departments, 4 Canadian agencies, the State Fire Marshals Office, all State Police Personnel including two designated retired members, and other selected out-of-state municipal and county enforcement agencies. The bulletin continued to provide current information as it related to types of crimes being committed, suspects, fugitives wanted on warrants, and other pertinent information. Its distribution resulted in an increased number of arrests throughout the year within the State of Maine and in other jurisdictions.

Criminal Investigative Division personnel responded to requests for 41 speaking engagements during 1977, to organizations such as schools and civic groups, to discuss such topics as drugs, bank robberies, organized crime methods, homicide investigations, and CID

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functions. Personnel also assisted in the training of new recruits at the State Police Academy during the year to familiarize them with the techniques of investigation and interviewing that they will confront while on their assigned patrols.

Traffic Division. Responsibilities of the Traffic Division include the administration of the Maine Motor Vehicle Inspection Program, the statewide truck weight/size enforcement program and the statewide Accident Reporting Program. The Division maintains current files on junk yard licenses, Department of Transportation construction areas and permits, size and weight regulations and registration requirements of other states. The Division also handles requests for speaking engagements from schools and organizations, conducts Defensive Driving Courses and provides information on motor vehicle and pedestrian safety. Information to the public on Motor Vehicle Laws is also provided by this Division.

Motor Vehicle Inspection: This section has the responsibility for the administration of over 1,600 inspection stations, providing them with the necessary materials for licensing and supplying adequate manuals on the rules and regulations governing motor vehicle inspection. During the latter part of 1977, the Motor Vehicle Inspection Manual was completely revised and updated and was issued to all stations in January, 1978. During 1977, 1,545,000 stickers were sold to inspection stations, with a gross income of \$309,000.

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. Nine troopers are assigned as traffic safety officers to supervise and enforce the motor vehicle inspection procedures. Traffic safety officers also conduct semi-annual inspection of all school buses and conduct training programs for inspection mechanics and field personnel.

Truck Weight: This section is a sub program within the Traffic Division. It is currently staffed with 7 officers equipped with portable truck weighing equipment whose primary responsibility is that of enforcing the Truck Weight and Public Utility Commission Laws, and rules and regulations. During 1977, the courts assessed fines in excess of \$276,000 for truck related violations.

Traffic Accident Reporting: This program is established by Title 29, MRSA Section 891. The Traffic Division publishes a standardized accident report form utilized by all police officers investigating traffic accident reports within this State. The completed accident reports are submitted to the Traffic Division where they are screened for accuracy and completeness, then coded and key punched to transfer the data to a computer compatible form for statistical purposes. The accident reports are then microfilmed to facilitate storage, handling and to expedite retrieval. During 1977, 32,183 accidents were processed by the Division.

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
- Clearance Certificates to increase gross registration on trucks.

PUBLICATIONS:

- Laws, Rules and Regulations Relating to Games of Chance (Free)
- Laws, Rules and Regulations Relating to Beano (Free)
- Motor Vehicle Inspection Manual (\$3.00)
- Personal Property Record & Inventory (Free)
- Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
- Maine—As Strong As Her People (Free)
- The Maine Department of Public Safety (Free)
- The Maine State Police "Annual Report" (Free)

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FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	136,593		55,265	81,328		
Bal Brt Fwd— Encumbered	75,046		8,910	66,136		
License/Permits/Fees/Tax	71,207		4,500	66,707		
Revenue From Federal Govt	62,250		27,633	34,617		
Revenue From Local Govts	8,209			8,209		
Fees Charged For Services	110,828		30,748	80,080		
Receipts From Other Funds	7,924			7,924		
Legislative Approp/Alloc	9,192,482	2,298,121		6,894,361		
Adjustment of Balance Fwd	—99,590		—25,961	—73,629		
Transfers—Non-Federal \$	375,139	—2,298,121	200,927	2,472,333		
Transfers—Federal \$	195,876		195,876			
TOTAL RESOURCES	10,135,964		497,898	9,638,066		
EXPENDITURES						
Salaries and Wages	5,238,770		142,813	5,095,957		
State Share of Retirement	1,475,182		15,259	1,459,923		
Prof Service, Not By State	36,732		9,417	27,315		
Computer Service, By State	75,789		4,395	71,394		
Other Prof.Serv., By State	10,751		9,260	1,491		
Travel Expenses, In-State	70,416		24,824	45,592		
Travel Expense, Out-State	20,508		3,441	17,067		
Operation—State Vehicles	750,877		6,427	744,450		
Utilities	202,990		5,674	197,316		
Rents	142,007		3,337	138,670		
Repairs	34,083		369	33,714		
Insurance	212,831		5,405	207,426		
General Operating Expense	61,967		13,662	48,305		
Food	467		18	449		
Fuel	12,281		47	12,234		
Other Supplies	172,789		8,543	164,246		
Highway Materials	20			20		
Pensions	611,274			611,274		
Equipment Purchases	656,197		133,682	522,515		
Transfer to General Fund	4,641			4,641		
Trans. to Gen.-Fund Sta-Cap	120,928		4,193	116,735		
TOTAL EXPENDITURES	9,911,500		390,766	9,520,734		

STATE BUREAU OF IDENTIFICATION

ALLAN H. WEEKS, CHIEF, STATE POLICE

ROBERT E. WAGNER, JR., Director

Central Office:

Location: 36 Hospital Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2297

Established: 1937

Sunset Review Required by: June 30, 1980

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: 13

Permanent Legislative Count: 9

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies on fingerprint forms and other forms provided, under rules adopted

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in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to State Bureau of Identification.

The goal of the State Bureau of Investigation is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine—its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the seven Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, disposition of persons charged and police employee strength data.

ORGANIZATION: The Supervisor of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Supervisor has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

One of the major changes in the State Bureau of Investigation (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 to see it. 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.

In 1977, with the proper approval, the Uniform Crime Reporting (UCR) Division was physically attached to SBI and the title of the top position changed to Director of SBI. The Director's duties include management and policy control of SBI, UCR and the Criminal Records Section of the State Police, along with certain functional duties necessary to the efficient operation of the Bureau. In addition, continued legislative law changes on uses of criminal case history record information keeps the dissemination policy in a flexible posture.

The UCR division continues to be externally funded although it has been legislatively authorized since 1974. Since its establishment, this program has had a profound effect on the Criminal Justice System far beyond the operational cost. Administrators and Legislators throughout the State rely on the data reports and crime profiles generated by this program.

Since the State Police Criminal Records Section contains criminal case history record information, and requires State and Federal case dissemination controls, it is natural for the section to be a component of SBI. This section is working well under existing policy and legal guidelines.

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PROGRAM: A major reorganization in the SBI identification section is presently taking place in order to bring it up to a more efficient and responsive division. This was necessitated by strict State and Federal privacy and security regulations along with an identified need to upgrade existing operations. This involves the Director working with the Attorney General and a representative committee of user agencies to accomplish the objectives of the reorganization.

The objectives are a better court abstract card submission, new SBI dissemination sheets, standard operating procedures internally and externally, improved fingerprint training in contributor agencies, deletion of all improper and illegal data in the criminal history record folders, improved physical security and working conditions, a broader bank of criminal fingerprinting records for investigative purposes, and an improved working relationship with all Criminal Justice Agencies. Most of this is well under way at this time.

Specific activities also included in 1977, 2,796 fingerprint cards matched to existing records, 786 photographs and negatives received and filed, 1,978 out-of-state records received and filed, 1,600 additional record sheets received, 19,140 court abstracts received and filed, 21,557 inquiries processed and 5,322 inquiries matched with previous records. 17,766 preparations of mail were made. With the assistance of Special Agents of the FBI in a special effort by staff personnel 45,000 fingerprint cards were reclassified, and five staff members attended FBI Basic Fingerprint School.

UCR staff people received, checked and verified, keypunched and computerized a minimum of five monthly reports from 150 agencies and provided crime profiles for all contributors monthly, mailed quarterly. Semi-annual, and annual "Crime in Maine" publications were developed, printed, and mailed to the Governor, Legislators, all contributors, related criminal justice agencies, press and other interested agencies and individuals. Training schools were held for contributors at the Criminal Justice Academy and regionally for proper submission of crime data. Technical assistance on request was provided in field visits and at professional meetings. Special reports and releases were compiled at the request of the Chief of the State Police.

The State Police Investigative Records Section of SBI received and processed 6,390 criminal cases and 265 civil violations. In excess of 8,000 cases were microfilmed and stored for recall from previous years. Four hundred insurance confirmation requests were handled.

PUBLICATIONS:

Crime in Maine January - June 1976

Crime in Maine 1976

Crime in Maine January - June 1977

Crime in Maine 1977

Limited printing of these publications are available after meeting State requirements and are available while supply lasts free to interested citizens. In-house copies are always available for review or to answer specific inquiries on criminal statistics.

FINANCES, FISCAL YEAR 1978: 25 MRSA, Section 154I provides that expenditures of this unit, which amounted to \$257,258 in FY 78, shall be borne by Bureau of State Police and are, therefore, included in its financial display.

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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:

Location: 99 Western Ave., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2481

Established: 1973

Sunset Review Required by: June 30, 1980

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: 27

Permanent Legislative Count: 27

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.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

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.

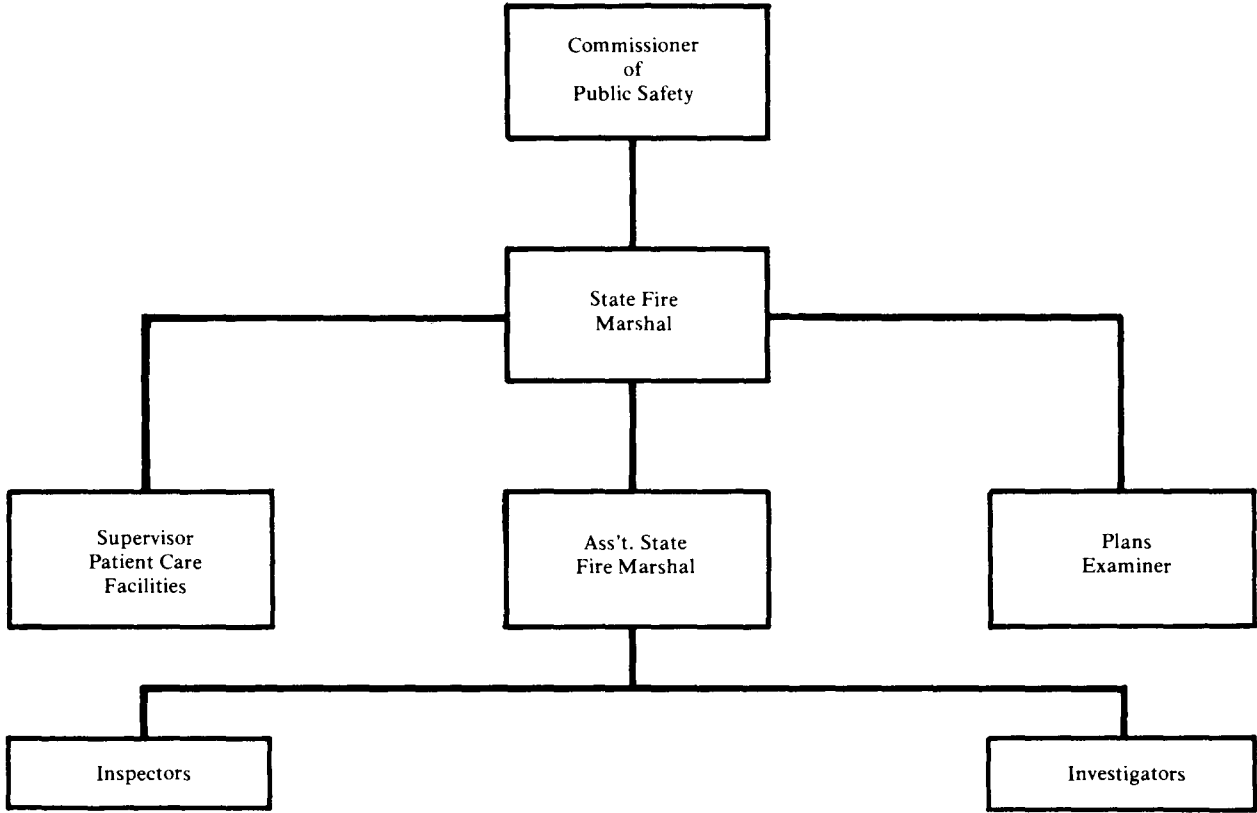
To fulfill the contract requirements to the Division of Hospital Services, Department of Human Services, a new section was created in 1975 consisting of one supervisor and two field inspectors who are responsible for insuring both State and Federal Code compliance in the patient care facilities throughout 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 77-78, the Office of the State Fire Marshal assisted members of the second session of the 108th Legislature in drafting legislation concerning regulation of cellulose fiber

OFFICE OF STATE FIRE MARSHAL
ORGANIZATIONAL CHART



PUBLIC PROTECTION

PUBLIC PROTECTION

insulation, installation requirements for wood burning stoves, and a bill to require sprinkler protection in all unsprinkled two-story wood frame hotels and motels. The two regulatory bills dealing with wood stove safety and cellulose fiber insulation fire standards were passed into law. The bill requiring sprinkler protection in the older multi-story wood frame hotels and motels was amended to require early warning fire detection system rather than sprinkler system. All facilities affected by this law must have the systems installed by July 1, 1981.

The Fire Marshal's Office throughout the year has been giving and receiving training. Members of the Office teach on a regular basis at the Maine Criminal Justice Academy and at several of the Vocational Technical Institutes throughout the State. The Office has established a program where the staff provide courses to fire departments to strengthen their knowledge and skills in determining the cause and origin of fires. This program is experiencing some success in that many fire departments are now capable of determining the cause of fires and do not require the services of members of the Fire Marshal staff.

During FY 77-78, the Office of the Fire Marshal was successful in securing a modest grant from the National Fire Prevention and Control Administration (NFPCA) to provide for Uniform Incident Reporting System. The NFPCA furnished a computer software package and provided a 40-hour training session for instructors who will be passing this information on to the individual fire departments throughout the State.

Patient Care Facility Section. The Office of the Fire Marshal has developed new training programs designed for the staff of patient care facilities to develop their skills in evacuation and other emergency procedures in case of fire.

Informational Data:

Total number of building inspections	4,205
Total number of explosives, flammable liquids, etc. inspections	662
Total number of fire investigations	684
Fire deaths	39

STATE OF MAINE DEATHS CAUSED BY FIRE 1977

Age Brackets	Deaths	Counties	Deaths	Fires
Under 1 year	2	Androscoggin	1	1
1 year		Aroostook	6	4
2 years		Cumberland	4	3
3 years	2	Franklin	1	1
4 years		Hancock	1	1
5 years	2	Kennebec	4	2
6 - 10 years	2	Knox	4	1
10 - 20 years	7	Lincoln		
20 - 30 years	4	Oxford	3	1
30 - 40 years	2	Penobscot	7	6
40 - 50 years	2	Piscataquis	3	1
50 - 60 years	2	Sagadahoc	2	2
60 - 70 years	5	Somerset	1	1
70 - 80 years	4	Waldo		
80 - 90 years	4	Washington		
Over 90 years	1	York	2	2
TOTAL	39		39	26

LICENSES, PERMITS, ETC.:

License:

- Travelling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
- Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.

PUBLIC PROTECTION

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).
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).
1976 Edition of Life Safety Code (\$4.25 per copy).

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	247,039		247,039			
Bal Brt Fwd— Encumbered	2,562		2,562			
Licenses/Permits/Fees/Tax	462,286		462,286			
Revenue From Federal Govt	1,731		1,731			
Fees Charged For Services	69,897		69,897			
Receipts From Other Funds	98		98			
Adjustment of Balance Fwd.	1		1			
TOTAL RESOURCES	783,614		783,614			
EXPENDITURES						
Salaries and Wages	309,437		309,437			
State Share of Retirement	36,877		36,877			
Prof Service, Not By State	16,625		16,625			
Other Prof.Serv., By State	14,102		14,102			
Travel Expenses, In-State	6,444		6,444			
Travel Expense, Out-State	1,833		1,833			
Operation—State Vehicles	33,811		33,811			
Utilities	7,318		7,318			
Rents	10,988		10,988			
Repairs	1,448		1,448			
Insurance	9,078		9,078			
General Operating Expense	10,508		10,508			
Other Supplies	9,540		9,540			
Pensions	15		15			
Equipment Purchases	30,458		30,458			
Trans. to Gen.-Fund Sta-Cap	4,209		4,209			
TOTAL EXPENDITURES	502,691		502,691			

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BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office:

Location: 10 Water Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3571

Established: 1972

Sunset Review Required by: June 30, 1980

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: 20

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. The inspector is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Field inspectors spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore inspectors of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 20 years, as well as many other violations. In the course of 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 | 4. Bangor |
| 2. Lewiston | 5. Presque Isle |
| 3. Augusta | |

In 1977 full arrest powers for any offense committed in the presence of an inspector were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

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.

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Warning System. The Bureau issued 395 written warnings during FY 78 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 78 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 3,433 Licensee Premise Inspections; and a total of 9,532 Licensed Premise Checks were conducted during night patrol. Furthermore a total of 817 Violations as a result of the PIRS were corrected in the field by the inspectors. During FY 78 a total of 360 violations against licensed premises were cited in before 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 \$34,976, with 53 license probationary days. As a result of criminal citations in Maine Courts \$11,250 was paid in fines, thus total fines amounted to \$46,226.00 for FY 78.

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 has four (4) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These three individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy, as well as teaching at numerous Inservice Schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor related problems.

Increase Manpower. At present the Bureau consists of a Director, 16 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. We have some 3,500 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.—1 A.M. and on Sundays 12 Noon—1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem as well as illegal sales and possession of intoxicating liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual 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 has brought about an increase in activities relating to illegal possession of intoxicating liquor by persons under 20 years of age. The Bureau records, however, reflect that due to an increase in the drinking age, the ages of minors involved with intoxicating liquor has also risen. It is without doubt that procuring by persons 20 years or older is still a large problem.

Illegal Importation. January 1, FY 78 it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 78 the number of agency stores in the State of Maine rose to 48. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future.

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	8,685	8,685				
Legislative Approp/Alloc	389,000	389,000				
Adjustment of Balance Fwd	—34	—34				
TOTAL RESOURCES	397,651	397,651				
EXPENDITURES						
Salaries and Wages	246,868	246,868				
State Share of Retirement	38,477	38,477				
Prof Service, Not By State	2,372	2,372				
Other Prof.Serv., By State	2,160	2,160				
Travel Expenses, In-State	1,248	1,248				
Travel Expenses, Out-State	145	145				
Operation—State Vehicles	23,292	23,292				
Utilities	2,378	2,378				
Repairs	141	141				
Insurance	10,161	10,161				
General Operating Expense	674	674				
Other Supplies	6,593	6,593				
Pensions	6,680	6,680				
Equipment Purchases	34,309	34,309				
TOTAL EXPENDITURES	375,498	375,498				

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

SAWYER SYLVESTER, Chairman

Central Office:

Telephone: 289-2788

Location: 93 Silver Street, Waterville

Mail Address: 93 Silver Street, Waterville, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1980

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: 0

Permanent Legislative Count: 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine 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 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor: a commis-

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sioned 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 those ex officio members (or their designees) 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 1978: The expenditures of this unit amounted to \$532 in FY 78 and are, by administrative decision, included with those of the Maine Criminal Justice Academy.

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office:

Location: 93 Silver Street, Waterville

Mail Address: 93 Silver Street, Waterville, Maine 04333

Telephone: 289-2788

Established: 1973

Sunset Review Required by: June 30, 1980

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: 14

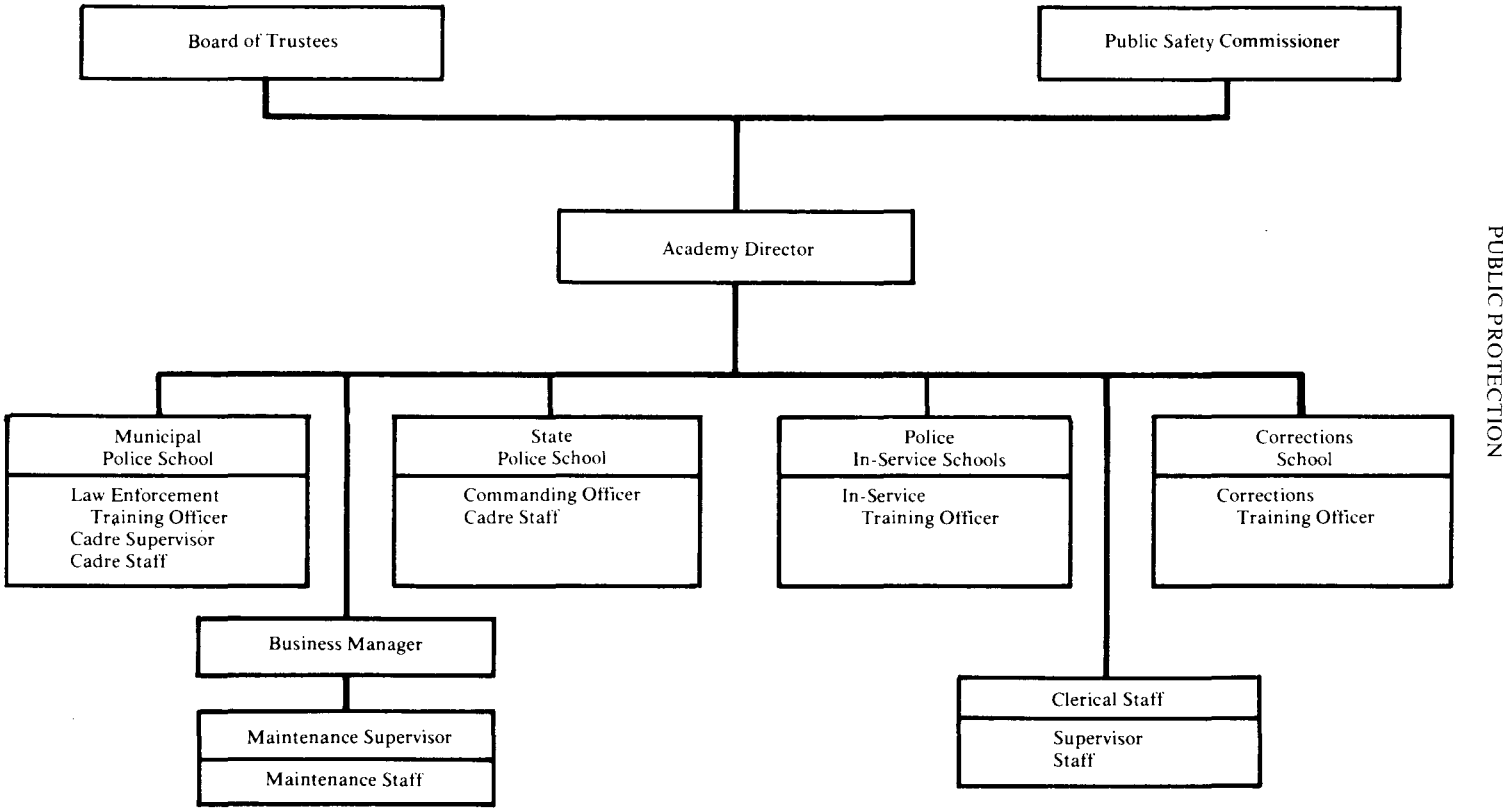
Permanent Legislative Count: 13

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment. That same year, under State Government reorganization, the Board of Commissioners was redesignated Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory inservice training requirement and provide an enforcement provision to the mandatory police training law.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The

MAINE CRIMINAL JUSTICE ACADEMY
ORGANIZATIONAL STRUCTURE



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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.

In 1978 the Maine Legislature (special session) amended the statute to provide for mandatory training of all State and County Correctional officers. The statute requires a minimum of 80 hours of entry level training.

PROGRAM: During FY 78 the Municipal Police School was extended from 10 weeks to 12 weeks thereby the Maine Criminal Justice Academy was able to conduct 4 basic law enforcement schools totaling 152 officers. Also 1 State Police School, of a 16 week duration, graduated 23 officers. The Academy sponsored 36 specialized law enforcement in-service training programs to 1,034 law enforcement officers. In addition 9 regional refresher programs were conducted to approximately 415 officers. Other criminal justice training activities include the offering of 6 basic corrections officers schools to State and county correctional officers. Broken down this represented 6 entry level programs with 132 officers in attendance and 294 persons attending a number of specialized training programs. Also during FY 78, 83 outside agencies utilized the academy's facilities with 1,585 persons in attendance.

LICENSES, PERMITS, ETC.:

Basic Certificates issued to all personnel who successfully complete an in-service school or a basic municipal or State Police Academy and corrections.

Instructor Certificates

Associate Instructor Certificates

PUBLICATIONS:

History of the Maine Criminal Justice Academy—free.

Maine Criminal Justice Academy: Impressive 3 Year Record—free.

Looking for a Police Career—free.

Newsletter on irregular basis—free

Film Catalog—free

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	35,771		35,771			
Bal Brt Fwd— Encumbered	17,181	16,217	964			
Revenue From Federal Govt	362		362			
Revenue From Local Govts	19,663		19,663			
Fees Charged For Services	324		324			
Legislative Approp/Alloc	278,950	278,950				
Adjustment of Balance Fwd	—1,082	—1,082				
Transfers—Non-Federal \$	6,944		6,944			
Transfers—Federal \$	37,223		37,223			
TOTAL RESOURCES	395,336	294,085	101,251			
EXPENDITURES						
Salaries and Wages	141,273	129,015	12,258			
State Share of Retirement	15,645	15,273	372			
Prof Service, Not By State	3,437	—11,255	14,692			
Other Prof.Serv., By State	6,654	6,213	441			
Travel Expenses, In-State	6,339	803	5,536			
Travel Expense, Out-State	2,696	33	2,663			
Operation—State Vehicles	8,403	7,710	693			
Utilities	11,948	11,948				
Rents	4,555	3,781	774			
Repairs	9,912	9,912				
Insurance	5,853	5,549	304			
General Operating Expense	76,890	61,561	15,329			
Food	80	9	71			
Fuel	10,032	10,032				
Other Supplies	30,342	16,678	13,664			
Buildings & Improvements	5,856		5,856			
Equipment Purchases	5,444	1,707	3,737			
Trans. to Gen.-Fund Sta-Cap	600		600			
TOTAL EXPENDITURES	345,959	268,969	76,990			

DIVISION OF SPECIAL INVESTIGATIONS

MELVIN GRAVES, DIRECTOR

SHERMAN E. HARRINGTON, JR., Deputy Director

Central Office:

Location: 93 Silver Street, Waterville

Mail Address: 93 Silver Street, Waterville, Maine 04901

Telephone: 872-5989

Floor: 2

Established: October 1977

Sunset Review Required by: June 30, 1980

Maine State Government Reference Manual Data:

Policy Area: 06; *Umbrella:* 16; *Unit:* 240; *Unit Citation:* 25 M.R.S.A., Sect. 2911

Average Count—All Positions: 3

Permanent Legislative Count: 3

Organizational Units:

DSI North

DSI South

DSI East

DSI Smuggling

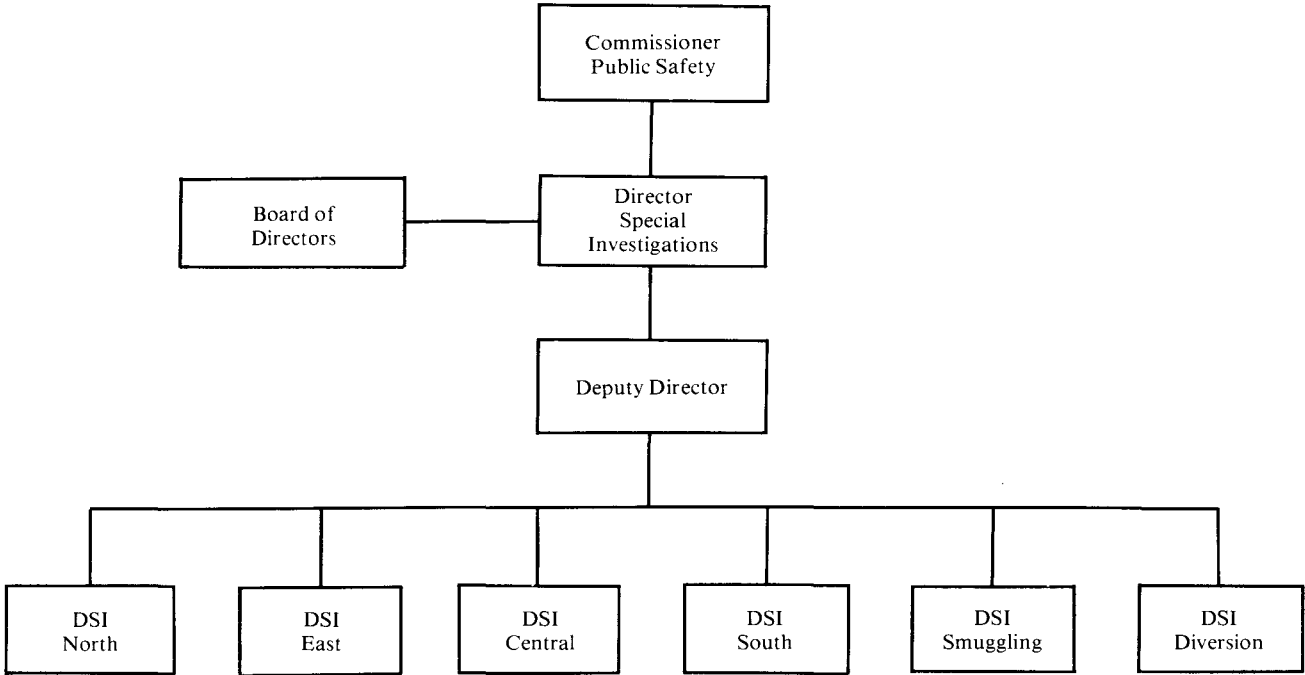
DSI Central

DSI Diversion Investigative Unit (DIU)

PURPOSE: The Division of Special Investigations (DSI) is commissioned with the powers and duties to investigate violations of all drug control laws of the State of Maine and related criminal activities. DSI assists federal, state, county and municipal law enforcement agencies in their efforts to enforce drug laws.

Activities that are investigated include: drug diversion—legal drugs diverted into the il-legal market, i.e. hospitals, pharmacies, doctors, etc.; and smuggling of drugs from outside the State. The Division is also responsible for documenting drug information to federal, state,

**ORGANIZATIONAL CHART
DIVISION OF SPECIAL INVESTIGATIONS**



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county and local law enforcement agencies as well as provide drug education to the State of Maine.

ORGANIZATION: The Commissioner of Public Safety establishes and maintains the Division of Special Investigations (DSI) within the Department of Public Safety. The Division functions are carried out by a director, deputy director and secretary, the only three fulltime positions, and all based at the administrative office in Waterville. There are seven other functional units within the organization, namely, an intelligence officer, smuggling unit, drug diversion unit, and offices in Northern, Eastern, Central, and Southern Maine. All positions within the units are occupied by personnel donated by state, county and local police agencies.

PROGRAM: During the 1978 fiscal year there were approximately 400 cases of drug violations made on more than 300 persons. A large amount of smuggling activity was uncovered along the coastline and airports. DSI seized approximately 62,000 pounds of marijuana at an estimated street value of \$44,640,000, and 1.5 million dollars worth of yachts, vehicles, cameras and electronic equipment, and over \$313,000 in cash.

DSI initiated a unit to disseminate drug information among all Maine police and federal agencies. The Division has been active in speaking engagements, training assignments, and instruction of police officers, as well as doctor and pharmacy investigations.

LICENSES, PERMITS, ETC.:

All sworn police personnel assigned to the Division of Special Investigations have the same powers throughout the State as sheriffs have in their respective counties to investigate and prosecute violators of any law of this State and to arrest offenders thereof.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPECIAL INVESTIGATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	150,172	150,172				
TOTAL RESOURCES	150,172	150,172				
EXPENDITURES						
Salaries and Wages	17,349	17,349				
State Share of Retirement	2,045	2,045				
Prof Service, Not By State	21,765		21,765			
Other Prof. Serv., By State	1,323		1,323			
Travel Expenses, In-State	34,868		34,868			
Travel Expense, Out-State	233		233			
Operation—State Vehicles	17,665		17,665			
Utilities	5,184		5,184			
Rents	174		174			
Repairs	907		907			
Insurance	241		241			
General Operating Expense	2,447		2,447			
Other Supplies	11,977		11,977			
Equipment Purchases	—1,235		—1,235			
TOTAL EXPENDITURES	114,943		114,943			

PUBLIC PROTECTION

**BOARD OF DIRECTORS OF
THE DIVISION OF SPECIAL INVESTIGATIONS**

LAURIER A. VEILLEUX, CHAIRMAN
DARRELL CRANDALL, Vice-Chairman

Central Office:

Location: 93 Silver Street, Waterville

Mail Address: 93 Silver Street, Waterville, Maine 04901

Telephone: 872-5989

Floor: 2

Established: October 1977

Sunset Review Required by: June 30, 1980

Maine State Government Reference Manual Data:

Policy Area: 06; *Umbrella:* 16; *Unit:* 241; *Unit Citation:* 25 M.R.S.A., Sect. 2912

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Board of Directors of the Division of Special Investigations (DSI) is established to assist and advise the Division in formulating operational guidelines to coordinate efforts pertaining to the enforcement of drug control laws and the investigation of related criminal activity. The Board provides guidance regarding the utilization of donated police personnel and for the establishment and scope of a centralized intelligence system.

The Board is further responsible for direct participation regarding the selectmen and reappointments of the director and deputy director. The Board meets at the call of the chairman at least once every second calendar month.

ORGANIZATION: The Board of Directors within the Division of Special Investigations (DSI) consists of 11 members as follows: The Commissioner of Public Safety, ex officio, or his designee; the Attorney General, ex officio, or his designee; and the following additional members that are appointed by the Commissioner of Public Safety: 9 representatives who are municipal police chiefs, sheriffs or district attorneys, 2 of whom are from the Cumberland, Lincoln, Sagadahoc and York County area; 2 from the Androscoggin, Kennebec, Somerset, Oxford and Franklin County area; 2 from the Waldo, Penobscot, Piscataquis, Hancock, Knox and Washington County area; 2 from Aroostook County; and one at-large. The board was organized by selecting a chairman and a vice-chairman from among its members.

The Attorney General, or his designee, and the Commissioner of Public Safety, or his designee, are members of the board during their terms of office. All of the other members of the board serve for a term of three years.

PROGRAM: During fiscal year 1978 the Division's Board of Directors met on four occasions. Discussions centered around operational enforcement activities and the need for additional and specialized equipment and manpower. Several incumbent Board members were reappointed and two new appointments were made in compliance with enacting legislation.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit are, by administrative decision, included with those of the Division of Special Investigations.

PUBLIC PROTECTION

**ADVISORY COMMITTEE
FOR THE TRAINING OF FIREMEN**

FRANCIS E. RODERICK, CONSULTANT

Central Office:

Location: Education Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3367

Established: 1959

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 06; *Umbrella:* 92; *Unit:* 326; *Unit Citation:* 20 M.R.S.A., Sect. 2552

Average Count—All Positions: 0

Permanent Legislative Count: 0

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.

PROGRAM: During FY 78, 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 1977. 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.

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$107 in FY 78 and are, by administrative decision included with those of the Department of Educational and Cultural Services.

PUBLIC PROTECTION

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD

ROBERT G. O'MALLEY, MANAGER

Central Office:

Location: 1 Community Drive, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2094

Floor: 2

Established: 1974

Sunset Review: Not Established

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 Board, in recognition of the services and sacrifices of Maine's men and women who have served their State and country through honorable service in the Armed Forces of the United States in time of war or national emergency, was established to enlarge the opportunities for employment of Maine's veterans; stimulate the flow of private investment funds to Maine's veterans; and insure the preservation and betterment of the economy of the State of Maine. The Board is authorized to insure the payment of up to eighty percent of mortgage loans to resident Maine veterans of the Armed Forces of the United States, secured by eligible projects; and upon application of the proposed lender, to insure loan payments required by the first mortgage on any eligible project, upon such terms and conditions as the 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 Board is further authorized to enter into agreements with prospective borrowers and lenders for the purpose of planning, designing, constructing, acquiring, altering, and financing eligible projects; the Board acquires, holds and disposes 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 accepts from a federal agency, loans or grants for the planning or financing of any eligible project, and enters into agreements with such agency respecting any such loans or grants.

ORGANIZATION: This Board 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 Board consists of 9 members, including the Director of Veterans Services and 8 members appointed at large by the Governor.

PROGRAM: After its fourth year of operation, the Maine Veterans Small Business Loan Authority Board approved 197 loans representing \$2,338,050. This was accomplished through 40 banks throughout the State.

The different types of businesses are as varied as the locations involved. Examples of various enterprises served by this Board include: lobstering, office supply companies, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, and artificial limb companies, service stations, broadcasting, Servicemaster and Chem Clean Companies, public accounting, security agencies, landscaping, saw mill, card and gift shops, electricians, ice cream wholesale distributors, printing companies, launderette, convenience type food markets, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings businesses.

The Board has had to honor its guarantee on only 4 loans for a total of \$19,638.84 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 4 years of operations stated losses of \$200,000. As evidence by the performance the Authority 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

PUBLIC PROTECTION

State government. The overall economy and benefit to the State would seem to more than justify the performance of this Board.

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.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	7,067					7,067
Fees Charged For Services	10,281					10,281
TOTAL RESOURCES	17,348					17,348
EXPENDITURES						
Salaries and Wages	30,551					30,551
State Share of Retirement	3,422					3,422
Prof Service, Not By State	220					220
Travel Expenses, In-State	3,391					3,391
Utilities	965					965
Rents	2,154					2,154
Insurance	805					805
General Operating Expense	20,052					20,052
Other Supplies	200					200
Trans. to Gen.-Fund Sta-Cap	336					336
TOTAL EXPENDITURES	62,096					62,096

CIVIL AIR PATROL

COLONEL JOSEPH R. MELROSE, JR., WING COMMANDER

LT. COL. LINWOOD F. WRIGHT, Deputy Wing Commander

Central Office:

Location: Airport, Winthrop Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 207-622-7722

Floor: 2

Established: 1941

Sunset Review: Not Established

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: 0

Permanent Legislative Count: 0

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. Brunswick-Topsham Composite Squadron—Topsham
5. Caribou Composite Squadron—Caribou
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Ellsworth

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8. Greater Portland Composite Squadron—South Portland
9. Liberty Cadet Squadron—Berwick
10. Oxford Senior Squadron—Rumford
11. Pinetree Senior Squadron—Bath
12. 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. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides 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 twelve 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.

The Maine Wing Civil Air Patrol is the only state-wide aviation organization with search capability at this time.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of twelve squadrons located throughout the State.

At the Wing Headquarters a mission headquarters is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct search missions on a local or state-wide basis.

Another mission headquarters is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent many hours searching the state. Every aircraft flying today is required to have an Emergency Locator

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Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located ELT signal sources in the following areas of the state during the last fiscal year: Portland, Turner, Rangeley Lake, Brownsville, Dover-Foxcroft and Lincoln.

A CAP aircraft was used during the forest fire at Baxter State Park to airlift personnel and equipment into the fire zone. Maine Wing aircraft flew 44.2 hours in support of a search mission last fall involving a missing aircraft enroute from Fulton, New York to Earley Landing, Maine. The mission terminated when the aircraft was located on the side of a Vermont mountain.

Five corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172; Dixfield—one Cessna 150; Bangor—one Cessna 305A; Portland—one Cessna 150; Dexter—one Piper 140.

A VHF Repeater station is maintained and operated by the Maine Wing at Auburn as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

As part of our Aerospace Education Program a survey was conducted by the CAP Aerospace Education Officer of every high school in the state to determine the extent of Aerospace Education in our schools.

Preparations were made for the visit of 2 cadets and 1 escort from Turkey during the summer of 1978 to the State of Maine as part of the International Air Cadet Exchange.

Summer Encampment was held at a U.S. Air Force Base for cadets of the Maine Wing during August of 1977.

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 1978: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to \$5,000 in FY 78, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Aeronautics.

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT C. MacFARLAND, CHAIRMAN

CONTACT: ROBERT R. WASHBURN, Director Veterans Services

Central Office:

Location: Camp Keyes, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3441

Established: 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 06; *Umbrella:* 99; *Unit:* 37A M.R.S.A., Sect. 1402

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The Board of Trustees of Maine Veterans Home was established to plan, build, put into operation and operate a home for veterans in the State of Maine.

ORGANIZATION: The Board of Trustees of Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

PUBLIC PROTECTION

The Board elects a Chairman, Vice Chairman and Secretary from its members and is assisted by the Bureau of Public Improvements in advisory and technical matters. It may employ such assistance as deemed necessary after the construction phase starts. The members of the Board serve without pay, but may be reimbursed for expenses.

The Board must meet at least six times annually.

PROGRAM: The Board had its first meeting on April 28, 1978, elected a Chairman and Secretary and voted to elect a Vice Chairman at a later date.

The Board investigated possible sites, began the process of selecting an architect, and met with Federal Government (VA) officials for information concerning Federal Funding and filing preliminary request for reimbursement of funds.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: Since this unit was just legislatively created, no monies were received or expended during the fiscal year.

PUBLIC PROTECTION

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:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2551

Floor: 3

Established: 1972

Sunset Review Required by: June 30, 1980

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: 0

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

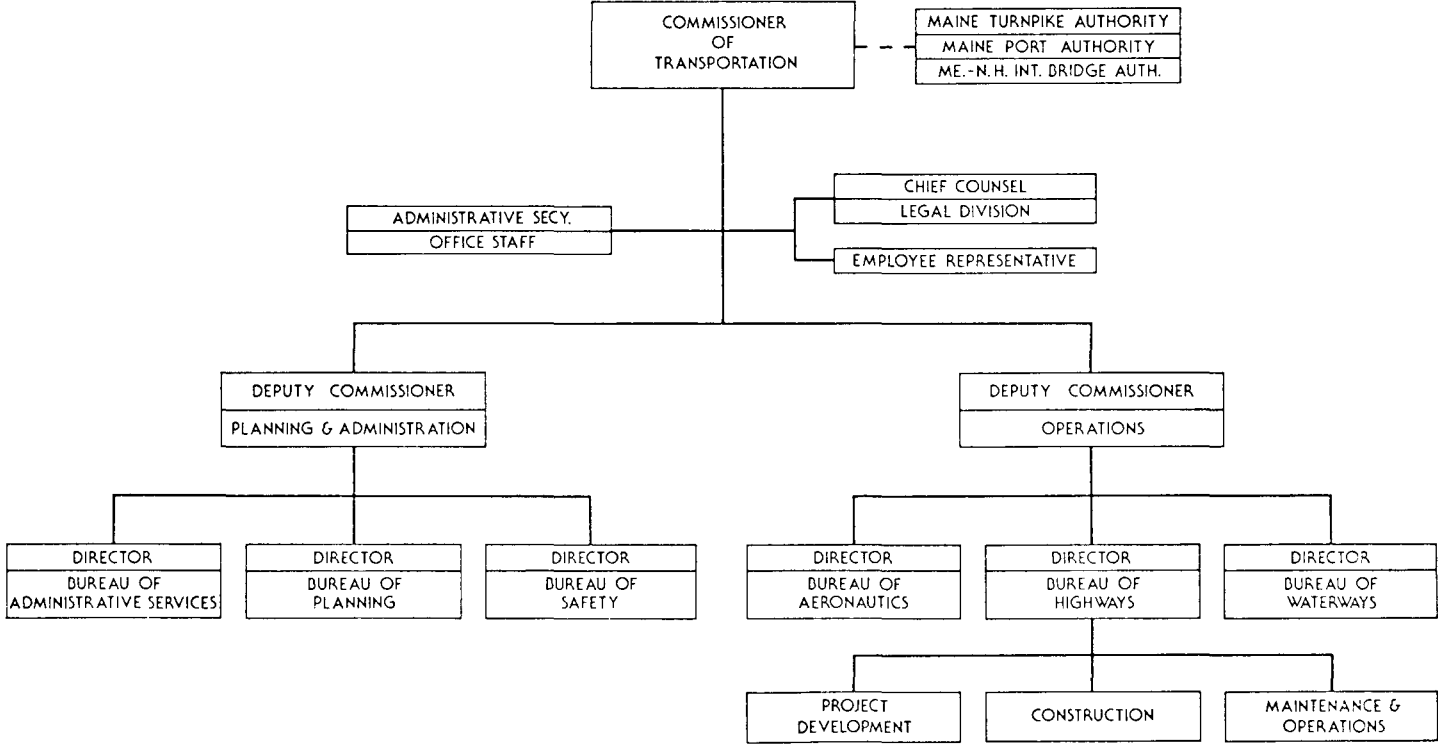
Maine Port Authority

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. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists 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. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are 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. Furthermore the Department accepts, receives and administers 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

**MAINE DEPARTMENT
OF
TRANSPORTATION**



TRANSPORTATION

TRANSPORTATION

CONSOLIDATED FINANCIAL CHART FOR FY 78 DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	43,241,907	132,580	14,419	42,048,347	294,780	751,781
Bal Brt Fwd— Encumbered	7,263,713	132,500	9,695	7,121,518		
Interest/ Investment/ Rents	99,283					99,283
Revenue From Federal Govt	32,767,696		44,127	32,619,439		104,130
Revenue From Local Govts	3,285,572			3,285,572		
Revenue—Private Sources	6,500					6,500
Fees Charged For Services	9,851,915		7,491	545,854		9,298,570
Receipts From Other Funds	31,661			7,450		24,211
Legislative Approp/ Alloc	74,455,237	1,159,076		73,296,161		
Adjustment of Balance Fwd	141,401	430,015		6,166	—294,780	
Transfers—Non-Federal \$	375,466	555,331		—179,865		
Transfers—Federal \$	30,943			30,943		
TOTAL RESOURCES	171,551,294	2,409,502	75,732	158,781,585		10,284,475
EXPENDITURES						
Salaries and Wages	28,169,937	80,578		26,506,417		1,582,942
State Share of Retirement	3,561,608	7,604		3,120,249		433,755
Prof Service, Not By State	1,799,681	3,516	24,559	1,644,115		127,491
Computer Service, By State	2,131		514			1,617
Other Prof. Serv., By State	379,259	2,973		328,020		48,266
Travel Expenses, In-State	1,011,832	2,712		980,449		28,671
Travel Expense, Out-State	20,571	1,478		18,271		822
Operation—State Vehicles	8,092,755	17,744	5,859	215		8,068,937
Utilities	678,954	4,347		552,789		121,818
Rents	14,023,522	1,587	376	13,952,553		69,006
Repairs	523,566	125,956		135,129		262,481
Insurance	1,061,608	2,030		829,728		229,850
General Operating Expense	1,671,497	3,535	32	421,768		1,246,162
Fuel	359,277	2,495		55,190		301,592
Other Supplies	660,057	493	385	394,804		264,375
Depreciation	257,281					257,281
Highway Materials	10,004,386	1,163	8	10,001,512		1,703
Grants to Local Govts.	4,156,798	174,650		3,925,901		56,247
Grants to Pub. & Priv. Orgs.	235,315	5,000		230,315		
Public Assistance Grants	17,000			17,000		
Misc. Grants to Individual	49,695			49,695		
Pensions	319,644	16,502		303,020		122
Land And Land Rights	1,680,156			1,680,156		
Buildings & Improvements	34,115			34,115		
Equipment Purchases	343,074		10,857	332,217		
Structures & Improvements	39,540,867	215,495	17,532	39,302,106		5,734
Debt Retirement, Interest	7,554,092			7,421,082		133,010
Chgs. To Asset/ Liab. Accts.	46,523					46,523
Transfer to General Fund	240,404			240,404		
Trans. to Highway Fund	589,263	4,263		585,000		
Trans. to Enterprise Fund	781,748	781,748				
Trans. to Gen.-Fund Sta-Cap	477,448		310	425,582		51,556
TOTAL EXPENDITURES	128,344,064	1,455,869	60,432	113,487,802		13,339,961

TRANSPORTATION

1963) and the Vehicle Equipment Safety Commission (established 1963). Further, the legislation required the Commissioner of Transportation to organize the Department into five bureaus and one division, specifically, the Bureaus of Administrative Services, Transportation Planning and Services (designated Bureau of Planning in 1974), Aeronautics, Highways, and Waterways and the Legal Services Division; 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, 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, 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 subsequent entries.

Bureau of Safety. The objectives of the Bureau of Safety are to establish and implement programs devoted toward minimizing deaths and injuries on Maine highways and to establish and implement programs of personnel safety for Department employees. Federal highway safety funding is provided by the National Highway Traffic Safety Administration which allows for the development and the implementation of a statewide highway safety program. The Highway Safety Program encompasses the areas of Driver Education, Pupil Transportation Safety, Highway Safety Planning, Driver Testing and Licensing, Alcohol Control, Emergency Medical Services, Driver Control and Improvement, Identification and Surveillance of Accident Locations, Highway Law Enforcement Statewide, Traffic Engineering Services and Traffic Safety Education. These programs provide a comprehensive and effective highway safety effort which involves implementation by State, county and municipal agencies with the major objective of reduction in annual highway fatalities, injuries and accidents.

Defensive Driving Course. The Defensive Driving Course which is part of the Driver Control and Improvement Program was presented at approximately 150 locations throughout the State with approximately 7,000 people completing the course. Students now completing the course receive a three point credit on their driver record.

Seatbelt Convincer. The Bureau has continued to be involved in the promotion of the use of safety belts in vehicles and the Department's seat belt convincer which is a device which simulates a 7 mph impact and firmly convinces the rider of the importance of wearing seat belts was used extensively. Over 5,000 people rode the convincer with an additional 15,000 others observing the impact.

TRANSPORTATION

Another of the Bureau's functions is the maintenance of a Highway Safety Film Library which processed over 3,000 requests for the loan of highway safety films.

In addition to the federally funded highway safety programs, the Bureau coordinates safety training programs for Department of Transportation employees; reviews, investigates and processes accident and damage claims received by the Department of Transportation; and reviews and processes Workmen's Compensation claims. All of these areas have been extremely active during the past year especially in the area of Tort claims, as this new legislation became effective during fiscal year 1978.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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 Brl Fwd—Unencumbered	1,059,511	12,950			294,780	751,781
Bal Brl Fwd— Encumbered	132,500	132,500				
Interest/ Investment/ Rents	40,884					40,884
Revenue From Federal Govt.	79,799					79,799
Fees Charged For Services	8,537,417					8,537,417
Receipts From Other Funds	14,808					14,808
Adjustment of Balance Fwd	130,722	425,502			—294,780	
Transfers—Non-Federal \$	551,106	551,106				
TOTAL RESOURCES	10,546,747	1,122,058				9,424,689
EXPENDITURES						
Salaries and Wages	804,293					804,293
State Share of Retirement	339,904					339,904
Prof Service, Not By State	12,125	2,449				9,676
Computer Service, By State	1,617					1,617
Travel Expenses, In-State	7,115					7,115
Travel Expense, Out-State	—11					—11
Operation—State Vehicles	7,819,455					7,819,455
Utilities	77,743					77,743
Rents	25,790					25,790
Repairs	318,286	120,672				197,614
Insurance	110,252					110,252
General Operating Expense	1,226,275					1,226,275
Fuel	274,788					274,788
Other Supplies	244,528	19				244,509
Depreciation	235,130					235,130
Highway Materials	76	76				
Grants to Local Govts.	95,897	39,650				56,247
Pensions	122					122
Structures & Improvements	221,229	215,495				5,734
Chgs. To Asset/ Liab. Accts.	33,403					33,403
Trans. to Gen.-Fund Sta-Cap	39,536					39,536
TOTAL EXPENDITURES	11,887,553	378,361				11,509,192

TRANSPORTATION

MAINE HIGHWAY SAFETY COMMITTEE

LEONE G. ALLEN, CHAIRMAN

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2581

Floor: 3

Established: 1974

Sunset Review Required by: June 30, 1980

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: 0

Permanent Legislative Count: 0

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 program involves regular meetings of the entire committee usually held on a monthly basis. The Committee is further broken down into sub-committees on Defensive Driving, Public Information, Alcohol Control, Legislative, Bicycle, Safety Belt, Signing, and Local Safety which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcohol related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities and conducting an Annual Highway Safety Conference. The Committee was planning for fiscal year 79 and has selected alcohol control, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

PUBLICATIONS:

Maine Highway Safety Committee Quarterly Newsletter—No fee

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$1,110 in FY 78 and are, by administrative decision, included with those of the Department of Transportation.

TRANSPORTATION

**BUREAU OF ADMINISTRATIVE SERVICES
(TRANSPORTATION)**

HENRY L. CRANSHAW, DIRECTOR
STANLEY J. SOBUS, Assistant Director

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2641

Floor: 3

Established: 1972

Sunset Review Required by: June 30, 1980

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: 74

Permanent Legislative Count: 0

Organizational Units:

Computer Services Group

Personnel Section

Finance and Accounting Section

Systems and Procedures

Purchasing Unit

Audit, Internal and External

Central Stores and Reproduction

PURPOSE: The Bureau of Administrative Services was established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services; and departmental personnel functions.

ORGANIZATION: The Bureau of Administrative Services originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In 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: A project to automate data, capture and develop a management information system for the Motor Transport Services Division is a current major responsibility of the Bureau. A feasibility study, preliminary design, and request for vendor proposals were completed in the last two quarters of the 1977 fiscal year. Selection of the vendor, and initial programming started early in the FY 1978. Installation of equipment started with the Augusta garage in March and has since progressed through the garages in Bangor and Caribou. Nine garages in total are currently planned for instrumentation, with installation of all nine tentatively to be completed by the end of September, 1978.

The equipment involved consists of, (a) one to ten floor data collection devices at each garage to be used by the individual mechanic, stores clerk, or foreman; and, (b) a cathode ray tube (crt)-type terminal with low-speed attached printer at each garage. All work orders, time and attendance, labor to work orders, stock receipts, stock issues, and other stock movements, as well as use of garage vehicles to support repairs, are entered at the floor terminals. This information is captured locally on a diskette and transmitted nightly to the Bureau of Central Computer Services. Programs are run at night to digest information, and, send back summary reports and error messages the next morning which are printed at each garage. Inquiries into information files and corrections to previous actions are made on crt terminals.

End objectives include timely inventory management, and significant improvements in fleet equipment management. Present programming handles work orders; labor, rental and

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parts to work orders; and parts transfers. Maintenance of stock levels, parts pricing and stock-level management are major immediate program problems, together with adjustments in approach found necessary by closely supported field installation.

The entire effort is characterized by extremely close cooperation among Motor Transport personnel, the Department of Transportation (DOT) Engineer of Maintenance and Operations, and the DOT Computer Services Group. A broad-based steering committee representing all of the above, together with Administration staff members and vendor personnel meet regularly to review and guide progress and to establish priorities.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES (TRANSPORTATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	60,485			60,485		
Bal Brt Fwd— Encumbered	162,688			162,688		
Revenue From Federal Govt	250			250		
Revenue From Local Govts	322,569			322,569		
Fees Charged For Services	238,859			238,859		
Receipts From Other Funds	—70			—70		
Legislative Approp/Alloc	5,957,760			5,957,760		
Transfers—Non-Federal \$	—169,864			—169,864		
Transfers—Federal \$	—14,675			—14,675		
TOTAL RESOURCES	6,558,002			6,558,002		
EXPENDITURES						
Salaries and Wages	2,382,151			2,382,151		
State Share of Retirement	290,351			290,351		
Prof Service, Not By State	186,497			186,497		
Other Prof.Serv., By State	11,824			11,824		
Travel Expenses, In-State	55,472			55,472		
Travel Expense, Out-State	6,857			6,857		
Operation—State Vehicles	13			13		
Utilities	188,896			188,896		
Rents	325,511			325,511		
Repairs	24,726			24,726		
Insurance	63,360			63,360		
General Operating Expense	108,130			108,130		
Fuel	25,192			25,192		
Other Supplies	220,906			220,906		
Highway Materials	6,150			6,150		
Misc Grants to Individual	330			330		
Pensions	249,394			249,394		
Land And Land Rights	795			795		
Buildings & Improvements	4,896			4,896		
Equipment Purchases	74,390			74,390		
Transfer to General Fund	240,404			240,404		
Trans. to Highway Fund	585,000			585,000		
Trans. to Gen.-Fund Sta-Cap	61,214			61,214		
TOTAL EXPENDITURES	5,112,459			5,112,459		

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**BUREAU OF TRANSPORTATION PLANNING
AND SERVICES**

DANIEL WEBSTER, JR., DIRECTOR
GEDEON G. PICHER, Assistant Director

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3131

Floor: 3

Established: 1972

Sunset Review Required by: June 30, 1980

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: 0

Organizational Units:

Environmental Services Division

Highway Systems and Programming Division

Data Resources Division

Airport Planning Division

Transportation Services Division

Special Services Division

PURPOSE: The Bureau of Transportation Planning and Services was established to ensure provision of adequate, safe and efficient transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

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. The Bureau also assists in the development of transportation facilities and services in the State and promotes the coordinated and efficient use of all available and future modes of transportation. The Bureau appears 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 is deemed 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 an update of the Statewide Rail Plan; and also 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 work to utilize personnel of other Divisions of the

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Department. 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.

Environmental Services Division. The Bureau's Environmental Services Division maintains a continuing review process for all Departmental activities with environmental impact; reviews projects in planning phase for potential environmental impacts; and advises Departmental personnel on environmental matters. The Bureau also recommends Departmental changes in policies and procedures relating to environmental matters and administers the scenic highway program.

Highway Systems and Programming Division. This 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 for conducting special transportation studies. Also this Division is responsible for development of the Biennial Highway and Bridge Improvement Program.

Data Resources Division. 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. The Division establishes needs in an order of priority and develops appropriate airport construction programs; advises and cooperates with the Bureau of Aeronautics on airport operational problems, and supervises the development and partial funding of airport master plans throughout the State either ongoing or proposed; and responds to all requests for aviation information from other State departments and agencies.

Transportation Services Division. 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.

Special Services Division. 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 Transportation Map
County Maps (large scale \$1.00, small scale \$.15)
Urban Maps (\$.75)
Transportation News

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	1,025,037			1,025,037		
Bal Brt Fwd— Encumbered	26,629			26,629		
Revenue From Federal Govt	2,183,438			2,183,438		
Fees Charged For Services	46,879			46,879		
Legislative Approp/ Alloc	768,700			768,700		
Adjustment of Balance Fwd	4			4		
Transfers—Federal \$	45,618			45,618		
TOTAL RESOURCES	4,096,305			4,096,305		
EXPENDITURES						
Salaries and Wages	859,392			859,392		
State Share of Retirement	98,310			98,310		
Prof Service, Not By State	520,550			520,550		
Other Prof.Serv., By State	377			377		
Travel Expenses, In-State	21,582			21,582		
Travel Expense, Out-State	1,783			1,783		
Utilities	6,026			6,026		
Rents	36,862			36,862		
Repairs	1,252			1,252		
Insurance	20,749			20,749		
General Operating Expense	42,831			42,831		
Other Supplies	35,178			35,178		
Highway Materials	837			837		
Grants to Pub. & Priv. Orgs.	230,315			230,315		
Misc Grants to Individual	45,327			45,327		
Land and Land Rights	1,909			1,909		
Equipment Purchases	19,407			19,407		
Structures & Improvements	777,571			777,571		
Trans to Gen-Fund Sta-Cap	28,829			28,829		
TOTAL EXPENDITURES	2,749,087			2,749,087		

LEGAL SERVICES DIVISION (TRANSPORTATION)

JOHN B. WLODKOWSKI, CHIEF COUNSEL

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2681

Floor: 3

Established: 1972

Sunset Review Required by: June 30, 1980

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: 17

Permanent Legislative Count: 0

PURPOSE: The primary purpose of the Legal Division is to provide the necessary legal counsel for the Department of Transportation. Pursuant to its statutory responsibility, the Division prepares title reports and generally resolves legal problems which arise during the eminent domain process. This also requires the Division to appear before the State Claims Board and on appeal, to Superior Court. Because of the Department's diversified responsibilities, the Division appears before various State personnel boards and commissions, State regulatory and administrative boards and on the federal level, the Interstate Commerce Commission. The Division regularly provides legal opinions and represents the Department in litigation in State and Federal Courts.

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 Com-

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missioner 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 78 the Legal Services Division completed 1,073 and updated 47 title abstracts. Before condemnation 935 title abstracts were brought to date; another 679 were brought to date after condemnation; 50 project condemnations were checked and 75 condemnations were recorded.

The Division processed 50 State Claims Board petitions, presented 44 cases to the Board and settled 26 State Claims Board cases before going to trial. The Division also settled 10 cases before going to trial in Superior Court. It was involved in 5 jury trials in Superior Court and has 17 cases pending before the Superior Court which are unrelated to the State Claims Board. Thirty cases were presented to the Industrial Accident Commission and 33 collection cases were processed.

During the reporting period the division rendered advice and counseling services, wrote opinions and performed research in connection with activities of the Department. In addition, the Division represents the Department before all other State administrative boards. Presently, the Department is engaged in an appellate review of an Interstate Commerce Commission decision.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$270,000 in FY 78 and are, by administrative decision, included with those of the Bureau of Administrative Services (Transportation).

BUREAU OF HIGHWAYS

RICHARD A. LEUTTICH, DEPUTY COMMISSIONER

RICHARD COLEMAN, Deputy Chief Engineer

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2551

Floor: 3

Established: 1972

Sunset Review Required by: June 30, 1980

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: 0

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. The Bureau purchases necessary rights-of-way for highway purposes and assists other bureaus within the Department of Transportation as required in obtaining rights-of-way for other modes of transportation. The Bureau provides assistance to other bureaus of the Department in relation to materials and research activities, and administers State and town aid highway programs and provides assistance to counties and communities in connection with traffic engineering and traffic signs, signals and markings. Furthermore the Bureau administers the Motor Transport Service and provides motor transport services to other bureaus of the Department and to other State agencies as required or requested, and administers railroad-highway crossing programs on all ways of the State of Maine.

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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 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 93 projects to the construction stage during the fiscal year. These projects have a contract value in excess of \$40.4 million. The Department's Highway and Bridge Improvement Program has continued its emphasis of stop-gap type projects. Each project of this type is an effort toward providing the most cost-effective improvement to existing transportation facilities to serve current traffic needs. This concept allows for the improvement of a maximum number of miles of roadway and bridges with minimal environmental impact and substantial reduction in right-of-way requirements while still providing a high level of safety and service to the traveling public. Techniques employed in stop-gap level improvements include: the recycling of existing pavement and base for use in base material supporting a new bituminous concrete pavement, widening and paving of existing shoulders, use of variable depth gravel base, elimination of unnecessary guard rails and additional drainage if necessary. Improvements of this nature, when applied to bridge structure, allow for rehabilitation or replacement of only the weak sections, while sound portions of the existing structure are maintained. The Department has initiated several major stop-gap reconstruction highway improvements that represent the final project in a series, covering several programs which, when completed, will significantly upgrade the levels of safety and service of major arterial highways throughout the State.

Highway and Bridge Improvement Program: The Project Development Unit continued its development of projects included in the Highway and Bridge Improvement Program for the non-federal aid highway system as well as development of rail-highway grade crossing improvement program projects. The unit advanced 16 rail-highway projects to the construction stage representing a construction value in excess of \$2.0 million. This represents major improvements to 37 rail-highway crossings and improvements to signing at 330 additional crossings.

Increasing the project output of the unit has become a goal and steps have been taken to accomplish this with no significant increase in current staffing. Consultant firms were hired to complete preliminary and final design phases on 25 highway and bridge improvement projects. Greater efficiency is continually sought within each division of the Project Development Unit. A significant step has been taken toward increasing effective use of current staff by the Deputy Chief Engineer with his appointment of a committee to study the ways and means of setting up a program project management information system. Approval has been given to seek a consultant to develop alternatives, detailing system(s) that might be carried through implementation to actual operation. The new system will streamline and make more responsive several Department functions. The Project Development Unit specifically, once the system is operational, will be better able to monitor project development activities project-by-project, thereby enabling each division to make optimum use of manpower and readily answer inquiries regarding project status. Much more comprehensive scheduling of projects is envisioned with the capability of applying many more variables to the advertising schedule, thereby increasing its sensitivity to overall departmental priorities as well as specific project development requirements. Computerization of the Bureau of Highways Proposed Advertising Schedule has

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recently been completed, making the schedule much more responsive to changes in the development process and saving a significant amount of staff time formerly used to update and disseminate current project scheduling information.

Aerial Photography. Aerial photography was continued through the use of consultants, covering 22 highway and bridge improvement project sites. There were 4 mapping projects completed during the year utilizing aerial photography and contract procedures. Many projects are being surveyed utilizing the Maine State Coordinate Reference System, thereby providing a correlation between future projects and physical, geographical locations.

Right-of-way. These activities included the following: (1) plans were prepared for 77 projects involving the appraisal, negotiations of 879 parcels with a total appraised value of \$973,000 resulting in the displacement of 14 individuals, 12 families, and 13 businesses, which included signs (about 1200 requests for information regarding highway right-of-way were also processed); (2) preparation of 40 State Claims Board hearings, 26 Superior Court cases and 34 town agreements; (3) issued 2,523 permits and 521 licenses for off-premise signs, acquired 45 non-conforming signs (total value \$22,390), removed 644 illegal and abandoned signs without compensation; (4) received 34 well claims of which 10 were valid, resulting in an expenditure of \$20,447 and provided a water system for one Department owned area resulting in an expenditure of \$6,000; (5) and finally 2,500 permits were issued accommodating utilities within the highway right-of-way.

Construction Division. During FY 78, the Construction Division assumed contract administration, construction engineering and construction inspection responsibility for ninety-four contracts amounting to an estimated \$44,118,864 as follows:

32 Complete highway construction contracts (including bridges)	1 Bridge deck replacement contract
3 Highway grading contracts (including bridges)	1 Airport improvement contract
12 Highway paving contracts	10 Traffic signal contracts
2 Highway signing contracts	1 Slope Protection contract
1 Bikeway contract	1 Railroad grade crossing contract
23 Bridge construction contracts (including approaches)	5 Bureau of Waterway contracts
	1 Bureau of Public Improvements contract
	1 Rest area contract

In addition, the Division assumed contract administration responsibilities for two road-side improvement contracts amounting to an estimated total of \$189,342.

Maintenance and Operations Division. The emphasis the past year has been on safety. This office has published a Traffic Control Handbook for use by field personnel and has been in the process of updating signs to conform to the handbook. We have also purchased new two-way portable radios for traffic control, these are on the same frequencies as our state-wide system and proved very valuable, especially since they eliminate the constant C.B. chatter which was received on the old sets. The Division has also recently purchased a large quantity of traffic cones which have reflective capabilities for night time use. The most recent purchase has been the mobile arrow boards to be used within the Divisions having interstate highways and where lane changes are necessary to carry on routine maintenance. Divisional goals, of course, are to conform 100% with the Traffic Control Handbook. Consequently, in the future, efforts must be made to continue to update signs and as funds become available, the Division should purchase more reflective cones and arrow boards.

Bridge Maintenance Section: This section continued refurbishing concrete decks. Among the major structures painted were the Turner-Greene truss span, the International Bridge between Lubec and Campobello, and the Wadsworth Street Bridge in Thomaston. A total of 39 bridges were spot painted, or painted in total. In the process of rehabilitating concrete curbs and rails, some 15 narrow structures were widened, thus minimizing a potentially hazardous situation. Preliminary studies are in progress for renovating the electrical and mechanical machinery at the Portland Bridge, between Portland and South Portland. The Bridge Inspection Program is continuing as required by Federal Regulations with 34 additional structures owned and maintained by towns and cities added to the list.

State Aid Program: The State Aid Program continues to have the support of Maine municipalities as evidenced by the State having to match the State share against the Town share of 522 municipalities this past year. The flexibility of this program and the minimal standards

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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.

Town Road Improvement Program: The Town Road Improvement Program was reinstated this year after not being funded during the past two years. These funds are allotted to improve various roads that municipalities maintain. The program allotted to 610 municipalities an amount of not less than \$200.00 plus an allotment of \$100.00 per mile of unimproved State highways or State aid roadways and town ways roads not in the compact. During the past year, 165 municipalities utilized this program to upgrade roads under their jurisdiction using the Town Road Improvement standards.

Motor Transport Service (MTS): Under the direction of a new Director and Assistant Director MTS introduced several new equipment concepts for a more efficient and productive operation. Included in the list are: updated specifications; diesel powered trucks, pickups and American made diesel-powered cars. In order to extend the dollar value, a much greater use of available surplus property has been made with the aid of the Bureau of Purchases.

Expanding the present Preventative Maintenance program, MTS is evaluating the use of an oil analysis program to pinpoint problem areas and therefore facilitate repairs before a major breakdown occurs. The oil program could also be used to identify major components requiring overhaul, thereby extending the life-cycle of the equipment.

Upon the recommendation of the Management Information System (MIS) Steering Committee, (see the PROGRAM of the Bureau of Administrative Services) a 5230 Data Collection Systems and 3275 Display Systems at each of the major garages is in the process of being put on line. Augusta, Bangor and Caribou are on line with Ellsworth, Houlton, Baileyville, Scarborough, Dixfield and Rockland to follow. The 5230 will provide transaction collection and update to the master files on the S/370 on a daily batch basis while the 3275 and its attached printer will provide direct inquiry to those files and report capability. This almost instantaneous access to data will be an invaluable aid to the management function.

Traffic Engineering Section: The Traffic Engineering Section continued its efforts to provide a continuous level of service in the maintenance and installation of traffic control devices. Approximately 20,000 signs were manufactured and distributed to the various sections and divisions for permanent installation or continuous use. 12,600 line miles of centerline and edgeline pavement markings were painted, which included the concluding portions of the Federally Funded Pavement Marking Demonstration Program. This represented a total of approximately 8,000 roadway miles striped. Plans and specifications were developed for 13 traffic signal projects, two major signing projects and three major lighting projects.

The State-Federal Force Account Project for Signing of State Aid Highways was extended to and essentially completed in Maintenance Division VI, leaving only Divisions I and II to be completed in the State.

Efforts for improvements are underway in several areas. Survey and updating of passing-no passing zones are in the formulative stages. Improved record keeping and procedures for maintenance operations on electrical systems, flashing beacons and street lighting are being implemented, and the use of new, improved or alternate materials is being investigated for the signing and striping programs.

Division Traffic Engineers continue to carry out functional operations at the division level including reviews of requests from other operating divisions and bureaus from within the Department, from other state and federal agencies as well as from municipalities and private citizens. The Traffic Engineering Section also assisted in formulation of policies and procedures for the implementation of regulations for the installation of Official Business Directional signs under Maine's new Traveler Information Act.

The Maintenance and Operations Division maintains 155 Safety Rest Areas and approximately 115 turnouts throughout the State. Eleven of these areas are along the Interstate System which includes three areas with permanent buildings. Also included is the Information Building and grounds at Kittery. A flush facility is maintained at the West Bath area on the northbound lane of Route 1. Providing additional and replacement equipment to areas was continued throughout fiscal year 1978. One area is currently being reconstructed in Limington.

The Permit Section, including the 7 Division Offices, issued to date a total of 18,617 Overlimit Permits for moving loads that exceeded the legal limits. A total of 609 Road Opening

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Permits were issued in order to repair or for new utility installations. Also 4 permits were issued to make transit moves for vehicles with studded tires.

Radio Operations Section: The Radio Operations Section has continued its efforts to maintain a high level of communications efficiency by keeping off time of mobile and base stations at a minimum. In keeping with our continuing replacement program, approximately 24 solid-state mobile units will be purchased before the close of the fiscal year to replace equipment approximately 16 years old.

Following an engineering path study made of the fixed stations at Rockland/Union, specifications were written and bid awarded to General Electric to replace all fixed stations and control equipment. Control and Repeater frequencies are to be changed to Ultra High Frequency (UHF) to lessen chances of interference and to utilize frequencies assignable to our radio service. Systems should be installed and in operation by Fall of 1978. Additionally, the station at Caribou garage is to be renewed and also is expected to be in operation by fall of 1978.

Mobile installations numbering 110 were made during the year in both state and private vehicles, 72 base station service calls were made throughout the state, and approximately 310 mobile service calls completed both in the field or at one of the radio shops located at Augusta and Dexter Maintenance lot. The work force contains 3 radio technicians, 1 radio operator, 1 HM IIA, and radio supervisor. One of the main goals is to replace as rapidly as possible much of the antiquated equipment now in use.

LICENSES, PERMITS, ETC.:

Right of Way Division

Permit:

Outdoor Advertising

Utility Location

Maintenance and Operations Division

Permit Section

Permit:

Road Opening

Driveway Entrance

Overlimit (Height, Weight, Width, Length) Vehicles

Studded Tires

Certificate:

Fuel Oil Exemption

Axle and Gross Weight

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)

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	41,067,609	104,784		40,962,825		
Bal Brt Fwd— Encumbered	6,932,201			6,932,201		
Revenue From Federal Govt	30,435,751			30,435,751		
Revenue From Local Govts	2,963,003			2,963,003		
Fees Charged For Services	260,116			260,116		
Receipts From Other Funds	7,520			7,520		
Legislative Approp/ Alloc	66,669,701	100,000		66,569,701		
Adjustment of Balance Fwd	6,162			6,162		
Transfers—Non-Federal \$	—10,001			—10,001		
TOTAL RESOURCES	148,332,062	204,784		148,127,278		
EXPENDITURES						
Salaries and Wages	23,264,874			23,264,874		
State Share of Retirement	2,731,588			2,731,588		
Prof Service, Not By State	937,068			937,068		
Other Prof. Serv., By State	318,792	2,973		315,819		
Travel Expenses, In-State	903,853	458		903,395		
Travel Expense, Out-State	9,631			9,631		
Operation—State Vehicles	202			202		
Utilities	357,867			357,867		
Rents	13,590,338	158		13,590,180		
Repairs	109,151			109,151		
Insurance	745,664	45		745,619		
General Operating Expense	271,623	816		270,807		
Fuel	29,998			29,998		
Other Supplies	138,720			138,720		
Highway Materials	9,995,564	1,039		9,994,525		
Grants to Local Govts.	3,925,901			3,925,901		
Public Assistance Grants	17,000			17,000		
Misc. Grants to Individual	4,038			4,038		
Pensions	53,626			53,626		
Land And Land Rights	1,677,452			1,677,452		
Buildings & Improvements	29,219			29,219		
Equipment Purchases	238,420			238,420		
Structures & Improvements	38,524,535			38,524,535		
Debt Retirement, Interest	7,421,082			7,421,082		
Trans. to Highway Fund	4,263	4,263				
Trans to Gen-Fund Sta-Cap	335,539			335,539		
TOTAL EXPENDITURES	105,636,008	9,752		105,626,256		

BUREAU OF WATERWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: *Telephone: 289-2641*
Location: Transportation Bldg., Augusta *Floor: 3*
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1980

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 and provide for harbor development and the making of comprehensive surveys and plans for the use of port facilities, including piers and storage yards. The Bureau consults with and advises representatives of port communities and districts in the State as may desire to institute proceedings for local maritime and port development. Also the Bureau operates the Maine State Pier in Portland and maintains adequate piers in Casco Bay for the use of the authorized carrier to transport passengers and freight and operates 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. Furthermore, the Bureau maintains certain wharves in Casco Bay for such ferry service; and promotes the advancement of waterborne commerce; and keeps 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.

The Department is in the final stages of updating an inventory of existing port facilities along the Coast. These studies along with several others are designed to suggest and implement an organized port development program for Maine. A new temperature control warehouse was constructed at a private terminal in Winterport. It is now offering storage services and a facility for overseas shipments. The City of Portland recently received funds to conduct a comprehensive study to determine the feasibility of a fish pier that will offer berthing, processing, warehousing and distribution of fish products.

During calendar year 1977 the State Ferry Service transported 95,552 vehicles and 266,315 passengers between the three mainland and five island terminals. Furthermore, the upgrading of the North Haven transfer bridge at that island terminal was completed, which has made an improvement in unloading and loading efficiency at the facility. Preliminary efforts were carried out in the construction of a proposed parking lot at Lincolnville.

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

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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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	14,846	14,846				
Interest/Investment/ Rents	56,477					56,477
Revenue From Federal Govt	18,257					18,257
Revenue—Private Sources	6,500					6,500
Fees Charged For Services	705,326					705,326
Receipts From Other Funds	9,403					9,403
Legislative Approp/ Alloc	730,600	730,600				
Adjustment of Balance Fwd	4,513	4,513				
TOTAL RESOURCES	1,545,922	749,959				795,963
EXPENDITURES						
Salaries and Wages	718,612					718,612
State Share of Retirement	86,742					86,742
Prof Service, Not By State	115,202					115,202
Other Prof. Serv., By State	48,146					48,146
Travel Expenses, In-State	21,556					21,556
Travel Expense, Out-State	833					833
Operation—State Vehicles	249,324					249,324
Utilities	35,316					35,316
Rents	25,145					25,145
Repairs	67,753	5,102				62,651
Insurance	116,410					116,410
General Operating Expense	19,943					19,943
Fuel	19,772					19,772
Other Supplies	17,012					17,012
Depreciation	22,151					22,151
Highway Materials	533					533
Debt Retirement, Interest	133,010					133,010
Chgs. To Asset/ Liab. Accts.	1,820					1,820
Trans. to Enterprise Fund	730,600	730,600				
Trans. to Gen.-Fund Sta-Cap	10,959					10,959
TOTAL EXPENDITURES	2,440,839	735,702				1,705,137

BUREAU OF AERONAUTICS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER
RICHARD P. DiPIETRO, Director

Central Office:

Location: Augusta State Airport, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-3185

Floor: 2

Established: 1972

Sunset Review Required by: June 30, 1980

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

DeBlois Airstrip

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. The Bureau assists and advises political subdivisions in the development of aeronautics 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. The Bureau enforces and

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administers laws requiring the registration of aircraft, aircraft dealers, aircraft manufacturers and commercial and non-commercial airports and heliports. Furthermore the Bureau inspects said airports and heliports for compliance with State and federal laws and regulations, and supervises and controls all airports and aircraft owned by the State for the use of its departments and agencies. The Bureau can also 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 and approves the firing of rocket models. The Bureau sees to the furthering of education in aeronautics in the public school system and aides in the snow removal, repair and maintenance of airports statewide; and investigates 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 began implementation of a \$14 million statewide airport capital improvement program made possible by the Legislature and the people of the State through a \$1.8 million bond issue referendum. Working closely with the Federal Aviation Administration, over \$5 million of Federal funds were received for improvements at Maine's municipally owned airports.

The Maine Aeronautics Act was passed into law updating aircraft registration, airport inspections and physical and safety requirements, and the role of the Bureau of Aeronautics within the Department of Transportation. The Bureau of Aeronautics was also responsible for obtaining improved instrument approach procedures for some of the State's municipal airports, improving the statewide navigational system. Furthermore, during the last fiscal year, the Bureau of Aeronautics inspected 62 airports in the State, investigated 34 aircraft accidents, registered 525 aircraft and reimbursed 32% of the snow removal costs of 32 municipal airports for a total of \$135,000, organized a flight instructors' refresher seminar and held a series of airport management clinics throughout the State.

The Department of Transportation through the Bureau of Aeronautics has undertaken a federally assisted airport master plan study for the Augusta State Airport. The study will provide for an optimized pattern of growth and development for the airport in order that it may properly meet the needs and demands of the surrounding communities and the people of the State.

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 Airlines, a commuter air carrier and Air New England a Civil Aeronautics Board (C.A.B.) certified air carrier offer scheduled passenger service. Total passengers arriving and departing at the Augusta State Airport last year amounted to 39,928; estimated total landings and take-offs by aircraft amounted to nearly 60,000.

LICENSES, PERMITS, ETC.:

Permit:

- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:

- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration

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Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
 Noncommercial Registration—Heliport
 Noncommercial Registration—General Aviation II—Airport, Seaplane Base
 Airport Dealer's Registration—Franchise
 Airport Dealer's Registration—Broker

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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	14,419		14,419			
Bal Brt Fwd— Encumbered	9,695		9,695			
Interest/ Investment/ Rents	1,922					1,922
Revenue From Federal Govt	50,201		44,127			6,074
Fees Charged For Services	63,318		7,491			55,827
Legislative Approp/ Alloc	328,476	328,476				
Transfers—Non-Federal \$	4,225	4,225				
TOTAL RESOURCES	472,256	332,701	75,732			63,823
EXPENDITURES						
Salaries and Wages	140,615	80,578				60,037
State Share of Retirement	14,713	7,604				7,109
Prof Service, Not By State	28,239	1,067	24,559			2,613
Computer Service, By State	514		514			
Other Prof. Serv., By State	120					120
Travel Expenses, In-State	2,254	2,254				
Travel Expense, Out-State	1,478	1,478				
Operation—State Vehicles	23,761	17,744	5,859			158
Utilities	13,106	4,347				8,759
Rents	19,876	1,429	376			18,071
Repairs	2,398	182				2,216
Insurance	5,173	1,985				3,188
General Operating Expense	2,695	2,719	32			—56
Fuel	9,527	2,495				7,032
Other Supplies	3,713	474	385			2,854
Highway Materials	1,226	48	8			1,170
Grants to Local Govts.	135,000	135,000				
Grants to Pub. & Priv. Orgs.	5,000	5,000				
Pensions	16,502	16,502				
Equipment Purchases	10,857		10,857			
Structures & Improvements	17,532		17,532			
Chgs. To Asset/ Liab. Accts.	11,300					11,300
Trans. to Enterprise Fund	51,148	51,148				
Trans. to Gen.-Fund Sta-Cap	1,371		310			1,061
TOTAL EXPENDITURES	518,118	332,054	60,432			125,632

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MAINE STATE FERRY ADVISORY BOARD

THOMAS B.A. GODFREY, CHAIRMAN

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2551

Floor: 3

Established: 1975

Sunset Review Required by: June 30, 1980

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: 0

Permanent Legislative Count: 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: The Board met three times during FY 78—August 26, 1977, December 15, 1977 and May 25, 1978 with all meetings held in Bucksport. The May 25th meeting was considered informal, however, because only two members were able to attend. The Chairmen during the fiscal year were James D. Gillespie of Swan's Island, who served until December 1977 when Thomas B.A. Godfrey of Vinalhaven was elected chairman for the next one-year period.

At the August meeting it was reported by Deputy Commissioner Richard A. Luettich that bids were to be opened in the fall of 1977 for work on the North Haven transfer bridge, and that the project was expected to be completed in the spring of 1978. The Lincolnville parking situation was discussed—with the Right of Way Division researching deeds and studying property lines; construction was to start in the spring of 1978. Other subjects discussed included: tariffs, special trips and emergency trips, emergency shipments, capital improvements (board members from the islands reported on the condition of the ferry terminals on the islands; Swan's Island terminal needed major repairs).

New rates for cars and pickup trucks were discussed at the December meeting with a 10 percent rise for cars approved by the Board. Deputy Commissioner Luettich briefed the Board on the legislative process for obtaining funds for a study of a replacement schedule for ferry vessels. It was suggested by the Board that a good method of deciding priorities in replacing vessels might be to retain a marine survey or to examine each ferry. Deputy Commissioner Luettich said that the Governor Muskie had already been surveyed and the results would be available in a month.

The "condition survey" of the Governor Muskie was submitted to the Board by Jan. C. Dijkhouwer of Phippsburg, registered professional engineer, naval architect and independent marine surveyor. Dijkhouwer commented in general that "The general condition of steel hull structure is in my opinion remarkably good for the 19-year age." While he recommended a few steel renewals of isolated areas within the next few years..."it is my opinion that the hull in general has a further useful life of another 15-20 years, if a good coating schedule is maintained." Dijkhouwer recommended a list of specific renewal projects to be carried out on the steel hull, main engine and superstructure.

Members of the Maine State Ferry Advisory Board during FY 78 are: Thomas B.A. Godfrey, chairman—Vinalhaven; James S. Brown—North Haven; David L. Lunt—Long Island Plantation; Captain Gilbert Hall—Camden; Donald A. Durkee—Islesboro; James D. Gillespie—Swan's Island; David B. Benson—Southwest Harbor; and Ronald W. Green—Rockland.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1978: The expenditures of this unit amounted to \$160 in FY 78 and are, by administrative decision, included with those of Bureau of Waterways.

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MAINE PORT AUTHORITY

ROGER L. MALLAR, PRESIDENT
DAVID H. STEVENS, Secretary

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2551

Floor: 3

Established: 1951

Sunset Review Required by: June 30, 1980

Maine State Government Reference Manual Data:

Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Unit Citation:* 1929 P&SL, Chap. 114

Average Count—All Positions: 0

Permanent Legislative Count: 0

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. 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 1978: The expenditures of this unit are, by administrative decision, included with those of Bureau of Waterways.

TRANSPORTATION

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office:

Location: Gilsland Farm, 118 Old Rt. 1, Falmouth

Mail Address: Gilsland Farm, 118 Old Rt 1, Falmouth, Maine 04105

Telephone: 781-2330

Established: October 1977

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Unit Citation:* 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0

Permanent Legislative Count: 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist information in order to replace billboards.

ORGANIZATION: Travel Information Advisory Council has 8 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing environmental organizations, one representing nonprofit historical and cultural institutions and one representing the general public. The Chairman of the Council is chosen by the Governor.

PROGRAM: The Advisory Council will be involved during 1979 in implementing the proposed program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Furthermore, the Council intends to work closely with the Maine Publicity Bureau in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1978: 23 M.R.S.A., Section 1925 provides that expenditures of this unit, which amounted to \$5,487 in FY 78, shall be borne by the Department of Transportation. By administrative decision these expenditures are included with those of the Bureau of Highways.

TRANSPORTATION

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

ROGER L. MALLAR, COMMISSIONER OF TRANSPORTATION

Central Office:

Location: 46 Old Post Road, Kittery

Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Telephone: 207-439-4128

Established: 1936-37

Sunset Review: Not Established

Maine State Government Reference Manual Data:

Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Unit Citation:* 1937 P&SL, Chap. 18

Average Count—All Positions: 15

Permanent Legislative Count: 0

PURPOSE: The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches at a cost of \$381,865. This included normal operating expenses plus the cost of major repairs and replacements to certain of the bridge piers.

PUBLICATIONS:

Annual Financial Report (free)

Rules and Regulations of the Authority

FINANCES, FISCAL YEAR 1978: The State accounting records for FY 78 do not contain any accounts assigned to this unit.

VEHICLE EQUIPMENT SAFETY COMMISSION

ROGER L. MALLAR, STATE OF MAINE COMMISSIONER

Central Office:

Location: Transportation Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2581

Floor: 3

Established: 1963

Sunset Review Required by: June 30, 1980

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: 0

Permanent Legislative Count: 0

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

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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.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was very active during 1978. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1978: This unit is not authorized to receive or expend funds.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

Central Office:

Location: 17 Bishop St., Portland

Mail Address: 17 Bishop St., Portland, Maine 04103

Telephone: (207)797-7771

Established: 1941

Sunset Review Required by: June 30, 1980

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: 0

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.

LICENSES, PERMITS, ETC.:

The Maine Turnpike Authority issues several permits which authorize the following: over-size loads and overlimit loads. The fee for either of these two types of permits is \$10.00.

PUBLICATIONS:

Maine Turnpike *Rules & Regulations* Governing the use of Turnpike

FINANCES, FISCAL YEAR 78: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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