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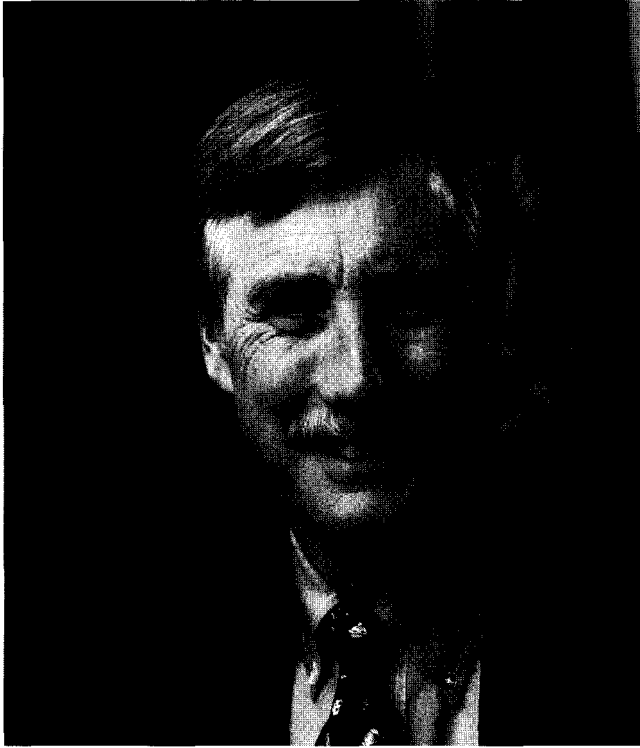
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# **MAINE STATE GOVERNMENT ANNUAL REPORT 1997-1998**



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

*Published at  
Augusta, Maine  
1998*



Angus S. King, Jr.  
**Governor of Maine**

*Compiled and edited by the*  
**Department of Administrative and Financial Services,  
Bureau of the Budget**

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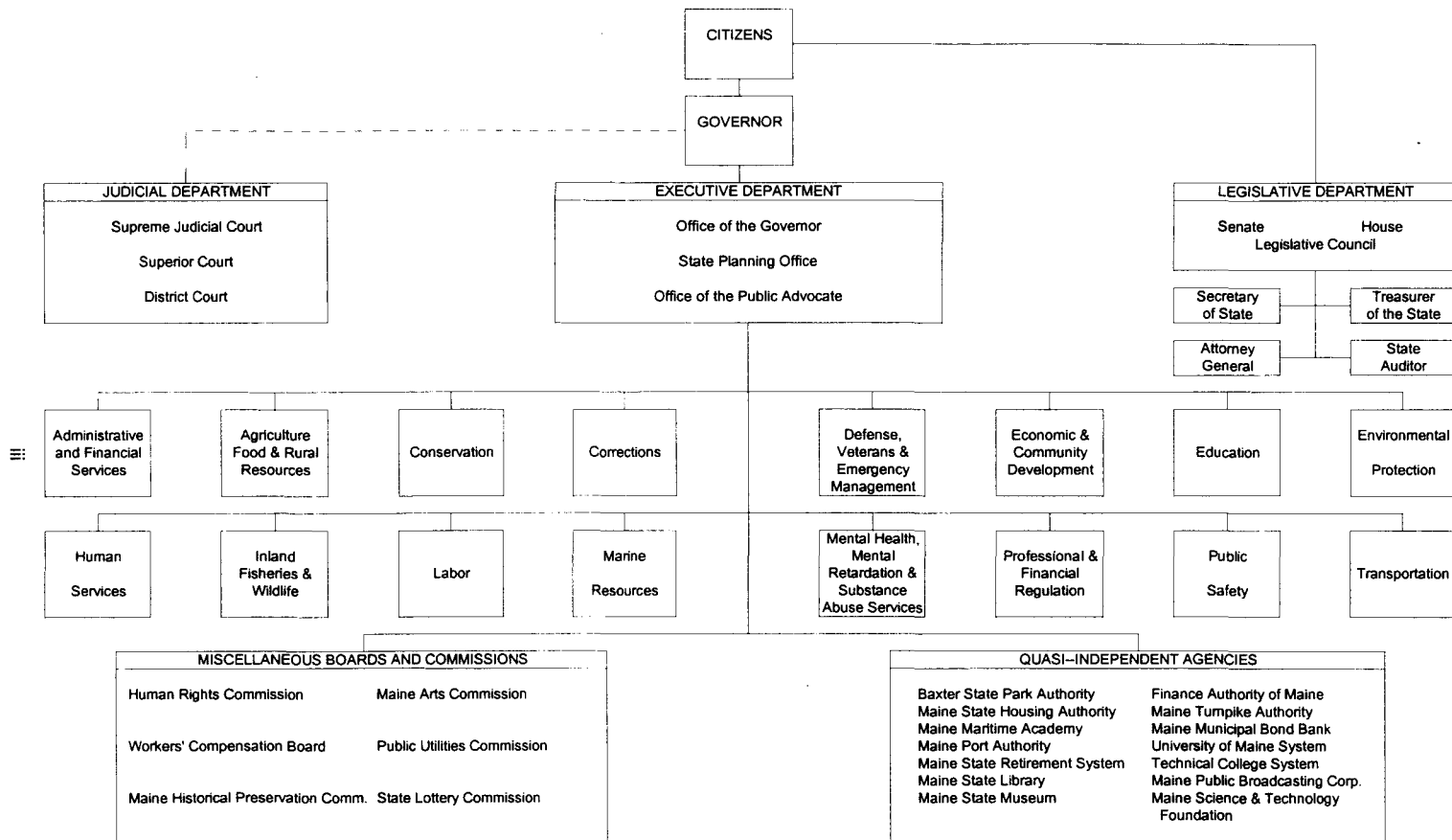
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.







# FOREWORD

The *Maine State Government Annual Report* is compiled 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 biennial 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.

The *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.

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:

**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.

**Reference:**

**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 Labor             |
| 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 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State Department, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees of the University of Maine System was assigned a different 2-digit number and each unit which was, by law, determined to be a part of these 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, Good and Rural Resources, for example.

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

- 01 Department of Agriculture, Food and Rural Resources
- 02 Department of Professional and Financial Regulation
- 03 Department of Corrections

- 04 Department of Conservation
- 05 Department of Education
- 06 Department of Environmental Protection
- 07 Executive Department
- 09 Department of Inland Fisheries and Wildlife
- 10 Department of Human Services
- 12 Department of Labor
- 13 Department of Marine Resources
- 14 Department of Mental Health and Mental Retardation
- 15 Department of Defense and Veterans Services
- 16 Department of Public Safety
- 17 Department of Transportation
- 18 Department of Administration and Financial Services
- 19 Department of Economic and Community Development
- 26 Department of the Attorney General
- 27 Department of Audit
- 28 Treasury Department
- 29 Department of the Secretary of State
- 30 Legislative Department
- 40 Judicial Department
- 65 Public Utilities Commission
- 75 Maine Maritime Academy
- 78 Board of Trustees of the University of Maine System

b) The many independent units - *not* part of the umbrellas listed above - were assigned to *one of five 2-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 and 95 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 *3-digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor - or, in a few cases, by other acceptable authority - has been assigned its parent's *3-digit number PLUS a letter*.

**Unit Citation.** Reported here is the legal citation which created the organizational unit. When one located 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 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 State 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 *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 did 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. 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 the 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 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 in an effort 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 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 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.

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 displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of the Budget's computer-based *MFAS/S* system supplemented by data not included in the State's accounting system or nor carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflect only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's 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 displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *MFAS/S* system deals with "rounded" whole-dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Comptroller.

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 the 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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## **NEWLY CREATED ORGANIZATIONAL UNITS - FY98**

<b>Umb-Unit</b>	<b>Name</b>	<b>Citation</b>
593	River Flow Advisory Commission	PL 1997, c. 236
599	Harness Racing Promotional Board	PL 1997, c. 528
600	Domestic Abuse Homicide Review Panel	PL 1995, c. 694

# **ABOLISHED ORGANIZATIONAL UNITS - FY98**

<b>Umb-Unit</b>	<b>Name</b>	<b>Repealing Citation</b>
<b>129</b>	<b>Division of Data Processing</b>	
<b>571</b>	<b>Economic Development and Business Assistance Coordinating Council</b>	<b>PL 1997, c. 48</b>
<b>559</b>	<b>Economic Conversion Division</b>	<b>Sunset 7/1/97</b>
<b>356</b>	<b>Judicial Council</b>	<b>PL 1997, c. 134</b>
<b>033</b>	<b>General Lines Agent Examination Advisory Board</b>	<b>PL 1997, c. 457</b>
<b>034</b>	<b>Life Agent Examination Advisory Board</b>	<b>PL 1997, c. 457</b>
<b>036</b>	<b>Adjuster License Advisory Board</b>	<b>PL 1997, c. 457</b>





DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL  
SERVICES**

**JANET E. WALDRON, COMMISSIONER**

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*Telephone:* (207) 624-7800

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 106 ; *Citation:* T0005 *M.R.S.A., Sect.* 000021002

*Average Count--All Positions:* 924.043

*Legislative Count:* 914.00

**Units:**

BUREAU OF ACCOUNTS AND CONTROL  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY  
OPERATIONS  
BUREAU OF THE BUDGET  
CAPITOL PLANNING COMMISSION  
CENTRAL MOTOR POOL  
STATE CLAIMS COMMISSION  
STATE EMPLOYEE HEALTH COMMISSION  
EMPLOYEE SUGGESTION SYSTEM BOARD  
BUREAU OF EMPLOYEE RELATIONS  
DIVISION OF FINANCIAL AND PERSONNEL SERVICES

BUREAU OF GENERAL SERVICES  
BUREAU OF HUMAN RESOURCES  
BUREAU OF INFORMATION SERVICES  
STATE LIQUOR AND LOTTERY COMMISSION  
BUREAU OF REVENUE SERVICES  
DIVISION OF RISK MANAGEMENT

**PURPOSE:**

The Department of Administrative and Financial Services is responsible for providing central administrative and financial services to the departments and agencies of State government.

**ORGANIZATION:**

The Department of Administration was established through Chapter 785 of the Public Laws of 1985, effective July 1, 1986. This legislation provided for a major reorganization of central financial and administrative units in state government. The former Department of Finance and Administration was dissolved, with fiscal management and revenue units placed in the Department of Finance and Administrative service units placed in the Department of Administration. PL 1991 Chapter 780 merged the Department of Administration and the Department of Finance.

**PROGRAM:**

The programs of the department are implemented through its component units. The primary emphasis is to provide responsive, high quality and cost effective services to State departments and agencies and related public institutions.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	26,126,466	14,266,179	1,078,687	478,491	26,580	10,276,529
HEALTH BENEFITS	5,798,466	3,058,234	214,037	129,659	7,825	2,388,711
RETIREMENTS	4,717,037	2,557,882	203,533	74,624	4,577	1,876,421
OTHER FRINGE BENEFITS	294,983	156,185	10,385	5,846	440	122,127
OTHER CONTRACT SERVICES STATE	6,679,714	3,485,611	623,053	6,302	46,142	2,518,606
COMPUTER SERVICES STATE	5,448,954	3,876,529	103,679	31,880	1,912	1,434,954
OTHER CONTRACT SERVICES	21,811,159	8,256,072	419,892	454,984	5,216	12,674,995
RENTS	2,419,525	322,627	36,036	35,574	768	2,024,520
COMMODITIES	3,618,423	1,058,842	47,502	115,284	487	2,396,308
GRANTS, SUBSIDIES, PENSIONS	64,525,422	45,700,161	5,808,339			13,016,922
PURCHASE OF LAND	110,000	110,000				
BUILDING IMPROVEMENTS	2,019,925	1,585,910	434,015			
EQUIPMENT	4,418,806	3,604,520	814,286			
INTEREST-DEBT RETIREMENT	587,857	284,906	36	50,461		252,454
TRANSFER TO OTHER FUNDS	174,091,514		77,487	7,945	1,553	174,004,529
COST OF GOODS SOLD	11,790,905	165,893		70,947		11,554,065
<b>TOTAL EXPENDITURES</b>	<b>334,459,156</b>	<b>88,489,551</b>	<b>9,870,967</b>	<b>1,461,997</b>	<b>95,500</b>	<b>234,541,141</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	187,502	187,502				
HEALTH BENEFITS	25,077	25,077				
RETIREMENTS	40,819	40,819				
OTHER FRINGE BENEFITS	1,820	1,820				
OTHER CONTRACT SERVICES STATE	272	272				
COMPUTER SERVICES STATE	3,139	3,139				
OTHER CONTRACT SERVICES	162,569	162,569				
RENTS	220	220				
COMMODITIES	1,454	1,454				
GRANTS, SUBSIDIES, PENSIONS	19,022,250	19,022,250				
<b>TOTAL EXPENDITURES</b>	<b>19,445,122</b>	<b>19,445,122</b>				

## BUREAU OF ACCOUNTS AND CONTROL

### CAROL F. WHITNEY, STATE CONTROLLER

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333  
*Mail Address:* 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014      *FAX:* (207) 626-8422  
*Established:* 1931      *Telephone:* (207) 626-8420  
*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 119 ; *Citation:* T0005 *M.R.S.A., Sect.* 000001541  
*Average Count--All Positions:* 31.500      *Legislative Count:* 31.50

#### 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### ORGANIZATION:

The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Administrative and Financial Services. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Administrative and Financial Services subject to the approval of the Governor.

### PROGRAM:

The Bureau is an administrative agency responsible for maintaining central accounting records for all financial transactions. It examines bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The State Controller's office maintains the official financial records for all agencies and programs administered by the State with the exception of certain quasi-governmental units. The State's defetted compensation plan is also maintained within the bureau. A Comprehensive Annual State Financial Report is prepared each year and is subject to audit by the State Auditor.

The Bureau oversees the Maine Financial and Administrative Statewide Information systems (MFASIS) which includes the state's automated Accounting System, the Human Resource Management System and the Budget Management System. The Accounting System processes approximately 1.5 million payments annually and approximately 160,000 other accounting transactions. All accounting transactions are reviewed and approved by the Controller's Office. The system provides on-line access, subject to appropriate security, to current financial information and status; produces daily, monthly and annual accounting information for individual agencies and central statewide reporting.

The Human Resource Management System retains current personnel, payroll and position control information. This system issues over 400,000 payroll payments annually, and maintains and controls tax withholding and payroll deduction transactions. This system is also used to process and record several thousand personnel and position control transactions. The Budget Management System provides assistance to the Bureau of the Budget in preparation and monitoring the State's budget process. It supports the budget process from the initial biennial budget to the preparing and monitoring of quarterly allotments.

### PUBLICATIONS:

State of Maine Financial Report - Free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	928,566	928,566				
HEALTH BENEFITS	192,148	192,148				
RETIREMENTS	168,413	168,413				
OTHER FRINGE BENEFITS	8,702	8,702				
OTHER CONTRACT SERVICES STATE	1,024,033	1,024,033				
COMPUTER SERVICES STATE	1,752,899	1,752,899				
OTHER CONTRACT SERVICES	415,116	415,116				
RENTS	15,088	15,088				
COMMODITIES	69,912	69,912				
EQUIPMENT	15,558	15,558				
INTEREST-DEBT RETIREMENT	484	484				
TOTAL EXPENDITURES	4,590,919	4,590,919				

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY  
OPERATIONS**

**EBEN B. MARSH, DIRECTOR**

*Central Office:* 10 - 12 WATER STREET, HALLOWELL, ME 04347

*Mail Address:* 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 *FAX:* (207) 287-6769

*Established:* 1992

*Telephone:* (207) 287-3721

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 553 ; *Citation:* T0005 *M.R.S.A., Sect.* 000021006

*Average Count--All Positions:* 139.784

*Legislative Count:* 134.00

**PURPOSE:**

The Bureau of Alcoholic Beverages and Lottery Operations was established to provide the most satisfactory public service for the complete distribution and sale of liquors, fortified wines, malt beverages, instant lottery tickets; pick 3, pick 4, Megabucks and 5 Card Cash lottery tickets. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor and Lottery 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 and the sale of lottery products through licensed lottery agents.

**ORGANIZATION:**

The State's regulation of liquor originated in 1862 with the establishment of a Commission 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 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 1987 the Commission was increased to five members.

A State Lottery was approved by public referendum in November 1973 for the purpose of generating additional revenues for deposit to the State's General Fund. The agency is administered by the State Lottery Commission and the State Lottery Director.

PL 1991 chapter 780 merged the Bureau of Alcoholic Beverages and the Bureau of Lottery.

**PROGRAM:**

The Bureau continues to run as in past years with goals being reached and revenues generated to the general fund.

**LICENSES:**

PL 1991 Chapter 780 Liquor Licensing in the Department of Public Safety, Bureau of Liquor Enforcement. (This included Liquor auditing and taxation.)

Licenses (Lottery):

Lottery Sales Agency Licensing

**PUBLICATIONS:**

1. Annual Report - Free
2. Winner's Newsletter - Free
3. Information Kit: ME State Lottery - Free

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,411,720					3,411,720
HEALTH BENEFITS	825,965					825,965
RETIREMENTS	586,421					586,421
OTHER FRINGE BENEFITS	26,218					26,218
OTHER CONTRACT SERVICES STATE	151,612					151,612
COMPUTER SERVICES STATE	418,721					418,721
OTHER CONTRACT SERVICES	3,507,451					3,507,451
RENTS	1,356,325					1,356,325
COMMODITIES	123,919					123,919
INTEREST-DEBT RETIREMENT	661					661
TRANSFER TO OTHER FUNDS	150,021,325					150,021,325
<b>TOTAL EXPENDITURES</b>	<b>160,430,338</b>					<b>160,430,338</b>

## BUREAU OF THE BUDGET

### JOHN R. NICHOLAS, STATE BUDGET OFFICER

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 58 STATE HOUSE STATION, AUGUSTA, ME 04333-0058 *FAX:* (207) 624-7826

*Established:* 1931 *Telephone:* (207) 624-7810

*Reference:* Policy Area: 00 ; Umbrella: 18 Unit: 117 ; Citation: T0005 M.R.S.A., Sect. 0000001662

*Average Count--All Positions:* 11.000 *Legislative Count:* 11.00

#### 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 and agencies become available for expenditure; to examine and recommend for approval any changes in these work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of the 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 Administrative and Financial Services, for carrying out State budget laws.

#### ORGANIZATION:

The Bureau of the Budget is an organizational unit of the Department of Administrative & Financial Services under the direction of the State Budget Officer who is appointed by the Commissioner of Administrative & Financial Services.

#### PROGRAM:

Activities of the Bureau primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all entities of State Government and corporations and associations desiring to receive State funds under provision of law, submit to the Bureau their expenditure and appropriation requirements for each fiscal year of the upcoming biennium. The Bureau prepares the State Budget Document which is composed of the following parts: (1) the budget message by the Governor or Governor-elect which outlines financial policy; and (2) detailed estimates of expenditures and revenues, including statements of the State's bond indebtedness.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

After legislative appropriation, the Bureau reviews and considers requested allotments by quarter with respect to the work program of each entity of State government. Work programs are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor. During 1998, the Bureau continued its effort as one of the lead agencies in the implementation of performance based budgeting. This effort included the provision of training and technical assistance to departments and agencies in the development of a strategic plan and pilot program budget. In addition, the Bureau provided leadership and technical support to the Budget Focus Group in the development of technical formats for performance budgeting including requirements for a computerized performance budgeting system.

The Bureau also produces the Maine State Government Annual Report, prepares long range budget forecasts for financial performance reports with analyses and prepares General Fund and Highway Fund revenue forecasts through consensus forecasting pursuant to Title 5, chapter 151-B. The Bureau of the Budget prepared its third and fourth four year budget forecast for the General Fund and the Highway Fund representing the effects of the legislative budget action for fiscal years 1998 through 2001.

### PUBLICATIONS:

"State Budget Document"

"Budget in Brief"

"Maine State Government Annual Report", available from the Division of Purchases, Central Printing Division, 9 State House Station, Augusta  
ME 04333-0009

"Revenue & Expenditure Projection - General Fund and Highway Fund - Fiscal Years 2000 - 2001"

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	503,013	503,013				
HEALTH BENEFITS	78,680	78,680				
RETIREMENTS	106,226	106,226				
OTHER FRINGE BENEFITS	4,208	4,208				
OTHER CONTRACT SERVICES STATE	-660	-660				
COMPUTER SERVICES STATE	9,479	9,479				
OTHER CONTRACT SERVICES	23,721	23,721				
RENTS	350	350				
COMMODITIES	2,737	2,737				
EQUIPMENT	3,002	3,002				
<b>TOTAL EXPENDITURES</b>	<b>730,756</b>	<b>730,756</b>				

## CAPITOL PLANNING COMMISSION

### WARREN P. SWETZ, SECRETARIAT

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 FAX: (207) 287-4008

Established: 1967

Telephone: (207) 287-4000

Reference: Policy Area:00 ; Umbrella: 18 Unit: 134 ; Citation: T0005 M.R.S.A., Sect. 000000298

### 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 and abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership and, while the Bureau of General Services serves as a secretariat of the commission in exercising its administration, it may employ such assistance as it deems necessary. The Bureau of General Services also provides staff support. The Commission must meet at least once every four months.

### PROGRAM:

The Capitol Planning Commission again met only once in the last year. The reason for the inactivity was a continuation of a moratorium placed on governmental expansion.

### LICENSES:

Sign Permits for:  
Businesses  
Any building within Capitol Complex

### PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## CENTRAL MOTOR POOL

### WARREN P. SWETZ, DIRECTOR

*Central Office:* COLUMBIA STREET, AUGUSTA, ME 04333

*Mail Address:* 106 STATE HOUSE STATION, AUGUSTA, ME 04333-0106 *FAX:* (207) 287-6521

*Established:* 1991

*Telephone:* (207) 287-7113

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 555 ; *Citation:* T0005 *M.R.S.A., Sect.* 000001811

*Average Count--All Positions:* 13.000

*Legislative Count:* 13.00

### PURPOSE:

The Central Motor Pool, operating under the name Central Fleet Management, was established to centrally procure, distribute and dispose of passenger and light truck vehicles for most agencies of state government.

### PROGRAM:

The lease line provides over 1,100 passenger and light truck vehicles to using agencies across state government. Maintenance and repair is accomplished through a centralized Central Fleet Management service garage, other state maintenance facilities, contracted service providers and private maintenance facilities.

Central Fleet Management continues to work with the advisory group which offers feedback and recommendations to the management team. Improvements in specifications, availability of service and customer satisfaction have resulted.

Rental line provides daily vehicle needs to all of state government. Agencies can request various regular and special purpose vehicles on a daily, weekly or monthly basis, allowing the optimum use of all state vehicles throughout the year.



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

CENTRAL MOTOR POOL	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	337,306					337,306
HEALTH BENEFITS	84,924					84,924
RETIREMENTS	57,486					57,486
OTHER FRINGE BENEFITS	7,031					7,031
OTHER CONTRACT SERVICES STATE	2,793					2,793
COMPUTER SERVICES STATE	66,044					66,044
OTHER CONTRACT SERVICES	2,330,556					2,330,556
RENTS	12,400					12,400
COMMODITIES	25,117					25,117
INTEREST-DEBT RETIREMENT	189,731					189,731
TRANSFER TO OTHER FUNDS	15,384					15,384
TOTAL EXPENDITURES	3,128,772					3,128,772

## STATE CLAIMS COMMISSION

### RONALD ROY, CHIEF COUNSEL

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049 *FAX:* (207) 287-4032

*Established:* 1961

*Telephone:* (207) 287-4031

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 185 ; *Citation:* T0023 *M.R.S.A., Sect.* 000000152

*Average Count--All Positions:* 2.000

*Legislative Count:* 2.00

#### PURPOSE:

The State Claims Commission 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 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 by the Maine Turnpike Authority, 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 certain claims against the State or any of its agents

#### 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 the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission 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 Commission is appointed for each hearing or series of hearings within the county where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The State Claims Commission scheduled 158 cases for hearings during FY 94. There were 25 land damage cases which were settled prior to hearings. The Commission heard 18 cases and 56 cases were continued. There were also 59 cases that were disposed of by default judgments and 77 additional land damage cases were received but settled and, therefore, hearings were not required.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE CLAIMS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	66,535			66,535		
HEALTH BENEFITS	6,711			6,711		
RETIREMENTS	4,003			4,003		
OTHER FRINGE BENEFITS	419			419		
OTHER CONTRACT SERVICES STATE	3,836			3,836		
COMPUTER SERVICES STATE	8,840			8,840		
OTHER CONTRACT SERVICES	13,690			13,690		
RENTS	205			205		
COMMODITIES	5,008			5,008		
TRANSFER TO OTHER FUNDS	4,582			4,582		
TOTAL EXPENDITURES	113,829			113,829		

## STATE EMPLOYEE HEALTH COMMISSION

### FRANK A. JOHNSON, EXECUTIVE DIRECTOR

*Central Office:* 220 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address:* 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 *FAX:* (207) 287-6796

*Established:* 1988

*Telephone:* (207) 287-6780

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 350 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000285A

*Average Count--All Positions:* 11.361

*Legislative Count:* 11.00

### PURPOSE:

The State Employee Health Commission was established to serve as trustee of the State Employee's Health Insurance Program, including health and dental insurance, and to advise the Executive Director' and the Director of the Bureau of Human Resources on issues related to employee health and wellness, and the employee assistance program (EAP).

### ORGANIZATION:

The Commission was established by the 113th Legislature in 1988 replacing the Board of Trustees, Group Accident and Sickness or Health Insurance and the Labor/Management Committee on Employee Health. Membership of the Commission consists of twenty (20) labor and management representatives.

One labor member from each bargaining unit recognized under Title 26, Chapter 9-B, appointed by the employee organization certified to represent the unit; one labor member from the largest bargaining unit recognized under Title 26, Chapter 14, appointed by the employee organization authorized to represent the unit; one labor member appointed by the retiree chapters of the Maine State Employees Association; one member appointed by the Maine Association of Retirees; one labor member from Maine Turnpike Authority employees appointed by the employee organization authorized to represent the employees; four management members appointed by the Commissioner of Administrative and Financial Services; one management member appointed by the Court Administrator; the Executive Director of Employee Health & Benefits, ex officio; one labor member from the Maine Technical College System faculty or administrative unit; and one member from the Maine Technical College System appointed by the President.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The Commission conducted a competitive bid process to select an organization to provide a health plan for State employees during FY98. As a result of the bid process, the Commission awarded a two-year contract to Healthsource Maine effective April 1, 1998. The contract provides for a point-of-service (POS) managed care plan for active employees and non-Medicare eligible retirees. The Retirees' Premier Plan was introduced to supplement Medicare coverage for eligible retirees. The contract provides that MCC Behavioral Care manages services for mental health and substance abuse treatment. Healthsource Rx and TelDrug provide prescription drug benefits through retail and mail order services. The Commission has renewed the dental insurance contract with Northeast Dental through FY2000.

### PUBLICATIONS:

Group Subscriber ASgreement (POS) - Free  
Certificate of Coverage, Retirees' Premier Plan - Free  
Healthsource POS Directory of Participating Providers - Free  
Northeast Delta Dental; Dental Plan Description - Free  
Directory of Participating Dentists - Free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	299,252		299,252			
HEALTH BENEFITS	38,792		38,792			
RETIREMENTS	59,406		59,406			
OTHER FRINGE BENEFITS	2,456		2,456			
OTHER CONTRACT SERVICES STATE	543,283		543,283			
COMPUTER SERVICES STATE	46,970		46,970			
OTHER CONTRACT SERVICES	69,532		69,532			
RENTS	28,570		28,570			
COMMODITIES	8,509		8,509			
<b>TOTAL EXPENDITURES</b>	1,096,770		1,096,770			

## EMPLOYEE SUGGESTION SYSTEM BOARD

### JANET E. WALDRON, COMMISSIONER

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX:* (207) 624-7804

*Established:* 1992

*Telephone:* (207) 624-7800

*Reference:* Policy Area: 00 ; Umbrella: 18 Unit: 408 ; Citation: T0005 M.R.S.A., Sect. 000000642

### PURPOSE:

The Employee Suggestion System Board has responsibility for the guidelines for administration of the State Employee Suggestion Award Program (5 MRSA, Section 642) and for making final determinations on suggestions submitted under these guidelines.

### ORGANIZATION:

Under the enacting statute, Board membership was defined as the Commissioner of Personnel, the Commissioner of Finance and Administration, and one other Commissioner of a State department to be appointed by the Governor. The Commissioner of Professional and Financial Regulation was appointed as the third member of the original board. In July 1986, the Department of Finance and Administration was divided into two separate departments and, for continuity, the board consisted of the Commissioner of Personnel, the Commissioner of Finance and the Commissioner of Administration.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

In 1987, the enacting statute was amended and board membership was defined as the Commissioner of Finance, the Commissioner of Administration and one other Commissioner of a State department to be appointed by the Governor (Commissioner of Transportation). Day-to-day administration services were provided by administrative staff of the Commissioner of Administration. In 1991, the Departments of Finance and Administration were merged to form the Department of Administrative and Financial Services. In June 1992, the statute was amended a second time to define board membership as the Commissioner of Administrative and Financial Services and two other commissioners appointed by the Governor. In addition the responsibility for the day-to-day administration of the Suggestion Program was shifted from the former Department of Administration to the Bureau of Human Resources.

### PROGRAM:

During FY 94-95, the Employee Suggestion System received and processed 107 suggestions as follows:

66 suggestions were not adopted or ineligible for cash award; 29 suggestions were pending with ad hoc evaluation committees: 1 suggestion was pending with the Suggestion Award Board; 1 suggestion was forwarded to the Maine Quality Management Council; 2 suggestions were implemented and recognized by Certificates; 5 suggestions were implemented and recognized by cash awards (\$519, \$320, \$50, \$50, and \$40); 2 suggestions were implemented with a cash award to be determined; 1 suggestion is pending study by a departmental Process Action Team. During FY 94-95, a sunset amendment to 5 MRSA, Sec. 642 increased the cash award for employee suggestions to 10% of the first year's savings or \$10,000, whichever is less.

### PUBLICATIONS:

Guideline for the Maine State Employee Suggestion System - Free

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BUREAU OF EMPLOYEE RELATIONS

### KENNETH A. WALO, DIRECTOR

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 79 STATE HOUSE STATION, AUGUSTA, ME 04333-0079 *FAX:* (207) 287-4452

*Established:* 1986

*Telephone:* (207) 287-4447

*Reference:* Policy Area: 00 ; Umbrella: 18 Unit: 446 ; Citation: T0026 M.R.S.A., Sect. 000000979A

*Average Count--All Positions:* 7.000

*Legislative Count:* 7.00

### PURPOSE:

The Bureau of Employee Relations functions as the Governor's designee for employee relations for the State of Maine. The Bureau's mission is to: a) develop and execute employee relations policies, objectives and strategies consistent with the overall objectives of the Governor; b) conduct negotiations with certified and recognized bargaining agents under applicable statutes; c) administer and interpret collective bargaining agreements, and coordinate and direct agency activities as necessary to promote consistent policies and practices; d) represent the State in all bargaining unit determinations, elections, prohibited practice complaints and any other proceedings (including MLRB and court cases) growing out of employee relations, and collective bargaining activities; e) coordinate the compilation of all data and information needed for the development and evaluation of employee relations programs and in the conduct of negotiations; f) coordinate the State's resources.

### ORGANIZATION:

Chapter 785, Public Laws of 1985, established the Bureau of Employee Relations within the Department of Administration. PL 191 Chapter 780 established the Bureau of Employee Relations within the newly merged Department of Administrative and Financial Services.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

In FY97, the Bureau successfully completed negotiations for successor collective bargaining agreements for seven bargaining units for contracts which expire on June 30, 1999. The Bureau also continued to administer collective bargaining agreements, and was actively involved in cases before the Maine Labor Relations Board, Arbitrations and the Courts.

The Bureau was also actively pursuing unit clarification petitions involving hundreds of positions before the Maine Labor Relations Board.

The Bureau continued its aggressive actions in the resolution of grievances including the continuation of the mediation process before arbitration. The Bureau was also responsible for management representation on ongoing labor-management committees dealing with employee health and health insurance, safety and other bargaining related activities.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	342,309	342,309				
HEALTH BENEFITS	50,199	50,199				
RETIREMENTS	69,091	69,091				
OTHER FRINGE BENEFITS	1,919	1,919				
OTHER CONTRACT SERVICES STATE	28,541	28,541				
COMPUTER SERVICES STATE	9,663	9,663				
OTHER CONTRACT SERVICES	32,433	32,433				
RENTS	1,423	1,423				
COMMODITIES	6,304	6,304				
INTEREST-DEBT RETIREMENT	55	55				
TOTAL EXPENDITURES	541,937	541,937				

## DIVISION OF FINANCIAL AND PERSONNEL SERVICES

### EDWARD A. KARASS, DIRECTOR

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME 04333

*Mail Address:* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074 *FAX:* (207) 287-4043

*Established:* 1992 *Telephone:* (207) 287-6632

*Reference:* Policy Area: 00 ; Umbrella: 18 Unit: 551 ; Citation: T0005 *M.R.S.A., Sect.* 000000284

*Average Count--All Positions:* 33.000 *Legislative Count:* 33.00

### PURPOSE:

The Division of Financial and Personnel Services was established to provide consolidated administrative, financial and personnel management services for the Department of Administrative and Financial Services. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Administrative and Financial Services.

### ORGANIZATION:

The Division of Financial and Personnel Services was established by statute on June 30, 1992 through the merger of the Department of Finance and the Department of Administration.

### PROGRAM:

The technical assistance and support provided bureaus within the Department of Administrative and Financial Services include accounting, auditing and budgetary functions, and departmental personnel functions.

### PUBLICATIONS:

Affirmative Action - (Free)

Department Employee Information Booklet - (Free)

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF FINANCIAL AND PERSONNEL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	942,774	323,460	619,314			
HEALTH BENEFITS	209,401	64,629	144,772			
RETIREMENTS	180,437	66,509	113,928			
OTHER FRINGE BENEFITS	9,150	2,807	6,343			
OTHER CONTRACT SERVICES STATE	6,764	1,566	5,198			
COMPUTER SERVICES STATE	31,974	7,956	24,018			
OTHER CONTRACT SERVICES	444,389	393,361	51,028			
RENTS	711	332	379			
COMMODITIES	24,386	12,208	12,178			
EQUIPMENT	1,000	1,000				
TRANSFER TO OTHER FUNDS	38,819		38,819			
<b>TOTAL EXPENDITURES</b>	1,889,805	873,828	1,015,977			

## BUREAU OF GENERAL SERVICES

### WARREN P. SWETZ, DIRECTOR

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME 04333

*Mail Address:* 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4008

*Established:* 1991

*Telephone:* (207) 287-4000

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 554 ; *Citation:* T0005 *M.R.S.A., Sect.* 000021006

*Average Count--All Positions:* 199.000

*Legislative Count:* 199.00

#### PURPOSE:

General Services was established to provide one centralized bureau to manage and oversee the state's procurement process, insurance advice and services for all state agencies, and to provide planning, development and monitoring of the construction of all public improvements. It is authorized to plan and develop long-range public improvement programs and to make recommendations to the governor and the legislature regarding such programs. It advises on and approves engineering and architectural services, proposals, plans, specifications and contracts for public improvements to state facilities and public school construction. It maintains records of construction costs and progress of public improvements, supervises, controls and maintains land and buildings in the St. Capitol Complex. It manages and records the leasing of all grounds, buildings, facilities and office space required by all departments and agencies of state government, and records and manages asbestos in those state-owned bldgs.

#### ORGANIZATION:

The Bureau of General Services was established in 1991 as part of the merger of the Departments of Administration and Finance, formerly consisting of the Bureaus of Public Improvements and Purchases. It consists of five major divisions: Professional Services Division, Property Management (including Operations and Maintenance and Custodial Services), and Purchases (including Procurement, State Purchases Review Committee, Central Services, Central Fleet Management), Risk Management, and Space Management. The organization also participates on the Capitol Planning Commission.

#### PROGRAM:

The Professional Services staff oversees renovations, maintenance and repairs of roughly 2,000 state buildings and state funded school projects and prepares the biennial Capital and repair budgets for all state agencies. Property Management has responsibility for operations and maintenance, including housekeeping services, of over 52 buildings in the various Capitol Complexes and

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

the Hallowell Annex. Purchases became a "division" under the Bureau of General Services in 1992. Within the division are the divisions of Postal Services, Warehousing, Printing/Convenience Copiers, Photography, State Surplus services and Central Fleet Management (CFM); the division is the designated state agency to receive and distribute federal surplus property. The Division of Purchases processed over 30,000 orders, totalling over \$60,000,000 in commodity purchases and approved approximately 4,600 contracts, grants and amendments totalling over \$250,000,000 in FY96.

The Risk Management Division provides insurance advice and services to the state government and administers all state insurance and self-funded plans and programs. Space Management obtains office space through the use of state facilities, or by leasing suitable space office from the private sector.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF GENERAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,850,240	2,940,424	106,281	365,353		1,438,182
HEALTH BENEFITS	1,247,983	750,735	18,522	112,442		366,284
RETIREMENTS	828,201	496,945	18,287	62,596		250,373
OTHER FRINGE BENEFITS	59,814	36,942	1,150	4,602		17,120
OTHER CONTRACT SERVICES STATE	541,852	445,000	13,167	2,466		81,219
COMPUTER SERVICES STATE	336,576	17,200	20,284	19,327		279,765
OTHER CONTRACT SERVICES	6,968,438	4,270,387	276,615	435,440		1,985,996
RENTS	388,147	126,176	1,595	33,756		226,620
COMMODITIES	871,350	699,102	4,707	110,276		57,265
GRANTS, SUBSIDIES, PENSIONS	15,000	15,000				
PURCHASE OF LAND	110,000	110,000				
BUILDING IMPROVEMENTS	2,019,925	1,585,910	434,015			
EQUIPMENT	3,749,218	2,934,932	814,286			
INTEREST-DEBT RETIREMENT	335,408	284,244	34	50,461		669
TRANSFER TO OTHER FUNDS	21,763,423		16,928	1,977		21,744,518
COST OF GOODS SOLD	236,840	165,893		70,947		
<b>TOTAL EXPENDITURES</b>	<b>44,322,415</b>	<b>14,878,890</b>	<b>1,725,871</b>	<b>1,269,643</b>		<b>26,448,011</b>

## BUREAU OF HUMAN RESOURCES

### DONALD A. WILLS, DIRECTOR

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004

*Established:* 1987

*Reference: Policy Area: 00 ; Umbrella: 18 Unit: 389 ; Citation: T0005*

*Average Count--All Positions:* 37.000

*FAX:* (207) 287-4414

*Telephone:* (207) 287-3761

*M.R.S.A., Sect. 000007033*

*Legislative Count:* 37.00

#### PURPOSE:

The Bureau of Human Resources is responsible for centralized administration of the State's Civil Services System. The mission of the Bureau is to adopt, amend and enforce Civil Service Law and Rules to ensure that positions essentially alike in duties and responsibilities are treated alike in pay and other civil service processes; to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness; and through these merit programs and employee development and training programs, to promote effective services and economy for the conduct of State business. The Bureau is a service agency to Executive Branch departments, and the Bureau's enacting legislation mandates a civil service system that is responsive to the needs of agencies and employees.

The goals for administration of the State's Civil Service System continue to be:

.To provide agencies and departments of Maine State Government with timely and effective human resource services and benefits administration.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

.To ensure that individuals who are hired have the knowledge and skills necessary for the effective operation of State government and to encourage the retention of qualified employees.

. To enhance the ability of State agencies to implement effective Equal Employment Opportunity Programs.

.To establish that "quality professional development" is an accepted and supported policy of all State government.

### ORGANIZATION:

In 1937, the State of Maine enacted legislation to parallel Federal Civil Service Law. A three-member State Personnel Board and a Bureau of Personnel within the then Department of Finance were established to administer this new law. The Bureau was headed by a Director of Personnel who was appointed by the Governor and the Board to serve at the pleasure of the Board. In 1941, the bureau was made an independent State agency referred to as the Office of Personnel. In 1953, the State Personnel Board was enlarged by adding a member selected by the Maine State Employees' Association and a member selected from department heads. In 1975, these two special memberships were deleted and the State Personnel Board returned to an all-public body.

In 1976, the State Civil Service System experienced its first major change. The Office of Personnel was made a Cabinet-level department, headed by a Commissioner appointed to serve at the pleasure of the Governor. The Commissioner was given the authority formerly vested in the State Personnel Board and the State Personnel Board was redefined as an advisory and appellate body. In January 1981, the Governor placed the Office of Employee Relations under the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

In 1986, the legislature significantly altered the mission and purpose of the Department of Personnel and provided a year of transition for the Department to become the Bureau of Human Resources within the newly established Department of Administration. The State Personnel Board was discontinued and replaced by the State Civil Service Appeals Board, and an advisory Policy Review Board comprised of the leadership of the larger State departments was established. The Office of Employee Relations was established as a separate Bureau, and the former training division of the Office of Employee Relations was placed under the Bureau of Human Resources. In July 1991, the State Employee Health Insurance, Workers' Compensation and State Employee Health and Wellness programs were placed under the Bureau of Human Resources.

### PROGRAM:

During FY 97-98, the Merit Systems and Operations Division made significant progress in its effort to implement a comprehensive Human Resource Policy and Practices Manual that will be available and maintained on the Internet system for access by State managers, State employees and the general public. Also, Job Specifications were placed on the State Intranet with a word search capability and several human resources forms were put on-line. In addition, research was initiated to design application and examination programs that will make it easier for candidates to apply for state jobs and make the register referral process more efficient. The Equal Employment Opportunity Program continued to provide direction, support and technical assistance to State Agencies with respect to EEO issues, complaint investigations and related training and headed a special project effort to increase the diversity of the State's work force.

The State Employees' Health Insurance Program provided centralized administration of the State's health, dental, utilization review, prescription drug programs, and Internal Revenue Section 125 programs. Related responsibilities included the coordination of payroll deductions, health and dental eligibility determinations and benefits communications. The Workers' Compensation Division provided direction and technical assistance in the administration of workers' compensation claims. The Employee Assistance Program utilized the services of Affiliated Health Care Systems to guide and assist participating employees, employee family members and retirees with family, financial, substance abuse, and other personal problems. In compliance with the Federal Highway Administration rules and regulations, the alcohol and drug testing program was administered for approximately 1,300 employees in safety-sensitive positions.



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

The State Training and Development Division provided training and management consulting services to approximately 2,500 participants in ongoing core competency management and professional development programs and new employee orientation. Activities included the following series of Special Events and Workshops: Ethics in Public Service, Thinking on Your Feet, Customer Surveying, Introduction to Budgeting and Advance Budgeting, The Legislative Process, Developing Public Policy, The RFP and Contracting Process, and a project management certificate program. In addition, the Division administered a statewide training needs assessment, conducted the Administrative support Symposium, attended by almost 200 administrative support staff, revamped the New Employee Orientation Program and Handbook, and organized and staffed the Governor's Employee Recognition Program.

### PUBLICATIONS:

The following publications are available through the Bureau of Human Resources or as noted:

<http://www.state.me.us/bhr/humanres.htm> for links to:

- Civil Service rules
- Personnel Action Forms
- Training Catalogue
- Employment Opportunities Listing (current)

<http://jans.state.me.us/legis/statutes/05/htframe.htm> for links to:

- Civil Service Law (Title 5, Chapters 56 (repealed), 60, 65, 67, 68, 69, 71, and 372)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,425,293	961,869	53,840			409,584
HEALTH BENEFITS	324,693	175,079	11,951			137,663
RETIREMENTS	310,889	200,885	11,912			98,092
OTHER FRINGE BENEFITS	12,606	6,576	436			5,594
OTHER CONTRACT SERVICES STATE	780,002	2,261	61,405			716,336
COMPUTER SERVICES STATE	127,501	25,141	12,407			89,953
OTHER CONTRACT SERVICES	213,612	110,484	22,717			80,411
RENTS	52,263	9,519	5,492			37,252
COMMODITIES	60,549	22,703	22,108			15,738
GRANTS, SUBSIDIES, PENSIONS	13,016,894					13,016,894
EQUIPMENT	4,997	4,997				
INTEREST-DEBT RETIREMENT	61	46	2			13
TRANSFER TO OTHER FUNDS	164,994		21,740			143,254
<b>TOTAL EXPENDITURES</b>	<b>16,494,354</b>	<b>1,519,560</b>	<b>224,010</b>			<b>14,750,784</b>

## BUREAU OF INFORMATION SERVICES

### ROBERT A. MAYER, CHIEF INFORMATION OFFICER

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145 *FAX:* (207) 287-4563

*Established:* 1992

*Telephone:* (207) 624-7840

*Reference:* Policy Area: 00 ; Umbrella: 18 Unit: 127 ; Citation: T0005 M.R.S.A., Sect. 000001883

*Average Count--All Positions:* 168.457

*Legislative Count:* 168.00

### PURPOSE:

The Bureau of Information Services was created to provide information services and telecommunications throughout Maine State Government and ensure coordination in the use of technology.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

The Bureau of Information Services provides a wide range of services for state agencies, including managing the state's telecommunications network and an enterprise-wide Help Desk. The Bureau includes three divisions: Development Services, Network Services and Production Services.

For additional and/or current information regarding the Bureau of Information Services and its numerous projects, please visit our Internet site at this address: <http://www.state.me.us/bis/bishome.htm>.

### ORGANIZATION:

Legislation enacted by the 115th Legislature during the 115th Second Regular Session established the Bureau of Information Services (BIS) (formerly Office of Information Services (OIS) established July 1, 1986) as a functional unit of the Department of Administrative and Financial Services (formerly Department of Administration, Department of Finance) effective July 1, 1992. When BIS was originally established in 1986 the 112th Legislature, Second Regular Session created an Information Services Policy Board to assist the Chief Information Officer (also Bureau Director) in meeting the purpose and mission of the Bureau.

### PROGRAM:

Development Services offers a full range of application development/mgmt. services to state agencies on a consulting basis. The Division is trained in departmental systems, Web development, database mgmt. and data warehousing. The staff makes full use of productivity and fourth generation tools and continues to support languages. Development Services includes Maine's Office of GIS. GIS coordinates activities statewide to promote the effective use of geographic information in Maine. GIS operates the state's GIS Center, develops GIS standards/guidelines, develops/maintains the State's GIS database, and makes GIS data available to the public. The past year, the Division has delivered a major business system for the PUC, achieved Federal certification for the Child Support Enforcement system, assisted towns with E911 addressing. In the coming year, we will deliver more Internet-based applications, continue Y2K compliance, overhaul the state's financial system.

Network Services offers enterprisewide services for data/voice communication, and desktop support services. Focusing on the theme of one state-one network, the state's widearea data network expanded by more than 25% with over 9000 devices connected, utilizing fiber, leased circuits and frame relay tech. Planning was also completed for a high speed backbone. Voice communication continues to see an increase in voice mail requirements with over 6,900 voice mail boxes deployed statewide. Voice services also provided support to DOL in implementing Call Mgmt. Centers to fully support requirements of the unemployment process using voice tech. The Desktop Services' computer lease program almost doubled over this year with placements exceeding 1300. Focus continued on the mgmt. of enterprise mail utilities with over 90 separate post offices and 7,550 mail boxes (an increase of 22% since last year). Desktop also provides services to agencies interested in outsourcing desktop support.

Production Services operates the state's Data Center staffed around the clock every day. The Center houses the state's 2 mainframe computers and the UNIX computing environment. The Center provides a full range of services including print production and finishing. Systems Software support staff maintain operating systems software on all computing platforms, and consult on a regular basis with State customers to help ensure technology meets business needs. The Division offers forms design services which allows the state postal discounts. Production Services is also the home of the BIS Help Desk which provides first line problem resolution and dispatches support groups to address the problems of the users of the state's computer systems and telecommunications.

### PUBLICATIONS:

Telecommunications Facilities & Wiring Specifications

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF INFORMATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,505,698					4,505,698
HEALTH BENEFITS	940,772					940,772
RETIREMENTS	849,802					849,802
OTHER FRINGE BENEFITS	62,866					62,866
OTHER CONTRACT SERVICES STATE	1,511,477					1,511,477
COMPUTER SERVICES STATE	390,267					390,267
OTHER CONTRACT SERVICES	3,253,957					3,253,957
RENTS	389,994					389,994
COMMODITIES	2,156,173					2,156,173
INTEREST-DEBT RETIREMENT	61,379					61,379
TRANSFER TO OTHER FUNDS	1,756,220					1,756,220
COST OF GOODS SOLD	11,554,065					11,554,065
<b>TOTAL EXPENDITURES</b>	<b>27,432,670</b>					<b>27,432,670</b>

## STATE LIQUOR AND LOTTERY COMMISSION

### EBEN B. MARSH, DIRECTOR

*Central Office:* 10 - 12 WATER STREET, HALLOWELL, ME 04347

*Mail Address:* 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 *FAX:* (207) 287-6769

*Established:* 1993

*Telephone:* (207) 287-3721

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 364 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000283A

#### **PURPOSE:**

The Commission was established to provide satisfactory public service for the controlled distribution and sale of liquor and lottery products so that it may effectively generate additional revenues for the support of the State government.

The Commission has the following powers and duties: control and supervision of the purchase, importation, transportation and sale of alcohol; authority to buy and have in their possession wine and spirits for sale to the public; promulgate and amend rules; make recommendations and set policies; assign to the Director of the Bureau of Alcoholic Beverages and Lottery Operations, under its supervision, all powers and duties relating to all phases of the operation and to transact other business that may be properly brought before it.

#### **ORGANIZATION:**

The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale on 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 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature. In 1987, the Leg. raised the membership to 5.

In November 1973, a public referendum approved a State Lottery to generate additional revenues for deposit to the State's General Fund. The first State Lottery Commission was appointed in January 1974. 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

relating to State lotteries, including the lotteries; to approve or reject reports of the Director of State lotteries, and to transact other business that may be properly brought before it.

In July 1993, the Maine State Liquor and Lottery Commission were merged into a single, combined Commission of five (5) members.

### **PROGRAM:**

(See Bureau of Alcoholic Beverages and Lottery Operations Annual Report).

### **LICENSES:**

(See Department of Public Safety Annual Report).

### **PUBLICATIONS:**

(See Bureau of Alcoholic Beverages and Lottery Operations Annual Report).

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BUREAU OF REVENUE SERVICES

### BRIAN MAHANY, STATE TAX ASSESSOR

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX:* (207) 287-4028

*Established:* 1931

*Telephone:* (207) 287-2076

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 125 ; *Citation:* T0005 *M.R.S.A., Sect.* 000021006

*Average Count--All Positions:* 262.942

*Legislative Count:* 259.50

### **PURPOSE:**

The Bureau of Revenue Services was established to collect revenues necessary to support Maine state government through the assessment of taxes as required by law, and to improve the administration of tax laws in Maine at both state and local levels. The Bureau, through the State Tax Assessor, is empowered to assess and collect the following state taxes: Sales & Use Taxes, Individual & Corporate Income Taxes, Motor Fuel Taxes, Estate Taxes, Business Taxes, Cigarette & Tobacco Taxes, Special Industry Taxes, and Property Taxes in the Unorganized Territory.

In addition, the Bureau administers the Household Property Tax & Rent Refund Program, Maine Homestead Exemption Program, Business Equipment Tax Reimbursement Program, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Management Fund Tax, administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low Cost Drug Program.

### **ORGANIZATION:**

The Bureau of Revenue Services 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, 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 the 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 & Estate Taxes in 1947, Sales & Use Taxes in 1951 and Individual & Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax & Rent Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Administrative & Financial Services appoints the

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

State Tax Assessor, subject to the 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 Revenue Services, and effective July 1, 1975 all property tax functions were returned to the Bureau of Revenue Services and the Bureau of Property Taxation was abolished. Effective September, 1997, the Bureau of Taxation became the Bureau of Revenue Services. The Bureau is now organized into 3 program areas.

### PROGRAM:

**TAX ADMINISTRATION:**Income and Estate Tax Division-Administers income and estate tax law, Maine Residents Property Tax Program, Elderly Low Cost Drug Program and Business Equipment Tax Reimbursement Program; and Sales/Use and Excise Tax Division-Administers sales/use and excise tax law and various tax refund programs; and Property Tax Division oversees municipal tax administration, the newly enacted Homestead Exemption Program, determines the Municipal State Valuation, administers property and excise taxation in the Unorganized Territories and the Tree Growth Tax Law and the Veteran's Exemption statute; and Legal Research Division-Provides the Assessor with legal research into questions of tax law; supports the Attorney General's legal representation by serving as a communication link; and reviews and comments on the determinations prepared by the Appellate Division.

**SUPPORT SERVICES:** Support Services Division-Provides tax return processing and deposits tax revenue; provides Bureau-wide business services; analyzes tax legislation; and Computer Services and Data Entry Division-Designs, maintains and operates automated systems within the Bureau; provides oversight of Bureau electronic data processing hardware; provides Bureau-wide data entry services; and Research Division-Provides research support to the Bureau; develops economic models for tax policy analysis; and monitors monthly tax revenues.

**COMPLIANCE:** Compliance Division(Audit Unit)- Audits various individuals and individuals to determine their tax liability; assists taxpayers in the understanding necessary to comply with Maine tax law; and Compliance Division(Enforcement Unit)- Serves as the Bureau's collection agency for delinquent taxes; pursues tax returns which are not filed in a timely fashion; prepares budgets for the Bureau; monitors Bureau expenditures; and Appellate Division-Drafts recommended decisions of the Assessor in matters relating to reconsideration and abatement requests and conducts required taxpayer conferences.

### LICENSES:

Sales Tax Sellers Certificate  
Tobacco Tax:  
Cigarette License (annual)-distributors,  
Tobacco Products Distributors License  
Gasoline Tax: Distributors, Exporters & Importers Certificates  
Special Fuel Tax: Suppliers Certificate, Users License  
Blueberry Processors & Shippers License (annual)  
Potato Shippers Certificate  
Sardine Packers Certificate  
Mahogany Quahog Dealers Certificate  
Certified Maine Assessor Certificate  
Certified Assessment Technician Certificate

### PUBLICATIONS:

Except where noted, the following publications are available free of charge:

Rules adopted by the Bureau  
Income tax forms and instructions  
Sales tax instruction bulletins  
Property tax bulletins  
Municipal Valuation Return Statistical Summary (property tax-annual)  
Bureau Revenue Report (annual)  
Pamphlets of various tax statutes  
State of Maine Assessment Manual (pub. 1978)-\$7.00  
Laws relating to Property Taxes (pub. 1994)-\$10.00

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF REVENUE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,152,219	8,079,036		46,603	26,580	
HEALTH BENEFITS	1,740,018	1,721,687		10,506	7,825	
RETIREMENTS	1,421,596	1,408,994		8,025	4,577	
OTHER FRINGE BENEFITS	94,476	93,211		825	440	
OTHER CONTRACT SERVICES STATE	2,030,740	1,984,598			46,142	
COMPUTER SERVICES STATE	2,056,677	2,051,052		3,713	1,912	
OTHER CONTRACT SERVICES	2,859,071	2,848,001		5,854	5,216	
RENTS	171,900	169,519		1,613	768	
COMMODITIES	244,909	244,422			487	
GRANTS, SUBSIDIES, PENSIONS	32,471,250	26,662,911	5,808,339			
EQUIPMENT	645,031	645,031				
INTEREST-DEBT RETIREMENT	77	77				
TRANSFER TO OTHER FUNDS	2,939			1,386	1,553	
<b>TOTAL EXPENDITURES</b>	51,890,903	45,908,539	5,808,339	78,525	95,500	

## DIVISION OF RISK MANAGEMENT

### DAVID FITTS, DIRECTOR

*Central Office:* STATE OFFICE BLDG ROOM 203, AUGUSTA, ME 04333

*Mail Address:* 85 STATE HOUSE STATION, AUGUSTA, ME 04333-0085 *FAX:* (207) 287-4008

*Established:* 1991 *Telephone:* (207) 287-2341

*Reference:* Policy Area: 00 ; Umbrella: 18 Unit: 133 ; Citation: P1991 *M.R.S.A., Sect.* 000622BB-2

*Average Count--All Positions:* 5.000 *Legislative Count:* 5.00

#### **PURPOSE:**

The objective of the Risk Management Division is to provide insurance advice to the state government and administer all state insurance and self-funded plans and programs. The Director 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 coverage; recommends to the Commissioner of Administrative and Financial Services such protection as deemed necessary or desirable for the protection of all state property and activities; recommends a limit of self-insurance on state-owned buildings, contents, furniture, fixtures, and activities consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverage for unusual or unique situations and conditions, as deemed necessary.

# DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF RISK MANAGEMENT	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	174,039					174,039
HEALTH BENEFITS	33,103					33,103
RETIREMENTS	34,247					34,247
OTHER FRINGE BENEFITS	3,298					3,298
OTHER CONTRACT SERVICES STATE	55,169					55,169
COMPUTER SERVICES STATE	190,204					190,204
OTHER CONTRACT SERVICES	1,516,624					1,516,624
RENTS	1,929					1,929
COMMODITIES	18,096					18,096
GRANTS, SUBSIDIES, PENSIONS	28					28
INTEREST-DEBT RETIREMENT	1					1
TRANSFER TO OTHER FUNDS	323,828					323,828
TOTAL EXPENDITURES	2,350,566					2,350,566

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES**

**EDWARD J. MCLAUGHLIN, COMMISSIONER, AGRICULTURE**

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME, 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME, 04333-0028      *FAX:* (207) 287-7548

*Established:* 1852

*Telephone:* (207) 287-3871

*Reference: Policy Area:* 01 ; *Umbrella:* 01; *Unit:* 001 ; *Citation:* T0007      *M.R.S.A., Sect.* 000000001

*Average Count--All Positions:* 195.928

*Legislative Count:* 143.50

*Units:*

OFFICE OF AGRICULTURAL, NATURAL AND RURAL  
RESOURCES  
MAINE AGRICULTURAL BARGAINING BOARD  
DIVISION OF ANIMAL HEALTH AND INDUSTRY  
AROOSTOOK WATER AND SOIL MANAGEMENT BOARD  
STATE HARNESS RACING COMMISSION  
(OFFICE OF) STATE HORTICULTURIST  
DIVISION OF MARKET AND PRODUCTION DEVELOPMENT  
MAINE MILK COMMISSION  
BOARD OF PESTICIDES CONTROL  
DIVISION OF PLANT INDUSTRY

OFFICE OF POLICY, PLANNING, LEGISLATION AND  
INFORMATION SERVICES  
SEED POTATO BOARD  
MAINE POTATO MARKETING COMMITTEE  
POTATO MARKETING IMPROVEMENT COMMITTEE  
PULL EVENTS COMMISSION  
DIVISION OF QUALITY ASSURANCE AND REGULATION  
(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

**PURPOSE:**

The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvements of the soil and cropland 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 sound development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and to 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.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have the authority 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, provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to participate in the investigation and prosecution of cases of cruelty to animals; to administer the agricultural bargaining laws; 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 the State Cattle Commission in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now the Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus. In 1995, the Productivity Realization Task Force reorganized the department again. All Bureaus were eliminated and replaced by Divisions and Offices, whose directors report directly to the Commissioner. This change can be found in 1995 PL C. 502.



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### PROGRAM:

Specific activities of the department during FY 97 are discussed in the individual reports of the various units within the department.

### LICENSES:

(Listed under the appropriate program units in following reports.)

### PUBLICATIONS:

Farming In Maine, free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,700,882	2,213,226	1,663,524		460,620	363,512
HEALTH BENEFITS	1,033,999	462,416	372,099		104,265	95,219
RETIREMENTS	801,892	384,942	278,179		76,850	61,921
OTHER FRINGE BENEFITS	55,339	25,372	18,367		6,813	4,787
OTHER CONTRACT SERVICES STATE	848,955	240,071	489,298		70,693	48,893
COMPUTER SERVICES STATE	542,993	433,054	74,422		34,501	1,016
OTHER CONTRACT SERVICES	858,226	371,150	342,005	1,199	79,043	64,829
RENTS	404,108	209,995	157,180		12,376	24,557
COMMODITIES	509,446	240,946	105,669		17,432	145,399
GRANTS, SUBSIDIES, PENSIONS	8,195,987	496,604	7,584,628		108,755	6,000
PURCHASE OF LAND	75,000		75,000			
BUILDING IMPROVEMENTS	689	689				
EQUIPMENT	114,486	103,233	11,253			
INTEREST-DEBT RETIREMENT	127,161	232	238			126,691
TRANSFER TO OTHER FUNDS	601,817	435,083	124,727		30,108	11,899
<b>TOTAL EXPENDITURES</b>	<b>18,870,980</b>	<b>5,617,013</b>	<b>11,296,589</b>	<b>1,199</b>	<b>1,001,456</b>	<b>954,723</b>

## OFFICE OF AGRICULTURAL, NATURAL AND RURAL RESOURCES

### PETER MOSHER, DIRECTOR

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548

Established: 1995

Telephone: (207) 287-1132

Reference: Policy Area: 01 ; Umbrella: 01 Unit: 001B; Citation: T0007 M.R.S.A., Sect. 000000003

Average Count--All Positions: 5.000

Legislative Count: 5.00

### PURPOSE:

The Office of Agricultural, Natural and Rural Resources (OANRR) was established by department reorganization in January 1996, pursuant to the 1995 report of the Productivity Realization Task Force. The Office provides a broad range of technical and support services, serving as a repository of information and expertise to further adoption of agricultural practices which are efficient, profitable and environmentally sound.

### ORGANIZATION:

The Office has one organizational sub-unit, the Board of Pesticides Control (BPC), a citizen-member board which establishes policy in the areas of pesticide sales and use. Location of the Board within this Office provides administrative consolidation. In addition, it provides access to the technical expertise of

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

the Board's staff. This strengthens OANRR's ability to assist Maine farmers in their efforts to adopt sound chemical management practices.

OANRR's staff consists of the staff of the Board of Pesticides Control (10 full-time and 4 seasonal employees) and the following positions: soil scientist, rural resource specialist, entomologist, compliance officer and secretary. This team is led by an agronomist. The broad spectrum of expertise and experience of these employees provides the foundation for the programs listed below and under the separate section in this report for the Board of Pesticides Control. The Office practices a collegial and proactive approach to handling environmental concerns associated with Maine agriculture.

### PROGRAM:

The entomologist participates in an IPM (integrated pest management) program for the small but growing cranberry industry, performs research on blueberry insects and engages in interagency natural resource and environmental activities. The soil scientist assesses soil suitability for disposal of potato cull piles and livestock mortalities, addresses the soils components of manure management plans and water contamination issues, and a variety of other activities. The rural resources specialist is involved with composting as a waste management tool and works on demonstration projects as well as performing outreach work with farmers and compost producers. The compliance officer responds to a range of nuisance and contamination complaints. Most problems are resolved by utilizing a team approach involving OANRR and outside expertise to design site-specific Best Management Practices. The director provides leadership and coordination of diverse activities.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF AGRICULTURAL, NATURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	196,901	196,901				
HEALTH BENEFITS	38,836	38,836				
RETIREMENTS	33,723	33,723				
OTHER FRINGE BENEFITS	1,317	1,317				
OTHER CONTRACT SERVICES STATE	1,773	1,773				
COMPUTER SERVICES STATE	22,354	22,354				
OTHER CONTRACT SERVICES	22,950	22,575	375			
RENTS	7,213	7,213				
COMMODITIES	1,802	1,802				
GRANTS, SUBSIDIES, PENSIONS	88,200	88,200				
TRANSFER TO OTHER FUNDS	20		20			
<b>TOTAL EXPENDITURES</b>	<b>415,089</b>	<b>414,694</b>	<b>395</b>			

## MAINE AGRICULTURAL BARGAINING BOARD

### JAMES LEIBY, CHAIRMAN

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548

Established: 1973

Telephone: (207) 287-3871

Reference: Policy Area: 01 ; Umbrella: 01 Unit: 020 ; Citation: T0013 M.R.S.A., Sect. 000001956

### PURPOSE:

The Maine Agricultural Marketing and Bargaining Act authorizes producers of agricultural products to form organizations for the purposes of bargaining with handlers of those products with respect to price and other terms and conditions of their sale. The Act provides for the certification of those producer organizations which meet the statutory criteria for qualification and requires qualified associations and handlers to bargain in good faith. When an association and a handler cannot reach agreement, the statute provides for

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

binding final offer arbitration.

### ORGANIZATION:

The Agricultural Marketing and Bargaining Act was first enacted in 1973 by the 106th Legislature. The Act established the Agricultural Bargaining Board, made up of five members appointed by the Governor. One member represents the interests of producers, one member represents the interests of handlers, and three public members. Subsequent changes to the Act authorize an alternate to represent both the producer and handler interests.

### PROGRAM:

From the enactment of the statute in 1973 until 1984, only one organization was certified, representing producers of potatoes used for processing. In 1984, the Board certified an organization representing producers of poultry. In 1988, the last remaining poultry handler closed its facilities in Maine leaving only the one organization representing the producers of potatoes and peas.

Amendments in 1987, 1989 and 1991 established binding final-offer arbitration as the final step in the dispute resolution process, established criteria for the arbitrator's decision, made procedural clarifications to the contract bargaining, mediation and arbitration provisions, and removed specific standards applicable only to associations of blueberry producers.

This Board has been dormant from 1992 until 1996. During this period the term of office of several board members expired. The year 1996 has been a time of returning the board to full strength and of training for new and continuing members. 1996 also saw a request for a bargaining council to be certified to represent flax growers. An adjudicatory hearing was held and the bargaining council was found to qualify and was certified to represent flax growers.

### LICENSES:

Certification of qualified associations.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF ANIMAL HEALTH AND INDUSTRY

### SHELLEY FALK, DIRECTOR

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1980

*Telephone:* (207) 287-3701

*Reference: Policy Area:* 01 ; *Umbrella:* 01; *Unit:* 001P; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

*Average Count--All Positions:* 17.900

*Legislative Count:* 16.00

### PURPOSE:

The goal of the Division of Animal Health and Industry is to prevent the introduction and spread of contagious diseases among poultry and livestock, promote public health and food safety as it relates to zoonotic disease, to maintain fair practices in the buying and selling of poultry and livestock and to investigate cases involving the welfare of animals, race horses and animals used in pulling events. The Division is also responsible for the Dairy Inspection Program and for veterinary activities associated with harness racing.

The Animal Welfare Advisory Committee resides within this Division as well.

### ORGANIZATION:

Professional staff is comprised of one Chemist, three Lab Technicians, three Dairy Inspectors, 2 full-time and 8 part-time Humane Agents, one Veterinarian, two Senior Veterinarians and the Division Director. Clerical/administrative support is comprised of three clerk typists. N.P.I.P. Pullorum-Typhoid Testers and Salmonella enteritidis sample collectors have been recruited, trained and certified by the Division to assist with programs and to promote animal husbandry programs.

# DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

## PROGRAM:

The Division's objective is disease control through regulation and education. It provides technical assistance and enforces laws to control livestock and poultry diseases. Enforcement of permit regulations, prompt diagnosis of disease, surveillance testing programs, a reportable disease list, the supervision of accredited veterinarians, licensed livestock and poultry dealers and auction sales are key activities. Specific diseases (Rabies, Bovine Leucosis, Bluetongue, Anaplasmosis, Salmonella enteritidis, Pseudorabies and Trichinosis) are targeted and laboratory diagnostic tests and management strategies are recommended. Egg type breeding flocks of Maine poultry remain free of Avian Influenza, Pullorum/Typhoid, M. gallisepticum and are United States S. enteritidis monitored. The health of pet animals and birds entering the State for resale is regulated.

The Division assists dairymen in upgrading production techniques and the quality of milk. They conduct farm and dairy plant inspections in compliance with the Interstate Milk Shippers Program (IMS). The Division tests and analyzes dairy products, tests milk producers' water samples and certifies commercial and industry milk laboratories involved in the IMS Program. The State/Federal Diagnostic Laboratory serves the public by conducting blood tests in order for animals to move interstate and internationally. The Division is dedicated to providing the professional and technical assistance required to assist producers in meeting this demand. Division veterinarians and District Humane Agents oversee the enforcement of animal cruelty laws. The Division manages the State's dog licensing program in conjunction with Maine municipalities.

## LICENSES:

### Licenses:

- Swine Garbage Feeders
- Livestock and Poultry Dealers
- Custom Slaughter Houses
- Livestock Auctions
- Babcock Testers
- Milk Plant, Raw Milk, Fermented Milk & Frozen Desserts
- Pet Shops
- Boarding and Animal Kennels
- Pulling Events

### Permits:

- Calf/Pig Scrambles; General and Poultry Importation
- Laboratory Evaluation Officer; Farm Water Permit; Biologics

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF ANIMAL HEALTH AND INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	527,176	362,821	149,614		14,741	
HEALTH BENEFITS	125,705	83,144	37,810		4,751	
RETIREMENTS	90,652	60,944	27,178		2,530	
OTHER FRINGE BENEFITS	7,909	5,542	2,158		209	
OTHER CONTRACT SERVICES STATE	124,679	22,106	102,573			
COMPUTER SERVICES STATE	5,698	3,021	2,677			
OTHER CONTRACT SERVICES	87,508	44,086	43,381		41	
RENTS	42,525	28,578	13,947			
COMMODITIES	58,915	29,561	29,354			
GRANTS, SUBSIDIES, PENSIONS	6,340	6,000	340			
EQUIPMENT	18,468	7,215	11,253			
TRANSFER TO OTHER FUNDS	23,466		22,253		1,213	
<b>TOTAL EXPENDITURES</b>	<b>1,119,041</b>	<b>653,018</b>	<b>442,538</b>		<b>23,485</b>	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**AROOSTOOK WATER AND SOIL MANAGEMENT BOARD**

**RAY HARRIS, CHAIRMAN**

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1987

*Telephone:* (207) 287-7618

*Reference: Policy Area:* 01 ; *Umbrella:* 01 ; *Unit:* 328 ; *Citation:* T0007 *M.R.S.A., Sect.* 000000332

**PURPOSE:**

To provide coordination with the Army Corps of Engineers to implement the Research and Demonstration Program for Irrigation and Conservation in Aroostook County. The Board will function in the areas of coordination, planning, contracting, and information dissemination for the program.

**ORGANIZATION:**

The Board is comprised of the following members: Chairman of the Maine Potato Board; one person designated by the Maine Potato Board who is a farmer with irrigation experience; one farmer from each of the three Aroostook County Soil and Water Conservation Districts, selected by the boards of supervisors of the three districts; Director of the Maine Agricultural Experiment Station; Director of the University of Maine Cooperative Extension Service; State Conservationist of the U.S. Department of Agriculture Soil Conservation Service; Director of the Maine Geological Survey; Director of the Northern Maine Regional Planning Commission; and the Maine Commissioner of Agriculture.

**PROGRAM:**

A Research Program was started in 1992 to evaluate the effects of irrigation on potato yield and quality, utilize the best conservation practices for building soil structure, and demonstrate these practices to participating farmers. In addition, a demonstration program was established to show farmers how to set up irrigation and use best management practices. The Board is also responsible to review and expand existing knowledge of water needs, water supply, and a review of regulatory concerns. The Board has entered into a cooperative agreement with the U.S. Geological Service to monitor streams as potential water supplies, and with the Central Aroostook Soil and Water Conservation District to survey grower's needs for irrigation.

The Board was given responsibility in 1993 to address nuisance complaints regarding noise levels of irrigation pumps, as well as review state and federal environmental regulations regarding pond developments. The Board started an analysis of Noise Issues related to pumps and contracted with an acoustics engineering firm to evaluate potential human impacts of noise. In addition the Board began work with DEP to evaluate water resource use and pond development in Aroostook County. The Board was instrumental in receiving third year funding of \$252,000 from the Army Corps of Engineers for fiscal year 1994. The Board completed the study in 1996 and will submit its final report in September 1997.

**PUBLICATIONS:**

Irrigation Pump Noise Diagnostic Measurements-Aroostook County, 1993

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**STATE HARNESS RACING COMMISSION**

**HENRY JACKSON, EXECUTIVE DIRECTOR**

*Central Office:* AMHE--DEERING BUILDING, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1935

*Telephone:* (207) 287-3221

*Reference: Policy Area:* 01 ; *Umbrella:* 01 ; *Unit:* 017 ; *Citation:* T0008 *M.R.S.A., Sect.* 000000261

*Average Count--All Positions:* 7.826

*Legislative Count:* 6.00

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### **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 holding, conducting and operating 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 license Off-Track Betting facilities in Maine; and to oversee the enforcement of the Commission's Rules and Regulations and the Statutes governing horse racing in Maine.

The Commission: grants track licenses to operate day or night harness racing; licenses off-track betting facilities to operate and accept pari-mutuel wagers; licenses or registers participants in harness horse racing, pari-mutuel employees and race officials, upon application, and charges a fee for such license not to exceed \$100; regulates, supervises and checks the making of pari-mutuel pools and the distribution therefrom; establishes a schedule of fines not to exceed \$1,000 and adopts a schedule of suspensions which may include lifetime suspensions from participating in the sport; and encourages and promotes the breeding of a strain of Maine standardbred 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. During 1988, the Legislature expanded responsibility for activities related to breeding farms involved in breeding Standardbred trotters and pacers in Maine; and to coordinate activities of mutual interest to the Department of Agriculture, Food and Rural Resources and the various agricultural fairs.

The Commission consists of five members appointed by the Governor. One member must be a member of the general public with no industry affiliation. One member must be affiliated with an agricultural society that conducts an annual agricultural fair. The remaining three members must be persons with a knowledge of harness racing. The members must be appointed to provide a broad geographic representation. Members of the Commission serve three year terms. A vacancy is filled by appointment for the remainder of the unexpired term. Members whose terms expire serve until their successor is qualified and appointed. The Governor shall appoint one of the five commission members who has no industry affiliation as Chair. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

Pursuant to 1991 PL Ch. 579, the Commission's authority was expanded to include jurisdiction over off-track betting facilities. Pursuant to 1997 PL Ch. 527, an Executive Director's position was created to provide administrative management for the Commission's daily activities. Pursuant to 1997 PL Ch. 528, the Department of Agriculture shall have the administrative responsibilities of the Commission budget and the hiring and contracting for services on behalf of the Commission. The Commission shall have the responsibilities of rule-making, enforcement and adjudicatory hearings. Furthermore, pursuant to Ch. 579, the Commission has the authority to contract for judges of harness racing meets. The law requires that the Commission's budget be submitted unchanged to the Committee having jurisdiction over Agriculture. Pursuant to 1997 P.L. Ch. 406, the Commission may impose conditions of a license if one or more of the criteria are not met at time of licensing.

### **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 and a healthy expanding industry, and will encourage involvement of youth in horse ownership, breeding and care.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Drug testing programs are used on a continuing basis in an effort to eliminate as nearly as possible drug use on race horses and by humans within the State. The Maine Standardbred Sire Stakes Program received its original funding by the 108th Legislature. It was increased by the 113th Legislature.

The Agricultural Fair Promotional Coordination will include Department sponsored educational efforts at various fairs and supplementing capabilities of each fair by proper exposure and utilization of Department of Agriculture resources, funds and personnel.

### LICENSES:

#### Licenses:

- Standardbred Horse Owners
- Drivers, Trainers, and Grooms
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association---
- Fairs, Extended Meets and Commercial Meets
- Pari-Mutuel Employees - Directors, Managers and Tellers
- Vendors at Licensed Pari-Mutuel Facilities
- Off-Track Betting Facilities and Simulcast Facilities

### PUBLICATIONS:

Rules and Regulations of the Maine State Harness Racing Commission, not to exceed \$10

Maine State Harness Racing Commission Annual Report

Maine Sire Stakes Annual Report - contained within the Racing Report

Maine Agricultural Fairs Annual Report

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	181,970	181,970				
HEALTH BENEFITS	37,320	37,320				
RETIREMENTS	32,225	32,225				
OTHER FRINGE BENEFITS	1,523	1,523				
OTHER CONTRACT SERVICES STATE	279,898	154,526	125,372			
COMPUTER SERVICES STATE	200,287	198,873	1,414			
OTHER CONTRACT SERVICES	47,780	42,512	5,268			
RENTS	16,132	16,022	110			
COMMODITIES	31,257	23,676	7,581			
GRANTS, SUBSIDIES, PENSIONS	4,090,994	395,304	3,695,690			
INTEREST-DEBT RETIREMENT	173	173				
TRANSFER TO OTHER FUNDS	709		709			
<b>TOTAL EXPENDITURES</b>	<b>4,920,268</b>	<b>1,084,124</b>	<b>3,836,144</b>			

## (OFFICE OF) STATE HORTICULTURIST

### E. ANN GIBBS, STATE HORTICULTURIST

Central Office: AMHI DEERING BUILDING, AUGUSTA, ME 04333-0028

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548

Established: 1910

Telephone: (207) 287-3891

Reference: Policy Area:01 ; Umbrella: 01; Unit: 010 ; Citation: T0007 M.R.S.A., Sect. 000002201

### 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.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### 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 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.

Professional staff in this office includes the State Horticulturist and two Assistant Horticulturists, under the direct supervision of the Director of the Division of Plant Industry.

### PROGRAM:

Nursery, greenhouse and plant dealer inspections, licensing of all plant sales outlets, and providing assistance to industry and the general public on horticultural issues are major responsibilities of the office. Under the 1980 reorganization of the Department, the horticulture staff was authorized to carry out development and extension activities.

Over 1,800 inspections were made at nurseries, greenhouses and plant dealers in 1997. A variety of different diseases and insect pests were identified. In 1997, 1,262 lots of plant material were inspected and certified using phytosanitary certificates to assist growers in marketing products to other states in the U.S. and foreign countries. The majority of these certificates were issued for potatoes exported to Canada.

Additionally, Division personnel are often called upon to work on educational programs, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant culture. Nearly 100 growers were licensed or requested inspections under the ginseng certification program in 1997, a dramatic increase over 1996, indicating the great interest in growing this high-value crop for the export market.

### LICENSES:

License:

Nursery  
Ginseng

Certificate:

Phytosanitary

Permit:

Maine Permit Certificate (interstate)

### PUBLICATIONS:

List of Licensed Producers and Dealers of Nursery Stock--annual (free)  
The Maine Leaf--four copies per year (free)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF MARKET AND PRODUCTION DEVELOPMENT

### HOWARD JONES, DIRECTOR

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1995

*Telephone:* (207) 287-3491

*Reference: Policy Area:* 01 ; *Umbrella:* 01 ; *Unit:* 001D ; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

*Average Count--All Positions:* 6.000

*Legislative Count:* 6.00

### PURPOSE:

The Division of Market and Production Development administers programs to enhance the competitive position of Maine growers statewide, regionally, nationally, and internationally by developing new crop and livestock enterprises and new and expanded markets for Maine agricultural products. Supporting the development of new crop and livestock diversification and new market opportunities is critical to the long-term sustainability of Maine agriculture.



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

The Division helps to promote the sale of Maine products domestically and internationally and to increase awareness of quality Maine products in the marketplace. The Division maintains data on producers and product availability, and using this information, publishes, promotes and distributes brochures, source lists, and directories to wholesale and retail buyers.

The Division provides technical expertise and support to improve production and genetic diversity in crops and livestock enterprises. Services include planning assistance, issues assessment, policy formulation and representation in such areas as financing, animal damage control, irrigation, labor hiring and protection, environmental regulations and other related concerns. The Division evaluates issues and reviews legislation affecting agricultural production, marketing, and economic development and represents agricultural interests in policy formulation and strategic planning. Technical expertise is provided in facilitating strategic planning for agriculture and food businesses and product associations through product associations and industry boards, including Agriculture Council of Maine and Maine Natural Resources Marketing Group, cross-commodity boards representing Maine food and agricultural businesses.

### **ORGANIZATION:**

The Division of Production Development was established in 1985, pursuant to C.501, as part of the reorganization of the Bureau of Agricultural Production. The Division of Market Development was established in 1980 as part of the Bureau of Agricultural Marketing, to expand and improve the domestic and foreign marketing of Maine agriculture and food products. The Divisions of Production Development and Market Development have been combined then again separated over the past several years. Effective January 1, 1996, the Division of Market Development was merged with the Division of Production Development to form the Division of Market and Production Development. This action was a result of the Productivity Realization Task Force legislation enacted as 1995 PL C. 502.

The Market and Production Development Division Director supervises professional staff comprised of two Project Development Officers - one in Production Development and one in Market Development; one Production Specialist; one Marketing Specialist; and one secretary.

### **PROGRAM:**

Market Development provides marketing support to Maine farmers, food processors, and agricultural associations and promotes Maine food and agricultural products directly to consumers, wholesale and retail buyers. Programs are implemented to increase public awareness and interest in Maine products by providing information to the media on seasonal agricultural activities (farmers markets, Christmas trees, apple picking); by coordinating special marketing and promotional events (Maine Maple Sunday); and by promoting Maine products and businesses at local, national and international trade shows. The Division organizes cooperative marketing to enhance Maine's position in the national market, provides information and technical support to Maine businesses to take advantage of export assistance programs and to use funds available through the Foreign Agriculture Service of USDA.

Production Development develops and maintains programs to create and improve crop and livestock production and genetic diversity in Maine, by seeking out and advising growers on opportunities for new crops and livestock practices, management systems, and production facilities which will enhance Maine's competitive position and support critical long-term sustainability of Maine agriculture. Work includes cooperative development with the University of Maine, growers and associations, and with national and international experts, processors and partners. Staff research critical issues affecting industry development and represent agriculture in policy making and in the legislative process. Staff identify new technology for transfer to Maine and conduct special research projects focused on production development.

The Division develops programs in conjunction with commodity associations and businesses and writes grants to bring federal development funds into the state, to take advantage of opportunities to increase profitability. The Division has taken a lead role in coordinating the activities of Maine's agriculture and natural resource groups, through the development of cross-agency/cross-commodity state-wide boards. Finally, the Division provides staff support and technical assistance to agriculture and food marketing associations.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### LICENSES:

The Division of Market and Production Development licenses use of the copyrighted "Maine Produces" symbol to identify fresh or processed agricultural products of the State of Maine and the "Maine Quality Trademark", in conjunction with the Division of Quality Assurance and Regulations.

### PUBLICATIONS:

Producer to Consumer Guides\* Me Speciality Food Wholesale Buyer's Guide  
The Vegetable and Small Fruit Industry in Maine: Growing for the 1990's  
Cranberry Agriculture in Maine: Growers Guide, October 1993  
Me Apple Industry/Issues/Findings. Current Changes in Orchard Practices  
Me Cranberry Industry/Issues/Findings-Crnby Develop & Wetland/Water Depend  
Me Agric/Issues/Findings-Impact of Wildlife on Agric Crops and Livestock  
Maine Agriculture Food for Thought Brochure  
Teaching Children about Me Agriculture Today: A Resource Guide  
"Encouraging Production/Sale/Consumption of Maine-Raised Meat Products  
\*The Division publishes promotional and informational fliers targeted to consumer buyers on maple syrup, blueberries, apples, beans, berries, honey, Christmas trees, wool, wreaths, meats, and other Maine agricultural products.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	217,306	217,306				
HEALTH BENEFITS	40,362	40,362				
RETIREMENTS	30,324	30,324				
OTHER FRINGE BENEFITS	3,484	3,484				
OTHER CONTRACT SERVICES STATE	2,210	1,959	251			
COMPUTER SERVICES STATE	3,995	3,995				
OTHER CONTRACT SERVICES	37,757	34,129	3,628			
RENTS	8,778	8,778				
COMMODITIES	13,651	3,431	10,220			
GRANTS, SUBSIDIES, PENSIONS	61,499	4,000	17,500		39,999	
TRANSFER TO OTHER FUNDS	768		768			
<b>TOTAL EXPENDITURES</b>	<b>420,134</b>	<b>347,768</b>	<b>32,367</b>		<b>39,999</b>	

## MAINE MILK COMMISSION

### CYNTHIA M. MASTERMAN, EXECUTIVE DIRECTOR

Central Office: AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX: (207) 287-7548

Established: 1935

Telephone: (207) 287-3741

Reference: Policy Area: 01 ; Umbrella: 01 ; Unit: 015 ; Citation: T0007 M.R.S.A., Sect. 000002952

Average Count--All Positions: 2.500

Legislative Count: 2.50

### 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 insuring an adequate supply of 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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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:

The 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.

Effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and 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 the hundredweight fee assessment on industry members and receives 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 its statute, as interpreted by the State Supreme Court in two decisions, the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Recent studies have been conducted to determine the cost of handling milk in retail food stores, cost of the most efficient delivery of packaged product and cost of operating the most efficient processing plant. Studies completed in 1997 determined cost of Maine raw milk production and dealer processing and distribution costs. An ongoing study will determine cost of milk handling in major retail stores.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers 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.

The Commission also administers the Maine Milk Pool, collecting and distributing between \$200,000 to \$500,000 to 500 dairy farmers monthly.

### LICENSES:

License:

Maine Milk Dealers and Subdealers

### PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free)

Rules and Order to Effectuate Maine Milk Commission Law (mimeographed--free)

Hearing Procedures for Maine Milk Commission (mimeographed--free)

State of Maine Milk Commission Order #97-08DM. Effective August 3, 1997

(available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool

(mimeographed--free)

Milk Processing and Distribution Costs: The Maine Model (Fee--available in Milk Commission Office)

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE MILK COMMISSION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	81,378		81,378			
HEALTH BENEFITS	18,807		18,807			
RETIREMENTS	14,818		14,818			
OTHER FRINGE BENEFITS	1,080		1,080			
OTHER CONTRACT SERVICES STATE	11,098		11,098			
COMPUTER SERVICES STATE	32,495		32,495			
OTHER CONTRACT SERVICES	26,254		26,254			
RENTS	1,858		1,858			
COMMODITIES	1,830		1,830			
GRANTS, SUBSIDIES, PENSIONS	3,834,847		3,834,847			
TRANSFER TO OTHER FUNDS	6,567		6,567			
<b>TOTAL EXPENDITURES</b>	<b>4,031,032</b>		<b>4,031,032</b>			

## BOARD OF PESTICIDES CONTROL

### ROBERT BATTEESE, DIR PESTICIDES CONTROL

*Central Office:* AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1965

*Telephone:* (207) 287-2731

*Reference: Policy Area:* 01 ; *Umbrella:* 01 ; *Unit:* 026 ; *Citation:* T0022 *M.R.S.A., Sect.* 000001471B

*Average Count--All Positions:* 24.923

*Legislative Count:* 20.00

#### **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 register all pesticide products to be sold and used in Maine; to examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited use pesticides; to investigate use of pest control 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 with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981, the Legislature transferred to the Board all the authority of the Commission of Agriculture to register pesticides. The original Board was composed of the commissioners of eight state agencies, but in 1980, the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be an agronomist or entomologist at the University of Maine. The remaining two public members must have a demonstrated interest in environmental protection and represent different geographic areas of the state.

The Board annually elects a chairman from its membership and employs personnel as necessary. Current professional staff include a Director, Chief of Compliance, Certification and Licensing Specialist, Toxicologist, Pesticides Registrar, Public Information Officer, Pesticides Planner, and one full-time and four seasonal Pesticide Inspectors. Overall supervision of the staff is provided

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

by the Director.

### **PROGRAM:**

The Board operates four major programs that include product registration, certification and licensing, monitoring and enforcement and public education. The Board maintains a label and material safety data sheet for each pesticide product, and health and environmental study data is reviewed on an "as needed" basis. In 1997, the Board registered 6,952 products which represents a 3.9% increase over 1996. The accompanying fees were deposited in the Pesticide Control Fund to cover normal operating costs of the Board and the Department's Integrated Pest Management Program. In addition, the Legislature raised the product registration fee in 1993 to support three Horticulture positions in the Division of Plant Industry.

All licensing fees are also deposited in the dedicated account to help support the certification and licensing program to assure proper handling of pesticides and prevent human or environmental harm. In 1997, there were 1,862 private applicators licensed for a three year period; and 1,275 commercial applicators, 69 restricted and 585 general use pesticide dealers licensed on an annual basis. The Board monitors the sale and application of pesticides and investigates complaints of misuse. This includes inspection of personal protection and application equipment, storage and mixing areas, actual applications and records. Violations of the Board's statutes and regulations are subject to enforcement action, which could include suspension or revocation of license and imposition of fines.

The Board's other major program is public education because the members feel it is the most efficient and effective means to minimize both problems and concerns with pesticide use in the state. Information is disseminated through a quarterly newsletter, press releases, brochures, appearances at trade shows and speaking engagements to students and civic organizations. As a result of legislation enacted in 1997, a major focus will be to educate all users on methods to minimize reliance on pesticides.

### **LICENSES:**

#### Licenses:

- Commercial Pesticide Applicators
- Restricted Use Pesticide Dealers
- General Use Pesticide Dealers
- Private Pesticide Applicators
- Government Pesticide Supervisors
- Monitors/Spotters
- Spray Contracting Firms

#### Permit:

- Limited-Use Pesticide
- Variance from Drift Standards

### **PUBLICATIONS:**

- Board of Pesticides Control Statutes, Free
- Board of Pesticides Control Regulations, Free
- Maine Pesticide Control Act of 1975, Free
- Maine Board of Pesticides Control Communicator, free quarterly newsletter
- Before You Use Pesticides, Free Booklet
- Licensing Requirements for Pesticide Applicators, Free Brochure
- Pesticide Use and Personal Protective Equipment, Free Brochure
- You, Our Environment and Obsolete Pesticides - Free Brochure

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	580,212		462,170		118,042	
HEALTH BENEFITS	110,693		86,645		24,048	
RETIREMENTS	95,028		75,057		19,971	
OTHER FRINGE BENEFITS	7,023		5,312		1,711	
OTHER CONTRACT SERVICES STATE	39,967		11,650		28,317	
COMPUTER SERVICES STATE	60,371		25,870		34,501	
OTHER CONTRACT SERVICES	143,978		74,511		69,467	
RENTS	32,094		24,499		7,595	
COMMODITIES	10,467		4,028		6,439	
GRANTS, SUBSIDIES, PENSIONS	41,251		36,251		5,000	
TRANSFER TO OTHER FUNDS	7,895		5,628		2,267	
<b>TOTAL EXPENDITURES</b>	1,128,979		811,621		317,358	

## DIVISION OF PLANT INDUSTRY

### TERRY L. BOURGOIN, DIRECTOR

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1980

*Telephone:* (207) 287-3891

*Reference:* Policy Area: 01 ; Umbrella: 01; Unit: 001R; Citation: T0007 *M.R.S.A., Sect.* 000000003

*Average Count--All Positions:* 23.820

*Legislative Count:* 16.50

#### PURPOSE:

The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or production of weak, diseased or insect infested commercial plant stock, fruits or seed; and to encourage the keeping of bees. Its primary responsibilities are to enforce the statutes relating to the certification of seed potatoes; to ensure an adequate supply of foundation seed potatoes for the state's commercial seed potato producers; to inspect nurseries and greenhouses; and to license beekeepers and inspect their hives.

The Division enforces regulations dealing with the quarantine, seizure, disinfection, destruction or other disposition of diseased or insect infested plant material or bees. Professional roguing services assist seed potato producers to improve the quality of their product.

The Division also conducts the winter potato disease testing program on a farm owned by the State of Maine in Homestead, Florida. This program assesses the disease content of samples of Maine seed potatoes to ensure that they meet tolerances established by State rule.

#### ORGANIZATION:

The Division of Plant Industry was established in 1919. In the early years, the Division was primarily 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, nursery operators, florists, beekeepers, and small fruit and vegetable growers.

Prior to the establishment of the Division of Plant Industry, 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 State Horticulturist later was placed within the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972. In 1981 an Entomologist III was added to the Department with the assignment of working on Integrated Pest Management (IPM) of small fruits and vegetables. As a result of changes made through the

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Productivity Realization Task Force legislation enacted as P.L. C. 502, the Entomologist III was transferred to the new Office of Agricultural, Natural and Rural Resources.

The Division's current professional staff is comprised of a state apiarist, a state horticulturist and two assistants, seven seed potato specialists (one specialist also serves as a grain inspector), a supervisor to the specialists, a certified seed lab director and the manager of the Porter Nuclear Seed Production Facility. The two assistant state horticulturists were transferred to the direct supervision of the division director through the Productivity Realization Task Force legislation.

### PROGRAM:

A major activity of this Division is the certification of seed potatoes, a self-supporting service paid through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected approximately 22,000 acres of potatoes in 1997, roughly 13% less than 1996. Of this total, 21,945 acres were certified by 218 seed growers. The certification staff also inspected and certified approximately 900 acres of grain. Oats comprised the majority of this acreage, with a larger acreage of barley inspected and certified compared to 1996. Because of the severity of the late blight disease to Maine producers, the Division screened 64 seed potato lots for this disease. No late blight was observed in the samples submitted for screening.

The State Apiarist licensed 415 beekeepers who registered 8,641 colonies in the state. Approximately 2,186 colonies were inspected for regulated diseases and mites. Additionally, approximately 45,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. This represents an increase of 23% in the use of bees for crop pollination, placing an increasing demand on the Division's apiary program.

The State Horticulturist is administratively located in the Division of Plant Industry. The purpose of the Horticultural Unit is to implement plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. The activities and accomplishments of the Horticultural Unit are reported in the (Office of) State Horticulturist report.

### LICENSES:

#### License:

- Nursery
- Beekeepers
- Ginseng

#### Certificate:

- Phytosanitary
- Health Certificate for Certified Seed Potatoes
- Health Certificate for Honeybees

#### Permit:

- Maine (intra- and interstate) movement of plant material
- Maine (interstate) Honeybees
- Imported Seed Potatoes

### PUBLICATIONS:

- Directory of Certified Seed Potato Producers - annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock - annual (free)
- The Maine Leaf - 6 issues annually (free)
- Honey Bee Diseases and Pests (free)
- Miscellaneous Honey Bee Information Sheets (free)

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF PLANT INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	536,218	69,373	466,845			
HEALTH BENEFITS	125,875	14,140	111,735			
RETIREMENTS	90,326	13,090	77,236			
OTHER FRINGE BENEFITS	4,802	861	3,941			
OTHER CONTRACT SERVICES STATE	2,849	2,062	787			
COMPUTER SERVICES STATE	7,651	2,088	5,563			
OTHER CONTRACT SERVICES	117,731	30,086	87,645			
RENTS	86,814	4,617	82,197			
COMMODITIES	51,528	1,529	49,999			
INTEREST-DEBT RETIREMENT	236		236			
TRANSFER TO OTHER FUNDS	48,238		48,238			
<b>TOTAL EXPENDITURES</b>	1,072,268	137,846	934,422			

## OFFICE OF POLICY, PLANNING, LEGISLATION AND INFORMATION SERVICES

**THOMAS C. DOAK, DIRECTOR**

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1995

*Telephone:* (207) 287-3219

*Reference: Policy Area:* 01 ; *Umbrella:* 01 ; *Unit:* 001C ; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

*Average Count--All Positions:* 8.500

*Legislative Count:* 8.50

### PURPOSE:

The Office of Planning, Policy, Legislation and Information Services works closely with the Commissioner and others on policy matters that affect agriculture or Department operations. It coordinates departmental development of legislation and tracks and responds to legislative proposals. It manages the department's budget and fiscal programs. It collects, analyzes and publishes comprehensive information regarding the status of Maine agricultural industries.

It organizes and coordinates agricultural education and promotion events.

The Office provides staff support to the Maine Milk Commission. It coordinates distribution of surplus food commodities to food pantries and soup kitchens. It also provides consulting services regarding the design and operation of potato storage facilities. The Office designs, develops and maintains the Department's computer and information systems.

### ORGANIZATION:

The Office of Planning, Policy, Legislation and Information Services was established in 1996 as a result of the departmental reorganization by the Productivity Realization Task Force. The Office is comprised of one administrative unit. The director of the Office has lead responsibility for the department's legislative program, oversees all other functions of the Office, and supervises the professional and clerical staff.

Financial functions and coordination with the ACE Service Center are managed by a Departmental Finance and Legislation Specialist and an Accountant II. Information services are provided by a Senior Planner. Educational and promotional events are organized and coordinated by a Planning and Research Associate I. The Maine Milk Commission is staffed by an Executive Director, a Planning and Research Assistant and the Office's Senior Planner.

The surplus food program is managed by a Planning and Research Associate II with support from the Senior Planner. The potato storage program is operated by an employee with expertise in storage facility design and operation. The computer and information services support is provided by a Departmental Information Systems Manager.



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### PROGRAM:

In addition to the Office's functions mentioned above, it manages various programs. The Office is responsible for coordinating special events such as the Maine Agricultural Trades Show, Agriculture Day at the Legislature, Open Farm Day, and operating and maintaining the Maine Building at the New England Eastern States Exposition (aka the Big E). The Office manages the TEFAP (Temporary Emergency Food Assistance Program), which acquires, stores and distributes federal surplus food to Maine's food pantries and soup kitchens. In addition, the program occasionally purchases food from Maine producers for distribution.

Staff support to the Maine Milk Commission enables the monthly setting of producer milk prices and the periodic adjustment of dairy and retail store minimum milk prices. Commission staff also provide administrative support for the operation of the Maine milk pool, which distributes funds, through dairies, back to producers in a way that reduces the difference in price received by producers shipping to either the Maine or Boston market.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF POLICY, PLANNING, LEGISLATION AND INFORMATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	277,298	240,988			36,310	
HEALTH BENEFITS	49,957	43,787			6,170	
RETIREMENTS	49,379	43,164			6,215	
OTHER FRINGE BENEFITS	2,562	1,907			655	
OTHER CONTRACT SERVICES STATE	58,314	15,486	972		41,856	
COMPUTER SERVICES STATE	4,898	4,898				
OTHER CONTRACT SERVICES	68,606	45,939	15,304		7,363	
RENTS	81,794	59,909	17,104		4,781	
COMMODITIES	95,578	84,893	879		9,806	
GRANTS, SUBSIDIES, PENSIONS	63,756				63,756	
EQUIPMENT	14,565	14,565				
INTEREST-DEBT RETIREMENT	59	59				
TRANSFER TO OTHER FUNDS	5,784		1,865		3,919	
<b>TOTAL EXPENDITURES</b>	<b>772,550</b>	<b>555,595</b>	<b>36,124</b>		<b>180,831</b>	

## SEED POTATO BOARD

### TERRY L. BOURGOIN, SECRETARY

*Central Office:* AMEH--DEERING BUILDING, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-3871

*Established:* 1945

*Telephone:* (207) 287-3891

*Reference: Policy Area: 01 ; Umbrella: 01; Unit: 014 ; Citation: T0007 M.R.S.A., Sect. 000002151*

*Average Count--All Positions:* 24.510

*Legislative Count:* 10.50

### PURPOSE:

The Maine 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, sufficient acreages of foundation seed potatoes of various varieties for distribution and sale to Maine potato growers; to work with and through the 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 seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from the sale of seed potatoes are credited to the operating account of the Board.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### 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, and the Commissioner of Agriculture served as chairman. A number of changes in the Board's structure have occurred since then. The Commissioner now is the appointing authority and the Board elects its chair. Membership has been expanded to eight, one of whom must be primarily a tablestock producer and one primarily a processing producer. Additionally, one member must reside outside of Aroostook County. The Board is authorized to employ a secretary, who need not be a member. Traditionally, the Director of the Division of Plant Industry serves as Secretary to the Board.

### PROGRAM:

The quality and disease content of the Board's seed potato crop in 1997 was excellent. Due to good growing conditions in 1997, the yields at the Porter Seed Farm were very good. The Board was able to again reduce the price of its seed to the Maine seed producers. Approximately 10,000 hundredweight of the 1997 crop was sold to Maine producers.

Nearly 2,000 samples were grown at the Board's Florida farm to evaluate the disease content of seed potatoes produced by Maine farmers. The results of this winter evaluation indicated that 66 percent of the samples had a total virus disease content of less than 0.5 percent and 97 percent had a total virus disease content of less than 5.0 percent. These figures represent a reduction in the overall disease level of seed produced by Maine seed potato growers compared to FY96.

The Board undertook a long-range planning process to evaluate its role in Maine's changing potato industry. A Long Range Planning Committee surveyed Maine producers about the policies and procedures of the Porter Farm, held a focus group meeting with Seed Board customers, and reviewed financial information relating to the Board's programs. Maine farmers overwhelmingly indicated a current need for the Porter Farm (97%), and strongly felt the Farm will still be needed in 5 years (90%). The Long Range Planning Committee is continuing to evaluate the Board's role and funding sources, and should make recommendations to the Board and the Department this fiscal year.

### PUBLICATIONS:

The Maine Seed Potato Board (free)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

SEED POTATO BOARD	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	323,383					323,383
HEALTH BENEFITS	86,760					86,760
RETIREMENTS	55,011					55,011
OTHER FRINGE BENEFITS	4,086					4,086
OTHER CONTRACT SERVICES STATE	9,519					9,519
COMPUTER SERVICES STATE	1,016					1,016
OTHER CONTRACT SERVICES	60,823					60,823
RENTS	16,280					16,280
COMMODITIES	144,061					144,061
GRANTS, SUBSIDIES, PENSIONS	4,000					4,000
INTEREST-DEBT RETIREMENT	1,562					1,562
TRANSFER TO OTHER FUNDS	391,037	385,083				5,954
TOTAL EXPENDITURES	1,097,538	385,083				712,455

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**MAINE POTATO MARKETING COMMITTEE**

**STEVEN BUCK, CHAIRMAN**

*Central Office:* AMHI--DEERING BUILDING, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-5576

*Established:* 1953

*Telephone:* (207) 287-3871

*Reference:* Policy Area: 01 ; Umbrella: 01 ; Unit: 013 ; Citation: T0007 M.R.S.A., Sect. 000000995

**PURPOSE:**

The Maine Potato Marketing Committee's purpose is to correlate 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 Committee consists of 8 members, of whom 5 are producers and 3 are handlers. For each member of the Committee there must be an alternate who has the same qualifications as the member. Persons selected as Committee members or alternates to represent producers are individuals who are producers in the respective district for which selected, or officers or employees of a corporate producer in the district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers are individuals who are handlers in the State or officers or employees of a corporate handler in the State and such persons must be residents of the State.

**PROGRAM:**

The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**POTATO MARKETING IMPROVEMENT COMMITTEE**

**EDWARD J. MCLAUGHLIN, COMMISSIONER**

*Central Office:* AMHI- DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1981

*Telephone:* (207) 287-3871

*Reference:* Policy Area: 01 ; Umbrella: 01 ; Unit: 329 ; Citation: T0007 M.R.S.A., Sect. 000000972

**PURPOSE:**

The Potato Marketing Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storage and central packing facilities, and to advise the Commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

**ORGANIZATION:**

The committee consists of 10 members appointed by the Commissioner, of whom one member represents the University of Maine; one member representing the Farmers Home Administration; one member representing the Farm Credit System; one member represents the Department of Economic and Community Development; and one member represents the public. Each executive council established pursuant to Title 36, Section 4603, Subsection 3, shall appoint one person to serve as a member of the committee.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### **PROGRAM:**

The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **PULL EVENTS COMMISSION**

### **C. W. RIDKY, DIRECTOR**

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548

*Established:* 1988

*Telephone:* (207) 287-3846

*Reference: Policy Area:* 01 ; *Umbrella:* 01 *Unit:* 303 ; *Citation:* T0007 *M.R.S.A., Sect.* 000000075

### **PURPOSE:**

The Pull Events Commission was established during the Second Session of the 113th Legislature to develop rules for the certification of pull superintendents and for action to be taken in the event of violation of pull laws and rules.

### **ORGANIZATION:**

The eight-member Pull Events Commission is comprised of representatives of the Maine Draft Horse and Ox Association, Maine Pony Association, Animal Welfare Advisory Committee, Maine Association of Agricultural Fairs, Maine Federation of Humane Societies, Maine Animal Coalition and the Commissioner of Agriculture.

The 116th Legislature expanded the Commission to include two members of the Maine Draft Horse and Ox Association and one member of the Pine Tree Ox Association.

### **PROGRAM:**

The Commission determines the qualifications for certification as a pull superintendent, develops penalties for violation of pull laws/rules and conducts hearings on violations.

### **LICENSES:**

Pull Superintendent License

Pull Event License

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION OF QUALITY ASSURANCE AND REGULATION**

### **DAVID GAGNON, DIRECTOR**

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-5576

*Established:* 1980

*Telephone:* (207) 287-2161

*Reference: Policy Area:* 01 ; *Umbrella:* 01 *Unit:* 001M *Citation:* T0007 *M.R.S.A., Sect.* 000000003

*Average Count--All Positions:* 70.950

*Legislative Count:* 48.50

### **PURPOSE:**

The mission of the Division of Quality Assurance and Regulations is to provide marketing assistance and consumer protection programs for Maine's agriculture, industry and citizens. The Division ensures that a safe, high quality and adequate food supply is maintained, that weighing and measuring devices used in commerce are correct, and that Standards used in law enforcement

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

are accurate. The Division's mission is accomplished through effective surveillance, regulatory and inspection programs. The Division also develops programs based on HACCP and ISO Standards to facilitate local, national, and international commerce. The duties of the Sealer of Weights and Measures are carried out by this Division.

The Division responds to consumer complaints on food items, analyzes all suspicious products, and investigates the tampering of food products.

The Division also provides promotional marketing and educational programs to publicize, advertise and promote Maine's products and resources. Maine's quality products are promoted by the use of the Quality Trademark and by participation in trade shows, the Eastern States Exhibition and other commodity promotions. The Division also protects and promotes the general welfare of produce industries by enforcing fair and equitable practices in the handling, sale and purchasing of produce.

### ORGANIZATION:

The Division of Quality Assurance and Regulations was created in 1995 as a result of the Productivity Realization Task Force. The former Divisions of Quality Assurance and Regulations established in 1917 and 1919, respectively, were merged into one division because of similar missions. The Division provides voluntary quality control services for Maine's agricultural industries on a fee basis and provides diverse consumer protection activities ranging from inspection of retail food stores to ensuring the accuracy of weighing and measuring devices used in commerce. The internal organization is comprised of a Division Director, a Quality Assurance Program Manager, an Inspection Program Manager, a Produce Inspection Supervisor, two Inspection Process Analysts, a Metrologist and full-time and seasonal staff consisting of Consumer Protection, Produce and Poultry and Shell Egg Processing Inspectors.

The Office of State Sealer of Weights and Measures was first authorized in 1839 and the Commissioner of Agriculture was named to serve as the State Sealer ex-officio. The Inspection Program Manager serves as Deputy State Sealer within the Division. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the Director of the Division of Quality Assurance and Regulations.

The Harness Racing Commission and the Potato Marketing Committee also report to the Division of Quality Assurance and Regulations.

### PROGRAM:

Quality Assurance Inspection provides the agricultural industries an unbiased, nationally recognized and uniform grading service for agricultural products. This uniform grading is a key component in accessing local, national and international markets. The Division operates fruit and vegetable and shell egg inspection programs under cooperative agreements with USDA. Marketing opportunities for Maine companies and producers are enhanced by ensuring that agricultural commodities produced in Maine meet or exceed minimum quality standards. This assurance results in increased consumer confidence, fostering an increase in business and profitability. Under rules recently adopted by the Department, all consumer size packages of potatoes must receive mandatory inspection prior to shipment.

The Consumer Food Inspection program performs a wide variety of activities, ranging from inspecting food salvage operations to ice manufacturers. The primary focus of the program is to protect the consuming public by performing inspection and licensing activities ensuring that foods are packaged, processed, prepared and stored in sanitary and safe environments. Inspectors protect the consumers, while educating and working with food businesses in the state. This partnership assures consumers of a safe food supply while providing marketing assistance to small and large businesses alike. The Division works in cooperation with the Federal Food and Drug Administration on product recall inspections to benefit industry and the consumer. It responds to consumer complaints regarding food establishments and products and investigates product damage incurred in fires, floods, power outages and other natural disasters.

The Weights and Measures Program maintains a level playing field, where weighing and measuring forms the basis for payment in commercial transactions within the State of Maine, by testing and evaluating weighing and measuring devices. The Program investigates cases of fraud, and provides training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. It performs random inspections of packages packed prior

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

to sale for correct labeling and correct net weights and measures. The Metrologist is responsible for traceability of the State's Standards to the standards of the National Institute of Standards and Technology located in Gaithersburg, Maryland. Maine's metrology lab, considered one of the best on the East Coast, is utilized by some other New England states on a fee basis.

### LICENSES:

Users of Blue, White & Red Trademark or State of Maine Quality Trademark and Providers (of trademark supplies); Potato Dealers; Dry Bean Dealers; Controlled Atmosphere Apple Storage; Dealers and Repair Persons of Weighing and Measuring Devices and Public Weighmasters; Wood Sealers; Food Establishments; Redemption Centers; Feed, Seed, Fertilizer Products, incl. Lime Products and Plant & Soil Amendment Products; Blueberry Processors and Packers

### PUBLICATIONS:

Feed, Seed, Fertilizer, Lime and Plant and Soil Amendment Laws; Food and Hazardous Substances; Beverage Containers Redemption; Rules promulgated pursuant to the above laws. Consumer Information Bulletins; Recognizing Can Defects; Annual Year End Report; Laws relating to Establishing Licensing for Marketing Potatoes and Dry Bean Dealers; Maple Syrup Regulations; Maine Apple Grading Law; Maine Potato Branding Law; Requirements for Official Use of State of Maine Quality or Blue, White and Red Trademarks

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF QUALITY ASSURANCE AND REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,576,068	781,024	503,517		291,527	
HEALTH BENEFITS	370,885	184,487	117,102		69,296	
RETIREMENTS	270,032	138,008	83,890		48,134	
OTHER FRINGE BENEFITS	18,392	8,278	5,876		4,238	
OTHER CONTRACT SERVICES STATE	246,182	11,725	233,937		520	
COMPUTER SERVICES STATE	203,654	197,650	6,004			
OTHER CONTRACT SERVICES	181,040	112,763	66,105		2,172	
RENTS	102,123	84,858	17,265			
COMMODITIES	72,933	71,049	697		1,187	
BUILDING IMPROVEMENTS	689	689				
EQUIPMENT	79,322	79,322				
INTEREST-DEBT RETIREMENT	2		2			
TRANSFER TO OTHER FUNDS	110,088	50,000	37,379		22,709	
<b>TOTAL EXPENDITURES</b>	<b>3,231,410</b>	<b>1,719,853</b>	<b>1,071,774</b>		<b>439,783</b>	

## (OFFICE OF) SEALER OF WEIGHTS AND MEASURES

**STANLEY K. MILLAY, DPTY ST SEALER**

*Central Office:* DEERING BUILDING, AUGUSTA, ME 04333-0028

*Mail Address:* 28 STATEHOUSE STATION, AUGUSTA, ME 04333-0028

*Established:* 1939

*Telephone:* (207) 287-3841

*Reference:* Policy Area: 01 ; Umbrella: 01 ; Unit: 005 ; Citation: T0010 M.R.S.A., Sect. 000002401

### PURPOSE:

The Weights and Measures Program maintains a level playing field, where weighing and measuring forms the basis for payment in commercial transactions within the State of Maine, by testing and evaluating weighing and measuring devices, by investigating cases of fraud, and by providing training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. The Program provides traceability of the State's Standards to the National Standards and sees that this traceability is transferred to business and industry within the State of Maine.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### ORGANIZATION:

The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Deputy State Sealer serves as Inspection Program Manager within the Division of Quality Assurance and Regulations. This section's professional staff consists of one Metrologist and Consumer Protection Inspectors. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Quality Assurance and Regulations.

### PROGRAM:

The Division's Weights and Measures Program is responsible for all standards of weights and measures with continual certification by the National Institute of Standards and Technology. This involves inspection and calibration of all commercial large-capacity scales, liquid flow meters, LP gas meters, and small capacity scales, gas pump meters, linear measuring devices, and spot check of packages put up prior to sale for correct labeling and correct net weights and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations as well as verification of radar guns used by the state and local police to monitor excessive speeding. Other areas of impact include local sealers, parking meters, worm counts, licensing of scale mechanics and weighmasters, and gasoline testing.

The State standards of weights and measures maintain traceability through the National Institute of Standards and Technology at its own Metrology Lab located in Augusta. This laboratory, considered one of the best on the East coast, is utilized by some other New England states on a fee basis.

### LICENSES:

Weighmaster  
Weighing Device Dealers and Repair Persons  
Wood Scaler  
Registration of Motor Fuel Dispensers

### PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)  
Established Fees for Testing Weighing and Measuring Devices (free)  
Wood Measurement Rules (free)  
Annual Year End Report (free)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF THE ATTORNEY GENERAL  
CLERK, ATTORNEY GENERAL

DEPARTMENT  
1920

STATEHOUSE STATION, AUGUSTA, ME, 04333-0006  
6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006  
Solicity Area: 00 ; Umbrella: 26 Unit: 239 ; Citation: T0005  
Unit--All Positions: 239.500

TDD: (207) 626-8865

FAX: (207) 287-3145

Telephone: (207) 626-8800

M.R.S.A. Sect. 000000191

Legislative Count: 239.50

JOINT ATTORNEYS  
OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE  
TIMES' COMPENSATION BOARD

**PURPOSE:**

The Attorney General is the chief legal officer for the state. The Department is authorized to (a) appear in all civil actions and proceedings in which the State is a party; (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 pursuant to statute; (e) enforce proper application of funds given or appropriated to public trusts and charities within the State; (f) consult with and advise the District Attorneys; and (g) administer and enforce the State unfair trade practices and antitrust laws.

In addition, the Attorney General has a wide range of duties which the Office is specifically directed to perform.

The Attorney General also serves as an ex-officio member on many State authorities and Commissions.

**ORGANIZATION:**

The Department of the Attorney General is organized by 5 M.R.S.A. Sect. 191 with the Attorney General as its chief executive. The Department consists of eight operating divisions. The civil divisions oversee aspects of the Department's civil and investigatory responsibilities. They are General Government; Children & Families; Natural Resources; Health & Institutional Services; Investigations; Litigation; and Public Protection. The Criminal Division exercises the Department's criminal law responsibilities. The Divisions report to the Attorney General and the Chief Deputy Attorney General.

**PROGRAM:**

The Children & Families Services Division represents the Department of Human Services (DHS) exclusively and prosecutes child abuse cases and enforces child support laws. The Division defends tort and civil rights actions brought against DHS and its employees, and a significant amount of time is spent in the State courts. The Criminal Division is principally concerned with prosecution of offenses defined in the Maine Criminal Code, has exclusive responsibility for the prosecution of all homicide cases in the State, and handles appeals to the Supreme Judicial Court and handles enforcement actions in Medicaid Fraud. In addition, the Division represents the State in petitions for post-conviction relief filed by convicted criminal defendants. The Division also assigns attorneys to work with the Maine Drug Enforcement Agency (MDEA).

The General Government Division represents the Departments of Labor, Education, Treasury, Property Tax Review, and, in certain matters, the Secretary of State. This Division has primary responsibility for tax litigation, unfair labor practices, and liquor and lottery regulation. In addition, the Division represents the Department of Professional & Financial Regulation and numerous professional and occupational licensing boards and has responsibility for the preparation of formal opinions of the Attorney General. The Health & Institutional Services Division represents the Departments of Mental Health/Mental Retardation, Human Services and Corrections. The Division is principally concerned with the enforcement of health-related laws, adult protective laws, welfare law, the licensure of nursing homes, boarding homes, hospital expansions, both adult and child day care, defending inmate lawsuits,



# DEPARTMENT OF THE ATTORNEY GENERAL

and represents DHS' interests in federal benefit programs such as AFDC.

The Investigations Division is responsible for carrying out the requirements of 5 M.R.S.A. Sect. 200-C pertaining to fraud against the State. The Litigation Division directly handles tort claims against the State, litigation, and those court actions either not concerning any agency sufficiently complex to involve the litigation expertise of the Division. The Public Protection Division handles enforcement actions in consumer fraud, Medicaid fraud, antitrust enforcement and civil rights enforcement and operates a Consumer Complaint Mediation Program.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,314,519	5,822,588	2,090,831		1,401,100	
HEALTH BENEFITS	1,405,242	859,609	326,052		219,581	
RETIREMENTS	1,796,718	1,129,040	418,866		248,812	
OTHER FRINGE BENEFITS	118,007	71,274	27,223		19,510	
OTHER CONTRACT SERVICES STATE	153,929	144,129	8,498		1,302	
COMPUTER SERVICES STATE	221,621	107,260	6,878		107,483	
OTHER CONTRACT SERVICES	915,510	418,246	317,532		179,732	
RENTS	175,502	47,309	59,619		68,574	
COMMODITIES	163,575	97,739	15,491		50,345	
GRANTS, SUBSIDIES, PENSIONS	25,277				25,277	
EQUIPMENT	37,786	31,393			6,393	
TRANSFER TO OTHER FUNDS	113,427		60,768		52,659	
<b>TOTAL EXPENDITURES</b>	<b>14,441,113</b>	<b>8,728,587</b>	<b>3,331,758</b>		<b>2,380,768</b>	

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,912,289	5,467,127	2,044,062		1,401,100	
HEALTH BENEFITS	1,351,599	814,604	317,414		219,581	
RETIREMENTS	1,729,845	1,066,170	414,863		248,812	
OTHER FRINGE BENEFITS	112,000	66,975	25,515		19,510	
OTHER CONTRACT SERVICES STATE	11,984	2,426	8,256		1,302	
COMPUTER SERVICES STATE	177,815	63,952	6,380		107,483	
OTHER CONTRACT SERVICES	522,496	328,289	65,241		128,966	
RENTS	174,673	46,480	59,619		68,574	
COMMODITIES	113,113	51,475	11,293		50,345	
GRANTS, SUBSIDIES, PENSIONS	25,277				25,277	
EQUIPMENT	37,786	31,393			6,393	
TRANSFER TO OTHER FUNDS	111,928		59,475		52,453	
<b>TOTAL EXPENDITURES</b>	<b>13,280,805</b>	<b>7,938,891</b>	<b>3,012,118</b>		<b>2,329,796</b>	

DEPARTMENT OF THE ATTORNEY GENERAL

**DISTRICT ATTORNEYS**

**ANDREW KETTERER, ATTORNEY GENERAL**

*Central Office:* 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006

*Mail Address:* 6 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1974

*Reference: Policy Area:* 00 ; *Umbrella:* 26 *Unit:* 239D; *Citation:* T0005 *M.R.S.A., Sect.* 000000199

**PURPOSE:**

The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes.

**ORGANIZATION:**

The State is divided into eight prosecutorial Districts each headed by a District Attorney.

Dist. I York-Michael Cantara, District Attorney;

Dist. II Cumberland-Stephanie Anderson, District Attorney;

Dist. III Oxford, Franklin, Androscoggin-Norman Croteau, District Attorney;

Dist. IV Kennebec, Somerset-David W. Crook, District Attorney;

Dist. V Penobscot, Piscataquis-R. Christopher Almy, District Attorney;

Dist. VI Sagadahoc, Knox, Lincoln, Waldo-Geoffrey Rushlau, District Attorney;

Dist. VII Hancock, Washington-Michael E. Povich, District Attorney;

Dist. VIII Aroostook-Neale T. Adams, District Attorney.

**PROGRAM:**

The District Attorney, who serves as legal advisor to the County Commissioners, appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all civil proceedings in which the county is a party. All actions, whether civil or criminal, with the exception of homicides, in which the State is a party, shall be prosecuted under the District Attorney's direction.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

**HENRY RYAN MD, CHIEF MEDICAL EXAMINER**

*Central Office:* 34A HOSPITAL STREET, AUGUSTA, ME 04330

*Mail Address:* 37 STATE HOUSE STATION, AUGUSTA, ME 04333-0037

*Established:* 1967

*Telephone:* (207) 624-7180

*Reference: Policy Area:* 00 ; *Umbrella:* 26 *Unit:* 242 ; *Citation:* T0022 *M.R.S.A., Sect.* 000003022

*Average Count--All Positions:* 8.000

*Legislative Count:* 8.00

**PURPOSE:**

The Office of the Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. Through its staff, it is empowered to combine the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical examiner cases include death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners that serve the office are appointed by the Chief Medical Examiner, take a constitutional oath of office, serve for a statutory fee and are responsible for determining the cause and manner of death. The Medical Examiner reports are filed centrally and are intended for legal and vital records purposes.

## DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	355,461	355,461				
HEALTH BENEFITS	45,005	45,005				
RETIREMENTS	62,870	62,870				
OTHER FRINGE BENEFITS	4,299	4,299				
OTHER CONTRACT SERVICES STATE	141,703	141,703				
COMPUTER SERVICES STATE	43,308	43,308				
OTHER CONTRACT SERVICES	89,957	89,957				
RENTS	829	829				
COMMODITIES	46,264	46,264				
<b>TOTAL EXPENDITURES</b>	789,696	789,696				

## VICTIMS' COMPENSATION BOARD

### MATHEW DYER, ESQ., CHAIR

*Central Office:* 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006

*Mail Address:* 6 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1992

*Reference: Policy Area:* 00 ; *Umbrella:* 26 *Unit:* 550 ; *Citation:* T0005 *M.R.S.A., Sect.* 000003360A

*Average Count--All Positions:* 2.000

*Legislative Count:* 2.00

#### PURPOSE:

To assist innocent victims of crime with medical/medically related expenses.

#### ORGANIZATION:

The Victims' Compensation Board is composed of three members appointed by the Attorney General. One must be a physician licensed to practice in Maine; one must be an attorney licensed to practice in Maine, and one must be experienced in working with victims of crime.

#### PROGRAM:

The Board reviews claims and determines awards. In FY 1998, the Board received 229 new applications and made award payments of approximately \$ 291,468.

#### PUBLICATIONS:

An informational pamphlet - free

# DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

VICTIMS' COMPENSATION BOARD	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	46,769		46,769			
HEALTH BENEFITS	8,638		8,638			
RETIREMENTS	4,003		4,003			
OTHER FRINGE BENEFITS	1,708		1,708			
OTHER CONTRACT SERVICES STATE	242		242			
COMPUTER SERVICES STATE	498		498			
OTHER CONTRACT SERVICES	303,057		252,291		50,766	
COMMODITIES	4,198		4,198			
TRANSFER TO OTHER FUNDS	1,499		1,293		206	
<b>TOTAL EXPENDITURES</b>	<b>370,612</b>		<b>319,640</b>		<b>50,972</b>	

DEPARTMENT OF AUDIT

**DEPARTMENT OF AUDIT**

**GAIL M. CHASE, CIA, STATE AUDITOR**

*Central Office:* FLAGG / DUMMER BUILDING, HALLOWELL, ME, 04333

*Mail Address:* 66 STATE HOUSE STATION, AUGUSTA, ME, 04333-0066 *FAX:* (207) 624-6273

*Established:* 1907

*Telephone:* (207) 624-6250

*Reference:* Policy Area: 00 ; Umbrella: 27 Unit: 244 ; Citation: T0005 *M.R.S.A., Sect.* 000000241

*Average Count--All Positions:* 39,000

*Legislative Count:* 39.00

*Units:*

*DEPARTMENTAL BUREAU (AUDIT)*

*MUNICIPAL BUREAU (AUDIT)*

*UNORGANIZED TERRITORY (AUDIT)*

**PURPOSE:**

The Department of Audit was established to provide a postaudit of all accounts and other financial records of the State government or any department or agency thereof, including the Judiciary and Executive Department of the Governor and to report annually on this audit and at such other times as the Legislature may require. The Department is authorized to install accounting systems and to perform postaudits, on a fee for services basis, for counties, municipalities, and school units; 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 report to the Governor and Legislature evidences of improper transactions or any other improper practice of financial administration; and to review and study departmental budgets and capital programs for better and efficient management of State government.

The State Auditor is authorized to provide assistance 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 her responsibilities.

**ORGANIZATION:**

Authorized personnel in the Department of Audit total 39 including the State Auditor, Deputy State Auditor, 2 Directors, 3 Audit Analyst, 13 Auditor IIIs, 11 Auditor IIs, 4 Auditor Is, a Fiscal Administrator of the Unorganized Territory, a Business Manager, and two Secretaries.

**PROGRAM:**

The programs of the Department are implemented through its Bureaus and Divisions.

**PUBLICATIONS:**

State Auditor's Annual Report

Annual Financial report on the Unorganized Territory

## DEPARTMENT OF AUDIT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF AUDIT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,303,669	853,842	449,827			
HEALTH BENEFITS	212,420	135,422	76,998			
RETIREMENTS	236,833	158,697	78,136			
OTHER FRINGE BENEFITS	13,737	7,676	6,061			
OTHER CONTRACT SERVICES STATE	26,622	3,413	23,209			
COMPUTER SERVICES STATE	20,842	14,671	6,171			
OTHER CONTRACT SERVICES	82,955	38,284	44,671			
RENTS	185		185			
COMMODITIES	72,833	33,050	39,783			
GRANTS, SUBSIDIES, PENSIONS	18,470	20	18,450			
EQUIPMENT	12,474		12,474			
TRANSFER TO OTHER FUNDS	13,879		13,879			
<b>TOTAL EXPENDITURES</b>	<b>2,014,919</b>	<b>1,245,075</b>	<b>769,844</b>			

## DEPARTMENTAL BUREAU (AUDIT)

**MICHAEL J. POULIN, CIA, DIRECTOR OF AUDITS**  
**CAROL LEHTO, CPA, CIA, DIRECTOR OF AUDITS**

*Central Office:* FLAGG / DUMMER BUILDING, HALLOWELL, ME 04333

*Mail Address:* 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273

*Established:* 1907

*Telephone:* (207) 624-6250

*Reference: Policy Area:* 00 ; *Umbrella:* 27 *Unit:* 244D; *Citation:* T0005 *M.R.S.A., Sect.* 000000243

*Average Count--All Positions:* 34.000

*Legislative Count:* 34.00

### PURPOSE:

The purpose of the Departmental Bureau is to perform postaudits of accounts and other financial records of state government or any department or agency thereof, including the Judiciary and Executive Department of the Governor and to report on these audits. The Departmental Bureau also serves the Governor, Legislature and its committees by studying systems of internal control and department budgets for the purpose of identifying cost savings or additional revenues to the General Fund, and performing other audits upon request. This bureau performs other auditing services, depending on the critical nature of the requests and availability of resources, for other organizational units of state government.

### ORGANIZATION:

Authorized personnel in the Bureau total 34, including the State Auditor, Deputy State Auditor, 2 Directors, 3 Audit Analysts, 10 Auditor III's, 11 Auditor II's, 4 Auditor I's, one Business Manager, and a Secretary.

### PROGRAM:

The primary goal of the Departmental Bureau is to conduct the Single Audit of the State of Maine in accordance with statutory requirements of Title 5, M.R.S.A., Chapter 11 and federal law implemented by U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Non-Profit Organizations." This audit addresses financial and compliance audit issues of the agencies and departments of state government.

### PUBLICATIONS:

State Auditor's Annual Report

## DEPARTMENT OF AUDIT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,144,662	853,842	290,820			
HEALTH BENEFITS	183,033	135,422	47,611			
RETIREMENTS	208,738	158,697	50,041			
OTHER FRINGE BENEFITS	12,060	7,676	4,384			
OTHER CONTRACT SERVICES STATE	19,153	3,413	15,740			
COMPUTER SERVICES STATE	20,666	14,671	5,995			
OTHER CONTRACT SERVICES	66,262	38,284	27,978			
RENTS	150		150			
COMMODITIES	69,583	33,050	36,533			
GRANTS, SUBSIDIES, PENSIONS	20	20				
EQUIPMENT	12,474		12,474			
TRANSFER TO OTHER FUNDS	10,224		10,224			
<b>TOTAL EXPENDITURES</b>	<b>1,747,025</b>	<b>1,245,075</b>	<b>501,950</b>			

## MUNICIPAL BUREAU (AUDIT)

### RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

*Central Office:* FLAGG / DUMMER BUILDING, HALLOWELL, ME 04333

*Mail Address:* 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273

*Established:* 1907

*Telephone:* (207) 624-6250

*Reference: Policy Area:* 00 ; *Umbrella:* 27 *Unit:* 244M; *Citation:* T0005 *M.R.S.A., Sect.* 000000243

*Average Count--All Positions:* 3.000

*Legislative Count:* 3.00

#### PURPOSE:

The purpose of the Municipal Bureau is to conduct audits of counties, cities, towns, school administrative units, and other quasi-municipal corporations upon request.

The Municipal Bureau also performs "petition audits" for municipalities in accordance with Title 30-A, M.R.S.A., Section 5823. A petition audit is performed when the voters of a municipality or quasi-minicipal corporation are dissatisfied with the postaudit made by a public accountant. Upon filing a valid petition, with the required number of signatures, the State Auditor orders a new postaudit to be made by the Department of Audit. The municipality or quasi-minicipal corporation pays for the expense of the postaudit.

#### ORGANIZATION:

Authorized personnel in the Bureau include three Auditor III's.

#### PROGRAM:

The statutes provide that each county, municipality and quasi-municipal corporation shall have an annual postaudit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the Municipal Bureau audited 29 governmental organizations including counties, towns, school administrative units, and quasi-minicipal corporations during the 1998 fiscal year.

## DEPARTMENT OF AUDIT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	89,115		89,115			
HEALTH BENEFITS	16,701		16,701			
RETIREMENTS	16,060		16,060			
OTHER FRINGE BENEFITS	462		462			
OTHER CONTRACT SERVICES STATE	35		35			
OTHER CONTRACT SERVICES	11,281		11,281			
COMMODITIES	352		352			
TRANSFER TO OTHER FUNDS	1,869		1,869			
<b>TOTAL EXPENDITURES</b>	135,875		135,875			

## UNORGANIZED TERRITORY (AUDIT)

### DOREEN SHEIVE, FISCAL ADMINISTRATOR

*Central Office:* FLAGG / DUMMER BUILDING, HALLOWELL, ME 04333-0066

*Mail Address:* 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX:* (207) 624-6273

*Established:* 1985

*Telephone:* (207) 624-6250

*Reference:* Policy Area:00 ; Umbrella: 27 Unit: 244U; Citation: T0005 *M.R.S.A., Sect.* 000000246

*Average Count--All Positions:* 2.00

*Legislative Count:* 2.00

#### PURPOSE:

The Unorganized Territory Division within the Department of Audit provides information and assistance to the Legislature, the unorganized territory taxpayers, and state and county offices which request funds for providing services in the unorganized territory.

#### PROGRAM:

The Fiscal Administrator of the Unorganized Territory's primary responsibilities include the review, analysis, and investigation of the budgets and expenditures of all counties and state agencies requesting funds from the unorganized territory. This is so that an annual report can be submitted to the joint standing committee of the Legislature having jurisdiction over taxation and to each Legislator and office of the County Commissioners having unorganized territory. In addition, the Fiscal Administrator prepares and submits legislation to the Legislature providing for the requests made by counties and state agencies for services provided in the unorganized territory, and attends public hearings on county budgets and legislative hearings relative to the unorganized territory.

The Fiscal Administrator also publishes and distributes an annual financial report to Legislators, County Commissioners and interested taxpayers.

#### PUBLICATIONS:

Annual Financial Report on the Unorganized Territory



# DEPARTMENT OF AUDIT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

UNORGANIZED TERRITORY (AUDIT)	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	69,892		69,892			
HEALTH BENEFITS	12,686		12,686			
RETIREMENTS	12,035		12,035			
OTHER FRINGE BENEFITS	1,215		1,215			
OTHER CONTRACT SERVICES STATE	7,434		7,434			
COMPUTER SERVICES STATE	176		176			
OTHER CONTRACT SERVICES	5,412		5,412			
RENTS	35		35			
COMMODITIES	2,898		2,898			
GRANTS, SUBSIDIES, PENSIONS	18,450		18,450			
TRANSFER TO OTHER FUNDS	1,786		1,786			
TOTAL EXPENDITURES	132,019		132,019			

DEPARTMENT OF CONSERVATION

**DEPARTMENT OF CONSERVATION**

**RONALD B. LOVAGLIO, COMMISSIONER**

*Central Office:* AMHI HARLOW BLDG, AUGUSTA, ME,  
*Mail Address:* STATEHOUSE STA# 22, AUGUSTA, ME, 04333  
*Established:* 1973  
*Reference: Policy Area:* 05 ; *Umbrella:* 04 *Unit:* 056 ; *Citation:* T0012  
*Average Count--All Positions:* 403.227  
*Units:*

*Telephone:* (207) 287-2211  
*M.R.S.A., Sect.* 000005011  
*Legislative Count:* 306.00

*COASTAL ISLAND REGISTRY*  
*BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)*  
*DIVISION OF FOREST FIRE CONTROL*  
*DIVISION OF FOREST POLICY AND MANAGEMENT*  
*GENERAL SERVICES (CONSERVATION)*  
*DIVISION OF INSECT AND DISEASE MANAGEMENT*

*MAINE LAND USE REGULATION COMMISSION*  
*NATURAL RESOURCES INFORMATION AND MAPPING CENTER*  
*BUREAU OF PARKS AND LANDS*

**PURPOSE:**

The Department of Conservation was established to preserve, protect and enhance the land and water 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 recreation, forest production, mining and other public and private uses; 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 and to strengthen conservation and wise use of natural resources.

**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 department was substantially reorganized during the Productivity Realization Task Force's review of state government. It now has five major bureaus: the Maine Forest Service, Parks and Lands, the Land Use Regulation Commission, Natural Resources Information and Mapping, and General Services.

General Services includes the Commissioner's Office which is responsible for the overall executive management of the Department as well as the functions of the former Division of Planning and Program Service which includes information and education function, program review and evaluation, policy development, long range departmental planning and affirmative action.

**PROGRAM:**

Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and programs.

**PUBLICATIONS:**

Listed separately by the Department's organizational units.

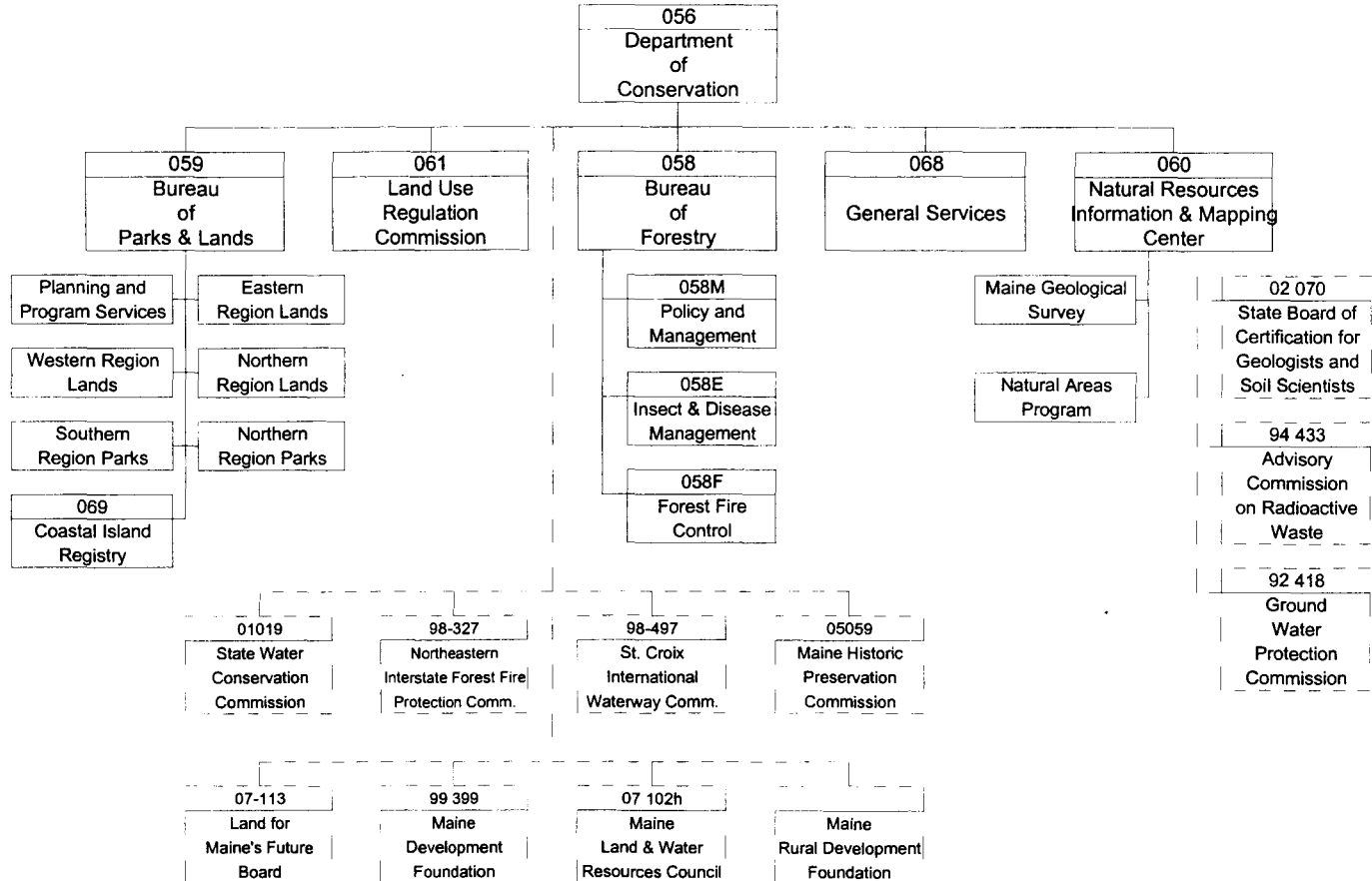
# DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF CONSERVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,815,938	10,550,868	1,846,278		418,792	
HEALTH BENEFITS	2,447,310	1,967,015	397,236		83,059	
RETIREMENTS	2,367,682	1,976,174	323,498		68,010	
OTHER FRINGE BENEFITS	159,085	126,723	25,924		6,438	
OTHER CONTRACT SERVICES STATE	1,125,754	350,406	475,471		292,827	7,050
COMPUTER SERVICES STATE	266,158	165,698	53,603		35,765	11,092
OTHER CONTRACT SERVICES	2,501,648	1,602,929	803,967		92,981	1,771
RENTS	1,518,621	1,135,757	294,566		88,298	
COMMODITIES	1,259,465	896,959	322,820		39,076	610
GRANTS, SUBSIDIES, PENSIONS	2,679,542	21,035	2,109,387		549,120	
PURCHASE OF LAND	568,264	11,233	536,077			20,954
BUILDING IMPROVEMENTS	419,952	750	287,587			131,615
EQUIPMENT	2,990,215	309,708	858,074		1,500	1,820,933
INTEREST-DEBT RETIREMENT	836	488	348			
TRANSFER TO OTHER FUNDS	113,017		97,524		15,493	
COST OF GOODS SOLD	-96	-96				
<b>TOTAL EXPENDITURES</b>	<b>31,233,391</b>	<b>19,115,647</b>	<b>8,432,360</b>		<b>1,691,359</b>	<b>1,994,025</b>

DEPARTMENT OF CONSERVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES STATE	7,050					7,050
COMPUTER SERVICES STATE	11,092					11,092
OTHER CONTRACT SERVICES	1,771					1,771
COMMODITIES	610					610
PURCHASE OF LAND	20,954					20,954
BUILDING IMPROVEMENTS	131,615					131,615
EQUIPMENT	1,820,933					1,820,933
<b>TOTAL EXPENDITURES</b>	<b>1,994,025</b>					<b>1,994,025</b>

# ORGANIZATION CHART DEPARTMENT OF CONSERVATION



DEPARTMENT OF CONSERVATION

**COASTAL ISLAND REGISTRY**

**RESOURCE ADMINISTRATOR, BUREAU OF PARKS AND LANDS**

*Central Office:* AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022 *TDD:* (207) 287-2213  
*Mail Address:* 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8111  
*Established:* 1973 *Telephone:* (207) 287-3061  
*Reference:* Policy Area: 05 ; Umbrella: 04 Unit: 069 ; Citation: T0033 M.R.S.A., Sect. 000001203

**PURPOSE:**

The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

**ORGANIZATION:**

The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

**PROGRAM:**

The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Parks and Lands by their purported owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Parks and Lands).

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)**

**CHARLES GADZIK, DIRECTOR**

*Central Office:* AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022 *TDD:* (207) 287-2213  
*Mail Address:* 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8422  
*Established:* 1991 *Telephone:* (207) 287-2791  
*Reference:* Policy Area: 05 ; Umbrella: 04 Unit: 058 ; Citation: T0012 M.R.S.A., Sect. 000008001  
*Average Count--All Positions:* 7.000 *Legislative Count:* 7.00

**PURPOSE:**

The Bureau of Forestry, also known as Maine Forest Service, 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 responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, aid in accomplishment of 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; and to promote productivity and current use as the basis for forest land taxation.

Responsibilities also include: 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

## DEPARTMENT OF CONSERVATION

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 the 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 3 functional divisions: Forest Fire Control, Forest Policy and Management, and Insect and Disease Management. 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.

### PROGRAM:

The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office manages Maine State forestry related issues with the USDA Forest Service including all grants and other forestry related federal agency programs; directs the Maine Forest Service participation in the Northeastern Forest Alliance; is responsible for budget preparation and management; manages legislative proposals; and is responsible for overall administration of federally funded forestry programs including; landowner assistance, education, cost share and urban forestry grants programs.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	150,097	119,144			30,953	
HEALTH BENEFITS	27,725	19,201			8,524	
RETIREMENTS	14,874	9,544			5,330	
OTHER FRINGE BENEFITS	2,913	1,509			1,404	
OTHER CONTRACT SERVICES STATE	2,986	2,986				
COMPUTER SERVICES STATE	20,909	20,909				
OTHER CONTRACT SERVICES	51,710	41,784			9,926	
RENTS	7,535	7,535				
COMMODITIES	78,011	78,011				
TRANSFER TO OTHER FUNDS	441				441	
<b>TOTAL EXPENDITURES</b>	<b>357,201</b>	<b>300,623</b>			<b>56,578</b>	

## DIVISION OF FOREST FIRE CONTROL

### THOMAS PARENT, STATE SUPERVISOR

TDD: (207) 287-2213

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022

Established: 1973

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058F ; Citation: T0012 M.R.S.A., Sect. 000008901

Average Count--All Positions: 110.606

FAX: (207) 287-8422

Telephone: (207) 287-4990

Legislative Count: 101.00

### PURPOSE:

The primary objective of this Division is to provide forest fire and forest resource protection at the least cost with minimum damage to Maine's 17,749,000

## DEPARTMENT OF CONSERVATION

acres. This objective is accomplished by doing five major tasks (1) prevention - 25% to 30% of time and funds are expended in this effort, (2) detection - presently utilizing 12 contracted detection aircraft, (3) presuppression - training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression - extinguishing fires that do occur and (5) law enforcement.

### ORGANIZATION:

In 1891 the Office of Forest Commissioner was established resulting from action by the legislature to establish a Forest Commission for the protection of the forest. Until this time this office has been known as the Land Office and the Land Agent.

In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for all forest fire control over the entire State. The Department of Conservation was established in 1973 and the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation. Fire Control was assigned to the Bureau as the Division of Forest Fire Control. The Division operates by staffing a state office, 3 regions which are broken down into 9 districts, an air operations unit, a radio communications unit, a fire support section, and a training coordinator.

### PROGRAM:

The primary goal of the Division is to keep the annual acreage burned to less than .02% (3,500 acres) of the total acreage of the State and hold annual fire occurrence to 59 fires per million acres protected (1,000 fires). During 1997 there were 667 forest fires burning 919 acres. Another major goal of the Division is to enforce all laws dealing with forest and forest preservation. These laws include fire laws, forest practices, timber theft and trespass, Christmas tree laws, all terrain vehicle and snowmobile laws. Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance and fire planning. Many hours of 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, prison and industry personnel in forest fire suppression techniques. Specially trained and equipped fire overhead teams were trained and maintained.

All Forest rangers are trained in Conservation Law Enforcement, a Code of Conduct is in place, entry level requirements for rangers reflect the present ranger job and require a 2 year degree in Forestry; Physical Fitness requirements meet national standards and the Incident Command System is used as the system of operation on all incidents. A 19 week Forest Ranger Academy is conducted for new hires. The National Interagency Management System is used to manage emergency incidents. The Fire Control Division spent many days training the State Police, DEP, Marine Resources, and fire departments in the use of the system. The system, also known as the Incident Command System, is used to manage forest fires throughout the United States.

### LICENSES:

Permits:  
Burning Permits  
Appointments:  
Town Wardens  
General Deputies

### PUBLICATIONS:

Forest Fire Prevention Materials - varies according to annual theme  
Posters  
Pamphlets  
Smokey Bear Kits (All free)

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF FOREST FIRE CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,158,037	4,053,104			104,933	
HEALTH BENEFITS	782,907	766,559			16,348	
RETIREMENTS	912,621	898,315			14,306	
OTHER FRINGE BENEFITS	56,655	55,869			786	
OTHER CONTRACT SERVICES STATE	211,711	211,711				
COMPUTER SERVICES STATE	13,718	13,718				
OTHER CONTRACT SERVICES	877,538	869,312	244		7,982	
RENTS	830,788	774,117			56,671	
COMMODITIES	508,192	504,243			3,949	
GRANTS, SUBSIDIES, PENSIONS	19,287	20,689	- 21,540		20,138	
PURCHASE OF LAND	35,000	11,233	23,767			
BUILDING IMPROVEMENTS	77,473	750	76,723			
EQUIPMENT	147,970	147,970				
INTEREST-DEBT RETIREMENT	442	442				
TRANSFER TO OTHER FUNDS	1,614		2		1,612	
COST OF GOODS SOLD	-96	-96				
<b>TOTAL EXPENDITURES</b>	<b>8,633,857</b>	<b>8,327,936</b>	<b>79,196</b>		<b>226,725</b>	

## DIVISION OF FOREST POLICY AND MANAGEMENT

### DONALD MANSIUS, DIRECTOR

TDD: (207) 287-2213

*Central Office:* AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022

*Mail Address:* 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-8422

*Established:* 1947

*Telephone:* (207) 287-2791

*Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058M; Citation: T0012 M.R.S.A., Sect. 000005012*

*Average Count--All Positions:* 19.500

*Legislative Count:* 19.50

#### PURPOSE:

The Forest Policy and Management Division provides technical assistance, information and educational services to the public, forest landowners, forest products processors and marketers, municipalities and other stakeholders. The division also implements the Forest Practices Act, providing outreach and enforcement services. The division anticipates and responds to forest policy issues and reports to the public on the state of the forest resource.

The division provides technical assistance through educational workshops, field demonstrations, media presentations, and one-on-one contact between field foresters and landowners. Statute and bureau policy place limits on technical assistance to individual landowners.

#### ORGANIZATION:

The FPM Division has four components: Field Foresters who work with forest landowners and other stakeholders; policy, planning and education specialists; and program specialists who oversee stewardship, protection, urban and community forestry, utilization and marketing programs, and shared responsibility for enforcement of the Forest Practices Act. The Division Director reports to the State Forester.

#### PROGRAM:

During FY 1998, foresters and other staff provided technical and educational assistance on forest management and conservation laws to 8,330 private, non-industrial forest landowners and to numerous municipalities, civic organizations, educational institutions, and state and federal agencies. The following accomplishments resulted from division outreach efforts: 225



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management plans completed, covering 18,994 acres, 2,446 acres of timber stand improvement, and 653 acres of reforestation. Foresters provided technical assistance to forest landowners receiving cost-share assistance through various forest stewardship programs. The division disbursed \$99,250 in federal stewardship cost-share assistance and grants. Division staff also provided technical and marketing assistance to landowners, loggers, mills, entrepreneurs and state agencies.

During the last half of FY 1998, division staff spent a great deal of time providing information and technical assistance to landowners and others affected by the January 1998 ice storms. With substantial federal assistance, the division will be working in partnership with the rest of the bureau to provide direct financial assistance to landowners and communities whose forests were severely damaged by the storms. The division also worked with municipalities, schools and non-governmental organizations on community forestry issues, providing \$127,205 in grants during FY 1998. 25 municipalities, educational institutions and non-governmental organizations received grants. Grant beneficiaries matched this amount with cash and in-kind services, more than doubling total program impact.

The division's policy arm acquires, analyzes and publishes information about the forest resource to fulfill statutory requirements. This information includes timber harvest, forest regeneration, wood imports and exports, stumpage and mill-delivered prices, Tree Growth Tax properties and other critical information. The division also collaborates with other agencies and the University system to gather, analyze and report to the public information about trends in the state of Maine's forests. During FY 1998, the division's policy arm focused on continued modeling analysis of recent forest inventory data to make projections about the future forest. Under legislative direction, the division also began a rulemaking process to revise the Forest Practices Act rules. Division staff also began work on developing benchmarks of sustainable forest management.

### **PUBLICATIONS:**

(only most current listed; free unless noted otherwise):

Forest Regeneration and Clearcutting Standards, MFS Rules Chapter 20  
Maine Forest Practices Act (text of P.L. 89 c. 55)  
An Evaluation of the Effects of the Forest Practices Act, 1995  
Erosion and Sedimentation Control Handbook for Maine Timber Harvesting  
Operations - Best Management Practices, 1991  
Forest Trees of Maine, 1995 (\$1.00)  
It's Your Woodlot, 1996  
Directory of Forestry and Natural Resource Professionals, 1996  
Report on Stumpage Price Statistics by county (annual)  
Total Value of Stumpage Harvested by County (annual)  
Silvicultural Practices Report (annual)  
Numerous Forestry Fact Sheets

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF FOREST POLICY AND MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	640,572	537,356			103,216	
HEALTH BENEFITS	138,517	114,083			24,434	
RETIREMENTS	111,732	94,015			17,717	
OTHER FRINGE BENEFITS	7,960	6,482			1,478	
OTHER CONTRACT SERVICES STATE	20,439	25,034			-4,595	
COMPUTER SERVICES STATE	7,512	7,487			25	
OTHER CONTRACT SERVICES	111,426	88,844			22,582	
RENTS	71,321	69,863			1,458	
COMMODITIES	35,565	30,869			4,696	
GRANTS, SUBSIDIES, PENSIONS	248,911				248,911	
TRANSFER TO OTHER FUNDS	1,345				1,345	
<b>TOTAL EXPENDITURES</b>	1,395,300	974,033			421,267	

## GENERAL SERVICES (CONSERVATION)

### WILLARD HARRIS, DIRECTOR

TDD: (207) 287-2213

*Central Office:* AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022

*Mail Address:* 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022

*Established:* 1973

*FAX:* (207) 287-2400

*Telephone:* (207) 287-2211

*Reference:* Policy Area: 05 ; Umbrella: 04 Unit: 062 ; Citation: T0012 M.R.S.A., Sect. 000005012

*Average Count--All Positions:* 21.000

*Legislative Count:* 21.00

#### PURPOSE:

Conservation's General Services provides executive level direction to the department as well as central department administration and management for financial, personnel, information systems, and communication.

#### ORGANIZATION:

General Services now contains the Office of the Commissioner and the four functional administrative units of Business Management, Labor Relations, Information Systems, and Radio Communications.

Under the department's Productivity Realization plan the former Division of Administrative Services was reorganized into General Services. During the reorganization, and in conjunction with the establishment of the A.C.E. Service Center, the department's bookkeeping unit and payroll and human resource processing unit were eliminated. Their duties were assumed by the A.C.E. Center which was established to handle administrative processing for the three department's of Agriculture, Food and Rural Resources, Conservation, and Environmental Protection. General Services is the department's link with the A.C.E. Service Center.

Also in the reorganization, the Radio Communications unit was moved from the Division of Forest Fire Control to General Services, and all of the department's information systems functions were consolidated under General Services.

#### PROGRAM:

Under the overall supervision of the Director, this Division is responsible for financial and business management including budget, purchasing, contracting and leasing; labor relations including organization and staff development, safety and training; information systems management including systems development and programming, systems upgrade and maintenance; telecommunications, and coordination with central state systems; and radio communications including maintenance and repair of hand held, mobile and

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stationary two-way radios, and repeater sites located across Maine.

Under this same budget line is the Office of the Commissioner. The Commissioner's office is responsible for providing overall policy guidance to all bureaus within the department. In addition, the Commissioner's office also provides coordination and direction for the functions of the former Division of Planning and Program Services which include: department's legislative program, the department's public information effort, the department's affirmative action program, and long range departmental planning.

### PUBLICATIONS:

"Treat-Me-Right" - a guide for recreation use of private lands

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

GENERAL SERVICES (CONSERVATION)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	721,891	615,589	79,760		26,542	
HEALTH BENEFITS	117,505	98,398	15,282		3,825	
RETIREMENTS	111,844	91,538	13,912		6,394	
OTHER FRINGE BENEFITS	13,916	12,372	927		617	
OTHER CONTRACT SERVICES STATE	41,883	736	4,610		36,537	
COMPUTER SERVICES STATE	44,647	8,063	8,236		28,348	
OTHER CONTRACT SERVICES	106,185	73,844	25,539		6,802	
RENTS	7,498	6,380	997		121	
COMMODITIES	48,366	24,476	20,981		2,909	
EQUIPMENT	9,755	5,818	2,437		1,500	
INTEREST-DEBT RETIREMENT	2	2				
TRANSFER TO OTHER FUNDS	4,742		2,859		1,883	
<b>TOTAL EXPENDITURES</b>	<b>1,228,234</b>	<b>937,216</b>	<b>175,540</b>		<b>115,478</b>	

## DIVISION OF INSECT AND DISEASE MANAGEMENT

### DAVID STRUBLE, STATE ENTOMOLOGIST

TDD: (207) 287-2213

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-8422

Established: 1921 Telephone: (207) 287-2791

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 058E; Citation: T0012 M.R.S.A., Sect. 000008101

Average Count--All Positions: 14.550 Legislative Count: 14.00

### PURPOSE:

The Division of Insect and Disease Management within the Bureau of Forestry was established to protect the forest, shade and ornamental tree resources of the state from significant insect and disease damage and to provide pest management and damage prevention for homeowners, municipalities, and forest landowners and managers, thereby preserving the overall health of Maine's forest resources.

In accomplishing its mandate, the Division of Insect and Disease Management: gathers, analyzes, and reports pest levels and trends and forest response; evaluates actual and potential impacts of such pests; and develops integrated pest management techniques. Additional responsibilities include providing technical assistance, implementing control actions when justified, and administering state and federal laws pertaining to insect and disease quarantine.

The state entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental, or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the state entomologist is required to first notify the

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landowner of his plans.

### ORGANIZATION:

The Division of Insect and Disease Management (IDM) originated in 1921 as the Division of Entomology for the purpose of protecting Maine's forest and shade trees from insects and diseases. The Director of the Maine Forest Service appoints the State Entomologist, who serves as the Director of the Division of IDM. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects including their identification and control. The State Entomologist is also required to assist other departments working in this field.

To protect and enhance the health and sustainability of Maine's forest resources across the extent and diversity of the resource, ranging from 17.5 million acres of commercial timberland to individual shade trees scattered across 498 municipalities, requires that the IDM Division utilize its limited resources such that all operations be integrated and interactive. Although given units and positions have primary responsibility for certain functions, all staff are intersupporting.

Internal Division capability is augmented through collaboration with other agencies within the state, with neighboring jurisdictions and with the federal government to optimize efficiencies by sharing resources, analyses and information. At the local level, the Division is maintaining and expanding cooperative efforts and technology transfer through a network of client/cooperators to augment internal capacity and to address local problems.

### PROGRAM:

**Insect and Disease Laboratory** - This unit is primarily responsible to: provide information, technical advice and assistance to individuals, municipalities, and other state and federal agencies on identification, significance and control of forest and shade tree insects and diseases; provide, if requested, similar information for non-forest insects on non-agricultural crops; develop and champion use of best management practices for pest management and forest resource damage prevention. Staff serve on Maine's State Lyme Disease Working Group. This unit also administers the insect and disease reference collection and library which serves IDM and other cooperating agencies.

**Cooperative Projects and Quarantine** - This unit is primarily responsible to: provide technical advice and assistance, including design, oversight, administration and funding infrastructure (when justified) for large and small scale pest management and remediation projects; serve as lead agency and liaison for cooperative federal, state, municipal, neighborhood and private pest control efforts; and conduct applied research, designing pest control strategies and proactive managerial prescriptions. This unit is also responsible for enforcing State and Federal quarantine laws: oversee and enforce state quarantines directly relating to the forest resource (Hemlock Woolly Adelgid, Gypsy Moth, European Larch Canker, White Pine Blister Rust) in order to protect the resource base and minimize constraint of commerce; assist in enforcement of relevant federal quarantine laws.

**Field Operations** - This unit is primarily responsible to maintain the Maine Forest Service's statewide forest health and sustainability monitoring surveillance system: conduct localized and statewide surveys to detect and monitor current and potential insect, disease and other environmental stresses of the forest and shade tree resource; provide predictive evaluations and both preventative and remedial prescriptions for known major stressors to landowners so as to allow managers to make timely and informed site specific pest management decisions. This unit also provides field staff support to conduct specific projects initiated in the other units.

### LICENSES:

**Gypsy Moth Quarantine Permits** - issued to meet Canadian requirements for transporting logs from Maine to Canada.

**Gypsy Moth Compliance Agreements** - issued to allow movement of regulated wood products to utilizing sites outside the generally infested area in Maine.

**European Larch Canker Permits and/or Compliance Agreements** - issued to allow the movement in Maine of larch from infested locations to utilizing sites outside the generally infested area.

**Hemlock Woolly Adelgid Quarantine Compliance Agreements** - issued to allow import of hemlock from outside Maine while forestalling introduction of Hemlock Woolly

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Adelgid.

### PUBLICATIONS:

Field Book of Destructive Insects  
 Planting and Care of Shade Trees  
 Insect and Disease Information and Control Sheets - various  
 Pest Alerts - various new or expanding pest species  
 Forest and Shade Tree Insect and Disease Conditions for Maine - Annual Summary reports for 1986-1997.  
 The Forest Insect Survey of Maine - Order Hymenoptera, Order Diptera, Order Coleoptera  
 Forest Health Monitoring Evaluation: Brown Ash (*Fraxinus nigra*) in Maine, A Survey of Occurrence and Health  
 The Impact of the Current Hemlock Looper (*Lambdina fiscellaria*) Outbreak in Selected Severely Damaged Stands of Eastern Hemlock

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF INSECT AND DISEASE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	549,227	447,088			102,139	
HEALTH BENEFITS	114,583	92,379			22,204	
RETIREMENTS	94,696	79,474			15,222	
OTHER FRINGE BENEFITS	5,604	4,505			1,099	
OTHER CONTRACT SERVICES STATE	140,245	7,591			132,654	
COMPUTER SERVICES STATE	3,081	2,568			513	
OTHER CONTRACT SERVICES	56,072	26,761			29,311	
RENTS	52,841	33,720			19,121	
COMMODITIES	13,518	9,847	636		3,035	
GRANTS, SUBSIDIES, PENSIONS	5,626				5,626	
EQUIPMENT	1,000	1,000				
TRANSFER TO OTHER FUNDS	2,563		5		2,558	
<b>TOTAL EXPENDITURES</b>	1,039,056	704,933	641		333,482	

## MAINE LAND USE REGULATION COMMISSION

**JOHN WILLIAMS, DIRECTOR**

TDD: (207) 287-2213

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022

Established: 1969

FAX: (207) 287-7439

Telephone: (207) 287-2631

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 061 ; Citation: T0012 M.R.S.A., Sect. 000000683

Average Count--All Positions: 26.000

Legislative Count: 26.00

### PURPOSE:

The Maine Land Use Regulation Commission was established in 1971 to serve as the planning and zoning board for the State's unorganized areas that have no form of local government; for plantations, which have limited local government but have chosen not to administer local land use controls, and for some towns that choose not to administer such controls at the local level despite having the option to do so. The Commission is responsible for promoting public health, safety and general welfare by encouraging the appropriate well-planned use of the resources within its jurisdiction and by guiding land use activities.

The Commission's jurisdiction includes 10.4 million acres, consisting of 410 unorganized townships, 32 plantations, and 8 organized towns. Most of the area is within Aroostook, Penobscot, Somerset, Piscataquis, Washington, Hancock, Franklin, and Oxford Counties, with single plantations or townships located in Lincoln, Knox, Sagadahoc and Kennebec Counties. Often thought of as "The North Woods," the Commission's jurisdiction also includes 308 coastal islands.

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The Commission's responsibilities are to prepare a comprehensive land use plan for its jurisdiction, to prepare land use standards for each zoning district, to review applications for development, and to enforce compliance with those standards.

### ORGANIZATION:

The Maine Land Use Regulation Commission is governed by a 7-member independent decision-making body, with members appointed by the Governor subject to review by the Joint Standing Committee on Agriculture, Conservation and Forestry and approval by the Legislature. Four members must be residents of the Commission's jurisdiction. Commissioners serve 4-year staggered terms. The Commission has a staff of 26, including an Executive Director.

The Commission makes decisions on permit applications, enforcement actions, zoning boundaries and land use standards at regular meetings held monthly at locations in or near its jurisdiction. The Commission also holds public hearings and information meetings as needed.

### PROGRAM:

In FY 1998, the Commission revised wetland rule became effective and the Commission began revising its zoning maps to identify the new wetland zones. During the fiscal year, 1,164 permits were issued and 1,244 compliance investigations were undertaken. Public assistance was provided through the Commission's six regional offices and out of the main office in Augusta.

### LICENSES:

Licenses:

- Building Permits
- Development Permits
- Subdivision Permits
- Road Construction Permits
- Bridge Construction Permits
- Zoning Petitions
- Forestry Operations Permits
- Utility Line Permits
- Hydropower Projects Permits
- Advisory Rulings
- Water Quality Certifications

### PUBLICATIONS:

- Subdividing in the Wildlands of Maine - No Charge
- Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine, 1997 - No Charge
- Statutes Administered by LURC - No Charge
- Land Use Districts and Standards - No Charge
- A Guide to Creative Site Planning in the Unorganized Areas of Maine - No Charge
- Land Use Handbook:
- Design Ideas - No Charge
- Erosion Control on Logging Jobs - No Charge
- Erosion Control on Logging Jobs (French Version) - No Charge
- \*No charge for individual copies; nominal charge for multiple copies

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	840,062	840,062				
HEALTH BENEFITS	174,145	174,145				
RETIREMENTS	151,995	151,995				
OTHER FRINGE BENEFITS	11,047	11,047				
OTHER CONTRACT SERVICES STATE	52,559	52,527	32			
COMPUTER SERVICES STATE	63,535	63,535				
OTHER CONTRACT SERVICES	149,755	146,031	3,724			
RENTS	54,923	54,673	250			
COMMODITIES	44,148	41,243	2,905			
GRANTS, SUBSIDIES, PENSIONS	13	13				
EQUIPMENT	7,781	7,781				
TRANSFER TO OTHER FUNDS	158		158			
<b>TOTAL EXPENDITURES</b>	1,550,121	1,543,052	7,069			

## NATURAL RESOURCES INFORMATION AND MAPPING CENTER

### ROBERT G MARVINNEY, DIRECTOR

TDD: (207) 287-2213

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME 04333-0022

*Mail Address:* 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-2353

*Established:* 1973

*Telephone:* (207) 287-2801

*Reference: Policy Area: 05 ; Umbrella: 04 Unit: 060 ; Citation: P1995 M.R.S.A., Sect. 000000502E*

*Average Count--All Positions:* 19.500

*Legislative Count:* 19.50

#### PURPOSE:

The Natural Resources Information and Mapping Center is the administrative home for the Maine Geological Survey and the Maine Natural Areas Program. The mission of this Center is to provide the People of Maine with quality information to facilitate informed decision-making for natural resource management, economic development, conservation planning, and regulation, to provide public assistance; and to promote education. The Center will inventory, map, assess, and interpret Maine's geology and the ecology of the State's plants, animals, and natural communities. Furthermore, the agency supports its mission by using computerized geographic information systems and databases, and by publishing maps and reports.

#### 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, it was again transferred and reestablished within the Department of Conservation. Under the guidelines of the Productivity Realization Task Force, the Maine Geological Survey and the Maine Natural Areas Program were administratively organized under the heading Natural Resources Information and Mapping Center, with the State Geologist as Director of this unit.

#### PROGRAM:

The Natural Resources Information and Mapping Center (NIRMC) has three divisions: Applied Geology, Natural Areas, and Resource Data Services. Applied Geology has three programs: The Bedrock and Surficial Geology Program provides basic geologic mapping and interpretation of surficial materials and bedrock

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mapping and interpretation of rock types and structures. This basic geologic mapping is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the state. The Hydrogeology program inventories ground and surface water conditions, emphasizing ground water supply and the prevention of ground water pollution. Water well records are obtained from drillers throughout the state for compilation for characterization of bedrock ground water resources. Maps depicting ground water flow, yield, and depth are being prepared for the inhabited portions of the state.

The Marine Geology Program conducts research on the coast and provides technical services to other state agencies involved in the coastal zone. Research and mapping for shoreline stability, sea-level rise, beach nourishment sources, dredge spoil disposal sites, and minerals is being conducted on the sea floor in cooperation with Coastal Zone Management Program, the University of Maine, and the National Oceanic and Atmospheric Administration. The Natural Areas Division inventories lands that support rare and endangered plants and animals and outstanding examples of natural communities. This information is used by a wide audience, including, land owners, natural resource managers, state and federal agencies, researchers, non-profit organizations, and the general public for such diverse purposes as natural resource planning, exploring economic development opportunities, preparing environmental impact statements, reviewing permit applications, and protecting sensitive natural features.

The Resource Data Services Division prepares and publishes the results of the Center's field investigations and research projects. The Division operates a cartographic production facility which includes a geographic information system, a computer graphics section, a photographic darkroom and a diazo reproduction center. The Center and the Bureau of Parks and Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles and all lake bottoms, but not to mineral activities on private or federal lands. Procedures for exploration, claiming and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Center. The survey maintains an active file of current mineral development activities on state lands.

### **LICENSES:**

Mineral Activity on State Land:

1. Exploration Permit
2. Claim Recording Certificate
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

### **PUBLICATIONS:**

The Center publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared. For more information please request the following:

Publications List - a complete listing of Center publications (free)

Index Map Series (free)

Bedrock Geologic Map of Maine, scale 1:500,000 - price \$5.00

Surficial Geologic Map of Maine, scale 1:500,000 - price \$4.50

Mineralogy of Maine - price \$40.00

Biodiversity in Maine - price \$15.00



## DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

NATURAL RESOURCES INFORMATION AND MAPPING CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	697,523	580,413	73,830		43,280	
HEALTH BENEFITS	123,079	101,629	14,565		6,885	
RETIREMENTS	123,635	103,538	12,713		7,384	
OTHER FRINGE BENEFITS	6,724	4,616	1,313		795	
OTHER CONTRACT SERVICES STATE	185,813	19,482	42,505		123,826	
COMPUTER SERVICES STATE	36,239	26,448	3,104		6,687	
OTHER CONTRACT SERVICES	62,456	44,865	5,127		12,464	
RENTS	20,895	5,374	4,950		10,571	
COMMODITIES	48,098	18,939	4,672		24,487	
GRANTS, SUBSIDIES, PENSIONS	77,245	333	13,480		63,432	
EQUIPMENT	3,217		3,217			
TRANSFER TO OTHER FUNDS	12,313		5,047		7,266	
<b>TOTAL EXPENDITURES</b>	1,397,237	905,637	184,523		307,077	

## BUREAU OF PARKS AND LANDS

**THOMAS A. MORRISON, DIRECTOR**

TDD: (207) 287-2213

*Central Office:* AMHI HARLOW BLDG, AUGUSTA, ME 04333-0022

*Mail Address:* 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 *FAX:* (207) 287-3823

*Established:* 1935

*Telephone:* (207) 287-3821

*Reference:* Policy Area: 05 ; Umbrella: 04 Unit: 059 ; Citation: T0012 M.R.S.A., Sect. 000005016

*Average Count--All Positions:* 185,071

*Legislative Count:* 98,00

### PURPOSE:

The Bureau of Parks and Lands, an agency of the Department of Conservation, was established in 1995 by the consolidation of the Bureau of Parks and Recreation and the Bureau of Public Lands. The Bureau manages and administers programs on 482,000 acres of Public Reserved Lands, 34 staffed state parks, 22 staffed and unstaffed state historic sites, 2 million acres of submerged lands, 1300 coastal islands, the Allagash Wilderness Waterway, the Penobscot River Corridor, and other public lands as provided by law. The Bureau also administers special programs related to boat access sites, navigational hazard marking, snowmobile and ATV trails, and the federal Land and Water Conservation Fund and Recreational Trail Program.

The Bureau acquires land, designs and constructs facilities for public use, distributes information, develops and implements management plans, carries out appropriate land management, administers grants, and coordinates with other state and federal agencies that have related programs.

Bureau staff provide assistance to other agencies and municipalities on land management and recreation issues, provide information to legislators and other individuals and organizations, conduct or supervise research within their area of expertise, and conduct workshops, seminars, and field trips for the public or special interest groups.

### ORGANIZATION:

A director, who reports to the Commissioner of the Department of Conservation, heads the Bureau and is assisted by a deputy director. Five regional offices, two supervising the state park system and three supervising the Public Reserved Lands system, oversee operations and management activities. The five heads of these regions report to the Bureau director. The central office includes six divisions that report to the deputy director: off-road vehicles; boating facilities; community grants and recreation; planning and acquisition; engineering and realty; and administrative services.

## DEPARTMENT OF CONSERVATION

Park system field staff provide direct services to park and historic site visitors, maintain and repair facilities, provide information and education programs, and ensure public safety. Public Reserved Lands field staff conduct multiple use land management activities including timber, wildlife, and recreation; plan and oversee the construction of roads, trails, and bridges; and maintain campsites and other visitor amenities. The Off-Road Vehicle Division provides grants to clubs and municipalities for the development and maintenance of snowmobile and ATV trails. The Boating Facilities Division, through direct state involvement, grants and contracts, provides and maintains boat access sites. It also marks certain lakes to ensure navigational safety. The Grants and Community Recreation Division administers federal grants, manages a state-wide trail advisory committee, and provides technical information on recreational facilities to municipalities.

The Planning, Acquisition, and Special Services Division oversees the acquisition of land, develops management plans and provides technical information on wildlife, interpretation, recreation, and historic site management. It also conducts research, secures grants, reviews comprehensive plans, and administers a campsite leasing program. The Engineering and Realty Division oversees the development, disposal, appraisal, maintenance, and capital improvement of Bureau facilities. The Administrative Services Division provides clerical support, manages bureau finances, and operates the campsite reservation system. The submerged lands program is responsible for the management of the State's submerged lands. The Coastal Island Registry program continues the registration of islands in order to clarify their ownership status.

### PROGRAM:

Parks and historic sites provided recreation and education opportunities to more than 2,033,482 visitors, contributing \$1,711,392 in user fees and other revenue to the general fund and \$298,625 to municipalities in fee sharing in calendar year 1997. Income to the park system from the sale of loon license plates allowed the completion of numerous repair projects. Projects initiated during FY 98: Churchill Dam 95% completed \$1,200,000, Churchill Dam Maintenance Shop and Ranger Station Improvements \$65,600, log cabin at Nugents Camps \$50,000; Park Water Systems and Upgrades - Statewide - 13 sites \$386,200; comfort stations and infrastructure improvements at Camden, Mt. Blue, and Lamoine State Parks \$1,500,000; Fort Knox Roof \$334,815; Fort Knox Masonry Repair \$90,000; Fort William Henry Roof/Observation Deck \$58,229; Eagle Island Peary House Roof and windows \$50,000; Reid and Sebago Water Towers Renovation and Painting \$80,000; Cluster Maintenance/Storage Building at Lily Bay \$160,136.

In calendar year 1997, the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 4,327 acres of the Bureau's 352,841 acres, yielding 32,681 cords of wood. They also constructed and maintained an extensive network of roads, trails, and bridges to facilitate public access. The Bureau's Grants and Community Recreation Division administered \$344,654 in federal grants for 8 LAWCON projects and 35 Recreational Trail Program projects and provided technical assistance to municipalities and the Maine Trails Coalition, in FY 98. The Supervisor was also a member of MDOT's Scenic Byways Committee. The Boating Facilities Division, through grants, provided new or improved boat access at 18 sites and new or improved access at 16 state-owned sites. The navigational aids program maintained buoys on 21 waterbodies.

The Planning, Acquisition, and Special Services Division conducted surveys of users of state snowmobile trails, state parks and historic sites, Public Reserved lands, and state boat access sites; administered 284 camp lot leases; participated in grant programs; and completed several Park and Reserved Land brochures. Work continued on the Allagash Wilderness Waterway management plan, and revision of the Integrated Resource Policy. The Off-Road Vehicle Division approved 364 snowmobile grants, totaling \$1,537,000, and managed five trail systems; the ATV Program awarded 19 club and municipal grants (\$46,680) and continued to develop abandoned railroad rights-of-way for a total of 800 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances, and campsite reservation system. The submerged lands program reviewed 165 applications, issued 14 leases, 7 dredging leases, and 1 easements in 1997.

## DEPARTMENT OF CONSERVATION

### LICENSES:

#### Permits:

Allagash Wilderness Waterway Timber Harvesting Permits

Timber Stumpage

Gravel

Bear Baiting

#### Leases:

Submerged Lands

Right of Way

Agricultural

Public Land (includes a variety of possible uses)

### PUBLICATIONS:

Outdoors in Maine (free)

The Allagash Wilderness Waterway (free)

Maine PUblic Facilities for Boats Program (free)

Maine Uniform State Waterway Marking System and Rules & Regulations (free)

1993 Maine State Comprehensive Outdoor Recreation Plan (free)

Statewide Snowmobile Trail Map and ATV Trail Map (free)

All-Terrain Vehicle Trail Marking Techniques (free)

Brochures on Club & Municipal Grant Information (free)

Outdoor Recreation Activity Participation and Trends (free)

Brochures on specific parks and historic sites and the reservation system

Land and Water Conservation Fund Application Booklet (free)

Maine Trails Funding Program Application Booklet (free)

Recreation and Open Space Planning Workbook (free)

General Recreation and Management brochures (free)

Management Plans for the Major Reserved Land Units

Submerged Lands Brochure

Wildlife Guidlines

Your Islands on the Coast Brochure

Recreational Brochures on Dodge Point, Bigelow Preserve, Duck Lake, and Scraggly Lake

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF PARKS AND LANDS	TOTAL FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	5,058,529	3,358,112	1,692,688		7,729	
HEALTH BENEFITS	968,849	600,621	367,389		839	
RETIREMENTS	846,285	547,755	296,873		1,657	
OTHER FRINGE BENEFITS	54,266	30,323	23,684		259	
OTHER CONTRACT SERVICES STATE	463,068	30,339	428,324		4,405	
COMPUTER SERVICES STATE	65,425	22,970	42,263		192	
OTHER CONTRACT SERVICES	1,084,735	311,488	769,333		3,914	
RENTS	472,820	184,095	288,369		356	
COMMODITIES	482,957	189,331	293,626			
GRANTS, SUBSIDIES, PENSIONS	2,328,460		2,117,447		211,013	
PURCHASE OF LAND	512,310		512,310			
BUILDING IMPROVEMENTS	210,864		210,864			
EQUIPMENT	999,559	147,139	852,420			
INTEREST-DEBT RETIREMENT	392	44	348			
TRANSFER TO OTHER FUNDS	89,841		89,453		388	
<b>TOTAL EXPENDITURES</b>	<b>13,638,360</b>	<b>5,422,217</b>	<b>7,985,391</b>		<b>230,752</b>	

DEPARTMENT OF CORRECTIONS  
**DEPARTMENT OF CORRECTIONS**  
**MARTIN MAGNUSSON, COMMISSIONER**

TDD: (207) 287-4472

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME, 04333-0111

*Mail Address:* 111 STATE HOUSE STATION, AUGUSTA, ME, 04333-0111      *FAX:* (207) 287-4370

*Established:* 1981

*Telephone:* (207) 287-4360

*Reference:* Policy Area: 03 ; Umbrella: 03 ; Unit: 201 ; Citation: T0034A M.R.S.A., Sect. 000001202

*Average Count--All Positions:* 1245.000

*Legislative Count:* 1245.00

*Units:*

OFFICE OF ADVOCACY (CORRECTIONS)  
CHARLESTON CORRECTIONAL FACILITY  
MAINE CORRECTIONAL CENTER  
DOWNEAST CORRECTIONAL FACILITY  
NORTHERN MAINE REGIONAL JUVENILE DETENTION  
FACILITY  
BUREAU OF JUVENILE CORRECTIONS  
JUVENILE JUSTICE ADVISORY GROUP

STATE PAROLE BOARD  
STATE PRISON  
DIVISION OF PROBATION AND PAROLE  
MAINE YOUTH CENTER

**PURPOSE:**

The Department of Corrections was established to administer the state's correctional facilities, provide for the safety of staff and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers. The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility, and the Maine Correctional Institution-Warren. The Department also administers community corrections programs for adult and juvenile probationers.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within 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 or she is confined; to establish programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections.

The Department is authorized to expend correctional institution 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. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law, and the Department is responsible for setting standards and inspection of municipal and county jails.

**ORGANIZATION:**

The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders.

In 1995, the department reorganized internally to establish a division of juvenile services and a division of adult services. The Division of Probation and Parole was eliminated and the community corrections functions are now included in the juvenile or adult divisions.

**PROGRAM:**

The program activities of the Department are discussed in the individual reports of its program components except for the following:

**CORRECTIONAL SERVICES.** 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

## DEPARTMENT OF CORRECTIONS

corporations, local and county governmental units and State agencies. The program is also funded for mental health services to correctional clients including those having drug and alcohol problems.

**VICTIM SERVICES.** The reorganization of the department resulted in the creation of a victims services coordinator position to administer the department's responsibilities for victim notification and to improve services to victims and the victim community.

**MANAGEMENT INFORMATION SERVICES.** The department began the development of an integrated management information system for adult and juvenile offenders. As the first phase of an overall upgrade of the department's management information system, the community corrections data base began development in 1996 and will be accessible to probation officers and juvenile caseworkers through the wide area network by the end of the year. Community corrections staff were provided with laptop computers and training in their use.

**JAIL INSPECTIONS.** The Department continues to set standards and inspect all county and municipal jails and detention centers.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF CORRECTIONS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	35,331,252	34,693,027	81,898		389,016	167,311
HEALTH BENEFITS	7,889,003	7,745,468	19,352		85,044	39,139
RETIREMENTS	6,822,690	6,702,569	16,955		66,505	36,661
OTHER FRINGE BENEFITS	473,803	465,891	1,578		4,712	1,622
OTHER CONTRACT SERVICES STATE	5,172,185	4,961,932	4,958		86,719	118,576
COMPUTER SERVICES STATE	233,411	229,289			4,122	
OTHER CONTRACT SERVICES	5,146,036	4,882,706	56,438		100,213	106,679
RENTS	905,044	902,509	578		1,957	
COMMODITIES	5,016,428	4,670,855	180,512		51,779	113,282
GRANTS, SUBSIDIES, PENSIONS	8,965,577	7,392,097			1,573,480	
BUILDING IMPROVEMENTS	121,058	6,055				115,003
EQUIPMENT	407,331	169,412	68,062		13,950	155,907
INTEREST-DEBT RETIREMENT	2,655	2,557	1			97
TRANSFER TO OTHER FUNDS	14,999		1,847		10,259	2,893
<b>TOTAL EXPENDITURES</b>	<b>76,501,472</b>	<b>72,824,367</b>	<b>432,179</b>		<b>2,387,756</b>	<b>857,170</b>

DEPARTMENT OF CORRECTIONS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,259,018	1,202,985			56,033	
HEALTH BENEFITS	229,166	216,558			12,608	
RETIREMENTS	229,657	220,453			9,204	
OTHER FRINGE BENEFITS	15,240	14,508			732	
OTHER CONTRACT SERVICES STATE	785,455	713,724			71,731	
COMPUTER SERVICES STATE	53,928	49,806			4,122	
OTHER CONTRACT SERVICES	323,888	237,475	460		79,237	6,716
RENTS	53,675	52,268			1,407	
COMMODITIES	852,401	817,090	11,804		2,591	20,916
GRANTS, SUBSIDIES, PENSIONS	8,960,432	7,387,080			1,573,352	
BUILDING IMPROVEMENTS	115,003					115,003
EQUIPMENT	155,907					155,907
INTEREST-DEBT RETIREMENT	53	3				50
TRANSFER TO OTHER FUNDS	8,108		397		7,711	
<b>TOTAL EXPENDITURES</b>	<b>13,041,931</b>	<b>10,911,950</b>	<b>12,661</b>		<b>1,818,728</b>	<b>298,592</b>

DEPARTMENT OF CORRECTIONS

**OFFICE OF ADVOCACY (CORRECTIONS)**

**EARL C. MERCER, CHIEF ADVOCATE**

TDD: (207) 287-4472

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333-0111

*Mail Address:* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111      *FAX:* (207) 287-4370

*Established:* 1984

*Telephone:* (207) 287-4360

*Reference:* Policy Area: 03 ; Umbrella: 03 Unit: 473 ; Citation: T0034A M.R.S.A., Sect. 000001203

*Average Count--All Positions:* 2.500

*Legislative Count:* 2.50

**PURPOSE:**

The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of clients, to investigate, in conjunction with the Department of Human Services, as appropriate, allegations of adult and child abuse or neglect in correctional facilities and detention facilities and to advocate for compliance by the Department of any correctional facility, and detention facility, or any contract agency with all laws, administrative rules and institutional and other policies relating to the rights and dignity of clients.

**ORGANIZATION:**

There is a full-time Chief Advocate located at the Department of Corrections-Central Office who reports directly to the Commissioner of Corrections. At the present time there are three additional authorized Advocate positions, one full-time and two half-time. These may be assigned, as needed, to any facility or agency within the Department, including the State Prison, the Maine Correctional Center, the Maine Youth Center, Charleston Correctional Facility, Downeast Correctional Facility, the Pre-Release Centers, or the Division of Probation and Parole.

**PROGRAM:**

The Office of Advocacy receives requests and complaints from prisoners and clients located in any institution or facility operated by the Department of Corrections or under contract with the Department of Corrections. The Office is also frequently contacted by family members, attorneys, legislators or persons from the other public or private agencies with advocacy concerns. Complaints are investigated and reports and recommendations are provided directly to the Commissioner of Corrections, other administrators and staff within the Department and to the Legislature's Criminal Justice Committee. The Chief Advocate also attends policy meetings with the Commissioner's staff and serves as advisor to the Commissioner and to Correctional Administrators on human rights issues and policies and procedures as they affect prisoner's rights and welfare.

The Office of Advocacy also provides for civil legal services to correctional clients through a contract agreement with Pine Tree Legal Assistance, Inc. This contract also provides for postconviction review and access to Maine courts for Maine prisoners who have been transferred by the Department to federal institutions and correctional institutions in other states.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF ADVOCACY (CORRECTIONS)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	89,306	89,306				
HEALTH BENEFITS	20,735	20,735				
RETIREMENTS	18,392	18,392				
OTHER FRINGE BENEFITS	613	613				
OTHER CONTRACT SERVICES	1,547	1,547				
RENTS	260	260				
COMMODITIES	99	99				
<b>TOTAL EXPENDITURES</b>	130,952	130,952				

## CHARLESTON CORRECTIONAL FACILITY

**ERIC HANSEN, ACT. DIR. CHARLESTON CTR**  
**ERIC HANSEN, DIRECTOR SUPPORT SERVICES**

*Central Office:* 1202 DOVER RD, CHARLESTON, ME 04422

*Mail Address:* 1202 DOVER RD, CHARLESTON, ME 04422

*Established:* 1980

*Reference:* Policy Area: 03 ; Umbrella: 03 Unit: 211 ; Citation: T0034A.M.R.S.A., Sect. 000003601

*Average Count--All Positions:* 86.000

*FAX:* (207) 285-0815

*Telephone:* (207) 285-0800

*Legislative Count:* 86.00

### PURPOSE:

The purpose of the Charleston Correctional Facility is to confine and rehabilitate prisoners classified as minimum security. The facility has the additional purpose to provide educational/vocational opportunities and provide public restitution programs as part of a progressive corrections system.

The purpose of the Bangor Pre-Release Center is to confine and rehabilitate prisoners classified as community security. The program is designed to provide prisoners the opportunity to work for pay while incarcerated thus enabling the incarcerated prisoner with the opportunity to provide financial assistance to his family, pay victim restitution, and aid in establishing community connections prior to release.

### ORGANIZATION:

The Charleston Correctional Facility is located on the site of the former Charleston Air Force Station in Charleston, Maine. The site was secured through a 30-year lease from the federal government. The facility opened under the administrative control of the Maine Correctional Center in 1980. In 1985, the facility was removed from that administrative structure and assumed primary responsibility for its own development and operation.

Prisoners confined at the facility are received from other more secure institutions, such as the Maine Correctional Center in Windham, the State Prison in Thomaston, and the Downeast Correctional Facility in Bucks Harbor, Maine.

Bangor Pre-Release Center was established by the Maine State Prison in 1974. Due to the close proximity and availability of support services, it was administratively transferred to the control of the Charleston Correctional Facility in 1988. In 1996, administrative responsibility was transferred to Probation and Parole. Prisoners are transferred to the facility from minimum facilities such as Charleston Correctional Facility, the Bolduc Correctional Facility in Warren, and the Downeast Correctional Facility.

### PROGRAM:

The Charleston Correctional Facility houses prisoners classified as minimum security. A comprehensive classification process reviews the prisoners' needs for rehabilitative services such as educational, vocational, psychological, and substance abuse. Educational services are provided through a learning

## DEPARTMENT OF CORRECTIONS

center/library located on facility grounds. Instruction is offered in GED preparation and testing, Adult Basic Education, and basic computer skills. The staff also coordinates parenting classes, life skills, and employment skills training. Vocational programs are provided in two areas: Small Sawmill Operation and Forestry Woodharvesting. The Woodharvesting and Sawmill programs work in conjunction with each other and through a cooperative agreement with the Department of Inland Fisheries and Wildlife to provide land management services for the Bud Leavitt Wildlife Management Area.

In 1997-98, the Woodharvesting program produced over 1195 cord of fuelwood which is used in the facility's boiler plant to provide heat and hot water for the entire physical plant. This has saved the facility considerable funds annually by reducing fuel oil costs. In addition, over 84,000 board feet of lumber was produced which is used by the facility, other facilities within the Department of Corrections, and other state agencies. The facility has an active public restitution program. A total of 36,320 prisoner and staff hours were expended on projects during the 1997-98 season. Projects were completed for local municipalities, state agencies and non-profit organizations. Through an agreement with the Department of Conservation, over 60 prisoners were trained and utilized fighting forest fires.

The Bangor Pre-Release Center program is the last of several progressive steps in the correctional system. While the primary priority of the program is to provide public safety by confining, containing, and controlling all prisoners within the institution, the Center's secondary focus is to provide them with the educational, public restitution, and work release opportunities. Prisoners are afforded the opportunity to be released into the community to participate in gainful employment. Once employed, they are responsible to contribute to their living expenses, provide family support, victim restitution and a required savings account for their release. Those unable to find employment are assigned to restitution projects. A total of over 17,000 prisoner hours were used to supplement support services to Bangor Mental Health Institute. Bangor PreRelease Center also serves as the regional headquarters for Community Corrections Programs including Probation and Parole.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,310,633	2,258,046	20,208		32,379	
HEALTH BENEFITS	570,111	554,525	4,557		11,029	
RETIREMENTS	480,855	470,859	4,999		5,597	
OTHER FRINGE BENEFITS	32,575	31,530	479		566	
OTHER CONTRACT SERVICES STATE	292,277	286,597	3,760		1,920	
COMPUTER SERVICES STATE	18,808	18,808				
OTHER CONTRACT SERVICES	253,116	248,275	4,481		360	
RENTS	72,888	72,888				
COMMODITIES	419,504	404,578	8,509		6,417	
EQUIPMENT	10,500		10,500			
INTEREST-DEBT RETIREMENT	150	149	1			
TRANSFER TO OTHER FUNDS	584		259		325	
<b>TOTAL EXPENDITURES</b>	<b>4,462,001</b>	<b>4,346,255</b>	<b>57,153</b>		<b>58,593</b>	



DEPARTMENT OF CORRECTIONS

**MAINE CORRECTIONAL CENTER**

**JAMES R. CLEMONS, SUPERINTENDENT**

*Central Office:* 17 MALLISON FALLS ROAD, SO. WINDHAM, ME 04082

*Mail Address:* P. O. BOX 260, SO. WINDHAM, ME 04082

*Established:* 1919

*Reference:* Policy Area: 03 ; Umbrella: 03 Unit: 205 ; Citation: T0034A.M.R.S.A., Sect. 000003401

*Average Count--All Positions:* 226.000

*FAX:* (207) 893-7001

*Telephone:* (207) 893-7000

*Legislative Count:* 226.00

**PURPOSE:**

The Maine Correctional Center was established for the confinement and rehabilitation of persons over the age of 18 years who have been sentenced to the Department of Corrections. In addition, the Correctional Center is the State prison for adult female medium and maximum classified offenders committed to the Department of Corrections. The Center accepts transfers from the Maine State Prison and other state correctional facilities for participation in Center programs. The Center holds a limited number of Federal detainees for U.S. District Court in Portland.

All persons committed to the Center are confined in accordance with the sentence of the court. Provisions for the safekeeping, training or employment of prisoners are made for the purpose of teaching prisoners a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the prisoners, employees, grounds, buildings and equipment at the Center.

**ORGANIZATION:**

The Maine Correctional Center in Windham was established in 1919 as the State Reformatory for Men, administered by trustees. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Services which, in 1959, became the Department of Mental Health and Corrections. The Reformatory was renamed the Men's Correctional Center in 1967. In 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 Windham, making this Center co-educational. The Department of Corrections was established in 1981. Maine Correctional Center is now designed as a medium security institution with a maximum security capability for short duration confinement. The Correctional Center also lends accounting support for the Central Maine Pre-Release Center in Hallowell.

**PROGRAM:**

By statute and program desire, the housing facilities for the men and women are separate. Through the Classification Committee, individual prisoner needs are identified and programs are developed to meet these needs. The Center has medical, dental and nursing services, as well as, on a limited basis, psychological and psychiatric services. Religious services are offered by a community clergy. Special programs are offered by various volunteer religious groups within the community providing further enrichment to this program. Chemically dependent residents have access to the self-help fellowships of Alcoholics Anonymous (A.A.) and AlAnon, which are generously supported by outside community members. The Social Services Program, consisting of five licensed staff, assists residents with adjustment to the institution, provides rehabilitation counseling and coordinates the utilization of institutional and community resources.

The Education Program has one State funded and one federally funded teacher. Academic instruction includes remedial reading and arithmetic, High School Equivalency (GED) and High School Completion. The academic courses are taught on a semi-tutorial basis in an atmosphere conducive to the learning process. Two state funded vocational instructors offer courses in Graphic Arts and Meat Cutting. A grant was received that will fund a vocational computer refurbishing program, a goal of which will be to offer free computers to the State's school districts. Industries programs exist in garment making, upholstery, and woodworking. Restitution crews exist to assist local communities and nonprofit agencies. The Recreation Department provides a gymnasium, outdoor playing field and leisure time activities. The Furlough program approves, for specific reasons, prisoners to be allowed in the community for limited periods

## DEPARTMENT OF CORRECTIONS

of time.

A prisoner moves through housing areas as determined by a multi-level classification process. The correctional officer staff and classification committee are responsible for determining the prisoner's needs and assigning the prisoner to the area within the institution where these needs can be met most effectively. Successful adjustment provides the prisoner an opportunity to advance to a housing area with more privileges and responsibility. Once it is determined that the individual prisoner has no known problem areas which could be of danger to society and can accept the responsibility of being in the community, the prisoner, during the final months of his/her sentence, may become eligible for Work Release and upon acceptance, be transferred to the Department's private provider of Work Release programming.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,312,663	6,208,503	50,259		53,901	
HEALTH BENEFITS	1,451,686	1,430,959	10,949		9,778	
RETIREMENTS	1,298,929	1,278,757	10,890		9,282	
OTHER FRINGE BENEFITS	83,161	81,943	905		313	
OTHER CONTRACT SERVICES STATE	1,620,181	1,618,983	1,198			
COMPUTER SERVICES STATE	20,289	20,289				
OTHER CONTRACT SERVICES	678,104	645,913	31,966		225	
RENTS	129,374	128,991	383			
COMMODITIES	1,160,059	1,010,864	147,634		1,561	
GRANTS, SUBSIDIES, PENSIONS	-2,926	-2,926				
BUILDING IMPROVEMENTS	2,764	2,764				
EQUIPMENT	58,562	35,672	22,890			
INTEREST-DEBT RETIREMENT	790	790				
TRANSFER TO OTHER FUNDS	1,286		960		326	
<b>TOTAL EXPENDITURES</b>	12,814,922	12,461,502	278,034		75,386	

## DOWNEAST CORRECTIONAL FACILITY

### C. MARK CATON, DIRECTOR

*Central Office:* HCR 70 BOX 428, MACHIASPORT, ME 04655

*Mail Address:* HCR 70 BOX 428, MACHIASPORT, ME 04655

*Established:* 1984

*Telephone:* (207) 255-1100

*Reference:* Policy Area: 03 ; Umbrella: 03 Unit: 220 ; Citation: T0034A.M.R.S.A., Sect. 000003901

*Average Count--All Positions:* 71.000

*Legislative Count:* 71.00

#### PURPOSE:

The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

#### ORGANIZATION:

Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is a medium/minimum security institution and the prisoner count is at 140.

#### PROGRAM:

Programs at the Downeast Correctional Facility consist of Educational (Academic and Vocational), Treatment (Medical, Caseworker and Psychological) and Classification. The educational program, geared for high school equivalency (GED), also focuses on business courses emphasizing everyday life skills. The vocational programs are staffed with instructors in the following career fields: Electrical, Welding and Building Trades.

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**Medical:** A nurse is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted medical service. Emergency care and treatment is provided by the local hospital. Dental care is provided as the need arises with prisoners transported to the dentist. Psychological services are provided under a contract for crisis intervention and substance abuse treatment. A Caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings.

**Classification Committee:** This Committee has a direct impact on the prisoner for its primary responsibility is to orientate each new prisoner to the facility, its housing, care and/or its treatment programs. The Committee is responsible for the safety and well being of each prisoner assigned to the Downeast Correctional Facility. The Committee analyzes all input to determine the initial anniversary and/or requested changes to the security status of prisoners housed at the facility.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,948,741	1,948,741				
HEALTH BENEFITS	478,808	478,808				
RETIREMENTS	393,386	393,386				
OTHER FRINGE BENEFITS	26,157	26,157				
OTHER CONTRACT SERVICES STATE	195,738	191,233			4,505	
COMPUTER SERVICES STATE	9,444	9,444				
OTHER CONTRACT SERVICES	202,164	191,679	9,467		1,018	
RENTS	47,292	47,097	195			
COMMODITIES	282,575	276,181	3,001		3,393	
EQUIPMENT	22,910	22,910				
TRANSFER TO OTHER FUNDS	99		58		41	
<b>TOTAL EXPENDITURES</b>	3,607,314	3,585,636	12,721		8,957	

## NORTHERN MAINE REGIONAL JUVENILE DETENTION FACILITY

**LAWRENCE AUSTIN, DIRECTOR - NMJDF**  
**ERIC HANSEN, DIRECTOR SUPPORT SERVICES**

*Central Office:* 1182 DOVER RD, CHARLESTON, ME 04422

*Mail Address:* 1182 DOVER RD, CHARLESTON, ME 04422

*Established:* 1991

*Reference:* Policy Area: 03 ; Umbrella: 03 Unit: 225 ; Citation: T0034A M.R.S.A., Sect. 000004101

*Average Count--All Positions:* 44.000

*FAX:* (207) 285-0883

*Telephone:* (207) 285-0899

*Legislative Count:* 44.00

### **PURPOSE:**

The purposes of the Northern Maine Regional Juvenile Detention Facility are:

1. Detention. To detain juveniles prior to juvenile court appearances when a court orders that juvenile be securely detained;
2. Diagnostic evaluation. To administer court-ordered diagnostic evaluations pursuant to Title 15, section 3309-A and court-ordered examinations pursuant to Title 15, section 3318; and
3. Confinement. To confine juveniles ordered detained pursuant to Title 15, section 3314, subsection 1, paragraph H.

### **ORGANIZATION:**

The Northern Maine Juvenile Detention Facility was established to provide short term detention of juveniles accused of committing juvenile crimes, pending court dispositions. The facility serves ten counties: Aroostook, Franklin, Hancock, Kennebec, Knox, Penobscot, Piscataquis, Somerset, Waldo and Washington.

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Upon opening, the Maine Department of Corrections assumed the total responsibility for the detention and commitment of all juveniles in the State of Maine, removing juveniles from adult facilities.

The facility further provides placement for juveniles sentenced to brief periods of incarceration known as "Shock Sentences". These sentences are ordered by the court and can be no longer than a 30 day period. The facility has a rated design capacity of 39 and services both male and female juveniles between the ages of 11 and 18. The current average daily population consists of 25 youth.

### PROGRAM:

The facility offers educational programming, psychological evaluations/assessments and a behavioral management program designed to reinforce positive and pro social changes. The facility provides a structured environment which enables youth to learn to take responsibility for their actions, change inappropriate attitudes and provides for meaningful positive growth and change.

The education program is aimed primarily at maintaining the youth in his/her current schools grade and class at their home school. GED educational services are provided to youth who qualify, and have dropped out of school. Special Education Services are provided through a grant from the Department of Education.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

NORTHERN MAINE REGIONAL JUVENILE DETENTION FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	672,804	672,804				
HEALTH BENEFITS	175,649	175,649				
RETIREMENTS	136,206	136,206				
OTHER FRINGE BENEFITS	10,726	10,726				
OTHER CONTRACT SERVICES STATE	94,093	94,093				
COMPUTER SERVICES STATE	3,736	3,736				
OTHER CONTRACT SERVICES	57,056	57,056				
RENTS	8,015	8,015				
COMMODITIES	166,129	166,129				
EQUIPMENT	8,136	8,136				
INTEREST-DEBT RETIREMENT	24	24				
<b>TOTAL EXPENDITURES</b>	<b>1,332,574</b>	<b>1,332,574</b>				

## BUREAU OF JUVENILE CORRECTIONS

### MARY ANN SAAR, ASSOCIATE COMMISSIONER

TDD: (207) 287-4472

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370

Established: 1989

Telephone: (207) 287-4365

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 217 ; Citation: T0034A M.R.S.A., Sect. 000006003

Average Count--All Positions: 2.000

Legislative Count: 2.00

### PURPOSE:

The purpose of the Bureau of Juvenile Corrections is as follows:

- A. Strengthen the capacity of families, natural helping networks, self-help groups, and other community resources to support and provide services to juveniles.
- B. Facilitate the planning, promotion, coordination, delivery and evaluation of a comprehensive system of services to juveniles and their families, that system to be organized on a regional basis throughout the State.

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### ORGANIZATION:

The Bureau is under the direction of the Associate Commissioner of the Department, who reports directly to the Commissioner.

### PROGRAM:

During FY 1996, the Bureau continued its work to implement the plan contained in "Towards the Year 2000". The Bureau will concentrate on continuing to implement this plan, as resources permit. Programs and activities related to juveniles continue to be coordinated by the Bureau.

### PUBLICATIONS:

"Towards the Year 2000"-available upon request for the cost of printing.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF JUVENILE CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	66,261	66,261				
HEALTH BENEFITS	11,684	11,684				
RETIREMENTS	13,300	13,300				
OTHER FRINGE BENEFITS	91	91				
OTHER CONTRACT SERVICES	1,487	1,487				
COMMODITIES	28	28				
TOTAL EXPENDITURES	92,851	92,851				

## JUVENILE JUSTICE ADVISORY GROUP

### PRISCILLA HARE, CHAIRPERSON

TDD: (207) 287-4472

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333-0111

Mail Address: 111 STATEHOUSE STA# 111, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370

Established: 1979

Telephone: (207) 287-4371

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 201J ; Citation: GFY82 M.R.S.A., Sect. 000000016

### PURPOSE:

The Juvenile Justice Advisory Group (JJAG) was created in response to the federal Juvenile Justice and Delinquency Prevention Act of 1974, as amended (the Act). The Act creates a voluntary partnership between states and the federal government for the purpose of improving the administration of juvenile justice. In return for an annual formula grant, based on the state's juvenile population, each state undertakes to meet four congressionally defined standards ("Core" Requirements) for the management of juvenile offenders. These core requirements relate to: 1) the handling of status offenders, 2) the separation of juvenile from adult prisoners, 3) the detention of juveniles in places other than adult jails, and 4) the protection of minority youth from discrimination in the juvenile justice system. Maine has participated in the Act since its inception. The JJAG operates as the supervisory board for all planning, administrative, and funding functions under the Act.

### ORGANIZATION:

The JJAG was first established as a committee of the Maine Criminal Justice Planning and Assistance Agency. It was formalized by Executive Order 4FY80 on October 5, 1979, and authorized by statute in 1984 (34-A M.R.S.A., Section 1209). Since July 1, 1982, the Department of Corrections (DOC) has acted as the JJAG's administrative and fiscal agent.

As provided by the Act, the JJAG consists of not less than 15 and not more than 33 representatives of various constituencies concerned with juvenile justice and related area, including: units of local government; public agencies responsible for law enforcement, juvenile justice, corrections,

## DEPARTMENT OF CORRECTIONS

probation, and the juvenile courts, and those responsible for delinquency prevention or treatment, including welfare, social services, mental health, education, and youth services; private organizations concerned with delinquency prevention or treatment, neglected or dependent children, and the quality of juvenile justice, education, and social services for children, public and private agencies that utilize volunteers to work with delinquents or potential delinquents; businesses and business groups employing youth; and persons with special experience and competency in addressing the problem of school violence, vandalism, and learning disabilities.

Neither a majority of members, nor the chairman, may be full-time employees of a governmental entity. At least one fifth of the members must be under the age of 24 at the time of appointment, and at least three members must have been or currently be under the jurisdiction of the juvenile justice system.

### **PROGRAM:**

The federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for FY98 was \$600,000, of which approximately \$20,000 was available for administrative support and \$30,000 for the activities of the JJAG itself. The amount available for administration is determined by the level of state match. The remaining \$550,000 was allocated to subgrants for improvement of the state juvenile justice system. The JJAG and its committees also advocate for legislative and policy reform, monitor state compliance with federal requirements, and provide technical assistance to jurisdictions needing support for compliance or program development efforts.

The JJAG's principle funding focus since 1985 has been on diverting nonviolent juvenile offenders from detention prior to adjudication. The principle method of diversion has been enhanced supervision in the offender's own community, coupled with mobilization of a broad range of community resources to respond to each offender's specific requirements for support and correction. During FY95, the JJAG sponsored development of a model of community supervision, entitled Juvenile Intensive Supervision Service (JISS), that would be appropriate for youth at any stage of the juvenile justice system, including conditional release before adjudication, informal adjustment, probation, and aftercare following release from the Maine Youth Center. This model is the basis of a pilot project established by the DOC during FY95 and FY96.

These activities were supplemented with funds provided under a federal Challenge Grant. These funds were used to provide wrap around services for JISS clients.

The JJAG's secondary focus during FY95 was on prevention of delinquency. The JJAG collaborated with the Office of Substance Abuse (OSA) to combine several streams of federal funding into a single state prevention initiative. This innovative initiative is intended to make the state use of federal grant funds more efficient and also to model the type of collaborative effort state funders often call upon local grantees to undertake.

### **PUBLICATIONS:**

Copies of the following publications may be obtained, free of charge, from the JJAG:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1997-1999, and annual updates.

Juvenile Corrections in Maine: An Action Plan for the 1990s (Report of the Juvenile Corrections Planning Commission).

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF CORRECTIONS

**STATE PAROLE BOARD**

**MARTIN MAGNUSSON, COMMISSIONER**

TDD: (207) 287-4472

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333-0111

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370

Established: 1931

Telephone: (207) 287-4360

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 208 ; Citation: T0034A M.R.S.A., Sect. 000005201

**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, formulates policies, adopts regulations and establishes procedures.

**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. In 1967, a Division of Probation and Parole was created within the 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.

In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. As of September 1990, the Board is no longer responsible for hearing juvenile entrustment revocation hearings. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

**PROGRAM:**

The State Parole Board hears cases at the Maine State Prison for those sentenced prior to May 1976 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.

**PUBLICATIONS:**

Parole Board Rules and Policy--Free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	880	880				
COMPUTER SERVICES STATE	2,404	2,404				
OTHER CONTRACT SERVICES	1,473	1,473				
RENTS	22	22				
COMMODITIES	166	166				
TOTAL EXPENDITURES	4,945	4,945				

DEPARTMENT OF CORRECTIONS

STATE PRISON

**JEFFREY D. MERRILL, WARDEN**  
**KAREN E. CARROLL, DIRECTOR OF SUPPORT SERV.**

Central Office: US RT #1, THOMASTON, ME 04861

Mail Address: BOX A, THOMASTON, ME 04861

Established: 1923

Reference: Policy Area: 03 ; Umbrella: 03 Unit: 206 ; Citation: T0034A M.R.S.A., Sect. 000003201

Average Count--All Positions: 420.000

FAX: (207) 354-3004

Telephone: (207) 354-2535

Legislative Count: 420.00

**PURPOSE:**

The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison.

Prisoners classified as maximum or high maximum custody may be transferred to the Maine Correctional Institution. In addition, the prison may establish vocational training programs and transfer prisoners to the Bolduc Correctional Facility in South Warren to participate in work or educational release programs outside the institution.

**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. 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. 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.

Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. 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 Department of Corrections. The former barracks at South Warren now serves as the Bolduc Correctional Facility.

On October 18, 1992 the first prisoners were transferred to the Maine Correctional Institution, located in Warren. Organizationally, MCI is a unit of the Maine State Prison. It was built to house Maine's "high risk" prisoners. Maine State Prison and the Bolduc Correctional Facility provide many of the support service functions for this unit.

**PROGRAM:**

The addition of the Maine Correctional Institution in Warren as Maine's first unit to specifically house high risk prisoners, is an asset valuable to Corrections and the people of Maine. The ability to separate high risk prisoners reduces the stress for staff and prisoners throughout the adult Correctional facilities, and this new facility serves as a deterrent for those prisoners that may be inclined to jeopardize security at other facilities. Assistance is provided to the County Jails to house disruptive prisoners on an emergency basis through a court order. Maine Correctional Institution houses Maine State Prison prisoners on disciplinary and administrative segregation status, since the closing of its segregation unit. Upon completion of their disciplinary time, and release from administrative segregation, these prisoners are returned to the Maine State Prison.

Expansion of the Bolduc Correctional Facility increased the need for programs. Support programs such as Alternatives to Violence, meditation, and sex offender therapy were added to treatment activities. Computer science, New Books for Readers, library services, and expanded Literacy Volunteer participation bolstered the educational choices. In addition, recreational programming begun to target the older population. A work release program was established in the community. Together with the Department of Transportation the cooperative work program is successful and assists both organizations with a means to accomplish their missions. A recent plate shop expansion was completed to accommodate the chickadee plate conversion. The farm center continues to provide other facilities with potatoes and in season fresh produce and community restitution has grown



## DEPARTMENT OF CORRECTIONS

into a significant activity.

In 1997 the Maine State Prison had major construction changes. A new taut wire alarm system was added to the prison wall and an inner perimeter fence was built for additional security. Three floors of the administration building were renovated which included offices, conference rooms, lobby, visiting room and control center. A security operations center was added and the old operations center now houses security staff, caseworkers, and social workers. The Legislatively approved 31 bed Mental Health Stabilization Unit opened in January, 1998. Industrial and craft programs continue to provide a valuable rehabilitative resource and assists in maintaining a safe and secure environment for staff and prisoners. Educational programs include G.E.D. preparation, literacy, college, and computer science courses. Religious, psychological and substance abuse services are offered on an individual and group basis.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE PRISON	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,966,033	11,787,291	11,431			167,311
HEALTH BENEFITS	2,797,011	2,754,026	3,846			39,139
RETIREMENTS	2,228,986	2,190,659	1,666			36,661
OTHER FRINGE BENEFITS	171,145	169,329	194			1,622
OTHER CONTRACT SERVICES STATE	1,323,415	1,200,639			4,200	118,576
COMPUTER SERVICES STATE	37,552	37,552				
OTHER CONTRACT SERVICES	2,449,911	2,345,289	4,577		82	99,963
RENTS	184,324	184,324				
COMMODITIES	1,504,276	1,401,193	7,049		3,668	92,366
BUILDING IMPROVEMENTS	3,291	3,291				
EQUIPMENT	105,467	70,795	34,672			
INTEREST-DEBT RETIREMENT	1,615	1,568				47
TRANSFER TO OTHER FUNDS	3,072		140		39	2,893
<b>TOTAL EXPENDITURES</b>	<b>22,776,098</b>	<b>22,145,956</b>	<b>63,575</b>		<b>7,989</b>	<b>558,578</b>

## DIVISION OF PROBATION AND PAROLE

**NANCY BOUCHARD, ASSOC. COMMISSIONER-ADULT**  
**MARY ANN SAAR, ASSOC. COMMISSIONER-JUV.**

TDD: (207) 287-4472

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME 04333-0111

*Mail Address:* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370

*Established:* 1967

*Telephone:* (207) 287-4360

*Reference:* Policy Area: 03 ; Umbrella: 03 Unit: 237 ; Citation: T0034A.M.R.S.A., Sect. 000005401

*Average Count--All Positions:* 124.000

*Legislative Count:* 124.00

### PURPOSE:

The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, to enable them to become more productive and constructive members of society. The Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for handling adult and juvenile interstate compact cases for other states.

In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate for diversion on an

## DEPARTMENT OF CORRECTIONS

informal basis without involving the juvenile court system.

The Division of Probation and Parole was effectively eliminated with the passage of legislation implementing the Productivity Task Force Plan. The Division is now known as the Divisions of Juvenile and Adult Services.

### ORGANIZATION:

The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. In August, 1986 the Intensive Supervision Program was enacted and came under the control of the Division. This Division was reorganized in 1996 to become the Divisions of Juvenile and Adult Services. The Division of Juvenile Services consists of regional correctional administrators, juvenile caseworkers, resource coordinators, and other administrative employees in classified state service. The Division of Adult Services consists of regional correctional administrators, adult probation and parole officers, intensive supervision officers, and other administrative employees in classified state service.

### PROGRAM:

The Division of Juvenile Services is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition when requested, supervising probationers, youth on after care status from residential placement including the Maine Youth Center, developing individual case plans, and developing diversionary programs. The Division of Adult Services supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. The Division also supervises inmates sentenced to the Intensive Supervision Program, however, due to budgetary constraints the ISP program was suspended in May, 1993. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc.

The administrators for the juvenile and adult interstate compacts are the Associate Commissioner of Juvenile Services and the Associate Commissioner of Adult Services respectively. Under the terms of the two compacts, the administrators oversee the supervision of both juvenile and adult probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both juvenile and adult, who are residents of, or desire to move to, another state are referred to another compact state for similar supervision.

### PUBLICATIONS:

Division of Probation and Parole--Policies and Procedures Manual--on location.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,035,847	3,912,085			123,762	
HEALTH BENEFITS	831,498	804,220			27,278	
RETIREMENTS	702,174	680,921			21,253	
OTHER FRINGE BENEFITS	51,976	49,890			2,086	
OTHER CONTRACT SERVICES STATE	31,252	26,889			4,363	
COMPUTER SERVICES STATE	68,089	68,089				
OTHER CONTRACT SERVICES	521,044	506,318	1,509		13,217	
RENTS	337,552	337,002			550	
COMMODITIES	76,300	54,264			22,036	
GRANTS, SUBSIDIES, PENSIONS	9,071	8,943			128	
TRANSFER TO OTHER FUNDS	1,088		8		1,080	
<b>TOTAL EXPENDITURES</b>	<b>6,665,891</b>	<b>6,448,621</b>	<b>1,517</b>		<b>215,753</b>	

DEPARTMENT OF CORRECTIONS

**MAINE YOUTH CENTER**

**LARS OLSEN, SUPERINTENDENT**

*Central Office:* 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106

*Mail Address:* 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 *FAX:* (207) 822-0042

*Established:* 1953

*Telephone:* (207) 822-0000

*Reference:* Policy Area: 03 ; *Umbrella:* 03 *Unit:* 204 ; *Citation:* T0034A M.R.S.A., Sect. 000003801

*Average Count--All Positions:* 235.000

*Legislative Count:* 235.00

**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 responsible, 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 aftercare with any suitable person or persons or public or private child care agency, and that the Maine Youth Center also, by law, is required to detain juveniles pending their court appearances.

**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 the 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 Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, The Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

**PROGRAM:**

The Maine Youth Center continues 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. In this area, the Center provides care, custody and security for its residents, hold for court evaluations/diagnostic services, education, physical education and recreation through the A.R. Gould School, volunteer services, social services, worship services, as well as medical services to its juvenile offender population.

# DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE YOUTH CENTER	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>ALL</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	6,669,066	6,546,125			122,941	
HEALTH BENEFITS	1,322,655	1,298,304			24,351	
RETIREMENTS	1,320,805	1,299,636			21,169	
OTHER FRINGE BENEFITS	82,119	81,104			1,015	
OTHER CONTRACT SERVICES STATE	829,774	829,774				
COMPUTER SERVICES STATE	19,161	19,161				
OTHER CONTRACT SERVICES	656,246	646,194	3,978		6,074	
RENTS	71,642	71,642				
COMMODITIES	554,891	540,263	2,515		12,113	
GRANTS, SUBSIDIES, PENSIONS	-1,000	-1,000				
EQUIPMENT	45,849	31,899			13,950	
INTEREST-DEBT RETIREMENT	23	23				
TRANSFER TO OTHER FUNDS	762		25		737	
<b>TOTAL EXPENDITURES</b>	<b>11,571,993</b>	<b>11,363,125</b>	<b>6,518</b>		<b>202,350</b>	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY  
MANAGEMENT**

**MG EARL L. ADAMS, COMMISSIONER/ADJ GEN**

*Central Office:* CAMP KEYES, AUGUSTA, ME,

*Mail Address:* 33 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1973

*Telephone:* (207) 626-4205

*Reference:* Policy Area: 06 ; Umbrella: 15 Unit: 210 ; Citation: T0037B M.R.S.A., Sect. 000000001

*Average Count--All Positions:* 260.500

*Legislative Count:* 260.00

*Units:*

*MAINE EMERGENCY MANAGEMENT AGENCY*

*MILITARY BUREAU*

*BUREAU OF MAINE VETERANS' SERVICES*

**PURPOSE:**

The Department of Defense, Veterans and Emergency Management 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, Veterans and Emergency Management 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. Over the next couple of years, the Department was redesignated Department of Defense and Veterans Services.

During the 113th Legislature the requirement was eliminated that the Director of the Military Bureau be the Adjutant General and the Bureau of Civil Emergency Preparedness was renamed the Maine Emergency Management Agency (MEMA).

At the direction of the 115th Legislature, the Bureau of Veterans Services was changed to the Division of Veterans Services and the position of Bureau Director deleted. By action of the 116th Legislature, the position of Director of Operations was added and the position of Veterans Supervisor deleted to align Veterans Services responsibilities in the agency. In 1995 the 117th Legislature added the requirement that the Adjutant General/Commissioner's appointment be subject to Legislative confirmation. In 1997 the 118th Legislature redesignated the department as the Department of Defense, Veterans and Emergency Management, redesignated the Division of Veterans' Services as the Bureau of Maine Veterans Services and designated it's leader as the Bureau Director.

**PROGRAM:**

The programs of the Department of Defense, Veterans and Emergency Management are outlined in the reports of its operating units.

**PUBLICATIONS:**

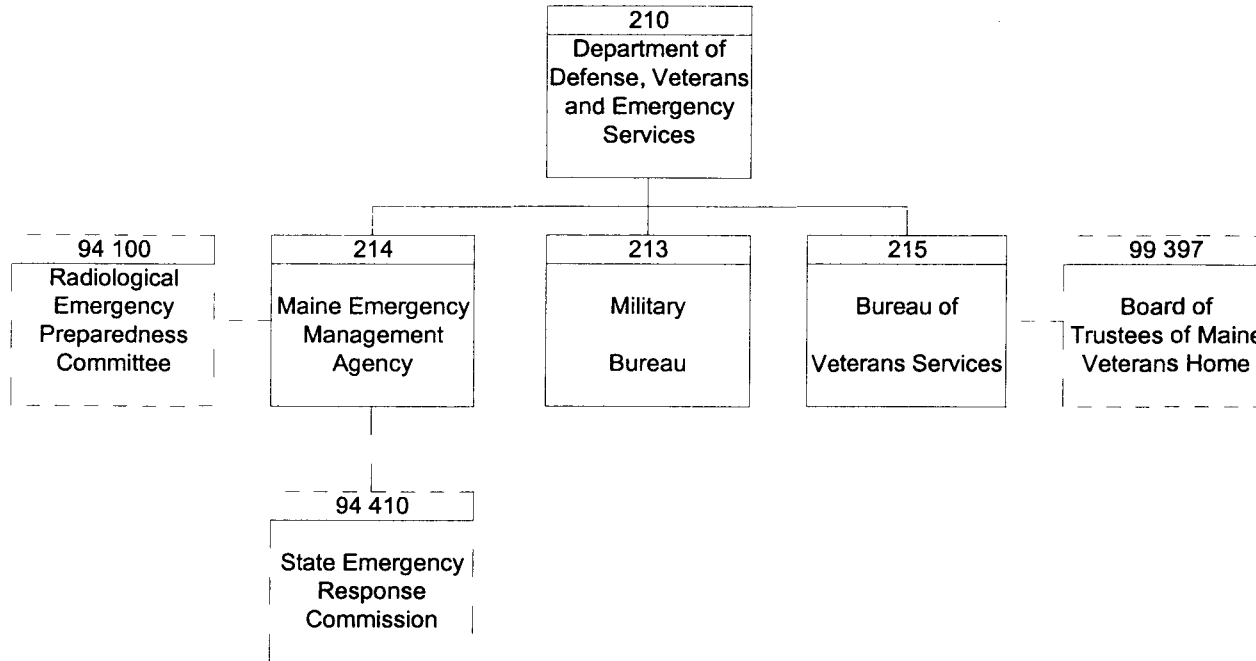
The Adjutant General's Report is a biennial publication that highlights the significant events, accomplishments and highlights of the Department during the previous two years.

# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,616,857	1,780,093	137,148		3,699,616	
HEALTH BENEFITS	1,087,809	421,718	10,892		655,199	
RETIREMENTS	748,838	263,394	7,466		477,978	
OTHER FRINGE BENEFITS	71,485	19,071	327		52,087	
OTHER CONTRACT SERVICES STATE	406,211	86,010	102,682		217,519	
COMPUTER SERVICES STATE	299				299	
OTHER CONTRACT SERVICES	1,700,385	670,803	76,955		952,627	
RENTS	81,295	14,831	1,384		65,080	
COMMODITIES	579,745	302,266	11,466		266,013	
GRANTS, SUBSIDIES, PENSIONS	25,355,776	3,971,766	151,338		21,232,672	
BUILDING IMPROVEMENTS	2,855,768		142,244		2,713,524	
EQUIPMENT	239,751	23,789	75,608		140,354	
INTEREST-DEBT RETIREMENT	1,317	570	127		620	
TRANSFER TO OTHER FUNDS	130,359		14,422		115,937	
<b>TOTAL EXPENDITURES</b>	<b>38,875,895</b>	<b>7,554,311</b>	<b>732,059</b>		<b>30,589,525</b>	
 DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT	 <b>TOTAL FOR ALL FUNDS</b>	 <b>GENERAL FUND</b>	 <b>SPECIAL REVENUE FUNDS</b>	 <b>HIGHWAY FUND</b>	 <b>FEDERAL FUNDS</b>	 <b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	494,333				494,333	
HEALTH BENEFITS	114,430				114,430	
RETIREMENTS	60,476				60,476	
OTHER FRINGE BENEFITS	7,594				7,594	
OTHER CONTRACT SERVICES STATE	12,563				12,563	
OTHER CONTRACT SERVICES	151,189				151,189	
RENTS	31,169				31,169	
COMMODITIES	105,840				105,840	
GRANTS, SUBSIDIES, PENSIONS	3,201				3,201	
EQUIPMENT	96,300				96,300	
INTEREST-DEBT RETIREMENT	316				316	
TRANSFER TO OTHER FUNDS	3,616				3,616	
<b>TOTAL EXPENDITURES</b>	<b>1,081,027</b>				<b>1,081,027</b>	

ORGANIZATION CHART  
DEPARTMENT OF DEFENSE AND VETERANS SERVICES  
UMB 15



## MAINE EMERGENCY MANAGEMENT AGENCY

### JOHN W. LIBBY, DIR MEMA

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME 04333

*Mail Address:* 72 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1949

*Telephone:* (207) 287-4080

*Reference:* Policy Area: 06 ; Umbrella: 15 Unit: 214 ; Citation: T0037B M.R.S.A., Sect. 000000701

*Average Count--All Positions:* 30.500

*Legislative Count:* 30.50

#### PURPOSE:

The Maine Emergency Management Agency (MEMA) is primarily responsible for the coordination of protection of the citizens from all emergencies, both natural and man-made. With the exception of responsibilities assigned to the military, this Agency coordinates the mitigation, preparedness, response and recovery from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accident, or hurricane. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in recovery. The Agency's commitment is to develop a comprehensive emergency management plan containing guidelines flexible enough to address the unforeseen, as well as the identified hazards. Emergency plans and all other related activities are coordinated to the maximum extent possible with other departments of the State, Federal agencies, county and local governments, as well as neighboring states and Canada.

#### ORGANIZATION:

MEMA was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. A 1972 amendment, retitled the Maine Civil Defense Act, caused the agency to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. Public Law, Ch. 370, signed by the Governor on June 19, 1987, redesignated the Bureau of Civil Emergency Preparedness as the Maine Emergency Management Agency effective September 29, 1987.

The Emergency Management Assistance Compact was enacted in 1992 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause. The Radiological Emergency Preparedness Committee as established by state law, Title 37B MRSA, Section 954, oversees state and local planning and preparedness for the consequences of a major accident at a nuclear power plant. The Governor, thru Executive Order, created the State Emergency Response Commission in April of 1987 to coordinate the state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission.

MEMA is internally organized into three divisions: Administration, Planning, and Operations. The primary responsibilities of the Agency are to coordinate state government operations with that of county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. The Agency's ability to function effectively during an emergency is dependent on the state agencies who staff the State Emergency Operations Center, and to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel.

#### PROGRAM:

In one form or another, the Federal Government has been granting money to the states for civil emergency preparedness (emergency management) for more than



## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

25 years. The Comprehensive Cooperative Agreement (CCA) has been the instrument of FEMA/State Agreement since 1989. Amounts have been stable and have actually increased in recent years. As of Federal Fiscal Year 1996 (beginning 1 October 1995) the CCA was replaced by a Performance Partnership Agreement (PPA). This agreement is a 5-year agreement, but will be revisited after the first year to make any necessary adjustments. Performance Partnerships are joint efforts between Federal, State and/or local governments which streamline the Federal grant process by providing more flexibility in exchange for more accountability.

Performance partnerships measure results by agreed-upon methods, provide incentives for success, and avoid disincentives.

Every 5 years, The Governor or his/her representative agrees to and signs the PPA. This is the "blanket agreement" between FEMA and the State, under which other implementing documents are executed. Annually, specific outcomes in line with the general goals and objectives will be negotiated and a Cooperative Agreement (CA) executed. The CA will specify the level of financial assistance FEMA will grant the State. The amount is based on negotiated outcomes, and starting in 1997, risk levels in the state, and past performance. In the case of a declared disaster, a Federal/State agreement (FSA) must be signed. This would be a streamlined version of the FSA now in use. Although it is not explicitly stated in the current draft, the assumption is the Governor would sign this document, as it specifically commits State funds.

The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year '98 for personnel and administrative services was \$723,404. It covers the federal fiscal year of October 1, 1997 through September 30, 1998. The funds are distributed by the State based on Annual Submission Requests from 16 counties and the State itself. This represents 50% of the funding. The remainder is provided by county and local funding. The following programs are funded 100% by FEMA:

State and Local Assistance	\$351,677
Disaster Preparedness Improvement	\$47,498

All the above programs are administered by a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Emergency Management Agency.

### **LICENSES:**

State of Maine Radioactive Materials License  
Instructor Certification

Completion of Agency sponsored courses and those field courses sponsored by the National Emergency Training Center result most generally in one of the following:

Continuing education credits for police, fire, and EMT's.

Certificate of completion.

College credit for semester hours.

### **PUBLICATIONS:**

(Over 700 various types, all available at no cost)

When You Return to a Storm Damaged Home

When the Rivers Rise: Flood Awareness for Maine Public Officials

Questions and Answers on the National Flood Insurance Program

Winter Storms

Handbook for Radiological Transportation

10 Independent Study Courses

Community Right-to-Know Handbook

10 Hazardous Materials "Workshops in Emergency Management"

State of Maine Local Officials Disaster Response Checklist

Your Family Disaster Supplies Kit, and Disaster Plan (separate)

Emergency Preparedness Checklist

Food & Water in an Emergency

Are you Ready?

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE EMERGENCY MANAGEMENT AGENCY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	616,101	125,061	43,355		447,685	
HEALTH BENEFITS	114,635	16,465	10,892		87,278	
RETIREMENTS	97,976	18,982	7,466		71,528	
OTHER FRINGE BENEFITS	11,460	2,998	327		8,135	
OTHER CONTRACT SERVICES STATE	81,411	70,862	3,025		7,524	
COMPUTER SERVICES STATE	250				250	
OTHER CONTRACT SERVICES	155,746	23,132	38,774		93,840	
RENTS	22,050	2,836	1,384		17,830	
COMMODITIES	22,314	899	1,408		20,007	
GRANTS, SUBSIDIES, PENSIONS	25,347,575	3,966,766	151,338		21,229,471	
EQUIPMENT	37,284				37,284	
TRANSFER TO OTHER FUNDS	108,780		13,816		94,964	
<b>TOTAL EXPENDITURES</b>	<b>26,615,582</b>	<b>4,228,001</b>	<b>271,785</b>		<b>22,115,796</b>	

## MILITARY BUREAU

### VACANT, DIR

*Central Office:* CAMP KEYES, AUGUSTA, ME 04333

*Mail Address:* 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033 *FAX:* (207) 626-4509

*Established:* 1972

*Telephone:* (207) 626-4205

*Reference:* Policy Area: 06 ; Umbrella: 15 Unit: 213 ; Citation: T0037B M.R.S.A., Sect. 000000002

*Average Count--All Positions:* 99.500

*Legislative Count:* 99.50

#### PURPOSE:

The Military Bureau protects life and property and preserves peace, order and public safety. In fulfilling its mission, the Bureau provides the Army and Air National Guard with units organized, equipped, and trained to function efficiently at authorized federal strength. Units muster on order of the Governor to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. In the event of war or other national emergency, the Bureau will report for federal service on call of the President of the United States. Should the National Guard be federalized and moved out of State, other forces may be organized under the law (M.R.S.A., Title 37-B, Chapter 3), to be known as Maine State Guard.

#### ORGANIZATION:

The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law has been revised several times to more appropriately reflect and meet the needs and actual functions of the Department. The most recent revisions have eliminated the requirement that the Director of the Military Bureau be the Deputy Adjutant General and changed Civil Defense to the Maine Emergency Management Agency (MEMA).

#### PROGRAM:

The Military Bureau's two components, the Army National Guard and the Air National Guard are both responsible to the Adjutant General. The Maine National Guard, as a professional military institution, performs a dual role. One supports our State, and the other supports our Nation. In support of our State, the Maine National Guard provides the people of Maine with a highly skilled and

# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

disciplined military force. These soldiers and airmen, when called upon by the Governor, assist other State agencies during times of floods, hurricanes, forest fires, snow emergencies, and other civic needs. In it's other role, the Maine National Guard acts as a reserve to the active military. In this capacity, units of the Maine National Guard can be called to Active Duty by the President of the United States in support of our national security.

Statewide, the Maine Army National Guard's authorized strength is more than 2,400 soldiers. These soldiers are trained in a wide range of skills, including carpentry, plumbing, electrical, maintenance, first aid, heavy equipment operations and combat arms. This year an element of the 133d Engineer Battalion was mobilized and deployed for peace keeping operations in Bosnia.

The Maine Air National Guard provides a force of more than 1,300 men and women who are combat ready to serve in Federal missions of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing provides world-wide air refueling in support of all major commands of the United States Air Force, United States Navy, United States Marines, Air Force Reserve, and the Air National Guard. The 243rd Engineering Installation Squadron and the 265th Combat Communications Squadron train for mobility. The 243rd EIS is rated by the Air Force Command, Control, Communications, and Computer Agency and the 265th CCS is rated by the Air Combat Command. Their high state of readiness enables them to deploy in support of the Department of Defense worldwide.

## PUBLICATIONS:

The BULLET  
The MAINIAC

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,804,852	969,134	93,793		2,741,925	
HEALTH BENEFITS	711,797	263,556			448,241	
RETIREMENTS	484,680	141,414			343,266	
OTHER FRINGE BENEFITS	44,101	8,001			36,100	
OTHER CONTRACT SERVICES STATE	303,783	8,649	99,657		195,477	
COMPUTER SERVICES STATE	49				49	
OTHER CONTRACT SERVICES	1,267,117	528,536	38,181		700,400	
RENTS	15,308	428			14,880	
COMMODITIES	410,753	266,353	10,058		134,342	
BUILDING IMPROVEMENTS	2,855,768		142,244		2,713,524	
EQUIPMENT	82,378		75,608		6,770	
INTEREST-DEBT RETIREMENT	971	540	127		304	
TRANSFER TO OTHER FUNDS	17,675		606		17,069	
<b>TOTAL EXPENDITURES</b>	<b>9,999,232</b>	<b>2,186,611</b>	<b>460,274</b>		<b>7,352,347</b>	

## MAINE ARMY NATIONAL GUARD

Headquarters and Headquarters Detachment -  
State Area Command

Augusta

### 52d Troop Command

Bangor

Company B-172 Infantry Division  
Company C-137th Aviation  
112th Medical Company (Air Ambulance)  
181st Air Traffic Control Platoon  
195th Army Band

Brewer  
Bangor  
Bangor  
Bangor  
Bangor

### 1st Battalion, 152 Field Artillery

Caribou

Headquarters and Headquarters Battery  
Battery A  
Battery B  
Battery C  
Service Battery

Caribou  
Waterville  
Houlton/Calais  
Fort Kent/Presque Isle  
Fort Fairfield

### 286th Supply and Service Battalion

Waterville

152d Heavy Equipment Maintenance Company  
314th Medical Company (Ground Ambulance)  
1136th Transportation Company (Medium Truck)

Augusta/Bangor  
Bath/Bangor  
Bangor/Sanford

### 240th Engineer Group

Gardiner

133rd Engineer Battalion (Combat Heavy)  
Headquarters and Service Company  
Company A  
Company B  
Company C

Augusta  
Augusta/Portland  
Belfast/Skowhegan  
Saco/Westbrook  
Lewiston/Norway

## MAINE AIR NATIONAL GUARD

State Headquarters

Augusta

### 101st Air Refueling Wing

Bangor

101st Mission Support Flight  
101st Communications Flight  
101st Security Police Squadron  
101st Civil Engineer Squadron  
101st Maintenance Squadron  
101st Logistics Squadron  
101st Medical Squadron  
132nd Air Refueling Squadron

Bangor  
Bangor  
Bangor  
Bangor  
Bangor  
Bangor  
Bangor  
Bangor

### 243rd Engineering Installation Squadron

South Portland

### 265th Combat Communications Squadron

South Portland

## BUREAU OF MAINE VETERANS' SERVICES

### FRANK SOARES, DIRECTOR VET SVCS

*Central Office:* CAMP KEYES, AUGUSTA, ME 04333

*Mail Address:* 117 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1947

*Telephone:* (207) 626-4464

*Reference:* Policy Area: 06 ; Umbrella: 15 Unit: 215 ; Citation: T0037B M.R.S.A., Sect. 000000501

*Average Count--All Positions:* 29.500

*Legislative Count:* 29.00

#### PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine veterans and their dependents. These programs include, but are not limited to, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, burials and nursing homes. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the two USDVA claims offices at Togus and Portland. The Bureau's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support and appeals advocate program.

The Central Office, located at Camp Keyes in Augusta, administers the Financial Aid program for needy veterans, awards educational benefits to dependents of totally disabled veterans, maintains records of military service, and provides for the burial and perpetual care of eligible veterans and their dependents at the Maine Veterans Cemetery, and issues certificates of eligibility for Veterans' Small Business Loans.

Additionally, the Director sits on the Board of Trustees for the Maine Veterans Homes, serving as one of the advocates for Maine veterans.

#### ORGANIZATION:

After the Civil War, Service to veterans was provided thru specific acts or laws. The earliest coordinated service to veterans was the Soldiers Board of 1919. Maine Veterans' Services was created by Council Order in 1945 as The Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local 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. In the spring of 1970, the Maine Veterans' Memorial Cemetery became operational. Under reorganization legislation of 1972, the agency 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 was established in 1973. In 1983, it was redesignated under the Finance Authority of Maine as the Maine Veterans' Small Business Loan Program.

#### PROGRAM:

Listed below are the major programs administered by the Maine Veterans' Services:

**CLAIMS SERVICE.** The seven regional offices represented 28,274 clients during the past Fiscal Year. These offices also received 929 requests to represent them to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,713 claims on the behalf of veterans or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of \$16,931,291 by USDVA.

Approximately \$110 million per year of federal money is awarded to Maine veterans through the efforts of Maine Veterans' Services. Annually, USDVA refers 7,200 veterans to Maine Veterans' Services. The Division also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 454,000 such records are now on file in the main office.

**VETERANS' DEPENDENTS EDUCATIONAL BENEFITS.** Dependents of totally and permanently disabled veterans may be eligible for free tuition at a state supported institution. During the past year there were 456 students enrolled in the program.

**MAINE VETERANS' MEMORIAL CEMETERY.** During the year, 574 burials were made. 11,034 persons have been buried in the cemetery since its inception. Three hundred and fourteen reservations for burial were made. At the end of the year there were 4,828 reservations for future burials on file. There were 468

# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

Certificates of Eligibility issued.

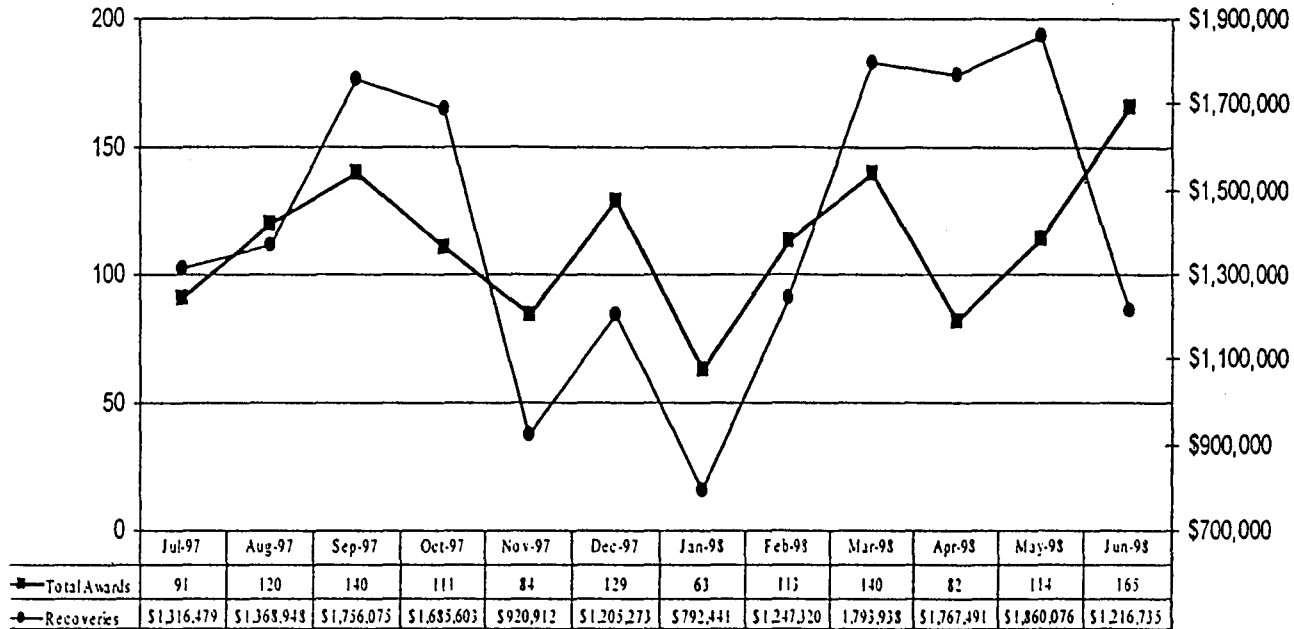
## LICENSES:

Certificate of Eligibility for Maine Veterans' Small Business Loan Program. 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 Program, administered by the Finance Authority of Maine.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

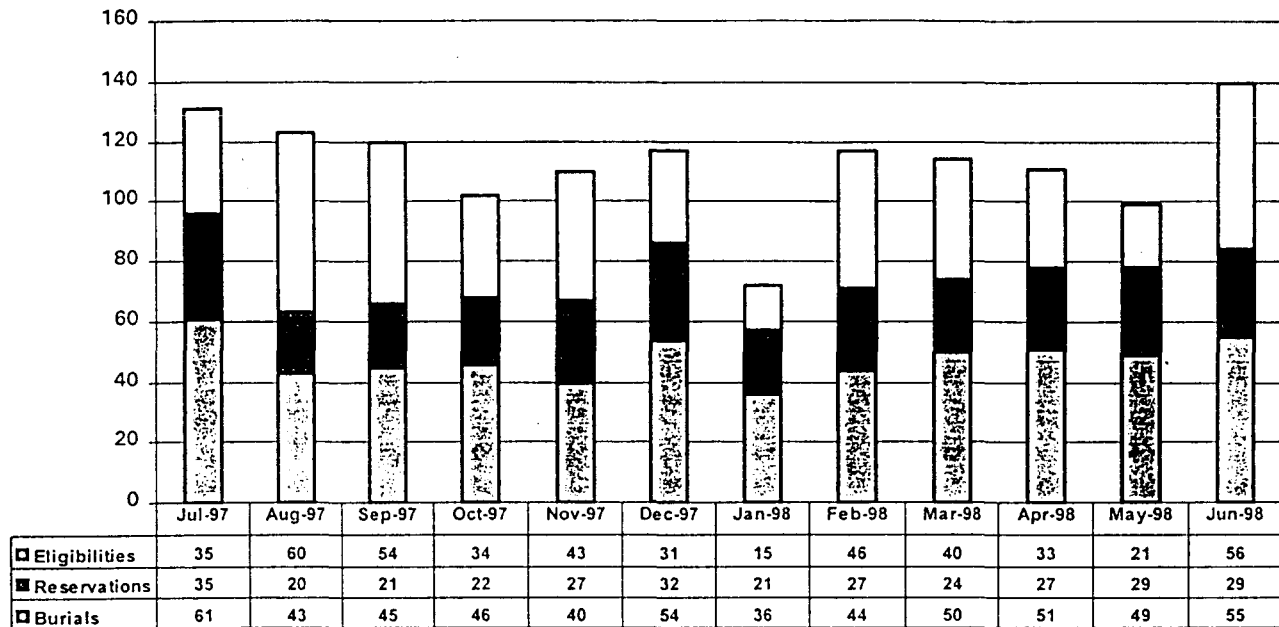
BUREAU OF MAINE VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	644,647	628,974			15,673	
HEALTH BENEFITS	140,038	134,788			5,250	
RETIREMENTS	93,314	90,606			2,708	
OTHER FRINGE BENEFITS	7,281	7,023			258	
OTHER CONTRACT SERVICES STATE	8,454	6,499			1,955	
OTHER CONTRACT SERVICES	121,293	114,095			7,198	
RENTS	12,768	11,567			1,201	
COMMODITIES	36,934	31,110			5,824	
GRANTS, SUBSIDIES, PENSIONS	5,000	5,000				
INTEREST-DEBT RETIREMENT	30	30				
TRANSFER TO OTHER FUNDS	288				288	
<b>TOTAL EXPENDITURES</b>	<b>1,070,047</b>	<b>1,029,692</b>			<b>40,355</b>	

# Defense, Veterans & Emergency Management Maine Veterans Services Comparison of Funds Recovered to Total Awards July 1997 - June 1998



NOTE: \$16,931,291 - Recoveries from July 1997 - June 1998  
1,352 - Total Awards from July 1997 - June 1998

# Defense, Veterans & Emergency Management Maine Veterans Services Report of Burials, Plot Reservations & Certificates of Eligibility from July 1997 - June 1998



NOTE: 574 - Burials from July 1997 - June 1998

314 - Reservations from July 1997 - June 1998

468 - Certificates of Eligibility issued July 1997 - June 1998

\*\*Note: Certificates of Eligibility may denote 2 or more potential burials



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**ALAN P. BRIGHAM, DIRECTOR**  
**ALAN BRIGHAM, DIR., POLICY & PLANNING**

*Central Office:* 33 STONE STREET, AUGUSTA, ME, 04330

*Mail Address:* 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 *FAX:* (207) 287-2861

*Established:* 1987

*Telephone:* (207) 287-2656

*Reference: Policy Area:* 01 ; *Umbrella:* 19 *Unit:* 100 ; *Citation:* T0005 *M.R.S.A., Sect.* 000013053

*Average Count--All Positions:* 43.000

*Legislative Count:* 43.00

*Units:*

*OFFICE OF BUSINESS DEVELOPMENT*

*MAINE SMALL BUSINESS COMMISSION*

*OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT*

**PURPOSE:**

The Department of Economic & Community Development has three major policy functions: business attraction and assistance, tourism development and management, and community development and planning. The Commissioner designs and implements a program to meet these purposes. A significant number of programs require the department to coordinate a variety of activities with Maine's public and private sectors.

The Office of the Administration is responsible for policy development, including legislative activities; financial management, including budgeting, accounting and bookkeeping; business management, including purchasing, contracting and information automation; personnel and labor relations; payroll; and administration and support functions to advisory councils and commissions. The Department provides administrative and other support to the Maine Economic Growth Council, the Maine Tourism Commission, the Maine State Film Commission, Small Business Commission, and a number of task-oriented citizen and professional groups whose purposes are to advise the Department or the Governor.

**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 a general reorganization of state government, it became the Department of Commerce and Industry. The Department was abolished in June 1975, and its functions were transferred to other new or existing agencies. At the same time, the State Development Office was established within the Executive Department and was assigned the general development functions of the former Department of Commerce and Industry.

On October 1, 1987, the State Development Office was abolished. Its functions, together with development activities formerly conducted by the State Planning Office and the Department of Conservation were assigned to the new, cabinet level Department of Economic & Community Development. In FY'95, several programs formerly within the Office of Community Development were transferred to the State Planning Office and the Department of Conservation: the Natural Areas program, the Growth Management Grant program, the Coastal Zone Management Local Grants program, and the Code Enforcement Officer Training and Certification program.

In 1996, the Department was reorganized to consolidate the Energy Conservation Division within the Office of Business Development, and to combine the Offices of Community Development and Tourism under one director. This reorganization also shifted the Department's primary accounting and personnel functions to the Department of Administrative and Financial Services. The Department includes the Office of Administration, the Office of Business Development, and the Office of Tourism and Community Development.

**PROGRAM:**

For more program information, see portions of this report dealing with specific divisions within the Department of Economic & Community Development.

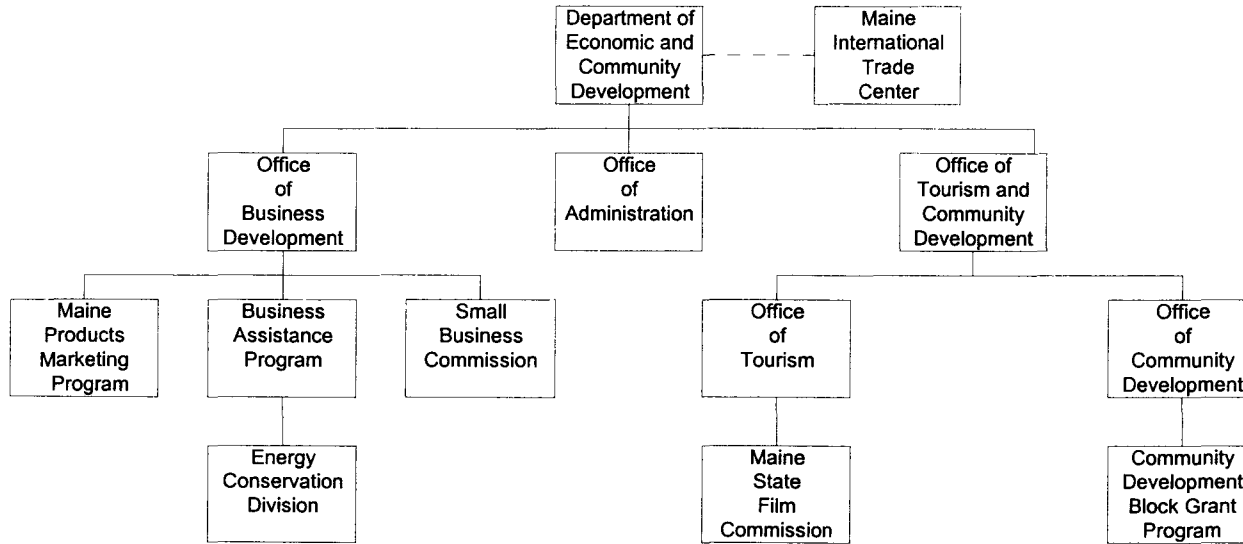
# DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,568,509	1,206,039			362,470	
HEALTH BENEFITS	249,504	182,291			67,213	
RETIREMENTS	188,027	132,516			55,511	
OTHER FRINGE BENEFITS	33,869	25,890			7,979	
OTHER CONTRACT SERVICES STATE	5,042,491	4,903,688	111,773		27,030	
COMPUTER SERVICES STATE	75,250	33,880	3,647		37,723	
OTHER CONTRACT SERVICES	441,670	377,825	32,810		31,035	
RENTS	238,919	215,241	13,210		10,468	
COMMODITIES	119,308	108,226	662		10,420	
GRANTS, SUBSIDIES, PENSIONS	16,060,014	834,846	13,100		15,212,068	
EQUIPMENT	10,790	10,790				
<b>TOTAL EXPENDITURES</b>	<b>24,028,351</b>	<b>8,031,232</b>	<b>175,202</b>		<b>15,821,917</b>	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	362,558	362,558				
HEALTH BENEFITS	44,513	44,513				
RETIREMENTS	25,573	25,573				
OTHER FRINGE BENEFITS	9,713	9,713				
OTHER CONTRACT SERVICES STATE	132,735	106,243	26,492			
COMPUTER SERVICES STATE	14,513	14,513				
OTHER CONTRACT SERVICES	88,383	87,784	599			
RENTS	190,027	181,817	8,210			
COMMODITIES	42,335	41,967	368			
GRANTS, SUBSIDIES, PENSIONS	480,726	480,726				
EQUIPMENT	10,790	10,790				
<b>TOTAL EXPENDITURES</b>	<b>1,401,866</b>	<b>1,366,197</b>	<b>35,669</b>			

ORGANIZATION CHART  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**OFFICE OF BUSINESS DEVELOPMENT**

**DINA JACKSON, DIRECTOR**

*Central Office:* 33 STONE STREET, AUGUSTA, ME 04330  
*Mail Address:* 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059      *FAX:* (207) 287-5701  
*Established:* 1987      *Telephone:* (207) 287-3153  
*Reference: Policy Area:* 01 ; *Umbrella:* 19 Unit: 499 ; *Citation:* T0005      *M.R.S.A., Sect.* 000013061  
*Average Count--All Positions:* 16.500      *Legislative Count:* 16.50

**PURPOSE:**

The Office of Business Development exists to encourage the initiation, expansion and location of businesses in Maine to increase quality employment opportunities for Maine citizens. The Office encourages business by removing barriers to growth, by facilitating exploration of opportunities and providing assistance necessary to enhance business consistent with the State's economic development strategy.

**ORGANIZATION:**

The Director of Business Development directs the activities of the Office of Business Development, which includes two major functional areas: Business Assistance and Business Development. The Maine Small Business Commission and the Maine Products Marketing Program also function within the Office.

**PROGRAM:**

**BUSINESS ASSISTANCE:** Major Business Assistance programs include:  
-The Business Answers program responds to over 1,000 calls per month regarding doing business in Maine. This includes a One-Stop Permitting Service.

-The Small Business Commission funds and oversees the Small Business Development Center program. (see report under Small Business Commission.)

-The Maine Products Marketing Program promotes Maine consumer goods sectors through positioning activities in national markets. Major ongoing expansions included promotion of Maine technology, increased exposure for Maine forest products, and use of electronic commerce as a tool for Maine products.

-The Maine Supplier Access System links Maine producers and suppliers with businesses both in and out of Maine. The Government Marketing Assistance program assists Maine firms with procurement of federal, state and local contracts for goods and services. Both programs are provided through the Market Development Center in Bangor.

**BUSINESS DEVELOPMENT:** The Office also facilitates business and job growth through business attraction, expansion and retention activity. Staff provide technical assistance such as information on labor, wages, taxes, transportation, utilities and environmental regulations. Assistance is provided for site location; financial assistance through federal, state and local financial programs; training assistance through federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and reliable producers of Maine products. (see International Commerce for more information on foreign trade.)

**ENERGY CONSERVATION:** The Energy Conservation Division administers programs that provide Maine citizens with educational, technical and financial assistance on energy conservation matters. The Division provides energy conservation information and education for Maine businesses through state mandated programs and programs under the Federal Energy Conservation and Policy Act. The Small Business and Industrial Audit Assistance program (SBP) provides energy audits, technical assistance, and low interest loans for small businesses (less than 20 employees). The program identifies energy savings improvements, recommends energy management assistance programs and identifies financial assistance services. In conjunction with SBP, audit and technical assistance services are offered to industries across the state.

**PUBLICATIONS:**

- 1) Guide to Doing Business in Maine/Business Start-up Kit (\$4.00)
- 2) Maine Made: America's best Buying Guide to Maine Products (free)

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	508,339	427,930			80,409	
HEALTH BENEFITS	90,506	74,758			15,748	
RETIREMENTS	75,211	61,365			13,846	
OTHER FRINGE BENEFITS	7,828	6,411			1,417	
OTHER CONTRACT SERVICES STATE	367,294	348,576	1,400		17,318	
COMPUTER SERVICES STATE	53,308	13,455	2,657		37,196	
OTHER CONTRACT SERVICES	159,931	136,806	4,622		18,503	
RENTS	23,090	15,435	100		7,555	
COMMODITIES	23,639	22,669	189		781	
GRANTS, SUBSIDIES, PENSIONS	958,859	312,945	13,100		632,814	
<b>TOTAL EXPENDITURES</b>	<b>2,268,005</b>	<b>1,420,350</b>	<b>22,068</b>		<b>825,587</b>	

## MAINE SMALL BUSINESS COMMISSION

**STEVEN H. LEVESQUE, DIRECTOR**  
**BRIAN DANCAUSE, CONTRACT ADMINISTRATOR**

*Central Office:* 33 STONE STREET, AUGUSTA, ME 04330

*Mail Address:* 59 STATE HOUSE STATION, MAINE, ME 04333-0059

*Established:* 1990

*FAX:* (207) 287-5701

*Telephone:* (207) 287-3153

*Reference: Policy Area: 01 ; Umbrella: 19 Unit: 536 ; Citation: T0005 M.R.S.A., Sect. 000013032*

### PURPOSE:

The Small Business Commission negotiates and oversees the annual contract with the US Small Business Administration's identified administrative unit, as well as the funds which are allocated to the regional subcenters to provide small business assistance. Additionally, the Commission is responsible for the review and evaluation of State small business assistance programs, and for advising the Governor, Legislature and the Commissioner of the Department of Economic & Community Development with respect to these programs.

### ORGANIZATION:

The Commission consists of the State Auditor, the Commissioner of the Department of Economic & Community Development and the CEO of the Finance Authority of Maine.

### PROGRAM:

The most significant and comprehensive program of business counseling and support available in the State of Maine is delivered through the Maine Small Business Development Centers (MSBDC) network headquartered at the University of Southern Maine. The MSBDC program receives the majority of its funding and oversight through the Maine Small Business Commission with the balance provided by the US SBA, the USM School of Business, and local sponsoring organizations. The MSBDC also generates income via registration fees for its training events including the annual trade show.

Operating through a state-wide network of 7 subcenters and 16 satellite offices, MSBDC services include workshops, seminars and conferences covering topics pertinent to small business: one-to-one counseling, technical assistance, and business research through the MSBDC's Management Information Resources and Research Service. The MSBDC's Northern New England Products Trade Show (NNPTS) features giftware and specialty food products manufactured in Maine, New Hampshire and Vermont. This nationally recognized, three-day trade show is held annually in Portland. In FY'98, the NNPTS had 279 Maine, New Hampshire and Vermont exhibitors, and attracted 2,163 buyers from across the country.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

The total MSBDC program budget for FY'98 was \$1,491,506, of which \$632,380 was provided by the State. During calendar year 1998, the Maine Small Business Development Centers provided 11,156 hours of business counseling to 2,334 clients for an average of 4.8 hours per client. In addition to its business counseling services, the MSBDC program conducted 92 workshops and seminars covering a wide range of business topics, with 1,494 attendees. For more information, call the MSBDC's State Administrative Office, at (207) 780-4420.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE SMALL BUSINESS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES STATE	686,279	686,279				
OTHER CONTRACT SERVICES	201	201				
<b>TOTAL EXPENDITURES</b>	686,480	686,480				

## OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT

### DANN LEWIS, DIRECTOR

*Central Office:* 33 STONE STREET, AUGUSTA, ME 04330

*Mail Address:* 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070

*Established:* 1987

*Telephone:* (207) 287-5711

*Reference: Policy Area:* 01 ; *Umbrella:* 19 *Unit:* 498 ; *Citation:* T0005 *M.R.S.A., Sect.* 0000130800

*Average Count--All Positions:* 18.500

*Legislative Count:* 18.50

#### PURPOSE:

The Office of Tourism was created by law to serve as a single, official spokesman of tourism policy with the authority to implement marketing, management and research programs. The Office's broad directive is to promote Maine as a four season destination to both consumers and the trade.

The Office includes the Maine Film Office which is responsible for the promotion of Maine as a location for film and video production.

To accomplish its mission, the office is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional, and statewide tourism agencies.

The Office of Community Development assists municipalities in planning for and achieving economic growth and community revitalization. To accomplish this purpose, the Office provides technical assistance and grant funds to municipalities to finance economic development initiatives, to develop public facilities and infrastructure, and to rehabilitate housing.

The separate Offices of Tourism and of Community Development were combined into the Office of Tourism and Community Development by statute in 1996.

#### ORGANIZATION:

The Office of Tourism and Community Development is supervised by the Director, who oversees the activities of the professionals and support staff. Overall supervision of the Office of Tourism and Community Development is provided by the Commissioner of Economic and Community Development.

The Department of Economic and Community Development assumed responsibility for the Community Development Block Grant (CDBG) program in October 1987 when it was transferred from the State Planning Office. The program is funded by the U.S. Department of Housing and Urban Development and administered by a

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

professional staff of 10 full time and 1 half time employee.

### **PROGRAM:**

**TOURISM:** During the past year the Office engaged in promotional efforts that included print and electronic media advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. Local outreach programs were instituted and included seminars, conferences, and a cooperative advertising program with elements of the Maine tourism industry.

There were several ongoing marketing objectives in FY'98: to expand paid advertising through cooperative opportunities with the private sector; to create an awareness of the variety of opportunities with the private sector; to create an awareness of the variety of opportunities and activities that Maine has to offer; and to encourage travel writers from national newspapers and magazines to write feature stories about Maine.

**MAINE FILM OFFICE:** The Maine Film Office's two major objectives are: 1) to attract film and video production to Maine, and 2) to assist film and video productions that are taking place in Maine, or are considering Maine as a location. To accomplish these objectives, the Film Office responds daily to a wide variety of production related requests, supplying in-depth location information and assisting with crew, equipment and accommodation contacts. The Office publishes a production guide, as a resource for producers who are considering working in Maine. This manual serves the double purpose of promoting Maine people, services and companies, and is an information tool for production companies. In FY'98 the Film Office responded to numerous inquiries and requests. In addition to sending the production guide, the Office supplied detailed information, materials and services to hundreds of production companies and secured Maine as a shooting site for many productions.

**COMMUNITY DEVELOPMENT BLOCK GRANT:** The program distributes funds to municipalities in three broad areas: economic development, community development and planning. All programs are focused to benefit low and moderate income persons, improve deteriorated residential and business districts or to meet an emergency community need. Economic development programs (Economic Development Infrastructure, Micro-loan, Regional Assistance Fund, Development Fund) facilitate the creation or retention of jobs; Community development programs (Public Facilities/Infrastructure, Housing Assistance, Public Services) contribute to the revitalization of our cities and towns; Planning programs (Quality Main Street, General Purpose Planning) are used to identify the strategies communities will employ to achieve their development goals. The CDBG program expanded a Technical Assistance program to enhance access to the program, train administrators, and provide workshops.

### **PUBLICATIONS:**

- 1) CDBG Application Handbook (free)
- 2) Maine Floodplain Management Handbook (free)

A complete listing of publications is available.

# DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	697,612	415,551			282,061	
HEALTH BENEFITS	114,485	63,020			51,465	
RETIREMENTS	87,243	45,578			41,665	
OTHER FRINGE BENEFITS	16,328	9,766			6,562	
OTHER CONTRACT SERVICES STATE	3,856,183	3,762,590	83,881		9,712	
COMPUTER SERVICES STATE	7,429	5,912	990		527	
OTHER CONTRACT SERVICES	193,155	153,034	27,589		12,532	
RENTS	25,802	17,989	4,900		2,913	
COMMODITIES	53,334	43,590	105		9,639	
GRANTS, SUBSIDIES, PENSIONS	14,620,429	41,175			14,579,254	
<b>TOTAL EXPENDITURES</b>	<b>19,672,000</b>	<b>4,558,205</b>	<b>117,465</b>		<b>14,996,330</b>	



DEPARTMENT OF EDUCATION  
**DEPARTMENT OF EDUCATION**  
**J. DUKE ALBANESE, COMMISSIONER OF EDUCATION**

TDD: (207) 287-2550

*Central Office:* EDUCATION BLDG, AUGUSTA, ME, 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023      *FAX:* (207) 287-5802

*Established:* 1931

*Telephone:* (207) 287-5114

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071 ; *Citation:* T0020A M.R.S.A., Sect. 000000201

*Average Count--All Positions:* 309.248

*Legislative Count:* 248.50

*Units:*

*SUPPORT SYSTEMS TEAM*

*GOVERNOR BAXTER SCHOOL FOR THE DEAF*

*EDUCATION UNORGANIZED TERRITORY*

*(OFFICE OF) STATE HISTORIAN*

*LEARNING SYSTEMS TEAM*

*LEADERSHIP TEAM*

*MANAGEMENT INFORMATION SYSTEMS TEAM*

*REGIONAL SERVICES TEAM*

**PURPOSE:**

The overall emphasis of this agency is to ensure that high quality educational services are available to all Maine people through comprehensive educational planning and leadership that relate such services to other social, economic, cultural and governmental programs and activities. The Department of Education is authorized to supervise, guide and plan a coordinated system of public education for all Maine people; to interrelate public education to other social, economic, physical and governmental activities, programs and services, to encourage and stimulate public interest in the advancement of education; to encourage inservice education and staff development for teachers in cooperation with local school officials.

The Department compiles and distributes copies of school laws to municipal school officers; acts upon applications for additions to and dissolution of school administrative districts; prescribes the studies to be taught in the schools; furnishes record books to school officers of each administrative unit for recording all matters relating to monies appropriated; controls and manages all public schools established and maintained by gifts or bequests; performs all duties imposed by any charter granted by the Legislature to educational institutions in the state; reports annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools.

The office oversees the inspection of schools, the issuance of high school equivalency diplomas; the production or contracts for educational television programs; the approval of schools with out-of-state enrollment; contracts for applied technology education programs; and the certification of 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 Education originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850; and, in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools; and, in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872, the Board was again abolished along with the County Supervisors, and public education responsibilities of the state were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and, in 1923, Commissioner of Education.

In a major state government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education. The State Board of Education was reestablished in 1949 with greatly expanded powers over public education activities of the state, including authority to appoint the Commissioner of Education. The Board's powers were diminished in state government reorganization of 1971 and the authority to appoint the commissioner was transferred to the Governor with the advice and consent of the council. As of

## DEPARTMENT OF EDUCATION

April 1983 the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

### PROGRAM:

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

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF EDUCATION	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	9,152,638	6,463,192	251,828		2,437,618	
HEALTH BENEFITS	1,698,938	1,208,854	38,662		451,422	
RETIREMENTS	1,608,458	1,145,750	41,817		420,891	
OTHER FRINGE BENEFITS	103,339	75,769	2,306		25,264	
OTHER CONTRACT SERVICES STATE	4,824,745	2,987,816	101,614		1,301,795	433,520
COMPUTER SERVICES STATE	304,746	108,318	348		89,887	106,193
OTHER CONTRACT SERVICES	7,158,337	6,333,738	31,216		722,778	70,605
RENTS	236,473	123,810	3,808		108,634	221
COMMODITIES	875,074	611,307	11,809		222,485	29,473
GRANTS, SUBSIDIES, PENSIONS	851,302,518	765,665,202	26,790		85,610,526	
EQUIPMENT	551,740	107,882			14,508	429,350
INTEREST-DEBT RETIREMENT	238	120			118	
TRANSFER TO OTHER FUNDS	164,497		6,190		158,307	
<b>TOTAL EXPENDITURES</b>	<b>877,981,741</b>	<b>784,831,758</b>	<b>516,388</b>		<b>91,564,233</b>	<b>1,069,362</b>

## GOVERNOR BAXTER SCHOOL FOR THE DEAF

### ROY P. BISHOP III, SUPERINTENDENT

*Central Office:* P.O BOX 799, PORTLAND, ME 04104-0799

*Mail Address:* P.O. BOX 799, PORTLAND, ME 04104-0799

*Established:* 1976

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 090 ; *Citation:* T0020A M.R.S.A., Sect. 000007503

*Average Count--All Positions:* 85.483

*FAX:* (207) 781-6296

*Telephone:* (207) 781-3165

*Legislative Count:* 58.00

### PURPOSE:

The Governor Baxter School for the Deaf was originally established for the purpose of providing an educational and residential program for deaf and hard of hearing children in Maine. The purpose and organization of GBSD has evolved and expanded in response to changing federal and state regulations with regard to Special Education and in particular, deaf education. GBSD has become the core of a developing and far-reaching system to identify and meet the educational and related needs of Maine's hard of hearing citizens. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide optimum services for hard of hearing infants, children, adults, their families, and the community at large.

### ORGANIZATION:

The GBSD had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Education. Since 1982 the Department's Office of Federal-State-Local Relations has served as liaison to the Commissioner and Legislature and resource on administrative and policy matters. In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for

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the construction of a new education, residential facility for the deaf on Mackworth Island. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf.

### PROGRAM:

GBSD provides a wide range of services for students, families, professionals, and citizens in the state. Comprehensive programming includes four departments. The Academic Program includes Elementary, Middle and High School, local and regional athletic programs, a Project Adventure Component, Library/Media Center, American Sign Language Program and GBSD also features an extensive Sound and Technology Laboratory, Annual summer programming. Statewide Educational Consulting Services include the Parent/Infant Program, Preschool Program, Preschool outreach, Public School Outreach, Family Education, Aroostook Program, and Language Delay Preschool Program.

The Student Development Program includes a recreation therapy program, Health Center, and residential living program.

In addition to the functions mentioned, GBSD serves as a contact for the Gallaudet University Information Center on Deafness and works closely with Gallaudet University pre-College Programs in Washington, D.C. and the Gallaudet Regional Center at Northern Essex Community College in Haverhill, Massachusetts.

### LICENSES:

High School Diplomas. (The school is approved by the Maine State Department of Education.)

### PUBLICATIONS:

"Watch Tower" Yearbook (\$15.00)  
Directory of Deaf Resources (\$5.00)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,539,846	2,523,383	15,699		764	
HEALTH BENEFITS	508,655	508,645	10			
RETIREMENTS	442,347	441,168	1,179			
OTHER FRINGE BENEFITS	32,283	32,283				
OTHER CONTRACT SERVICES STATE	697,582	331,173	8,836		30,246	327,327
OTHER CONTRACT SERVICES	281,655	264,888	2,981		13,786	
RENTS	44,953	44,492	261		200	
COMMODITIES	377,852	323,467	10,255		44,130	
GRANTS, SUBSIDIES, PENSIONS	-332	-332				
EQUIPMENT	18,649	18,649				
INTEREST-DEBT RETIREMENT	2	2				
TRANSFER TO OTHER FUNDS	523		159		364	
<b>TOTAL EXPENDITURES</b>	<b>4,944,015</b>	<b>4,487,818</b>	<b>39,380</b>		<b>89,490</b>	<b>327,327</b>

## (OFFICE OF) STATE HISTORIAN

### ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD 1, BOX 833, ORRS ISLAND, ME 04066

Mail Address: RFD 1, BOX 833, ORRS ISLAND, ME 04066

Established: 1907

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 087 ; Citation: T0027 M.R.S.A., Sect. 000000261

Telephone: (207) 833-2861

### PURPOSE:

The State Historian's traditional responsibilities are now shared by many organizations such as the Historic Preservation Commission, the State Museum, and active historical societies and historians all over Maine. The State

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Historian carries on an active correspondence with individuals within Maine and around the country. He advises people with research projects and continues to speak to various organizations on a wide range of topics relating to Maine history.

### PROGRAM:

During 1997-1998, the State Historian gave several illustrated lectures on different aspects of Maine's history to various groups, clubs, historical societies, and museums, and actively corresponded with many researchers interested in a wide variety of topics relating to Maine.

The State Historian's remarks on "The Ligher Side of Maine History" received overwhelming popularity.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	8	8				
TOTAL EXPENDITURES	8	8				

## LEARNING SYSTEMS TEAM

### PAUL RANDY WALKER, TEAM LEADER

*Central Office:* EDUCATION BLDG, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

*Established:* 1996

*FAX:* (207) 287-5894

*Telephone:* (207) 287-5854

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071L ; *Citation:* T0020A.M.R.S.A., Sect. 000000202

*Average Count--All Positions:* 70.962

*Legislative Count:* 70.00

### PURPOSE:

The Learning Systems Team within the Department of Education is to coordinate, manage and supervise the services related to instructional programs, activities and requirements for all Maine learners and to provide leadership to the field in its conduct of these functions. While its focus is on programs operated through Maine's public schools, it's scope is pre-school through adult and that includes contracted educational functions to private providers. Its activities cover state, federal, private and foundation funded educational activities through the secondary level.

This team reviews and testifies on legislation regarding education and develops rules as directed by legislation. Collects and analyses student attendance and performance data and summarizes that data for public reports and policy direction. Provides technical assistance and staff development to school personnel on instructional items and program operations. Is responsible for the development, administration, assessment, analysis and reports on the Maine Educational Assessment. Provides support services, is responsible for grant processing and approvals for special needs students, and for public and private school approvals, enters into contractual and inter-agency agreements where appropriate for the delivery of services. Coordinates Maine's early Intervention Services through Child development Services system, manages, Maine's Reading Recovery Program.

This team also administers a number of Federal programs including the Adult Basic Education Grant, Carl Perkins Vocational and Applied technology Education Grant, School to Work Opportunities Act, Even start Family Literacy Program, Neglected, Delinquent and At-Risk Programs, George Briggs Grant, Improving America's Schools Act, Individuals With Disabilities Act, Parts B, D, and H.

### ORGANIZATION:

The Learning System Team was organized into its current structure in 1996 and consists of educational support service functions that formerly cut across two educational bureaus and four divisions. the current team approach combines

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related instructional services under one team leader and policy director who works directly with team leaders to bring together in a cohesive fashion the services and functions related to the education and instruction of Maine's residents receiving education through the secondary level.

A number of advisory committees and task forces are an integral component of this teams management informational and decision making inputs. Some of these groups are: Committee on Transition, Maine Vocational Association, Technology Educators Association of Maine, Trade and Industry Maine Educators, Maine Adult Education Association, Maine Advisory Panel on the Education of Children with Disabilities, School Health Advisory Committee, Interdepartmental Coordinating Committee on Early Intervention, Comprehensive Systems of Personnel Development Advisory Committee, Advisory Committee on School Psychological Service Providers.

### PROGRAM:

The program areas under the direction of the Learning System Team are Adult Education including the GED program, Federal Adult Basic Education, and Family Literacy Programs, Alternative Education and Maine's dropout office, Applied technology Education through centers and regions, Foreign Language Assistance program, Goals 2000, Home Schooling, Maine's Learning Results and the Regional Instructional Support Team, Maine Educational Assessment, Special Services and child Development Services, Migrant Education Program, Safe and Drug Free School, Sex Equity programs, Youth Leadership Organizations, Student Assistance Team, Health Education and Prevention Team.

### LICENSES:

Residential Child Care Facilities, GED (High School Equivalency Diploma), CNA (Certified Nursing Assistant) certificates

### PUBLICATIONS:

The Fact Sheet-Special Needs; Annual Data Report - Special Needs; Maine Learning Results: Annual Report - Adult Education; State Plan for Applies Technology Education

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEARNING SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,313,471	465,780	56,256		1,791,435	
HEALTH BENEFITS	405,859	68,925	10,744		326,190	
RETIREMENTS	402,096	82,171	9,664		310,261	
OTHER FRINGE BENEFITS	26,258	5,750	951		19,557	
OTHER CONTRACT SERVICES STATE	3,078,302	2,172,439	548		905,315	
COMPUTER SERVICES STATE	75,805	12,010	348		63,447	
OTHER CONTRACT SERVICES	851,353	234,155	5,581		611,617	
RENTS	175,407	70,035	120		105,252	
COMMODITIES	146,888	23,299	320		123,269	
GRANTS, SUBSIDIES, PENSIONS	75,765,420	14,630,645	25,000		61,109,775	
EQUIPMENT	14,508				14,508	
INTEREST-DEBT RETIREMENT	94	3			91	
TRANSFER TO OTHER FUNDS	127,619		2,498		125,121	
<b>TOTAL EXPENDITURES</b>	<b>83,383,080</b>	<b>17,765,212</b>	<b>112,030</b>		<b>65,505,838</b>	

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**LEADERSHIP TEAM**

**RAYMOND H. POULIN, JR., DEPUTY COMMISSIONER**

TDD: (207) 287-2550

*Central Office:* EDUCATION BLDG, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 287-5802

*Established:* 1996

*Telephone:* (207) 287-5112

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071A; *Citation:* T0020A.M.R.S.A., Sect. 000000202

*Average Count--All Positions:* 13.500

*Legislative Count:* 13.50

**PURPOSE:**

This unit consists of Administrative Services which support the operations of the Department of Education in the areas of personnel, affirmative action, the APA process, the Department's annual regulatory agenda and technology and telecommunications initiatives, legislative activity, and support for the State Board of Education. Each of the activities has broad responsibilities for both supporting the work of all other organizational units in the Department and representing the Department within these areas of responsibility.

**ORGANIZATION:**

This Unit reports directly to the Office of the Commissioner. The Unit was created through a restructuring which was approved by the Legislature in the First Regular Session of the 116th Legislature. This restructuring reduced the number of offices and divisions within the Department of Education and created organizational units which more clearly reflect the needs of the people both inside and outside of the Department who are served by these units.

**PROGRAM:**

Affirmative Action Unit/National Origin Desegregation. Provides information and technical assistance to local school districts in cooperation with other affirmative action programs and agencies; responsibility for Maine's Methods of Administration for Civil Rights Compliance in Vocational Education and compliance with the Americans with Disabilities Act Office of Personnel. Provides personnel-related services to department employees, including labor relations activities. One or more employees in each of two units (EUT, Baxter School for the Deaf) provide additional personnel functions/support.

Legislative Liaison. Oversees legislative activity with Legislature and Governor's Office, is legislative liaison to State Board of Education, Commissioner's liaison to University System's instructional television system, liaison to Secretary of State's office relative to Admin. Procedures Act, Coordinator of the Annual Regulatory Agenda and Coordination activities for external technology and telecommunications.

Bilingual Education, Refugee Assistance and National Origin Desegregation, Title IV Civil Rights Office provides workshops and technical assistance to schools, K-12, as they develop equitable programs and plan for all Maine linguistic minority and refugee children, and is a liaison with USDE for federally supported projects. The department awards subgrants to local educational agencies, monitors eligible sites that serve immigrant children, provides technical assistance to schools, and appropriate materials enabling them to serve refugee children.

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEADERSHIP TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	518,694	462,410			56,284	
HEALTH BENEFITS	91,128	79,011			12,117	
RETIREMENTS	100,566	90,874			9,692	
OTHER FRINGE BENEFITS	5,004	4,649			355	
OTHER CONTRACT SERVICES STATE	161,363	5,989	48,412		769	106,193
COMPUTER SERVICES STATE	108,933	2,428			312	106,193
OTHER CONTRACT SERVICES	162,185	79,828	277		11,475	70,605
RENTS	2,682	2,389			72	221
COMMODITIES	41,422	10,558			1,391	29,473
GRANTS, SUBSIDIES, PENSIONS	1,007,566	947,751			59,815	
EQUIPMENT	429,350					429,350
TRANSFER TO OTHER FUNDS	4,171		1,439		2,732	
<b>TOTAL EXPENDITURES</b>	<b>2,633,064</b>	<b>1,685,887</b>	<b>50,128</b>		<b>155,014</b>	<b>742,035</b>

## MANAGEMENT INFORMATION SYSTEMS TEAM

### JAMES E. WATKINS, JR., TEAM LEADER

*Central Office:* EDUCATION BLDG, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 287-8531

*Established:* 1993

*Telephone:* (207) 287-5841

*Reference:* Policy Area: 02 ; Umbrella: 05 Unit: 071M; Citation: T0020A.M.R.S.A., Sect. 000000202

*Average Count--All Positions:* 17.000

*Legislative Count:* 17.00

#### PURPOSE:

This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of data processing support includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Team are extended to consultative and leadership functions relative to management information for school administrative units and State agencies.

#### ORGANIZATION:

The Team functions organizationally in two sections: the General Purpose Aid Sub-Team and the Data Processing Sub-Team.

During 1997-98, the Team had a legislative count of seventeen positions. Beginning in 1996-97 and as a result of the reorganization of the Department of Education, the new Management Information Systems Team now includes Title VI's four positions and Title I's two data entry positions.

#### PROGRAM:

The Team's annual production goals were met with completion of all programs. In the General Purpose Aid Sub-Team, the actual distribution of the 1997-98 school subsidies was processed and analysis and management information were prepared and distributed for the 1998-99 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year, was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985, and the School Finance Act of 1995.

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### PUBLICATIONS:

School Finance Act of 1985 (free)  
Elementary and Secondary Tuition Rates (free)  
State of Maine Accounting Handbook for Local School Systems (free)  
Available on the World Wide Web/Internet: <http://www.state.me.us/education>  
Administrative Calendar  
Educational Directory  
Elementary and Secondary Tuition Rates  
Dropout Rates  
Educational Facts  
Graduates on to Post Secondary Schools  
Per Pupil Costs  
Educational Staff Data

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MANAGEMENT INFORMATION SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	573,391	419,035			154,356	
HEALTH BENEFITS	98,122	72,979			25,143	
RETIREMENTS	101,103	74,523			26,580	
OTHER FRINGE BENEFITS	3,617	3,053			564	
OTHER CONTRACT SERVICES STATE	103,251	66,510			36,741	
COMPUTER SERVICES STATE	58,101	42,102			15,999	
OTHER CONTRACT SERVICES	124,466	111,315			13,151	
RENTS	2,624	664			1,960	
COMMODITIES	96,025	95,794			231	
GRANTS, SUBSIDIES, PENSIONS	597,982,661	595,797,900			2,184,761	
EQUIPMENT	89,233	89,233				
INTEREST-DEBT RETIREMENT	28	1			27	
TRANSFER TO OTHER FUNDS	8,118				8,118	
<b>TOTAL EXPENDITURES</b>	<b>599,240,740</b>	<b>596,773,109</b>			<b>2,467,631</b>	

## REGIONAL SERVICES TEAM

### VALERIE SEABERG, TEAM LEADER/POLICY DIRECTOR

*Central Office:* EDUCATION BLDG., AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

*Established:* 1996

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071R; *Citation:*

*Average Count--All Positions:* 10.000

*Telephone:* (207) 287-5806

*M.R.S.A., Sect.*

*Legislative Count:* 10.00

### PURPOSE:

The Regional Services Team is comprised of nine Regional Education Representatives and an Education Team/Policy Director. The team provides assistance to local school systems, administrators, teachers, staff and communities in nine regions across the State to implement and integrate standards-based reform initiatives including Learning Results, the knowledge and skills essential to prepare students for the future; comprehensive state and local assessment systems to measure student achievement of the Learning Results; and support services to assure students fair and appropriate opportunities to achieve the Learning Results.

Team members also represent education on the interagency Regional Cabinets of the Children's Cabinet, which is comprised of the five child-serving state departments. Team members play a leadership role in the regions by providing a direct link from the field to the Department and in forging and supporting a variety of regional partnerships and collaborative efforts to enhance the ability of local school systems to undertake results-based systemic educational



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improvement efforts.

### **ORGANIZATION:**

The Regional Services Team was created through the restructuring of the Department approved by the 116th Legislature and represents a new approach to the delivery of services to the field. The nine team members are assigned to represent and serve one of nine regions which comprise 20-24 school administrative units; York, Cumberland, Western Maine, Kennebec Valley, Midcoast Maine, Penquis Valley, Washington, Hancock, and Aroostook. These nine regions fall within the three regions of the Regional Children's Cabinet on which team members also serve.

The restructuring design combines previous duties and responsibilities and assigns new tasks to provide information, professional development, technical assistance and research and development in curriculum, instruction, and assessment in the content areas; special and student support services, and comprehensive school improvement and reform. Regional representatives work at the district level, across districts in a region, across regions and statewide for a variety of purposes. Team Members work collaboratively with external organizations, agencies and other internal teams to assure comprehensive, integrated and coordinated services to the field.

### **PROGRAM:**

The Regional Education Representatives provide a wide array of services to the school systems in their region and state wide. They provide technical assistance and support to superintendents, administrators, teachers and other education staff to coordinate local and regional efforts to implement the Learning Results; identify and broker professional development opportunities matched to the needs of educators and school systems; work with regional groups and organizations to establish or enhance partnerships and collaboratives; collaborate with a variety of agencies, educational institutions, organizations, and partners; provide expertise in curriculum content areas and other special areas of expertise statewide; provide expertise in the design and construction of the Learning Results and Maine Educational Assessment.

Team members also staff and serve on state level initiatives of the Commissioner, e.g., Assessment Design Team, Professional Development Design Team, Commission on Secondary Education; coordinate, support and monitor Children's Cabinet interagency initiatives at the Regional level, e.g., Local Case Resolution, Pooled Flexible Funding, Communities for Children Partnership; provide information and assistance to the Education Committee of the Legislature.

Two team members with expertise in mathematics and science work with the Maine Mathematics and Science Alliance and administers the federal Title II Eisenhower Program to provide professional development to teachers K-12 and grants to elementary schools to improve student achievement in mathematics and science. The Education Team Leader and Policy Director for the Regional Services Team oversees the work of this team and also serves in a leadership role in the areas of Personnel and Quality Assurance.

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

REGIONAL SERVICES TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	416,927	416,927				
HEALTH BENEFITS	58,616	58,616				
RETIREMENTS	74,140	74,140				
OTHER FRINGE BENEFITS	4,747	4,747				
OTHER CONTRACT SERVICES STATE	332,528	12,625			319,903	
COMPUTER SERVICES STATE	6,182	6,182				
OTHER CONTRACT SERVICES	123,805	79,671			44,134	
RENTS	3,036	2,453			583	
COMMODITIES	24,438	18,626			5,812	
GRANTS, SUBSIDIES, PENSIONS	1,548,408	309,000			1,239,408	
TRANSFER TO OTHER FUNDS	1,356				1,356	
<b>TOTAL EXPENDITURES</b>	2,594,183	982,987			1,611,196	

## SUPPORT SYSTEMS TEAM

### JUDITH MALCOLM, TEAM LEADER/POLICY DIR.

TDD: (0) -

*Central Office:* EDUCATION BLDG, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (000) 000-0000

*Established:* 1996

*Telephone:* (207) 287-8591

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071S ; *Citation:* T0020A M.R.S.A., Sect. 000000202

*Average Count--All Positions:* 37.000

*Legislative Count:* 37.00

#### PURPOSE:

This Team is comprised of five Sub-Teams: Certification Sub-Team licenses educational personnel to be employed in Maine's schools. Finance Sub-Team provides centralized control over all fiscal operations of the Department. Higher Education Sub-Team provides the leadership and service necessary to respond to the broad postsecondary academic, technical, and training needs of Maine citizens. School Construction & Transportation Sub-Team approves all major school construction projects in cooperation with the Commissioner of Education and the State Board of Education and approves the commitment of State funds for bus purchases and bus note subsidies. Food Service Sub-Team provides technical and financial assistance to public and private schools, charitable and residential child care institutions and summer camps.

#### ORGANIZATION:

The Certification Sub-Team consists of six positions to evaluate, write, and issue certificates and educational technician authorizations, and to monitor and assist school systems. The Finance Sub-Team consists of three sections: the Budget section with one position, the Accounting and Reporting section with nine positions, and the Audit section with two positions. The Higher Education Sub-Team consists of one position to provide direct services to postsecondary educational institutions and the general public. The School Construction & Transportation Sub-Team consists of four positions to administer rules and regulations for elementary and secondary school construction facilities, renovations, and maintenance and provide oversight of all school bus purchases.

The Food Service Sub-Team consists of nine positions to administer the National School Lunch and Breakfast Programs, the Summer Food Service Program, the School Milk Program, the Nutrition Education and Training Program, and the Food Distribution Program.

#### PROGRAM:

The Certification Sub-Team is responsible for issuance of certificates and authorizations by evaluating transcripts, analyzing files for approved program

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and interstate reciprocity status or transcript analysis, writing certificate and evaluation letters, distributing renewal applications and supplemental materials, analyzing administrator portfolio material, screening all applicants for criminal or immoral conduct, holding informal and formal hearings for possible adjudicatory hearing, approving exceptionality courses, working with colleges and universities for course and program approval, and working with other states for interstate compact agreements. The Finance Sub-Team accomplishes its purpose with a system designed to support the goals and objectives of the various programs of the Department by applying sound fiscal management principles.

The Higher Education Sub-Team provides direct services and collaboration with schools, postsecondary institutions, educational constituent groups and related local, state, and national agencies to: advance higher education and lifelong learning experiences, advocate for increased and diverse quality educational opportunities, promote professional development and encourage student entry into postsecondary education. School Construction & Transportation Sub-Team - During the 1998 fiscal year, there were 7 construction projects approved at a total cost of \$80,890,092. There were 102 bus purchase approvals issued and the expenditure of \$4.5 million school bus purchases and bus note payments. Regional school bus safety conferences were conducted throughout the State.

The Food Service Sub-Team reimbursed \$18,315,742 in Federal and State funds to schools and other food service sponsors for serving nutritious meals to school children. Meals subsidized in whole or in part during the year included 16,868,356 school lunches; 3,788,071 school breakfast, and 1,020,336 half pints of milk. The Summer Food Service Program made available \$642,347 in meal reimbursement and \$64,154 in administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 407,695. Through a private storage and transportation contract, USDA commodity foods valued at \$2,537,778 were allocated and distributed.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

SUPPORT SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,158,255	661,974	179,873		316,408	
HEALTH BENEFITS	213,838	124,606	27,908		61,324	
RETIREMENTS	204,168	119,023	30,974		54,171	
OTHER FRINGE BENEFITS	12,240	7,851	1,355		3,034	
OTHER CONTRACT SERVICES STATE	68,689	16,410	43,638		8,641	
COMPUTER SERVICES STATE	50,244	40,155			10,089	
OTHER CONTRACT SERVICES	391,212	344,045	22,377		24,790	
RENTS	7,257	3,263	3,427		567	
COMMODITIES	32,835	26,570	1,152		5,113	
GRANTS, SUBSIDIES, PENSIONS	22,100,726	1,082,169	1,790		21,016,767	
INTEREST-DEBT RETIREMENT	49	49				
TRANSFER TO OTHER FUNDS	16,392		2,086		14,306	
TOTAL EXPENDITURES	24,255,905	2,426,115	314,580		21,515,210	

## EDUCATION UNORGANIZED TERRITORY

### RICHARD MOREAU, SUPERINTENDENT

Central Office: EDUCATION BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

Established: 1993

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071U; Citation: T0020A M.R.S.A., Sect. 000000202

Average Count--All Positions: 75.303

Telephone: (207) 287-5909

Legislative Count: 43.00

## DEPARTMENT OF EDUCATION

### PURPOSE:

The mission of Education in the Unorganized Territories is to deliver a comprehensive range of educational services to all eligible pupils aged 3 to 20 who are legal residents of the Unorganized Territory of Maine.

Title 20-A, Chapter 119 establishes the Commissioner's statutory authority to provide elementary and secondary schooling through the operation of schools in the unorganized territory or to provide resident pupils with transportation services and tuition in order to attend school in the nearest public school system. A total of 1,350 pupils reside in the unorganized territory.

### ORGANIZATION:

Education in the Unorganized Territories consists of a Director, an Education Specialist III who serves as the Director of Special Education for the UT, a Business Manager, a Secretary, and a part time Account Clerk. All positions except the Director of Special Education, are located at the central office in Augusta.

### PROGRAM:

Education in the Unorganized Territories is responsible for the operation of six elementary schools with a total enrollment of approx. 250 pupils (Benedicta, Connor, Edmunds, Kingman, Rockwood, and Sinclair). Employees in these schools include principals, teachers, secretaries, teacher aides, janitors and cooks. Transportation for these schools is provided through the operation of 10 buses. In addition, 1,100 pupils are tuitioned to local school systems, with transportation provided through the operation of 13 buses and approx. 50 contracted conveyances. Other pupils who reside in more remote locations are provided educational services through a variety of alternative methods including room and board in lieu of transportation, tutors, home schooling, etc.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

EDUCATION UNORGANIZED TERRITORY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,632,054	1,513,683			118,371	
HEALTH BENEFITS	322,720	296,072			26,648	
RETIREMENTS	284,038	263,851			20,187	
OTHER FRINGE BENEFITS	19,190	17,436			1,754	
OTHER CONTRACT SERVICES STATE	383,030	382,670	180		180	
COMPUTER SERVICES STATE	5,481	5,441			40	
OTHER CONTRACT SERVICES	5,223,653	5,219,828			3,825	
RENTS	514	514				
COMMODITIES	155,614	112,993	82		42,539	
GRANTS, SUBSIDIES, PENSIONS	3,022	3,022				
INTEREST-DEBT RETIREMENT	65	65				
TRANSFER TO OTHER FUNDS	6,318		8		6,310	
<b>TOTAL EXPENDITURES</b>	<b>8,035,699</b>	<b>7,815,575</b>	<b>270</b>		<b>219,854</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**EDWARD O SULLIVAN, COMMISSIONER**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME,  
*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME, 04333  
*Established:* 1972  
*Reference: Policy Area:* 05 ; *Umbrella:* 06 *Unit:* 096 ; *Citation:* T0038  
*Average Count--All Positions:* 437.673  
*Units:*

*FAX:* (207) 287-7826  
*Telephone:* (207) 287-7688  
*M.R.S.A., Sect.* 000000341  
*Legislative Count:* 432.50

ACE SERVICE CENTER  
BUREAU OF AIR QUALITY  
OFFICE OF THE COMMISSIONER  
BOARD OF ENVIRONMENTAL PROTECTION  
BUREAU OF LAND AND WATER QUALITY  
OFFICE OF POLLUTION PREVENTION

BUREAU OF REMEDIATION AND WASTE MANAGEMENT  
BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

**PURPOSE:**

The Department of Environmental Protection is charged by statute with protecting and improving the quality of our natural environment and the resources which constitute it, and with enhancing the public's opportunity to enjoy the environment by directing growth and development in a sustainable fashion. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment, and educates the public and regulated community on environmental issues and obligations.

**ORGANIZATION:**

The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. On July 1, 1972, the Department was formally created with a broad mandate of responsibilities extending well beyond recreational waters.

The Department is organized by program responsibility. Three bureaus administer programs and laws according to environmental media: Land and Water; Air; and Remediation and Waste Management. Support services in the areas of Budget and Finance, Human Resources, Computer Services, and Training are provided to the Department by the Office of Management Services.

The Office of the Commissioner provides day to day support for the chief executives and coordinates intra-agency programs and initiatives. Legislation, department-wide initiatives, multi media enforcement, broad education and outreach, environmental innovation and technical assistance, policy development and implementation, and the Maine Environmental Priorities Council are coordinated by the Office of the Commissioner.

**PROGRAM:**

The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. The Bureau of Air Quality administers state air pollution laws and the Federal Clean Air Act. The bureau conducts air monitoring and modelling, licenses air emissions, enforces license conditions and manages technical data.

The Bureau of Remediation and Waste Management is responsible for managing hazardous wastes, hazardous substances, petroleum products and biomedical waste; administering the solid waste facility licensing program, the asbestos and lead abatement programs, and the sludge and residuals landspreading program; responding to discharges or spills of oil products or hazardous matter; and directing the cleanup or mitigating of adverse effects associated with uncontrolled hazardous substance sites.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Bureau of Land and Water Quality is responsible for regulating large-scale land development, reviewing activities which affect critical resources of state significance, assessing the quality of Maine's waterways, and reporting their uses and recommended classification to the Legislature.

### LICENSES:

Licences: Air Emission, Oil Terminal Facility, Hazardous Waste Treatment Facility & Storage Facility, Hazardous Waste Transporter, Vessels at Anchorage, Waste Oil Storage Facility, Waste Oil Dealer & Transporter, Hazardous Waste Disposal Facility, Septage Sites, Solid Waste Facility, Waste Water & Experimental Discharge. Permits: Log Storage, Mining Rehabilitation of Land, Site Location of Development, Small Hydro, Sludge Utilization, Natural Resources Protection. Certifications: Underground Oil & Hazardous Substance Storage Tank Installer, Asbestos Abatement Contractor, Design Consultant & Worker, Asbestos Evaluation Specialist & Project Supervisor, Water Quality, National Pollutant Discharge Elimination System Permit, Waste Water Treatment Facility Operator, Servicing & Repairing Sanitary Waste Treatment Facilities, FAME, Water Pollution Control Facilities, Tax Exemption for Pollution Control Facilities.

### PUBLICATIONS:

EnvironNEWS, bulletin containing reports on current environmental issues.  
DEP Issue Profiles, short documents on a variety of laws, programs and environmental issues, including the Lake Phosphorus Control Program, Ground-Level Ozone, the Overboard Discharge Law, Pollution Prevention, Permit by Rule, the Landfill Remediation and Closure Program, and the Mandatory Shore Land Zoning Act and more than 100 additional issues.  
DEP Fact Sheets and DEP Information Sheets, periodic publications, on timely topics of relatively narrow focus.  
Environmental Resources of Maine, a directory of environmental issues and organizations.  
DEP Process, guidebook to permitting process.

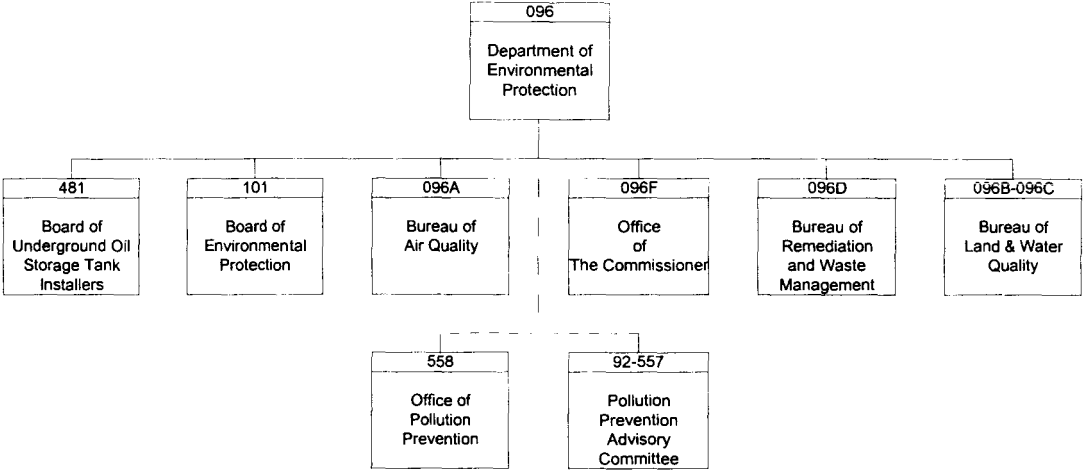
**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,155,642	2,717,165	7,858,324		3,580,153	
HEALTH BENEFITS	2,566,606	478,209	1,444,862		643,535	
RETIREMENTS	2,498,504	489,783	1,379,024		629,697	
OTHER FRINGE BENEFITS	183,453	29,228	105,430		48,795	
OTHER CONTRACT SERVICES STATE	10,251,607	725,099	7,711,986		475,896	1,338,626
COMPUTER SERVICES STATE	1,108,280	20,301	733,278		239,274	115,427
OTHER CONTRACT SERVICES	2,658,351	274,063	2,017,432		350,579	16,277
RENTS	1,197,199	96,265	1,026,698		59,593	14,643
COMMODITIES	690,343	68,974	541,565		78,612	1,192
GRANTS, SUBSIDIES, PENSIONS	10,628,331	87,908	173,230		556,611	9,810,582
EQUIPMENT	289,568		276,133		13,435	
INTEREST-DEBT RETIREMENT	679	3	624		52	
TRANSFER TO OTHER FUNDS	431,788		338,800		92,988	
<b>TOTAL EXPENDITURES</b>	<b>46,660,351</b>	<b>4,986,998</b>	<b>23,607,386</b>		<b>6,769,220</b>	<b>11,296,747</b>

# DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,900,378		1,882,430		2,017,948	
HEALTH BENEFITS	718,453		360,527		357,926	
RETIREMENTS	694,323		342,565		351,758	
OTHER FRINGE BENEFITS	53,476		26,573		26,903	
OTHER CONTRACT SERVICES STATE	155,124		76,455		78,669	
COMPUTER SERVICES STATE	208,176		104,855		103,321	
OTHER CONTRACT SERVICES	334,530		215,692		118,838	
RENTS	146,770		117,815		28,955	
COMMODITIES	97,303		61,692		35,611	
GRANTS, SUBSIDIES, PENSIONS	235,507				235,507	
EQUIPMENT	27,464		14,029		13,435	
INTEREST-DEBT RETIREMENT	330		282		48	
TRANSFER TO OTHER FUNDS	96,916		48,812		48,104	
<b>TOTAL EXPENDITURES</b>	<b>6,668,750</b>		<b>3,251,727</b>		<b>3,417,023</b>	

ORGANIZATION CHART  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
UMB 06





# DEPARTMENT OF ENVIRONMENTAL PROTECTION

## ACE SERVICE CENTER

### THOMAS WOOD, DIR ADMIN SVCS

*Central Office:* AMHI MARQUARDT BLDG, AUGUSTA, ME 04330

*Mail Address:* 155 STATE HOUSE STATION, AUGUSTA, ME 04330-0155 *FAX:* (207) 287-8341

*Established:* 1995

*Telephone:* (207) 287-2113

*Reference:* Policy Area: 05 ; Umbrella: 06 Unit: 586 ; Citation: T0038 *M.R.S.A., Sect.* 000002451

*Average Count--All Positions:* 24.000

*Legislative Count:* 24.00

#### PURPOSE:

The A.C.E. Service Center was established by PL95 c.502 to provide certain administrative services to the Department of Agriculture, Food and Rural Resources; the Department of Conservation; and the Department of Environmental Protection. Administrative services include but are not limited to, support services in financial and human resources, inventory management, courier services and other such functions as may be determined jointly by the commissioners of the three departments. The Center's purpose is to provide administrative services in an efficient and cost-effective manner to the departments.

#### ORGANIZATION:

The Center was formed by merging the staffs and functions of the departments of Agriculture, Food and Rural Resources; Conservation, and Environmental Protection as part of the implementation of the recommendation of the Productivity Realization Task Force. The Center provides human resource, payroll, accounting, financial, inventory, and administrative services to the three departments. The Center is under the joint authority and direction of the commissioners.

#### PROGRAM:

The Center provides human resource, payroll, accounting, financial, inventory, and administrative services to the departments of Agriculture, Food and Rural Resources; Conservation, and Environmental Protection.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ACE SERVICE CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	720,719		720,719			
HEALTH BENEFITS	150,350		150,350			
RETIREMENTS	141,065		141,065			
OTHER FRINGE BENEFITS	6,663		6,663			
OTHER CONTRACT SERVICES STATE	36,011		36,011			
COMPUTER SERVICES STATE	200		200			
OTHER CONTRACT SERVICES	45,525		45,525			
RENTS	11,975		11,975			
COMMODITIES	9,297		9,297			
EQUIPMENT	4,616		4,616			
TRANSFER TO OTHER FUNDS	4,289		4,289			
<b>TOTAL EXPENDITURES</b>	1,130,710		1,130,710			

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF AIR QUALITY**

**JAMES BROOKS, DIRECTOR**

*Central Office:* UPHAM BLDG, AUGUSTA, ME

*Mail Address:* STATEHOUSE STA# 17, AUGUSTA, ME 04333

*Established:* 1972

*Reference:* Policy Area: 05 ; Umbrella: 06 Unit: 096A; Citation: T0038

*Average Count--All Positions:* 16.000

*FAX:* (207) 287-7641

*Telephone:* (207) 287-2437

*M.R.S.A., Sect.* 000000581

*Legislative Count:* 16.00

**PURPOSE:**

The Bureau of Air Quality exists to implement state air pollution laws and the federal Clean Air Act, as amended.

**ORGANIZATION:**

The Bureau of Air Quality is comprised of the Administration Section (which houses the Director, Policy and Procedures Staff, and the Clerical Unit), and three Divisions. The Field Services Division is divided into three sections: the ambient monitoring section operates the statewide ambient monitoring program; the compliance section inspects licensed facilities throughout the state, and the enforcement section oversees emission monitoring on a statewide basis, and enforces documented violations of the rules governing the air program.

The Technical Services Division is responsible for regulatory and program development, data management, and meteorological support. The Division consists of a Standards and Evaluation section, an Air Toxics section, a Mobile Source section, and a Data Management section.

The Licensing Division consists of a Licensing section and a Meteorological section. The Division evaluates air emission license applications, issues air emission licenses, provides technical assistance, and participates in the development of certain rules administered by the Bureau.

**PROGRAM:**

During 1997, the Field Services Division conducted 175 compliance inspections at industrial facilities, responded to 200 citizen complaints, observed 96 stack tests and Relative Accuracy Test Audits, issued 18 Notices of Violation, and resolved 12 consent agreements. The Division also continued to maintain and operated its ambient monitoring network for both criteria and non-criteria pollutants.

The Licensing Division continued to issue new, renewal, and amended air emission licenses within the context of Maine's State Implementation Plan, and continues to implement the Clean Air Act's Title V program. The Division continues to provide technical assistance to the regulated community and to participate in the drafting and/or revision of regulations.

In addition to rule making activities, initiatives undertaken by the Technical Services Division during 1997 include the application for and granting of a waiver of controls of NOx, (a precursor to ground-level ozone) in the ozone attainment and marginal attainment areas in Maine, the submission of an overwhelming transport demonstration to EPA that would suspend additional control requirements until upwind states reduce pollution, completing redesignation of Androscoggin and Kennebec counties to attainment for the federal ozone standard, and continuing to develop plans for the automobile testing and reformulated gasoline programs. The Division has continued to address issues relating to toxic air pollutants including a multi-media dioxin initiative, a review of the federal mercury study, and working with communities in western Maine on air pollution concerns.

**PUBLICATIONS:**

Bureau of Air Quality Annual Report

What You Can Do To Reduce Air Pollution

Tuning Down Auto Air Pollution

Packet of Information - Reformulated Gasoline

Backyard Burning - 1997 Changes to the Law

Wood Stove Emissions Issue Profile

Wood Stove Features and Operation Guidelines for Cleaner Air

Ozone Level Advisories Issue Profile

Clearing the Air - the Ozone Transport Commission

CFC Compliance Informational Resource Guide

State II Gasoline Vapor Recovery

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF AIR QUALITY	<b>TOTAL FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	670,301	585,193			85,108	
HEALTH BENEFITS	109,508	94,799			14,709	
RETIREMENTS	117,951	102,759			15,192	
OTHER FRINGE BENEFITS	5,754	4,946			808	
OTHER CONTRACT SERVICES STATE	7,400	2,400			5,000	
COMPUTER SERVICES STATE	762	762				
OTHER CONTRACT SERVICES	38,628	34,559			4,069	
RENTS	10,474	10,474				
COMMODITIES	2,248	748			1,500	
GRANTS, SUBSIDIES, PENSIONS	5,000				5,000	
TRANSFER TO OTHER FUNDS	1,935				1,935	
<b>TOTAL EXPENDITURES</b>	969,961	836,640			133,321	

## OFFICE OF THE COMMISSIONER

### EDWARD O. SULLIVAN, COMMISSIONER

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME 04333

*Established:*

*Telephone:* (207) 287-2812

*Reference:* Policy Area: 05 ; Umbrella: 06 Unit: 096F ; Citation: T0038 M.R.S.A., Sect. 000000341

*Average Count--All Positions:* 38.500

*Legislative Count:* 38.50

#### PURPOSE:

The Office of the Commissioner provides coordination of management and planning efforts across the Department, develops and staffs interagency initiatives as directed by the commissioner or the legislature, and develops an overall strategic direction and approach for the Department's efforts with stakeholder involvement.

#### ORGANIZATION:

The Office of the Commissioner consists of the Commissioner, Deputy Commissioner, Office of Innovation and Assistance, Office of Management Services, Office of Education and Outreach, and Office of Policy Development and Implementation.

#### PROGRAM:

The Office of Management Services provides support services to the Department including Computer Services, Financial Management, Human Resources Support, Space Management and Planning, Staff Training Coordination and Administrative Support. Computer Services consists of 5 units: computer operations, system development, EPA and Geographic Information Systems (GIS), systems software, and micro computer support. The Financial Management Unit provides financial management services and is responsible for managing, controlling and reporting fiscal activities of the Department. The Human Resources Unit is responsible for labor relations and coordinating all human resource functions between the Department and A.C.E. Service Center. The Training Unit is responsible for providing training coordination and development in the areas of health, safety, staff development and other Department training initiatives.

The Office of Innovation and Assistance was established to review Department initiatives and make recommendations to the Commissioner on how to integrate pollution prevention into programs. In 1997, the Office of Innovation and Assistance continued to administer the Toxic Use Reduction (TUR) Law and the Small Business Technical Assistance Program (SBTAP).

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Office of Education and Outreach develops and coordinates Department communications. Staff handle communications with the media, state and federal agencies, the Legislature and the general public through a team approach. The Office has designated staff liaisons within the program bureaus. The Office is responsible for the Department's media relations for delivery of proactive, integrated and professional quality educational initiatives.

The Office of Policy Development and Implementation is responsible for development of departmental policies in the areas of rule-making, licensing and enforcement. The Office develops departmental policies for rulemaking, licensing and enforcement, assists programs in rulemaking, licensing and enforcement actions, and is liaison with the Board of Environmental Protection, the Attorney General's office and Department of Economic and Community Development.

### PUBLICATIONS:

"New Directions" newsletter - free  
EnviroNews

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,303,990	158,797	836,020		309,173	
HEALTH BENEFITS	228,400	24,957	150,799		52,644	
RETIREMENTS	232,498	34,386	142,553		55,559	
OTHER FRINGE BENEFITS	16,489	1,999	11,362		3,128	
OTHER CONTRACT SERVICES STATE	273,749	133,015	110,567		30,167	
COMPUTER SERVICES STATE	165,800	2,000	163,800			
OTHER CONTRACT SERVICES	364,166	41,663	291,963		30,540	
RENTS	374,112	4,633	363,806		5,673	
COMMODITIES	194,155	27,383	154,757		12,015	
EQUIPMENT	41,493		41,493			
INTEREST-DEBT RETIREMENT	47		43		4	
TRANSFER TO OTHER FUNDS	42,993		35,356		7,637	
TOTAL EXPENDITURES	3,237,892	428,833	2,302,519		506,540	

## BOARD OF ENVIRONMENTAL PROTECTION

### OSMOND C. BONSEY, CHAIRMAN

Central Office: AMHI RAY BLDG, AUGUSTA, ME

Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1972

Reference: Policy Area: 05 ; Umbrella: 06 Unit: 101 ; Citation: T0038

Average Count--All Positions: 2.000

FAX: (207) 287-2814

Telephone: (207) 287-2811

M.R.S.A., Sect. 000000341C

Legislative Count: 2.00

### PURPOSE:

The Board of Environmental Protection exists to provide informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection and to provide for credible, fair and responsible public participation in department decisions. The Board fulfills its purpose through rulemaking, decisions on selected permit applications, review of the Commissioner's licensing and enforcement actions and recommending changes in the law to the Legislature.

### 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 approved by the Legislature. The Board has a staff of 1: an Administrative Secretary. Members serve for a term of 4 years. The Governor appoints one member to serve as chair.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

Members receive \$55 per day for each meeting or hearing attended and reimbursement for travel expenses incurred while attending any meetings or any other travel in connection with official board business while under the specific authority of the Board.

Regular meetings are held twice monthly in Augusta; other meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purposes of conducting any meeting or rule-making hearing and three members are a quorum for an adjudicatory hearing.

### PROGRAM:

The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition, the Board holds public hearings on proposed rules and individual applications of significant public interest. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings, if requested.

### LICENSES:

Approvals by the Department are usually given by the Commissioner except those licenses and permits that have a major policy impact or generate substantial public interest.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	106,190		106,190			
HEALTH BENEFITS	13,281		13,281			
RETIREMENTS	6,073		6,073			
OTHER FRINGE BENEFITS	2,300		2,300			
OTHER CONTRACT SERVICES STATE	2,799		2,799			
COMPUTER SERVICES STATE	85		85			
OTHER CONTRACT SERVICES	23,258		23,258			
RENTS	4,126		4,126			
COMMODITIES	1,146		1,146			
TRANSFER TO OTHER FUNDS	1,541		1,541			
<b>TOTAL EXPENDITURES</b>	160,799		160,799			

## BUREAU OF LAND AND WATER QUALITY

### MARTHA KIRKPATRICK, DIRECTOR

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME 04333

*Established:* 1994

*Reference:* Policy Area: 05 ; Umbrella: 06 Unit: 096B; Citation: T0038

*Average Count--All Positions:* 67.192

*Telephone:* (207) 287-3901

*M.R.S.A., Sect.* 000001301

*Legislative Count:* 66.00

### PURPOSE:

The Bureau of Land and Water Quality was organized in January 1994 by merging the Bureau of Land Quality Control and the Bureau of Water Quality Control. The Bureau is responsible for administering environmental laws designed to protect and improve the quality of Maine's surface and ground water, and for reviewing land development projects that may have an adverse impact on the natural environment and resources of the state.

The state laws administered by the Bureau include: Site Location of Development Act; Natural Resources Protection Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Maine Waterway Development and Conservation Act; and the Water Quality laws.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Bureau receives some federal funding under the Federal Clean Water Act and Coastal Zone Management Act in return for state-level administration of the core laws. The Bureau is also responsible for the completion of Federal Consistency reviews.

### ORGANIZATION:

There are five divisions in this bureau: the Division of Land Resource Regulation, the Division of Water Resource Regulation, the Division of Environmental Assessment, the Division of Watershed Management, and the Division of Engineering and Technical Assistance.

### PROGRAM:

The Land Resource Regulation Division reviews applications under the Site Location Law, Natural Resources Protection Act, and the Stormwater and erosion control laws. The Division also oversees the regulation of borrow pits, quarries, and the Shoreland Zoning Law. The Enforcement and Field Services staff are responsible for licensing, complaint resolution, compliance inspections, education and outreach, and enforcement actions. The Water Resource Regulation Division regulates the discharge of pollutants to surface or ground waters of the state as authorized under the Protection and Improvement of Waters Law. Its activities include licensing, certification, enforcement and inspection. The Division also issues licenses and water quality certifications to hydropower facilities.

The Division of Engineering and Technical Assistance oversees the operation of all wastewater treatment facilities in the State of Maine. The Division administers four funding programs for the planning, design and construction of wastewater treatment facilities. The State Revolving Fund (SRF) maintains Maine's existing inventory of municipal wastewater treatment facilities by funding rehabilitation and upgrade projects. The Small Communities and Combined Sewer Overflow Programs are focused on other municipal point source water quality problems throughout the State. The Overboard Discharge Law allows grants to individuals with licensed systems. The Division also oversees pollution prevention and innovative technologies.

The Division of Environmental Assessment is responsible for monitoring and assessing ground and surface water quality to provide the scientific foundation for the land and water programs, as well as for developing environmental indicators to evaluate program effectiveness. The Division oversees the Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, and the Lakes Program and it does Quality Assurance & Control of the Volunteer Monitoring Program. Special services include biological and toxicological lab analysis, specialized computer modeling of wastewater impacts and complete ambient monitoring and investigative capabilities. The Division of Watershed Management looks at water resources holistically, and coordinates regulatory and nonregulatory approaches that are tailored to problems in specific watersheds. It administers the Nonpoint Source Program under the Federal Clean Water Act and activities conducted in conjunction with the Mandatory Shoreland Zoning Act.

### LICENSES:

Municipal, Industrial, Overboard Dischargers, Food Processors/hatcheries Waste Discharge Licenses; Certificates of U.S. EPA NPDES Permits; Certificates of Tax Exemptions; Site Location of Development; Natural Resources Protection Act permits; Stormwater Management Law Permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 401 Water Quality Certificates; Coastal Zone Management Consistency Determination; Hydropower Permits  
Shoreland Zoning Municipal Ordinance Approvals  
IRS Certification for five year amortization and for tax exempt bonding  
FAME certification for loan applicants compliance with environmental laws

### PUBLICATIONS:

Guidelines for Municipal Shoreland Zoning Ordinance  
Maine's Natural Resources, A Guide for Municipal Officials (1991)  
Protecting Maine Lakes  
Protecting Maine Lakes from Phosphorus  
Controlling Lake Phosphorus from Existing Sources  
Comprehensive Planning for Lake Protection  
Implementation Strategies for Lake Water Quality Protection  
Comprehensive Planning for Lake Watersheds  
Watershed: An Action Guide to Improving Maine Waters  
Town Ordinance for Protecting Make Lakes

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

Treat it Right (Septic Systems)  
Environmental Management: A Guide for Town Officials

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF LAND AND WATER QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,526,979	1,778,113	356,906		391,960	
HEALTH BENEFITS	459,545	327,613	59,314		72,618	
RETIREMENTS	453,847	318,853	64,139		70,855	
OTHER FRINGE BENEFITS	29,405	20,314	2,706		6,385	
OTHER CONTRACT SERVICES STATE	794,053	589,412	67,400		137,241	
COMPUTER SERVICES STATE	57,794	17,539	132		40,123	
OTHER CONTRACT SERVICES	302,361	190,351	3,379		108,631	
RENTS	100,161	81,158	1,814		17,189	
COMMODITIES	57,538	40,802	395		16,341	
GRANTS, SUBSIDIES, PENSIONS	5,870,705	87,908	35,830		316,104	5,430,863
EQUIPMENT	4,455		4,455			
TRANSFER TO OTHER FUNDS	21,829		8,514		13,315	
<b>TOTAL EXPENDITURES</b>	<b>10,678,672</b>	<b>3,452,063</b>	<b>604,984</b>		<b>1,190,762</b>	<b>5,430,863</b>

## OFFICE OF POLLUTION PREVENTION

### RON DYER, DIRECTOR

*Central Office:* AMHI, RAY BUILDING, AUGUSTA, ME  
*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME 04333-0017  
*Established:* 1991 *Telephone:* (207) 287-2811  
*Reference:* Policy Area: 05 ; Umbrella: 06 Unit: 558 ; Citation: T0038 M.R.S.A., Sect. 000000342

**PURPOSE:**

See Office of Innovation and Assistance under the Office of the Commissioner

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF POLLUTION PREVENTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	39,557				39,557	
HEALTH BENEFITS	8,634				8,634	
RETIREMENTS	6,540				6,540	
OTHER FRINGE BENEFITS	720				720	
OTHER CONTRACT SERVICES STATE	6,818				6,818	
COMPUTER SERVICES STATE	1,500				1,500	
OTHER CONTRACT SERVICES	8,751				8,751	
RENTS	833				833	
COMMODITIES	1,935				1,935	
<b>TOTAL EXPENDITURES</b>	<b>75,288</b>				<b>75,288</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF REMEDIATION AND WASTE MANAGEMENT**

**ALLAN R. BALL, DIRECTOR**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME 04333

*Established:* 1980

*Telephone:* (207) 287-2651

*Reference: Policy Area:* 05 ; *Umbrella:* 06 *Unit:* 096D; *Citation:* T0038

*M.R.S.A., Sect.* 000000541

*Average Count--All Positions:* 144.231

*Legislative Count:* 142.50

**PURPOSE:**

The bureau administers Maine's oil, hazardous material and solid waste control programs, including: emergency response for oil and hazardous materials spills; regulation of underground oil storage facilities; processing of third party damage claims arising from oil contamination; licensing of waste facilities, waste transporters, oil terminals, and septage disposal; licensing of spreading and utilization sites for sludge and other residuals; oversight of asbestos management and disposal; and investigation and cleanup of uncontrolled hazardous substances sites. The bureau also manages the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund, the Uncontrolled Sites Fund, and the Solid Waste Fund, as well as bond accounts for uncontrolled sites and landfill closure.

In 1996, the bureau provided staff support to the Oil Spill Advisory Committee and the Board of Underground Storage Tank Installers.

**ORGANIZATION:**

The bureau was created in 1980 by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit. In 1991, the Bureau was reorganized to assume the duties of the former Bureau of Solid Waste Management.

The bureau consists of the Divisions of Remediation, Response Services, Technical Services, Oil and Hazardous Waste Facilities Regulation, Solid Waste Facilities Regulation, and Program Services. The bureau also has Clerical Services, Policies & Procedures and Pollution Prevention Units.

The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle. The remainder of the Bureau has primary offices in Augusta with small staffs in the other three offices.

**PROGRAM:**

The Division of Remediation administers Maine's uncontrolled hazardous substance site program, including state oversight at twelve federal Superfund sites in Maine. This division also is responsible for managing the municipal solid waste landfill closure and voluntary response action programs, and for remediation of oil storage tank leaks, including the development of replacement drinking water supplies. The Division of Response Services responds to reports of spills and releases of oil and hazardous materials, and coordinates emergency clean-up when appropriate. The Response Division prepared the State of Maine Marine Oil Spill Contingency Plan and Emergency Response Plan and is responsible for updating the plans annually. Division of Response services also provides staff support for the Maine Oil Spill Advisory Committee.

The Division of Technical Services provides technical support to bureau programs in the fields of engineering, geology and chemistry. This is accomplished through review of license applications, enforcement cases, landfill closure plans and cleanup actions for technical adequacy and by conducting inspection and sampling programs. It also provides technical support to the Bureau's and Department's Pollution Prevention. The division has developed regulatory programs for underground oil and hazardous substance storage tanks and works with the Remediation Division on the cleanup of leaking oil storage facilities, including development of replacement drinking water supplies. The Division of Oil & Hazardous Waste Facilities Regulation oversees Maine's oil, hazardous waste and biomedical waste facility licensing and enforcement program.

The division also handles damage claims arising from oil contamination and claims for reimbursement of oil spill clean-up costs under the Ground Water Oil Clean-up Fund.



## DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Division of Solid Waste Facilities Regulation is responsible for licensing and enforcement activities related to solid waste facilities, including land application of sludge and residuals, and for administration of asbestos and lead abatement programs, including certification of asbestos and lead abatement workers. The Division of Program Services is responsible overall financial management of Bureau funds; fiscal and resource forecasting; cash receipts; recovery for expenses incurred in clean-ups; contracting for goods and services; grant procurement and tracking; management of Bureau data operations; strategic planning; and general support of Bureau program operations.

### LICENSES:

Oil Terminal Facility License; Hazardous Waste Facility License; Hazardous Waste Facility Abbreviated License; Hazardous Waste, Bio-med Waste, and Waste Oil Transporter License; Registration of Underground Oil Storage Tanks; Registration of Used Oil Collection Centers; Waste Oil Facility License; EPA Hazardous Waste Generator Identification Number; Biomedical Waste Transfer Facility License; Biomedical Waste Treatment & Disposal Facility License; Registration of Underground Hazardous Substance Storage Tanks; Solid Waste Disposal/Storage/Processing Facility License; Septage Spreading Site License; Land Application of Sludge and Other Residuals License; Asbestos Abatement Certification; Non-Hazardous Waste Transporter License.

### PUBLICATIONS:

Handbook for Maine's Hazardous Waste Generators 1990-free  
 Annual Hazardous Waste Activity Report for 1990- free  
 State of Maine Hazardous Waste Capacity Assurance Plan 10/89-free  
 Casco Bay Coastal Resources Inventory-Volume I & II \$20.00/set  
 Underground Oil Storage Tank Installer Study Guide-\$35.00  
 MORP Booklet, Maine Oil Recycling Program Directory-free  
 Groundwater Sampling Manual for Underground Storage Tank Sites 9/89-free  
 Manual for Aboveground Soil Vapor Extraction of Gasoline Contaminated Soil  
 Asbestos in Maine, Asbestos and the Homeowner-free  
 Evaluation Report: Procedural Guidelines for Establishing Standards for  
 Remediation of Oil Contaminated Soil and Groundwater 4/93-free  
 DEP Issue Profile-The Voluntary Clean Up Program 7/94-free  
 Maine Oil, Hazardous Materials and Solid Waste Laws of 1997-free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF REMEDIATION AND WASTE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,887,528	195,062	3,956,059		736,407	
HEALTH BENEFITS	878,435	30,840	710,591		137,004	
RETIREMENTS	846,207	33,785	682,629		129,793	
OTHER FRINGE BENEFITS	68,646	1,969	55,826		10,851	
OTHER CONTRACT SERVICES STATE	8,975,653	272	7,418,754		218,001	1,338,626
COMPUTER SERVICES STATE	673,963		464,206		94,330	115,427
OTHER CONTRACT SERVICES	1,541,132	7,490	1,437,615		79,750	16,277
RENTS	548,748		527,162		6,943	14,643
COMMODITIES	326,721	41	314,278		11,210	1,192
GRANTS, SUBSIDIES, PENSIONS	4,517,119		137,400			4,379,719
EQUIPMENT	211,540		211,540			
INTEREST-DEBT RETIREMENT	302	3	299			
TRANSFER TO OTHER FUNDS	262,285		240,288		21,997	
<b>TOTAL EXPENDITURES</b>	<b>23,738,279</b>	<b>269,462</b>	<b>16,156,647</b>		<b>1,446,286</b>	<b>5,865,884</b>

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BOARD OF UNDERGROUND STORAGE TANK INSTALLERS**

**WAYNE GIFFORD, CHAIRMAN**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME

*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1985

*Telephone:* (207) 287-2651

*Reference:* Policy Area: 05 ; Umbrella: 06 Unit: 481 ; Citation: T0032 M.R.S.A., Sect. 000010003

**PURPOSE:**

The Board of Underground Storage Tank Installers was established to safeguard the public health, safety and welfare, by assuring the availability of underground storage tank installations of high quality to persons in need of these services. See 32 MRSA 10001 et.seq.

**ORGANIZATION:**

The board consists of 7 members appointed by the governor as follows: one from the DEP; one from either the Maine Oil Dealers Association or the Maine Petroleum Association; one underground oil storage tank installer; one from the Oil and Solid Fuel Board, the Plumber's Examining Board or the State Board of Certification for Geologist and Soil Scientist, one from the Maine Chamber of Commerce and Industry; one from the Fire Chiefs Association; and one public member.

Current members are:

Wayne Gifford, Chair (Maine Oil Dealers Association)-term expires 12/31/97;

Allan Ball (DEP)-term expires 12/31/96;

William Carver (certified installer)-term expires 12/31/95;

Robert Judkins (Maine Oil and Solid Fuel Board) - term expires 12/31/96; Roger

Lewis (public member)-term expires 12/31/96;

Joseph Probert (Maine Chamber of Commerce)-term expires 12/31/95;

Raymond Poulin (Maine Fire Chiefs Association)-term expires 12/31/99.

The DEP provides staff support to the board.

**PROGRAM:**

During 1996, the Board of Underground Storage Tank Installers continued to implement its certification procedures. Two written examinations were offered in FY 97: December 14, 1996 and April 16, 1997. All examinations are available to applicants. These include the final exams for classes 2 and 3 underground oil tank installers, as well as initial exams for underground gasoline tank removers and underground hazardous substance tank removers, and an on-site examination checklist for underground gasoline tank removers. Two (2) applicants successfully completed the entire new certification process in FY 96 and have become certified as oil tank installers.

A total of 527 certificates for underground oil storage tank installers and 78 apprentices have been granted since the inception of the program. For various reasons some have not recertified. The current number of certified underground oil tank installers in Maine is 159. The Board received no applications for underground hazardous substance tank installers and issued no certificate under this program. Recent legislation repealed the underground hazardous substance tank installer program. One (1) applicant passed the underground gasoline tank remover exams and became certified.

The Board sponsored or approved 14 continuing education workshops, totaling 54 available credit hours, for installers to meet continuing education requirements. Several of the programs offered multiple sessions scattered throughout the state. This increased the options available to installers. Nineteen (19) complaints against installers, apprentices, or applicants were received and investigated in FY 97. All but four (4) cases were resolved and closed.

**LICENSES:**

Underground Oil Storage Tank Installer Certificate - Class II

Underground Oil Storage Tank Installer Certificate - Class III

Underground Oil Storage Tank Inspector Certificate (DEP employees only)

Underground Gasoline Tank Remover Certificate

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### **PUBLICATIONS:**

Study Guides for Various Examinations, including: Initial Oil Tank Installer Exam (free to applicants); Class 2 Final Exam (free to applicants); Class 3 Final Exam (free to applicants); Gasoline Tank Remover Exam (\$75); Hazardous Substance Tank Installer Exam (\$150); Summary and Assessments of Maine's Underground Storage Tank Installer Certification Program - 1989 (free); Annual Reports to the Commissioner of Environmental Protection (free); "The Maine Installer", a quarterly newsletter available free to certified installers and removers.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EXECUTIVE DEPARTMENT

(OFFICE OF) GOVERNOR

ANGUS S. KING, JR., GOVERNOR  
125,

Central Office: STATE HOUSE, AUGUSTA, ME, 04333

Mail Address: 1 STATE HOUSE STATION, AUGUSTA, ME, 04333-0001 FAX: (207) 287-1034

Established: 1920

Telephone: (207) 287-3531

Reference: Policy Area: 00 ; Umbrella: 07 Unit: 102 ; Citation: T0002 M.R.S.A., Sect. 000000001

Average Count--All Positions: 92.685

Legislative Count: 92.00

Units:

(OFFICE OF) PUBLIC ADVOCATE

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL  
APPOINTMENTS

LAND FOR MAINE'S FUTURE BOARD

MAINE LAND AND WATER RESOURCES COUNCIL

STATE PLANNING OFFICE

**PURPOSE:**

The Governor serves to direct the affairs of the 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 officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, 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 interest 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 staff support to the Governor as he carries out the responsibilities of the Chief Executive of the State of Maine. This support includes functions of correspondence, policy development, legislative relations, national and regional Governors' associations and 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 General Services maintains the grounds, service buildings and exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

## EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

EXECUTIVE DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,309,121	1,923,331	595,962		789,828	
HEALTH BENEFITS	515,386	273,457	104,433		137,496	
RETIREMENTS	496,845	266,090	111,297		119,458	
OTHER FRINGE BENEFITS	46,796	27,642	5,901		13,253	
OTHER CONTRACT SERVICES STATE	628,483	82,956	311,783		233,744	
COMPUTER SERVICES STATE	106,841	79,728	18,880		8,233	
OTHER CONTRACT SERVICES	840,979	519,859	150,212		170,908	
RENTS	21,962	13,282	2,245		6,435	
COMMODITIES	181,720	87,812	69,147		24,761	
GRANTS, SUBSIDIES, PENSIONS	1,689,101	789,728	31,192		847,977	20,204
PURCHASE OF LAND	240,148		80,900			159,248
BUILDING IMPROVEMENTS	15,112					15,112
EQUIPMENT	21,985	11,848	3,451			6,686
INTEREST-DEBT RETIREMENT	49	39			10	
TRANSFER TO OTHER FUNDS	49,523	30	38,794		10,699	
<b>TOTAL EXPENDITURES</b>	<b>8,164,051</b>	<b>4,075,802</b>	<b>1,524,197</b>		<b>2,362,802</b>	<b>201,250</b>

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,014,783	1,014,783				
HEALTH BENEFITS	124,129	124,129				
RETIREMENTS	130,215	130,215				
OTHER FRINGE BENEFITS	18,881	18,881				
OTHER CONTRACT SERVICES STATE	10,765	10,765				
COMPUTER SERVICES STATE	43,380	43,380				
OTHER CONTRACT SERVICES	326,354	326,354				
RENTS	2,168	2,168				
COMMODITIES	39,072	39,072				
EQUIPMENT	11,848	11,848				
INTEREST-DEBT RETIREMENT	39	39				
<b>TOTAL EXPENDITURES</b>	<b>1,721,634</b>	<b>1,721,634</b>				

## GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

### MICHAEL L. RAIR, ESQ., CHAIRMAN

*Central Office:* 1 STATEHOUSE STATION, AUGUSTA, ME 04333

*Mail Address:* 1 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1987

*Telephone:* (207) 287-3531

*Reference:* Policy Area: 00 ; Umbrella: 07 Unit: 102J ; Citation: GFY95 M.R.S.A., Sect. 000000008

#### **PURPOSE:**

As established by Executive Order 8 FY94/95 on January 27, 1995, the Governor's 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 once every four months.

#### **ORGANIZATION:**

The Governor's 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

## EXECUTIVE DEPARTMENT

private and professional lives which assist them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the Board are appointed by the Governor to serve at his pleasure.

### **PROGRAM:**

The Governor's Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board makes recommendations on each petition to the Governor.

Information on Executive Clemency and petition forms are available from the Pardon Clerk, Office of the Secretary of State, State House Station #101, Augusta, Maine 04333.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS**

### **GEORGE SINGAL, ESQ., CHAIR**

*Central Office:* STATE HOUSE, AUGUSTA, ME

*Mail Address:* 1 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1988

*Telephone:* (207) 774-5821

*Reference:* Policy Area: 00 ; Umbrella: 07 Unit: 102P ; Citation: GFY88 M.R.S.A., Sect. 000000004

### **PURPOSE:**

As established by Executive Order 9 FY94/95 on February 10, 1995, the Governor's Select Committee on Judicial Appointments is charged with the responsibility of reviewing, evaluating and providing advice on all applicants for judicial appointments. The Committee meets at the call of the Chair.

### **ORGANIZATION:**

The Committee consists of five or more members who represent various interests in Maine's legal community. The members are appointed by the Governor and serve at his pleasure.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **LAND FOR MAINE'S FUTURE BOARD**

### **MARK DESMEULES, COORDINATOR**

*Central Office:* 184 STATE ST, AUGUSTA, ME

*Mail Address:* 38 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1987

*Telephone:* (207) 287-3261

*Reference:* Policy Area: 00 ; Umbrella: 07 Unit: 113 ; Citation: T0005 M.R.S.A., Sect. 000006202

### **PURPOSE:**

The Land for Maine's Future Board was originally established to administer a \$35 million bond fund to acquire land of state significance representing Maine's heritage of recreational and conservation use.

### **ORGANIZATION:**

The Land for Maine's Future Board was created by referendum in November of 1987 to grant funds for land acquisition. The board overseeing the fund consists of eleven members (5 MSRA Chapter 353 Sec. 6202), six of whom are commissioners and directors of natural resources agencies. State agency membership consists of the Director of the State Planning Office (Chair of the Board) and the commissioners of the Department of Agriculture, Food & Rural Resources, the Department of Inland Fisheries and Wildlife, and the Department

## EXECUTIVE DEPARTMENT

of Marine Resources. The Director of the Program is a member of the State Planning Office.

### PROGRAM:

The Board has been meeting regularly since 1988 when it was charged to complete an assessment of the state's public land acquisition needs. The needs assessment was composed of: public participation/outreach; creation of a state lands inventory; and a summary of existing acquisition programs. A scoring system was devised to enable LMF to rate proposals based on a host of attributes important to the citizens of Maine. These include naturalness of the land; accessibility of the land; proximity to other state lands; and multiple values. In January of 1996, the Governor established the Land Acquisition Priorities Advisory Committee to conduct a contemporary needs assessment for conservation and recreation lands. Based on the most recent needs assessment, which included multiple public listening sessions held throughout Maine, newly adopted priorities focus on: Access to Water; Southern Maine Conservation Lands; Ecological Reserves; River Systems; and Undeveloped Coastlines.

The Land for Maine's Future Board continues to pursue its land acquisition strategy under its Legislatively established authority. All of the original 1987 Bond funds have either been spent or obligated. Beginning in July of 1996, the LMF card was established through MBNA New England. This "affinity card", through royalties provided from an agreement with MBNA New England, the card issuer, has earned the Program \$43,028. These and future credit card revenues will be applied to land acquisitions in accordance to the Board's authority.

In FY98, the Land for Maine's Future Board was involved in five acquisitions. These include a 446 acre conservation easement (3.5 miles along the Rapid River in Oxford County); 150 acre conservation easement in Rangeley (2 miles frontage on Rangeley River and Mooselookmeguntic and Cupsuptic Lakes); 175 acres fee (1 mile of shore frontage along prime salmon spawning habitat on Ducktrap River in Lincolnville); and an assist which protects 65 acres (35 fee/30 conservation easement along the Sheepscot River in Alna).

### PUBLICATIONS:

Land for Maine's Future Fund Strategy & Guidelines for Acquisition  
Proposal Guidelines and Workbook: 1988  
Biennial Report: February 1990  
Biennial Report: January 1995  
Biennial Report: February 1998  
Land for Maine's Future Proposal Workbook: June 1998

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LAND FOR MAINE'S FUTURE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
PURCHASE OF LAND	240,148		80,900			159,248
BUILDING IMPROVEMENTS	15,112					15,112
EQUIPMENT	6,686					6,686
TOTAL EXPENDITURES	261,946		80,900			181,046

## MAINE LAND AND WATER RESOURCES COUNCIL

### TODD BURROWES, COUNCIL STAFF

Central Office: 184 STATE STREET, AUGUSTA, ME 04330

Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1976

Telephone: (207) 287-3261

Reference: Policy Area: 00 ; Umbrella: 07 Unit: 102H; Citation: GFY81 M.R.S.A., Sect. 000000009

### PURPOSE:

The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the formulation of policies for management of the State's

## EXECUTIVE DEPARTMENT

land and water resources to achieve state environmental, economic, and social goals. Originally established by Executive Order in 1976, the Legislature established the Council by statute in 1993. This enabling legislation requires the Council to: recommend coordinated state policy on major programs or proposals that may affect the natural environment and land use management issues that concern multiple state agencies; support integration of information useful for management of land and water resources; provide direction and coordination for state agency land and water use planning and management programs; periodically evaluate and recommend any needed changes to the state's environmental regulation and growth management programs; study specific land and water resources management issues of state concern as needed.

The enabling legislation further requires the Council to: develop sound and coordinated policies; seek cooperation with federal agencies responsible for the management of land and water resources; and, pursuant to a 1997 amendment to enabling legislation, administer the Lakes Heritage Trust Fund.

The Council carries out studies and policy development on specific issues, as required by the Legislature.

### ORGANIZATION:

The Council is established by 5 MRSA '3331. The Council's membership is as follows: the Commissioner of Agriculture, Food, and Rural Resources, the Commissioner of Conservation, the Commissioner of Environmental Protection, the Commissioner of Human Services, the Commissioner of Inland Fisheries and Wildlife, the Commissioner of Marine Resources, the Commissioner of Transportation, the Commissioner of Economic and Community Development or the Commissioner's designee, and the Director of the State Planning Office. The Governor appoints the Chair and has appointed the Director of the State Planning Office Director to chair the Council.

### PROGRAM:

The Council's primary policy development initiatives at this time include: coordination of State and local efforts regarding implementation of the State's Atlantic salmon Plan; development of recommendations regarding management of mercury in the environment; development of recommendations for environmental regulation of large concentrated animal feeding operations; coordination of the State's environmental monitoring and assessment efforts; coordination of State remote sensing data collection efforts with the U.S. Navy; coordination of State development and implementation of non-point source pollution controls in accordance with Section 6217 of the Coastal Zone Management Act; development of a uniform registration system for hazardous materials; development of a coordinated policy of groundwater protection and utilization; and development of a priority watershed protection program.

### PUBLICATIONS:

Publications of the Council include:

A Management Strategy for Maine's Ground Water Resources

Recommended Improvements in Computerized Management of Natural Resources Information

Assessment of Ground Water Quality in Maine

Maine Wetlands Conservation Priority Plan

The Planning Process for Local Ground Water Protection

Maine Ground Water Management Strategy

1997 Annual Report to the Governor and the Maine Legislature

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



EXECUTIVE DEPARTMENT

STATE PLANNING OFFICE

EVAN D. RICHERT, DIRECTOR

Central Office: 184 STATE STREET, AUGUSTA, ME 04330  
Mail Address: 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038 FAX: (207) 284-6489  
Established: 1968 Telephone: (207) 287-3261  
Reference: Policy Area: 00 ; Umbrella: 07 Unit: 105 ; Citation: T0005 M.R.S.A., Sect. 000003303  
Average Count--All Positions: 59.000 Legislative Count: 59.00

**PURPOSE:**

The State Planning Office has four core duties assigned to it by statute that include the development of the State's economy and energy resources with the conservation of its natural resources; providing technical assistance to the Governor and Legislature by undertaking special studies and plans and preparing policy alternatives; providing technical assistance to local and regional planning groups; and conducting continuing economic analysis, including economic forecasting. It is the mission of the State Planning Office to plan for the future of Maine's natural resources, economy, and governance.

**ORGANIZATION:**

The State Planning Office was established in 1968 by statute within the Executive Department. It reports to the Governor but is routinely called upon to assist the Legislature, other state departments and agencies, and local and regional governments in a variety of planning and program areas. The State Planning Office is organized into teams, including: the Director's Team (consisting of the Director, the State Planner, and the State Economist), the Management and Support Team; and six teams aimed at accomplishing different aspects of the office's mission - the Community Assistance, Community Stewardship & Outreach, Economic & Demographic Analysis, Natural Resources and Energy, Strategic Planning and Sustainable Regions teams. Crosscutting project teams are also assembled as needed to accomplish specific multijurisdictional projects or new projects assigned by the Governor or Legislature.

The State Planning Office is guided by four goals: Goal A: Maine's decision-makers will have the analyses and policy options necessary to integrate the development of the state's economy with the conservation of its environment.

Goal B: Maine's state agencies will have the information and analyses to make government more effective and responsive to our citizens' needs. Goal C: All of Maine's municipal leaders will have the tools and assistance they need to make fiscally and environmentally sound decisions that support local and state land use and infrastructure policy. Goal D: Maine decision-makers will have the analyses and policy options they need to embrace emerging economic opportunities and to bring the state successfully through periods of economic change.

**PROGRAM:**

The programs administered by the State Planning Office are designed to meet the needs of the Governor, the Legislature, and state agencies in three ways: 1. short-term analysis - to provide information and recommendations on issues of immediate concern; 2. long-range analysis - to conduct in-depth studies on issues of significance for the socio-economic and natural resource development of the state and to formulate options for decision-makers; 3. program coordination - to implement state and federal programs providing technical assistance to state, regional, and local governments. Responsibilities delegated to the State Planning Office via statute or designation by the Governor include: Staffing the Great Ponds Task Force, Wetlands Task Force, Maine Watershed Management Committee, Atlantic Salmon Committee, Task Force on Intergovernmental Structure, Regional Service Centers Task Force, Maine Commission on Community Services, and Revenue Forecasting and Consensus Economic Forecasting Commissions

Also, SPO is responsible for: preparing and implementing the Maine Coastal Plan, Gulf of Maine Action Plan, Wetlands Conservation Plan, Atlantic Salmon Conservation Plan, State Energy Plan, and Waste Management and Recycling Plan; coordinating the Maine Coastal Program, Land for Maine's Future Program, Gulf of Maine Program, National Flood Insurance Program, Code Enforcement Officers Certification Program, and Community Planning and Investment Program; facilitating the State's conversion to performance budgeting and providing technical assistance to the Governor, Legislature, and commissioners through task

## EXECUTIVE DEPARTMENT

forces, special projects, modeling, and statistical analysis; assisting municipalities with developing comprehensive plans and land use ordinances, administering land use and municipal codes, fostering intergovernmental cooperation, reducing the costs and environmental impacts of sprawling patterns of development, increasing community service and volunteerism and local recycling rates.

Finally, SPO tracks, interprets, and disseminates information about key economic indicators and expected economic trends, analyzing their social and economic implications, and informing decision-makers; prepares overviews of current and emerging industries and emerging industries and develops policy options; and analyzes revenues and develops forecasts.

### **PUBLICATIONS:**

For these and other publications, visit the SPO website at [www.state.me.us/spo](http://www.state.me.us/spo)

Atlantic salmon Conservation Plan  
 The Maine Coastal Plan:1998-2000  
 Gulf of Maine Action Plan  
 Sustaining Island Communities: An Economic Development Guide  
 Charting Our Course and Waterways: Links to the Sea; classroom guides  
 A Citizen's Guide to Coastal Watershed Surveys  
 Coastal Management Techniques: A Handbook for Local Officials  
 1998 Maine Energy Data Book  
 The Cost of Sprawl Report  
 State Waste Management and Recycling Plan  
 Strategic Planning and Performance Budgeting Guidelines  
 The Maine Economy: Facing the Challenge  
 Long Range Economic Forecast  
 The Maine Economy: Year-End Review and Outlook

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,952,957	908,548	254,581		789,828	
HEALTH BENEFITS	334,524	149,328	47,700		137,496	
RETIREMENTS	298,906	135,875	43,573		119,458	
OTHER FRINGE BENEFITS	25,404	8,761	3,390		13,253	
OTHER CONTRACT SERVICES STATE	452,665	72,191	146,730		233,744	
COMPUTER SERVICES STATE	58,639	36,348	14,058		8,233	
OTHER CONTRACT SERVICES	469,035	193,505	104,622		170,908	
RENTS	19,724	11,114	2,175		6,435	
COMMODITIES	138,989	48,740	65,488		24,761	
GRANTS, SUBSIDIES, PENSIONS	1,689,101	789,728	31,192		847,977	20,204
EQUIPMENT	3,451		3,451			
INTEREST-DEBT RETIREMENT	10				10	
TRANSFER TO OTHER FUNDS	16,035	30	5,306		10,699	
<b>TOTAL EXPENDITURES</b>	<b>5,459,440</b>	<b>2,354,168</b>	<b>722,266</b>		<b>2,362,802</b>	<b>20,204</b>

## **(OFFICE OF) PUBLIC ADVOCATE**

### **STEPHEN G WARD, PUBLIC ADVOCATE**

*Central Office:* 193 STATE STREET, AUGUSTA, ME 04333

*Mail Address:* 112 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1981

*Reference: Policy Area: 00 ; Umbrella: 07 Unit: 413 ; Citation: T0035A M.R.S.A., Sect. 000001701*

*Average Count--All Positions:* 7.000

*FAX:* (207) 287-4317

*Telephone:* (207) 287-2445

*Legislative Count:* 7.00

## EXECUTIVE DEPARTMENT

### PURPOSE:

The fundamental goals and objectives of the Public Advocate office are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts, and to represent the public in matters relating to workers' compensation insurance rate proceedings before the Superintendent of Insurance and the courts.

This year the Public Advocate's office completed its sixteenth year of advocacy on behalf of utility consumers before Maine's Public Utilities Commission.

### ORGANIZATION:

The Public Advocate's office was established by statute in 1981 as an agency of the Executive Department in order to represent the interests of utility consumers before regulatory bodies, the courts and the Legislature. Since 1988 the Public Advocate has also represented the Governor's Office in negotiations with other states and regional compacts for access to disposal facilities capable of accepting shipments of low-level radioactive waste from Maine's multiple generators of this waste.

Beginning in 1989 the office moved from a General Fund basis for its budgets and operations to a system of utility assessments, supplemented by low-level radioactive waste fund transfers from the Advisory Commission on Radioactive Waste. In 1997/98 the office received no General Fund appropriations. In addition to the Public Advocate, Stephen Ward, the office employs six staff people including four attorneys. Mr. Ward was appointed Acting Public Advocate in 1986 by Governor McKernan and was confirmed by the Legislature in August 1987 following a confirmation hearing. At the request of Governor King, Mr. Ward has continued as Public Advocate following King's inauguration in 1995.

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Utilities and Energy of the Maine Legislature - (no charge)

Quarterly Reports of the Office of Public Advocate - (no charge)

Guidelines for Consumer Participation in Public Hearings Held by the Maine PUC - (no charge)

Ratewatchers In-state Phone Guide - (no charge)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	341,381		341,381			
HEALTH BENEFITS	56,733		56,733			
RETIREMENTS	67,724		67,724			
OTHER FRINGE BENEFITS	2,511		2,511			
OTHER CONTRACT SERVICES STATE	165,053		165,053			
COMPUTER SERVICES STATE	4,822		4,822			
OTHER CONTRACT SERVICES	45,590		45,590			
RENTS	70		70			
COMMODITIES	3,659		3,659			
TRANSFER TO OTHER FUNDS	33,488		33,488			
<b>TOTAL EXPENDITURES</b>	<b>721,031</b>		<b>721,031</b>			

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES

DR DORA ANNE MILLS, DIRECTOR

Central Office: HUMAN SERVICES BLDG, AUGUSTA, ME,  
Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333  
Established: 1975  
Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144 ; Citation: T0022  
Average Count--All Positions: 2434.019  
Units:

Telephone: (207) 287-3201  
M.R.S.A., Sect. 000000001  
Legislative Count: 2430.00

AUDIT, CONTRACTING AND LICENSING SERVICE CENTER  
CERTIFICATE OF NEED ADVISORY COMMITTEE  
BUREAU OF CHILD AND FAMILY SERVICES  
DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)  
DIVISION OF DISABILITY DETERMINATION SERVICES  
DIVISION OF DISEASE CONTROL (HUMAN SERVICES)  
BUREAU OF ELDER AND ADULT SERVICES  
BUREAU OF FAMILY INDEPENDENCE  
BUREAU OF HEALTH  
DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)  
OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)  
OFFICE OF PROGRAMS (HUMAN SERVICES)  
MAINE PUBLIC DRINKING WATER COMMISSION  
OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)  
PUBLIC HEALTH LABORATORY (HUMAN SERVICES)  
DIVISION OF REGIONAL OPERATIONS  
OFFICE OF VITAL STATISTICS

**PURPOSE:**

To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs, promulgating policies and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in health, social services, income maintenance, public health and medical services in order to accomplish its mission.

**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 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. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, had been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

Since 1931 there have been gradual changes in the Department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner positions, five bureaus delivering client services through three regional districts, with a total of 17 regional client offices. One Deputy Commissioner is in charge of programs delivered by the Bureaus of: Health, Child and Family Services, Family Independence, Medical Services, Elder and Adult Services and also the of Administrative Hearings unit. The other Deputy Commissioner is responsible for the Department's Budget Development, Regional OMB Operations, Human Resources, Technology Services, Equal Opportunity and Affirmative Action, and Finance, plus coordination with the Auditing, Contracting and Licensing Service Center.

## DEPARTMENT OF HUMAN SERVICES

### PROGRAM:

Title 22, MRSA Chapter 1, establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility 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 by the Maine Legislature, the Governor and other various federal agencies with which the Department has contracts for services.

Office of Public and Legislative Affairs: The function of the Office of Public and Legislative Affairs is to maintain a liaison with the Office of the Governor, the Maine State Legislature, and the public in order to monitor legislation affecting the department: to prepare departmental information for legislative issues at both the local, state and national level; to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to oversee production of informational pamphlets explaining departmental service or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication.

Office of Administrative Hearings: This office conducts all hearings of appeals of Departmental decisions or actions. It renders binding decisions on behalf of the Commissioner except for certain cases where its findings are advisory to the Commissioner.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF HUMAN SERVICES		TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>							
SALARIES & WAGES		68,408,252	34,664,846	3,674,322		30,069,084	
HEALTH BENEFITS		14,768,875	7,300,678	816,937		6,651,260	
RETIREMENTS		11,769,794	5,986,637	631,062		5,152,095	
OTHER FRINGE BENEFITS		786,866	422,451	41,380		323,035	
OTHER CONTRACT SERVICES STATE		38,650,343	9,954,967	4,155,623		24,539,753	
COMPUTER SERVICES STATE		4,926,731	1,150,147	800,251		2,976,333	
OTHER CONTRACT SERVICES		15,320,276	7,804,753	728,804		6,786,719	
RENTS		7,691,488	3,098,029	91,686		4,501,773	
COMMODITIES		4,679,711	1,625,444	570,424		2,483,843	
GRANTS, SUBSIDIES, PENSIONS		1325,796,134	269,104,029	197,563,637		859,128,468	
BUILDING IMPROVEMENTS		227,636				227,636	
EQUIPMENT		3,151,667	1,667,798	197,288		1,286,581	
INTEREST-DEBT RETIREMENT		3,411	2,417	707		287	
TRANSFER TO OTHER FUNDS		1,087,930		144,597		943,333	
<b>TOTAL EXPENDITURES</b>		<b>1497,269,114</b>	<b>342,782,196</b>	<b>209,416,718</b>		<b>945,070,200</b>	

DEPARTMENT OF HUMAN SERVICES		TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>							
GRANTS, SUBSIDIES, PENSIONS		35,737	35,737				
<b>TOTAL EXPENDITURES</b>		<b>35,737</b>	<b>35,737</b>				

DEPARTMENT OF HUMAN SERVICES

**AUDIT, CONTRACTING AND LICENSING SERVICE CENTER**

**SUE HARLOR, DIR.**

*Central Office:* 221 STATE ST, AUGUSTA, ME 04333

*Mail Address:* , ME

*Established:* 1996

*Reference: Policy Area:* 03 ; *Umbrella:* 10 *Unit:* 182 ; *Citation:* T0022 *M.R.S.A., Sect.* 000000006C

*Average Count--All Positions:* 75.000 *Legislative Count:* 75.00

**PURPOSE:**

The Auditing, Contracting and Licensing Service Center provides consolidated auditing and licensing services for the Departments of Human Services, and Mental Health, Mental Retardation and Substance Abuse. The Service Center also is the coordinating body for administration policy, and procedures relating to the purchase of services for both Departments and institutional abuse investigations.

The Service Center's purpose is to provide a single point of access for purchasing social services and to coordinate licensing and auditing visits for social service providers in a cost-effective manner to the departments.

**ORGANIZATION:**

The Audit, Contracting and Licensing Service Center was established by Chapter 665, PL 1996, Part CC, Sections CC-1 through CC-7. The Service Center is under the joint authority and direction of the commissioners of the departments or their designees.

**PROGRAM:**

The contracting unit of the service center shall provide technical assistance to the bureaus of the department and to the Department of Mental Health and Mental Retardation in procuring, distributing and monitoring all state and federal funds.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

AUDIT, CONTRACTING AND LICENSING SERVICE CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,487,451	1,344,612			1,142,839	
HEALTH BENEFITS	460,082	243,633			216,449	
RETIREMENTS	436,848	237,864			198,984	
OTHER FRINGE BENEFITS	21,793	9,917			11,876	
OTHER CONTRACT SERVICES STATE	24,368	22,217			2,151	
COMPUTER SERVICES STATE	114				114	
OTHER CONTRACT SERVICES	143,467	66,280			77,187	
RENTS	96,662	72,762			23,900	
COMMODITIES	9,511	5,013			4,498	
GRANTS, SUBSIDIES, PENSIONS	18,117	300			17,817	
TRANSFER TO OTHER FUNDS	8,933				8,933	
<b>TOTAL EXPENDITURES</b>	3,707,346	2,002,598			1,704,748	

**CERTIFICATE OF NEED ADVISORY COMMITTEE**

**JOHN ANNET, CHAIRMAN**

*Central Office:* 35 ANTHONY AVENUE, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1983

*Reference: Policy Area:* 03 ; *Umbrella:* 10 *Unit:* 212 ; *Citation:* T0022 *M.R.S.A., Sect.* 000000307

## DEPARTMENT OF HUMAN SERVICES

### **PURPOSE:**

The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Office of Health Planning and Development. The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

### **ORGANIZATION:**

The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members-Hospitals, Nursing Homes, Third-Party Payers, Physicians) and public consumers of health care (five members). The nine appointees serve four-year terms.

The Commissioner of the Department of Human Services has appointed an Associate Deputy Commissioner to serve as ex-officio, non-voting designee.

### **PUBLICATIONS:**

Monthly Project Summary - Free of charge.

Certificate of Need Procedure Manual - \$5.00 charge.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BUREAU OF CHILD AND FAMILY SERVICES**

### **MARGARET SEMPLE, DIRECTOR**

*Central Office:* HUMAN SERVICES BLDG, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1974

*Reference:* Policy Area:03 ; *Umbrella:* 10 Unit: 148 ; *Citation:* T0022 *M.R.S.A., Sect.* 000005308

*Average Count--All Positions:* 57.500

*Legislative Count:* 57.50

### **PURPOSE:**

The Bureau is responsible to protect children who are abused, neglected or exploited, to rehabilitate and reunify families when children are separated from them to secure durable family relationships for children who can not return to their own families and to provide for the acquisition of skills and abilities for productive adulthood.

The Bureau also promotes quality out of home care for Maine children through the licensing of providers, through resource and policy development and through advocacy for providers and children.

### **ORGANIZATION:**

The Bureau of Child and Family Services 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 were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. The 107th Legislature changed the bureau's name to the Bureau of Resource Development.

In 1980 the 110th Maine Legislature renamed the Bureau to the Bureau of Social Services. The Maine Legislature renamed the Bureau to the Bureau of Child and Family Services in 1989.

## DEPARTMENT OF HUMAN SERVICES

### PROGRAM:

The major task of the Bureau is to assess allegations of abuse and neglect to determine if children are in need of protections. Caseworkers assist parents to recognize and fulfill their responsibility so that their children may remain safely in their own home. Children that are removed from their parents are provided coordinated services to promote personal growth and healing. Families are also provided services to promote rehabilitation to safely return the child.

Permanency for the child is assured through an adoptive house or a permanent placement if the custodial family cannot be preserved without serious risk to the child.

Studies on child abuse and neglect and later abuse and neglect of adults, have 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 for response has been operative since 1977. The Bureau 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 Division of Child Welfare is responsible for policy development and quality assurance of child and family services programs administered and delivered by central office and regional offices direct service, management and administrative staff. The Licensing Unit is responsible for the licensing of foster homes and reports to the Director of Operations. Regional Operations is responsible for the day to day operations of the 8 BCFS Districts and their staff who carry out the child protective services.

### LICENSES:

Children's Homes, including:  
 Family Foster Homes for Children  
 Specialized Children's Homes  
 Children's Foster Homes Providing Respite Only

### PUBLICATIONS:

Annual Statewide Child Welfare Services Plan  
 Child Abuse and Neglect Brochure  
 Thinking about Adoption, a Guide to Adoption Services in Maine  
 State Plan for Independent Living Initiatives

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF CHILD AND FAMILY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,853,978	923,253			930,725	
HEALTH BENEFITS	336,319	162,786			173,533	
RETIREMENTS	316,380	162,098			154,282	
OTHER FRINGE BENEFITS	18,731	10,520			8,211	
OTHER CONTRACT SERVICES STATE	7,975,674	1,418,162	2,460,789		4,096,723	
COMPUTER SERVICES STATE	1,296,483	318,164	424,376		553,943	
OTHER CONTRACT SERVICES	1,140,572	675,445	58,535		406,592	
RENTS	259,512	80,234	11,270		168,008	
COMMODITIES	646,424	324,734	26,551		295,139	
GRANTS, SUBSIDIES, PENSIONS	76,047,565	39,778,041	198,641		36,070,883	
EQUIPMENT	1,082,476				1,082,476	
INTEREST-DEBT RETIREMENT	1	1				
TRANSFER TO OTHER FUNDS	178,758		57,141		121,617	
<b>TOTAL EXPENDITURES</b>	<b>91,152,873</b>	<b>43,853,438</b>	<b>3,237,303</b>		<b>44,062,132</b>	



DEPARTMENT OF HUMAN SERVICES

**DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)**

**RANDY SCHWARTZ, MSPH., DIRECTOR**

*Central Office:* 151 CAPITOL ST, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

*Established:* 1937

*Telephone:* (207) 287-5180

*Reference:* Policy Area: 03 ; Umbrella: 10 Unit: 144F; Citation: T0022 M.R.S.A., Sect. 000001950

*Average Count--All Positions:* 37.000

*Legislative Count:* 37.00

**PURPOSE:**

The Division of Community and Family Health Promotes health and prevents disease, injury and disability through a variety of public health interventions ranging from primary prevention through broad based community health promotion initiatives, early detection, health systems interventions, delivery of health services and the promotion of healthy public policies. The Division includes programs in health promotion, chronic disease prevention and control, maternal and child health, oral health, and public health nursing.

**ORGANIZATION:**

In 1996, a Bureau of Health reorganization created the Division of Community and Family Health through the merger of the Division of Health Promotion and Education, the Division of Maternal and Child Health, the Division of Public Health Nursing, and the Division of Dental Health. The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

**PROGRAM:**

The Division of Community and Family Health includes two groups of programs, Community Health Programs and Family Health Programs as well as several programs reporting to the Division Director. Community Health Programs include: Breast and Cervical Health Program, Community Health Promotion/Chronic Disease Prevention Unit, Diabetes Control Project, Oral Health Program, and Teen and Young Adult Health Program.

Family Health Programs include: Healthy Start Program, Genetics Program, Public Health Nursing, Lead Poisoning Prevention Program, Coordinated Care Services for Children with Special Health Needs, Maternal and Child Health Nutrition Program, State System Development Initiative, WIC Program, and Women and Children's Preventative Health Services Program.

Programs reporting directly to the Director include: Tobacco Prevention and Control, MCH Medical Directors, Cancer Registry, Child Injury and Prevention Program, and Occupational Health Program.

**PUBLICATIONS:**

A variety of publications are available from the Division. These include educational materials for dental health, nutrition, lead poisoning, maternal and child health, tobacco, diabetes, cardiovascular health, breast and cervical health and safety; newsletters; resource lists and fact sheets.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,200,729				1,200,729	
HEALTH BENEFITS	226,899				226,899	
RETIREMENTS	205,865				205,865	
OTHER FRINGE BENEFITS	14,746				14,746	
OTHER CONTRACT SERVICES STATE	624,242	3,268			620,974	
COMPUTER SERVICES STATE	198,107				198,107	
OTHER CONTRACT SERVICES	267,075				267,075	
RENTS	155,197				155,197	
COMMODITIES	58,160				58,160	
GRANTS, SUBSIDIES, PENSIONS	236,287				236,287	
INTEREST-DEBT RETIREMENT	12				12	
TRANSFER TO OTHER FUNDS	31,970				31,970	
<b>TOTAL EXPENDITURES</b>	3,219,289	3,268			3,216,021	

## DIVISION OF DISABILITY DETERMINATION SERVICES

### ANN DEWITT, CHIEF EXECUTIVE

*Central Office:* ARSENAL STREET EXT., AUGUSTA, ME 04333

*Mail Address:* 116 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1956

*Reference:* Policy Area: 03 ; Umbrella: 10 Unit: 144Z ; Citation:

*Average Count--All Positions:* 61.500

*Telephone:* (207) 287-7968

*M.R.S.A., Sect.*

*Legislative Count:* 61.50

#### **PURPOSE:**

To provide timely, accurate, fair disability decision to Maine citizens filing under the Title II (coverage based) or Title XVI (low income based) sections of The Social Security Act. Responsibility for Disability Determination Services was given to the Bureau of Elder and Adult Services in 1996.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF DISABILITY DETERMINATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,941,690				1,941,690	
HEALTH BENEFITS	403,338				403,338	
RETIREMENTS	333,896				333,896	
OTHER FRINGE BENEFITS	15,750				15,750	
OTHER CONTRACT SERVICES STATE	797,850				797,850	
OTHER CONTRACT SERVICES	412,027				412,027	
RENTS	595				595	
COMMODITIES	74,800				74,800	
GRANTS, SUBSIDIES, PENSIONS	1,500,002				1,500,002	
BUILDING IMPROVEMENTS	227,636				227,636	
EQUIPMENT	13,518				13,518	
TRANSFER TO OTHER FUNDS	40,850				40,850	
<b>TOTAL EXPENDITURES</b>	5,761,952				5,761,952	

DEPARTMENT OF HUMAN SERVICES

**DIVISION OF DISEASE CONTROL (HUMAN SERVICES)**

**GREG BOGDAN, DR.P.H., EPIDEMIOLOGIST, DIRECTOR**

WATS: (800) 821-5821

Central Office: 157 CAPITOL ST, AUGUSTA, ME

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1972

Telephone: (207) 287-3591

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144V; Citation: T0022 M.R.S.A., Sect. 000001019

**PURPOSE:**

The Division of Disease Control exists to investigate and maintain data regarding infectious and non-infectious diseases and to implement prevention whenever possible. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or amelioration of chronic diseases (such as cancer), and prevention of illnesses which are attributable to environmental or occupational hazards.

**ORGANIZATION:**

Programs included are: the Acute and Infectious Epidemiology, Occupational Health & Safety, Tuberculosis Control, Refugee Health Assessment Program, HIV and Sexually Transmitted Diseases (STD), Immunization, Cancer Incidence Registration, Environmental Toxicology, and Healthy Maine Year 2000 Surveillance and Assessment Project.

**PROGRAM:**

The Acute and Infectious Epidemiology Program conducts surveillance for notifiable diseases of potential public health significance, in order to implement appropriate preventive measures in a timely manner so that unnecessary morbidity and mortality among the Maine populace can be prevented. Occupational Health & Safety Program conducts surveillance of occupationally-related diseases and injuries in Maine. The Tuberculosis Control Program's goal is to reduce the incidence of tuberculosis by early treatment of individuals with active tuberculosis or tuberculosis related conditions. The goal of the Refugee Program is to prevent and control the health problems of public health significance and improve the health status of the refugee population through health assessment and referral.

The goals of the HIV/STD Program are to prevent HIV transmission, to reduce mortality and morbidity associated with HIV, to prevent and control other sexually transmitted diseases (STD's) including syphilis, gonorrhea, and chlamydia and to reduce mortality and morbidity associated with HIV/AIDS. The major activities performed to meet these goals include HIV, AIDS, and STD surveillance, HIV antibody counseling and testing, partner notification, HIV and STD prevention service contracted through public and private providers, and STD treatment.

The Immunization Program prevents and controls vaccine-preventable diseases including diphtheria, tetanus, pertussis (whooping cough), measles, mumps, rubella (German measles), poliomyelitis, Haemophilus influenza type b (Hib), and hepatitis B. The Cancer Incidence Registration Programs goal is to reduce the morbidity and mortality due to cancer by providing basic data for research intervention programs.

The Environmental Toxicology Program provides guidance and leadership on specific toxicological issues confronting the State. The program works collaboratively with other state agencies by reviewing or conducting human health risk assessments for hazardous waste sites and developing health based standards for air and water pollutants. The Toxicology Program also provides information and advice to Maine citizens concerning exposure to environmental hazards. The Healthy Maine Year 2000 Surveillance and Assessment Project is to develop a health surveillance and assessment efforts to assist with the identification, acquisition, and evaluation of data to assess Maine's progress towards reaching its Year 2000 Public Health Objectives. The project integrates various data collection activities to promote a greater use of surveillance data in programs for use by policy decision makers.

**PUBLICATIONS:**

1. Rules for Control of Communicable Diseases
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Criteria for Reporting Occupational Diseases

## DEPARTMENT OF HUMAN SERVICES

5. State of Maine Cancer Registry Report for 1989-1990
6. Petroleum Contamination of Maine's Drinking Water Wells
7. AIDS Resource Material
8. Immunization Certificate
9. Salivary Gland Cancer in Maine: A Case-Control Study
10. Occupation-Related Cancer Incidence and Mortality, 1980-1990

ALL OF ABOVE ARE FREE

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BUREAU OF ELDER AND ADULT SERVICES

### CHRISTINE GIANOPOULOS, DIRECTOR

*Central Office:* 35 ANTHONY AVENUE, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1974

*Telephone:* (207) 287-5335

*Reference: Policy Area:* 03 ; *Umbrella:* 10 *Unit:* 149 ; *Citation:* T0022 *M.R.S.A., Sect.* 000005105

*Average Count--All Positions:* 84.500

*Legislative Count:* 84.50

#### **PURPOSE:**

This agency's goal is to assist the older citizens of the State of Maine to secure full and equal opportunity and to maintain dignity, independence and authority in planning and managing their own lives, through the provision of a full range of essential programs and the implementation of policies for and with older people. The Bureau is also responsible for managing Maine's Adult Protective Services and Guardianship programs, and the Disability Determination Services for disability payments under Social Security.

The Bureau of Elder and Adult Services, 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 by the State. The Bureau assists the Legislature and Executive Branches of State Government in the coordination of all government efforts relating to older people. Pursuant to federal and state laws, it prepares and administers a comprehensive State Plan relating to older people. The Bureau has responsibility to plan and advocate for necessary or desirable programs for older people; to develop, issue and enforce rules and regulations; and to conduct training programs for persons in the field of serving older people.

The Bureau of Elder and Adult Services is also responsible for providing or arranging for services to protect incapacitated and dependent adults in danger as specified in the Adult Protective Services Act of 1981. The danger may be as a result of abuse, neglect, or exploitation by others, or as a result of self-neglect. The Bureau is also responsible for the public guardianship and conservatorship of incapacitated adults (other than mentally retarded persons) under the Uniform Probate Code. When less restrictive arrangements are not possible, the Bureau petitions the Probate Court for guardianship and or conservatorship of individuals who are unable to make or communicate responsible decisions for themselves. The goal is to protect and provide continuing care for these individuals. Disability Determination Services, a federally-funded administrative unit of the Bureau, reviews applications and redeterminations of persons applying for Social Security disability payments.

#### **ORGANIZATION:**

The Bureau of Elder and Adult Services 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 of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year.

## DEPARTMENT OF HUMAN SERVICES

Legislation was passed in 1989 to bring into the Bureau the Division of Adult Services from the Bureau of Social Services as of October 1, 1989, and the agency was renamed as the Bureau of Elder and Adult Services. It is currently one of five bureaus of the State Department of Human Services. The Bureau operates from a central office in Augusta and from the three regional offices of the Department of Human Services. It also designates five private non-profit area agencies on aging across the state, under federal and state law, to receive and administer Older Americans Act funded programs for the elderly. Responsibility for the Disability Determination Services was given to the Bureau in 1996.

### PROGRAM:

The primary focus of the Bureau's programs is to assist persons age 60 and over maintain their independence. It budgeted over \$ 28,300,000 of state and federal funds in FY98, and with the Bureau of Medical Services generated an additional \$ 9,400,000 of Medicaid funds for in-home long term care services. The Bureau supported services such as information and referral, outreach, nutrition, in-home care, adult day care, Alzheimer's respite, employment assistance, legal services, long term care ombudsman, assisted living and congregate housing, and transportation. More than 11,774 people were served hot meals in 110 nutrition sites and through home delivered programs. Through the Senior Community Services Employment Program, 87 older workers served local agencies. More than 12,500 assessments were completed on consumers wanting to access long term care services. Over 1,772 clients were helped to remain at home through the Home Based Care Program.

The Medicaid Waiver for the Elderly served 1,204 persons who would otherwise be in nursing homes, and the Adults with Disabilities Waiver served 325 people. Funds were also provided to support to 36 congregate housing services programs for approximately 199 congregate housing residents. In addition, funds were provided to support 3 Assisted Living Licensed congregate housing programs for approximately 72 consumers. The Bureau's Adult Protective Intake Unit received 8,769 calls where information was taken or provided from and to concerned citizens. Those calls resulted in the Bureau providing protective services to 2,504 people. The Bureau served as public guardian and/or conservator for 640 people, which involved managing client assets of more than \$ 2,000,000. The Bureau supported Long Term Care Ombudsman Program investigated more than 1,354 complaints on behalf of nursing home residents and recipients of in-home care services, resulting in 648 opened cases.

In addition, 800 requests for information were handled. The Bureau's Determination Services unit reviewed more than 20,000 applications from persons applying for Social Security disability assistance. More than 68,000 Maine residents receive \$ 370,000,000 in Social Security payments as a result of these determinations. The Bureau continued to work closely with other state agencies and service providers to implement the new nursing facility eligibility requirements and to generate more resources for community based in-home services. Efforts continue to simplify and standardize the access to long term care services and insure that all resources are used fully and appropriately. Residential care resources were developed, including 63 nursing facility beds converted to residential care beds (lower level of care and cost), and 109 new residential care beds.

### PUBLICATIONS:

Free and available at the Bureau of Elder and Adult services are:

- . Resource Directory for Older People in Maine.
- . Taking charge of Your Health Care Advanced Directives.
- . Guide to Health Insurance for People with Medicare (NAIC and HCFA, 1997).
- . Profile of Maine's Elderly (3/95).
- . Community Options Programs.
- . Knowing Your Rights When Living in a Nursing Home or Boarding Home (1996).
- . Abuse, Neglect, & Exploitation in licensed Fac.
- . Long Term Care Reform: A Status Report (February 1997).
- . Long Term Care in Maine Brouchure.
- . Neglect & Exploitation: The problem, reporting law, where to report.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF ELDER AND ADULT SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,886,118	2,566,969	17,564		301,585	
HEALTH BENEFITS	537,137	480,938	1,846		54,353	
RETIREMENTS	495,042	440,084	3,025		51,933	
OTHER FRINGE BENEFITS	30,741	28,264	338		2,139	
OTHER CONTRACT SERVICES STATE	915,579	334,217	105,336		476,026	
COMPUTER SERVICES STATE	17,806	3,097	1,170		13,539	
OTHER CONTRACT SERVICES	384,968	298,731	3,997		82,240	
RENTS	166,177	143,951	8,897		13,329	
COMMODITIES	30,127	29,694	77		356	
GRANTS, SUBSIDIES, PENSIONS	9,077,198	3,538,012	148,859		5,390,327	
INTEREST-DEBT RETIREMENT	273	273				
TRANSFER TO OTHER FUNDS	6,437		805		5,632	
<b>TOTAL EXPENDITURES</b>	14,547,603	7,864,230	291,914		6,391,459	

## BUREAU OF FAMILY INDEPENDENCE

### JUDY WILLIAMS, DIR

*Central Office:* WHITTEN ROAD, AUGUSTA, ME

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1913

*Reference: Policy Area:* 03 ; *Umbrella:* 10 *Unit:* 144B; *Citation:* T0022

*Average Count--All Positions:* 373.500

*Telephone:* (207) 287-3106

*M.R.S.A., Sect.* 000003101

*Legislative Count:* 373.50

#### PURPOSE:

The primary responsibilities of the Bureau of Family Independence, formerly known as the Bureau of Income Maintenance are to administer State and Federal programs which provide temporary financial assistance to low income individuals and families. An important part of the Bureau is the Division of Support Enforcement and Recovery which enforces child support orders, establishes paternity, and collects support for children regardless of whether they are receiving welfare. This Division also works with regional staff to recover moneys paid in error, whether through fraudulent activities or not, in the Bureau's welfare programs.

The Bureau administers the Temporary Assistance for Needy Families and Parents as Scholars programs, Food Stamps, Additional Support for Persons in Re-training and Employment (ASPIRE), General Assistance, and Medical/Cub Care eligibility. In addition to policy and program functions, the Bureau also provides monitoring of recipients through Quality Assurance activities and through audit of municipal welfare programs.

#### ORGANIZATION:

The Bureau of Family Independence originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed the 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. The Bureau of Social Welfare was renamed the Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981. The 117th Legislature changed the name of the Bureau to the Bureau of Family Independence in October, 1995 to reflect its change in purpose.

The Central Office units provide staff support to the Department's fifteen local offices. 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 of Human Services. Funding for

## DEPARTMENT OF HUMAN SERVICES

all programs except General Assistance is provided by the federal and state government. General Assistance is funded by the state and municipal governments. All programs follow the regulations of their respective funding sources.

### PROGRAM:

The welfare programs administered by the Bureau are Temporary Assistance for Needy Families (TANF) which provides a monthly cash benefit to families in which the children are deprived of parental support and care due to the absence from the home of a parent, incapacity of a parent or underemployment of a parent; The Parents as Scholars program provides financial aid to parents enrolled in a 2 or 4 year post secondary program who would be eligible for TANF; Food Stamps which provides a monthly benefit in food coupons to be used to supplement the food budget; Additional Support for People in Re-training and Employment (ASPIRE) whose staff work with people receiving TANF or Food Stamps to find employment which will make them self supporting; Medicaid and Cub Care eligibility which provides payment of medical expenses, including long term care, for persons of all ages and General Assistance which oversees the municipal General Assistance programs required by state law and provides reimbursement.

The Division of Support Enforcement and Recovery is responsible for the establishment and enforcement of child support obligations on behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Almost \$77.7 million was collected this year, 65% of which went to Maine families. Support Enforcement Services are available to all who need them irrespective of economic status.

In 1989, the Fraud Investigation and Recovery Unit was re-assigned to the Division. This unit is responsible for the investigation of alleged welfare fraud and the recovery of overpayments of program funds.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF FAMILY INDEPENDENCE		TOTAL FOR		SPECIAL		FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND			
SALARIES & WAGES	10,494,076	2,770,683	1,137,555		6,585,838		
HEALTH BENEFITS	2,356,176	584,797	262,388		1,508,991		
RETIREMENTS	1,816,120	482,207	195,594		1,138,319		
OTHER FRINGE BENEFITS	102,896	23,342	11,764		67,790		
OTHER CONTRACT SERVICES STATE	5,068,057	899,450	694,050		3,474,557		
COMPUTER SERVICES STATE	2,207,220	639,566	341,075		1,226,579		
OTHER CONTRACT SERVICES	3,301,899	2,082,076	190,345		1,029,478		
RENTS	1,152,586	597,578	38		554,970		
COMMODITIES	578,182	356,117	1,216		220,849		
GRANTS, SUBSIDIES, PENSIONS	202,210,329	49,610,333	69,487,020		83,112,976		
EQUIPMENT	1,633,583	1,628,468			5,115		
INTEREST-DEBT RETIREMENT	927	907			20		
TRANSFER TO OTHER FUNDS	210,389		30,739		179,650		
<b>TOTAL EXPENDITURES</b>	<b>231,132,440</b>	<b>59,675,524</b>	<b>72,351,784</b>		<b>99,105,132</b>		

DEPARTMENT OF HUMAN SERVICES

**BUREAU OF HEALTH**

**DR. DORA ANNE MILLS, MD, MPH, DIRECTOR**

*Central Office:* 157 CAPITOL ST, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

*Established:* 1935

*Telephone:* (207) 287-3201

*Reference:* Policy Area: 03 ; Umbrella: 10 Unit: 144A; Citation: T0022 M.R.S.A., Sect. 000000251

*Average Count--All Positions:* 308.019

*Legislative Count:* 304.00

**PURPOSE:**

The purpose of the Bureau of Health is to preserve, protect and promote the health of all Maine people. Key strategies include: promoting health through education, motivation, and public policies; conducting disease surveillance and control measures; and diminishing environmental health hazards.

**ORGANIZATION:**

The first State sponsored public health activities were delegated to the State Board of Health in 1885. In 1917, the Board was redesigned into the Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and relocated the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975.

The current Bureau of Health's organization consists of the Office of Health Data and Program Management; the Health and Environmental Testing Laboratory; the Division of Health Engineering; the Division of Community and Family Health; and the Division of Disease Control.

The Director of the Bureau of Health also serves as the State's Health Officer. In addition to overseeing the Bureau's programs, the Director is instrumental in furthering relationships with the medical and public health communities in the State and in the Nation.

**PROGRAM:**

The Bureau of Health's programs cover a wide area of topics, including: collecting and monitoring vital statistics; providing lab tests which are in the best interest of the public's health such as rabies and lead poisoning tests; ensuring safe drinking water throughout Maine and food safety in public eating places; working with communities to motivate and educate the public to prevent chronic diseases such as cancer, diabetes, and cardiovascular disease; and conducting surveillance and control measures of acute infectious diseases.

Some issues have arisen as priority areas of concern. For instance, our chronic disease rates are rising, and it is estimated that most people will be sick or die from a chronic disease which is preventable through lifestyle changes such as tobacco or other drug consumption, exercise, and diet. Emerging diseases such as water and food borne illnesses, HIV, rabies, and adult vaccine-preventable diseases also constitute a priority area. In addition, environmental health issues also are an area of concern. Examples of these are:

MTBE contamination of water supplies, fish consumption advisories, childhood lead poisoning, and environmental tobacco smoke (or secondhand smoke).

**PUBLICATIONS:**

Maine Health 1998: A Health Planning Resource

Healthy Maine 2000: A Midcourse Review

Maine Cancer Registry Report

Annual Vital Statistics Report

Monthly Public Health Fact Sheets

Reportable Infectious Diseases in Maine, 1997 Summary

Maine Health Promoter

Maine Epi-Gram

Tracking Year 2000 Goals with BRFSS

Sexually Transmitted Disease in Maine: 1997 Annual Report



## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,335,488	2,782,539	1,877,093		3,675,856	
HEALTH BENEFITS	1,730,152	533,196	408,332		788,624	
RETIREMENTS	1,425,306	468,109	324,002		633,195	
OTHER FRINGE BENEFITS	98,113	30,225	21,010		46,878	
OTHER CONTRACT SERVICES STATE	4,839,432	81,375	565,464		4,192,593	
COMPUTER SERVICES STATE	205,835	-1,859	9,978		197,716	
OTHER CONTRACT SERVICES	2,387,053	535,227	362,353		1,489,473	
RENTS	507,348	126,918	28,270		352,160	
COMMODITIES	2,502,482	559,581	529,893		1,413,008	
GRANTS, SUBSIDIES, PENSIONS	20,600,749	1,429,630	130,251		19,040,868	
EQUIPMENT	277,712		197,288		80,424	
INTEREST-DEBT RETIREMENT	1,839	955	699		185	
TRANSFER TO OTHER FUNDS	182,826		44,755		138,071	
<b>TOTAL EXPENDITURES</b>	<b>43,094,335</b>	<b>6,545,896</b>	<b>4,499,388</b>		<b>32,049,051</b>	

## DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)

### W. CLOUGH TOPPAN, P.E., DIRECTOR

*Central Office:* 157 CAPITOL ST, AUGUSTA, ME 04333

*Mail Address:* 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0010

*Established:* 1917

*Reference:* Policy Area: 03 ; Umbrella: 10 Unit: 144E; Citation: T0022 *Telephone:* (207) 287-5338

*Average Count--All Positions:* 6.000 *M.R.S.A., Sect.* 000002491

*Legislative Count:* 6.00

#### PURPOSE:

The purpose of the Division of Health Engineering is to preserve, protect and promote the well being of the population through organization and delivery of health engineering related services, to minimize health and safety hazards associated with improperly installed plumbing and subsurface waste water disposal systems, to minimize necessary radiation exposure through the licensing and inspection sources of radiation, oversight of low-level radioactive waste generators, and conducting environmental surveillance of nuclear facilities, to minimize unnecessary health hazards associated with food sanitation and recreation activities and to protect human health through maintenance of drinking water quality.

#### ORGANIZATION:

The Division of Sanitary Engineering was established in 1917 within the State Bureau of Health to carry out the Department of Health and Welfare's on-going responsibility in the investigation of drinking water supplies following the great typhoid epidemic between 1902-1904. Later, the Division issued rules relating to the sanitary conditions of hotels and foodhandler, plumbing, occupational health and the registration of x-ray machines and radioactive materials. The name was changed to Division of Health Engineering in 1972. The Division's responsibilities lie primarily in the areas of inspection and enforcement of public health codes established through departmental regulations. The four major programs are Drinking Water Program, Radiological Health Program, Community Health and Plumbing Control Program and the Eating and Lodging Program.

#### PROGRAM:

The WASTEWATER CONTROL PROGRAM is responsible to minimize health and safety hazards associated with improperly installed subsurface wastewater disposal systems to include the licensing of soil evaluators for subsurface wastewater disposal systems, and promulgation of the Subsurface Wastewater Disposal Rules.

## DEPARTMENT OF HUMAN SERVICES

The Wastewater Control Program also collects internal and external plumbing permit fees from the municipalities.

EATING AND LODGING PROGRAM has the mission to minimize unnecessary health hazards associated with food sanitation and recreation activities. The major activities include the licensing and regulation of eating places and lodging places, tent and trailer parks, Boys and Girls camps. This program also provides field support for the Division's programs.

The RADIATION CONTROL PROGRAM is responsible to minimize necessary radiation exposure, and control unnecessary radiation exposure through the licensing and inspection of all sources of radiation (both ionizing and non-ionizing radiation), oversight of low-level radioactive waste generators, Radon education, and registration of Radon testers and mitigators, and conducting environmental surveillance of nuclear facilities. This program also answers Indoor Air Quality complaints so as to minimize the health hazards associated with indoor air.

The DRINKING WATER PROGRAM is responsible to protect human health through maintenance of drinking water. This is done through administration and enforcement of the Safe Drinking Water Act. The program also administers a multi-million dollar Revolving Loan Fund for public water system infrastructure improvements.

### LICENSES:

Eating Places and Eating Place Mobile, Eating Place Takeout, Vending Machines, Catering Establishments, Lodging Places/Cottages, Senior Citizen Meals, Trailer & Tenting & Recreational Camps, School Lunch & Catering, Youth Camps & Trip & Travel Camp, Bed & Breakfast, Mass Gatherings, Compressed Air, X-Ray Registration, Temp. Food Serv., Water-Operator's License, Wastewater-Site Evaluator's License, Tattooing and Body Piercing, Local Plumbing Inspector & Site Evaluator, Water Testing Laboratories, Swimming Pool and Hot Tubs (Public), Code Enforcement Official, Radioactive Materials Licensing, Well Drillers & Pump Installers, Fluoridated Water Supply, Radon Registration Act, Radon Tester Registration, Radon Mitigator Registration, Public Water Supply Engineering Plans & Wellhead Prot. Plans  
Bottled Water - Reg./Bottle Club, Tobacco, Tanning Facility  
Registration/Micropigmentation, Electrology

### PUBLICATIONS:

Copies of rules-Free, except plumbing and radiation  
Radon in Air and Water-Free  
Water Supply-Free  
Water Testing Guide-Free  
Tanning Facility Rules-Free  
Boys/Girls (Youth Camps)-Free  
Compressed Air-Free  
Eating & Lodging Rules-Free  
Trailer & Tenting-Free  
Tattoo-Free  
Electrology-Free  
Board of Certification of Water Treatment Operators  
Well Drillers & Pump Installers Rules  
Body Piercing-Free  
Micropigmentation-Free  
Mass Gathering-Free  
Top Ten Tips for a Healthy Septic System-Free

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	164,354		164,354			
HEALTH BENEFITS	35,096		35,096			
RETIREMENTS	27,974		27,974			
OTHER FRINGE BENEFITS	2,118		2,118			
OTHER CONTRACT SERVICES STATE	2,416		2,416			
COMPUTER SERVICES STATE	31,118		31,118			
OTHER CONTRACT SERVICES	44,953		44,953			
RENTS	17,775		17,775			
COMMODITIES	9,318		9,318			
GRANTS, SUBSIDIES, PENSIONS	396		396			
TRANSFER TO OTHER FUNDS	3,635		3,635			
<b>TOTAL EXPENDITURES</b>	<b>339,153</b>		<b>339,153</b>			

## OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES) RUDOLPH NAPLES, DEPUTY COMMISSIONER

TDD: (207) 287-4479

Central Office: HUMAN SERVICES BLDG, AUGUSTA, ME 04333-0011  
 Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005  
 Established: 1975 Telephone: (207) 287-1921  
 Reference: Policy Area: 03 ; Umbrella: 1Q Unit: 144M Citation: T0022 M.R.S.A., Sect. 000000003  
 Average Count--All Positions: 100.500 Legislative Count: 100.50

### PURPOSE:

The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

### ORGANIZATION:

The major divisions of the Office of Management and Budget are as follows: Financial Services, Human Resources, Equal Opportunity and Affirmative Action, Technology Services, and Regional OMB Operations.

### PROGRAM:

The Division of Financial Services: This Division is responsible for the preparation of the Department's biennial budget and budget work programs, for all general accounting requirements, for payment of all invoices (except Medicaid), for preparation of all federal financial reports, and for providing budgetary, accounting, and analytical reports to departmental program managers. The Division is comprised of four units: account managers, responsible for preparation and control of the budget and federal reporting; administrative bills paying section; client bills, and cashier unit, including receipt and distribution of child support payments.

The Division of Human Resources: This Division functions as a support division by administering the Department's human resources/employee relations requirements. Responsibilities include interpreting and implementing personnel policies as they relate to approximately 2,500 employees in 315 job classifications in 17 geographical locations statewide. Plant & Office Services' primary function is ensuring the Department's smooth and efficient operation by maintaining a continuously updated office supplies inventory and timely mail delivery. The Equal Opportunity Coordinator is responsible for the Department's compliance with all applicable state and federal laws, rules, and regulations regarding equal employment opportunity. The EOC monitors and updates the Department's Affirmative Action Plan; monitors the Department's

## DEPARTMENT OF HUMAN SERVICES

hiring practices; coordinates implementing the Americans with Disabilities Act, including managing accommodation requests, training, and technical assistance.

**The Division of Technology Services:** This Division is the interface between the Department's automation operations and the state's centralized computers, of which it is the largest user. The Division maintains computerized applications for administering departmental programs and designs and constructs new applications in response to legislation and federal requirements. It also develops new approaches in response to advances in technology to meet the Department's total information needs.

**The Division of Regional OMB Operations:** This Division is responsible for providing generic administrative support services to program units housed in regional offices. These administrative services are provided for the comfort of the public, as well as staff. The several regional locations enable the public to receive vitally needed services in all areas of the state. The Division's functions fall into five categories: reception services, personnel services, fiscal services, and plant management services.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,297,206	1,503,612	60,896		1,732,698	
HEALTH BENEFITS	629,786	316,284	13,420		300,082	
RETIREMENTS	544,466	274,675	10,098		259,693	
OTHER FRINGE BENEFITS	28,269	11,976	821		15,472	
OTHER CONTRACT SERVICES STATE	1,380,409	8,527	2,367		1,369,515	
COMPUTER SERVICES STATE	-50,148	81,593	-7,567		-124,174	
OTHER CONTRACT SERVICES	606,663	168,904	4,442		433,317	
RENTS	304,358	90,592	4,819		208,947	
COMMODITIES	247,275	97,722	365		149,188	
GRANTS, SUBSIDIES, PENSIONS	2,322	433			1,889	
INTEREST-DEBT RETIREMENT	13	5	8			
TRANSFER TO OTHER FUNDS	56,046		904		55,142	
<b>TOTAL EXPENDITURES</b>	<b>7,046,665</b>	<b>2,554,323</b>	<b>90,573</b>		<b>4,401,769</b>	

## BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

### FRANCIS FINNEGAN, DIR

*Central Office:* 249 WESTERN AVENUE, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1978

*Telephone:* (207) 287-2674

*Reference:* Policy Area: 03 ; Umbrella: 1Q Unit: 144D; Citation: T0022 M.R.S.A., Sect. 000003470

*Average Count--All Positions:* 260.500

*Legislative Count:* 260.50

#### PURPOSE:

The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals and Federal mandates, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Services, Drugs to Maine Elderly, and the licensure and certification of hospitals, nursing homes and a variety of other agencies providing health services.

#### ORGANIZATION:

The Bureau of Medical Services was established in the spring of 1978 and administers its activities through the following operational units: The Division of Licensing and Certification licenses monitors for quality standards

## DEPARTMENT OF HUMAN SERVICES

all hospitals, ambulatory surgical centers, nursing homes, intermediate care facilities for people with mental retardation, residential care facilities, hospices and home health care services, and certifies health care facilities and providers for Medicare and/or Medicaid. The Division of Managed Care is responsible for Medicaid managed care programs, and for the Early, Periodic, Screening, Diagnosis, and treatment (EPSDT) program.

The Division of Information Management is responsible for the information system of the Bureau. The Division of Medicaid Policy & Programs develops coverage for and promotes access to a comprehensive array of health and social services for emphasis on promoting the healthy development of children and young adults. The Division of Quality Improvement is responsible for implementing systems to assure the continuing improvement of the health services provided for medicaid recipients.

Restructured in 1994 the Division of Reimbursement and Financial Services is the rate setting and financial forecasting arm of the Bureau. The Division of Surveillance and Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. The Division of Program Analysis and Development's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his/her approval or disapproval of proposed significant changes in the health care system as specified in the Maine Certificate of Need Act of 1978, amended (22 MRSA Sec. 301 et seq), and in the Maine Hospital Cooperation Act of 1992.

### PROGRAM:

Medicaid was established in 1965 to provide public medical insurance for America's low income citizens. Today over 26 million Americans, 190,000 Maine residents receive medical services paid for by Medicaid.

The program is a partnership between the state and the federal government. At the federal level it is administered by the Health Care Financing Administration (HCFA). In Maine, the program is administered by the Department of Human Services, Bureau of Medical Services (BMS). Medicaid services are funded by a complex formula that eventually combines state and federal revenues at an approximate 33% state and 67% federal dollar split.

### LICENSES:

Applications for the following licenses may be made to: Div. of Licensing and Certification, Bureau of Medical Services, Dept. of Human Services, Station #11, Augusta, Maine 04333 (Tel. 624-5443).

Hospitals, Nursing Facilities, Intermediate Care Facilities for the Mentally Retarded, Home Health Care Svcs. Agencies, Ambulatory Surgical Ctrs., Hospices, Boarding Homes, Adult Foster Homes.

Applications for Medicare/Medicaid/CLIA Certification may also be made for the following: Home Health Agencies, Rural Health Clinics, Renal Dialysis Ctrs, Renal Transplant Ctrs, Speech and Hearing Ctrs, Indep. Practicing P.T., Psychiatric Hospitals, Psychiatric Hospitals, CLIA Labs, Chiropractors, Hospitals, Ambulatory Surgical Ctrs. Comprehensive Out-Patient Rehab. Facilities, Hospices, Portable X-Ray Services, Rehab. Agencies, Occupational Therapists, Rural Health Clinics, Community Mental Health Ctrs, FQHC, Prospective payment exclusion units in hospitals.

### PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:  
Annual Medicaid Report (Free)

Maine Medical Assistance Manual - \$50.00

Regulations for the Licensure of General and Speciality Hospitals - \$15.00

Maine Certificate of Need Procedure Manual - \$5.00

Maine Certificate of Need Monthly Project Summary - Free

Health Care Facility/Agency Space and Needs Guidelines

-Book One - Acute/Hospital-Based Services - Free

-Book Two - Free Standing Rehabilitation & Other Facilities - Free

Hospital Cooperation Act Program Manual - Free

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,881,051	2,195,771	50,403		4,634,877	
HEALTH BENEFITS	1,456,495	475,796	10,064		970,635	
RETIREMENTS	1,206,448	384,109	7,264		815,075	
OTHER FRINGE BENEFITS	84,414	25,616	153		58,645	
OTHER CONTRACT SERVICES STATE	16,886,278	7,148,744	320,038		9,417,496	
COMPUTER SERVICES STATE	1,043,422	162,062	101		881,259	
OTHER CONTRACT SERVICES	2,560,482	1,454,592	4,588		1,101,302	
RENTS	1,336,007	348,035			987,972	
COMMODITIES	252,405	123,899	859		127,647	
GRANTS, SUBSIDIES, PENSIONS	1015,396,153	174,056,016	127,593,970		713,746,167	
EQUIPMENT	138,467	33,419			105,048	
INTEREST-DEBT RETIREMENT	239	178			61	
TRANSFER TO OTHER FUNDS	195,678		4,267		191,411	
<b>TOTAL EXPENDITURES</b>	1047,437,539	186,408,237	127,991,707		733,037,595	

## OFFICE OF PROGRAMS (HUMAN SERVICES)

### PETER E. WALSH, DEPUTY COMM

*Central Office:* HUMAN SERVICES BLDG, AUGUSTA, ME

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:*

*Telephone:* (207) 287-2546

*Reference:* Policy Area: 03 ; Umbrella: 1Q Unit: 144S ; Citation: T0022 M.R.S.A., Sect. 000000003

#### ORGANIZATION:

The Office of Programs (Human Services) includes the Bureau of Child and Family Services, Bureau of Family Independence, Bureau of Elder and Adult Services, Bureau of Health and Bureau of Medical Services. Under the direction of the Commissioner, the Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Administrative Hearings.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE PUBLIC DRINKING WATER COMMISSION

### STEVEN LEVY, CHAIRPERSON

*Central Office:* 157 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address:* 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0010

*Established:* 1993

*Telephone:* (207) 287-5685

*Reference:* Policy Area: 03 ; Umbrella: 1Q Unit: 560 ; Citation: T0022 M.R.S.A., Sect. 00002660B

*Average Count--All Positions:* 9.000

*Legislative Count:* 9.00

#### PURPOSE:

Commission duties include: Determining proportion of Program effort dedicated to each type of public water system; evaluating Program workloads; evaluating staffing and resource needs; determining funding requirements, fee formula, fee assessments and collection schedules for each type of public water system.

## DEPARTMENT OF HUMAN SERVICES

### ORGANIZATION:

The Maine Public Drinking Water Commission, created by the 116th Legislature, consists of eight members who represent the interest of the regulated community and the Commissioner of the Department of Human Services, or the designee thereof. Commissioners are appointed by the Governor and serve for a term of four years. The first meeting of the Commission was held September 29, 1993. The Commission meets monthly.

### PROGRAM:

The Maine Drinking Water Program, under agreement with the United States Environmental Protection Agency, is responsible for implementing, administering and enforcing federally mandated drinking water laws as applicable to all public water systems in Maine. Because deficient water systems can subject consumers to biological, chemical and physical hazards and have caused significant public health problems, the goal of the Maine Drinking Water Program is to ensure that the general public is provided with safe and reliable sources of public drinking water.

Federal regulation of public drinking water systems began in 1974 with passage of the Safe Drinking Water Act. In 1976, under authority of this act, the State of Maine entered into a formal Primacy agreement with the federal government and was delegated primary enforcement authority for regulating public water systems in the State.

The 1986 Amendments to the Safe Drinking Water Act greatly expanded the regulatory authority of the original act and required water testing for 83 known water contaminants. Regulatory requirements have grown in number and complexity. More frequent water testing is required and the list of potential water contaminants has continued to increase. State rules Relating to Drinking Water were adopted for the first time in 1977 and subsequently amended in 1983.

These rules now are updated annually to remain current with newly promulgated federal requirements. The inability of the Program to maintain a staffing level sufficient to meet increasing workloads led to a Primacy crisis at the end of 1992 and the formal initiation of Primacy withdrawal by the U.S. Environmental Protection Agency on January 15, 1993. The threat of a federal take-over generated considerable concern among regulators as well as the regulated community.

A Primacy Task Force composed of representatives from the regulated community, various State agencies and offices, the Legislature, regulators, municipalities, small business and the U.S. EPA was established and asked to reach a consensus resolution. Task Force members developed legislation that authorized the Commissioner of the Department of Human Services to assess Drinking Water Fees (alternative funding) and created the Maine Public Drinking Water Commission to serve as an over-sight board and to represent the interests of the regulated community. Proposed legislation was enacted into law June 30, 1993 and the Commission officially began work September 29, 1993. Initial fee assessments covered an 18 month period; the last half of State Fiscal Year 1994 and all of State Fiscal Year 1995. Additional staff have been hired and withdrawal of primacy has been terminated.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE PUBLIC DRINKING WATER COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	256,190		256,190			
HEALTH BENEFITS	55,419		55,419			
RETIREMENTS	44,117		44,117			
OTHER FRINGE BENEFITS	3,541		3,541			
OTHER CONTRACT SERVICES STATE	5,163		5,163			
OTHER CONTRACT SERVICES	21,096		21,096			
RENTS	20,617		20,617			
COMMODITIES	2,145		2,145			
GRANTS, SUBSIDIES, PENSIONS	4,500		4,500			
<b>TOTAL EXPENDITURES</b>	<b>412,788</b>		<b>412,788</b>			

## OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)

### DAVID WINSLOW, DIR PUB & LEG AFF

*Central Office:* HUMAN SERVICES BLDG, AUGUSTA, ME

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1966

*Telephone:* (207) 287-3707

*Reference:* Policy Area: 03 ; Umbrella: 1Q Unit: 144C; Citation: T0022 M.R.S.A., Sect. 000000003

#### PURPOSE:

The purpose of the Office of Public and Legislative Affairs is to maintain a liaison with the Office of the Governor, the Maine State Legislature, and the public in order to monitor legislation affecting the department to prepare departmental information for legislative issues and represent the department at the local, state and national levels, to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines.

#### ORGANIZATION:

This unit was first formed in 1972 as the Office of Information and Education. In 1975 its title was changed to the Office of Public Affairs and Communication and in 1987, its title was changed to the Office of Public and Legislative Affairs. The staff consists of a Director, two secretaries and a receptionist.

#### PROGRAM:

During the 1995-1996 period, the office produced news releases on department affairs, developed public awareness concerning DHS issues, and designing supporting brochures for departmental programs.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



DEPARTMENT OF HUMAN SERVICES

**PUBLIC HEALTH LABORATORY (HUMAN SERVICES)**

**PHILIP W. HAINES, DR.P.H., DIRECTOR**

*Central Office:* 221 STATE ST, AUGUSTA, ME 04333

*Mail Address:* 12 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1902

*Telephone:* (207) 287-2727

*Reference: Policy Area:* 03 ; *Umbrella:* 1Q Unit: 144Y; *Citation:* T0022 *M.R.S.A., Sect.* 000000561

**PURPOSE:**

The primary function of the Health and Environmental Testing Laboratory is to provide comprehensive public health and environmental testing for the Department of Human Services and the Department of Environmental Protection, as well as to other state agencies and the people of Maine for the protection of their health and their environment. Provision of cost-effective and affordable analytical services to state agencies and to the public continues to be a major challenge. The Fee-for-Service system now funds 88% of the cost of the Lab's operation, with state funds supplying 10% and federal funds supplying 2%.

**ORGANIZATION:**

The Health and Environmental Testing Laboratory was established by legislation in 1991 through merger of the Department of Environmental Protection Laboratory (established in 1971) with the Public Health Laboratory (originally established in 1902) of the Department of Human Services. This combined laboratory significantly strengthened the State's laboratory capabilities while increasing efficiency and reducing costs. It is the State's resource for monitoring and diagnosing infectious diseases of public health importance, testing public and private water supplies for chemical and microbial contaminants for protection of health and for regulatory purposes, for monitoring all classes of environmental markers and contaminants, regulatory and health monitoring of radiation, detecting and preventing childhood lead poisoning, and performing forensic testing.

The Health and Environmental Testing Laboratory is organized in the following sections:

- Public Health Microbiology
  - Virology, including serology
  - Bacteriology/Parasitology
  - Mycobacteriology (TB)/Mycology/Rabies
- Forensic Chemistry/Toxicology
- Inorganics and Nutrients
- Organic Chemistry
- Laboratory Certification & Internal Quality Assurance
- Administrative Services

**PROGRAM:**

The Public Health Microbiology activities are the State's surveillance arm for infectious diseases of public health significance. Classically, these have been tuberculosis, food-borne illness, sexually transmitted diseases, vaccine preventable diseases, and outbreaks such as influenza. Although infectious diseases had been thought by many to be permanently under control, recent developments such as Lyme disease, Hantavirus, AIDS, Multiple-drug resistant Tuberculosis, and massive outbreaks of wild animal rabies have shown that infectious disease still pose a frightening public health risk. It is the role of the Health and Environmental Laboratory to maintain state-of-the-art facilities and personnel to detect and diagnose these disease events and support the state's capacity to respond to new disease threats while continuing to contain traditional diseases.

A combination of federal funds and accumulated fees have enabled the HETL to remain a modern up-to-date facility for this purpose, although continued support is essential to future protection of public health. Many environmental threats, such as contaminated water supplies pose a direct threat to the public's health, while others, such as degraded lake water quality impact environmental parameters directly, and public health more slowly and indirectly.

Accurate and specific analytical testing of all environmental parameters is vital to protection of health, as well as support of regulatory agencies such as the Drinking Water Program of DHS and the various programs of the DEP. Testing must be available in a timely fashion, at a cost-effective price, and of

## DEPARTMENT OF HUMAN SERVICES

court-admissible quality.

In addition, high volume testing must be available for repetitive monitoring of water supplies, mandated by federal rules, and available to private parties at reasonable cost, or free to those of limited means. Extensive purchase of computer-driven automated analytical equipment has kept the HETL at the forefront of analytical capabilities in organic chemistry, heavy metal testing, and other needs, and provided optimum productivity and efficiency of the Lab. The HETL offers a full range of environmental analyses. Public Safety is another aspect of public health, and the HETL plays a major role in public safety-related testing. The HETL is designated by statute as the agency certifying chemist for blood and breath alcohol and OUI-drug testing, and performs much of that testing. It certifies breath alcohol instruments from a position of analytical expertise and forensic neutrality. Confiscated suspected drug samples are tested for police agencies.

### LICENSES:

License:

Independent Clinical Laboratory

Substance of Abuse Testing Laboratory

Health Screening Laboratory Service

Certificate:

Blood Alcohol Phlebotomist

Blood Alcohol Analyst

Drug Analyst

Breath Alcohol Testing Equipment

Water Testing Laboratory

OUI-Drug Analyst

### PUBLICATIONS:

HETL News quarterly newsletter--sent to hospitals, private laboratories, pathologists, State public Health Laboratory Directors and other interested parties (Available free of charge.)

PINE TREE BULLETIN BOARD: The HETL supports a Forum on Health and Environmental Testing. There is a toll free number to connect with almost any PC and modem: 1-800-680-4748

HOME PAGE (INTERNET): Under Construction

DIRECTORY OF LABORATORY--MAINE HEALTH AND ENVIRONMENTAL TESTING LABORATORY (1991). (Available free of charge.)

RABIES INFORMATION BOOKLET (Available free of charge)

WATER TESTING GUIDE (Available free of charge)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF REGIONAL OPERATIONS

### ROBERT NADEAU, DIRECTOR

*Central Office:* HUMAN SERVICES BLDG, AUGUSTA, ME

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:*

*Reference: Policy Area: 03 ; Umbrella: 10 Unit: 144R; Citation: T0022* *Telephone: (207) 822-2216*

*Average Count--All Positions: 1061.000*

*M.R.S.A., Sect. 000000003*

*Legislative Count: 1061.00*

### PROGRAM:

The Division of Regional Administration is responsible for providing generic administrative support services to program units housed in regional offices. These administrative services are provided for the comfort of the public, as well as staff. The several regional locations enable the public to receive vitally needed services in all areas of the State. The Division's functions fall into 5 categories: reception services, personnel services, fiscal services, office services, and plant management services. Plant management services include telephone services, mail, supplies, equipment, and space management.

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Offices are maintained in Portland, Biddeford, Sanford, Lewiston, Farmington, Augusta, Rockland, Belfast, Skowhegan, Bangor, Ellsworth, Machias, Calais, Dover, Houlton, Caribou, and Fort Kent. There are approximately 1437 DHS employees in these offices, serving the public.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF REGIONAL OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	28,609,921	20,577,407	110,267		7,922,247	
HEALTH BENEFITS	6,541,976	4,503,248	30,372		2,008,356	
RETIREMENTS	4,917,332	3,537,491	18,988		1,360,853	
OTHER FRINGE BENEFITS	365,754	282,591	1,635		81,528	
OTHER CONTRACT SERVICES STATE	130,875	39,007			91,868	
COMPUTER SERVICES STATE	-23,226	-52,476			29,250	
OTHER CONTRACT SERVICES	4,050,021	2,523,498	38,495		1,488,028	
RENTS	3,674,654	1,637,959			2,036,695	
COMMODITIES	268,882	128,684			140,198	
GRANTS, SUBSIDIES, PENSIONS	666,779	655,527			11,252	
EQUIPMENT	5,911	5,911				
INTEREST-DEBT RETIREMENT	107	98				9
TRANSFER TO OTHER FUNDS	172,408		2,351		170,057	
<b>TOTAL EXPENDITURES</b>	<b>49,381,394</b>	<b>33,838,945</b>	<b>202,108</b>		<b>15,340,341</b>	

## OFFICE OF VITAL STATISTICS

### N. WARREN BARTLETT, DIRECTOR & ST REGISTRAR

*Central Office:* 157 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1992

*Telephone:* (207) 287-3264

*Reference: Policy Area:* 03 ; *Umbrella:* 10 *Unit:* 146 ; *Citation:* T0022 *M.R.S.A., Sect.* 000002701

#### **PURPOSE:**

The Office of Health Data and Program Management (OHDPM) collects, maintains and updates population-based health data, Maine's Vital Records system and Behavioral Risk Factor Surveillance Survey System; OHDPM assures access to health services in rural communities through recruitment of medical professionals, clearinghouse functions and networking; OHDPM provides administrative support to the Bureau of Health in areas of budget, personnel, contracting, information/data and program management and evaluation; staff are also responsible for developing the Annual State Health Plan.

#### **ORGANIZATION:**

The Office of Health Data and Program Management was created in 1996 as part of data/information system and administrative management reorganization within the Bureau of Health. The OHDPM includes: The Office of Data, Research and Vital Statistics (established in 1992); the Office of Primary Health Care (established in 1986); the Maine Office of Rural Health (established in 1991); the Behavior Risk Factor Surveillance Survey (established in 1986); and the Accounting Office.

#### **PROGRAM:**

A major function of the Office of Data, Research and Vital Statistics continued to be the development and maintenance of core data needs of health and social services, program planning and management. Specific projects included vital statistics, population estimates, demographic information, health status indicators, and surveys of dentists and physicians. The Office also continued its regular program of receiving vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics; initiated measures

## DEPARTMENT OF HUMAN SERVICES

for improving compliance with the rules governing the registration of vital statistics; and continued operation of the Adoption Reunion Registry. A new Electronic Birth Certificate system has been implemented with all Maine hospitals participating in this system.

Maine is one of 50 US states and territories that conducts the Behavioral Risk Factor Surveillance Survey (BRFSS), a random digit dialing telephone survey of the population, to determine the prevalence of behavioral risks that lead to premature mortality, morbidity and disability. The Office also maintains the Pregnancy Risk Assessment Monitoring System (PRAMS), an on-going, population-based surveillance system designed to supplement Vital Records data and to generate State-specific data for planning and assessing perinatal health programs.

The Office of Primary Health Care was established to administer the Cooperative Agreement for Primary Care Services and the State Loan Repayment Program. The mission of the Office is to increase access to primary health care services for Maine's underserved and indigent populations. The State Loan Program encourages physicians, dentists and physician extenders to practice in federally designated health professional shortage areas. The Office of Rural Health; promotes the coordination and integration of health care services within rural communities throughout the State; maintains a clearinghouse for information on programs and funding opportunities for improving access to health care; provides technical assistance to rural communities on recruiting health care professionals; issues a bi-monthly newsletter to keep the Office's constituency informed on the latest development affecting access to health care services for the rural population of Maine; and manages the Rural Medical Access program.

### **LICENSES:**

Certificates of live birth, death, and marriage. Official reports of fetal death and induced abortion. Official records of divorce or annulment.

### **PUBLICATIONS:**

Maine Vital Statistics  
Population Estimates  
Physicians in Maine  
Dentists in Maine  
Fact Sheets on selected topics - free  
State Primary Care Data  
Maine Office of Rural Health Newsletter

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**

**LEE E. PERRY, COMMISSIONER**

*Central Office:* 284 STATE ST, AUGUSTA, ME, 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 *FAX:* (207) 287-6395

*Established:* 1980

*Telephone:* (207) 287-5202

*Reference: Policy Area:* 05 ; *Umbrella:* 09 *Unit:* 137 ; *Citation:* T0012 *M.R.S.A., Sect.* 000007011

*Average Count--All Positions:* 304.981

*Legislative Count:* 296.00

**Units:**

*BUREAU OF ADMINISTRATIVE SERVICES (IF&W)*

*ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)*

*JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM*

*ADVISORY BOARD*

*ADVISORY BOARD FOR THE LICENSING OF GUIDES*

*MAINE OUTDOOR HERITAGE FUND BOARD*

*DIVISION OF PLANNING (IF&W)*

*DIVISION OF PUBLIC INFORMATION AND EDUCATION  
(IF&W)*

*BUREAU OF RESOURCE MANAGEMENT (IF&W)*

*BUREAU OF WARDEN SERVICE (IF&W)*

**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, watercraft, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, 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. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g. flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974.

Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services; 2. Bureau of Resource Management; 3. Bureau of Warden Service; 4. Office of the Commissioner including the Division of Public Information and the Division of Program Development and Coordination.

**PROGRAM:**

The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public (Ten summaries are updated, printed and distributed). The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

declared to be official consolidations of fishing rules. These regulation summaries are to be printed on a biennial basis.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

### **LICENSES:**

Commercial Whitewater Rafting Allocations

See individual Bureaus for other licenses and permits

### **PUBLICATIONS:**

Laws-Hunting and Trapping; Open Water Fishing; Ice Fishing (free)

Maine Fish and Wildlife Magazine-published quarterly-\$4.50 per copy

Lake Surveys-\$ .50 per copy

Publications Catalogue (free)

Maine Boat Laws (free)

All-Terrain Vehicle Laws (free)

Snowmobile Laws (free)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,724,383	7,698,431	267,265		1,758,687	
HEALTH BENEFITS	2,203,111	1,781,662	54,120		367,329	
RETIREMENTS	2,717,274	2,302,681	49,338		365,255	
OTHER FRINGE BENEFITS	129,845	126,916	2,929			
OTHER CONTRACT SERVICES STATE	1,258,231	535,900	343,174		379,157	
COMPUTER SERVICES STATE	431,583	-58,249	58,964		430,868	
OTHER CONTRACT SERVICES	2,372,565	1,711,409	139,341		521,815	
RENTS	1,421,974	1,353,527	47,556		20,891	
COMMODITIES	808,870	576,622	98,919		133,329	
GRANTS, SUBSIDIES, PENSIONS	236,148		222,324		13,824	
PURCHASE OF LAND	1,462,813		215,504		1,247,309	
EQUIPMENT	341,819	157,764	83,664		100,391	
INTEREST-DEBT RETIREMENT	795	102	693			
TRANSFER TO OTHER FUNDS	26,849		8,092		18,757	
<b>TOTAL EXPENDITURES</b>	<b>23,136,260</b>	<b>16,186,765</b>	<b>1,591,883</b>		<b>5,357,612</b>	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	423,085	420,408			2,677	
HEALTH BENEFITS	42,756	42,177			579	
RETIREMENTS	39,988	39,418			570	
OTHER FRINGE BENEFITS	1,896	1,896				
OTHER CONTRACT SERVICES STATE	116,967	51,433	7,669		57,865	
COMPUTER SERVICES STATE	87,976	85,847			2,129	
OTHER CONTRACT SERVICES	323,742	290,332	30,692		2,718	
RENTS	35,158	15,978	460		18,720	
COMMODITIES	51,365	29,184	12,678		9,503	
INTEREST-DEBT RETIREMENT	16		16			
TRANSFER TO OTHER FUNDS	2,118		746		1,372	
<b>TOTAL EXPENDITURES</b>	<b>1,125,067</b>	<b>976,673</b>	<b>52,261</b>		<b>96,133</b>	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**BUREAU OF ADMINISTRATIVE SERVICES (IF&W)**

**RICHARD E. RECORD, JR., DIR., ADMIN. SERVICES**

*Central Office:* 284 STATE ST, AUGUSTA, ME

*Mail Address:* 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041

*Established:*

*Reference:* Policy Area: 05 ; Umbrella: 09 Unit: 167 ; Citation: T0012 M.R.S.A., Sect. 000007012

*Average Count--All Positions:* 38.308

*Telephone:* (207) 287-5224

*Legislative Count:* 37.00

**PURPOSE:**

The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

**ORGANIZATION:**

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Accounting Section-headed by a Chief Accountant; Division of Engineering and Realty-headed by a Supervisor; Division of Licensing and Registration-headed by a Director; Personnel Section-headed by a Personnel Officer; Central Purchasing and Supply Section-headed by a Property Officer.

**PROGRAM:**

The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required. The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and All-Terrain vehicles. The operation of these machines is regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources. The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	943,337	886,107	18,000		39,230	
HEALTH BENEFITS	262,345	262,345				
RETIREMENTS	169,878	163,228	6,650			
OTHER FRINGE BENEFITS	12,148	12,148				
OTHER CONTRACT SERVICES STATE	123,440	104,986	18,454			
COMPUTER SERVICES STATE	272,667	243,487			29,180	
OTHER CONTRACT SERVICES	705,463	664,461	2,629		38,373	
RENTS	188,346	188,346				
COMMODITIES	133,941	117,103	16,838			
GRANTS, SUBSIDIES, PENSIONS	1,892		1,892			
EQUIPMENT	14,908	6,516	8,392			
TRANSFER TO OTHER FUNDS	981		439		542	
<b>TOTAL EXPENDITURES</b>	<b>2,829,346</b>	<b>2,648,727</b>	<b>73,294</b>		<b>107,325</b>	

## ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

### WILMOT ROBINSON, CHAIRMAN

*Central Office:* 284 STATE ST, AUGUSTA, ME

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041

*Established:* 1945

*Telephone:* (207) 287-3371

*Reference:* Policy Area: 05 ; Umbrella: 09 Unit: 140 ; Citation: T0012 M.R.S.A., Sect. 000007033A

#### PURPOSE:

To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department.

The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

#### ORGANIZATION:

The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of ten members representing one or more counties of the State on fish and wildlife related issues. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term.

The members of the Advisory Council receive \$50 per day for their services and actual expenses 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. At the meeting held in May of each year, the Council may elect one of its members as chair and one as vice-chair.

#### PROGRAM:

The Advisory Council met with the Commissioner to review regulation changes, acquisition of major land parcels, and other department matters 6 times during FY 97.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM  
ADVISORY BOARD**

**TIMOTHY E. PEABODY, GAME WARDEN COLONEL**

*Central Office:* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

*Established:* 1979

*Telephone:* (207) 287-2766

*Reference:* Policy Area: 05 ; Umbrella: 09 Unit: 143 ; Citation: T0012 M.R.S.A., Sect. 000007323

**PURPOSE:**

The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

**ORGANIZATION:**

PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and 3 members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

**PROGRAM:**

Pursuant to 12 M.R.S.A., sections 7321-7322 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 762 permits issued and 35 certified instructors. In addition, the Board continues to provide up-to-date service for the 250 summer camps in Maine. At least 2 meetings per year are held with the Board and Maine Campground Owners Association.

**LICENSES:**

Maine Camp Trip Leader Permit

Maine Camp Trip Leader Instructor

Junior Maine Guide Certificate

**PUBLICATIONS:**

Administrative Rules and Regulations adopted Curriculum (outline)

Resources List (study materials)

Copies of 12 M.R.S.A., sections 7302-7303

Associated forms and application blanks

Issue License

Course summary sheets

Trip Itinerary Cards

Information packer-free

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**ADVISORY BOARD FOR THE LICENSING OF GUIDES**

**TIMOTHY E. PEABODY, GAME WARDEN COLONEL**

*Central Office:* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

*Established:* 1975

*Telephone:* (207) 287-2766

*Reference:* Policy Area: 05 ; Umbrella: 09 Unit: 142 ; Citation: T0012 *M.R.S.A., Sect.* 000007320

**PURPOSE:**

- The Advisory Board for the Licensing of Guides was established:
- A. To provide advice and consent regarding rules proposed by the Commissioner;
  - B. At the request of the Commissioner, to conduct oral examinations of applicants for guide licenses; and
  - C. To advise the Commissioner on granting and revoking guide licenses.

**ORGANIZATION:**

The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:

- A. One subordinate officer of the department designated by the Commissioner;
- B. Two wardens of the department; and
- C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

**PROGRAM:**

The Advisory Board for the Licensing of Guides met 87 times in FY97. The Board passed 764 applicants and denied 372. The categories of licenses granted are as follows:

Master

Hunting (74)

Fishing (64)

Recreation (155)

Hunting/Fishing (15)

Hunting/Recreation (13)

Fishing/Recreation (28)

Sea Kayaking (21)

Tidewater Fish (6)

Recreation/Sea Kayaking (13)

Fish/Tidewater (3)

Whitewater Boards met 11 times in FY97. The Board passed 303 LEVEL I and denied 0.

Kennebec (117)

Penobscot (32)

Kennebec/Penobscot x crib (37)

Crib (33)

**LICENSES:**

Master Guides License

Hunting Guides License

Fishing Guides License

Recreational Guides License

Whitewater Guides License

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**MAINE OUTDOOR HERITAGE FUND BOARD**

**JO D. SAFFEIR, EXECUTIVE DIRECTOR**

*Central Office:* 284 STATE ST., AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041      *FAX:* (207) 287-8094

*Established:* 1995

*Telephone:* (207) 688-4191

*Reference: Policy Area:* 05 ; *Umbrella:* 09 *Unit:* 585 ; *Citation:* T0012 *M.R.S.A., Sect.* 000007788

*Average Count--All Positions:* 1.000

*Legislative Count:* 1.00

**PURPOSE:**

The Maine Outdoor Heritage Fund was established by the Legislature in 1995 after it became clear there was a dearth of funding for worthwhile projects that would perpetuate Maine's ecological jewels -- the state's endangered species, wildlife habitat and excellent environment for outdoor recreation. By funding the program solely with revenue from the sale of special Outdoor Heritage lottery tickets, the legislature was able to support financially worthwhile projects without using revenue from the General Fund.

**ORGANIZATION:**

The Maine Outdoor Heritage Fund is governed by a board of seven members. The Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Conservation and the Coordinator of the Natural Areas Program are permanent members. With approval from the Legislature, the Governor appoints four citizen members to staggered 4-year terms. One citizen member must represent a state sportsman's organization, one must represent a state wildlife conservation organization and one must work in a field related to natural resources. The Board has hired an executive director on a contractual basis to perform the duties of administering the grants once they are awarded, organizing the application process for grants and coordinating with the Lottery Commission and other state and private organizations.

**PROGRAM:**

The Board awards grants semi-annually to natural resource agencies for conservation and recreation projects that meet the guidelines stated in the Outdoor Heritage Fund's Strategic Plan. Since the program began in 1996, the Board has awarded nearly \$3.6 million to 121 projects.

The grants are awarded in four categories:

- fisheries and wildlife, and habitat conservation projects;
- acquisition and management of public lands, parks, wildlife conservation areas, public access and outdoor recreation sites and facilities;
- endangered and threatened species conservation projects;
- natural resources law enforcement.

Revenue is raised from the sale of instant lottery tickets, which are available at most outlets that sell other Maine State Lottery tickets. The Outdoor Heritage ticket design changes every three to six months. The current ticket has five different designs; Mount Katahdin, a cardinal, a white-tailed deer, a lynx and a wood duck. To publicize the Outdoor Heritage program, the Board has hired a television production company to create a television campaign highlighting funded projects and has underwritten a series of stories in a statewide conservation magazine.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE OUTDOOR HERITAGE FUND BOARD	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	688		688			
OTHER CONTRACT SERVICES STATE	183,609		183,609			
COMPUTER SERVICES STATE	54,945		54,945			
OTHER CONTRACT SERVICES	64,944		64,944			
RENTS	46		46			
COMMODITIES	35,803		35,803			
GRANTS, SUBSIDIES, PENSIONS	184,045		184,045			
PURCHASE OF LAND	55,845		55,845			
EQUIPMENT	31,566		31,566			
TRANSFER TO OTHER FUNDS	3,400		3,400			
<b>TOTAL EXPENDITURES</b>	<b>614,891</b>		<b>614,891</b>			

## DIVISION OF PLANNING (IF&W)

### KENNETH D. ELowe, DIR BUR RES MNGMT

*Central Office:* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-6395

*Established:* *Telephone:* (207) 287-5252

*Reference:* Policy Area: 05 ; Umbrella: 09 Unit: 235 ; Citation: T0012 M.R.S.A., Sect. 000007015

#### PURPOSE:

The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program. In addition, the Division coordinates the implementation of inter-divisional programs and provides technical assistance to the Commissioner's Office and various Divisions.

#### ORGANIZATION:

The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section. In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management. The director's position was eliminated in 1990. The Warden Service Planner's position was eliminated in 1991. The Director of the Bureau of Resource Management was assigned administrative oversight of the division in 1992.

#### PROGRAM:

The Division program consists of a variety of projects and assignments which fall into the general areas of planning, coordination, and technical assistance. Procedures are developed and enhanced for preparing strategic and operational plans, and management systems. Public working groups are employed to provide public input into the setting of goals and objectives for species and programs.

Division personnel coordinate a variety of programs which cross Division and Bureau lines including moose, deer, and turkey permit systems, Department review of local comprehensive plans, significant habitat protection efforts, surveys of users and implementation of a new licensing system. Division personnel provide technical assistance in a variety of areas including programming of computer application; drafting regulations and legislation,

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

statistical analysis of data; preparation of license sales tables and trends; scheduling of program and regulation cycles; presenting information to the Legislature, other groups and the public; and representing the Department before a variety of groups, agencies and institutions.

The Division carries out a special assignment to coordinate and implement the Commercial Whitewater Rafting Program which includes issuing allocations and advising the Commissioner and Legislature on changes to the statutes controlling commercial rafting.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)

### VACANT , DIR PUB INFO EDUC

*Central Office:* 284 STATE ST, AUGUSTA, ME

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041

*Established:* 1952

*Telephone:* (207) 287-5248

*Reference: Policy Area:* 05 ; *Umbrella:* 09 *Unit:* 236 ; *Citation:* T0012 *M.R.S.A., Sect.* 000007016

*Average Count--All Positions:* 11.923

*Legislative Count:* 11.00

#### PURPOSE:

The major function of the Public Information and Education Division is to create and maintain public understanding and support for departmental objectives and programs.

#### ORGANIZATION:

The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984. Another reorganization, effective July 1, 1993, established the Division of Public Information and Education as its own unit.

In addition, the Gray Game Farm and Visitors Center was removed from the Division of Wildlife, Bureau of Resource Management, and placed within the Division of Public Information and Education.

#### PROGRAM:

The major programs of the Public Information and Education Division involve the production of Maine Fish and Wildlife magazine and other educational activities, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Project WILD, a multidisciplinary wildlife and conservation education program for grades K-12, continues to be in demand for teacher training. Over 3500 teachers have participated in over 200 6-hour teacher workshops throughout Maine, where they receive information on Maine's fish and wildlife resources, a Project WILD activity guide, and a variety of related supplemental materials. Over 60,000 people visited the Fish and Wildlife Visitors Center, or Gray Game Farm. Wildlife and conservation education programs for schoolchildren are offered here in spring and fall. A summer wildlife program series was implemented on weekends, with hundreds of visitors attending. Work continues on improving wildlife enclosures, and a new wildlife rehabilitation building was completed.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Twenty (new in '95) feature-length video tape productions have been completed and made available for use, and address a variety of department fishery and wildlife management

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

programs. The division also coordinated an art contest to determine the design of the annual Maine Migratory Waterfowl Stamp. A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. The division also provides editorial, graphic and photographic support to other divisions of the department.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	340,074	261,205	78,869			
HEALTH BENEFITS	74,983	55,346	19,637			
RETIREMENTS	50,603	37,366	13,237			
OTHER FRINGE BENEFITS	3,484	3,294	190			
OTHER CONTRACT SERVICES STATE	121,415	51,746	69,669			
COMPUTER SERVICES STATE	2,435	2,395	40			
OTHER CONTRACT SERVICES	203,856	178,070	25,786			
RENTS	14,132	9,661	4,471			
COMMODITIES	24,989	9,397	15,592			
EQUIPMENT	19,491		19,491			
INTEREST-DEBT RETIREMENT	2		2			
TRANSFER TO OTHER FUNDS	1,835		1,835			
<b>TOTAL EXPENDITURES</b>	<b>857,299</b>	<b>608,480</b>	<b>248,819</b>			

## BUREAU OF RESOURCE MANAGEMENT (IF&W)

### KENNETH D. ELOWE, DIR BUR RES MNGMT

*Central Office:* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-6395

*Established:* *Telephone:* (207) 287-5252

*Reference: Policy Area: 05 ; Umbrella: 09 Unit: 189 ; Citation: T0012 M.R.S.A., Sect. 000007013*

*Average Count--All Positions: 108.815* *Legislative Count: 105.00*

#### PURPOSE:

The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

#### ORGANIZATION:

The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife Management  
Division of Fisheries and Hatcheries  
Computer Services Section  
Environmental Coordination Section  
Animal Damage Control

#### PROGRAM:

Division of Wildlife Management. Wildlife Management - The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs.

Wildlife management programs are implemented to accomplish the long-term goals and objectives of species management plans. Habitat improvement work is actively carried out in the Department's Wildlife Management Areas. These include approximately 100,000 acres of upland and wetland habitat strategically located throughout the State, as well as nearly 300 coastal seabird nesting

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

islands.

Division of Fisheries and Hatcheries. Fisheries Management - Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are undertaken to obtain basic information regarding the abundance and condition of fish populations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. Comprehensive species management plans are formulated every five years and guide the overall statewide fisheries management programs. More work has been conducted on many of the state's bass waters. Propagation of Fish - The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one half million fish are stocked annually.

Habitat Management - In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and this Department. They included Great Ponds applications, Stream Alteration applications, Site Location applications, LURC applications, Highway Project and Hydroelectric Projects. Recommendations pertaining to the impact of the State's fisheries resources on each project were forwarded to the permitting agencies. Fisheries Research - Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Statewide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish surveys, a special arctic charr study, an anadromous alewife impact study, a study of wild brook trout streams, and eel management have been the major focus.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF RESOURCE MANAGEMENT (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,627,094	1,834,457	151,198		1,641,439	
HEALTH BENEFITS	782,101	393,814	33,400		354,887	
RETIREMENTS	625,577	251,869	24,450		349,258	
OTHER FRINGE BENEFITS	29,989	27,358	2,631			
OTHER CONTRACT SERVICES STATE	490,092	118,172	63,773		308,147	
COMPUTER SERVICES STATE	99,583	28,472	3,979		67,132	
OTHER CONTRACT SERVICES	621,430	197,238	15,271		408,921	
RENTS	253,477	251,028	278		2,171	
COMMODITIES	366,904	249,878	16,984		100,042	
GRANTS, SUBSIDIES, PENSIONS	50,211		36,387		13,824	
PURCHASE OF LAND	1,406,968		159,659		1,247,309	
EQUIPMENT	200,956	76,350	24,215		100,391	
INTEREST-DEBT RETIREMENT	758	83	675			
TRANSFER TO OTHER FUNDS	16,668		1,467		15,201	
<b>TOTAL EXPENDITURES</b>	<b>8,571,808</b>	<b>3,428,719</b>	<b>534,367</b>		<b>4,608,722</b>	

## BUREAU OF WARDEN SERVICE (IF&W)

### TIMOTHY E. PEABODY, GAME WARDEN COLONEL

*Central Office:* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

*Established:* *Telephone:* (207) 287-2766

*Reference: Policy Area: 05 ; Umbrella: 09 Unit: 218 ; Citation: T0012 M.R.S.A., Sect. 000007014*

*Average Count--All Positions: 136.935* *Legislative Count: 134.00*

#### PURPOSE:

The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws and recreational vehicle laws (snowmobile and ATV). The Maine Warden Service is, by statute, responsible for searches for persons presumed lost or drowned in the fields, forests and inland waters of the State of Maine. Game Wardens of the Maine Warden Service are uniformed law enforcement officers with full police powers and statewide jurisdiction.

### ORGANIZATION:

The Maine Warden Service was formally established on March 9, 1880, and was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau of Warden Service currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), 6 Game Lieutenants, 16 Game Warden Sergeants, 4 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 96 District Game Wardens, 1 Game Warden Wildlife Forensic Specialist, and 20 Deputy Game Wardens. Support services within the Maine Warden Service include a Wildlife Forensics Laboratory, Dive Team, Airboat Team (for Search and Rescue), Overhead Search and Rescue Team, K-9 Unit (Dog Team), Resource Protection Unit and the Aviation Divisions (Air Wing).

### PROGRAM:

Conservation Law Enforcement: In 1997, the Maine Warden Service responded to 11,572 complaints on matters of conservation law enforcement and Inland Fisheries and Wildlife rule and regulation. During 1997 6,749 persons were prosecuted and 3,196 were warned for violation of laws and rules pertaining to fish, wildlife, boating and recreational vehicles. To accomplish the Conservation Law Enforcement and Search and Rescue mission of the Bureau, in 1997 Game Wardens drove a total of 3,599,436 miles.

Search and Rescue: During 1997, the Maine Warden Service conducted 323 searches for persons lost in the fields and forests of Maine or presumed to be drowned on the inland waters of the State. Safety: During 1997, 804 volunteer hunter safety instructors certified 5,922 students in 279 hunter safety courses across the State. During the same time, there were 407 snowmobile students certified. 134 ATV instructors taught 33 courses for 352 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 92 boating safety instructors taught 294 students.

Data Collection: During 1997 Maine Warden Service was responsible for compiling the following data for management purposes: Oversaw the administration of fur tagging stations; which tagged 24,666 instate raw furs for trappers and hunters, and 2,276 imported raw furs for fur buyers. Oversaw the administration of big game registration stations, which tagged 31,152 deer, 2,300 bears, and 1,374 moose. In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

### LICENSES:

Special dog training area license - \$21.00  
License to hold field trials for sporting dogs - \$21.00  
Snowmobile race permit  
Import permit (fish and wildlife)  
Eel permit for licensed trappers (20 lbs. of eels)  
Permit to stock rabbit  
Sale of wildlife permit

### PUBLICATIONS:

Fishery Law Summary-Free  
Hunting Law Summary-Free  
Complete Copy of All Applicable Statutes and Rules-\$8.00



# DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF WARDEN SERVICE (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,390,105	4,296,254	18,510		75,341	
HEALTH BENEFITS	1,040,926	1,027,980	1,083		11,863	
RETIREMENTS	1,831,228	1,810,800	5,001		15,427	
OTHER FRINGE BENEFITS	82,328	82,220	108			
OTHER CONTRACT SERVICES STATE	222,708	209,563			13,145	
COMPUTER SERVICES STATE	- 86,023	- 418,450			332,427	
OTHER CONTRACT SERVICES	453,130	381,308	19		71,803	
RENTS	930,815	888,514	42,301			
COMMODITIES	195,868	171,060	1,024		23,784	
EQUIPMENT	74,898	74,898				
INTEREST-DEBT RETIREMENT	19	19				
TRANSFER TO OTHER FUNDS	1,847		205		1,642	
<b>TOTAL EXPENDITURES</b>	<b>9,137,849</b>	<b>8,524,166</b>	<b>68,251</b>		<b>545,432</b>	

## JUDICIAL DEPARTMENT

### JUDICIAL DEPARTMENT

#### HON. DANIEL E. WATHEN, CHIEF JUSTICE

*Central Office:* 62 ELM STREET, PORTLAND, ME,

*Mail Address:* BOX 4820, PORTLAND, ME, 04112

*Established:* 1820

*Telephone:* (207) 822-0792

*Reference:* Policy Area: 00 ; Umbrella: 40 Unit: 274 ; Citation: T0004

*M.R.S.A., Sect.* 000000001

*Average Count--All Positions:* 391.500

*Legislative Count:* 391.50

*Units:*

ADMINISTRATIVE OFFICE OF THE COURTS

BOARD OF OVERSEERS OF THE BAR

ADMINISTRATIVE COURT

SUPERIOR COURT

BOARD OF BAR EXAMINERS

SUPREME JUDICIAL COURT

STATE COURT LIBRARY COMMITTEE

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE

(CADRES) COMMITTEE

DISTRICT COURT FOR THE STATE OF MAINE

COMMITTEE ON JUDICIAL RESPONSIBILITY AND

DISABILITY

#### **PURPOSE:**

The purpose of the Judicial Department is to administer the State courts.

#### **ORGANIZATION:**

Until the signing of the Articles of Agreement for Separation in 1820, Maine was part of Massachusetts and therefore included in the Massachusetts court system. In 1820, Article VI, Section 1, of the new Maine Constitution established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978, with the addition of the Administrative court.

The administrative structure of the Maine Judicial Department is similar to that of a corporation. The Supreme Judicial Court serves as the Department "board of directors" and by statute has general administrative and supervisory authority over the Department. This authority is exercised by promulgating rules, issuing administrative orders, establishing policies and procedures, and generally advising the chief justice. The chief justice is designated as head of the Judicial Department and is assisted by the state court administrator. Each of the four operating courts has a single administrative head, responsible to the chief justice, who also heads the Law Court. Four regional court administrators assist the state court administrator in meeting the operational needs of the courts within their respective regions.

#### **PROGRAM:**

JUDICIAL DEPARTMENT COMMITTEES. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice in carrying out their respective responsibilities.

Efforts to improve efficiency and enhance communication continued, with the ongoing implementation of a regional meeting schedule, an improved statewide newsletter, and written correspondence from the Chief Justice to staff, and development of the Performance Council (made up of court staff and external

## JUDICIAL DEPARTMENT

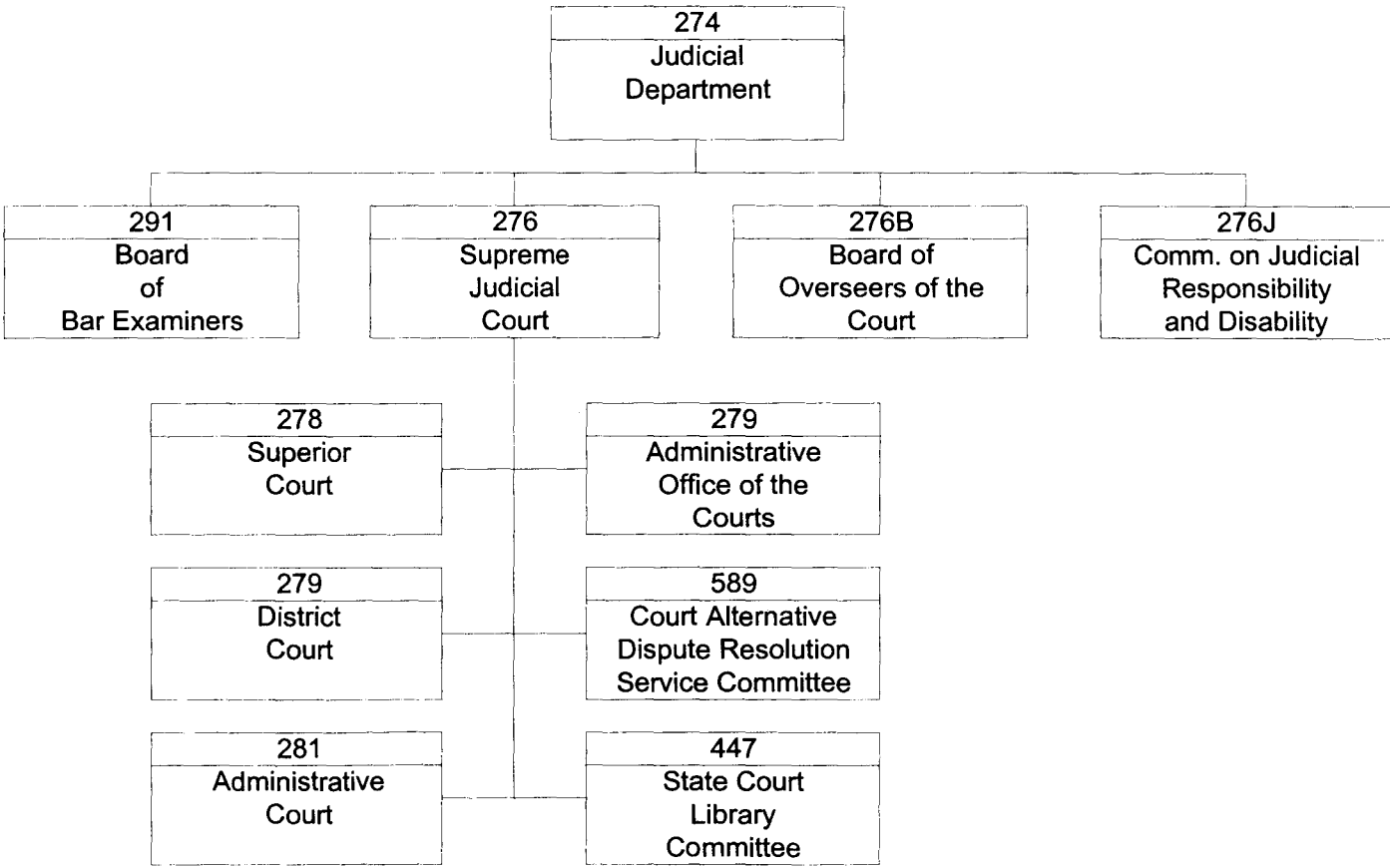
volunteers) to serve as a planning board for the Judicial Department.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,852,639	13,651,549	201,090			
HEALTH BENEFITS	2,428,910	2,393,076	35,834			
RETIREMENTS	2,829,826	2,790,547	39,279			
OTHER FRINGE BENEFITS	151,709	149,091	2,618			
OTHER CONTRACT SERVICES STATE	7,792,823	6,606,703	731,679		454,441	
COMPUTER SERVICES STATE	4,470	4,470				
OTHER CONTRACT SERVICES	4,556,696	4,056,139	453,815		46,742	
RENTS	3,523,850	3,446,522	77,328			
COMMODITIES	593,851	563,723	12,749		17,379	
GRANTS, SUBSIDIES, PENSIONS	2,143,769	1,680,198	463,571			
BUILDING IMPROVEMENTS	51,572	51,572				
EQUIPMENT	116,522	116,522				
INTEREST-DEBT RETIREMENT	605	592	13			
TRANSFER TO OTHER FUNDS	9,554		6,813		2,741	
<b>TOTAL EXPENDITURES</b>	<b>38,056,796</b>	<b>35,510,704</b>	<b>2,024,789</b>		<b>521,303</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,852,639	13,651,549	201,090			
HEALTH BENEFITS	2,428,910	2,393,076	35,834			
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<b>TOTAL EXPENDITURES</b>	<b>38,056,796</b>	<b>35,510,704</b>	<b>2,024,789</b>		<b>521,303</b>	

ORGANIZATION CHART  
JUDICIAL DEPARTMENT  
UMB 40



## JUDICIAL DEPARTMENT

### ADMINISTRATIVE OFFICE OF THE COURTS

#### JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

*Central Office:* 62 ELM STREET, PORTLAND, ME

*Mail Address:* BOX 4820, PORTLAND, ME 04112

*Established:* 1975

*Reference:* Policy Area: 00 ; Umbrella: 40 Unit: 425 ; Citation: T0004 M.R.S.A., Sect. 000000015

*FAX:* (207) 822-0781

*Telephone:* (207) 822-0792

#### **PURPOSE:**

The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: survey and study Judicial Department operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Department; examine the status of all court dockets and make recommendations concerning the assignment of personnel; investigate complaints about the operation of the courts; examine and maintain court statistical systems, and collect and analyze statistical data relating to court operations; prescribe uniform policies and business methods to be used in all courts; implement standards and policies set by the Chief Justice regarding court hours and the assignment of term parts and justices; act as fiscal officer of the courts including the oversight of all budgetary and accounting functions; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to act as secretary to the Judicial Conference; submit an Annual Report to the Chief Justice, Legislature and Governor reporting the activities of the preceding fiscal year; maintain liaison with the other branches and agencies of government; prepare and plan for the operation of District and Superior Court clerk's offices; develop and implement educational and training programs for nonjudicial personnel; perform other duties consistent with the powers delegated and assigned to him by the Chief Justice and the Supreme Judicial Court; plan and implement arrangements for court security; report on out-of-state travel; and prepare impact statements for executive orders and proposed legislation.

#### **ORGANIZATION:**

The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice. The staff administers the accounting, computer, fiscal, legislative, personnel, purchasing, planning, research and security related functions for the court system.

#### **PROGRAM:**

Under the direction of the State Court Administrator, the Administrative Office of the Courts continued its involvement in ongoing areas of court automation, fiscal administration, court security, facilities management and personnel administration. Initiatives were further developed in planning, the implementation of Participatory Management (TQM), the enhancement of staff and judicial training, and the creation of MeJIS, the Maine Judicial Information System, a statewide computerized court system.

#### **PUBLICATIONS:**

"A Citizen's Guide to the Maine Courts" (out of print)

"Judicial Department Annual Report" (\$5.00)

"A Guide to Small Claims Proceedings of the Maine District Court" (free)

"Traverse Juror Handbook" (free)

"State of Maine Child Support Guidelines" (\$1.00)

"A Guide to Protection From Abuse And Harrassment Actions" (free)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## JUDICIAL DEPARTMENT

### ADMINISTRATIVE COURT

#### HON. ROLAND BEAUDOIN, CHIEF JUDGE

*Central Office:* 205 NEWBURY STREET, PORTLAND, ME

*Mail Address:* BOX 7260 DTS, PORTLAND, ME 04112

*Established:* 1973

*Telephone:* (207) 822-4291

*Reference:* Policy Area:00 ; Umbrella: 4Q Unit: 281 ; Citation: T0004 M.R.S.A., Sect. 000001151

#### **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:**

The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978. Other than in emergency situations, the Administrative Court was granted exclusive jurisdiction upon complaint of an agency, or if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and original jurisdiction upon complaint of a licensing agency to determine whether renewal or issuance of a license of their agency may be refused. Effective in 1983, the Administrative Court also has exclusive jurisdiction to hear appeals from disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges regularly sit in District Court and in the Superior Court, almost exclusively in Portland.

#### **PROGRAM:**

In recent years, the Administrative Court judges and staff have assisted the District and Superior Courts by hearing civil matters on a regular basis, particularly contested cases within the Family Division of the District Court.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### BOARD OF BAR EXAMINERS

#### CONSTANCE P. O'NEIL, ESQ., CHAIR

*Central Office:* 97 WINTHROP STREET, AUGUSTA, ME 04330

*Mail Address:* PO BOX 30, AUGUSTA, ME 04332-0030

*Established:* 1999

*FAX:* (207) 623-4175

*Telephone:* (207) 623-2464

*Reference:* Policy Area:00 ; Umbrella: 4Q Unit: 291 ; Citation: T0004 M.R.S.A., Sect. 000000801

#### **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. 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.

## JUDICIAL DEPARTMENT

### ORGANIZATION:

The Board is composed of seven lawyers of the State and two representatives 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 January of the year of appointment and ending on the last day of December of the year of expiration of the appointment.

The Board holds at least two 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 chair who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The administrator 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:

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the 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 the other jurisdictions in bar examination matters.

### LICENSES:

Certificate:

Recommending Admission to the Bar

### PUBLICATIONS:

"Rules of the Board" - (Maine Bar Admission Rules)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE COURT LIBRARY COMMITTEE

### HON. DONALD G. ALEXANDER, CHAIRMAN

*Central Office:* 97 HAMMOND STREET, BANGOR, ME 04401

*Mail Address:* 97 HAMMOND STREET, BANGOR, ME 04401

*Established:* 1981

*Reference:* Policy Area: 00 ; Umbrella: 40 Unit: 447 ; Citation: T0004 M.R.S.A., Sect. 000000191

*Telephone:* (207) 947-6124

### PURPOSE:

The State Court Library Committee serves as the governing body for Maine's 16 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

### ORGANIZATION:

The Committee is made up of nine voting members - three members of the public, two of the judiciary and four attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairperson. The State Court Administrator, the State Law Librarian, and the University of Maine School of Law Librarian are ad hoc members and one member of

## JUDICIAL DEPARTMENT

the judiciary serves as judicial liaison.

The libraries themselves are organized into a four-tier system. Each tier reflects both the size of the collections and the state stipend allocated to maintain them.

### **PROGRAM:**

Under the direction of the State Court Library Committee, the State Court Library Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include staffing; periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of space-saving items such as micro-film, computer-assisted research (CD-ROMs, Internet) and reader/printers.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE (CADRES) COMMITTEE**

**DIANE E. KENTY, ESQ., DIRECTOR**

*Central Office:* RR#1, BOX 310, WEST BATH, ME 04530

*Mail Address:* RR#1, Box 310, BATH, ME 04530

*Established:* 1996

*FAX:* (207) 442-0228

*Telephone:* (207) 442-0227

*Reference:* Policy Area: 00 ; Umbrella: 4Q Unit: 589 ; Citation: T0004 M.R.S.A., Sect. 000000018B

### **PURPOSE:**

The purpose and objective of the Court Alternative Dispute Resolution Service is to provide an administrative structure that organizes and provides court-connected Alternative Dispute Resolution services in Maine.

### **ORGANIZATION:**

The Court Alternative Dispute Resolution Service is the successor to the former Court Mediation Service created in 1984.

The operation and policies of the Service are overseen by the Court Alternative Resolution Service Committee. Members of the Committee are appointed by the Chief Justice of the Supreme Judicial Court pursuant to 4 MRSA Section 18-B. The Director of the Service is appointed by the State Court Administrator, with the advice of the Committee, and the Director coordinates the work of mediators, who are independent contractors. The mediators provide the actual mediation services as required in each of the State's 50 court locations.

### **PROGRAM:**

As a result of the statutory changes enabled by the enactment of 4 MRSA Section 18-B in 1996, the Service has undergone substantial restructuring, and is developing a system of open panels of ADR providers who meet specified qualifications and who are drawn from the state's growing community of mediation professionals. ADR services are provided in all contested divorce actions, in all contested small claims actions, and in a broader range of land use cases, as well as in some general civil cases.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



JUDICIAL DEPARTMENT

**DISTRICT COURT FOR THE STATE OF MAINE**

**HON. MICHAEL W. WESTCOTT, CHIEF JUDGE**

*Central Office:* 205 NEWBURY STREET, PORTLAND, ME

*Mail Address:* P.O. BOX 66, PORTLAND, ME 04112-0066

*Established:* 1961

*Telephone:* (207) 822-4171

*Reference:* Policy Area: 00 ; Umbrella: 40 Unit: 279 ; Citation: T0004 M.R.S.A., Sect. 000000151

**PURPOSE:**

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

**ORGANIZATION:**

The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony cases and conducts probable cause and bail hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than \$30,000, and also may grant equitable relief in a wide variety of cases including unfair trade practices and cases involving environmental law violations. The District Court hears all child protection cases, termination of parental rights cases, and protection from abuse and harassment cases.

The District Court is the small claims court (for cases involving not more than \$4,500) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for enforcement of money judgments.

There are 25 judges in the District Court including the chief judge, who is designated by the Chief Justice of the Supreme Judicial Court. The judges are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

**PROGRAM:**

In the District Court, judges are assigned by the Chief Justice to sit in any district court in the state.

COURT APPOINTED SPECIAL ADVOCATE PROGRAM (CASA). The CASA program was established in 1985 within the District Court to address the needs of abused and neglected children by using trained volunteers to represent these children. These volunteers, are paid only for their travel and expenses, donate thousands of hours serving as guardians ad litem to the children in child protection cases.

The Family Division of the District Court was established by the second session of the 118th Legislature, which enacted 4 M.R.S.A. p.183: "There is established within the District Court a Family Division that has jurisdiction over family matters filed in District Court. The Family Division shall provide a system of justice that is responsive to the needs of families and the support of their children." In May of 1998, Family Case Management Officers began to hear and dispose matters as allowed by statute:

"(1) Interim orders in actions involving the establishment, modification or enforcement of child support; (2) Interim actions involving divorce, legal separation, paternity or parental rights...; (3) Final Orders in matters when the proceeding is uncontested; (4) Final orders in a contested proceeding when child support is the only contested issue and (5) Other actions assigned by the Chief Judge of the District Court."

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## JUDICIAL DEPARTMENT

# COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

## H. CABANNE HOWARD, ESQ., EXECUTIVE SECRETARY

*Central Office:* P.O. BOX 8058, PORTLAND, ME 04104-8058

*Mail Address:* PO BOX 8058, PORTLAND, ME 04104-8058

*Established:* 1978

*Reference:* Policy Area:00 ; Umbrella: 40 Unit: 276J ; Citation: J1978 M.R.S.A., Sect. SJC-00109

### **PURPOSE:**

The Committee on Judicial Responsibility and Disability was created by the Supreme Judicial Court by court order in 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, as set forth in the Code and the Court's order.

### **ORGANIZATION:**

The Committee on Judicial Responsibility consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Supreme Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

### **PROGRAM:**

Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts involved in the complaint appear to come within its authority, a copy of the complaint is submitted to the judge for a response, unless the allegations or facts available to the Committee show that no disciplinary misconduct is involved. At the time a complaint is submitted to the judge, an investigation is conducted appropriate to the circumstances of the complaint. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or whether an evidentiary hearing is necessary.

The Committee cannot itself impose disciplinary sanctions. Unless the complaint is dismissed, the Committee's findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court in any matter in which the Committee finds misconduct warranting formal disciplinary action; thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor, the Legislature's Joint Standing Committee on judiciary, or an appropriate federal agency or official, in connection with consideration of the appointment of a person who has been a judge, the Committee is directed to provide information on any complaints made against that person and the Committee's disposition thereof. The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

### **PUBLICATIONS:**

The Committee has available for distribution material describing the Committee's operation and function, as well as the rules that govern the Committee's jurisdiction and procedure. Copies are available upon request. Copies of the available Annual Reports of the Committee are also distributed upon request.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## JUDICIAL DEPARTMENT

### BOARD OF OVERSEERS OF THE BAR

#### KEITH A. POWERS, CHAIR

*Central Office:* 97 WINTHROP STREET, AUGUSTA, ME 04330

*Mail Address:* PO BOX 1820, AUGUSTA, ME 04332-1820

*Established:* 1978

*Reference: Policy Area:* 00 ; *Umbrella:* 40 *Unit:* 276B; *Citation:* J1978 *M.R.S.A., Sect.* 000004890

*FAX:* (207) 623-4175

*Telephone:* (207) 623-1121

#### PURPOSE:

The purpose of this Board is to act on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

#### ORGANIZATION:

The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

#### PROGRAM:

This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to the ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

#### PUBLICATIONS:

"Legal Fee Arbitration." (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar)

"Maine Manual on Professional Responsibility" (two volumes).

"Board of Overseers of the Bar - Information About Complaint Procedures and Discipline of Lawyers." (free)

"Bar Counsel's Annual Report." (free)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### SUPERIOR COURT

#### HON. MARGARET V. KRAVCHUK, CHIEF JUSTICE

*Central Office:* PENOBSCOT COUNTY COURT HOUSE, BANGOR, ME

*Mail Address:* 97 HAMMOND STREET, BANGOR, ME 04401-4913

*Established:* 1930

*Reference: Policy Area:* 00 ; *Umbrella:* 40 *Unit:* 278 ; *Citation:* T0004 *M.R.S.A., Sect.* 000000101

*Telephone:* (207) 947-8606

#### PURPOSE:

The purpose of the Superior Court is to serve as the trial court of general jurisdiction for the State of Maine. (M.R.S.A., Sect. 105)

#### ORGANIZATION:

The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. The court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the exclusive jurisdiction of the District Court. This is the only court

## JUDICIAL DEPARTMENT

in which civil and criminal jury trials are held. In addition, justices of this court hear appeals on questions of law from the District Court.

There are 16 justices of the Superior Court who hold sessions of the court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. A single justice is designated by the Chief Justice of the Supreme Judicial Court to serve as the Chief Justice of the Superior Court. Court administrators oversee the day-to-day administrative activities of the Court.

### PROGRAM:

The Chief Justice of the Superior Court assigns Superior Court justices to serve throughout the state. On a regular basis, the court administrators, in coordination with the justices, and clerks, prepare schedules detailing the daily work of justices and court reporters.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## SUPREME JUDICIAL COURT

### HON. DANIEL E. WATHEN, CHIEF JUSTICE

*Central Office:* 142 FEDERAL STREET, PORTLAND, ME

*Mail Address:* P.O. BOX 368, PORTLAND, ME 04112-0368

*Established:* 1920

*Telephone:* (207) 822-4146

*Reference:* Policy Area: 00 ; Umbrella: 4Q Unit: 276 ; Citation: T0004 M.R.S.A., Sect. 000000001

### 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 is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of decisions of the Public Utilities Commission and the Workers Compensation Board, appeals from the District Court in parental rights termination and foreclosure cases, interlocutory criminal appeals from the District and Superior Courts, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear, with his consent, non-jury civil actions except divorce or annulment of marriage, and can be assigned by the Chief Justice to sit in the Superior Court to hear cases of any type, including post-conviction matters and jury trials.

In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Maine Supreme Judicial Court serve as the Sentence Review Panel for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department. Upon retirement, a Supreme Judicial Court Justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active

## JUDICIAL DEPARTMENT

Retired Justice has the same authority as an active justice.

### **LICENSES:**

Admission to Practice - Attorney At Law, 4 M.R.S.A. Sec. 801

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

DEPARTMENT OF LABOR

VALERIE LANDRY, COMMISSIONER

Central Office: 20 UNION ST, AUGUSTA, ME, 04332-0309

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME, 04333-0054

Established: 1971

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 158 ; Citation: T0026 M.R.S.A., Sect. 000001401A

Average Count--All Positions: 890.269

Legislative Count: 864.00

Units:

OFFICE OF THE COMMISSIONER

STATE ADVISORY COUNCIL (LABOR)

DIVISION OF ADMINISTRATIVE HEARINGS

STATE APPRENTICESHIP AND TRAINING COUNCIL

STATE BOARD OF ARBITRATION AND CONCILIATION

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

DIVISION OF DEAFNESS

ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS

DIVISION OF ECONOMIC ANALYSIS AND RESEARCH

BUREAU OF EMPLOYMENT SERVICES

BUREAU OF UNEMPLOYMENT COMPENSATION

HUMAN RESOURCE DEVELOPMENT COUNCIL

BUREAU OF LABOR STANDARDS

MAINE LABOR RELATIONS BOARD

PANEL OF MEDIATORS

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

BUREAU OF REHABILITATION SERVICES

MAINE UNEMPLOYMENT INSURANCE COMMISSION

PURPOSE:

The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an effective State employment and training policy, by insuring safe and fair working conditions and protection against loss of income and by enhancing the opportunities of individuals to improve their economic status.

The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for workers and employers in the State who desire assistance (including those with disabilities), and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also 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. The Department also seeks to further harmonious labor-management relations and provide training, recruitment and other employment services to individuals and employers.

ORGANIZATION:

The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, that consolidated various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Occupational Information Coordinating Committee, originally established in 1979; the Bureau of Employment and Training programs, functioning since 1974; the Bureau of Rehabilitation Services moved to the Dept of Labor in 1996 from the Dept of Education, Office of Administrative Services established in 1982; the Office of the Commissioner established in 1983; and the Maine Jobs Council, established in 1997.

As a result of the 1996 Productivity Realization Task Force, the Department's organizational structure has been revised; the reorganization is reflected in the following MDOL sections.

PROGRAM:

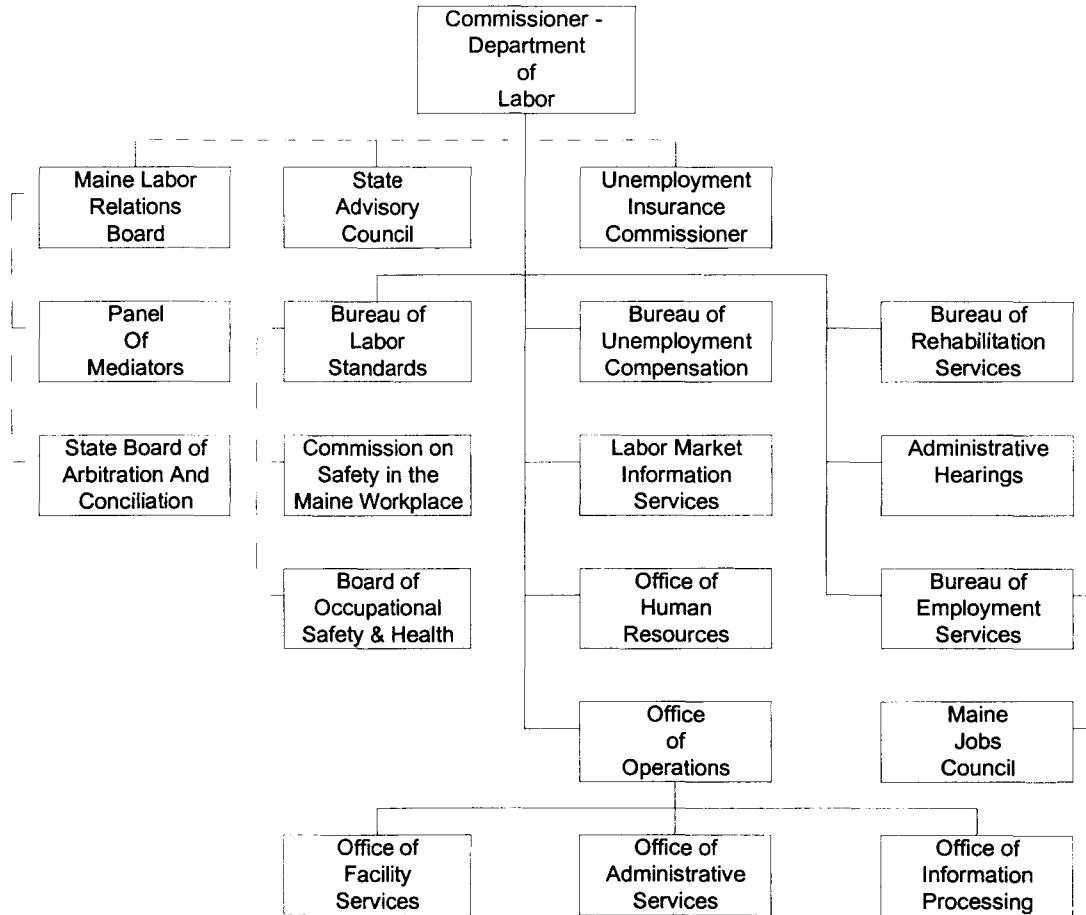
The long-range goal of the Department of Labor is to promote the economic well-being of people in the labor forces & employers. The Department does this through: attracting and retaining a wide range of employment opportunities, by promoting independence and lifelong learning, by providing assistance during times of unemployment, and by ensuring the safe and fair treatment of all people on the job.

# DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF LABOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,631,573	1,981,824	1,020,157		17,629,592	
HEALTH BENEFITS	4,057,353	371,814	158,532		3,527,007	
RETIREMENTS	3,597,986	368,059	159,713		3,070,214	
OTHER FRINGE BENEFITS	196,404	15,953	12,428		168,023	
OTHER CONTRACT SERVICES STATE	1,274,017	158,450	275,023		840,544	
COMPUTER SERVICES STATE	665,873	203,646	- 49,078		511,305	
OTHER CONTRACT SERVICES	5,806,996	250,754	653,090		4,903,152	
RENTS	4,149,974	37,179	505,436		3,607,359	
COMMODITIES	1,148,358	50,190	129,063		969,105	
GRANTS, SUBSIDIES, PENSIONS	128,695,380	9,579,478	317,506		30,487,065	88,311,331
BUILDING IMPROVEMENTS	13,652	3,300			10,352	
EQUIPMENT	1,238,935				1,238,935	
INTEREST-DEBT RETIREMENT	291	9	3		279	
TRANSFER TO OTHER FUNDS	447,348		84,885		362,463	
<b>TOTAL EXPENDITURES</b>	171,924,140	13,020,656	3,266,758		67,325,395	88,311,331

ORGANIZATION CHART  
DEPARTMENT OF LABOR





DEPARTMENT OF LABOR

**OFFICE OF THE COMMISSIONER**

**VALERIE R. LANDRY, COMMISSIONER**

Central Office: 20 UNION ST, AUGUSTA, ME 04332-0309  
 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054  
 Established: 1983  
 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 168 ; Citation: T0026 M.R.S.A., Sect. 000001401A  
 Average Count--All Positions: 110.000 Telephone: (207) 287-3788  
 Legislative Count: 110.00

**PURPOSE:**

The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public.

**ORGANIZATION:**

The Office of the Commissioner consists of the Commissioner, her immediate staff, the Office of Administrative Services, Grants Manager, the Office of Human Resources, the Office of Information Processing, and the Office of Facility Services.

**PROGRAM:**

The programs of the Department are implemented through its component units.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,342,323	110,867	116,591		2,114,865	
HEALTH BENEFITS	435,910	21,408			414,502	
RETIREMENTS	405,701	26,615			379,086	
OTHER FRINGE BENEFITS	26,257	1,324			24,933	
OTHER CONTRACT SERVICES STATE	40,737	18,759	3,353		18,625	
COMPUTER SERVICES STATE	-445,527	2,121	-101,201		-346,447	
OTHER CONTRACT SERVICES	491,978	7,393	110,773		373,812	
RENTS	74,894				74,894	
COMMODITIES	113,018	108			112,910	
BUILDING IMPROVEMENTS	13,652	3,300			10,352	
EQUIPMENT	6,899				6,899	
INTEREST-DEBT RETIREMENT	19				19	
TRANSFER TO OTHER FUNDS	26,419		1,038		25,381	
<b>TOTAL EXPENDITURES</b>	<b>3,532,280</b>	<b>191,895</b>	<b>130,554</b>		<b>3,209,831</b>	

**STATE ADVISORY COUNCIL (LABOR)**

**VALERIE R. LANDRY, COMMISSIONER**

Central Office: 20 UNION ST, AUGUSTA, ME  
 Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054  
 Established: 1936  
 Reference: Policy Area: 04 ; Umbrella: 12 Unit: 173 ; Citation: T0026 M.R.S.A., Sect. 000001082 Telephone: (207) 287-3788

**PURPOSE:**

The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

## DEPARTMENT OF LABOR

### 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 was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

### PROGRAM:

The State Advisory Council did not meet during this time period; however, the members of the Advisory Council were part of the Unemployment Insurance Study Committee. This committee met on a regular basis to work on the Department's Trust Fund Solvency issues.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Employment Security.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF ADMINISTRATIVE HEARINGS

### ALLAN TOUBMAN, CHIEF ADMIN HEARING OFCR

*Central Office:* 20 UNION ST, AUGUSTA, ME 04332-0309

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:*

*Telephone:* (207) 287-3961

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 183 ; Citation: T0026 M.R.S.A., Sect. 000001082

### PURPOSE:

The Division of Administrative Hearings is a unit of the Department that provides hearing services to it and other Departments pursuant to the Maine Administrative Procedures Act. Hearings are held in locations throughout the state. Telephone hearings are conducted for the convenience of the parties and for efficiency. About 50% of the cases are heard by telephone. Telephone hearings are appropriate when few facts are in dispute or the parties are situated long distances from each other.

### ORGANIZATION:

Consistent with its primary responsibility to the Department of Labor programs, the division provides hearing services to the Departments of Mental Health and Retardation, Professional and Financial Regulation, Education, Public Safety and the Maine State Housing Authority.

The Division is comprised of a Director and Chief Administrative Hearing Officer, 8 Administrative Hearing Officers and 8 support staff. In FY 96 the Division issued over 6,500 decisions.

### PROGRAM:

The mission of the division is to provide a full and fair opportunity for the parties to present the facts and law regarding a dispute and to hear and decide cases in the most efficient manner possible. It markets this service to other governmental units to reduce mutual costs.

It also provides mediation services to state agencies.

### PUBLICATIONS:

A video on "How to Prepare for Your Appeals Hearing" is available to claimants, employers and attorneys on cable television, at public libraries and through the mail. A pamphlet, "Preparing for Your Appeals Hearing" is mailed to all parties to a hearing.

The expenditures of this unit amounted to \$1,067,691.07 in FY97 and are, by administrative decision, included with those of the Department of Labor, Bureau of Employment Security.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

**STATE APPRENTICESHIP AND TRAINING COUNCIL**

**JOANNA JONES, CHAIR**

*Central Office:* HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347

*Mail Address:* 55 STATE HOUSE STATION, AUGUSTA, ME 04333-0055

*Established:* 1943

*Telephone:* (207) 624-6430

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 181 ; Citation: T0026 M.R.S.A., Sect. 000001002

**PURPOSE:**

The State Apprenticeship and Training Council was established to provide to employers a time-tested means of training people to become skilled craftpeople in the occupations through exposure to monitored on-the-job work training and related theoretical instruction in the classroom. The council is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their program, thus providing employers with highly skilled personnel. Meeting quarterly, the Council cooperates with the Maine Technical College System to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for Maine veterans through the Employment and Training System.

**ORGANIZATION:**

The Maine State Apprenticeship and Training Council, as established by amendment, approved June 12, 1997 by Title 5, sec. 12004-g, sub-sec. 25, and further amended by Title 26, sec. 2006 sub-sec. 5.g, is comprised of 8 members of the Maine Jobs Council appointed by the Governor and four non-council members appointed by the Council Chair. A sub committee of the Maine Jobs Council made up as follows: four members must be representatives of employees, and be bona fide members of a major labor organization; 4 members must be bona fide employers; 4 members must be representatives of the public, selected from neither industrial employers nor employees, nor may they be directly associated with any particular industrial employer or employee.

At least two members who are representatives of the public must represent the interests of women, minorities and aid to families with dependent children recipients in registered apprenticeship. Each member holds office until a successor is appointed. Any vacancy must be filled by appointment for the unexpired portion of the term. The chair of the council must be named by the members of the council. The budget of the council must be incorporated into the overall budget of the Department of Labor. With the Commissioner responsible for providing adequate staff support to the council and for disbursement of these funds according to Council policy. The Commissioner of Labor or a designee, the Commissioner of Economic and Community Development or a designee, the Commissioner of Education or a designee, the Chair of the Maine Jobs Council or a member designee and the President of the Maine Technical College System or are nonvoting ex officio members of the Council.

The Council was incorporated into the Bureau of Employment Services on July 1, 1996.

**PROGRAM:**

Continued goals of the Council are to provide the highest quality skills training possible by working with employers, the Technical College System, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with the Maine Career Centers to further place apprentices in programs written for employment and training participants. The Council has a Pre-Apprentice Program to assist in the school-to-work transition for youth and others not currently job ready. The majority of apprentices and pre-apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning an occupation. Periodic wage increases are a requirement of the apprenticeship program.

\$425,000 Program Operation; \$180,000 Related Instruction (Includes journey person upgrades).

## DEPARTMENT OF LABOR

### **LICENSES:**

Certificates of Completion to apprentices and pre-apprentices.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **STATE BOARD OF ARBITRATION AND CONCILIATION**

### **ANDREW M. HORTON, CHAIR**

*Central Office:* STATE OFFICE BLDG, 7TH FLR, AUGUSTA, ME

*Mail Address:* 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090

*Established:* 1909

*Telephone:* (207) 287-2015

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 186 ; Citation: T0026 M.R.S.A., Sect. 000000931

### **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. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

### **ORGANIZATION:**

The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. 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.

The favorable impact of Chapter 294 P.L. 1985, which amended the procedures of the Board, was demonstrated during recent fiscal years in the increased percentage of matters which were effectively conciliated by Board panels. Among other things P.L. 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

### **PROGRAM:**

In FY 98, requests for Board services was lower than in FY 97. In FY 98, 23 requests for services were received, compared with 27 requests in FY 97 and a record 75 filings in FY 98. The variety of employee and employer units requesting service in the past few years reflects the growing perception in the public sector labor relations community of the Board's stature in providing quality and professional arbitration and conciliation services.

In addition to the new matters filed in the FY 98 there were 16 cases carried over from the prior year which required hearing and disposition by the Board or other action. Most of the matters carried over from FY 97 have been disposed of, either through the hearing and award process, conciliation efforts, or withdrawal through settlements reached by the parties before or on the day of the hearing. Of the 23 filings in FY 98

16 were grievance arbitration requests, 16 were requests for fact finding services, and 1 was a request for interest arbitration. Under the statutes governing public employee collective bargaining the Board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 6 formal Decision and Awards during FY 98.

In addition to the matters proceeding to hearing and formal Decision and Award, 4 other issues were conciliated with the assistance of Board panel members or were settled at the hearing. The number of actual hearings and meetings convened and held and the per diem and related expenses disbursed are reported in the annual report to the Secretary of State's office at the end of the calendar year, as is required by statute. The above review shows that panels of the Board or one of its members convened to hear 10 matters (6

## DEPARTMENT OF LABOR

concluded by formal Decision and Award and 4 others resolved at hearing) as compared with 13 disposed of through the hearing process in FY 97. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

### **PUBLICATIONS:**

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation Uniform Arbitration Act.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION FOR THE BLIND AND VISUALLY IMPAIRED**

### **JOHN SHATTUCK, DIRECTOR**

*Central Office:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150

*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5302

*Established:* 1994

*Telephone:* (207) 624-5323

*Reference: Policy Area:* 04 ; *Umbrella:* 12 *Unit:* 150 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001418A

*Average Count--All Positions:* 35.500

*Legislative Count:* 35.50

### **PURPOSE:**

The Division 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 provisions of certain education services to blind and visually-impaired children from birth to age 21; vocational rehabilitation services to accomplish the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person and the provision of other social services to the blind.

### **ORGANIZATION:**

The Division was established in 1941 as the Division for the Blind in the Department of Health and Welfare. In July 1996, the division became a unit of the Department of Labor within the Bureau of Rehabilitation Services. The division maintains direct service staff in eight offices throughout the state.

### **PROGRAM:**

The Education Program provides specific instructional services to blind children in assisting local school units to meet their responsibilities for a Free Appropriate Public Education under the Individuals with Disabilities Education Act (IDEA). These services (braille instruction, travel training, direct teaching, special materials, personal and family counseling) are provided in part by DBVI staff and in part through contracted itinerant teachers. This program currently serves 500 children per year.

The Independent Living Program provides direct skill training activities assisting older blind and visually impaired people to achieve or maintain independence in their homes and communities, and to avoid costly institutionalization. Services are provided in part by DBVI staff and in part by contracted rehabilitation teachers. This program served over 400 adult clients in SFY 1998.

The Vocational Rehabilitation Program provides services to enable blind individuals to acquire or retain employment. Through vocational counseling, application of technology, and a variety of purchased and contracted services, the VR program currently serves 500 transitioning youth and adult clients. In addition, the Business Enterprise Program places blind individuals in self-employment within the food-service industry in state and federal installations. There are 27 sites managed by this program where blind operators, trained and licensed by BEP, provide food services in snack bars and cafeterias.

## DEPARTMENT OF LABOR

### PUBLICATIONS:

1. Comprehensive Services for Visually Impaired and Blind Individuals of All Ages (free)
2. Independent Living Services for Older People with Visual Impairments (free)
3. What Do You Do When You See a Blind Person
4. Facts About Blindness and Visual Impairment
5. The Eye And How We See
6. Understanding Eye Language

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,034,778	333,973			700,805	
HEALTH BENEFITS	203,734	55,363			148,371	
RETIREMENTS	178,133	57,478			120,655	
OTHER FRINGE BENEFITS	10,056	2,801			7,255	
OTHER CONTRACT SERVICES STATE	40,343	1,607	5,979		32,757	
COMPUTER SERVICES STATE	67,681	42,486			25,195	
OTHER CONTRACT SERVICES	178,599	41,440	26,584		110,575	
RENTS	191,113	31,847	256		159,010	
COMMODITIES	49,006	1,943	25,615		21,448	
GRANTS, SUBSIDIES, PENSIONS	3,050,273	1,778,411	12,994		1,258,868	
EQUIPMENT	6,120				6,120	
INTEREST-DEBT RETIREMENT	1		1			
TRANSFER TO OTHER FUNDS	7,452		340		7,112	
<b>TOTAL EXPENDITURES</b>	<b>5,017,289</b>	<b>2,347,349</b>	<b>71,769</b>		<b>2,598,171</b>	

## DIVISION OF DEAFNESS

TDD: (207) 624-5322

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04333-0150

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 FAX: (207) 624-5302

Established: 1994

Telephone: (207) 624-5318

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 160 ; Citation: T0026 M.R.S.A., Sect. 000001413

### PURPOSE:

The Division of Deafness was established to provide a program of services for deaf citizens of Maine including information and referral; advocacy; statewide registry; promotion of accessibility; and coordinate studies of the needs of people who are deaf and hard of hearing to recommend legislation to change or improve services. Other programs include Telecommunications Devices, Legal Interpreting, Identification Cards, Hearing-Ear-Dog registration.

### ORGANIZATION:

The Division of Deafness was established administratively on November 1, 1982, and was known as the Office of Deafness. The Division received its present name in September 1984 when the Bureau was reorganized. In 1985, Governor Joseph E. Brennan signed Public Law Chapter 160 (22 MRSA c. 714) establishing the Division as a statutory unit of the Bureau of Rehabilitation Services. Beginning in FY 97, the Bureau of Rehabilitation Services became part of the Department of Labor through the Productivity Realization Task Force.

The Advisory Council of the Division continued to give a strong voice for consumers much as it did in the mid 1970's when it was known as the Ad-Hoc Committee on Deafness to the Bureau.

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### PROGRAM:

The Division of Deafness provides information and referral services statewide to consumers on deaf and hard of hearing services. It also manages three contracts: providing support to Maine Center on Deafness, Legal Interpreting, and the Telecommunications Device Program (TTY Program). The TTY program established in 1980 provides telecommunication equipment to deaf and hard of hearing citizens of Maine through a lending or cost sharing program.

The cost sharing program allows the Bureau to provide up to 50% of the cost of a TTY for people who are deaf, hard of hearing and speech impaired. This law was enacted in 1980 with appropriations in 1981. A subsequent enactment in 1983 provided funding for TTY's on a lease basis at no charge to deaf, hard of hearing or speech impaired persons. An audiologist or physician must verify proof of disability. In addition, financial need must be shown. Interpreting in Legal Proceedings: Enactment of Laws in 1978 and 79 entitles a deaf, hard of hearing person in a legal proceeding to have an interpreter. Under Statute 5 MRSA, Sec. 48, the interpreter is reimbursed by the Bureau of Rehabilitation.

Information Networking: The Division maintains a toll-free number in order to provide a channel for deaf and hard of hearing persons and their families to receive information relating services. Approximately 300 calls a month are logged in for information, advocacy, referral and other related needs. The Division also works with five Rehabilitation Counselors for the Deaf in working with eligible deaf and hard of hearing consumers in attaining and maintaining employment.

### LICENSES:

The Division provides identification cards for deaf citizens in cooperation with the Secretary of State and Division of Motor Vehicles. These ID cards assist deaf people in emergency, legal, or other situations. Also, the Division certified hearing ear dogs that are professionally trained as alert dogs for deaf persons. The Division provides an identification card which allows the owner and hearing ear dog access to public places in Maine.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS

### JUNE ELLIS, CHAIR

TDD: (207) 624-5322

Central Office: 35 ANTHONY AVENUE, AUGUSTA, ME 04333-0150

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 FAX: (207) 624-5302

Established: 1994

Telephone: (207) 624-5318

Reference: Policy Area: 04 ; Umbrella: 12 Unit: 161 ; Citation: T0026 M.R.S.A., Sect. 000001413C

### PURPOSE:

The Advisory Council, Division of Deafness, advises the Director for the Bureau of Rehabilitation Services and the Director of the Division of Vocational Rehabilitation on the development and coordination of services to people who are deaf and hard of hearing. The Council evaluates the progress toward goals and recommendations and advises the Division on implementation plans.

### ORGANIZATION:

The Council has 24 members and 3 member-at-large positions. One-third of the members are deaf or hard of hearing persons. The Council meets quarterly on the second Thursday of January, April, June, and October. Meetings are held in Augusta. The chairperson is elected by the Council and serves a 2-year term.

### PROGRAM:

The Council's activities this past year were focused on community service centers for the deaf, needs assessment, telecommunications devices for the deaf (TTY), legislative, substance abuse, elderly, interpreting issues, updates on the state telecommunication access plans for state department and agencies, and TV/media access.

## DEPARTMENT OF LABOR

### PUBLICATIONS:

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF ECONOMIC ANALYSIS AND RESEARCH

### RAYNOLD A. FONGEMIE, DIRECTOR

*Central Office:* 20 UNION ST., AUGUSTA, ME 04332-0309

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:* 1936

*Telephone:* (207) 287-2271

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 169B; Citation: T0026 M.R.S.A., Sect. 000001401

### PURPOSE:

The Division of Labor Market Information Services is responsible for developing and maintaining State and area labor market and occupational information programs, and providing the Department with economic, management, and actuarial analysis for overall program planning and delivery.

### ORGANIZATION:

The Division consists of two major operational branches: (1) Programs and Operations Research; and (2) Labor Market Information field services. In addition, an Operations Unit provides administrative support to the Division.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policymakers and managers in social, economic, and business planning.

### PROGRAM:

**Labor Force, Industry Employment Statistics.** Survey results were processed, and estimates developed monthly regarding employment for all workers in manufacturing and non-manufacturing by industry, and wages for production workers in manufacturing by industry for Maine and the Portland and Lewiston-Auburn Metropolitan Statistical Areas. Civilian labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for Maine statewide, 35 labor markets areas, 16 counties, and over 500 minor civil divisions.

**Occupational Statistics.** Occupational wages were developed for the state and four sub-state areas. Wage surveys were made covering occupations and pulpwood and logging industries. In addition, agricultural wage surveys were conducted for Maine's apple, blueberry, and vegetable harvests. Results were published, disseminated, and incorporated in the management and delivery of other programs.

**Labor Market Information Services.** Information was provided concerning Maine labor markets for the state and sub-state areas. Staff was maintained at the Department's local offices in Augusta, Lewiston, Portland and Bangor to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 35 labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Labor Market Information was provided to assist the work search efforts of Maine job seekers. Economic analyses highlighting industry trends and outlook were prepared for Maine's educational and employment and training communities.

**Management Information.** A series of monthly analyses and reports were made to Department managers and staff regarding activities within the Bureau of Employment Services and the Bureau of Unemployment Compensation. Economic projections and analyses were made for workload planning and trust fund monitoring. Actuarial research was conducted for various legislative proposals



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and study commissions.

## **PUBLICATIONS:**

1. Maine Labor Market Digest (Free-Monthly)
2. Maine Occupation Staffing Patterns by Industry: (Free)
  - a. Wholesale and Retail trade, Transportation, Communications, Electric, Gas, and Sanitary Services
  - b. Manufacturing
  - c. Government
  - d. Education
  - e. Construction, Finance, Insurance, Real Estate and Services
  - f. Agricultural Services
  - g. Hospitals
3. Technical Services Monographs (Free)
4. Maine Labor Force by County and Labor Market Area (Free)
5. The Maine Employment and Earnings Statistical Handbook (\$15.00)
6. Diversity and Community (\$5.00)
7. Civilian Labor Force Estimates: 1996-1997 (\$8.00)
8. 1996 Maine Occupational Wages (\$10.00) - Statewide and by MSA
9. Maine's Employment Outlook 1994-2005 (free)
10. Employment and Job Openings in Maine, by Occupation, 1994-2005 (Free)
11. Hot Jobs in Maine
12. Maine Economic Data Inventory (MEDI) CD ROM Product

## **ELECTRONIC INTERACTIVE ACCESS:**

- a. Civilian Labor Force, Current & Historical by Town, Labor Market Area, County, State
- b. Nonfarm Wage & Salary Employment, State & MSAs
- c. Per capita Income
- d. Employment, Industrial and Occupational
- e. Wages, Industrial and Occupational
- f. Employer Listing
- g. Census Demographic Data
- h. Occupational Profiles
- i. Unemployment Rate, New Releases, Monthly
- j. Hot Jobs in Maine
- k. Economic Indicators: CPI, Building Permits, Retail Sales., Property Values, Taxes, etc.

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**BUREAU OF EMPLOYMENT SERVICES**

**LINDA SMITH, EXECUTIVE DIRECTOR**

*Central Office:* HALLOWELL ANNEX, AUGUSTA, ME 04333

*Mail Address:* STA#55 HALLOWELL ANNEX, AUGUSTA, ME 04333

*FAX:* (207) 624-6499

*Established:* 1996

*Telephone:* (207) 624-6390

*Reference: Policy Area: 04 ; Umbrella: 12 Unit: 597 ; Citation: T0026 M.R.S.A., Sect. 000001401A*

*Average Count--All Positions: 263.115*

*Legislative Count: 248.50*

**PURPOSE:**

The Bureau of Employment Services (BES) contracts employment, training, placement and counseling services to help people find employment. In turn, the BES provides employers with a clearinghouse to match qualified employees with job openings. Companies may use the Labor Exchange as their exclusive referral agent. An employer lists all openings and job requirements and BES staff screen and refer applicants. Interview space for the employer is available to companies hiring large numbers of workers. The BES also works to anticipate the workforce needs of Maine employers. Staff assists Maine companies and training providers to obtain tools and information for employee training, labor-management relations, work restructuring and worker learning skills. Technical assistance is available to employers for topics such as job safety, affirmative action, licensing and job analysis.

The BES provides occupational information to meet the career development needs of youth and adults. Information is provided to applied technology educators, employment training program managers and policy makers. The BES trains schools and workforce development agencies in the use of data and career development programs.

**ORGANIZATION:**

The Bureau of Employment Services Activities operates within the Maine Department of Labor. The BES is funded through State and Federal Job Training Funds and Federal Employment Security (Wagner Peyser) Funds. Services are contracted in each county and are being reorganized into One -Stop Career Centers that will offer comprehensive employment services.

**PROGRAM:**

Job listings and job matching services are available to anyone free of charge. Job counseling, employability enhancement, occupational skills training, job search strategies, and placement services are available free of charge to economically disadvantaged adults and youth and to workers who have been laid off from their jobs. The BES coordinates and financially supports training for firms that are expanding or locating in Maine, reorganizing their workplace, or upgrading worker skills. Training is customized to each employer's needs and timetable. The BES also works with municipalities and industry groups to identify and resolve business concerns through its extensive resource network.

The Rapid Employment and Training Initiative (RETI) Team of the BES provides special on-sit information to firms that are laying off workers or permanently closing. The RETI Team gives employees information about training, job opportunities and availability, and unemployment benefits.

Where there is an inadequate supply of U.S. agricultural and other types of workers the Department authorizes businesses to hire foreign workers. A full time advocate for migrant and seasonal farmworkers ensures that employers pay prevailing wages and afford adequate housing where required.

**PUBLICATIONS:**

The Bureau of Employment Services Activities publishes state guidelines and operational guidelines for the One-Stop Career Center system, including individual job training and labor exchange programs, fiscal and procurement functions and management information systems. Planning instructions for the operation of programs are issued to Maine's three Service Delivery Areas and other contracted providers. Various participant and fiscal reports required for the Maine Legislature and U.S. Department of Labor are routinely published. All publications are public domain and may be obtained by contacting the BES.

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF EMPLOYMENT SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,665,402	292,879			4,372,523	
HEALTH BENEFITS	895,199	40,059			855,140	
RETIREMENTS	823,540	61,458			762,082	
OTHER FRINGE BENEFITS	40,387	2,617			37,770	
OTHER CONTRACT SERVICES STATE	472,079	5,481	6,590		460,008	
COMPUTER SERVICES STATE	112,139	4,664			107,475	
OTHER CONTRACT SERVICES	1,178,919	41,072	80,096		1,057,751	
RENTS	950,102	476	10,409		939,217	
COMMODITIES	412,873	33,055	10,325		369,493	
GRANTS, SUBSIDIES, PENSIONS	20,942,573	3,271,747	63,640		17,607,186	
EQUIPMENT	589,047				589,047	
INTEREST-DEBT RETIREMENT	73				73	
TRANSFER TO OTHER FUNDS	199,193		1,197		197,996	
<b>TOTAL EXPENDITURES</b>	31,281,526	3,753,508	172,257		27,355,761	

## BUREAU OF UNEMPLOYMENT COMPENSATION

**GAIL THAYER, BUREAU DIRECTOR**  
**GAIL Y. THAYER, BUREAU DIRECTOR**

*Central Office:* 20 UNION ST, AUGUSTA, ME 04332-0309

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:* 1980

*Telephone:* (207) 287-2316

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 169 ; Citation: T0026 M.R.S.A., Sect. 000001082

*Average Count--All Positions:* 308.154

*Legislative Count:* 296.50

### PURPOSE:

The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers.

### ORGANIZATION:

The Bureau of Unemployment Compensation of the Maine Department of Labor is headed by a Bureau Director who is responsible for the operations of 3 telephone call centers.

### PROGRAM:

Unemployment compensation workloads encompassed a wide variety of activities during FY 98. Unemployment benefits were paid out of the following programs: State Unemployment Insurance (UI), Unemployment Compensation for Federal Employees (UCFE), Unemployment Compensation for Ex-Service Members (UCX). In addition, benefits were processed by the Special Payment Unit for the Dislocated Workers Benefit (DWB) program, which is intended to provide benefits to certain qualified workers who have become structurally unemployed and are undergoing training for new jobs, and for the Trade Readjustment Allowances (TRA), as provided under the Trade Act.

The Eligibility Review Program provides special eligibility review to aid claimants in development of work search plans and solutions of re-employment problems. The Benefit Payment Control Program, utilizing an automated crossmatch system of employer wage records and claimant files, employer protest of charges, anonymous tips, and benefit accuracy measurement program audits, is set in place to detect claimant fraud and non-fraud overpayments. In addition, a Benefit Accuracy Measurement Program has been established for post review of benefits through a random selection of active claims. The audit is designed to detect any claims which were improperly filed. The results of these audits are

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used to further improve operational procedures.

The benefit and administrative costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers. The number of active employer accounts at the end of FY 98 was 36,024, and payroll data submitted by these employers generated a total of 2,489,975 wage items processed. Tax Field and Administrative office activities produced 12,189 employer startup determinations of which 6659 involved newly liable employer accounts. A total of 875 tax field audits conducted resulted in a net receipt due of \$59,902 in under-reported contributions. Net contributions received in FY 98 totaled \$104,868,345, and the Unemployment Trust Fund balance was \$108,760,167 as of April 30, 1998. The administrative expenditures of the Unemployment Compensation amounted to approximately \$11,583,102 in FY 98.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF UNEMPLOYMENT COMPENSATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,417,899				7,417,899	
HEALTH BENEFITS	1,481,914				1,481,914	
RETIREMENTS	1,290,321				1,290,321	
OTHER FRINGE BENEFITS	67,532				67,532	
OTHER CONTRACT SERVICES STATE	386,364		154,933		231,431	
COMPUTER SERVICES STATE	657,281		26,154		631,127	
OTHER CONTRACT SERVICES	3,040,984		205,582		2,835,402	
RENTS	2,643,593		488,703		2,154,890	
COMMODITIES	253,371				253,371	
GRANTS, SUBSIDIES, PENSIONS	94,780,219				6,468,888	88,311,331
EQUIPMENT	382,082				382,082	
INTEREST-DEBT RETIREMENT	142				142	
TRANSFER TO OTHER FUNDS	88,863		4,513		84,350	
<b>TOTAL EXPENDITURES</b>	112,490,565		879,885		23,299,349	88,311,331

## HUMAN RESOURCE DEVELOPMENT COUNCIL

### WILLIAM J. KIELTYKA, CHAIR

*Central Office:* HALLOWELL ANNEX, CENTRAL BLDG, HALLOWELL, ME 04347

*Mail Address:* 55 STATE HOUSE STATION, AUGUSTA, ME 04333-0055

*Established:* 1987

*Telephone:* (207) 624-6390

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 171 ; Citation: T0026 M.R.S.A., Sect. 000002005

#### **PURPOSE:**

The major responsibilities of the Maine Human Resource Development Council as mandated by Public Law 97-300 (The Job Training Partnership Act) and established by Executive Order are broken down into three areas:

- (1) Advisory  
Develop and recommend policy for human resource development activities on a state-wide basis.
- (2) Coordination  
Coordinate activities and linkages with other state agencies and private industry.
- (3) Review  
Review and certify regional human resource development plans written in response to the Council's recommendations and make recommendations on these plans to the Governor.

#### **ORGANIZATION:**

The Maine Human Resource Development Council, authorized by the Job Training Partnership Act as amended in 1992 and by Executive Orders 16 FY 86/87 and 5 FY 88/89, is a 30-member advisory group appointed by the Governor.

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Membership encompasses representation of the private sector, the legislature, state and local government, local education, organized labor, community organizations, the JTPA-eligible population and the general public.

The Council and its Committees meet throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

As of July 1, 1998, the MHRDC, along with 8 other Boards and Commissions, were abolished and replaced by the Maine Jobs Council.

### PROGRAM:

The Maine Human Resource Development Council (MHRDC) is charged with seeing that the Governor's human resource development goals are achieved by recommending to the Governor strategies which will achieve his goals within a single, comprehensive statewide approach to the delivery of all human resource development programs.

Each of the Governor's human resource development goals with related objectives are referred to a committee of the MHRDC. Each committee makes recommendations on the action state agencies should take so that each of the Governor's goals and objectives will be achieved. The MHRDC operates a multi-agency planning process so that programs are developed in response to the MHRDC recommendations.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Employment and Training Programs.

## BUREAU OF LABOR STANDARDS

### ALAN C. HINSEY, DIRECTOR

*Central Office:* HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347

*Mail Address:* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045

*Established:* 1973

*Telephone:* (207) 624-6400

*Reference: Policy Area:* 04 ; *Umbrella:* 12 *Unit:* 170 ; *Citation:* T0026 *M.R.S.A., Sect.* 000000041

*Average Count--All Positions:* 48,000

*Legislative Count:* 48.00

### PURPOSE:

The Bureau of Labor Standards 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 department of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; and to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The Bureau enforces State laws regulating the employment of minors and the payment of wages; State laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of working people, including the review and approval of employer substance abuse testing policies.

### ORGANIZATION:

The Bureau was established in 1873 as an activity under 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, 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 until 1972 when in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to the Bureau of Labor. In 1981 the Bureau's name was changed to the Bureau of Labor Standards because the name of the Department of Manpower Affairs was changed to the Department of Labor.

The Bureau is currently organized into four divisions: Administration which includes the Office of the Director, the Outreach and Education Unit and Special Projects; Technical Services Division comprised of the Customer Service Unit and the Research and Statistics Unit; Wage and Hour Division; and Workplace Safety

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and Health Division.

### PROGRAM:

The Outreach and Education Unit identifies training needs relating to workplace health and safety and wage and hour regulations, develops and coordinates training programs, coordinates marketing activities, and collaborates with other organizations to promote workplace safety. The Young Workers Project provides resources to educate young people about workplace safety and health. The project presented a 5 day Summer Safety Institute to Educators to prepare them to teach safety and health. The Project also developed a video on teen worker safety and supported a safety certificate program for students in the vocational and centers. The Unit developed and began implementing a marketing plan and media outreach for workplace safety and health. The Wage and Hour Division investigates complaints alleging violations of child labor, minimum wage, overtime and nonpayment of wages. This division also approves all work permits for minors and approves workplace drug testing programs.

The Technical Services Division collects and distributes statistical data concerning labor and industrial pursuits. The Division is separated into two units, the Research and Statistics Unit and the Customer Services Unit. The Research and Statistics Unit conducts yearly surveys and reports, and performs tabulations and analyses on the data. Regular data series prepared by the Research and Statistics Unit are: The Census of Maine Manufactures; the Census of Fatal Occupational Injuries in Maine; the Construction Wage Rate Survey; the Occupational Safety and Health Survey, and the Census of Case Characteristics. The Customer Service Unit is the information center for the Bureau; assisting and directing callers. The CSO publishes and distributes brochures/handouts and maintains the Workplace Safety and Health Video Library. The Unit provides the following: "Safety Works!", consultation reports; class registrations; work permits; labor complaints; mailing lists; contracts for special services and statistical surveys.

The Workplace Safety and Health Division consists of four programs involving workplace safety and health issues. The enforcement program is responsible for enforcing the rules adopted by the Occupational Safety and Health Board in the public sector.

A 7(c)(1) Consultation Contract with the Federal Occupational Safety and Health Administration was signed in October, 1978. The purpose of the program is to inspect, issue recommendations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by Federal Compliance Officers. The Division has a grant with the Federal Mine Safety and Health Administration to support training in mine safety.

The Safety Training and Education program staff conducts training programs in the public and private sectors. These include training in the workplace, information programs, and inspections.

The Safety Educational and Training fund funded 19 occupational safety and health training proposals by private entities.

### LICENSES:

Registration: Bedding & Stuffed Toys

### PUBLICATIONS:

Census of Maine Manufactures, annual, mailing list maintained, free  
Characteristics of Work-Related Injuries & Illnesses in Maine, annual, free  
Occupational Injuries & Illnesses in Maine, annual, mailing list, free  
Labor Relations in Maine, annual, mailing list maintained, free  
Maine Construction Wage Rates, annual, mailing list maintained, free  
The Report of Fatal Occupational Injuries in Maine, annual, mail list, free  
Safety Works!, quarterly, mailing list maintained, free.  
Report on activities under the Substance Abuse Testing Act, annual, mailing list maintained, free.

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,527,874	470,696	870,766		186,412	
HEALTH BENEFITS	302,948	102,563	158,532		41,853	
RETIREMENTS	271,967	79,741	159,713		32,513	
OTHER FRINGE BENEFITS	16,525	1,006	12,428		3,091	
OTHER CONTRACT SERVICES STATE	128,615	19,730	104,168		4,717	
COMPUTER SERVICES STATE	52,758	23,740	25,969		3,049	
OTHER CONTRACT SERVICES	389,418	80,251	217,037		92,130	
RENTS	6,599	410	6,068		121	
COMMODITIES	122,127	10,591	93,123		18,413	
GRANTS, SUBSIDIES, PENSIONS	241,194		240,872		322	
EQUIPMENT	5,111				5,111	
INTEREST-DEBT RETIREMENT	11	9	2			
TRANSFER TO OTHER FUNDS	92,889		75,397		17,492	
<b>TOTAL EXPENDITURES</b>	3,158,036	788,737	1,964,075		405,224	

## MAINE LABOR RELATIONS BOARD

### MARC P AYOTTE, EXECUTIVE DIRECTOR

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME

*Mail Address:* 90 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1972

*Reference: Policy Area:* 04 ; *Umbrella:* 12 *Unit:* 180 ; *Citation:* T0026

*Average Count--All Positions:* 6,000

*Telephone:* (207) 287-2015

*M.R.S.A., Sect.* 000000968

*Legislative Count:* 6.00

#### **PURPOSE:**

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their own choosing and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university, judicial and agricultural employees come within the Board's jurisdiction.

If employers and employee organizations are unable to agree on appropriate bargaining units, Board hearing examiners fashion such units through the unit determination process. Once an appropriate unit is constituted, and absent voluntary recognition by the public employer, the Board conducts a representation election to determine whether a majority of unit employees wish to be represented by an employee organization for purposes of collective bargaining.

Established bargaining units may be modified by agreement of the public employer and the bargaining agent or through the unit clarification process. Unit employees seeking to terminate an organization's status as their bargaining agent may petition the Board to conduct a decertification election. Board staff conduct unit proceedings and representation elections, subject to review by the Board. The Board is comprised of a public representative, who serves as Chair, an employee representative and an employer representative. Each primary member has two alternates. The Board adjudicates alleged unfair labor practices, referred to as "prohibited acts" under the five labor relations statutes.

The various labor relations statutes administered by the Board prohibit public and agricultural employees from engaging in work stoppages, strikes or slowdowns and provide dispute resolution procedures in lieu of the self-help options available to employees and employers in the private sector.

The dispute resolution procedures include mediation, fact finding, interest arbitration, and, in the case of judicial employees, an option for mediation-arbitration. The Board and its executive director are responsible for the administration and assignment of members of the Panel of Mediators.



## DEPARTMENT OF LABOR

Services of Panel members are available to parties in both private and public sectors.

The State Board of Arbitration and Conciliation is also administered by the MLRB Executive Director. The Board serves in both the private and public sectors, and is primarily engaged in resolving grievance arbitration disputes in the public sector.

### 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 of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Law, 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 amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 to judicial department employees in July of 1984, and to employees of large agricultural employers on September 9, 1997.

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 chair. These members, and their alternates (provisions for whom were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

### PROGRAM:

The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY 98, 39 voluntary or joint agreements relative to bargaining units were received, the same as in the prior fiscal year, demonstrating that organizational efforts may have saturated much of the municipal, educational and state sectors. During FY 98, 17 unit determination or clarification petitions were filed, compared with 19 such filings in FY 97.

There were 16 election requests received by the Board in FY 98. In addition to this, the Board received 2 decertification/certification requests and 8 straight decertification election. With respect to election activities, there were 36 election requests in all requiring attention during the fiscal year; this compares with 25 requests in FY 97 and 26 in FY 96. In all, Board officials conducted or were scheduled to conduct 13 elections pursuant to the various petitions filed.

The activities of the Panel of Mediators are summarized for purposes of this report and are more fully reviewed in the Annual Report of the Panel of Mediators submitted to the Governor. The number of new requests this fiscal year was 68, compared with 74 last year. There were 36 carry-over matters from the FY 96 filings which required mediation activity in FY 98. The success ratio for the Panel has exceeded 70 percent of matters handled by its members over the past several years. The success rate in FY 98 remained at 82 percent for mediations, including carry-overs, that were concluded in FY 98.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Fact finding requests increased in FY 98 to 19, up from 14 requests in FY 97. The range in Fiscal Years 1990 through 1995 had been 20 filings in FY 90 to a high of 34 in FY 91.

The Board received 20 prohibited practice complaints in FY 98. This compares to 22 in FY 97, 27 in FY 96, and 17 in FY 95. The administration and processing of these complaints involves both the Board and its staff in the details of docketing, arranging hearings before the Board members, processing prehearing conferences, arranging for hearing locations, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

During the past year, the Maine Labor Relations Board had requests for services in the many areas of responsibility under the various statutes that it administers or under which it has a role.

INTERNET SITE: The board's site may be found at the State of Maine web site.

## DEPARTMENT OF LABOR

### PUBLICATIONS:

The Municipal Public Employees Labor Relations Act  
The State Employees Labor Relations Act  
The University of Maine Labor Relations Act  
The Judicial Employees Labor Relations Act  
The Rules and Procedures of the Maine Labor Relations Board  
Index and Abstracts of MLRB Prohibited Practice and Representation  
Appeals Decisions, 1973-88

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	252,414	219,614	32,800			
HEALTH BENEFITS	38,675	38,675				
RETIREMENTS	47,643	47,643				
OTHER FRINGE BENEFITS	2,216	2,216				
COMPUTER SERVICES STATE	8,924	8,924				
OTHER CONTRACT SERVICES	29,319	16,301	13,018			
COMMODITIES	2,116	2,116				
TRANSFER TO OTHER FUNDS	2,400		2,400			
<b>TOTAL EXPENDITURES</b>	<b>383,707</b>	<b>335,489</b>	<b>48,218</b>			

## PANEL OF MEDIATORS

### MARC P. AYOTTE, EXECUTIVE DIRECTOR

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME

*Mail Address:* 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090

*Established:* 1976

*Telephone:* (207) 287-2015

*Reference: Policy Area:* 04 ; *Umbrella:* 12 *Unit:* 187 ; *Citation:* T0026 *M.R.S.A., Sect.* 000000892

### 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, are 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 Maine Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently nine member on the Panel of Mediators.

### PROGRAM:

This fiscal year, the number of new requests for mediation services decreased slightly from the high level experienced last year. New mediation requests received during FY 98 numbered 68 (74 last year). In addition, there were 36 matters carried over from FY 97 that required mediation activity in FY 98. Thus, the number of matters filed, pending, and requiring attention in FY 98 reached a total of 104, down from 111 the previous year.

## DEPARTMENT OF LABOR

There have been repeated positive comments from practitioners and users regarding the quality and competence of various State mediators. The Panel achieved a settlement rate of 82% for matters concluded this year, including those carried forward from FY 97. The settlement rate for the past several fiscal years has exceeded 70% of the matters mediated.

The most significant development affecting Panel operations this year was continuation of the preventative mediation initiative. Upon the joint request of the parties, members of the Panel train bargaining team members at the outset of negotiations and then facilitate collaborative, problem-solving bargaining for our client community. The preventative mediation initiative has been very successful this year, achieving a 100% settlement rate.

The most difficult issues in Maine public sector negotiations in FY 98 were those having fiscal impact. This shift in emphasis reflects the availability of additional fiscal resources to settle collective bargaining agreements this year as a result of continued improvement in the regional economy.

26 M.R.S.A., Sec. 965, Sub-section 2, paragraph C provides that expenditures of this unit shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF OCCUPATIONAL SAFETY AND HEALTH

### ALAN C. HINSEY, DIRECTOR

*Central Office:* HALLOWELL ANNEX, CENTRAL BLDG., HALLOWELL, ME 04347

*Mail Address:* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045

*Established:* 1975

*Telephone:* (207) 624-6460

*Reference:* Policy Area:04 ; Umbrella: 12 Unit: 179 ; Citation: T0026 M.R.S.A., Sect. 000000564

#### **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 created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards.

The Bureau of Labor Standards is empowered to enforce the rules and regulations adopted by the Board.

#### **PROGRAM:**

The Board met 7 times in FY 98 to review and propose regulations for adoption and otherwise assist the Bureau's enforcement activities and held 3 public hearings.

Compliance officers of the Bureau's Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

#### **PUBLICATIONS:**

Safety and Health Standards (free)

The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

**BUREAU OF REHABILITATION SERVICES**

**JOHN SHATTUCK, ACT DIR GENERAL REHAB SER**

*Central Office:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150  
*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5302  
*Established:* 1994 *Telephone:* (207) 624-5300  
*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 152 ; Citation: T0026 M.R.S.A., Sect. 000001412C  
*Average Count--All Positions:* 119.500 *Legislative Count:* 119.50

**PURPOSE:**

The Bureau of Rehabilitation Services (BRS) consolidates the administration of various state and federal rehabilitation services available to people with disabilities. The Bureau is authorized to provide a comprehensive program of rehabilitation services under the federal Rehabilitation Act and its amendments.

BRS receives federal assistance under the Rehabilitation Act, and cooperates with the federal government in carrying out the purposes of federal statutes pertaining to vocational rehabilitation and independent living.

**ORGANIZATION:**

Vocational rehabilitation services originated in 1921 with the creation of the Vocational Rehabilitation Division under the supervision of the State Board of Education. The legislature initiated services to people who were blind or visually impaired in 1941. In 1969 the legislature directed that a functional unit of rehabilitation services be created within the then Department of Health and Welfare to consolidate rehabilitation programs and to administer services under the federal Rehabilitation Act.

The Bureau of Rehabilitation was the unit created under this legislation. The Bureau consolidated the administration of the Vocational Rehabilitation Division, The Division of Eye Care and Special Services, and the Division of Disability Determination Services. The legislature created the Division of Deafness under the Bureau in 1982. In 1994, the legislature moved the Bureau of Rehabilitation Services to the Department of Education, and in 1996 it moved the Bureau to the Department of Labor. The Division of Disability Determination Services was left in the Department of Human Services, and, as of 1994, the Division for the Blind and Visually Impaired is a separate administrative entity in the Bureau of Rehabilitation Services.

**PROGRAM:**

The Bureau of Rehabilitation Services provides services through three Divisions: 1) the Division of Vocational Rehabilitation; 2) the Division of Deafness; and 3) the Division for the Blind and Visually Impaired. The Vocational rehabilitation services, and eligibility for those services, in each division are the same. A person must have a disability; that disability must be a barrier to employment; and, it must be likely that the person will benefit from these services. Those services range from diagnosis, to vocational planning, through physical/mental restoration, on to training and job placement. The goal of vocational rehabilitation services is to assist individuals with disabilities to prepare for and obtain suitable employment.

In addition each Division provides specialized services. 1) The Division of Vocational Rehabilitation provides consultation in barrier free design, assists organizations receiving federal funding to comply with Section 504 of the Rehabilitation Act, supports coordination of the American With Disabilities Act in state government, and provides for Independent Living services. 2) The Division of Deafness maintains interpreter services, provides telecommunication devices through a cost sharing and loaner program, issues identification cards to assist deaf people in emergency, medical, social or legal situations, and identification cards for owners of hearing ear dogs.

3) The Division for the Blind and Visually Impaired provides for the prevention of blindness, location and registration of blind persons, education services to blind children ages 0-21, administration of vending facilities in public buildings to be operated by a blind person licensed by the Division, Independent Living services, and other special services.

## DEPARTMENT OF LABOR

Please see sections further describing the Division for the Blind and Visually Impaired and the Division of Deafness under the Department of Labor.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF REHABILITATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,390,883	553,795			2,837,088	
HEALTH BENEFITS	698,973	113,746			585,227	
RETIREMENTS	580,681	95,124			485,557	
OTHER FRINGE BENEFITS	33,431	5,989			27,442	
OTHER CONTRACT SERVICES STATE	205,879	112,873			93,006	
COMPUTER SERVICES STATE	212,617	121,711			90,906	
OTHER CONTRACT SERVICES	497,779	64,297			433,482	
RENTS	283,673	4,446			279,227	
COMMODITIES	195,847	2,377			193,470	
GRANTS, SUBSIDIES, PENSIONS	9,681,121	4,529,320			5,151,801	
EQUIPMENT	249,676				249,676	
INTEREST-DEBT RETIREMENT	45				45	
TRANSFER TO OTHER FUNDS	30,132				30,132	
<b>TOTAL EXPENDITURES</b>	<b>16,060,737</b>	<b>5,603,678</b>			<b>10,457,059</b>	

## MAINE UNEMPLOYMENT INSURANCE COMMISSION

### JOHN B. WLODKOWSKI, ESQ., CHAIR

*Central Office:* 175 LANCASTER ST. RM 220, PORTLAND, ME 04104-0856

*Mail Address:* PO BOX 856, PORTLAND, ME 04104-0856

*Established:* 1936

*FAX:* (207) 822-0205

*Telephone:* (207) 822-0200

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 172 ; Citation: T0026 M.R.S.A., Sect. 000001081

#### PURPOSE:

The Maine Unemployment Insurance Commission was established to hear and decide higher authority appeal cases involving disputed claims for unemployment compensation benefits and challenged determinations of employer status and liability under the Employment Security Law. The Commission may promulgate, amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable. The Commission conducts public hearings, upon proper petition or upon its own initiative, to determine the seasonal nature of an industry for unemployment benefit purposes.

#### ORGANIZATION:

The Maine Unemployment Insurance Commission consists of three members: a representative of labor, a representative of employers; and a representative of the general public who shall be impartial. The general public member must be an attorney admitted to the practice of law in the state and is the chair of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee of Labor and to confirmation by the Senate. Each member holds office for a term of six years, or until a successor has been duly appointed and confirmed.

#### PROGRAM:

The Unemployment Insurance Commission conducted adjudication hearings in large part by telephone in response to budgeting constraints; however, in person hearings were held at the one stop centers in Bangor and Lewiston, as well as in Portland at Commission headquarters when warranted by volume of cases and consideration to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. The Commission's

## DEPARTMENT OF LABOR

conducting of telephone hearings also allows for more timely processing of cases and has had a positive budgetary impact by reducing travel expenses. The largest number of cases that came before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also considered waiver requests of overpayments pursuant to 26 MRSA 1051 (5). Also, the Commission held hearings for tax offsets, under 36 MRSA, Section 5276 (A).

Another major area of activity for the Commission during the fiscal year was consideration of Unemployment Tax Assessment and employer liability appeals. In accordance with 26 MRSA, Section 1044(2), the Commission also considered attorney fees charged to claimants and fees paid by the Commissioner as a result of Court action. The Unemployment Insurance Commission approves training programs for participation by claimants in accordance with 26 MRSA 1192(6) and (6-C). The Commission also revised the content and format of its notice of appeal rights in benefit cases to achieve greater clarity and ease of reading, and published a new brochure which more fully explains the hearing process. This appears to have improved case presentation by the parties. Looking toward FY98, the Commission anticipates continuing to improve upon its adjudicatory function and the refinement of its regulations in several areas. During the year the Commission will further refine its strategic planning and performance budgeting.

### **LICENSES:**

None

### **PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## LAW AND LEGISLATIVE REFERENCE LIBRARY

# LAW AND LEGISLATIVE REFERENCE LIBRARY

LYNN E. RANDALL, STATE LAW LIBRARIAN

TDD: (207) 287-6431

*Central Office:* STATE HOUSE, FLOOR 2, AUGUSTA, ME,  
*Mail Address:* 43 STATE HOUSE STATION, AUGUSTA, ME, 04333-0043 *FAX:* (207) 287-6467  
*Established:* 1971 *Telephone:* (207) 287-1600  
*Reference: Policy Area:* 00 ; *Umbrella:* 31 ; *Unit:* 556 ; *Citation:* 3MRSA M.R.S.A., Sect. 0000000171  
*Average Count--All Positions:* 14.500 *Legislative Count:* 14.50

### PURPOSE:

The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. The State Law Librarian coordinates records management activities within the Legislature.

### ORGANIZATION:

The Library was created by action of the Legislature, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years.

### PROGRAM:

The Library provides reference, interlibrary loan and circulation services by telephone and TDD, through the mail and in person. The URSUS on-line public catalog gives access to the Library's collection and to materials in other libraries and is accessible via the Internet. The URSUS system also supports automation of circulation functions at this Library. The Library offers an interlibrary loan service to obtain legal materials not in the Library's collection. A library network gives public access to Maine statutes and cases, citators, indexes, the online legislative information network, and the Internet. The Library maintains a site on the World Wide Web which includes historical tables and lists. To support legislative research the library staff search a variety of databases for bibliographic, scientific, technical, legislative, legal and business information.

The Library's special resources include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of legislative interest. The Library also has the most complete collection of Maine legislative materials available anywhere, including committee files which contain copies of all written testimony considered. The Library staff prepares legislative histories on request and lends compiled histories. The Library is a U.S. Government Documents Depository and receives over 1,400 documents annually and provides access to government information in electronic format.

All new acquisitions are entered and tracked in an on-line system. To facilitate cataloging, the Library subscribes to OCLC, an online service which enables libraries to share catalog records. Library staff prepare and contribute original catalog records to OCLC and the URSUS catalog. Records for materials received on a continuing basis, such as court reports, codes, journals and updates to topical works, include complete acquisition and holdings information. Information about the extent of the Library's serial holdings is shared in the Maine Union List of Serials, which is also accessible through URSUS.

### PUBLICATIONS:

- \*Legal Resources for Non-Lawyers, a bibliography
- \*LLRL: Law and Legislative Reference Library, a brochure describing Library resources and services, available on request.
- \*New Items on our Shelves, a list of recent acquisitions
- \*Divorce and Domestic Relations, a bibliography of resources for nonlawyers

# LAW AND LEGISLATIVE REFERENCE LIBRARY

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LAW AND LEGISLATIVE REFERENCE LIBRARY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	580,954	580,954				
HEALTH BENEFITS	77,723	77,723				
RETIREMENTS	100,041	100,041				
OTHER FRINGE BENEFITS	5,554	5,554				
OTHER CONTRACT SERVICES STATE	239	239				
COMPUTER SERVICES STATE	65	65				
OTHER CONTRACT SERVICES	271,053	271,053				
RENTS	106	106				
COMMODITIES	35,334	35,334				
GRANTS, SUBSIDIES, PENSIONS	385	385				
EQUIPMENT	19,073	19,073				
<b>TOTAL EXPENDITURES</b>	<b>1,090,527</b>	<b>1,090,527</b>				

LAW AND LEGISLATIVE REFERENCE LIBRARY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	580,954	580,954				
HEALTH BENEFITS	77,723	77,723				
RETIREMENTS	100,041	100,041				
OTHER FRINGE BENEFITS	5,554	5,554				
OTHER CONTRACT SERVICES STATE	239	239				
COMPUTER SERVICES STATE	65	65				
OTHER CONTRACT SERVICES	271,053	271,053				
RENTS	106	106				
COMMODITIES	35,334	35,334				
GRANTS, SUBSIDIES, PENSIONS	385	385				
EQUIPMENT	19,073	19,073				
<b>TOTAL EXPENDITURES</b>	<b>1,090,527</b>	<b>1,090,527</b>				



## LEGISLATURE

## LEGISLATURE

### **MARK W. LAWRENCE, PRESIDENT OF THE SENATE ELIZABETH H. MITCHELL, SPEAKER OF THE HOUSE**

*Central Office:* STATE HOUSE, AUGUSTA, ME,

*Mail Address:* 2 STATE HOUSE STATION, AUGUSTA, ME, 04333-0002

*Established:* 1920

*Reference:* Policy Area: 00 ; Umbrella: 30 Unit: 260 ; Citation: C0004 M.R.S.A., Sect. 001-00001

*Average Count--All Positions:* 180.154

*Units:*

SENATE

HOUSE OF REPRESENTATIVES

LEGISLATIVE COUNCIL

(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE  
COUNCIL

OFFICE OF FISCAL AND PROGRAM REVIEW

OFFICE OF POLICY AND LEGAL ANALYSIS

OFFICE OF THE REVISOR OF STATUTES

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

STATE HOUSE AND CAPITOL PARK COMMISSION

COMMISSION ON INTERSTATE COOPERATION

COMMISSION ON UNIFORM STATE LAWS

OFFICE OF LEGISLATIVE INFORMATION SERVICES

*Telephone:* (207) 287-1615

*Legislative Count:* 128.00

#### **PURPOSE:**

"To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States." (Maine Constitution, Article IV, Part Third, Section 1.)

#### **ORGANIZATION:**

The organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by legislative rules. Presently, the Senate consists of 35 members, and the House of Representatives consists of 151 members. All members of both chambers are elected from single member districts. The House has two additional non-voting members who are elected by the Penobscot Indian Nation and the Passamaquoddy Tribe, respectively, to represent their tribes at the Legislature.

The 118th Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 118th Legislature are: Agriculture, Conservation and Forestry; Appropriations and Financial Affairs; Banking and Insurance; Business and Economic Development; Criminal Justice; Education and Cultural Affairs; Health and Human Services; Inland Fisheries and Wildlife; Judiciary; Labor; Legal and Veterans Affairs; Marine Resources; Natural Resources; State and Local Government; Taxation; Transportation; Utilities and Energy.

#### **PROGRAM:**

The Second Regular Session of the 118th Legislature was convened on January 7, 1998 and adjourned sine die on March 31, 1998. The Legislature immediately convened the Second Special Session on April 1 and adjourned sine die on April 9, 1998.

In the Second Regular Session, the Legislature considered 390 legislative instruments, including bills, resolves, constitutional resolutions and initiated bills. 179 bills and 31 Resolves were chaptered into law; and no bills that the Legislature had enacted and sent to the Governor were vetoed. All remaining items before the Legislature were held over to the Second Special Session pursuant to Joint Order.

The Legislature considered 3 new bills in the Second Special Session in addition to those which had been held over. 92 bills and 13 Resolves were enacted. The Governor vetoed 3 bills, which were sustained by the Legislature, and a fourth was pocket vetoed.

#### **PUBLICATIONS:**

\*SENATE AND HOUSE REGISTERS - (published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules and Committee Rosters.

\*HOUSE AND SENATE ROSTER and Seating Arrangement - (published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains

## LEGISLATURE

photos of all legislators.

\*LEGISLATIVE RECORD - A complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies available on loan through State Library.

\*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)

\*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - A summary of the Legislature's action on all legislative documents considered during the legislative session. Compiled by the Legislative Information Office. Available through that office free of charge.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEGISLATURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,126,346	7,125,961	385			
HEALTH BENEFITS	1,673,275	1,673,275				
RETIREMENTS	970,614	970,614				
OTHER FRINGE BENEFITS	88,576	88,576				
OTHER CONTRACT SERVICES STATE	576,054	525,081	50,973			
COMPUTER SERVICES STATE	87,120	87,120				
OTHER CONTRACT SERVICES	2,724,019	2,722,816	774	429		
RENTS	29,656	29,656				
COMMODITIES	364,230	363,583	647			
GRANTS, SUBSIDIES, PENSIONS	200,476	200,476				
BUILDING IMPROVEMENTS	884,980	813,201				71,779
EQUIPMENT	57,911	57,911				
INTEREST-DEBT RETIREMENT	238	238				
TRANSFER TO OTHER FUNDS	2,484		2,464	20		
<b>TOTAL EXPENDITURES</b>	<b>14,785,979</b>	<b>14,658,508</b>	<b>55,243</b>	<b>449</b>		<b>71,779</b>

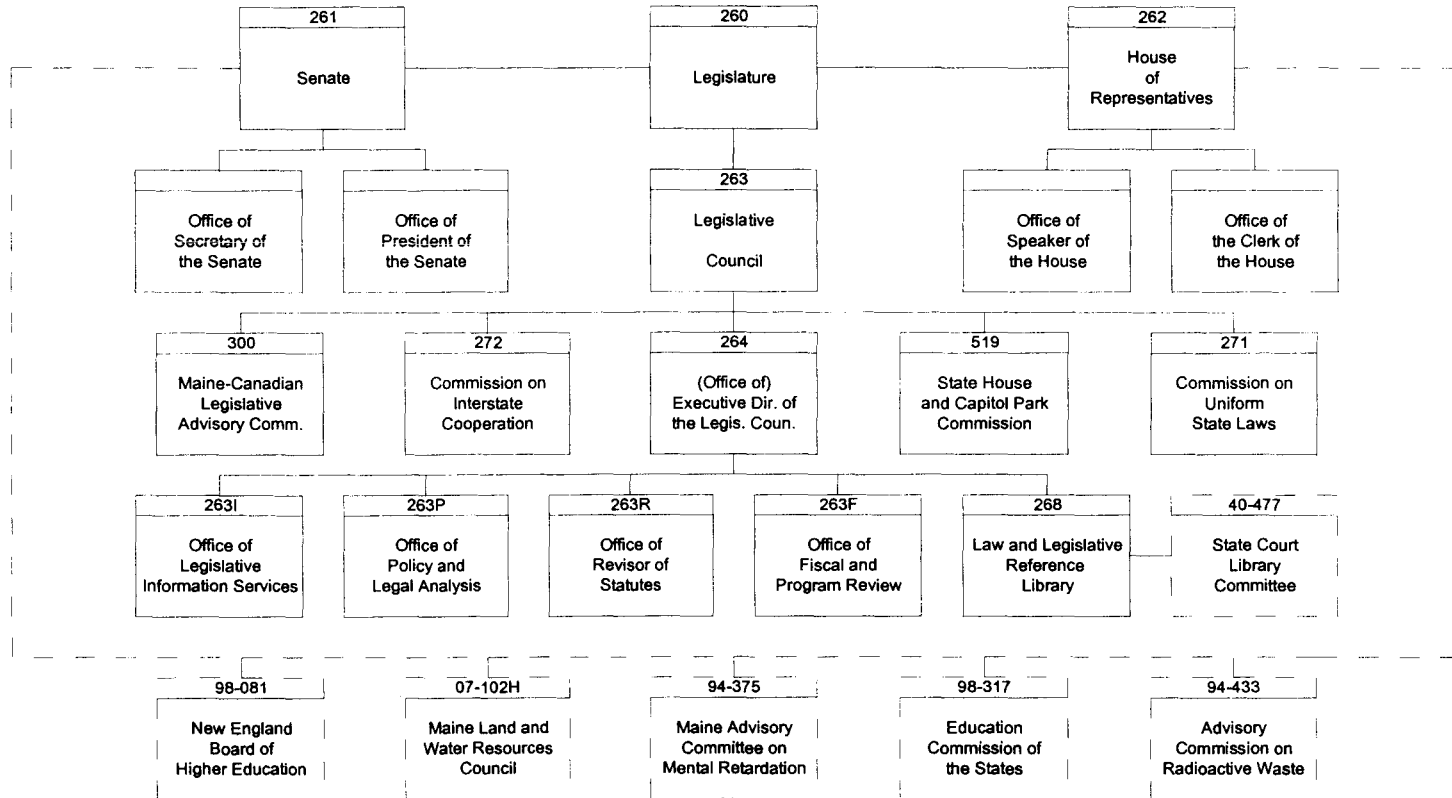


**Mark W. Lawrence**  
*President of the Senate*



**Elizabeth H. Mitchell**  
*Speaker of the House  
of Representatives*

# ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



## LEGISLATURE

### SENATE

#### **MARK W. LAWRENCE, PRESIDENT OF THE SENATE JOY J. O'BRIEN, SECRETARY OF THE SENATE**

*Central Office:* STATE HOUSE, AUGUSTA, ME 04333-0003

*Mail Address:* 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003

*Established:* 1920

*Telephone:* (207) 287-1500

*Reference:* Policy Area: 00 ; Umbrella: 3Q Unit: 261 ; Citation: C0004 M.R.S.A., Sect. 002-00001

#### **PURPOSE:**

The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor. Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the raising of revenue; it may, however, amend bills for the raising of revenue; provided that the amendment is not in fact used to introduce a new bill for the raising of revenue. Article IV, Part Second, Section 7, empowers the Senate to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

#### **ORGANIZATION:**

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

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate currently consists of 35 Senators. Each Senator is elected for a term of two years, and members are limited to four consecutive terms. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election and continue to reside within the district during the term of office, and be at least 25 years of age at the time of election. The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. In 1993 the Legislature failed to adopt a reapportionment plan; thus a plan was promulgated by the Maine Supreme Judicial Court pursuant to the Maine Constitution.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as a chief administrative officer; and an Assistant Secretary. The major political Parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 MRSA, Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

#### **PROGRAM:**

The First Confirmation Session of the 118th Maine Legislature convened on Monday, October 6, 1997. During this session, the Senate considered 29 Gubernatorial Nominations. The Senate was convened for its Second Regular Session of the 118th Maine Legislature on Tuesday, January 7, 1998. There were 118 Legislative Documents, 8 Senate-sponsored Joint Orders, 15 Senate-sponsored Joint Resolutions and 45 Gubernatorial Nominations considered. The Senators submitted 239 proposed amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. After completing all its business, the Senate adjourned at 9:42 p.m. on Tuesday, March 31, 1998, after meeting a total of 44 legislative days.

The Senate convened its Second Special Session of the 118th Maine Legislature on Wednesday, April 1, 1998. During this session, the Senate considered 3 Senate-sponsored Joint Orders, and 1 Senate-sponsored Joint Resolution. Senators submitted a total of 99 proposed amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. After meeting a total of 5 legislative days, all business of the Second Special

## LEGISLATURE

Session was completed on Thursday, April 9, 1998 at 2:33 a.m.

The First Regular Session of the 119th Maine Legislature will convene on Wednesday, December 2, 1998.

### PUBLICATIONS:

- \*Senate Advance Journal and Calendar - (available daily, free of charge, when the Senate is in session).
- \*Legislative Public Hearing Schedules - (available weekly, free of charge, during regular sessions.) (available at Senate Office and at Senate Internet Site).
- \*Senate and House Register - (See listing under "Legislature").
- \*House and Senate Roster and Seating Arrangement - (See listing under "Legislature").
- \*Legislative Record - (See listing under "Legislature") (also available at Senate Internet Site).
- \*Senate Internet Site - <http://www.state.me.us/legis/senate/>

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## HOUSE OF REPRESENTATIVES

**ELIZABETH H. MITCHELL, SPEAKER OF THE HOUSE**  
**JOSEPH W. MAYO, CLERK OF THE HOUSE**

*Central Office:* STATE HOUSE, AUGUSTA, ME 04333

*Mail Address:* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

*Established:* 1920

*Telephone:* (207) 287-1300

*Reference:* Policy Area:00 ; Umbrella: 30 Unit: 262 ; Citation: C0004 M.R.S.A., Sect. 001-00002

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, 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. Members are limited to four consecutive terms. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, be a resident of the election district at the time of the nomination for placement on a primary, general or special election ballot, have been a resident of the election district for 3 months prior to the election and continue to be a resident of that district during the term, and be 21 years of age when seated as a member.

The Constitution of Maine requires that the House of Representatives be reapportioned by the Legislature itself, or, if this is not done within the required period of time, by the Supreme Judicial Court. The Legislature's reapportionment plan must be enacted by a vote of 2/3 of the Members of each House and such action is subject to the Governor's approval. In 1993 the Legislature failed to reapportion itself and an apportionment plan was, therefore, promulgated by the Maine Supreme Judicial Court pursuant to the Maine Constitution.

The House elects a Speaker who presides over the proceedings, a Clerk and Assistant Clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA, Section 168) the leadership of the House is permitted to hire its own assistants. In 1992 the Office of the Speaker of the House assumed the duties formerly assigned to the Maine Canadian Legislative Advisory Office.

## LEGISLATURE

### PROGRAM:

The House convened its second regular session of the 118th Maine Legislature on Wednesday, January 7, 1998. During the second regular session 390 Legislative Documents, 22 House-sponsored Joint Orders, and 17 House-sponsored Joint Resolutions were considered. House members submitted 129 amendments to the Clerk for reproduction. The House adjourned from the second regular session on Tuesday, March 31, 1998, after meeting for 44 legislative days.

The House convened its second special session on Wednesday, April 1, 1998. During the second special session 3 Legislative Documents in addition to bills carried from the second regular session, 2 House-sponsored Joint Orders, and 2 House-sponsored Joint Resolutions were considered. House members submitted 34 amendments to the Clerk for reproduction. The House adjourned "sine die" (without day) on Wednesday, April 8, 1998, after meeting for 5 legislative days.

The first regular session of the 119th Maine Legislature will be convened on Wednesday, December 2, 1998.

### PUBLICATIONS:

\*HOUSE ADVANCE JOURNAL AND CALENDAR-(published each legislative day during sessions). Available free at the Clerk's Office; or by mail subscription through Legislative Document Service.

\*WEEKLY LEGISLATIVE REPORT - (published weekly during sessions). Edited by the Clerk of the House. Lists all bills printed, and all bills enacted and resolves finally passed. Available free at the Clerk's Office, and by mail subscription through Legislative Document Service.

\*WEEKLY LEGISLATIVE CALENDAR (published weekly). Edited by the Clerk of the House. Lists legislative committee meetings and the subjects committees are considering when not in regular session; meetings of commissions that include legislators as members; and, scheduled meetings of public bodies of interest to legislators. Available free at the Clerk's Office or by mail subscription through Legislative Document Service.

\*SENATE AND HOUSE REGISTERS; HOUSE AND SENATE ROSTER and Seating Arrangement and LEGISLATIVE RECORD (See "Legislature")

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## LEGISLATIVE COUNCIL

**ELIZABETH H. MITCHELL, CHAIR**  
**MARK W. LAWRENCE, VICE-CHAIR**

*Central Office:* STATE HOUSE, AUGUSTA, ME

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1973

*Reference:* Policy Area: 00 ; Umbrella: 30 Unit: 263 ; Citation: T0003 M.R.S.A., Sect. 000000161

*Average Count--All Positions:* 180.154

*Telephone:* (207) 287-1615

*Legislative Count:* 128.00

### PURPOSE:

The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in both statute (3 MRSA Section 162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. These include approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; and allocation of work to legislative committees when the Legislature is not in session.

The Council also appoints the directors of the nonpartisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review, Policy and Legal Analysis and Legislative Information Services. The Council has the authority to adjust the salaries of the

## LEGISLATURE

Constitutional Officers within the salary ranges specified in 3 MRSA Section 162-B.

### ORGANIZATION:

The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for both the House and the Senate. The Council Chair and Vice-Chair are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the chairmanship alternates every two years between the House and the Senate. Any action by the Legislative Council requires the affirmative votes of a majority of the members.

The Council is supported by an executive director and 6 nonpartisan staff offices.

### PROGRAM:

The Legislative Council is responsible by law for providing professional, nonpartisan staff support services to the Legislature and its officers, members, committees and commissions. These services include bill drafting; general policy, legal and fiscal research and analysis; fiscal note preparation; committee staffing; computer support services; public information; library and reference services and support; and general administrative services.

Further responsibilities of the Council include consideration of all bills submitted after cloture (after deadline bills) during any legislative session. In addition, the Council screens all bill requests prior to their introduction in the Legislature's Second Regular Session and all Special Sessions.

### PUBLICATIONS:

See Publications listing for each office.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,126,346	7,125,961	385			
HEALTH BENEFITS	1,673,275	1,673,275				
RETIREMENTS	970,614	970,614				
OTHER FRINGE BENEFITS	88,576	88,576				
OTHER CONTRACT SERVICES STATE	501,675	450,702	50,973			
COMPUTER SERVICES STATE	87,120	87,120				
OTHER CONTRACT SERVICES	2,559,338	2,558,135	774	429		
RENTS	29,656	29,656				
COMMODITIES	344,090	343,443	647			
GRANTS, SUBSIDIES, PENSIONS	200,476	200,476				
BUILDING IMPROVEMENTS	884,980	813,201				71,779
EQUIPMENT	57,911	57,911				
INTEREST-DEBT RETIREMENT	238	238				
TRANSFER TO OTHER FUNDS	2,484		2,464	20		
<b>TOTAL EXPENDITURES</b>	<b>14,526,779</b>	<b>14,399,308</b>	<b>55,243</b>	<b>449</b>		<b>71,779</b>

## (OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

### SARAH C. TUBBESING, EXEC DIR

Central Office: STATE HOUSE, AUGUSTA, ME

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115

Established:

Telephone: (207) 287-1615

Reference: Policy Area: 00 ; Umbrella: 3Q Unit: 264 ; Citation: T0003 M.R.S.A., Sect. 000000162



## LEGISLATURE

### **PURPOSE:**

The primary statutory functions of the Executive Director include directing the activities of the nonpartisan staff offices pursuant to policy established by the Legislative Council; coordinating agenda preparation for the Legislative Council and implementing policy decisions of the Council; and providing general administrative support for the Legislature, including legislators' expense reimbursements, payroll, accounting and budgeting. The Executive Director is an ex officio, non-voting member of the State House and Capitol Park Commission and functions as the liaison between the Commission and the Legislative Council for State House renovation and repair projects.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **OFFICE OF FISCAL AND PROGRAM REVIEW**

### **JOHN WAKEFIELD, DIRECTOR**

*Central Office:* STATE HOUSE - FLOOR 2, AUGUSTA, ME

*Mail Address:* 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005

*Established:* 1962

*Telephone:* (207) 287-1635

*Reference: Policy Area:* 00 ; *Umbrella:* 3Q *Unit:* 263F ; *Citation:* T0003 *M.R.S.A., Sect.* 000000161

### **PURPOSE:**

The Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government. The Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Taxation; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees and commissions as requested.

### **PUBLICATIONS:**

"Compendium of Fiscal Information:" Publication #28, June 1997 (Free; available on request).

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **OFFICE OF POLICY AND LEGAL ANALYSIS**

### **DAVID E. BOULTER, DIRECTOR**

*Central Office:* STATE HOUSE - FIRST FLOOR, AUGUSTA, ME

*Mail Address:* 13 STATE HOUSE STATION, AUGUSTA, ME 04333-0013

*FAX:* (207) 287-1275

*Established:* 1973

*Telephone:* (207) 287-1670

*Reference: Policy Area:* 00 ; *Umbrella:* 3Q *Unit:* 263P ; *Citation:* T0003 *M.R.S.A., Sect.* 000000161

### **PURPOSE:**

The Office of Policy and Legal Analysis provides the Maine State Legislature with objective information, impartial legal and policy analysis, and assistance in formulating and drafting legislative proposals, reports and recommendations.

The Office provides nonpartisan research, analysis and support services to 15 joint standing committees of the Legislature, select committees, legislative study commissions and individual legislators. Major functions include: drafting of legislative proposals, analysis of legislation, preparation of research documents, facilitation of committee-decision-making, and drafting of committee amendments and new bill drafts. The Office also assists the Office of

## LEGISLATURE

the Revisor of Statutes in drafting initial bills for introduction into each legislative session.

When the Legislature is not in session, the Office provides staff support for legislative studies authorized by the Legislative Council or established by law or joint order. This support to study committees and commissions includes providing policy and legal research and analysis, and preparing final reports and accompanying legislation. The Office also assists the joint standing committees in fulfilling their legislative responsibilities relating to oversight of executive agency rule-making and the periodic review of agency programs and operations.

### ORGANIZATION:

The Office of Policy and Legal Analysis is one of several nonpartisan offices operating under the direction of the Legislative Council and its executive director. The office has a staff of 23, including an office director.

### PUBLICATIONS:

The following general reference publications are available for no or nominal charge:

"Legislators' Handbook; A Guide for Maine Legislators," November 1996.

"A Summary of Legislation considered by the Joint Standing Committees of the Legislature," 118th Legislature; 2nd Regular and 2nd Special Sessions, May 1998.

"A Legislator's Guide to Maine's Major Natural Resource and Environmental Laws," January 1997.

"Strategic Planning & Performance Budgeting: A Guide for Legislators", January 1997.

"OPLA Notes", Nonpartisan Quarterly Newsletter

"A Legislator's Guide to Maine's Marine Resources Laws", December 1996.

Final reports of various study committees and commissions. Copies of the

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## OFFICE OF THE REVISOR OF STATUTES

### MARGARET E. MATHESON, REVISOR OF STATUTES

*Central Office:* STATE HOUSE - FIRST FLOOR, AUGUSTA, ME

*Mail Address:* 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007

*Established:* 1928

*Telephone:* (207) 287-1650

*Reference:* Policy Area:00 ; Umbrella: 3Q Unit: 263R; Citation: T0003 M.R.S.A., Sect. 000000161

### PURPOSE:

The Office of Revisor of Statutes was originally created by Public Law 1928, chapter 367 and later established as the Office of Legislative Research in 1947. The Office reassumed its original name in 1986. The Office is nonpartisan and performs four primary functions: legislative drafting and editing, engrossing, publication of laws and statutes, and maintenance of a statutory database. The Office is the point where legislative instruments, including original bills and floor amendments, are initially filed and then produced in final form for introduction; the office reviews, edits and processes committee amendments and new drafts; it serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate; and it is responsible for examining all bills in Second Reading for both the House and Senate, and for engrossing all bills prior to their enactment. The Office tracks legislation by title and section number to detect potential duplication and conflicts.

## LEGISLATURE

The Office publishes all laws enacted during each legislative session as the Laws of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

The office may be contacted via e-mail: [revisor.office@state.me.us](mailto:revisor.office@state.me.us)

### **PUBLICATIONS:**

"Maine Revised Statutes Annotated" - Available to the public from West Publishing Company, P.O. Box 64526, St. Paul, MN, at current price.

"Maine Revised Statutes" - Available at the office's website, [www.state.me.us/legis/ros/publications.htm](http://www.state.me.us/legis/ros/publications.htm)

"Laws of Maine" - Contains all Session laws and related documents of each legislative session. Available at the office's website. Limited hard copies are available at no charge from Revisor's Office at time of publication and through the Law and Legislative Reference Library thereafter.

Chaptered Laws - Individual hard copies of laws enacted in the current biennium available from the Engrossing Division at 287-1649.

Maine Legislative Drafting Manual - A guide for drafting legislative instruments, the manual is periodically updated by the Office. Available at the office's website and hard copies are available to the public for a nominal fee.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

*Central Office:* STATEHOUSE, AUGUSTA, ME

*Mail Address:* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

*Established:* 1978

*Telephone:* (207) 287-1300

*Reference:* Policy Area: 00 ; Umbrella: 30 Unit: 300 ; Citation: T0003 M.R.S.A., Sect. 000000227

### **PURPOSE:**

The purpose of the Commission is to advise the Legislature in identifying ways to encourage increased cooperation between Maine and Canada; and, specifically, between the Maine Legislature and the legislative bodies of Canada, and to promote economic, cultural and educational exchanges between Maine and the Canadian provinces.

### **ORGANIZATION:**

Created by statute in February, 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 of whom are appointed by the Speaker of the House and 4 of whom are appointed by the President of the Senate.

At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language.

Members serve without compensation.

### **PROGRAM:**

The Commission was inactive during fiscal year 1998.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## LEGISLATURE

### STATE HOUSE AND CAPITOL PARK COMMISSION

#### EARLE G. SHETTLEWORTH, JR., CHAIR

*Central Office:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115

*Established:* 1988

*Telephone:* (207) 287-1615

*Reference:* Policy Area: 00 ; Umbrella: 3Q Unit: 519 ; Citation: T0003 M.R.S.A., Sect. 000000901A

#### PURPOSE:

The State House and Capitol Park Commission was created in 1988 (Chapter 816, P.L. 1987) to develop and recommend a plan for the preservation and development of the aesthetic and historical integrity of the State House and its immediate grounds and to work in cooperation with the Capitol Planning Commission to coordinate planning and specific projects. The Commission's jurisdiction was extended in 1989 to include Capitol Park.

#### ORGANIZATION:

The State House and Capitol Park Commission comprises 11 voting members and 5 ex officio members as follows: voting members include the Director of the Maine Historic Preservation Commission; six members of the public (4 of whom are appointed jointly by the Speaker of the House and the President of the Senate, and 2 by the Governor); the Governor, Speaker of the House, President of the Senate or their representatives; and the Director of the State House and Capitol Park Commission.

Ex officio, non-voting members include the Director of the Maine State Museum; the Director of the Maine Arts Commission, the Director of the Bureau of General Services; the Chair of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

#### PROGRAM:

The Commission has continued to concentrate during the past year on the refinement and implementation of a master plan for renovation, repair and restoration projects in the State House and in Capitol Park. Projects to be undertaken in the 1998 legislative interim will be funded in large part from the proceeds from a bond issue that was approved by Maine voters in November 1997 to support improvements in legislative facilities and services that are designed to achieve compliance with the Americans with Disabilities Act. These projects include replacement of the sound system, replacement of two elevator cars and installation of ADA-compliant signage throughout the State House. In conjunction with the replacement of the sound system, the House Chamber will undergo a complete renovation, consistent with the design standards outlined in the Master Plan.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE HOUSE AND CAPITOL PARK COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES STATE	74,379	74,379				
OTHER CONTRACT SERVICES	5,232	5,232				
COMMODITIES	20,140	20,140				
<b>TOTAL EXPENDITURES</b>	99,751	99,751				

## LEGISLATURE

### COMMISSION ON INTERSTATE COOPERATION

*Central Office:* STATE HOUSE, AUGUSTA, ME

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115

*Established:* 1939

*Telephone:* (207) 287-1615

*Reference:* Policy Area: 00 ; Umbrella: 30 Unit: 272 ; Citation: T0003 M.R.S.A., Sect. 000000201

#### PURPOSE:

The Commission on Interstate Cooperation was originally established in 1939 to carry forward Maine's participation in the Council of State Governments and to advance cooperation between the State of Maine and other units of government.

The Commission facilitates the interchange of research and information with other governmental entities, and engages in other activities that are directed at forming a more perfect union among the various governments in the United States.

#### ORGANIZATION:

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. In addition, the Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission. The form of organization established in 1939 has remained unchanged up to the present time.

#### PROGRAM:

The Commission continues to serve as a clearinghouse for information on State programs of national and international interest. In addition to serving as the Maine affiliate for the Council of State Governments, the Commission is also Maine's affiliate for the National Conference of State Legislatures, a bipartisan organization which serves the legislators and staff of the nation's 50 states, its commonwealths and territories with the objectives of improving the quality and effectiveness of state legislators, fostering interstate communication and cooperation, and ensuring states a strong, cohesive voice in the federal system.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
OTHER CONTRACT SERVICES	141,892	141,892				
TOTAL EXPENDITURES	141,892	141,892				

### COMMISSION ON UNIFORM STATE LAWS

#### ROBERT C ROBINSON, CHRPSON

*Central Office:* P O BOX 568, 12 PORTLAND PIER, PORTLAND, ME

*Mail Address:* P O BOX 568, 12 PORTLAND PIER, PORTLAND, ME 04112

*Established:* 1955

*Telephone:* (207) 772-6565

*Reference:* Policy Area: 00 ; Umbrella: 30 Unit: 271 ; Citation: T0003 M.R.S.A., Sect. 000000241

#### PURPOSE:

The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the sustained study and research of judges, lawyers and legal scholars through the National Conference of Commissioners on Uniform State Laws.

## LEGISLATURE

### PROGRAM:

The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Uniform Commercial Code, Uniform Probate Code, Uniform Anatomical Gift Act as amended, Uniform Transfers to Minors Act, Uniform Guardianship and Protective Proceedings Act, Uniform Health Care Decisions Act (Advance Directives), Uniform Interstate Family Support Act and Uniform Unclaimed Property Act are just some of the Acts developed and adopted by the Conference which have great value to the several states, including the State of Maine.

The Commission, like its counterparts in other states, works through appropriate legislative committees of the Maine Bar Association to review these and other uniform acts to determine if it is in the best interests of the State of Maine to join with other states in adopting these Uniform Acts.

### PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES	17,557	17,557				
<b>TOTAL EXPENDITURES</b>	17,557	17,557				

## OFFICE OF LEGISLATIVE INFORMATION SERVICES

### PAUL E. MAYOTTE, DIRECTOR

*Central Office:* STATE HOUSE, AUGUSTA, ME 04333

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-115 *FAX:* (207) 287-2557

*Established:* 1996 *Telephone:* (207) 287-1625

*Reference:* Policy Area:00 ; Umbrella: 3Q Unit: 2631 ; Citation: T0003 *M.R.S.A., Sect.* 000000162

### PURPOSE:

The Legislative Council restructured the Office in 1997, in recognition of the expanded role that the Office is assuming as the Legislature pursues new uses of technology to support both the legislative process and a robust and interactive public information service.

### ORGANIZATION:

The Office includes the Legislative Information Office, which is responsible for maintaining a computerized database of information related to legislation considered in the current biennium, providing information to the general public, and for coordinating the work of Committee Clerks during the legislative session. A second unit, the Information Systems Office, is responsible for the operation and support of legislative computer systems, as well as for coordinating the design of the major applications that support the legislative process and the operations of individual legislative offices.

### PROGRAM:

During Fiscal Year 1998, the Office coordinated activities focused on upgrading the Legislature's business systems. Steps were taken to improve the performance of the Legislature's local area network and desktop computers. Working with each legislative office, improvements were made to the Legislature's home page on the World Wide Web in addition to increasing the

## LEGISLATURE

amount of information available on the web page.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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DEPARTMENT OF MARINE RESOURCES

DEPARTMENT OF MARINE RESOURCES

**GEORGE D. LAPOINTE, COMMISSIONER**  
**E. PENN ESTABROOK, DEPUTY COMMISSIONER**

*Central Office:* BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME,

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1967

*Reference:* Policy Area: 01 ; Umbrella: 13 Unit: 188 ; Citation: T0012

*Average Count--All Positions:* 169.335

*Units:*

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*M.R.S.A., Sect.* 000006021

*Legislative Count:* 160.00

*BUREAU OF RESOURCE MANAGEMENT*

*DIVISION OF ADMINISTRATIVE SERVICES*

*ADVISORY COUNCIL (TO MARINE RESOURCES)*

*DIVISION OF COMMUNITY RESOURCE DEVELOPMENT*

*BUREAU OF MARINE PATROL*

**PURPOSE:**

The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. The department has the authority to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as member of the Atlantic Salmon Board.

**ORGANIZATION:**

The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner 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. A new eleven-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

**PROGRAM:**

Foreign demand for marine resources has caused increasing and rapid expansion in three fisheries: sea urchins, whelks, and eels. There has been significant effort to put needed management programs in place to assure sustainable fisheries. As management constraints are placed in traditional fisheries, participants in the fishing industry look to find other fisheries to move into, which places additional strain in those fisheries. The department continues to focus on conservation and management of marine resources, on seafood safety, boating safety, marine education and market development.



DEPARTMENT OF MARINE RESOURCES

**ADVISORY COUNCIL (TO MARINE RESOURCES)**

**ROBERT PEACOCK, CHAIRMAN**

*Central Office:* BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1947

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*Reference:* Policy Area: 01 ; Umbrella: 13 Unit: 190 ; Citation: T0012 M.R.S.A., Sect. 000006024

**PURPOSE:**

The Marine Resources Advisory Council, established by Title 5, section 12004-G, consists of fifteen members and provides 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.

**PROGRAM:**

The Council met four times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the Maine fishing industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including advice and consent on regulatory actions.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**DIVISION OF COMMUNITY RESOURCE DEVELOPMENT**

**E. PENN ESTABROOK, DEPUTY COMMISSIONER**

*Central Office:* BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1957

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*Reference:* Policy Area: 01 ; Umbrella: 13 Unit: 188D; Citation: T0012 M.R.S.A., Sect. 000006051

*Average Count--All Positions:* 8.000

*Legislative Count:* 8.00

**PURPOSE:**

The purpose for the Division is establish and maintain communication with constituent communities to include harvesters, processors and municipalities with regard to anticipating problems and opportunities which may be addressed by the agency.

**ORGANIZATION:**

The Division is staffed with: two Area Managers who work closely with the fishing industry; the Watershed Management group, which works with shellfish management and permit reviews; and, the Marketing Program.

**PROGRAM:**

**AREA MANAGERS:** Two field staff work very closely with fishing organizations, individuals and companies to identify problems and opportunities in the fisheries. The objective is to deal with both in a timely manner, to prevent problems from becoming conflict and to take advantage of the opportunities. The area managers are poised to get department assistance in the form of expertise from throughout the agency in order to deal with any

## DEPARTMENT OF MARINE RESOURCES

particular issue.

**WATERSHED MANAGEMENT:** Most of the effort in this group is spent with municipalities that are involved in municipal shellfish management programs. Approximately 51 towns of the 90 along the coast are in this program. The group also assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments.

**MARKETING PROGRAM:** DMR's Marketing Program goals are: 1) To expand distribution opportunities of Maine seafood and aquaculture products into new major domestic market areas, as well as increase exporting of Maine products by developing foreign market opportunities; 2) To capitalize on the success of the Maine Certified Seafood Program in maintaining and expanding market share, including expansion of the Program to include additional seafood species; and 3) To assure that Maine is represented in national debates on seafood quality and safety issues. In order to achieve these goals, the Division provides our industry, seafood buyers, seafood distributors, retail establishments and consumers with the following services: Directory of Maine Wholesale Seafood Dealers/Processors, bi-monthly Marketing Memorandum, Maine Certified Seafood Program, Trade Shows, Seafood information and education, and an assortment of consumer point of purchase support material.

### **LICENSES:**

**PERMITS TO IMPORT LIVE ORGANISMS.** Permits for introduction into coastal waters or to possess such animals are obtained through the Division as provided by Title 12 section 6671 and DMR Regulations Chapter 24.

### **PUBLICATIONS:**

Municipal shellfish management ordinances summary, Camera-ready Masters of: Mussels, Shrimp, Seafood, Cusk, Cod, Haddock, Hake, Pollock, Flounder Recipe Pamphlets @ \$2.50; 36 Recipe Cards (recipes of 6 species): \$18 set; Fresh Maine Cod & Cusk Posters (17"x22") @ \$1.50; Shrimp Newburg & Jambalaya, Hake, Pollock & Seafood Posters @ \$2; Seafood Training Manual/Videos @ \$87 set; Embroidered Maine Lobster Emblem @ \$.75; Salmon/Steelhead Recipe Card "Master" Set \$11; Maine Fish Recipe Card "Master" Set \$18; Wholesale Seafood Dealers/ Processors Directory @ \$5; Seafood Cookbook @ \$5.95 (12+ @ \$4.95); ABC Fish of the Gulf of Maine @ \$2.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	292,905	292,905				
HEALTH BENEFITS	60,800	60,800				
RETIREMENTS	52,770	52,770				
OTHER FRINGE BENEFITS	2,849	2,849				
OTHER CONTRACT SERVICES STATE	11,007	3,841	7,166			
COMPUTER SERVICES STATE	4,908	4,908				
OTHER CONTRACT SERVICES	41,101	28,780	12,321			
RENTS	24,488	23,293	1,195			
COMMODITIES	4,209	4,036	173			
EQUIPMENT	2,580	2,580				
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	497		497			
<b>TOTAL EXPENDITURES</b>	<b>498,118</b>	<b>476,766</b>	<b>21,352</b>			

DEPARTMENT OF MARINE RESOURCES

**BUREAU OF MARINE PATROL**

**COLONEL JOSEPH FESSENDEN, CHIEF MARINE PATROL**

*Central Office:* BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1978

*Reference:* Policy Area: 01 ; Umbrella: 13 Unit: 188P ; Citation: T0012

*Average Count--All Positions:* 54.892

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*M.R.S.A., Sect.* 000006025

*Legislative Count:* 53.00

**PURPOSE:**

The Bureau of Marine Patrol 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 to the enforcement of other laws and regulations of the state of Maine. 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.

**ORGANIZATION:**

The Wardens Service, so named in 1947, was originally established as Fish Wardens in 1843, and was appointed by the Governor and Council. In 1917 the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the department throughout its existence.

Field offices are located in Boothbay Harbor and Lamoine. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday.

**PROGRAM:**

The Bureau enforces the state's marine fisheries laws, boating registration and safety laws, and environmental laws in cooperation with the Department of Environmental Protection; conducts search and rescue operations on coastal waters; enforces all marine-related criminal laws; and, serves as a general service agency to coastal residents and visitors.

Bureau of Marine Patrol personnel patrolled 764,950 miles in vehicles and spent 9,740 hours on patrol boats. Patrol Officers received 1,414 complaints and encountered 3,586 violations of Marine Resources laws, boat laws, and related criminal laws during 1995.

**PUBLICATIONS:**

A pamphlet containing marine resource laws is published biannually following adjournment of the first regular session of each legislature. This pamphlet is provided at no cost to the public.

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF MARINE PATROL	<b>TOTAL</b>					
	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	1,787,200	1,570,847	216,353			
HEALTH BENEFITS	381,344	329,994	51,350			
RETIREMENTS	587,891	544,690	43,201			
OTHER FRINGE BENEFITS	32,341	27,680	4,661			
OTHER CONTRACT SERVICES STATE	39,806	7,148	32,658			
COMPUTER SERVICES STATE	38,066	22,542	15,524			
OTHER CONTRACT SERVICES	268,047	167,683	100,364			
RENTS	231,934	217,946	13,988			
COMMODITIES	353,061	52,338	300,723			
EQUIPMENT	184,428	111,312	73,116			
INTEREST-DEBT RETIREMENT	368	314	54			
TRANSFER TO OTHER FUNDS	14,135		14,135			
<b>TOTAL EXPENDITURES</b>	3,918,621	3,052,494	866,127			

## BUREAU OF RESOURCE MANAGEMENT

### LINDA MERCER, DIRECTOR

*Central Office:* MCKOWN POINT, WEST BOOTHBAY, ME 04575

*Mail Address:* MCKOWN POINT, WEST BOOTHBAY, ME 04575

*Established:* 1946

*Reference: Policy Area:* 01 ; *Umbrella:* 13 *Unit:* 188S ; *Citation:* T0012

*Average Count--All Positions:* 84.442

*FAX:* (207) 633-9579

*Telephone:* (207) 633-9500

*M.R.S.A., Sect.* 000006021

*Legislative Count:* 77.00

#### PURPOSE:

The Bureau of Resource Management is engaged in marine education, shellfish sanitation and public health, and scientific research and monitoring to conserve, restore, and manage the marine and estuarine resources of the State of Maine. Primary responsibilities are to conduct and sponsor scientific research which may include biological, chemical, hydrological, and technological research and monitoring, provide information on stock levels and environments of commercially valuable marine organisms, and provide technical and scientific information, services and assistance to the public, industry and governments. The Bureau conducts monitoring of water quality for the classification of shellfish growing areas, biotoxin monitoring, the Shellfish Sanitation Program, monitoring of finfish aquaculture operations, oil spill response activities, restoration of anadromous fish resources to Maine rivers, and marine education programs including the operation of the public aquarium in West Boothbay Harbor.

As a member of the Atlantic States Marine Fisheries Commission, the Maine Department of Marine Resources is involved in interstate management of commercially and recreationally important species including American lobster, northern shrimp, Atlantic herring, striped bass, Atlantic menhaden, bluefish, shad and river herring, and winter flounder, and in the development of an Atlantic coast cooperative statistics program for commercial and recreational statistics. Scientific staff are also involved in data gathering and assessment activities, and management plan development for groundfish, sea scallops, surf clams and ocean quahogs, and American lobster which are managed by the New England Fishery Management Council.

#### ORGANIZATION:

The Bureau of Resource Management was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The bureau consists of six divisions: Assessment and Statistics, Biological Monitoring, Ecology, Marine Education, Public Health, and Stock Enhancement. The central office is located at McKown Point, a peninsula in Boothbay Harbor and home to a large and productive fishing industry at the turn

## DEPARTMENT OF MARINE RESOURCES

of the 20th century. The fishery research laboratory is a state-of-the-art facility designed to meet the fishing industry's needs and the department's mandate of overseeing the state's marine resources. This laboratory consists of a marine aquarium, microbiological and biotoxin laboratories, GIS mapping facilities, wet lab, and a scientific and fishermen's library. The Stock Enhancement Division, which is responsible for anadromous fish activities, is located in Hallowell, and a second microbiological/biotoxin laboratory is located in Lamoine.

### PROGRAM:

**ASSESSMENT AND STATISTICS:** Activities included analysis of fisheries stock assessment data on herring, American lobster, and northern shrimp; use of acoustic survey methodology for herring resource assessment; collection of commercial and recreational fisheries statistics; and gear selectivity research on the shrimp and silver hake fisheries. Atmospheric and oceanographic conditions in Boothbay Harbor were monitored. Eelgrass mapping using Geographic Information System continued as part of a project to document marine resources that would be endangered by spills of hazardous materials in the marine environment. **BIOLOGICAL MONITORING:** Collection of resource information for assessment and management of the lobster, northern shrimp, sea urchin, and herring resources continued. Detailed catch, effort, and biological data were collected from fishermen along the entire Maine coast. Samples were processed for length, weight, sex, state of maturity, gonad weight, and age composition.

**ECOLOGY:** A groundfish enhancement project was conducted focusing on cod and winter flounder larvae rearing techniques. Larval cod were successfully raised by two Maine hatcheries and tagging techniques were investigated to evaluate the survival of released fish. A pilot study was initiated to characterize subtidal habitats of marine species in the lower Sheepscot River. Aquaculture permit site reviews were conducted and the coordinated multi-agency Finfish Aquaculture Monitoring Program continued. Research and management needs for a developing whelk fishery were identified. **STOCK ENHANCEMENT:** Activities included surveys to evaluate spawning success of American shad, alewife, and striped bass, fishway operation and maintenance, fish stocking, review of hydropower projects and activities that could impact anadromous fish resources, technical assistance to municipalities with alewife fisheries, Salmon Task Force participation, and elver fishery regulations and monitoring development.

**PUBLIC HEALTH:** Open shellfish harvesting areas were evaluated on a continuing basis and harvesting in all areas not within standards was prohibited. Efforts continued to identify pollution sources that may be corrected in order to increase the amount of shellfish-producing areas open to harvesting. Biotoxin sampling was conducted to monitor the occurrence of PSP or "red tide" and close shellfish harvest areas as necessary to protect public health. Wholesale shellfish dealer evaluation and certification was conducted under the Shellfish Sanitation Program.

**MARINE EDUCATION:** The new public aquarium operated for its first season with 50,000 visitors eager to learn about Maine's marine resources. Education programs focused on workshops and recertification classes for teachers, and the "Sea Comes to the Classroom" which provides live animals and aquaria to schools throughout the state.

# DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF RESOURCE MANAGEMENT	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,247,500	1,301,677	367,091		578,732	
HEALTH BENEFITS	479,967	288,937	85,151		105,879	
RETIREMENTS	389,117	240,445	63,117		85,555	
OTHER FRINGE BENEFITS	21,061	11,804	3,731		5,526	
OTHER CONTRACT SERVICES STATE	907,280	177,200	530,359		199,721	
COMPUTER SERVICES STATE	256,929	31,690	225,087		152	
OTHER CONTRACT SERVICES	514,038	433,117	48,260		32,661	
RENTS	106,170	71,766	17,530		16,874	
COMMODITIES	276,274	261,894	62,938		-48,558	
GRANTS, SUBSIDIES, PENSIONS	72,673				72,673	
EQUIPMENT	37,390	37,390				
INTEREST-DEBT RETIREMENT	422	366	51		5	
TRANSFER TO OTHER FUNDS	48,588		30,529		18,059	
TOTAL EXPENDITURES	5,357,409	2,856,286	1,433,844		1,067,279	

## MAINE MARITIME ACADEMY

### MAINE MARITIME ACADEMY

#### LEONARD H. TYLER, JR., PRESIDENT

Central Office: , CASTINE, ME, 04420

Mail Address: , CASTINE, ME, 04420

Established: 1941

FAX: (207) 326-2218

Telephone: (207) 326-4311

Reference: Policy Area: 02 ; Umbrella: 75 Unit: 370 ; Citation: S1941 M.R.S.A., Sect. 000000037

#### PURPOSE:

Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean studies, as well as preparing officers for the merchant marine and the uniformed services of the United States. The Mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-disciplines, and develops leadership potential through a learning environment which emphasizes active student involvement in both the curricular and co-curricular educational process. The college provides public service to the State while perpetuating Maine's heritage of the sea.

#### ORGANIZATION:

The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through the following three divisions:

Academic Affairs Division

Administrative Division

Student Services Division

Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by three division heads, each of whom oversees their respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy from the Maritime Administration. The training ship 'State of Maine' is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy through its Board of Trustees, is empowered to provide facilities and support services; to hire instructors and other employees; to determine compensation and dispose of property; arrange for actual experience for its students; to borrow money not in excess of \$4,000,000 in 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 headcount enrollment continues to average approximately 650 students. Students from the State of Maine typically represent about two thirds of this total. Over 90 percent of the Class of 1998 is now professionally employed in a wide range of marine and non-marine related professions. A number of members of the Class of 1998 accepted active duty commissions in the U.S. Military

At the Bachelor of Science degree level, Power Engineering Technology supplements the traditional marine engineering majors. This course of study prepares graduates for positions as plant engineers, operating engineers, and plant managers in the shoreside power production industry. During the fiscal year the Academy matriculated its first class for an additional undergraduate major in international business and logistics.

The Academy makes a significant contribution to marine research in the Gulf of Maine by operating the 80 foot oceanographic research vessel Argo Maine. The Academy also owns and operates the historic Arctic schooner Bowdoin. She provides training for students leading to an auxiliary sail license, aids in student recruitment and public information, and serves as an enduring symbol of Maine's seafaring heritage. The Corning School of Ocean Studies at Maine Maritime Academy prepares students for careers in resource management,

## MAINE MARITIME ACADEMY

aquaculture, and environmental protection.

### LICENSES:

Bachelor of Science degree.

Master of Science degree.

Associate in Science degree.

### PUBLICATIONS:

Maine Maritime Academy Catalog

Maine Maritime Academy View Book

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	6,635,629	6,635,629				
TOTAL EXPENDITURES	6,635,629	6,635,629				

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	6,635,629	6,635,629				
TOTAL EXPENDITURES	6,635,629	6,635,629				



DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

**DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION  
AND SUBSTANCE ABUSE SERVICES**

**MELODIE J. PEET, COMMISSIONER**

TDD: (207) 287-2000

Central Office: STATE OFFICE BLDG, AUGUSTA, ME, 04333

Mail Address: 40 STATEHOUSE STA, AUGUSTA, ME, 04333

Established: 1939

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 191 ; Citation: T0034B M.R.S.A., Sect. 000001201

Average Count--All Positions: 1345.558

Units:

OFFICE OF ADVOCACY (MH&MR)

AROOSTOOK RESIDENTIAL CENTER

AUGUSTA MENTAL HEALTH INSTITUTE

BANGOR MENTAL HEALTH INSTITUTE

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)

DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

ELIZABETH LEVINSON CENTER

FAX: (207) 287-4268

Telephone: (207) 287-4200

Legislative Count: 1342.00

DIVISION OF MENTAL HEALTH

DIVISION OF MENTAL RETARDATION

OFFICE OF SUBSTANCE ABUSE

**PURPOSE:**

The Department of Mental Health, Mental Retardation & Substance Abuse Services was established to enhance the quality of life for persons with psychiatric and developmental disabilities by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and to profit from the variety of options open to all citizens of the State of Maine.

Its mission is to join with individuals, families and communities to achieve good health and meaningful living through community based resources that encourage and assist people with developmental disabilities, mental health disorders and substance abuse disorders. These community based resources build on the strengths and accomplishments of the past; are local and regional; encourage widespread participation in policy decisions and planning; are easily accessed; and are measured for efficiency, outcomes and impact on quality of life.

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 under its jurisdiction. The Department also exercises general management of research, quality assurance and planning, maintenance of grounds, buildings and property and supervision of employees and patients of the State institutions within its jurisdiction.

**ORGANIZATION:**

The Department of Mental Health, Mental Retardation and Substance Abuse Services was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981 and the incorporation of the Office of Substance Abuse into the Department by the Legislature in 1996. Interdepartmental divisions provide for the general administration, planning and management of Mental Health, Mental Retardation, Substance Abuse and Children's Services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the Department's planning and decision-making process.

Within the central administration, the Commissioner provides the overall policy direction to each division, facility and the Department's management infrastructure; the Associate Commissioner of Programs oversees policy development, outcome measurement and all aspects of the QI process along with facilitating the implementation of needed research and training efforts. The Associate Commissioner of Administration is responsible for all of the Department's financial affairs, personnel and employee relations, management information systems and managed care operations. The Associate Commissioner of Systems Operations oversees facility operations and activities of three integrated regional structures for coordinating and managing the provision of

# DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

needed mental health, mental retardation and children's services.

## PROGRAM:

Specific program information pertaining to FY97 is included in separate reports prepared by the Department's program areas.

## LICENSES:

Mental Health Agency License

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

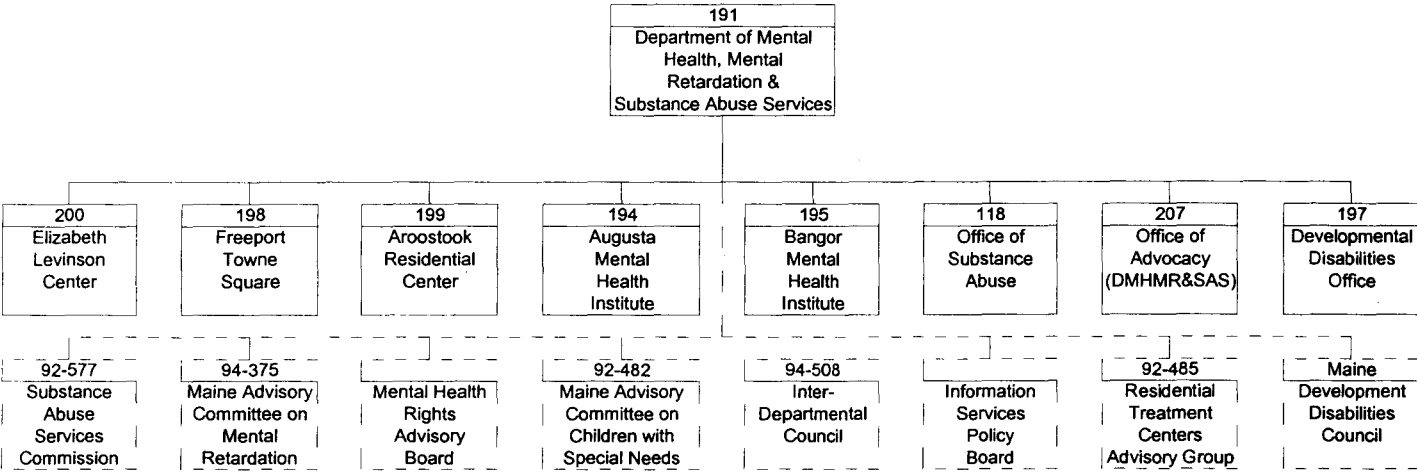
DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	42,118,026	25,669,291	15,918,532		530,203	
HEALTH BENEFITS	9,757,606	5,964,089	3,680,498		113,019	
RETIREMENTS	7,796,104	4,706,678	2,994,992		94,434	
OTHER FRINGE BENEFITS	515,354	322,910	187,000		5,444	
OTHER CONTRACT SERVICES STATE	6,780,928	3,341,442	2,552,915		886,571	
COMPUTER SERVICES STATE	682,096	549,259	125,418		7,419	
OTHER CONTRACT SERVICES	6,117,615	3,866,330	1,927,292		323,993	
RENTS	659,593	517,892	130,512		11,189	
COMMODITIES	3,247,527	1,696,222	1,514,451		36,854	
GRANTS, SUBSIDIES, PENSIONS	137,741,178	114,911,446	5,817,205		17,012,527	
BUILDING IMPROVEMENTS	1,289,874	221,905	1,067,969			
EQUIPMENT	119,378	65,370	52,107		1,901	
INTEREST-DEBT RETIREMENT	5,628	2,350	3,278			
TRANSFER TO OTHER FUNDS	166,664	16,037	120,552		30,075	
COST OF GOODS SOLD	51	51				
<b>TOTAL EXPENDITURES</b>	<b>216,997,622</b>	<b>161,851,272</b>	<b>36,092,721</b>		<b>19,053,629</b>	

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,507,336	3,507,336				
HEALTH BENEFITS	728,030	728,030				
RETIREMENTS	616,030	616,030				
OTHER FRINGE BENEFITS	40,269	40,269				
OTHER CONTRACT SERVICES STATE	324,501	323,506	995			
COMPUTER SERVICES STATE	318,482	213,388	105,094			
OTHER CONTRACT SERVICES	701,728	697,769	3,959			
RENTS	305,534	305,534				
COMMODITIES	221,517	221,517				
GRANTS, SUBSIDIES, PENSIONS	33,576	33,576				
EQUIPMENT	18,826	18,826				
INTEREST-DEBT RETIREMENT	29	29				
<b>TOTAL EXPENDITURES</b>	<b>6,815,858</b>	<b>6,705,810</b>	<b>110,048</b>			

# ORGANIZATION CHART

## DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

### UMB 14



## OFFICE OF ADVOCACY (MH&MR)

### RICHARD A ESTABROOK, ESQ., CHIEF ADVOCATE

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 60 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1975

*Telephone:* (207) 287-2205

*Reference:* Policy Area: 03 ; Umbrella: 14 Unit: 207 ; Citation: T0034B M.R.S.A., Sect. 000001205

*Average Count--All Positions:* 13.500

*Legislative Count:* 13.50

#### PURPOSE:

The Office of Advocacy is established within the Department of Mental Health and Mental Retardation 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. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 et seq.).

#### ORGANIZATION:

Presently, AMHI has one full time advocate and BMHI has one full time advocate. One advocate splits her time between AMHI and the community. Most of her time in the community is spent doing mental retardation advocacy and investigations. There are eight other community advocate positions (one part-time) for persons with mental retardation in the community. One community advocate also serves persons at the Levinson Center. There is also one advocate serving children with special needs. One chief advocate supervises all of the advocates.

The community advocates: (1) investigate allegations of abuse exploitation and neglect pertaining to persons with mental retardation; (2) approve and monitor the utilization of aversive behavior modification plans; (3) represent clients at inter-disciplinary team meetings at which programs for treatment, services, goals and habilitation are planned, developed and recorded; (4) seek ways to implement and enforce the rights of persons with mental retardation under the Community Consent Decree, state and federal law; and (5) review policies and actions of the Department's regional offices and suggest ways to deliver high quality care to persons with mental retardation.

The three advocates based in the state's two major mental health institutions (1) investigate allegations of abuse, exploitation and neglect; (2) assist in the investigation, prosecution and resolution of patient grievances; (3) attend treatment team meetings to aid in having the patient's treatment desires met; and (4) review and suggest policies and practices which encourage humane care. In addition, the advocates at AMHI advocate for compliance with the provisions of the AMHI Consent Decree. The Office of Advocacy administers a small contract under which limited civil legal services may be provided to clients and patients of the Department.

#### PROGRAM:

The Office of Advocacy has provided assistance or information to upwards of 2,000 people with mental health difficulties and/or mental retardation through investigations of alleged abuse, review of aversive programming, representation of clients at Interdisciplinary Team meetings and Pupil Evaluation Team meetings. The Office has been actively involved in the implementation of the AMHI Consent Decree and regulations assuring mentally ill patients' rights and actively enforces those rights. The Office is also actively involved in the enforcement of the Community Consent Decree, which is a modernized version of the old Pineland Consent Decree. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general, through helpful systematic changes.

#### PUBLICATIONS:

(1) Rights of Recipients of Mental Health Services-free from the Chief Advocate, SHS 60, Augusta, ME 04333, or any of the advocates in the mental health institutions. (2) Copies of the AMHI Consent Decree and the Community Consent Decree, free, from Chief Advocate, SHS 60, Augusta, ME 04333; (3) The DMH/MRSAS Grievance Process Guide for Recipients of Mental Health and Children's Services, free from the Chief Advocate; (4) Mental Retardation Services Grievance and

## DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

Appeal Process, free from the Chief Advocate. The Office of Advocacy and each individual advocate working for the Office maintains a library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF ADVOCACY (MH&MR)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	462,158	462,158				
HEALTH BENEFITS	108,572	108,572				
RETIREMENTS	81,828	81,828				
OTHER FRINGE BENEFITS	6,449	6,449				
OTHER CONTRACT SERVICES STATE	90	90				
OTHER CONTRACT SERVICES	33,983	33,983				
RENTS	1,254	1,254				
COMMODITIES	429	429				
INTEREST-DEBT RETIREMENT	1	1				
<b>TOTAL EXPENDITURES</b>	<b>694,764</b>	<b>694,764</b>				

## AROOSTOOK RESIDENTIAL CENTER

### TERRY L. SANDUSKY, M.S., DIRECTOR

*Central Office:* 21 LOMBARD ST, PRESQUE ISLE, ME 04769

*Mail Address:* PO BOX 1285, PRESQUE ISLE, ME 04769-1285

*Established:* 1972

*Telephone:* (207) 764-2010

*Reference: Policy Area: 03 ; Umbrella: 14 Unit: 199 ; Citation: T0034B M.R.S.A., Sect. 000005403*

*Average Count--All Positions:* 21.000

*Legislative Count:* 21.00

#### PURPOSE:

The primary purpose of the Center is provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following: A) Respite care to families who are in need of either temporary or emergency placement of their family member with mental retardation or autism in the Center's two(2) available respite care beds; (B) Transitional programming for people leaving large institutions; (C) Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements; (D) Independent living training to help individuals live in their own apartments; and (E) Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

#### ORGANIZATION:

The Aroostook Residential Center began operation in October 1972. Pre-admission evaluations are conducted by the regional office with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a multi-disciplinary approach. All admissions require certification of eligibility for intermediate care facility for mentally retarded services after twenty one(21) days.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

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A professional experienced in mental retardation program administration directs the activities of the direct service staff and coordinates resident related activities between the Center and community agencies. The direct service staff provide primary support and instruction to each resident.

### PROGRAM:

The Center operates on a 24 hour per day/seven days per week basis. Residents must be 18 years or older and experiencing behavioral adjustment difficulties. The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e. psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 50% of the Center's operating costs.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	610,098	610,098				
HEALTH BENEFITS	150,520	150,520				
RETIREMENTS	124,413	124,413				
OTHER FRINGE BENEFITS	7,087	7,087				
OTHER CONTRACT SERVICES STATE	120,545	120,545				
COMPUTER SERVICES STATE	75	75				
OTHER CONTRACT SERVICES	51,458	51,458				
RENTS	26,359	26,359				
COMMODITIES	57,946	57,946				
GRANTS, SUBSIDIES, PENSIONS	1,539	1,539				
INTEREST-DEBT RETIREMENT	25	25				
<b>TOTAL EXPENDITURES</b>	1,150,065	1,150,065				

## AUGUSTA MENTAL HEALTH INSTITUTE

### RODNEY BOUFFARD, SUPERINTENDENT

TDD: (207) 287-7429

Central Office: HOSPITAL ST, AUGUSTA, ME 04333

Mail Address: BOX 724, AUGUSTA, ME 04333-0724

Established: 1934

Telephone: (207) 287-7200

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 194 ; Citation: T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 310.923

Legislative Count: 309.00

### PURPOSE:

The Augusta Mental Health Institute (AMHI) is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

AMHI is the only treatment facility fully operated by the State of Maine for these counties and is mandated and equipped to provide care and treatment in a hospital setting to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment and/or rehabilitation; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere.

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The demand for mandated services is such that every effort is made to divert voluntary admissions to more appropriate settings in an effort to assure suitable accommodations for those most in need. In some cases, the lack of appropriate community alternatives requires that AMHI accept additional acute patients on a voluntary basis.

### 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. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

The organizational management of AMHI is based on a functional hospital model, which includes three geographically linked units and a forensic treatment unit. Each of the units are responsible for the total treatment of its patients; patients are admitted and discharged from the unit that will best serve their needs and connect them to community services. As an inpatient component in a network of mental health services in the two regions, an important part of the hospital's mission is arranging for post-discharge care which will enable patients to maintain or improve their levels of functioning on discharge. There are five major clinical departments which provide direct patient care: Medical, Nursing, Psychology, Therapeutic Recreation and Social Work. The hospital also provides dietetic services, medical laboratory services(contract), radiology services and pharmaceutical services.

Each unit team is led by a psychiatrist who oversees treatment plan development, implementation and delivery of care, as well as providing clinical services for which the physician is privileged. The Nurse organizes daily care of patients and oversees professional practice of nursing staff, including the practice of Mental Health Workers. A social worker is assigned to each patient to facilitate the patient's return to community life and treatment when that is indicated.

### PROGRAM:

Each unit is staffed with multi-disciplinary teams which include members of each of the major departments listed above. A psychiatrist is the team leader of each multi-disciplinary team and bears ultimate responsibility for patient care. The Treatment Teams are responsible for monitoring individual patient care through the Treatment and Discharge Plan and review process. Results of these reviews are recorded directly in the patient's chart. The Team involves the patient in the decision making process relating to his or her care. The Program Service Director is the administrative leader to the entire multi-disciplinary team and is responsible for the functioning of the therapeutic program. The Program Service Director is responsible for the integration of community services.

Effective discharge planning, which provides for appropriate linkage with the Local Service Network, is a major component of the treatment and discharge planning review process. The multi-disciplinary team oversees the entire treatment and discharge planning process. AMHI strives to improve patient care quality, that is, to increase the probability of desired patient outcomes, including patient satisfaction, by assessing and improving processes that most affect patient outcomes. Some of these processes are carried out by Medical Services, Nursing, Social Work, Rehabilitation Services, Psychology and Medical staff. Some processes are carried out jointly by clinical supervisors, Continuous Performance Improvement, Safety, and Risk Management Committees. This process is coordinated, integrated and reported to the Superintendent and medical staff. AMHI's goal is to help all staff improve the processes in which they are involved.

AMHI functions as an important teaching resource for physicians, social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas. Formal education programs include Grand Rounds, which brings in nationally known experts, as well as State and local presenters to provide a fresh and stimulating professional environment. This combines with

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AMHI's secondary function as a site for presentations sponsored by the DMHMRAS, as well as providing a meeting site for the Maine State Alliance for the Mentally Ill, which encourages and strengthens that very productive relationship with families of the mentally ill. AMHI engages in collaborative partnerships with its customers, including consumers, families, community providers, legislators and the public. This approach is one more step toward development of a comprehensive integrated mental health system as envisioned under the Consent Decree and Settlement Agreement.

### LICENSES:

CNA Certification  
CPR Certification

### PUBLICATIONS:

- 1) "Guide"
- 2) Program Description Brochure
- 3) Mission Vision, Values Pamphlet
- 4) Jose Castellanos Medical Library Holdings

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	10,421,286	3,280,802	7,140,484			
HEALTH BENEFITS	2,433,080	763,958	1,669,122			
RETIREMENTS	1,989,281	626,262	1,363,019			
OTHER FRINGE BENEFITS	120,072	37,883	82,189			
OTHER CONTRACT SERVICES STATE	3,074,926	1,159,353	1,915,573			
COMPUTER SERVICES STATE	4,788	1,676	3,112			
OTHER CONTRACT SERVICES	1,677,711	597,959	1,079,752			
RENTS	49,396	17,016	32,380			
COMMODITIES	509,452	175,903	333,549			
GRANTS, SUBSIDIES, PENSIONS	1,663,595	592,564	1,071,031			
BUILDING IMPROVEMENTS	313,766		313,766			
EQUIPMENT	39,386	13,632	25,754			
INTEREST-DEBT RETIREMENT	4,239	1,463	2,776			
TRANSFER TO OTHER FUNDS	54,112	16,037	38,075			
<b>TOTAL EXPENDITURES</b>	<b>22,355,090</b>	<b>7,284,508</b>	<b>15,070,582</b>			

## BANGOR MENTAL HEALTH INSTITUTE

### N. LAWRENCE VENTURA, SUPERINTENDENT

Central Office: 656 STATE STREET, BANGOR, ME 04401

Mail Address: PO BOX 926, BANGOR, ME 04401-0926

Established: 1985

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 195 ; Citation: T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 436.240

Telephone: (207) 941-4000

Legislative Count: 436.00

### PURPOSE:

Bangor Mental Health Institute (BMHI) operates under laws established by the Maine Legislature to provide care and treatment for both voluntary and court committed and forensic patients as well as outpatients. The Institute has its own Governing Body with by-laws covering organization, purpose, duties, appointment process, committees and relationship to the Medical staff. The Governing Body provides the organizational link to the Department of Mental Health, Mental Retardation and Substance Abuse Services and on to the Governor's Office within the Executive Branch of State government. The Governing Body provides long range planning, role definition as a provider of mental health services, and integration to community services as overseen and funded by the



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DMHMRSAS through its Regional Office.

BMHI is part of a comprehensive mental health system of services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, private psychiatric and community hospitals and private providers. It is the only public hospital serving two-thirds of the state's geographic area that provides services for people with severe mental illness who truly cannot be treated or get their needs met in other community settings. In addition to inpatient services, we provide crisis hospitalization services for clients who require such support in order to transition to, or remain in, the community.

**MISSION AND VALUES:** BMHI provides the highest quality acute psychiatric treatment and rehabilitation services to people with serious mental illnesses in inpatient and outpatient programs. BMHI will provide the leadership to assure that the following values permeate the entire organization: a) We will treat the people we serve with respect; b) We will protect the rights, dignity and privacy of the people we serve; c) We will address the needs of the whole person and will provide high quality treatment and rehabilitation in an integrated, compassionate manner; d) We will promote and develop a treatment environment that recognizes personal responsibility, individual choice, safety, comfort, normal daily activities, and community orientation; e) We will support and educate families, peers, caregivers, and others as to the needs of the people we serve to help them return to community settings as soon as possible; f) We will support and encourage staff in career growth and personal development.

### **ORGANIZATION:**

The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was renamed 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, now the Department of Mental Health, Mental Retardation and Substance Abuse Services. Its present name was established by the Legislature in 1973.

BMHI is a 139 bed psychiatric hospital and is organized into major clinical, administrative, and support service departments. The clinical programs and services are Admissions Services, Acute Admission Unit, Psycho-social Rehabilitation Units, Program and Outpatient Services, Rehabilitation Services, Ancillary Medical, and Support Services. The Administrative Services include Human Resources, Staff Education, The Quality Improvement Center, Utilization Review, and Medical Records. Ancillary Medical and Support Services include the Pharmacy, Laboratory, Radiology, Dental Clinic, Business Office, Plant Maintenance, Housekeeping, Dietary, Laundry, Sewing Room, Institutional Store, Switchboard, Print Shop, and the Safety Office.

The hospital received its first accreditation under the Joint Commission on Accreditation of Healthcare Organizations (J.C.A.H.O) in 1976 and has continued to be accredited. It is fully licensed as a hospital by the Maine Department of Human Services. The Admissions Unit is certified by the Health Care Finance Administration to provide acute psychiatric care.

### **PROGRAM:**

The Admissions Unit serves as the primary admission and acute treatment unit for the hospital, admitting 300+ people a year. The treatment focus is rapid assessment and stabilization with psychiatric medication. Psycho-social Rehabilitation Units have various treatment approaches as follows: D-1 focuses on behavioral stabilization through use of medication management, group therapy, and psycho-educational approaches. K-3 utilizes a structured, rehabilitative daily living program which helps patients gain self-care skills. C-2's focus is on developing and enhancing self-care and social skills providing medical management. C-3 serves as an assessment/treatment unit for male patients referred from the legal systems for reduction of aggressive behaviors, increased awareness and acceptance of personal responsibility for problem behaviors. The Gero-Psychiatric Assessment and Resocialization Unit specialize in stabilization and active treatment of older people with severe psychiatric disorders.

The Theapeutic Community Unit provides treatment for older people to maintain and improve the patients' living skills and social interactions. Outpatient Services: The Community Link and Support Program (CLASP) provides transitional treatment and rehabilitation/habilitation for those BMHI patients who require a transitional program between the institution and community programs. The major focus of CLASP treatment is to identify barriers to

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clients' use of community services and to address these barriers. The Program on Aging Day Hospital serves older outpatients with major mental illness from the surrounding area to reduce demand for inpatient beds by providing day time treatment and to help patients transition to community living. The Program also provides Alzheimer's/Dementia Respite Care to help sustain community living for individuals of dementia and their families and caregivers.

**Rehabilitative Services:** Occupational Therapy offers assistance to develop skills needed in patients' daily lives. The Benchmark Program offers paid work experiences to patients pursuing vocational goals. Therapeutic Recreation offers diversional and structured programs focused on patient's emotional, social and physical well being. Education and Information Services offers educational opportunities from basic literacy to Native American studies and computer literacy, as well as extensive library services. Physical Rehab. services are provided, i.e. on restorative care and consultation on mobility issues and adaptive equipment as requested. The Pastoral Care Department offers pastoral care to both patients and staff. Volunteer Services enlists and utilizes the volunteer resources of the community to enrich and brighten the lives of the patients. Beauty and Barber Shop services are also provided.

### **PUBLICATIONS:**

- BMHI-Overview (free to citizens, patients and staff)
- Patient's Handbook-BMHI (free to citizens, patients)
- Staff Handbook (free to staff)
- Patients' Rights Manual (free to citizens, patients)
- Employee Benefits (free to staff)
- Bi-Weekly Newsletter (free to citizens, patients and staff)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BANGOR MENTAL HEALTH INSTITUTE						
EXPENDITURES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
SALARIES & WAGES	13,309,332	4,525,407	8,778,048		5,877	
HEALTH BENEFITS	3,049,365	1,036,711	2,011,376		1,278	
RETIREMENTS	2,474,736	841,751	1,631,973		1,012	
OTHER FRINGE BENEFITS	159,970	55,075	104,811		84	
OTHER CONTRACT SERVICES STATE	608,972	170,422	438,001		549	
COMPUTER SERVICES STATE	26,550	9,338	17,212			
OTHER CONTRACT SERVICES	1,261,526	440,250	821,276			
RENTS	142,001	49,009	92,992			
COMMODITIES	1,628,196	695,722	930,066		2,408	
GRANTS, SUBSIDIES, PENSIONS	1,753,336	611,993	1,141,343			
BUILDING IMPROVEMENTS	976,108	221,905	754,203			
EQUIPMENT	5,237	1,807	3,430			
INTEREST-DEBT RETIREMENT	1,141	639	502			
TRANSFER TO OTHER FUNDS	73,674		73,619		55	
<b>TOTAL EXPENDITURES</b>	<b>25,470,144</b>	<b>8,660,029</b>	<b>16,798,852</b>		<b>11,263</b>	

## **BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)**

### **ROBYN BOUSTEAD, PROG. MGR., CH SERVICES**

TDD: (207) 287-2000

Central Office: 4TH FL, STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1985

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 472 ; Citation: T0034B M.R.S.A., Sect. 000006204

Average Count--All Positions: 55.000

FAX: (207) 287-4268

Telephone: (207) 287-4251

Legislative Count: 55.00

### **PURPOSE:**

The Department serves children, aged birth to 5 years, who have developmental disabilities or who demonstrate developmental delays, and children

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aged 6 to 20 years who have treatment needs related to mental illness, mental retardation, autism, developmental disabilities or emotional and behavioral needs and who are "not under current statutory authority of existing state agencies". The department is mandated to "strengthen the capacity of families, natural helping networks, self-help groups and other community resources to support and serve children in need of treatment" and to "provide in-home, community-based, family-oriented services".

### ORGANIZATION:

A Bureau of Children with Special Needs was established in 1985 to consolidate under one administrative and program authority services to children who have mental retardation, mental illness, behavioral disturbances and developmental delays and disabilities, and to their families. In 1996, the Bureau was abolished as the department moved from a categorically based organizational structure to a more functional organization. The Department operates three (3) regional offices and one residential facility, the Elizabeth Levinson Center, Bangor. The Department contracts with local non-profit agencies and provides direct services to children who have special needs and their families.

The Department collaborates in funding and delivery of services with other child-serving agencies at both the state and local level. A current goal is to develop local service networks, interagency case resolution committees and a comprehensive array of treatment and support services, with an individualized, wraparound approach to service delivery.

### PROGRAM:

In FY97, the Department served approximately 18,000 Maine children. Children services consist of three major program areas and one facility:

(A) Early Childhood, Mental Retardation and Autism Services. Program includes 3 regional supervisors, 23 early intervention specialists serving 525 young children, 10 individual support coordinators serving 595 children who have mental retardation and 8 autism consultants serving 200 children. The Department contracts for identification and assessment; crisis services, early childhood therapies; infant/toddler group services; preschool integrated support; family support; training on infant mental health; autism and mental retardation services.

(B) School-Age Mental Health Services. Five regional coordinators conduct regional resource and program development; facilitate interagency case collaboration and wraparound services, and conduct information and referral and case advocacy for 890 children who have neurobiological and other serious emotional disabilities and their families. The Department contracts for case management; crisis; wraparound services including in-house supports; information and referral; family mediation; outpatient therapy; homebased family services; therapeutic social and recreational programs; therapeutic group and foster home; and other residential services, serving 12,000 children (duplicated).

(C) Family Support Services. The Department funds and coordinates Maine's special needs respite care/residential program serving 1,000 families statewide per year, and maintaining 400 trained and certified providers. Family support also includes contracts for parent facilitators, who have assisted the development and coordination of 20 parent self-help support groups across the state, family counseling for parents of children who have special needs; toll-free parent information and referral through the Maine Parent Federation/SPIN; and afterschool and summer social and recreational services for 250 children.

(D) Elizabeth Levinson Center. A licensed ICF/MR, the Center provides evaluation, assessment, treatment and respite care for 20 children, birth through 20, who are medically fragile and who have severe or profound mental retardation.

### LICENSES:

Mental Health Agency License

### PUBLICATIONS:

Rights of Recipients of Mental Health Services Who Are Children in Need of Treatment (free)

Maine Comprehensive Mental Health Services Plan for Children (PL 102-321), 1995, 70 pp.

Mental Health Services Plan for Children and Youth who are Homeless, "The Durham Plan", February 1993 (free)

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Rights of Children Who Have Special Needs Status Report, Oct. 1994, 76 pp.  
Rights of Children Who Have Special Needs Status Report, Executive Summary, 1995 (free)  
Brochure, DMHMRSAS Services for Children with Special Needs (free)  
Brochure, The Katie Becket Option-for Children and Adolescents with Severe Emotional Disturbance  
A Plan for Children's Mental Health Services, 56 pp. and Appendices, 1997.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF CHILDREN WITH SPECIAL NEEDS (MH & MR)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,760,097	1,701,809			58,288	
HEALTH BENEFITS	387,891	379,158			8,733	
RETIREMENTS	304,815	293,838			10,977	
OTHER FRINGE BENEFITS	23,681	22,699			982	
OTHER CONTRACT SERVICES STATE	229,611	118,750			110,861	
COMPUTER SERVICES STATE	1,877	1,877				
OTHER CONTRACT SERVICES	497,910	318,481			179,429	
RENTS	3,307	3,191			116	
COMMODITIES	28,510	28,510				
GRANTS, SUBSIDIES, PENSIONS	19,745,846	15,036,160			4,709,686	
TRANSFER TO OTHER FUNDS	2,289				2,289	
COST OF GOODS SOLD	51	51				
<b>TOTAL EXPENDITURES</b>	<b>22,985,885</b>	<b>17,904,524</b>			<b>5,081,361</b>	

## DEVELOPMENTAL DISABILITIES OFFICE (MH&MR)

### PETER R. STOWELL, EXECUTIVE DIRECTOR

*Central Office:* NASH BUILDING, AUGUSTA, ME 04333

*Mail Address:* #139 SHS, NASH BUILDING, AUGUSTA, ME 04333-0139

*Established:* 1971

*Telephone:* (207) 287-4213

*Reference:* Policy Area: 03 ; Umbrella: 14 Unit: 191D; Citation: T0034B M.R.S.A., Sect. 000001211

#### PURPOSE:

The Developmental Disabilities Office provides staff support to the Maine Developmental Disabilities Council. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to persons with developmental disabilities of all ages in Maine.

#### ORGANIZATION:

The Department of Mental Health, Mental Retardation and Substance Abuse Services is designated as the administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Research Associate and a Secretary.

The Office assists the Maine Developmental Disabilities Council in examining the issues germane to the Council's mission and purpose.

#### PROGRAM:

Please reference the Maine Development Disabilities Council.

#### PUBLICATIONS:

All FREE (asterisked items currently not available)

-DD Dispatch (published three times a year)

-Three-year State Plan

-Caring for Families Who Care: The Report of the Family Contribution Study

Advisory Committee

-Position Papers

-Why Bother? (Educating Maine's Legislators)

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**ELIZABETH LEVINSON CENTER**

**LAWRENCE A. HAMILTON, DIRECTOR**

*Central Office:* 159 HOGAN RD, BANGOR, ME 04401-5697

*Mail Address:* 159 HOGAN RD, BANGOR, ME 04401-5697

*Established:* 1970

*Reference: Policy Area:* 03 ; *Umbrella:* 14 *Unit:* 200 ; *Citation:* T0034B *M.R.S.A., Sect.* 000006252

*Average Count--All Positions:* 49.394

*TDD:* (287) 941-4409

*FAX:* (207) 941-4412

*Telephone:* (207) 941-4400

*Legislative Count:* 48.00

**PURPOSE:**

The Elizabeth Levinson Center serves medically fragile children with severe and profound mental retardation ages birth through twenty in a combined residential and medical program.

The primary purpose of the Center is evaluation and treatment for children with severe and profound mental retardation and multiple medical disabilities. The secondary purpose of the facility is to offer respite care to those parents whose children cannot be served in the community.

The children are accepted to the facility through the Interdisciplinary Team(IDT) process and approved by the Medicaid criteria. All children receive judicial certification for six to twenty-four months. Each program is implemented and monitored by medical, nursing, psychological and other professional staff. Community support services are identified and arranged for parents on discharge.

**ORGANIZATION:**

The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for children with severe or profound mental retardation. The name was changed to Elizabeth Levinson Center in 1973. It is operated by the Department of Mental Health, Mental Retardation and Substance Abuse Services. Physician, occupational therapy, physical therapy, speech and language development, dental, orthopedic and psychological services are provided on a contractual basis.

**PROGRAM:**

The Center continues to provide residential and medical treatment to children with severe or profound mental retardation.

Referrals for admission are accepted from the Department's three regional offices, pediatricians, other professionals and parents and guardians. Upon approval, the Center's Social Worker and Director of Nursing Services conduct an intake visit to the home and school program. The parent and child attend a pre-admission meeting at the Center with the Interdisciplinary Team(IDT). A service contract is developed with goals, objectives, responsibilities and discharge plans. Upon admission an Individual Program Plan (IPP) and monthly program reviews are conducted. Parents are encouraged to participate in the child's IPP and attend quarterly reviews by the IDT.

ELC offers inservice education for departmental and Center staff and staff training for area public schools and community agencies. Education programs for all Elizabeth Levinson Center residents are provided by local schools.

**PUBLICATIONS:**

Elizabeth Levinson Center Brochure (free).

## DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ELIZABETH LEVINSON CENTER	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,281,871	1,281,871				
HEALTH BENEFITS	346,574	346,574				
RETIREMENTS	245,182	245,182				
OTHER FRINGE BENEFITS	15,375	15,375				
OTHER CONTRACT SERVICES STATE	66,528	66,528				
COMPUTER SERVICES STATE	760	760				
OTHER CONTRACT SERVICES	79,742	79,742				
RENTS	10,428	10,428				
COMMODITIES	121,276	121,276				
GRANTS, SUBSIDIES, PENSIONS	155	155				
<b>TOTAL EXPENDITURES</b>	<b>2,167,891</b>	<b>2,167,891</b>				

## DIVISION OF MENTAL HEALTH

### SUSAN WYGAL, ACT. PROG. MGR., MH SERV

TDD: (207) 287-2000

*Central Office:* STATE OFFICE BLDG., AUGUSTA, ME 04333

*Mail Address:* STATE OFF BLDG, STA 40, AUGUSTA, ME 04333

*Established:* 1959

*FAX:* (207) 287-4268

*Telephone:* (207) 287-4291

*Reference: Policy Area: 03 ; Umbrella: 14 Unit: 193 ; Citation: T0034B M.R.S.A., Sect. 000003001*

*Average Count--All Positions: 105.500*

*Legislative Count: 105.50*

#### PURPOSE:

The department has primary responsibility for developing and maintaining a system of community mental health services and supports, including acute and long-term psychiatric inpatient services for persons age 18 years and older who have serious mental illness and significant functional impairments, as well as providing supportive services for their families. Several primary functions identified in statute: 1) State, Federal and other grant management; (2) community mental health support service systems and related plans; 3) acute and long-term inpatient treatment and rehabilitation services within standards set by JCAHO, Medicare, Medicaid and hospital licensing; 4) observation, security, treatment and rehabilitation services for persons committed under criminal statutes; 5) Rights of Recipients of Mental Health Services; and 6) the Interstate Compact on Mental Health[enacted 1957].

The department adopts and promulgates rules, regulations and standards relating to the administration and licensing of the services authorized, as well as assures compliance with a wide range of State and Federal requirements. There are many additional functions, including those related to the Implementation Plan for the AMHI Settlement Agreement of the class action suit, *Bates v. Glover, et. al., 1990.*

#### ORGANIZATION:

A Bureau of Mental Health was created in 1959 and reorganized as a Division in 1993 to provide centralized direction and administration for mental health programs in Maine. In 1996, the Division was abolished as the department moved from a categorically based organizational structure to a more functional organization.

#### PROGRAM:

The mission of the department is to support, empower and enable individuals and families to enjoy an improved quality of life through effective stewardship of public resources. In this capacity and guided by a set of clearly articulated consumer-centered values and strategies, the department acts as an advocate for the prevention of and recovery from mental illness and as an agent

# DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

for the provision of individualized, flexible treatment and rehabilitative mental health services in settings most appropriate to the needs of the individuals and their families.

In FY98, the department continued its focus on the implementation of the Consent Decree, design of Medicaid managed care waivers and a major mental health systems change process from its centralized statewide structure to one that is locally managed through local service authorities, which have the responsibility and accountability for person-centered mental health service needs assessment, planning, service delivery, resource allocation and evaluation/monitoring within their regions. In April 1996, based on the Productivity Realization Task Force Report, the department reorganized, creating three regional offices, each with a mental health Team Leader. These processes also call for decreased and consolidated State psychiatric inpatient capacity, increased collaboration and coordination among all sectors of the mental health service delivery system and integration with other services and programs serving persons who have disabilities and/or are poor.

The Program Manager for Mental Health Service, a central administration position, provides programmatic leadership for the Department through the MH Team Leaders and through development and implementation of quality improvement, standards, programs and similar activities to further the Department's MH objectives.

## PUBLICATIONS:

- Consent Decree Report
- Rights of Recipients of Mental Health Services
- Mental Health Licensing Review Protocol
- Guardianship
- GERO Training Manuals: Topics in Aging and Mental Health and Understanding Difficult Behavior
- Report of the Task Force on Mental Health Services to Elderly Persons
- RESOURCES: A Guide to Deaf Services
- Biennial Report to Maine Legislature on Mental Health Services to Deaf Persons
- Homelessness and Persons with Mental Illness, 1992
- Recommendations and Report of the Task Force on Persons with Mental Disorders Involved with the Criminal Justice System, 1993
- Psychiatric Emergency and Crisis Stabilization Services, January 1993.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,068,840	3,041,253			27,587	
HEALTH BENEFITS	705,817	701,284			4,533	
RETIREMENTS	562,754	558,004			4,750	
OTHER FRINGE BENEFITS	47,805	47,619			186	
OTHER CONTRACT SERVICES STATE	1,083,400	434,829	112,777		535,794	
COMPUTER SERVICES STATE	281,905	280,605			1,300	
OTHER CONTRACT SERVICES	538,415	505,547	6,337		26,531	
RENTS	20,935	12,846			8,089	
COMMODITIES	465,412	207,241	247,764		10,407	
GRANTS, SUBSIDIES, PENSIONS	50,345,540	44,165,039	3,212,542		2,967,959	
EQUIPMENT	29,813	6,890	22,923			
INTEREST-DEBT RETIREMENT	115	115				
TRANSFER TO OTHER FUNDS	21,229		7,810		13,419	
<b>TOTAL EXPENDITURES</b>	<b>57,171,980</b>	<b>49,961,272</b>	<b>3,610,153</b>		<b>3,600,555</b>	

DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

**DIVISION OF MENTAL RETARDATION**

**DONALD TRITES, PH.D., PROG. MGR., MR SERVICES**

TDD: (207) 287-2000

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1969

FAX: (207) 287-4268

Telephone: (207) 287-4201

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 197 ; Citation: T0034B M.R.S.A., Sect. 000005201

Average Count--All Positions: 183.500

Legislative Count: 183.50

**PURPOSE:**

The department assures that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and individuals with autism and their families. Responsibilities include the planning, promotion, coordination and development of complete and integrated statewide community programs for adult persons with mental retardation and autism. The department serves as liaison, coordinator and consultant to several other state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for citizens with mental retardation in need of this service.

**ORGANIZATION:**

A Division of Mental Retardation was established in 1969. In 1996, the Division was abolished as the department moved from a categorically based organizational structure to a more functional organization.

Community mental retardation programs are supported through grants to private, non-profit agencies. Administratively, the state has been divided into three regions with a Team Leader in each. Community case management staff assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions and provide program planning services to consumers. Decision making occurs at the regional office front line or close to the the consumer and family as possible.

**PROGRAM:**

During FY97, the Department continued to work to develop programs to comply fully with the Community Consent Decree. Person Centered Planning, an MIS system and the Crisis system were all improved. Quality Improvement Groups were developed throughout the state.

**PUBLICATIONS:**

- Directory of Programs Serving Maine Citizens with Mental Retardation
- Community Consent Decree
- Questions and Answers on Guardianship
- DMHMRSAS Brochure
- Comprehensive Plan for FY96 through FY97
- Family Support Program Brochure
- Resources Available for People with Mental Retardation and Autism and their Families
- Implementation and Facilitation Manual
- Planning with People
- Hearing Rules for Class Members



## DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,812,445	5,702,385			110,060	
HEALTH BENEFITS	1,391,622	1,370,814			20,808	
RETIREMENTS	1,054,282	1,033,135			21,147	
OTHER FRINGE BENEFITS	74,308	73,904			404	
OTHER CONTRACT SERVICES STATE	424,380	392,201	7,219		24,960	
COMPUTER SERVICES STATE	18,909	18,909				
OTHER CONTRACT SERVICES	948,763	889,956	9,616		49,191	
RENTS	86,748	86,712			36	
COMMODITIES	71,175	58,096	588		12,491	
GRANTS, SUBSIDIES, PENSIONS	48,362,291	47,355,346			1,006,945	
EQUIPMENT	20,216	20,216				
INTEREST-DEBT RETIREMENT	76	76				
TRANSFER TO OTHER FUNDS	7,303		536		6,767	
<b>TOTAL EXPENDITURES</b>	<b>58,272,518</b>	<b>57,001,750</b>	<b>17,959</b>		<b>1,252,809</b>	

## OFFICE OF SUBSTANCE ABUSE

### LYNN DUBY, DIRECTOR

*Central Office:* AMHI COMPLEX, MARQUARDT BLDG., AUGUSTA, ME 04330

*Mail Address:* 159 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:*

*Reference:* Policy Area: 03 ; Umbrella: 14 Unit: 118 ; Citation: T0005

*Average Count--All Positions:* 42.500

*FAX:* (207) 287-8900

*Telephone:* (207) 287-8900

*M.R.S.A., Sect.* 000020004

*Legislative Count:* 42.50

#### PURPOSE:

The Office of Substance Abuse (OSA) was established by the 114th Maine Legislature to adopt an integrated approach to the problem of alcohol and other drug abuse and to focus all the varied resources of the State on developing a comprehensive and effective range of alcohol and other drug abuse prevention and treatment activities and services; and to establish a single administrative unit within State Government. The 117th Maine Legislature merged the OSA with the Department of Mental Health and Mental Retardation to form the Department of Mental Health, Mental Retardation and Substance Abuse Services. It continues the responsibility for planning, developing, implementing, coordinating and evaluating all of the State's alcohol and other drug abuse prevention and treatment activities.

#### ORGANIZATION:

OSA is composed of five divisions. One unit provides technical assistance such as information about the extent of the problems, trends in substance abuse, type and quantity of treatment, etc. as well as providing informational materials to professionals, treatment and prevention providers and interested citizens around the state. The second unit manages the State's response to drunk driving and others who are incarcerated and have a substance abuse problem. The third unit oversees the prevention programs funded by the State. The fourth unit oversees the treatment programs funded by the State. The fifth unit manages the Office's financial responsibilities.

#### PROGRAM:

OSA develops comprehensive plans for combating alcohol and drug abuse, administers all contracts with community service providers, establishes operating and treatment standards, licenses or certifies treatment programs and collects and utilizes uniform contracting and information gathering to improve the field.

## DEPT OF MENTAL HEALTH, MENTAL RETARDATION & SUBSTANCE ABUSE

OSA serves as the primary liaison with other Departments, the Legislature, citizen's groups and service providers on issues pertaining to substance abuse. It provides training, consultation, technical assistance and service delivery strategies to help schools and communities reduce the problems attributable to tobacco, alcohol and other drugs.

DEEP provides or oversees education, evaluation, and/or treatment for all OUI offenders in the State of Maine in order to lessen the incidence of injury and fatalities which result from drinking and driving.

### LICENSES:

OSA is responsible for the: (1) Certification for outpatient and nonresidential substance abuse treatment programs including DEEP certification; (2) Licenses for residential rehabilitation, detoxification programs, halfway houses, extended care, and extended shelter. These responsibilities are jointly shared with the Service Center located in the Department of Human Services.

### PUBLICATIONS:

OSA is responsible for the State Plan for Alcohol and Other Drug Abuse Services in Maine; the Management Information System for Maine's ATOD System; the Maine Alcohol and Drug Services(a directory of treatment services); Support Groups for the State of Maine(a regularly up-dated list of support groups in Maine); The Maine Approach(a Guide for Comprehensive School-Based ATOD Prevention Programming); the Book List(lists all books in the Information and Resource Center(IRC) of OSA); Progress Report on the Maine Office of Substance Abuse; Alcohol, Tobacco and Other Drug Video Catalog (a catalog of the 800+ videos in the IRC); Annual applications, utilization reports and independent audit reports on the substance abuse portion of the Federal Substance Abuse and Prevention and Treatment Block Grant(available for review at the Office); and others. The IRC may be contacted directly for these publications, videos and other materials(telephone 1-800-499-0027).

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF SUBSTANCE ABUSE	TOTAL FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,151,143	822,752			328,391	
HEALTH BENEFITS	271,286	193,619			77,667	
RETIREMENTS	195,637	139,089			56,548	
OTHER FRINGE BENEFITS	17,453	13,665			3,788	
OTHER CONTRACT SERVICES STATE	769,473	548,197	6,869		214,407	
COMPUTER SERVICES STATE	28,750	22,631			6,119	
OTHER CONTRACT SERVICES	276,589	207,747			68,842	
RENTS	-2,859	-5,807			2,948	
COMMODITIES	93,367	81,819			11,548	
GRANTS, SUBSIDIES, PENSIONS	15,835,300	7,115,074	392,289		8,327,937	
EQUIPMENT	1,901				1,901	
TRANSFER TO OTHER FUNDS	7,612		67		7,545	
<b>TOTAL EXPENDITURES</b>	<b>18,645,652</b>	<b>9,138,786</b>	<b>399,225</b>		<b>9,107,641</b>	

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

**S. CATHERINE LONGLEY, COMMISSIONER**

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME, 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1973

FAX: (207) 624-8595

Telephone: (207) 624-8500

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 027 ; Citation: T0010 M.R.S.A., Sect. 000008001

Average Count--All Positions: 212.217

Units:

MEDICAL SPECIALTY ADVISORY COMMITTEE ON EMERGENCY

ANESTHESIOLOGY

MEDICAL SPECIALTY ADVISORY COMMITTEE ON OBSTETRICS  
AND GYNECOLOGY

STATE BOARD OF NURSING

NURSING HOME ADMINISTRATORS LICENSING BOARD

BOARD OF OCCUPATIONAL THERAPY PRACTICE

OIL AND SOLID FUEL BOARD

STATE BOARD OF OPTOMETRY

BOARD OF OSTEOPATHIC LICENSURE

MAINE BOARD OF PHARMACY

BOARD OF EXAMINERS IN PHYSICAL THERAPY

MAINE STATE PILOTAGE COMMISSION

PLUMBERS' EXAMINING BOARD

BOARD OF LICENSURE OF PODIATRIC MEDICINE

PROPANE AND NATURAL GAS BOARD

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

REAL ESTATE COMMISSION

BOARD OF REAL ESTATE APPRAISERS

BOARD OF RESPIRATORY CARE PRACTITIONERS

MEDICAL SPECIALTY ADVISORY COMMITTEE ON RADIOLOGY

SECURITIES DIVISION

STATE BOARD OF SOCIAL WORKER LICENSURE

BOARD OF EXAMINERS ON SPEECH-LANGUAGE PATHOLOGY

AND AUDIOLOGY

STATE BOARD OF VETERINARY MEDICINE

BOARD OF ACCOUNTANCY

DIVISION OF ADMINISTRATIVE SERVICES

STATE BOARD OF ALCOHOL AND DRUG COUNSELORS

ARBORIST EXAMINING BOARD

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS,

LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS

MAINE ATHLETIC COMMISSION

BOARD OF BARBERING AND COSMETOLOGY

BUREAU OF BANKING

BOARD OF BOILER RULES

BOARD OF CHIROPRACTIC LICENSURE

BOARD OF COMPLEMENTARY HEALTH CARE PROVIDERS

OFFICE OF CONSUMER CREDIT REGULATION

BOARD OF COUNSELING PROFESSIONALS LICENSURE

BOARD OF DENTAL EXAMINERS

ELECTRICIANS' EXAMINING BOARD

BOARD OF ELEVATOR AND TRAMWAY SAFETY

STATE BOARD OF REGISTRATION FOR PROFESSIONAL

ENGINEERS

STATE BOARD OF LICENSURE FOR PROFESSIONAL

FORESTERS

STATE BOARD OF FUNERAL SERVICE

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND

SOIL SCIENTISTS

BOARD OF HEARING AID DEALERS AND FITTERS

BUREAU OF INSURANCE

BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS

BOARD OF LICENSING OF AUCTIONEERS

OFFICE OF LICENSING AND REGISTRATION

BOARD OF LICENSING OF DIETETIC PRACTICE

MANUFACTURED HOUSING BOARD

BOARD OF LICENSURE IN MEDICINE

**PURPOSE:**

The Department serves the public by examining and overseeing state-chartered financial institutions, regulating bank holding companies, regulating insurance companies, agencies and agents, regulating grantors of consumer credit and by licensing and regulating numerous professions and occupations.

The Department protects Maine consumers through its licensing, examining, and auditing activities; by conducting programs aimed at increasing voluntary compliance with State laws; by investigating possible violations of law; and by undertaking enforcement actions. The Department responds to consumer complaints and requests for information and conducts educational and outreach programs to make consumers aware of their rights under Maine laws.

The Department fosters a healthy business environment through competent, impartial and efficient regulation, in order to encourage the development of sound and ethical businesses which serve the needs of Maine citizens. The Department and its agencies and boards may be reached via e-mail through its home page on the world wide web at the following internet address:  
<http://www.state.me.us/pfr>

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### ORGANIZATION:

The Department of Business Regulation was created in October 1973 as part of State government reorganization designed to consolidate related agencies along functional lines and strengthen executive direction. Some of the agencies originally placed under the jurisdiction of the Department were the Bureau of Banking, Bureau of Insurance, Real Estate Commission, and the Maine State Boxing Commission (renamed Maine Athletic Commission). The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Office of Consumer Credit Regulation) to enforce the Maine Consumer Credit Code, which became effective January 1, 1975.

The Special Session of the 107th Legislature established a central licensing division, now called the Office of Licensing and Registration. Since that time, various other boards have been created and placed within the Division, or have been transferred into the Division from other departments or from independent agency status. The Second Regular Session of the 112th Legislature conducted the first audit and program review of the Department. At that time, the Legislature affiliated with the Department the boards which license chiropractors, dentists, medical doctors, nurses, optometrists, osteopaths, pharmacists and podiatrists. In 1987 the name of the Department was changed to Professional and Financial Regulation.

### PROGRAM:

The Commissioner is the administrative head of the Department and, as such, budgets for the Department, initiates and coordinates all planning and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the policy and operation of agencies within and affiliated with the Department, to insure that each "complies fully with its statutory and public service responsibilities". The Commissioner may not exercise or interfere with the exercise of discretionary regulatory or licensing authority which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner acts as a liaison with the Governor and with other units of state government. Affiliated boards submit their budgets through the Department. The Commissioner develops the Department's legislative program and coordinates it within the Department and with the Administration.

Internet Address: <http://www.state.me.us/pfr/pfrhome.htm>

### LICENSES:

See individual agencies.

### PUBLICATIONS:

See reports of component units.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,854,068		6,854,068			
HEALTH BENEFITS	1,223,566		1,223,566			
RETIREMENTS	1,177,488		1,177,488			
OTHER FRINGE BENEFITS	87,573		87,573			
OTHER CONTRACT SERVICES STATE	896,682		896,682			
COMPUTER SERVICES STATE	1,022,961	150,000	872,961			
OTHER CONTRACT SERVICES	1,993,099		1,993,099			
RENTS	742,831		742,831			
COMMODITIES	279,163		279,163			
GRANTS, SUBSIDIES, PENSIONS	60,555		60,555			
EQUIPMENT	138,115		138,115			
INTEREST-DEBT RETIREMENT	44		44			
TRANSFER TO OTHER FUNDS	155,262		155,262			
<b>TOTAL EXPENDITURES</b>	<b>14,631,407</b>	<b>150,000</b>	<b>14,481,407</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
COMPUTER SERVICES STATE	150,000	150,000				
<b>TOTAL EXPENDITURES</b>	<b>150,000</b>	<b>150,000</b>				

## BOARD OF ACCOUNTANCY

### CHERYL HERSOM, ADMINISTRATOR

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1967

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 280 ; Citation: T0032

*TDD:* (207) 624-8563

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000012213

#### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF ADMINISTRATIVE SERVICES

### S. CATHERINE LONGLEY, COMMISSIONER LINDA S. GILSON, DIRECTOR, ADMIN. SVCS.

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1974

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 028 ; Citation: T0010

*Average Count--All Positions:* 17.000

*TDD:* (207) 624-8563

*FAX:* (207) 624-8690

*Telephone:* (207) 624-8500

*M.R.S.A., Sect.* 000008003

*Legislative Count:* 17.00

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### **PURPOSE:**

The Division of Administrative Services was established to provide administrative support services for all of the bureaus, boards and commissions within the Department and for the Department itself.

The Administrative Services Division is responsible for Accounting, Budgeting, Computer Services, Payroll, Personnel, and Purchasing and Inventory Control. It provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services, which include the preparation of payrolls and related bookkeeping. Most reports required of the Department and the agencies within it are prepared by the Administrative Services Division.

The Information Systems Support Services section was established as part of the Administrative Services Division for the purpose of coordinating automation and electronic communication objectives, as well as to create and administer a comprehensive computer network enhancing each agency's ability to fulfill their mission and to administer a centralized licensing database. Utilizing a planning committee, which consists of a representative from each agency, the committee studies issues, sets standards and develops policies relating to the Department's automation and communication initiatives.

### **ORGANIZATION:**

Within this Division there are three functional units. The first is Financial which provides centralized accounting, budgeting and fiscal services for the Department, as well as the centralization of purchasing and property accounting. The second section, is responsible for all personnel transactions for the Department, including preparation of payroll, affirmative action, contract administration and Worker's Compensation. The last section, Information Systems Support Services, is responsible for the coordination of automation and electronic communication within the Department.

### **PROGRAM:**

The Administrative Services Division provides the services described above for the entire Department of Professional and Financial Regulation. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies, the landlord and by private parties and vendors. It has continued to computerize its functions through the MFASIS System and the Bureau of Budget in order to provide better and more varied management information reports.

The Information Systems Support Services section program includes administration of the Department's centralized licensing database (approximately 179,883 licensee records). This section provides quality control for licensing system data as well as printing of licenses and renewal notices, and printings of rosters and mailing labels for the licensing agencies and the public.

Support services provided by the Information Systems Support Services include training, local area network administration, micro computer support, coordinating the acquisition of hardware and software, limited software programming and facilitating the sharing of resources. Consistent with this effort, a desktop publishing facility is maintained for use by the Department. This section also coordinates telecommunications services and equipment for all agencies and data communications with host systems.

Internet Address: <http://www.state.me.us/pfr/com/admhome2.htm>

### **LICENSES:**

None

### **PUBLICATIONS:**

Rosters of all licenses of Boards, Bureaus or Commissions are printed upon request. Lists, labels or diskettes of licensees can be purchased for a nominal fee and can be as brief or as complete as necessary.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	605,955		605,955			
HEALTH BENEFITS	101,770		101,770			
RETIREMENTS	100,563		100,563			
OTHER FRINGE BENEFITS	7,488		7,488			
OTHER CONTRACT SERVICES STATE	45,358		45,358			
COMPUTER SERVICES STATE	196,825		196,825			
OTHER CONTRACT SERVICES	505,752		505,752			
RENTS	46,544		46,544			
COMMODITIES	157,375		157,375			
EQUIPMENT	136,225		136,225			
INTEREST-DEBT RETIREMENT	3		3			
TRANSFER TO OTHER FUNDS	7,935		7,935			
<b>TOTAL EXPENDITURES</b>	<b>1,911,793</b>		<b>1,911,793</b>			

## STATE BOARD OF ALCOHOL AND DRUG COUNSELORS

### GERALDINE L. BETTS, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1977

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 384 ; Citation: T0032 M.R.S.A., Sect. 000006201

#### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## ARBORIST EXAMINING BOARD

### CHERYL HERSOM, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1933

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 287 ; Citation: T0032 M.R.S.A., Sect. 000002001

#### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS,  
LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS**

**CAROL LEIGHTON, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1945

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 288 ; Citation: T0032 M.R.S.A., Sect. 000000211

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MAINE ATHLETIC COMMISSION**

**CHERYL HERSOM, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1939

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 035 ; Citation: T0032 M.R.S.A., Sect. 000013501

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF BARBERING AND COSMETOLOGY**

**GERALDINE BETTS, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1937

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 265 ; Citation: T0032 M.R.S.A., Sect. 000014211

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BUREAU OF BANKING**

**H. DONALD DEMATTEIS, SUPERINTENDENT**

*Central Office:* GARDINER ANNEX, NORTHERN AVE, GARDINER, ME 04345 *WATS:* (207) 624-8570  
*Mail Address:* 36 STATEHOUSE STATION, AUGUSTA, ME 04333-0036 *FAX:* (207) 624-8590  
*Established:* 1927 *Telephone:* (207) 624-8570  
*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 029 ; *Citation:* T0009B M.R.S.A., Sect. 000000121  
*Average Count--All Positions:* 32.000 *Legislative Count:* 32.00

**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, through the Securities Division, 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.

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 every 36 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 merge, acquire, consolidate, close offices or convert to another charter. In January, 1996, the Bureau assumed the responsibility of enforcing Title 9-A M.R.S.A., the Maine Consumer Credit Code, in banks, savings and loans, and credit unions.

**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; to set forth procedures to guard against unsafe practices; approval of mergers and new charters under a public convenience and advantage standard; and supervision and regulation of credit unions. In conjunction with a 1973 state government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation.

In early 1985, a reorganization resulted in the implementation of the current structure with the Bureau of Banking, an agency within the Department of Professional and Financial Regulation, divided into two functional groups with the responsibility for coordination and development of each area delegated to a senior manager. The Chief Bank Examiner supervises the Bureau's professional field staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent is responsible for supervision of the development of the Bureau's data base, bank monitoring systems, legislative and rulemaking activities; financial analysis; consumer outreach activities; and management of the office staff.

**PROGRAM:**

The scope of the Examination Division's responsibility includes safety and soundness, electronic data processing, bank holding companies and formal compliance review. During fiscal year 97-98, 26 safety and soundness examinations and 36 specialized examinations were completed and two holding company inspections were conducted jointly with the Federal Reserve Bank of Boston. A computer based system also monitors bank performance between on-site visits. The Consumer Outreach Program provides consumers with information needed to make wise financial choices. Consumer Outreach produced and distributed over 15,444 copies of educational booklets, 128 videos, and made 55 educational presentations at Maine schools on financial topics important to

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young adults, during the last fiscal year. The Bureau's complaint resolution program responded to over 1,282 consumer complaints and/or inquiries. The Bureau assisted Maine consumers in obtaining \$224,000 in restitution and other projected savings.

Legislation enacted in 1997 authorized state-chartered financial institutions to establish, relocate and close satellite facilities without the Bureau's approval and eliminated, for most institutions, the prior approval requirement to establish or relocate a branch. These changes have substantially reduced the number of applications and notifications process by the Bureau. During fiscal year 1998, the Bureau processed 11 notifications effecting 23 branch establishments, conversions, relocations or closings under the old law. In two separate transactions, the Bureau also approved the purchase of 40 branches by 4 Maine chartered financial institutions. The Bureau also processed applications for the formation of a mutual holding company, a holding company acquisition, a merger of two financial institutions, and one credit union conversion to state charter.

Recently enacted legislation created the concept of the universal bank charter whereby all Maine chartered financial institutions operate with identical powers and authorities. This legislation also permitted the chartering of specialized chartered financial institutions: nondepository trust companies, merchant banks and uninsured banks. In fiscal year 97-98, the Bureau approved the formation of one merchant bank and 2 nondepository trust companies; there was one application to form an uninsured bank pending regulatory action at the close of the fiscal year.

The Bureau has created a site on the World Wide Web which contains consumer information, the Bureau's booklets, regulations and bulletins. Consumer complaints can now be filed electronically using this media. Internet Address: <http://www.state.me.us/pfr/bkg/bkghome.htm>

### PUBLICATIONS:

Banking Regulations and Bulletins (\$65.00), Annual Updates (\$20.00);  
Status of Maine's Financial Institutions - 1/15/85 to 1/15/96 (\$10.00 ea.)  
Consumer booklets free to Maine residents, others \$1.50:

Bureau of Banking's Consumer Outreach Program,  
Understanding Mortgage Points and Other Settlement Costs,  
Consumer's Guide to Banking and Personal Money Management,  
Home Mortgage Financing in the 1990's,  
Business Person's Guide to Banking in Maine,

Free video rentals:

Applying for a Loan,  
Adventures in Money Management,  
Students Ask Questions I and II,  
The Real World...Part I

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,249,039		1,249,039			
HEALTH BENEFITS	194,105		194,105			
RETIREMENTS	224,472		224,472			
OTHER FRINGE BENEFITS	14,836		14,836			
OTHER CONTRACT SERVICES STATE	17,265		17,265			
COMPUTER SERVICES STATE	37,776		37,776			
OTHER CONTRACT SERVICES	222,089		222,089			
RENTS	96,030		96,030			
COMMODITIES	13,826		13,826			
TRANSFER TO OTHER FUNDS	11,260		11,260			
<b>TOTAL EXPENDITURES</b>	2,080,698		2,080,698			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF BOILER RULES**

**CHERYL HERSOM, ADMINISTRATOR**

TDD: (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-8637

*Established:* 1931

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 174 ; Citation: T0032 M.R.S.A., Sect. 000015101

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF CHIROPRACTIC LICENSURE**

**GERALDINE L. BETTS, ADMINISTRATOR**

TDD: (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-8637

*Established:* 1923

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 297 ; Citation: T0032 M.R.S.A., Sect. 000000501

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**LICENSES:**

**PUBLICATIONS:**

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF COMPLEMENTARY HEALTH CARE PROVIDERS**

**GERALDINE BETTS, ADMINISTATOR**

TDD: (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-8637

*Established:* 1987

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 502 ; Citation: T0032 M.R.S.A., Sect. 000012406

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

The Title of the Board changed October 1, 1996 from Acupuncture Licensing Board to Board of Complementary Health Care Providers to reflect the inclusion of naturopaths in their licensing and regulatory authority.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**OFFICE OF CONSUMER CREDIT REGULATION**

**WILLIAM N LUND, DIRECTOR**

WATS: (800) 332-8529

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATEHOUSE STA, AUGUSTA, ME 04333-0035

Established: 1975

FAX: (207) 582-7699

Telephone: (207) 624-8527

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 030 ; Citation: T0009A.M.R.S.A., Sect. 006-00103

Average Count--All Positions: 10.000

Legislative Count: 10.00

**PURPOSE:**

The Office of Consumer Credit Regulation was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Agency is to protect Maine consumers through implementation of the Maine Consumer Credit Code. The Code requires the Agency to promote the development of equitable consumer credit practices; encourage competition among credit grantors; and assure that the regulation of consumer credit transactions in Maine conforms to the policies of the federal Truth-in-Lending Act.

In addition, the Agency is responsible for administration of consumer-related State Acts concerning collection agencies, simplified consumer loan contracts, credit reporting agencies, credit services organizations, rent-to-own companies, pawnbrokers, mortgage companies, personal finance companies, money order issuers, check cashers, and foreign currency exchangers.

**ORGANIZATION:**

The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and 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 of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the agency to the Bureau of Consumer Credit Protection. Public Law 390 (1995) again changed the name of the agency, to the "Office of Consumer Credit Regulation," effective January 1, 1996. This legislation also shifted responsibility for compliance by banks and credit unions with the Maine Consumer Credit Code to the Bureau of Banking.

**PROGRAM:**

During FY 98, 292 creditors, 15 collection agencies, 7 credit services organizations and 1 credit reporting agency were examined. During this period, creditors refunded \$392,854.46 to consumers as a result of violations discovered during the examination process. The Bureau cited 858 violations of Truth-in-Lending Laws and 614 Consumer Credit Code violations after reviewing 13,718 transactions. The Agency's Complaint Division responded to approximately 2,714 consumer grievances, including 219 formal written complaints. Many were mediated informally, by telephone, while others required conferences or formal resolutions. As a result of the efforts of the Complaint Division, an additional \$107,072.63 was credited or refunded to consumers.

The Agency licensed or registered the following creditors and businesses in FY 98:

Supervised Lenders (258 main offices, 210 branches): 468; Other Creditors (excluding branches)\*: 910; Sales Finance Companies: 115; Collection Agencies: (128 main offices, 3 branches): 131; Credit Services Organizations: 48; Credit Reporting Agencies: 29; Money Order Issuers: 14. This results in a grand total of 1,715 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: Insurance Premium Finance Companies: 4; Mobile Home Dealers: 46; New Car Dealers: 150; Used Car Dealers: 185; Rent-to-Own Merchants: 27; Pawnbrokers: 53.

Internet Address: <http://www.state.me.us/pfr/ccphome2.htm>

**LICENSES:**

License:

Collection Agencies, Supervised Lenders, Repossession Companies and Money Order Issuers.

Registration:

Consumer Credit Code Notification, Credit Services Organizations, Credit

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Reporting Agencies, Rent-to-Own Companies and Pawnbrokers.

### PUBLICATIONS:

Down Easter's Pocket Credit Guide, Cut Rate Auto Financing, Downeaster Consumer Guide to Credit Bureaus and Credit Reports, Downeaster's Guide to Debt Collections and Repossession. (All of the preceeding are free to Maine residents.)

Creditor Update-Quarterly Newsletter for businesses, and "Do You Need a License? Business Guide" (Both free to interested parties).

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF CONSUMER CREDIT REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	329,149		329,149			
HEALTH BENEFITS	60,492		60,492			
RETIREMENTS	59,663		59,663			
OTHER FRINGE BENEFITS	2,490		2,490			
OTHER CONTRACT SERVICES STATE	4,267		4,267			
COMPUTER SERVICES STATE	37,997		37,997			
OTHER CONTRACT SERVICES	64,051		64,051			
RENTS	31,664		31,664			
COMMODITIES	4,124		4,124			
TRANSFER TO OTHER FUNDS	4,070		4,070			
<b>TOTAL EXPENDITURES</b>	<b>597,967</b>		<b>597,967</b>			

## BOARD OF COUNSELING PROFESSIONALS LICENSURE

### ELAINE THIBODEAU, ADMINISTRATOR

WATS: (000) 000-0000

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1989

Telephone: (207) 624-8603

Reference: Policy Area:01 ; Umbrella: 02 Unit: 514 ; Citation: T0032 M.R.S.A., Sect. 000013852

### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF DENTAL EXAMINERS

### WILLIAM C CADD00, D.M.D., PRESIDENT

Central Office: 2 BANGOR STREET, AUGUSTA, ME 04330

Mail Address: 143 STATEHOUSE STATION, AUGUSTA, ME 04333-0143

Established: 1991

Telephone: (207) 287-3333

Reference: Policy Area:01 ; Umbrella: 02 Unit: 313 ; Citation: T0032 M.R.S.A., Sect. 000001071

Average Count--All Positions: 1.000

Legislative Count: 1.00

### 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 license qualified applicants for a

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certificate to practice dentistry, dental hygiene, denturism or radiography in Maine; collect payment of specified fees to register dentists and dental hygienists biannually, denturists annually and radiographers every five years who are practicing in the State; to make such rules, not contrary to 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 consumer and a dental hygienist for a term of five years, all appointed by the Governor. 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 dental hygienist member must be a graduate of an accredited dental hygiene college and have been practicing dental hygiene in the State for at least 6 years immediately preceding appointment. The Board, at its annual meeting, elects from its members a president, vice president and secretary-treasurer. The National Board and the Northeast Regional Board serve as examinations for licensure. As members of the Northeast Regional Boards, each year Board members are assigned schools at which they administer the exam.

### PROGRAM:

During fiscal year 1998, the Board of Dental Examiners met at least monthly with lengthy agendas, including interviews for licensure, consumer and dentists complaints, rules, and informal hearings with dentists, consumers and their attorneys.

Seventeen dentists became newly licensed in the State of Maine for a total of 880 dentists currently registered for the biennium 1998-1999. Of these 257 list out of state residences and/or practices. The Board issued 51 new dental hygiene licenses during this fiscal year, bringing the total of Maine licensed hygienists to 1072 of which 168 are out of state. Registered dental radiographers now number 858. Forty-one dentists hold permits to administer anesthesia/sedation.

During this fiscal year the Board has started issuing temporary permits to denturists. Twelve such permits were issued to denturists who are practicing under the direct supervision of Maine licensed dentists. Clinical and written exams were administered for the purpose of licensing denturists.

The 118th Legislature has approved a bill to amend the laws relating to dentistry to identify and rehabilitate impaired dentists. As a result, the Maine Board of Dental Examiners has joined the Medical and Osteopathic Boards in their Professional Review Committee.

Rule changes in fiscal year 1996-1997 allows dental hygienists who qualify to administer local anesthesia for dental hygiene purposes under the direct supervision of a dentist. Seventy-one hygienists have passed the exam and are licensed to administer local anesthesia.

### LICENSES:

Dentistry  
Dental Hygiene  
Denturism  
Dental Radiography  
Anesthesia/Sedation

### PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology" (Free)  
Newsletter mailed to all Maine licensed dentists and dental hygienists.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	35,246		35,246			
HEALTH BENEFITS	5,090		5,090			
RETIREMENTS	5,179		5,179			
OTHER FRINGE BENEFITS	543		543			
OTHER CONTRACT SERVICES STATE	7,532		7,532			
COMPUTER SERVICES STATE	3,720		3,720			
OTHER CONTRACT SERVICES	20,047		20,047			
RENTS	8,513		8,513			
COMMODITIES	1,632		1,632			
GRANTS, SUBSIDIES, PENSIONS	6,500		6,500			
TRANSFER TO OTHER FUNDS	1,205		1,205			
<b>TOTAL EXPENDITURES</b>	<b>95,207</b>		<b>95,207</b>			

## ELECTRICIANS' EXAMINING BOARD

### CHERYL HERSOM, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1953

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 318 ; Citation: T0032 M.R.S.A., Sect. 000001151

#### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF ELEVATOR AND TRAMWAY SAFETY

### CHERYL HERSOM, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1949

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 386 ; Citation: T0032 M.R.S.A., Sect. 000015205

#### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS**

**EDWIN H. MACARTHUR P.E., CHAIRMAN**

*Central Office:* TERML BLDG-AUGUSTA AIRPORT, AUGUSTA, ME 04333-0092

*Mail Address:* 92 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1935

*Telephone:* (207) 287-3236

*Reference: Policy Area: 01 ; Umbrella: 02 Unit: 322 ; Citation: T0032 M.R.S.A., Sect. 000001301*

*Average Count--All Positions:* 1.219

*Legislative Count:* 1.00

**PURPOSE:**

The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify, and grant certificates to applicants who satisfactorily qualify as professional engineers or engineer-interns 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 Registered Professional Engineers, established in 1935, is composed of six professional engineers and one representative of the public, 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 1998, 288 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 75 qualified through written examination, 195 by Comity with other jurisdictions, and 18 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 1998, a total of 5,204 engineers were registered. Approximately 50% reside out of state. During FY 1998, 158 applicants were examined for certification as Engineer-Interns. Of those examined, 111 passed.

The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES). Members fully participate in the activities of the Council. Several serve on Council Committees and in some cases serve as chairman of a committee. Individual members of the Board also maintain membership in several state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession. The Board used the Uniform Written Examination as provided by the NCEES for both the Fundamental (EI) and Principles and Practice (PE) examinations. These examinations are made available to state boards that desire to use them and are graded and returned by the NCEES at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEES examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards and assume minimum competence to practice.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 30, 1997 for 40 Professional Engineer candidates. On November 1, 1997 for 75 Engineer-Intern candidates. Of those taking the P.E. exam, 20 passed. Of those taking the EI exam, 50 passed. Spring examinations were given at Augusta. On April 24, 1998, 58 candidates sat for the P.E. exam in Augusta. Also on April 25, 1998, 83 candidates sat for the EI exam at either Augusta or Orono. Of those taking the P.E. exam, 18 passed. Of those taking the EI exam, 58 passed. Of the 18 oral candidates who sat for the examination, 16 were found qualified and registered as Professional Engineers. The Board held 4 meetings during FY 98. These were held September 18, 1997, January 15, March 19, and June 19, 1998.



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### LICENSES:

#### Registration:

Professional Engineer Registration  
Engineer-Intern Certification

### PUBLICATIONS:

"Fifty-third Report With Roster of Professional Engineers" as of  
December 31, 1995 (\$10.00)  
"Suppliment to the Fifty-third Report with Roster of Professional  
Engineers" (\$10.00)  
"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers,  
Bylaws and Rules and Regulations of the State Board of Registration  
for Professional Engineers"  
"Newsletter" - Spring of each year

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from  
this unit's accounts as recorded in the files of the Bureau of the Budget's  
MFASIS System

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	29,804		29,804			
HEALTH BENEFITS	5,335		5,335			
RETIREMENTS	4,411		4,411			
OTHER FRINGE BENEFITS	463		463			
OTHER CONTRACT SERVICES STATE	39,066		39,066			
COMPUTER SERVICES STATE	1,720		1,720			
OTHER CONTRACT SERVICES	40,870		40,870			
RENTS	6,865		6,865			
COMMODITIES	5,126		5,126			
TRANSFER TO OTHER FUNDS	2,747		2,747			
<b>TOTAL EXPENDITURES</b>	136,407		136,407			

## STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

### CAROL LEIGHTON, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1975

FAX: (207) 624-8637

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 333 ; Citation: T0032 M.R.S.A., Sect. 000005004

### ORGANIZATION:

All professional and occupational licensing boards are now listed under the  
Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain  
comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**STATE BOARD OF FUNERAL SERVICE**

**ELAINE THIBODEAU, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1903

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 331 ; Citation: T0032 M.R.S.A., Sect. 000001451

**ORGANIZATION:**

All professional and occupational boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS**

**CHERYL HERSOM, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1973

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 070 ; Citation: T0032 M.R.S.A., Sect. 000004907

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF HEARING AID DEALERS AND FITTERS**

**ELAINE THIBODEAU, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1969

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 164 ; Citation: T0032 M.R.S.A., Sect. 000001660A

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**LICENSES:**

**PUBLICATIONS:**

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BUREAU OF INSURANCE**

**ALESSANDRO A IUPPA, SUPERINTENDENT**

WATS: (800) 300-5000

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1970

FAX: (207) 624-8599

Telephone: (207) 624-8475

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 031 ; Citation: T0024A.M.R.S.A., Sect. 000000200

Average Count--All Positions: 75,000

Legislative Count: 75.00

**PURPOSE:**

To regulate all insurance companies granted a certificate of authority in Maine, to protect the public, and to license insurance producers, consultants and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations, health maintenance organizations, medical utilization review entities, third-party administrators, advisory organizations, captive insurance companies, and reinsurance intermediaries/managers. The Bureau registers preferred provider organizations, risk purchasing groups, risk retention groups, managing general agents, multiple employer welfare arrangements, and employee leasing plans.

The Bureau examines 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 and foreign insurers. The Bureau also reviews the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance producers, consultants, corporations 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 is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may seek suspension or revocation of licenses in instances where insurance companies, producers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of 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 Professional and Financial Regulation, effective October 3, 1973.

**PROGRAM:**

The programs of the Bureau are implemented through various sections. The Property and Casualty Actuarial Section and Property and Casualty Section provide consumer assistance, analyze and regulate rates for property and casualty insurance, evaluate reserve levels for workers' compensation self insured trust plans and evaluate the medical liability Rural Access and Demonstration Projects; the Workers' Compensation Section receives and resolves complaints and disputes involving workers' compensation rating. Alternative Risk Markets Section reviews and evaluates applications for self insurance authority, captive insurers, multiple employer welfare arrangements, and coordinates the filing of documents, reports and information with other agencies and departments.

The Administrative Unit is responsible for the organization and maintenance of administrative and legislative files; the Licensing Section processes licenses for producers, adjusters, consultants and agencies; the Examination Section audits domestic insurance companies; the Financial Analysis Section performs financial reviews of insurance companies and licenses companies seeking to do business in Maine. The Legal Division provides in-house legal support services to the Superintendent and works in close cooperation with the Office of

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

the Attorney General.

The Life and Health Section reviews life and health policy forms (and rates), processes consumer complaints and requests for information, processes license applications for medical utilization review entities, preferred provider organizations, reviews managed care networks, and maintains data bases for and evaluates mandated health insurance benefits: the Market Conduct Section enforces action involving violations of the Maine Insurance Code resulting in the suspension and/or revocation of agent licenses.

### LICENSES:

License: Insurance Producers (Res. & Nonres.); Insurance Adjusters (Res. & Nonres.); Insurance Consultants (Res. & Nonres.); Surplus Lines Insurance Brokers; Insurance Agencies (Res. & Nonres.); Insurance Companies; Fraternal Companies; Inter-Insurers; Health Maintenance Organizations; Non-profit Hospital, Medical Assoc.; Medical Utilization Review Entities; Third-party Administrators; Advisory Organizations; Reinsurance Intermediary - Broker; Reinsurance Intermediary - Manager; Captive Insurers.  
 Authority: Self-Insurer WC Exposure; Surplus Lines Insurance Companies.  
 Approvals: Reinsurers for Self-Insured Programs.  
 Registration: Preferred Provider Organizations; Risk Purchasing Groups; Risk Retention Groups; Third-Party Prescription Programs; Employee Leasing; Managing General Agents; Multiple Employer Welfare Arrangements.

### PUBLICATIONS:

Consumer Guide to Term Life Ins.; Consumer Guide to Universal Life Ins.; Long Term Care, Nursing Home Care, and Home Health Care Comparison Chart; Medicare Supplement Ins. Comparison Chart; Consumer Guide to Car Ins.; Consumer Guide to Homeowners Ins.; Consumer Guide to Youthful Drivers; Consumer Guide to Cancellation or Nonrenewal Personal Automobile and Property Ins.; What Can I do if I Lose My Group Health Ins.?; Consumer Guide to Avoiding Ins. Problems; Consumer Guide to Understanding Your Health Ins. Plan; Consumer Guide to Day Care Liability; Consumer Guide to Introduction to Ins.; Consumer Guide to Mobile Home Ins.; Consumer Guide to Snowmobile Ins.; Guide to Health Ins. for People with Medicare; Consumer Guide to Individual Health Ins.; What Maine Small Employers Should Know About Health Ins.; Guide to Managed Care Health Ins.; and A Guide to Viatical Settlements; An Employers' Guide to Workers' Compensation Insurance in Maine.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF INSURANCE	TOTAL FOR	GENERAL	SPECIAL			
	ALL	FUND	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS		FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,368,429		2,368,429			
HEALTH BENEFITS	424,325		424,325			
RETIREMENTS	416,969		416,969			
OTHER FRINGE BENEFITS	31,596		31,596			
OTHER CONTRACT SERVICES STATE	594,499		594,499			
COMPUTER SERVICES STATE	164,750		164,750			
OTHER CONTRACT SERVICES	437,184		437,184			
RENTS	200,671		200,671			
COMMODITIES	28,389		28,389			
TRANSFER TO OTHER FUNDS	23,408		23,408			
<b>TOTAL EXPENDITURES</b>	<b>4,690,220</b>		<b>4,690,220</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS**

**CAROL LEIGHTON, ADMINISTRATOR**

**TDD:** (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1967

**FAX:** (207) 624-8637

**Telephone:** (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 360 ; Citation: T0032 M.R.S.A., Sect. 0000013901

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF LICENSING OF AUCTIONEERS**

**CAROL LEIGHTON, ADMINISTRATOR**

**TDD:** (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1979

**FAX:** (207) 624-8637

**Telephone:** (207) 624-8603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 302 ; Citation: T0032 M.R.S.A., Sect. 000000271

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**OFFICE OF LICENSING AND REGISTRATION**

**ANNE HEAD, DIRECTOR**

**TDD:** (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1976

**FAX:** (207) 624-8637

**Telephone:** (207) 624-8633

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 041 ; Citation: T0010 M.R.S.A., Sect. 000008003

*Average Count--All Positions:* 59.228

*Legislative Count:* 59.00

**PURPOSE:**

The Office of Licensing and Registration exists for the purpose of assuring the competency of persons or entities subject to State licensure. Consequently, it is the point of origin for all other regulation conducted within the Department of Professional and Financial Regulation, as it is here that persons and businesses whose future conduct will be monitored first seek authorization to become practitioners of various professions, occupations and trades.

In those few instances where, subsequent to licensure, practitioners fail to maintain competency, as evidenced by complaints received from members of the public, our inspection of their work products or their noncompliance with continuing education requirements, it is further the responsibility of the Office of Licensing and Registration to rescind the authority it has granted.

**ORGANIZATION:**

The staff of the Office consists of 58 persons who are either administrators, inspectors, or clerks, organized into operational units. Reporting to the Director are an administrative secretary, the Executive Director of the Manufactured Housing Board, the Director of the Real Estate

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Commission, an administrator for the Licensing Service Center, and three administrators who provide administrative assistance to the occupational boards and commissions under the jurisdiction of the Office.

### **PROGRAM:**

Licensing: Pursuant to legislation enacted upon the recommendation of Maine's Productivity Realization Task Force, the Department of Professional and Financial Regulation was designated as the future cluster organization for licensure within State government, and the former "Division of Licensing and Enforcement" became the new "Office of Licensing and Registration" effective January 1, 1996. Since then, licensing operations for Insurance and Real Estate have been relocated from those areas of State government where they previously resided into the Office of Licensing and Registration.

As their respective processes have become assimilated, a standardized prototype has evolved, integrating the optimal elements of each to produce a more efficient and centralized mechanism. In order to accommodate this expansion, the Licensing Service Center was created, to serve as the nucleus for processing activity throughout the Office of Licensing and Registration.

Complaints: During FY 97-98, 264 new complaints were opened, 66 were dismissed, 3 were referred to the Office of the Attorney General, and 165 are pending resolution. Other cases were concluded in various disciplinary actions, including the imposition of fines and license suspensions and/or revocations by the boards of jurisdiction.

Internet Address: <http://www.state.me.us/pfr/led/ledhome2.htm>

### **LICENSES:**

During FY 97-98, the Office of Licensing and Registration maintained 116,987 licenses (including active and inactive) for occupations ranging from Accountancy to Veterinary Medicine, which are subject to the authority of boards of jurisdiction, and 38,305 for professions relating to insurance.

Registration: During FY 97-98, the Office of Licensing and Registration maintained registrations for Athletic Trainers, Massage Therapists, Itinerant Vendors, Door-to-Door Home Repair, and Charitable Organizations/Professional Fund Raisers. The total registrations maintained during this period was 4,445.

### **PUBLICATIONS:**

The Office of Licensing and Registration publishes a quarterly newsletter containing articles of general interest. In addition, several of the regulatory boards periodically issue their own newsletters to convey information specific to their areas of regulation.

Name-and-address lists of license holders are available to trade organizations and other interested parties for a fee, and to other State governments agencies at no charge. These lists are obtainable in any one of the following three formats: in printed sheets; as mailing labels; or on computer diskettes.

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF LICENSING AND REGISTRATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,699,338		1,699,338			
HEALTH BENEFITS	344,185		344,185			
RETIREMENTS	274,469		274,469			
OTHER FRINGE BENEFITS	21,803		21,803			
OTHER CONTRACT SERVICES STATE	78,568		78,568			
COMPUTER SERVICES STATE	227,935		227,935			
OTHER CONTRACT SERVICES	535,048		535,048			
RENTS	255,002		255,002			
COMMODITIES	56,608		56,608			
TRANSFER TO OTHER FUNDS	92,371		92,371			
<b>TOTAL EXPENDITURES</b>	<b>3,585,327</b>		<b>3,585,327</b>			

OFFICE OF LICENSING AND REGISTRATION  
BOARDS/COMMISSIONS:

Board of Accountancy Cheryl Hersom, Administrator	624-8605
Board of Alcohol and Drug Counselors Geraldine Betts, Administrator	624-8625
Arborist Examining Board Cheryl Hersom, Administrator	624-8605
Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers Carol Leighton, Administrator	624-8520
Maine Athletic Commission Cheryl Hersom, Administrator	624-8605
Board of Licensing of Auctioneers Carol Leighton, Administrator	624-8520
Board of Barbering and Cosmetology Geraldine Betts, Administrator	624-8625
Board of Boiler Rules Cheryl Hersom, Administrator	624-8605
Board of Chiropractic Licensure Geraldine Betts, Administrator	624-8625
Board of Complementary Health Care Providers Geraldine Betts, Administrator	624-8625
Board of Counseling Professionals Licensure Elaine Thibodeau, Administrator	624-8420
Board of Licensure of Dietetic Practice Elaine Thibodeau, Administrator	624-8420
Electricians' Examining Board Cheryl Hersom, Administrator	624-8605
Board of Elevator and Tramway Safety Cheryl Hersom, Administrator	624-8605
Board of Licensure for Professional Foresters Carol Leighton, Administrator	624-8520
State Board of Funeral Service Elaine Thibodeau, Administrator	624-8420
Board of Certification for Geologists and Soil Scientists Cheryl Hersom, Administrator	624-8605
Board of Hearing Aid Dealers and Fitters Elaine Thibodeau, Administrator	624-8420
Board of Licensure for Professional Land Surveyors Carol Leighton, Administrator	624-8520
Manufactured Housing Board Patrick Ouillette, Executive Director	624-8612
Nursing Home Administrators Licensing Board Elaine Thibodeau, Administrator	624-8420



Board of Occupational Therapy Practice Elaine Thibodeau, Administrator	624-8420
Oil and Solid Fuel Board Cheryl Hersom, Administrator	624-8605
Board of Pharmacy Geraldine Betts, Administrator	624-8625
Board of Examiners in Physical Therapy Geraldine Betts, Administrator	624-8625
Maine State Pilotage Commission Cheryl Hersom, Administrator	624-8605
Plumbers' Examining Board Cheryl Hersom, Administrator	624-8605
Board of Licensure of Podiatric Medicine Elaine Thibodeau, Administrator	624-8420
Propane and Natural Gas Board Cheryl Hersom, Administrator	624-8605
State Board of Examiners of Psychologists Geraldine Betts, Administrator	624-8625
Radiologic Technology Board of Examiners Elaine Thibodeau, Administrator	624-8420
Board of Real Estate Appraisers Carol Leighton, Administrator	624-8520
Real Estate Commission Carol Leighton, Administrator	624-8520
Board of Respiratory Care Practitioners Geraldine Betts, Administrator	624-8625
State Board of Social Worker Licensure Elaine Thibodeau, Administrator	624-8420
Board of Examiners on Speech Pathology and Audiology Elaine Thibodeau, Administrator	624-8420
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSING OF DIETETIC PRACTICE**

**ELAINE THIBODEAU, ADMINISTRATOR**

TDD: (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-8637

*Established:* 1985

*Telephone:* (207) 624-8603

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 344 ; *Citation:* T0032 *M.R.S.A., Sect.* 000009903

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MANUFACTURED HOUSING BOARD**

**PATRICK OUILLETTE, EXECUTIVE DIRECTOR**

TDD: (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-8637

*Established:* 1977

*Telephone:* (207) 624-8603

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 385 ; *Citation:* T0010 *M.R.S.A., Sect.* 000009003

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF LICENSURE IN MEDICINE**

**EDWARD DAVID, M.D., CHAIRMAN**

**RANDAL MANNING, EXECUTIVE DIRECTOR**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

*Established:* 1895

*Telephone:* (207) 287-3601

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 373 ; *Citation:* T0032 *M.R.S.A., Sect.* 000003263

*Average Count--All Positions:* 8.769

*Legislative Count:* 8.00

**PURPOSE:**

The Board of Licensure in Medicine was established to safeguard the lives and health of the people of Maine through regulation of medical practice so as to maintain high professional standards and quality. To accomplish this the Board was charged to license, educate, monitor and discipline physicians, and to establish appropriate rules and standards for medical practice.

The responsibilities of the Board are to: LICENSE - determine the qualifications of, examine, and certify candidates desiring admission to medical practice in Maine; and biennially relicense physicians and surgeons based upon documentation of continuing medical education requirements, professional conduct and standards, and payment of fees; to set standards of practice for physicians and surgeons and promulgate rules and regulations deemed necessary; EDUCATE - to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs for financial assistance to medical students; DISCIPLINE - to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation, censure, fine, suspension or action in

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

administrative court for revocation.

The Board is also charged to approve training programs for Physician Assistants; to determine the qualification of, certify, license, and biennially relicense. Physician Assistants must and Advanced Practice Registered Nurses may enter into a delegative relationship with a Maine physician allowing the physician to significantly extend his/her span of practice, making access to patient care more available and less costly. These relationships are registered with the Board.

### ORGANIZATION:

As established in 1895, the Board of Registration of Physicians and Surgeons consisted of six physicians appointed by the Governor, with the consent of the Council, for terms of six years. The Board began licensure in January, 1896. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by authorizing the appointment of a public member. In 1983 the Board was enlarged by one physician and one public member to total nine. A third public member position was created by the Legislature effective 1991. Legislation in 1994 changed the name to the Board of Licensure in Medicine. Currently the Board is composed of seven physicians and three public members appointed by the Governor to staggered six year terms. The Board became an affiliate of the Department of Professional and Financial Regulation in 1991.

The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings as required by law are held each March, July, and November. The Board held twelve meetings during the year. Meetings are open to the public and are announced through newspapers and the "Weekly Legislative Calendar." Any person may receive an agenda in advance of any meeting by telephone request to the Board office.

Physician appointees must be graduates of legally chartered colleges or universities which confer allopathic medicine degrees and have actively engaged in the licensed practice of medicine in Maine for at least five years preceding appointment. Public members or an immediate household member, may earn no income from activities related to the practice of medicine.

To aid in the formulation of rules and regulations governing physician assistants/physician extenders, the Board appointed a Physician Assistant Advisory Committee. Pursuant to PL 90 Chapter 931 as amended, the Board, jointly with the Board of Osteopathic Licensure, empaneled Medical Specialty Advisory Committees in Anesthesiology, Emergency Medicine, Radiology, and Obstetrics/Gynecology to develop practice parameters and risk management protocols. The Board participates in a Joint Conference Committee with the Maine Board of Nursing to exchange views regarding overlaps in the practice of nursing and medicine. The 1995 Legislature created the Advanced Practice Nursing Joint Advisory Council, on which the Board has a seat, to help guide the development of regulation and scope of practice of Advanced Practice Nurses who will practice independently.

### PROGRAM:

**LICENSURE:** The Board uses the nationally recognized United States Medical Licensing Exam, a series of three exams to evaluate basic science, clinical knowledge, and practice skills. In addition a comprehensive oral examination is conducted with every applicant before permanent licensure. During the past year the following licenses were issued:

Permanent Licensures	272
Intern/Resident Certificate	197
Camp physician	53
Temporary/Locum Tenens	113
In July 1998 renewed licenses totaled:	4,704

Certified Physician Assistants Licensed	328
Certified Advanced Practice Nurses Registered	280

**COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE:** The Board receives allegations of misconduct or improper practice from the public, hospital governing bodies, the profession, other state and national agencies, and law enforcement agencies.

If grounds for discipline are found by the Board, it may file a complaint in the Maine Administrative Court seeking revocation or suspension of license. For less serious offenses the Board, on its own motion, issues letters of warning, censure and reprimand, imposes fines, orders license suspension up to 90 days in

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

situations of eminent danger to the public. Actions are reported to the National Practitioner Databank. During the 1997 the Board received 153 new complaints and carried 246 forward from previous years. Of these:

Disciplinary sanctions imposed	14
Dismissed for lack of merit or insufficient grounds	240
Remaining under investigation or pending final action	152

**MEDICAL LIABILITY DEMONSTRATION PROJECT:** This project, which will run through December 1999, will attempt to measure whether medical practice in accordance with authorized practice parameters and risk management protocols will decrease the practice of defensive medicine, lower costs, and enhance the quality of medical care in these specialties. Protocols have been established for Anesthesiology, Emergency Medicine, Obstetrics/Gynecology, and Radiology specialties. See separate listings.

License and discipline information is available at the Board office, by telephone, and at the Board's internet address.

Internet Address: <http://www.docboard.org>.

### **LICENSES:**

License to Practice Medicine and Surgery  
 Certificate of Registration  
 License to Practice Medicine and Surgery as a Camp Physician  
 License to Practice Medicine and Surgery as Locum Tenens  
 Temporary License to Practice Medicine and Surgery  
 Temporary Educational Permit  
 Physician Assistant Preliminary License  
 Assistant License  
 Physician/Physician Extender Certificate of Registration

### **PUBLICATIONS:**

"What You Should Know about the Licensing, Regulation, and Discipline of Physicians in Maine"

(Free) Brochure co-produced with Maine Board of Osteopathic Licensure explaining to the public the authority and procedures of the two Boards in regulating the practice of medicine by physicians and explaining how to make a complaint.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF LICENSURE IN MEDICINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	295,446		295,446			
HEALTH BENEFITS	50,055		50,055			
RETIREMENTS	49,977		49,977			
OTHER FRINGE BENEFITS	4,180		4,180			
OTHER CONTRACT SERVICES STATE	76,120		76,120			
COMPUTER SERVICES STATE	114,894		114,894			
OTHER CONTRACT SERVICES	69,337		69,337			
RENTS	58,464		58,464			
COMMODITIES	8,446		8,446			
GRANTS, SUBSIDIES, PENSIONS	54,055		54,055			
INTEREST-DEBT RETIREMENT	41		41			
TRANSFER TO OTHER FUNDS	8,641		8,641			
<b>TOTAL EXPENDITURES</b>	<b>789,656</b>		<b>789,656</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**MEDICAL SPECIALTY ADVISORY COMMITTEE ON ANESTHESIOLOGY**

**RICHARD M. M. FLOWERDEW, M.D., CHAIRMAN**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

*Established:* 1990

*Telephone:* (207) 287-3603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 543 ; Citation: T0024 M.R.S.A., Sect. 000002972

**PURPOSE:**

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialties applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

**PROGRAM:**

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols, as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. Early data has been insufficient to be predictive, hence the project extension to general a larger study database.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MEDICAL SPECIALTY ADVISORY COMMITTEE ON EMERGENCY MEDICINE**

**PAMELA BENSEN, M.D. & RICHARD CHANDLER, M.D., COCHAIRMAN**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

*Established:* 1990

*Telephone:* (207) 287-3603

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 544 ; Citation: T0024 M.R.S.A., Sect. 000002972

**PURPOSE:**

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialties applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

**PROGRAM:**

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. Early data has been insufficient to be predictive, hence the project extension to generate a larger study database.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**MEDICAL SPECIALTY ADVISORY COMMITTEE ON OBSTETRICS  
AND GYNECOLOGY**

**JOHN MAKIN, M.D., CHAIRMAN**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

*Established:* 1990

*Telephone:* (207) 287-3603

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 545 ; *Citation:* T0024 *M.R.S.A., Sect.* 000002972

**PURPOSE:**

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialties applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

**PROGRAM:**

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols, as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. Early data has been insufficient to be predictive, hence the project extension to generate a larger study database.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**STATE BOARD OF NURSING**

**MYRA A BROADWAY, JD, MS, RN, EXECUTIVE DIRECTOR**

*Central Office:* 24 STONE STREET, AUGUSTA, ME 04330

*Mail Address:* 158 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1915

*Telephone:* (207) 287-1133

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 380 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002151

*Average Count--All Positions:* 7.000

*Legislative Count:* 7.00

**PURPOSE:**

The State Board of Nursing was established to protect the public through regulation of nursing practice 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 nurses or as licensed practical nurses; to renew 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; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to approve programs of training that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered nurse.

Additional responsibilities of the Board are to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered nurses or as licensed practical nurses; to approve nursing educational programs in the State as meet the requirements of law and the

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and the Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; and to approve the credentials of registered nurses who have completed an educational program that prepares the registered nurse to function as an advanced practice registered nurse. An advanced practice registered nurse includes the following: certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist and certified nurse specialist.

### 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.

In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation.

In 1995, an advanced practice registered professional nurse was added to the Board of Nursing, which changed the composition of the Board as follows: six registered professional nurses, one licensed practical nurse, and two representatives of the public. All members are appointed by the Governor for terms of four years. The Board annually elects from its membership a Chairperson and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

### PROGRAM:

During the fiscal year 1997-98, the Board met in seven regular sessions for a total of twelve days. In addition, Board members participated in committee meetings; served as visitors on site visits to educational programs in nursing; served on committees of the National Council of State Boards of Nursing; and represented the Board at conferences or meetings with individuals or groups on matters pertinent to Board business. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed biennially if the licensee is practicing nursing in Maine.

A second major responsibility of the Board of Nursing is approval of all basic nursing programs that prepare persons for licensure in Maine, either as registered nurses or as licensed practical nurses. Maine has 20 Board-approved nursing programs: fifteen to prepare registered nurses and five to prepare practical nurses. The names of these programs follow: Baccalaureate degree nursing programs: Univ. of Southern Maine; St. Joseph's College; Husson College/E.M.M.C.; Westbrook College Campus of the Univ. of New Eng.; Univ. of Me.; Univ. of Me. at Fort Kent. Associate degree nursing programs include Central Maine Medical Center; Univ. of Me. at Augusta; Kennebec Valley Tech Coll.; Univ. Campus of the Univ. of New England; Northern Me. Tech. College; Central Me. Tech. College; Eastern Me. Tech College; and Southern Me. Tech College. In addition, the Univ. of Southern Me. has a generic Masters in Nursing Program for Non-nurses. Practical nursing programs are offered at the technical colleges.

A third responsibility of the Board of Nursing is to impose sanctions on licensees who violate the law thru the exercise of its legal, investigative and disciplinary program. During fiscal year 1997-98, the Board received 152 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 97-98: terminated probation (5); took no action/dismissed complaint (73); warned, censured, reprimanded or fined (2); placed license on probation (0); reinstated/renewed license on probation (5); fined for unlicensed practice (109); accepted voluntary surrender of license (3); and suspended license (1).

### LICENSES:

Registered Professional Nurse  
Licensed Practical Nurse

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

## PUBLICATIONS:

Law Regulating the Practice of Nursing (free to Maine citizens)  
 Rules and Regulations of the Maine State Board of Nursing (free to Maine citizens)  
 Prescribed Curriculum for Nursing Assistant Training Programs (\$10.00)  
 Standardized Medication Course for Certified Nursing Assitants (\$5.00)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	202,954		202,954			
HEALTH BENEFITS	36,158		36,158			
RETIREMENTS	36,025		36,025			
OTHER FRINGE BENEFITS	3,586		3,586			
OTHER CONTRACT SERVICES STATE	8,324		8,324			
COMPUTER SERVICES STATE	39,947		39,947			
OTHER CONTRACT SERVICES	76,349		76,349			
RENTS	29,257		29,257			
COMMODITIES	1,701		1,701			
EQUIPMENT	1,890		1,890			
TRANSFER TO OTHER FUNDS	3,625		3,625			
TOTAL EXPENDITURES	439,816		439,816			



# **EXAMINATION FOR REGISTERED NURSE LICENSURE**

July 1, 1997 - June 30, 1998

First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail	Total Licensed
556	479	77	96	53	43	532

# **EXAMINATION FOR PRACTICAL NURSE LICENSURE**

July 1, 1997 - June 30, 1998

First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail	Total Licensed
26	24	2	2	2	0	26

# **NURSES LICENSED BY ENDORSEMENT REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE**

July 1, 1997 - June 30, 1998

Registered Nurses		Licensed Practical Nurses	
from other states	631	from other states	59
from other countries:		from other countries:	
with examination	1	with examination	0
without examination	175	without examination	0
<b>Total</b>	<b>807</b>	<b>Total</b>	<b>59</b>

	Registered Nurses	Practical Nurses
Licensed by:		
examination	532	26
endorsement	807	59
renewal	7654	1628
reinstatement	261	85
<b>Total</b>	<b>9254</b>	<b>1798</b>

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**NURSING HOME ADMINISTRATORS LICENSING BOARD**

**ELAINE THIBODEAU, ADMINISTRATOR**

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1973

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 371 ; Citation: T0032 M.R.S.A., Sect. 000000063A

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF OCCUPATIONAL THERAPY PRACTICE**

**ELAINE THIBODEAU, ADMINISTRATOR**

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1984

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 477 ; Citation: T0032 M.R.S.A., Sect. 000002271

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**OIL AND SOLID FUEL BOARD**

**CHERYL HERSOM, ADMINISTRATOR**

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1955

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 381 ; Citation: T0032 M.R.S.A., Sect. 000002351

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**STATE BOARD OF OPTOMETRY**

**KARL B. COLBATH, O.D., PRESIDENT**

Central Office: 24 STONE STREET, AUGUSTA, ME 04333

Mail Address: 113 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1909

Telephone: (207) 287-2535

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 382 ; Citation: T0032 M.R.S.A., Sect. 000002415

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PURPOSE:

The State Board of Optometry was established to protect the public through the 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 and license qualified applicants to practice the profession of optometry and to hold the title of Licensed Optometrist in the State of Maine, upon payment of specified fees; to renew all licenses annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program approved by the Board; and to revoke, refuse or suspend any license for violation of the laws relating to optometry.

The Board investigates all complaints and cases of non-compliance with optometrist laws, rules and regulations, conducts hearings, and brings all such cases to the notice of the proper prosecuting officer. It also enforces standards established by law and makes 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. The sixth member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects a president and secretary-treasurer from its members.

### PROGRAM:

The Maine Board of Optometry held five meetings in FY 98.

The Board held an exam for licensure in August 1997; four optometrists took the exam and all four passed. There were no applicants for the Feb., 1998 exam.

During 1998, the Board issued 173 active licenses and 6 non-active licenses for a total of 179 licenses. Three optometrists retired in 1997.

All Maine optometrists must complete 25 hours of approved continuing education in 1998 in order to renew their license in 1999.

### LICENSES:

The Board now issues five different licenses: Basic, Diagnostic, Therapeutic Advanced, and Therapeutic Advanced Glaucoma.

### PUBLICATIONS:

"The Maine Optometry Law" - free upon request

"Rules of Practice" - free upon request

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	1,025		1,025			
OTHER CONTRACT SERVICES STATE	11,274		11,274			
OTHER CONTRACT SERVICES	8,041		8,041			
RENTS	3,036		3,036			
COMMODITIES	398		398			
TOTAL EXPENDITURES	23,774		23,774			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF OSTEOPATHIC LICENSURE**

**CHARLES PERNICE D.O., SEC TREAS**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142

*Established:* 1916

*Telephone:* (207) 287-2480

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 383 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002561

*Average Count--All Positions:* 1.000

*Legislative Count:* 1.00

**PURPOSE:**

The Board of Osteopathic Licensure was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or seek revocation of all licenses. Furthermore, the Board has the power to make rules it considers necessary for the successful enforcement of its authority and the performance of its duties. As part of the biennial relicensure process, the Board shall prepare and distribute its rules relative to continuing medical education and its code of ethics to each licensed osteopathic physician practicing in Maine.

**ORGANIZATION:**

The Board of Osteopathic Licensure, when it was established in 1919, consisted of five members appointed by the Governor with the advice 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. Currently, the Board consists of 9 members appointed by the Governor. Six of these members must be graduates of a legally chartered college of osteopathic medicine and must be, at the time of appointment, actively engaged in the practice of the profession of osteopathic medicine in the State for a period of at least 5 years, and 3 of these members must be public members. Board meetings are held monthly. A chairman and secretary-treasurer, elected annually, are chosen by and from the members of the Board.

**PROGRAM:**

Revision of statutes relating to the Board of Osteopathic Licensure in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June, 1982 meeting to become effective January, 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet increased expenses. Revised statutes also specify one annual meeting instead of the two meetings as required previously, with special meetings authorized as called by the Chairman of the Board. Relicensure fees have been increased to \$400 biennially.

Continuing medical education requirements have been increased to 100 hours biennially. The Board insists that at least forty percent of the credit hours must be osteopathic medical education approved in the rules established by the Board. Each licensee must furnish to the Board satisfactory evidence of attendance in the 2 preceding years at education programs sponsored by recognized associations, colleges or universities, hospitals, institutes or groups approved by the Board. This provides the public with the assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the June meeting at the Board office in Augusta, Maine: Joseph R.D. deKay, D.O., Marie Guay, D.O., Vice-Chair

**LICENSES:**

License to Practice Osteopathic Medicine

License to Practice Osteopathic Medicine as Locum Tenens/Camp Physician

Temporary Educational Permits

Certificate of Registration/Certificate of Qualification

**PUBLICATIONS:**

List of licensed osteopathic physicians in Maine - \$20.00

Rules and Regulations governing Physician's Assistants/Extenders - \$10.00

A pamphlet entitled "What You Should Know About...", which was co-produced with the Board of Licensure in Medicine, is available at no cost. The Pamphlet explains to members of the public the procedures of and authority of both Boards

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

in regulating the professions. It also explains the procedure for filing a complaint against a physician.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF OSTEOPATHIC LICENSURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	37,683		37,683			
HEALTH BENEFITS	2,051		2,051			
RETIREMENTS	5,760		5,760			
OTHER FRINGE BENEFITS	588		588			
OTHER CONTRACT SERVICES STATE	14,409		14,409			
COMPUTER SERVICES STATE	47,397		47,397			
OTHER CONTRACT SERVICES	14,331		14,331			
RENTS	6,785		6,785			
COMMODITIES	1,538		1,538			
<b>TOTAL EXPENDITURES</b>	130,542		130,542			

## MAINE BOARD OF PHARMACY

### GERALDINE L. BETTS, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1977

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 392 ; Citation: T0032 M.R.S.A., Sect. 000013711

#### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF EXAMINERS IN PHYSICAL THERAPY

### GERALDINE BETTS, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1955

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 393 ; Citation: T0032 M.R.S.A., Sect. 000003112

#### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**MAINE STATE PILOTAGE COMMISSION**

**CHERYL HERSOM, ADMINISTRATOR**

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1969

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 387 ; Citation: T0038

*TDD:* (207) 624-8563

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000000089

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**PLUMBERS' EXAMINING BOARD**

**CHERYL HERSOM, ADMINISTRATOR**

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1937

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 395 ; Citation: T0032

*TDD:* (207) 624-8563

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000003401

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF LICENSURE OF PODIATRIC MEDICINE**

**ELAINE THIBODEAU, ADMINISTRATOR**

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1933

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 396 ; Citation: T0032

*TDD:* (207) 624-8563

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000003601

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**PROPANE AND NATURAL GAS BOARD**

**CHERYL HERSOM, ADMINISTRATOR**

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1995

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 582 ; Citation: T0032

*WATS:* (000) 000-0000

*TDD:* (207) 624-8563

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000014803

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

### GERALDINE L. BETTS, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1968

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 415 ; Citation: T0032 M.R.S.A., Sect. 000003821

### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

### ELAINE THIBODEAU, ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1983

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 465 ; Citation: T0032 M.R.S.A., Sect. 000009854

### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## REAL ESTATE COMMISSION

### CAROL LEIGHTON, DIR., REAL ESTATE COMM.

WATS: (000) 000-0000

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: STATEHOUSE STA# 35, AUGUSTA, ME 04333

FAX: (207) 624-8637

Established: 1937

Telephone: (207) 624-8603

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 039 ; Citation: T0032 M.R.S.A., Sect. 000013062

### ORGANIZATION:

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF REAL ESTATE APPRAISERS**

**CAROL LEIGHTON, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-8637

*Established:* 1990

*Telephone:* (207) 624-8603

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 298 ; *Citation:* T0032 *M.R.S.A., Sect.* 000013967

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF RESPIRATORY CARE PRACTITIONERS**

**GERALDINE BETTS, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-8637

*Established:* 1985

*Telephone:* (207) 624-8603

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 343 ; *Citation:* T0032 *M.R.S.A., Sect.* 000009703

**ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MEDICAL SPECIALTY ADVISORY COMMITTEE ON RADIOLOGY**

**NEIL NEWTON, M.D., CHAIRMAN**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

*Established:* 1990

*Telephone:* (207) 287-3603

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 547 ; *Citation:* T0024 *M.R.S.A., Sect.* 000002972

**PURPOSE:**

Pursuant to PL 1990 Ch. 931 as amended, on January 1, 1992 the Board of Licensure in Medicine and Board of Osteopathic Licensure jointly announced the opening of a Medical Liability Demonstration Project in the medical specialties of Anesthesiology, Emergency Medicine, Obstetrics and Gynecology, and Diagnostic Radiology. Four hundred one of four hundred twenty-four physicians practicing in Maine in these four specialties applied to participate in this innovative project which was originally scheduled to extend until December 31, 1996. Neither project administration nor performance analysis were funded by the Legislature. The 1995 Legislature extended the project until 1999.

**PROGRAM:**

The project will attempt to measure whether medical practice in accordance practice parameters and risk management protocols, as adopted by the two physician licensing Boards, will decrease the cost of the practice of defensive medicine and enhance the quality of care. National interest in this project has developed and the Board continues to be in contact with health researchers and policy analysts throughout the country who are interested in monitoring and evaluating the effects of this project. Early data has been insufficient to be predictive, hence the project extension to generate a larger study database.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

comprehensive fiscal data relative to this unit

### SECURITIES DIVISION

#### CHRISTINE A. BRUENN, SECURITIES ADMINISTRATOR

TDD: (207) 624-8563

Central Office: GARDINER ANNEX, NORTHERN AVE, GARDINER, ME 04345

Mail Address: 121 STATEHOUSE STATION, AUGUSTA, ME 04333-0121 FAX: (207) 624-8590

Established: Telephone: (207) 624-8551

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 032 ; Citation: T0009B M.R.S.A., Sect. 000000212A

#### PURPOSE:

The principal mission of the Securities Division is to protect Maine investors, and toward that end, the Division administers and enforces the Revised Maine Securities Act; reviews applications to register securities for sale in Maine; reviews filings for exemptions from registration; licenses broker-dealers, sales representatives, and investment advisers doing business in Maine; suspends or revokes such licenses for misconduct, as defined in the Securities Act; responds to consumer complaints; investigates possible violations of the securities laws, and when warranted by the circumstances, issues cease and desist and other administrative orders or refers matters to the Attorney General for civil or criminal action. The Division also enforces the Business Opportunity Law and the State Commodity Code.

#### ORGANIZATION:

In 1913, two years after Kansas adopted the first "blue sky" law, Maine enacted a statute relating to "Dealers in Securities," to be administered by the Bank Commissioner. Over the years, that law was the subject of numerous changes, including the creation of a securities division, the establishment of a requirement for the registration of securities offerings, and the addition of antifraud and civil liability provisions. In 1985, Maine replaced its existing securities laws with the Revised Maine Securities Act, which was based on a draft of the Revised Uniform Securities Act. The next year legislation was passed giving the Securities Division enforcement powers over the sale of certain types of business opportunities and commodity contracts. In 1989, the Legislature transferred from the Bank Superintendent to the Securities Administrator the responsibility for administering and enforcing the securities laws, while keeping the Division a part of the Bureau of Banking.

#### PROGRAM:

In fiscal year 1998, the Division received and processed 12,073 applications to register securities or notice filings for federally covered securities (increase of 24% over fiscal year 1997), 244 private placement filings (8% decrease), 15 exemption filings for offerings to existing security holders, 23 filings relying on small Maine issuer exemptions (64% increase), and 4 small company registration filings. As of the end of the fiscal year, there were 1040 broker-dealers licensed to do business in Maine, 42,833 licensed sales representatives (increase of 17%), and 471 investment adviser licenses or notice filers (increase of 8%). In connection with the Division's review of licensing applications, 406 sales representative applications, 56 broker-dealer applications, and 3 investment adviser applications were withdrawn as a result of questions or objections raised by the Division.

Through its enforcement actions, the Division obtained \$2,519,314 in restitution and \$22,873 in penalties. Through the Attorney General, the Division continued a major lawsuit involving the widespread sale in Maine of unregistered securities, filed 2 new civil actions involving the sale of unregistered securities, and obtained the conviction of a man who continued to sell securities in a fraudulent manner even after being warned to cease by the Securities Division.

Internet Address: <http://www.state.me.us/pfr/sec/sechome2.htm>

#### LICENSES:

Broker-Dealer; Sales Representative; Investment Adviser

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### **PUBLICATIONS:**

Revised Maine Securities Act; Guide to Mutual Fund Investing; So You Want to Go Public?; Capitalizing Your Business With SCOR; Investor's Guide to Reading the Mutual Fund Prospectus (by Investment Company Institute); What Every Investor Needs to Know (video, also); (All Free). Calling For Your Dollars (free video rentals).

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **STATE BOARD OF SOCIAL WORKER LICENSURE**

### **ELAINE THIBODEAU, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1967

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 416 ; Citation: T0032

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000007026

### **ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BOARD OF EXAMINERS ON SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY**

### **ELAINE THIBODEAU, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1976

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 296 ; Citation: T0032

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000006010

### **ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **STATE BOARD OF VETERINARY MEDICINE**

### **GERALDINE L. BETTS, ADMINISTRATOR**

*TDD:* (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1905

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 285 ; Citation: T0032

*FAX:* (207) 624-8637

*Telephone:* (207) 624-8603

*M.R.S.A., Sect.* 000004854

### **ORGANIZATION:**

All professional and occupational licensing boards are now listed under the Office of Licensing and Registration beginning fiscal year 1996.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

**MICHAEL F. KELLY, COMMISSIONER**  
**ROLAND LEACH, DIR. ADMIN. SERVICES**

TDD: (207) 287-4478

Central Office: 36 HOSPITAL ST, AUGUSTA, ME, 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1971

FAX: (207) 624-7137

Telephone: (207) 624-7074

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219 ; Citation: T0025 M.R.S.A., Sect. 000002901

Average Count--All Positions: 620.500

BUREAU OF HIGHWAY SAFETY Legislative Count: 620.50

Units:

MAINE HIGHWAY SAFETY COMMISSION

BUREAU OF CAPITOL SECURITY

STATE BUREAU OF IDENTIFICATION

MISSING CHILDREN INFORMATION CLEARINGHOUSE

BUREAU OF LIQUOR ENFORCEMENT

MAINE CRIMINAL JUSTICE ACADEMY

BUREAU OF STATE POLICE

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE  
ACADEMY

MAINE DRUG ENFORCEMENT AGENCY

EMERGENCY MEDICAL SERVICES BOARD

E-9-1-1 COUNCIL

EMERGENCY SERVICES COMMUNICATION BUREAU

OFFICE OF THE STATE FIRE MARSHAL

**PURPOSE:**

The Department of Public Safety was established to serve the people by providing, coordinating and leading a responsive and comprehensive public safety system to protect their lives, rights and properties.

Employees of the Maine Department of Public Safety will continue to serve the public to the best of our ability by being dedicated and accountable and by managing resources effectively and efficiently. We seek to preserve the public order and to protect the persons, property, rights and privileges of all people in the State through ethical leadership and the development of our employees, while upholding and respecting the constitutional rights of all persons to liberty, equity and justice.

**ORGANIZATION:**

The Department of Public Safety was created in 1971, which consolidated the former Department of State Police, the Enforcement Division of the State Liquor Commission, the employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety.

In 1978, the Bureau of Capitol Security was added to the organization of the Department. The responsibility for the administration of the Highway Safety Program from the Department of Transportation was added and in 1990 the Legislature changed the name to the Bureau of Highway Safety.

The Maine Drug Enforcement Agency and The Maine Drug Enforcement Agency Advisory Board were created by the 113th Legislature to develop and carry out a Statewide Drug Enforcement Program. Beginning on January 1, 1989 the E911 Advisory Committee was established to assist and advise the Department in the implementation of a statewide E911 System. Chapter 566, P.L. 1993, created the Emergency Services Communications Bureau within the Department which is responsible for statewide implementation and management of the E911 System and the E911 Advisory Board was changed to the E911 Council. Chapter 588, P.L. 1991, transferred the responsibility for Emergency Medical Services from the Department of Human Services to Public Safety.

During 1993, the 116th Legislature created the Missing Children Information Clearinghouse requiring the Department to collect and disseminate complete information related to missing children. July of 1993 saw all liquor licensing functions transferred from the Bureau of Alcoholic Beverages and Lottery Operations to the Bureau of Liquor Enforcement. Recommendations of the Productivity Realization Task Force requiring the merger of Administrative Services Units of Public Safety and the Department of Defense and Veterans' Services with Public Safety acting as fiscal agent was completed in January

## DEPARTMENT OF PUBLIC SAFETY

1996. Also a recommendation of the PTRF to consolidate all licensing and inspections within the Department of Public Safety into a single point of contact under Administrative Services Unit was implemented in July 1996.

### PROGRAM:

Other than Administration of the Department, the activities during 1998 are discussed in the individual reports of its Bureaus. The financial array for the Administration of the Department also includes the Bureau of Capitol Security, Emergency Medical Services, Departmental TQM, and Motor Vehicle Inspection financial information.

Administration. Effective with the fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment of the first non-law enforcement officer as Commissioner. This program included the Commissioner and the Director of Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Human Resources, Audit, and Public Information. Administration of the centralized licensing and inspection unit was added to the Division in FY1998

Finance Office: Provides all accounting and budget control services for the Department of Public Safety and the Department of Defense and Veterans' Services.

Personnel Office: Administers the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations. The Personnel Office completed a trooper recruitment process and processed 1,339 applications. This Office also provides a full range of services to the Department of Defense and Veterans' Services.

Audit: This office is responsible for the external audit of National Highway Traffic Administration and U.S. Department of Justice sub-grants issued by the Department for compliance with the Office of Management and Budget Circulars A-102, A-87, and A-128.

Public Information Office: Serves as the spokesman for the Department in response to major news events and advisor to the Commissioner and Bureau Heads.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,407,042	6,699,991	4,564,511	8,643,918	498,622	
HEALTH BENEFITS	4,520,271	422,283	960,264	3,029,820	107,904	
RETIREMENTS	6,721,197	3,435,618	1,498,511	1,680,194	106,874	
OTHER FRINGE BENEFITS	344,578	28,092	76,766	233,101	6,619	
OTHER CONTRACT SERVICES STATE	3,057,303	763,666	309,447	215,916	1,541,348	226,926
COMPUTER SERVICES STATE	1,051,392	97,296	600,451	319,788	33,857	
OTHER CONTRACT SERVICES	4,244,148	1,751,699	784,851	1,539,187	168,411	
RENTS	623,492	163,207	153,435	116,324	190,526	
COMMODITIES	1,116,264	301,278	185,996	322,852	306,118	20
GRANTS, SUBSIDIES, PENSIONS	1,799,306	78,788	54,812	364,330	1,301,376	
BUILDING IMPROVEMENTS	6,990	6,990				
EQUIPMENT	3,638,690	1,455,957	528,510	888,331	765,892	
INTEREST-DEBT RETIREMENT	663	576	16	69	2	
TRANSFER TO OTHER FUNDS	406,728		124,069	262,622	20,037	
<b>TOTAL EXPENDITURES</b>	<b>47,938,064</b>	<b>15,205,441</b>	<b>9,841,639</b>	<b>17,616,452</b>	<b>5,047,586</b>	<b>226,946</b>

## DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,799,023	478,214	877,283	344,087	99,439	
HEALTH BENEFITS	439,696	98,751	224,786	94,259	21,900	
RETIREMENTS	384,994	85,246	216,043	64,411	19,294	
OTHER FRINGE BENEFITS	25,173	5,589	13,510	4,325	1,749	
OTHER CONTRACT SERVICES STATE	947,876	573,337	63,045	1,303	83,265	226,926
COMPUTER SERVICES STATE	27,611	4,229	21,002	2,420	-40	
OTHER CONTRACT SERVICES	396,135	132,175	153,946	108,499	1,515	
RENTS	113,098	37,210	68,877	7,011		
COMMODITIES	67,007	18,294	24,450	12,009	12,234	20
EQUIPMENT	52,764	39,232	13,532			
INTEREST-DEBT RETIREMENT	4	1	3			
TRANSFER TO OTHER FUNDS	43,446		29,288	9,942	4,216	
<b>TOTAL EXPENDITURES</b>	<b>4,296,827</b>	<b>1,472,278</b>	<b>1,705,765</b>	<b>648,266</b>	<b>243,572</b>	<b>226,946</b>

## BUREAU OF CAPITOL SECURITY

### DONALD SUITTER, DIRECTOR

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME 04333

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1977

*Reference:* Policy Area: 06 ; Umbrella: 16 Unit: 219C; Citation: T0005

*Average Count--All Positions:* 11.000

*Telephone:* (207) 287-4357

*M.R.S.A., Sect.* 000002904

*Legislative Count:* 11.00

#### PURPOSE:

The Bureau of Capitol Security is responsible for the parking enforcement in most State House and Augusta Mental Health parking areas and security of most buildings and property owned by the State in the Augusta area.

#### ORGANIZATION:

The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, The functions of the Bureau were the responsibility of the Bureau of Public Improvements.

#### PROGRAM:

During the fiscal year 1998, the Bureau processed over 2,400 incidents, investigated 25 automobile accidents, issued over 1,800 parking tickets, and dealt with several controversial legislative hearings.

The major objective of the Bureau continues to be "meeting the security needs for designated state facilities".

#### LICENSES:

Capitol Area Activity Permit

#### PUBLICATIONS:

Capitol Area Security Regulations  
Rules and Regulations Relating to Parking

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	253,003	252,964	39			
HEALTH BENEFITS	69,341	69,339	2			
RETIREMENTS	44,596	44,590	6			
OTHER FRINGE BENEFITS	5,269	5,269				
COMPUTER SERVICES STATE	245	245				
OTHER CONTRACT SERVICES	16,724	16,724				
RENTS	111	111				
COMMODITIES	2,964	2,964				
TOTAL EXPENDITURES	392,253	392,206	47			

## MISSING CHILDREN INFORMATION CLEARINGHOUSE

**MICHAEL F. KELLY, COMMISSIONER**  
**MALCOLM DOW, CHIEF**

*Central Office:* 36 HOSPITAL STREET, AUGUSTA, ME 04330

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 624-7137

*Established:* 1993

*Telephone:* (204) 624-7074

*Reference: Policy Area:* 06 ; *Umbrella:* 16 *Unit:* 562 ; *Citation:* T0025 *M.R.S.A., Sect.* 000002155

### PURPOSE:

The Missing Children Information Clearinghouse was established as an operating unit of the Maine State Police and central repository of information for missing and exploited children.

### ORGANIZATION:

The Missing Children Information Clearinghouse, by law, is the responsibility of the Commissioner of Public Safety.

### PROGRAM:

The purpose of the Clearinghouse is to establish a system for communication of information related to children who are determined missing by their parents, guardians, legal custodians, or by a law enforcement agency, and to provide a centralized file for missing children within the state.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE CRIMINAL JUSTICE ACADEMY

**STEVEN GIORGETTI, DIRECTOR**

*Central Office:* 93 SILVER ST, WATERTOWN, ME 04901

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 877-8027

*Established:* 1973

*Telephone:* (207) 877-8000

*Reference: Policy Area:* 06 ; *Umbrella:* 16 *Unit:* 228 ; *Citation:* T0025 *M.R.S.A., Sect.* 000002801A

*Average Count--All Positions:* 14.000

*Legislative Count:* 14.00

### 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.

## DEPARTMENT OF PUBLIC SAFETY

### ORGANIZATION:

The Maine Criminal Justice Academy was created in 1969 as the Maine Police Academy, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed the 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 officers employed after September 30, 1971, complete a basic police school at the Academy within one year of their appointment. The Academy is overseen by a 17 Member Board of Trustees.

### PROGRAM:

During FY 1998 the Trustees certified 102 Municipal/County Law Enforcement Officers, 37 State Police Officers, 175 Corrections Officers, and 277 Pre-Service Officers. They waived 3 law enforcement training requirements and issued 44 Instructor Certificates, recognized 4 Chiefs and Sheriffs, certified 8 Drug Recognition Technicians and approved 24 new courses. The Academy sponsored 332 specialized and in-service courses that were conducted for 6,780 law enforcement and corrections officers. The MCJA Board of Trustees suspended 7 Law Enforcement Certificates. Corrections Certificate.

### LICENSES:

Doppler Traffic Radar Certificate  
Intoxilyzer Operation Certificate  
Aircraft Speed Enforcement Observer Certificate  
Accident Reconstruction Specialist Certificate  
Canine Handler Team Certification  
Canine Handler Team Evaluator's Certification  
Canine Trainer Certification  
Drug Recognition Technician Certification  
Instructor Certification

### PUBLICATIONS:

Administrative Provisions Manual  
Newsletter  
All Points Bulletin  
Report to Legal Affairs

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	415,630	216,806	156,521		42,303	
HEALTH BENEFITS	100,079	56,454	35,947		7,678	
RETIREMENTS	73,527	39,289	26,448		7,790	
OTHER FRINGE BENEFITS	4,906	3,093	1,190		623	
OTHER CONTRACT SERVICES STATE	363,168	101,709	124,350		137,109	
COMPUTER SERVICES STATE	192	132	60			
OTHER CONTRACT SERVICES	145,863	93,574	23,087		29,202	
RENTS	16,517	15,287	1,177		53	
COMMODITIES	228,783	57,709	28,235		142,839	
EQUIPMENT	86,359		4,721		81,638	
TRANSFER TO OTHER FUNDS	4,555		2,365		2,190	
TOTAL EXPENDITURES	1,439,579	584,053	404,101		451,425	



DEPARTMENT OF PUBLIC SAFETY

**BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY**

**BRIAN MACMASTER, CHAIRPERSON**

*Central Office:* 93 SILVER ST, WATERTVILLE, ME 04901

*Mail Address:* 93 SILVER ST, WATERTVILLE, ME 04901

*Established:* 1969

*Reference:* Policy Area: 06 ; Umbrella: 16 Unit: 227 ; Citation: T0025

*FAX:* (207) 877-8027

*Telephone:* (207) 877-8000

*M.R.S.A., Sect.* 000002802

**PURPOSE:**

The primary responsibilities to the Board of Trustees are: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and to prescribe the content of the curriculum. The Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and corrections officers.

**ORGANIZATION:**

The Academy Board of Trustees currently consists of 17 members: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, and the Commissioner of Corrections, are all ex officio. The following members are appointed by the Governor: a commissioned officer of the Maine 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, three citizens, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except ex officio members who remain on the board during their term of office.

**PROGRAM:**

During FY 1998 the Trustees certified 102 Municipal/County Law Enforcement Officers, 37 State Police Officers, 175 Corrections Officers, and 277 Pre-Service Officers. They waived 3 law enforcement training requirements and issued 44 Instructor Certificates, recognized 4 Chiefs and Sheriff, certified 8 Drug Recognition Technicians and approved 24 new courses. The Academy sponsored 332 specialized and in-service courses that were conducted for 6,780 law enforcement and corrections officers. The MCJA Board of Trustees suspended 7 Law Enforcement Certificates.

**LICENSES:**

See the Maine Criminal Justice Academy

**PUBLICATIONS:**

See the Maine Criminal Justice Academy

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MAINE DRUG ENFORCEMENT AGENCY**

**ROY MCKINNEY, DIRECTOR**

*Central Office:* 565 CONGRESS ST, PORTLAND, ME 04101

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1987

*Reference:* Policy Area: 06 ; Umbrella: 16 Unit: 230 ; Citation: T0025

*Average Count--All Positions:* 3.000

*FAX:* (207) 822-0381

*Telephone:* (207) 822-0380

*M.R.S.A., Sect.* 000002955

*Legislative Count:* 3.00

**PURPOSE:**

The purpose is to provide a central administrative structure for the establishment, coordination, and control of specialized narcotics and narcotics related investigative units within the State of Maine. The investigative staff

## DEPARTMENT OF PUBLIC SAFETY

of the Agency are drawn from the ranks of state, county, and local law enforcement agencies. In addition to the consolidation of investigatory resources, the Maine Drug Enforcement Agency also integrates state and federal prosecuting personnel with the day-to-day case work investigators. The prosecutors assist in the development of priorities and establishment of investigatory strategies.

### ORGANIZATION:

The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 M.R.S.A., Chapter 353. Funding of the Agency was established by the Anti-Drug Abuse Act of 1986. This Agency has been placed within the organizational structure of the Department of Public Safety and is managed by a Director who reports to the Commissioner of Public Safety. In 1991 the Legislature changed the Agency name to the Maine Drug Enforcement Agency.

### PROGRAM:

MDEA's goals are to: terminate drug trafficking organizations by incarcerating their members, seizing their drugs, obtaining their illegally gained assets and assist all county, local and federal agencies in accomplishing this mission.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE DRUG ENFORCEMENT AGENCY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	53,903	53,903				
HEALTH BENEFITS	14,250	14,250				
RETIREMENTS	9,012	9,012				
OTHER FRINGE BENEFITS	608	608				
OTHER CONTRACT SERVICES STATE	1,289,309	23,430	25,144		1,240,735	
COMPUTER SERVICES STATE	38,622	18,496	12,876		7,250	
OTHER CONTRACT SERVICES	199,014	85,392	84,087		29,535	
RENTS	231,192	35,043	30,307		165,842	
COMMODITIES	22,780	8,312	13,202		1,266	
EQUIPMENT	10,270				10,270	
INTEREST-DEBT RETIREMENT	3		3			
<b>TOTAL EXPENDITURES</b>	1,868,963	248,446	165,619		1,454,898	

## EMERGENCY MEDICAL SERVICES BOARD

### JOHN BRADSHAW, JR., DIRECTOR

*Central Office:* 16 EDISON DRIVE, AUGUSTA, ME 04330

*Mail Address:* 152 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:*

*FAX:* (207) 287-6251

*Telephone:* (207) 287-3953

*Reference: Policy Area: 06 ; Umbrella: 16 Unit: 163 ; Citation: T0032 M.R.S.A., Sect. 000000088*

### PURPOSE:

Maine Emergency Medical Services is responsible for training, licensing and the coordination of all ambulance services and the emergency medical technicians who staff them.

### ORGANIZATION:

The 13 member Maine Emergency Medical Services Board is the sole EMS rulemaking authority and provides policy direction for Maine EMS. There are six regional councils to provide training and coordination.

Maine has 260 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 4,500 licensed EMS personnel, 37 acute care hospitals (including 3 designated Trauma Centers), 450 EMS vehicles, and 1,500 emergency physicians, nurses, vehicle operators, and dispatchers.

## DEPARTMENT OF PUBLIC SAFETY

### PROGRAM:

The Maine EMS system conducts hundreds of training programs for ambulance services and EMTs' who staff them.

All of the activities support a system which responds to nearly 160,000 calls annually, a number which has steadily increased over the last decade.

### LICENSES:

Ambulance Vehicle Licenses  
Emergency Medical Service Vehicle Authorization  
Ambulance and First Responder Service Licenses and Permits  
First Responder, Emergency Medical Technician, EMT-Intermediate, EMT-Critical Care, and Paramedic Licensure  
EMS Instructor-Coordinator Certification  
EMS Training Facility Authorization  
Air Ambulance Licenses

### PUBLICATIONS:

Laws and Regulations - Maine EMS System  
Maine EMS Trauma System Plan  
Maine EMS Health & Safety Manual  
Journal of Maine EMS  
Maine EMS Prehospital Treatment Protocols  
Clinical Behavioral Objectives for EMS Education  
Maine EMS Data System Manual  
Prehospital "Comfort Care/Do Not Resuscitate"  
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit  
Spine Injury Management

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## E-9-1-1 COUNCIL

**MICHAEL F. KELLY, COMMISSIONER**  
**D. DWIGHT DOGHERTY, JR., CHAIRMAN**

WATS: (800) 452-4664

Central Office: 36 HOSPITAL ST, AUGUSTA, ME 04333

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 FAX: (207) 624-7088

Established: Telephone: (207) 624-7074

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 241 ; Citation: T0025 M.R.S.A., Sect. 000002925

### PURPOSE:

The E-9-1-1 Council is composed of 17 members and was established to advise the Emergency Services Communication Bureau on the activities relating to the establishment of an E-9-1-1 system, review and comment on rules proposed by the Bureau, and assist the Bureau in providing public information about implementation and operation of the E-9-1-1 system.

### ORGANIZATION:

The membership of the committee is: one person appointed by the Public Utilities Commission, one person appointed by the Commissioner of Public Safety, and 15 appointed by the Governor from nominations as detailed in 25 MRSA, Section 2925.

### PROGRAM:

The Committee shall advise and assist the Emergency Services Communication Bureau in the implementation of the E-9-1-1 system.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

EMERGENCY SERVICES COMMUNICATION BUREAU

STEPHAN BUNKER, DIRECTOR

WATS: (888) 448-3803

Central Office: 36 HOSPITAL STREET, AUGUSTA, ME 04333

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 FAX: (207) 624-7118

Established: 1994

Telephone: (207) 287-9911

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 574 ; Citation: T0025 M.R.S.A., Sect. 000002926

Average Count--All Positions: 3.000

Legislative Count: 3.00

PURPOSE:

The Emergency Services Communication Bureau was established within the Department of Public Safety in 1994 to implement and manage the Enhanced 9-1-1 (E 9-1-1) system. The Bureau, in consultation with the E-9-1-1 Council, will develop all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E-9-1-1 system.

ORGANIZATION:

The Bureau is staffed by the Director and two other positions. It is funded by a twenty cent per month subscriber telephone charge.

PROGRAM:

The Bureau has focused on implementation of the E 9-1-1 system, which includes acquisition of the telephone network, customer information database, answering point equipment and system maintenance. Through a cooperative agreement with the Maine Office of Geographic Information Systems, local municipalities are receiving technical assistance in the naming and numbering of all street and road networks. Additional activities are the development of a statewide public information and education plan and formal dispatcher training standards.

PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Guidebook for Local Governments, Third Ed.

Quarterly 9-1-1 News

Web Page [www.state.me.us/dps/e9-1-1](http://www.state.me.us/dps/e9-1-1)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

EMERGENCY SERVICES COMMUNICATION BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	94,808		94,808			
HEALTH BENEFITS	20,231		20,231			
RETIREMENTS	18,261		18,261			
OTHER FRINGE BENEFITS	1,701		1,701			
OTHER CONTRACT SERVICES STATE	39,511		39,511			
COMPUTER SERVICES STATE	563,586		563,586			
OTHER CONTRACT SERVICES	30,851		30,851			
RENTS	12,114		12,114			
COMMODITIES	5,261		5,261			
TRANSFER TO OTHER FUNDS	6,162		6,162			
<b>TOTAL EXPENDITURES</b>	<b>792,486</b>		<b>792,486</b>			

DEPARTMENT OF PUBLIC SAFETY

**OFFICE OF THE STATE FIRE MARSHAL**

**JOHN C. DEAN, STATE FIRE MARSHAL**  
**LADD ALCOTT, ASST. STATE FIRE MARSHAL**

*Central Office:* 18 MEADOW ROAD, AUGUSTA, ME 04330

*Mail Address:* 52 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1973

*Reference: Policy Area:* 06 ; *Umbrella:* 16 *Unit:* 224 ; *Citation:* T0025

*Average Count--All Positions:* 19.500

*FAX:* (207) 287-7277

*Telephone:* (207) 287-3473

*M.R.S.A., Sect.* 000002396

*Legislative Count:* 19.50

**PURPOSE:**

The primary function of the State Fire Marshal is to protect lives and property through the investigation of explosions, suspicious and fatal fires.

**ORGANIZATION:**

The Division of State Fire Prevention was created in 1937 to combat an increasing number of fraudulent insurance claims resulting from set fires. Since then there has been a substantial growth in the areas of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention in 1972. The scope of statutory authority has broadened to include a number of activities related to life safety as well as fire prevention.

The Office was reorganized in 1996 as a result of recommendations of the Productivity Realization Task Force with the licensing and inspections functions consolidated with other department licensing functions in order to provide for a single point of contact under the Administrative Services Division.

**PROGRAM:**

The Office of the State Fire Marshal enforces all laws, rules and regulations concerned with the prevention of fires; suppression of arson and investigations of cause, origin, and circumstances of fires and explosions; regulation of fireworks and other explosives; and gathering and evaluation of statistics concerning the number, cause, and other related information of fires occurring in the state.

**LICENSES:**

Certificates

Registration

Responsible managing Supervisor - Fire Sprinkler System

Inspection - Fire Sprinkler System

**PUBLICATIONS:**

Laws for the Fire Service

Rules and Regulations Governing Storage and Display of Fireworks

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	645,910		645,910			
HEALTH BENEFITS	123,693		123,693			
RETIREMENTS	113,457		113,457			
OTHER FRINGE BENEFITS	10,818		10,818			
OTHER CONTRACT SERVICES STATE	39,745		39,745			
COMPUTER SERVICES STATE	2,110		2,110			
OTHER CONTRACT SERVICES	111,147		111,147			
RENTS	29,824		29,824			
COMMODITIES	42,748		42,748			
EQUIPMENT	116,349		116,349			
INTEREST-DEBT RETIREMENT	3		3			
TRANSFER TO OTHER FUNDS	244		244			
<b>TOTAL EXPENDITURES</b>	1,236,048		1,236,048			

## BUREAU OF HIGHWAY SAFETY

### RICHARD E PERKINS, DIRECTOR

*Central Office:* 397 WATER ST, GARDINER, ME 04345

*Mail Address:* 164 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1980

*Reference: Policy Area:* 06 ; *Umbrella:* 16 *Unit:* 221 ; *Citation:* T0025

*Average Count--All Positions:* 8.000

*FAX:* (207) 624-8768

*Telephone:* (207) 624-8756

*M.R.S.A., Sect.* 000002902

*Legislative Count:* 8.00

#### PURPOSE:

The Bureau of Highway Safety has two (2) major responsibilities. The first is for the state's highway safety program and the Bureau is authorized: to develop and implement a process for obtaining information about highway safety programs of other state and local agencies; to provide technical assistance to other agencies and political subdivisions for development of highway safety programs; and to provide financial and technical assistance to other state agencies and political subdivisions in carrying out highway safety programs. The second is to administer federal criminal justice grant programs offered through the Office of Justice Assistance in the Department of Justice.

#### ORGANIZATION:

The Bureau of Safety began in the Department of Transportation in 1974 and was placed within the Department of Public Safety in December 1980. In 1990, the Legislature changed the name to the Bureau of Highway Safety. The criminal justice component was added in 1996 as a result of the Productivity Realization Task Force process.

#### PROGRAM:

The Highway Safety component consists of the planning, development, implementation, and evaluation of Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. The Bureau is involved in motor vehicle occupant restraint, child restraint, speed enforcement, enforcement training programs, alcohol and other drug countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, traffic records systems, and traffic engineering services. The Bureau also directs the Defensive Driving program in Maine. The Criminal Justice component includes the Edward Byrne Memorial State and Local Law Enforcement Assistance Program (directed at combating illegal drugs); S.T.O.P. Violence Against Women; the local Law Enforcement Block Grant Program and others. The Bureau provides

## DEPARTMENT OF PUBLIC SAFETY

technical and financial assistance to agencies participating in these programs.

### PUBLICATIONS:

What's So Different About Winter Driving  
 Vince & Larry on Belts and Bags  
 Maine's OUI Laws Explained  
 Maine's Safety Belt Law  
 A Guide to Understanding Maine's Liquor and Liability Laws  
 Drugs and Driving in Maine  
 Motorcycling in Maine  
 Air Bag Alert

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF HIGHWAY SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	254,153		12,811	133,100	108,242	
HEALTH BENEFITS	56,373		3,587	28,716	24,070	
RETIREMENTS	46,072		1,705	24,170	20,197	
OTHER FRINGE BENEFITS	2,773		228	1,627	918	
OTHER CONTRACT SERVICES STATE	39,675		12,587	1,540	25,548	
COMPUTER SERVICES STATE	218,248			191,601	26,647	
OTHER CONTRACT SERVICES	79,632		12,352	22,940	44,340	
RENTS	23,001			21,741	1,260	
COMMODITIES	8,087		1,409	1,358	5,320	
GRANTS, SUBSIDIES, PENSIONS	1,356,188		54,812		1,301,376	
EQUIPMENT	28,355				28,355	
INTEREST-DEBT RETIREMENT	4			3	1	
TRANSFER TO OTHER FUNDS	8,151		500	4,779	2,872	
<b>TOTAL EXPENDITURES</b>	<b>2,120,712</b>		<b>99,991</b>	<b>431,575</b>	<b>1,589,146</b>	

## MAINE HIGHWAY SAFETY COMMISSION

### RICHARD PERKINS, DIRECTOR

*Central Office:* 397 WATER STREET, GARDINER, ME 04345

*Mail Address:* 164 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1957

*FAX:* (207) 624-8768

*Telephone:* (207) 624-8756

*Reference:* Policy Area: 06 ; Umbrella: 16 Unit: 256 ; Citation: T0025 M.R.S.A., Sect. 000002902

### PURPOSE:

The Maine Highway Safety Commission is established to advise the Commissioner of Public Safety on matters relating to highway safety. The objective is to reduce the number of deaths and injuries caused by motor vehicle accidents and to promote highway safety programs.

### ORGANIZATION:

The Maine Highway Safety Commission was established in 1957 with members appointed by the Governor and was transferred to the Department of Public Safety in 1980. The Commission presently has 22 members.

### PROGRAM:

Major objectives have been to assist in lowering alcohol-related accidents, promotion of occupant restraint use, and increasing highway safety activities.

### PUBLICATIONS:

See Bureau of Highway Safety

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

**STATE BUREAU OF IDENTIFICATION**

**COL. MALCOLM T. DOW, CHIEF ME. ST. POLICE**  
**DAVID VILES, DEPUTY CHIEF**

*Central Office:* 36 HOSPITAL ST, AUGUSTA, ME 04330

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1937

*Reference:* Policy Area: 06 ; Umbrella: 16 Unit: 223 ; Citation: T0025

*FAX:* (207) 624-7137

*Telephone:* (207) 624-7074

*M.R.S.A., Sect.* 000001541

**PURPOSE:**

The State Bureau of Identification, a Division of the Maine State Police, is the central repository of criminal history record information for the State of Maine. The Bureau provides information to agencies and persons authorized by law to receive such information, gathers data and provides statistics on crime in Maine, and maintains all State Police criminal and civil investigative reports.

**ORGANIZATION:**

The Bureau was created in 1937 as the central repository of criminal history record information.

**PROGRAM:**

The Bureau is developing and implementing software to computerize its record systems. The automated Fingerprint Identification System will go on-line in July 1998. These systems will maintain and provide complete and accurate criminal history record information. Also the system will capture the information in a way that enables the Bureau to provide statistical and research data on crimes, offenders and the criminal justice process to the criminal justice community and to others.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BUREAU OF LIQUOR ENFORCEMENT**

**LYNN CAYFORD, DIRECTOR**

*Central Office:* 18 MEADOW ROAD, AUGUSTA, ME 04330

*Mail Address:* 52 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1972

*Reference:* Policy Area: 06 ; Umbrella: 16 Unit: 226 ; Citation: T0025

*Average Count--All Positions:* 22.000

*FAX:* (207) 287-8261

*Telephone:* (207) 287-3571

*M.R.S.A., Sect.* 000003901

*Legislative Count:* 22.00

**PURPOSE:**

The mission of the Bureau of Liquor enforcement is to regulate and enforce Maine State Liquor Laws and the Rules and Regulations governing licensed liquor establishments. In 1993 all licensing authority of the Maine State Liquor Commission and the collection of excise taxes was transferred to the Bureau. The Bureau also licenses agency liquor stores and holds hearings on appeals from cities and towns which deny liquor licenses. The Bureau adopts rules and regulations for the operation of licensed premises and licenses 4,000 liquor establishments and 185 agency stores.

Liquor Enforcement Officers investigate complaints of alleged violations in a covert capacity. This method has proven to be successful in the area of illegal sale (selling without a license) and furnishing (providing alcoholic beverages to underage people). These officers are constantly working with state and local officers, other law enforcement agencies, attorneys, professional organizations and the citizens of the State of Maine.

**ORGANIZATION:**

In 1953, the Division of Liquor Enforcement and Licensing was created within the State Liquor Commission, and in 1972 the Enforcement Division was placed under the newly created Department of Public Safety and renamed the



## DEPARTMENT OF PUBLIC SAFETY

Bureau of Liquor Enforcement.

The Bureau maintains an inspection program whereby all premises are inspected annually for compliance. All liquor licensing authority was transferred to the Bureau from the Bureau of Alcoholic Beverages and Lottery Operations in 1993. As a result of a recommendation of the Productivity Realization Task Force the licensing function was consolidated with other departmental like functions into a single point of contact under the Administrative Services Division in 1996.

### PROGRAM:

The Bureau of Liquor Enforcement, in July 1990, developed a training program for sellers and servers of alcoholic beverages. In 1993, the Legislature mandated that the Bureau provide training on Maine Liquor Laws to the instructors of Alcohol Seller/Server Educational Course. There are currently eight approved courses with three more courses under design.

The "Officers as Agents" is a new program in which Liquor Enforcement Officers work with retail sellers of alcohol by posing as a clerk or customer inside the store. This allows the officer to check ID's and check for intoxicated persons trying to purchase alcohol with an additional officer, in uniform, outside the store. Phase two of this program which requires working with licensees is being well received and will soon become part of the Bureau's regular duties.

### LICENSES:

B.A.S.I.C. Program Certification

### PUBLICATIONS:

New Licenses Quick Reference Booklet  
Retail Licensee List  
Lawbook and Rules

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	754,891	754,891				
HEALTH BENEFITS	171,348	171,348				
RETIREMENTS	179,867	179,867				
OTHER FRINGE BENEFITS	12,501	12,501				
OTHER CONTRACT SERVICES STATE	5,384	5,285	99			
COMPUTER SERVICES STATE	1,206	1,006	200			
OTHER CONTRACT SERVICES	70,774	67,321	3,117		336	
RENTS	15,127	15,057	70			
COMMODITIES	21,698	18,516	3,182			
EQUIPMENT	77,400	75,152	2,248			
INTEREST-DEBT RETIREMENT	5	5				
TOTAL EXPENDITURES	1,310,201	1,300,949	8,916		336	

## BUREAU OF STATE POLICE

**COL MALCOLM T. DOW, CHIEF, ME STATE POLICE**  
**DAVID VILES, DEPUTY CHIEF**

Central Office: 36 HOSPITAL ST, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1925

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 222 ; Citation: T0025

Average Count--All Positions: 475.000

WATS: (800) 452-4664

FAX: (207) 624-7088

Telephone: (207) 624-7074

M.R.S.A., Sect. 000001501

Legislative Count: 475.00

## DEPARTMENT OF PUBLIC SAFETY

### 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 crisis. The Bureau was established to patrol the highways, especially outside the compact portion of cities and towns without local law enforcement agencies. The Bureau also provides security for the Governor and family on a twenty-four hour basis.

### ORGANIZATION:

The State Police was established as an independent branch of State government in 1925. 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. In 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State Police into six districts. Because of the increased demands for State Police services, the Bureau was reorganized in 1954, 1961, 1966, 1968, and again in 1996. In 1971 the Legislature incorporated the State Police into the Department of Public Safety. The Bureau now is under the direct supervision of the Commissioner.

### PROGRAM:

The programs of the Maine State Police have primary goals of 1) Patrolling rural areas of Maine without organized police departments for the purpose of preventing and investigating criminal activity; 2) Enforcing traffic safety laws in rural areas, Maine Turnpike and Interstate System; 3) Overseeing the Motor Vehicle Inspection Program and enforcing the Commercial Motor Vehicle laws and rules; 4) Investigating homicides that occur outside Portland and Bangor; 5) Investigate child abuse cases; 6) Provide crime laboratory services to all law enforcement agencies; 7) Provide a repository for criminal history and records information; 8) Provide specialized administrative and enforcement services.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	16,135,721	4,943,213	2,777,139	8,166,731	248,638	
HEALTH BENEFITS	3,525,260	12,141	552,018	2,906,845	54,256	
RETIREMENTS	5,851,411	3,077,614	1,122,591	1,591,613	59,593	
OTHER FRINGE BENEFITS	280,829	1,032	49,319	227,149	3,329	
OTHER CONTRACT SERVICES STATE	332,635	59,905	4,966	213,073	54,691	
COMPUTER SERVICES STATE	199,572	73,188	617	125,767		
OTHER CONTRACT SERVICES	3,194,008	1,356,513	366,264	1,407,748	63,483	
RENTS	182,508	60,499	11,066	87,572	23,371	
COMMODITIES	716,936	195,483	67,509	309,485	144,459	
GRANTS, SUBSIDIES, PENSIONS	443,118	78,788		364,330		
BUILDING IMPROVEMENTS	6,990	6,990				
EQUIPMENT	3,267,193	1,341,573	391,660	888,331	645,629	
INTEREST-DEBT RETIREMENT	644	570	7	66		1
TRANSFER TO OTHER FUNDS	344,170		85,510	247,901	10,759	
<b>TOTAL EXPENDITURES</b>	34,480,995	11,207,509	5,428,666	16,536,611	1,308,209	

PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**DENNIS L. KESCHL, ADMIN DIR PUC**  
**RAYMOND J. ROBICHAUD, ASST ADMIN DIR PUC**

WATS: (800) 452-4664

Central Office: 242 STATE ST (OLD MV BLDG), AUGUSTA, ME,

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1913

FAX: (207) 287-1039

Telephone: (207) 287-3831

Reference: Policy Area: 01 ; Umbrella: 65 Unit: 407 ; Citation: T0035A M.R.S.A., Sect. 000000103

Average Count--All Positions: 64.500

Legislative Count: 64.50

**PURPOSE:**

PURPOSE: The Public Utilities Commission's purpose is to protect the public by ensuring that utilities in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission acts as a quasi-judicial body which decides cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 163 water utilities, 13 electric utilities, 3 gas utilities, 23 telephone utilities, 10 water carriers, 144 COCOTS and 230 competitive interchange carriers. The Commission is divided into five operating divisions with respective powers and duties as follows:

The ADMINISTRATIVE DIVISION is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The CONSUMER ASSISTANCE DIVISION (CAD) receives, analyzes and responds to complaints from Maine utility customers. The LEGAL DIVISION represents the Commission before federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals.

The FINANCE DIVISION is responsible for conducting financial investigations and analysis of telephone, electric, gas and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The TECHNICAL ANALYSIS DIVISION provides expert advice to the Commission on questions of engineering, economics, science, mathematics, statistics, and other technical elements of policy analysis. When assigned to litigated cases as advocates, staff technical analysts work with consultants and other staff in all elements of case advocacy, and often testify as expert witnesses.

**ORGANIZATION:**

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 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 buses or trucks transporting passengers or freight for-hire over any street or highway in Maine.

Public Laws 1997, Chapter 316, "An Act to Restructure the Electric Utility Industry," deregulates generation services for investor-owned electric utilities, mandating divestiture of generation assets, and allows all consumers to purchase generation services directly from providers. The Commission retains jurisdiction over the transmission and distribution functions of electric utilities. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963. Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of

## PUBLIC UTILITIES COMMISSION

the Public Laws of 1983 deregulated one-way paging service.

Public Laws 1991, chapter 342 exempted cellular telephone providers, from regulation as public utilities, as long as one provider does not "exclusively control" the assigned service area and unless the Commission determines that the cellular provider is engaged in providing basic exchange telephone service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Senate, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

### PROGRAM:

The Commission regulates the State's electric, telephone, gas and water utilities as well as water carriers. The basic purpose of this regulatory system is to assure safe, reasonable and adequate service at rates which are just and reasonable to customers and public utilities. During the 12 months ending June 30, 1997, 837 cases were filed with the Commission and 838 cases were closed by the Commission. The Commission will be deciding a number of issues in the next year including: telecommunication interconnect agreements, continued implementation of the Federal Telecommunications Act of 1996, and Electric Utility Industry Restructuring.

Major decisions issued by the Commission during fiscal year 1997 include: approval for the creation of several CMP subsidiaries, approval of annual rate change pursuant to CMP rate cap plan, determination of rates for a number of Maine's water companies and districts, approval of Bangor Gas Co. certificate to serve Bangor area with natural gas, approval of intralATA presubscription for Bell Atlantic's service area.

The Commission's Consumer Assistance Division (CAD) is charged with ensuring that consumers and utilities receive fair and equitable service through CAD educational and complaint resolution programs. During the 12 months ending December 1997, CAD handled 9,750 consumer contacts, including 6,781 information requests and 1,190 complaints. The vast majority of complaints (88%) were related to the electric and telephone utilities with more than two thirds relating to actual or threatened disconnection and a fifth related to billing problems. CAD issued 47 decisions ordering over \$16,000 in abatements to customers. Finally, CAD received 1,779 requests from utilities to disconnect customers from service during the winter of 1996-1997.

### LICENSES:

LICENSES, PERMITS ETC: Order Approving Schedules of Rates, Terms and Conditions. Electric Utilities -- Certificate of Public Convenience and Necessity to construct, own, or contract for major generation or transmission facilities; to convert generation to a different fuel; or to rebuild or relocate major transmission facilities. Providers of Telephone, Electric or Gas Utility Services -- Application for approval to provide telephone, electric or gas service in a municipality in which an existing utility is furnishing or authorized to furnish service upon declaration by the Commission that the public convenience and necessity requires a second public utility. Carriers of Passengers and Freight by Water in Casco Bay -- Application for Certificate of Convenience and Necessity to provide service.

### PUBLICATIONS:

PUBLICATIONS: Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge) Rules (No Charge). Additional sets of rules with binders -- \$25.00 \*Decisions and Orders -- (Semi-Annual Fee \$178.00 -- mailed monthly) \*Agenda -- (Annual Fee \$82.00 -- mailed weekly) \*Docket -- (Annual Fee \$43.00 -- mailed monthly) \*Consumer Assistance Division Annual Report (No Charge) Various consumer information publications (No Charge) \*There is no charge to receive copies of documents from the Commission such as orders, briefs, and recommendations and the like, for parties or interested persons in cases.

# PUBLIC UTILITIES COMMISSION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

PUBLIC UTILITIES COMMISSION	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>ALL</b>					
	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	2,627,332		2,627,332			
HEALTH BENEFITS	441,609		441,609			
RETIREMENTS	500,612		500,612			
OTHER FRINGE BENEFITS	35,985		35,985			
OTHER CONTRACT SERVICES STATE	542,807		542,807			
COMPUTER SERVICES STATE	39,147		39,147			
OTHER CONTRACT SERVICES	409,708		409,708			
RENTS	- 12,023		- 12,023			
COMMODITIES	53,050		53,050			
GRANTS, SUBSIDIES, PENSIONS	48		48			
EQUIPMENT	7,312		7,312			
TRANSFER TO OTHER FUNDS	198,524		198,524			
<b>TOTAL EXPENDITURES</b>	<b>4,844,111</b>		<b>4,844,111</b>			

PUBLIC UTILITIES COMMISSION	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>ALL</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
	<b>FUNDS</b>					
SALARIES & WAGES	2,627,332		2,627,332			
HEALTH BENEFITS	441,609		441,609			
RETIREMENTS	500,612		500,612			
OTHER FRINGE BENEFITS	35,985		35,985			
OTHER CONTRACT SERVICES STATE	542,807		542,807			
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DEPARTMENT OF THE SECRETARY OF STATE

DEPARTMENT OF THE SECRETARY OF STATE

DAN GWADOSKY, SECRETARY OF STATE  
REBECCA WYKE, ASST SECRETARY OF STATE

WATS: (800) 452-4664

Central Office: NASH SCHOOL, FLOOR 2, AUGUSTA, ME, 04333-0148

Mail Address: 148 STATE HOUSE STATION, AUGUSTA, ME, 04333-0148 FAX: (207) 287-8598

Established: 1920

Telephone: (207) 626-8400

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250 ; Citation: T0005 M.R.S.A., Sect. 000000081

Average Count--All Positions: 442.308

Legislative Count: 442.00

Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

MAINE STATE ARCHIVES

DIVISION OF ARCHIVES SERVICES

DIVISION OF CORPORATIONS

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DRIVER LICENSING AND CONTROL DIVISION

DIVISION OF ELECTIONS

ENFORCEMENT AND REGULATION DIVISION

DIVISION OF INFORMATION SERVICES

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DIVISION OF MOTOR VEHICLES

PUBLIC SERVICES DIVISION

DIVISION OF RECORDS MANAGEMENT SERVICES

DIVISION OF RULES, COMMISSIONS AND ADMINISTRATION

**PURPOSE:**

The purpose of the Office of the Secretary of State is to provide administrative and policy oversight for the Department of the Secretary of State. The Office of the Secretary of State is provided for in the Constitution of the State of Maine and is therein required to attend the Governor, the Senate and the House of Representatives as they shall respectively require, to keep and preserve the records of all their official acts and proceedings, and to perform such other duties as required by law.

Maine statute provides for additional duties of the Secretary of State as follows: Title 4 (notaries); Title 5 (archives, notaries, boards and commissions, executive disclosure, and the Administrative Procedures Act); Title 10 (service and trade marks); Title 11 (Uniform Commercial Code filings); Titles 13, 13-A, and 13-B (corporations); Title 21-A (elections and citizen initiated legislation); Title 29-A (motor vehicles); Title 30-A (election of county officers) and Title 31 (limited partnerships and limited liability companies). In all, 870 separate sections of Maine law make reference to duties of the Secretary of State.

Specifically, the Office of the Secretary of State is responsible for the overall administration, including finances, personnel and programs, of the Department of the Secretary of State's respective bureaus: the Maine State Archives; the Bureau of Corporations, Elections and Commissions; and the Bureau of Motor Vehicles.

**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 related to elections.

The Bureau of Motor Vehicles 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.

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF THE SECRETARY OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,145,748	1,547,155	439,316	9,159,277		
HEALTH BENEFITS	2,452,528	313,568	103,741	2,035,219		
RETIREMENTS	1,947,563	266,219	75,434	1,605,910		
OTHER FRINGE BENEFITS	151,324	14,222	8,768	128,334		
OTHER CONTRACT SERVICES STATE	513,335	52,148	47,536	383,974		29,677
COMPUTER SERVICES STATE	843,411	71,122	23,524	748,765		
OTHER CONTRACT SERVICES	2,553,133	486,659	72,810	1,964,396		29,268
RENTS	2,063,061	1,632	4,691	2,056,738		
COMMODITIES	1,956,542	83,819	4,467	1,861,207		7,049
GRANTS, SUBSIDIES, PENSIONS	360,832		360,832			
BUILDING IMPROVEMENTS	121,457			121,457		
EQUIPMENT	921,917	17,310		892,022		12,585
INTEREST-DEBT RETIREMENT	71	14		57		
TRANSFER TO OTHER FUNDS	685,733		26,865	656,658		2,210
<b>TOTAL EXPENDITURES</b>	<b>25,716,655</b>	<b>2,853,868</b>	<b>1,167,984</b>	<b>21,614,014</b>		<b>80,789</b>

## ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

**PETER C. BRAZIER, DIRECTOR**  
**PAUL POTVIN, CHIEF ACCOUNTANT**

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-6304

*Established:* 1943

*Telephone:* (207) 287-2762

*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 250D; Citation: T0029 M.R.S.A., Sect. 000000051

### **PURPOSE:**

The Division of Administrative Services provides those services that are supportive to the other organizational elements of the Bureau of Motor Vehicles. Included are financial and management support to all Divisions in the areas of budgeting, accounting, payroll, personnel management, data processing, central files, micro filming, plate manufacturing, central stores and supply, mail handling and facilities management.

### **ORGANIZATION:**

The division evolved from the Finance and Administrative Bureau which had the responsibility for all of the support activities with the exception of data processing. Data processing came within the organizational framework in 1976.

### **PROGRAM:**

The primary functions and activities of the division were continued during the past year and highlighted by work on a registration agent electronic reporting system and a "point of sale" reporting system for branch offices. The division continued to review and make improvements in the areas of fiscal management, budget and work programs during FY98.

### **PUBLICATIONS:**

World Wide Web: <http://www.state.me.us/sos/bmv/bmv.htm>

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE SECRETARY OF STATE

MAINE STATE ARCHIVES

JAMES HENDERSON, STATE ARCHIVIST

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 FAX: (207) 287-5739

Established: 1965

Telephone: (207) 287-5790

Reference: Policy Area:00 ; Umbrella: 29 Unit: 255 ; Citation: T0005 M.R.S.A., Sect. 000000094

Average Count--All Positions: 14.000

Legislative Count: 14.00

**PURPOSE:**

The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government, and county and municipal government agencies, in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment 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 technology 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 request, publication by microfilm or printing of selected records having a high public demand.

The Division of Records Management Services audits State microfilm and other imaging applications for feasibility and economy with the Photoduplication Laboratory serving as a standards laboratory to ensure that all State filming of records meet standards of quality established by Maine State Archives rules.

**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 two operating divisions; the Division of Records Management Services, and the Division of Archives 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 together with the State Archivist is solely responsible for authorizing the destruction of government records.

**PROGRAM:**

Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage. Additionally, strategic planning for electronic records management has made significant progress in developing new approaches to assessing the value of State computer records. This effort is essential for the retention of historically valuable electronic



## DEPARTMENT OF THE SECRETARY OF STATE

records documenting the official activities of the State.

The Archives completed, in 1994, the initial planning funded by the National Endowment for the Humanities US Newspaper Project. It is now cooperating in the implementation phase, which is administered by the State library. Publications designed to foster coordinated, cooperative planning to preserve the state's cultural resources were distributed to several hundred historical societies, museums, and libraries throughout Maine. The Maine State Archives participates in several professional associations, including the Association of Records Managers and Administrators, the Society of American Archivists, the National Association of Government Archivists and Records Administrators (NAGARA) and the New England Archives (NEA). Continuing education opportunities are provided for professional staff. Connections to the Internet have expanded professional contacts dramatically.

The agency actively supports and participates in the activities of the broader cultural community. Cooperative agreements were made with the Maine State Library in pursuing and receiving an NEH grant for newspaper preservation and in efficient use of a local area computer network, and with the Maine State Museum in preserving critical photographs. Records management consulting and manuals are available to all government agencies including counties and municipalities, free of charge. A lecture/slide presentation is also available.

A free, publicly accessible computer bulletin board provides electronic access to information about the Archives and its holdings. Users may call 207-287-5797 to log on. The Archives has established a World Wide Web site on the Internet which includes information about our collections, related cultural organizations, and how to contact the Archives through electronic mail. Its address is <http://www.www.state.me.us/sos/arc/general/admin/mawww001.htm>.

### **PUBLICATIONS:**

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

### **Reference Publications:**

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books, \$1.00

Counties, Cities, Towns and Plantations of Maine - A Handbook of Incorporations, Dissolutions, and Boundary Changes. \$5.00

Lands and Forests: Maine and the Nation - A Select Bibliography, \$1.00

Public Record Repositories in Maine, \$5.25

Microfilm List - Maine Town and Census Records. \$1.00

Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1841-1845. \$5.25 each

### **Documentary Publications**

Dubros Times: Selected Depositories of Maine Revolutionary War Veterans. \$3.00

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE ARCHIVES	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>ALL</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	435,771	435,271	500			
HEALTH BENEFITS	88,939	88,900	39			
RETIREMENTS	77,615	77,529	86			
OTHER FRINGE BENEFITS	2,291	2,284	7			
OTHER CONTRACT SERVICES STATE	11,502	4,175	7,327			
COMPUTER SERVICES STATE	8,533	8,533				
OTHER CONTRACT SERVICES	44,427	40,531	3,896			
RENTS	343	343				
COMMODITIES	30,815	30,815				
GRANTS, SUBSIDIES, PENSIONS	400		400			
EQUIPMENT	17,310	17,310				
TRANSFER TO OTHER FUNDS	520		520			
<b>TOTAL EXPENDITURES</b>	<b>718,466</b>	<b>705,691</b>	<b>12,775</b>			

## DIVISION OF ARCHIVES SERVICES

### SYLVIA J. SHERMAN, DIRECTOR

*Central Office:* CULTURAL BLDG, AUGUSTA, ME 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739

*Established:* 1971

*Telephone:* (207) 287-5795

*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 255A; Citation: T0005 M.R.S.A., Sect. 000000095

#### PURPOSE:

The Division of Archives Services is established under the authority of the State Archives to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

The elimination of the position of Conservator has meant that certain basic conservation responsibilities such as monitoring temperatures, humidity, and other environmental controls, and performing very basic repairs or other preservation measures have been undertaken by various staff members

#### ORGANIZATION:

The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

#### PROGRAM:

This year's 17,000 inquiries represented a substantial increase over last year. Approximately 75,000 visits were made to substantive pages on the Archives Internet site. The creation of finding aids in the form of computerized indices has continued. Among these are the early records of the Executive Council, the Legislature, Washington and Kennebec County Courts as well as the agency's extensive collection of maps. Preliminary sorting of correspondence from officer of Maine Civil War regiments and other materials relating to the impact of the Civil War on Maine has been nearly completed. The Archivist internet site has been updated and improved. Interest in the agency's Civil War holdings has increased dramatically due to the popularity of the motion picture "Gettysburg" and the documentary series "Civil War Journal" on the Arts & Entertainment network. One segment of this series featured Maine General Joshua Chamberlain for which the Maine State Archives provided material.

Other recent books and films researched, in part, at the Archives are BOOKS: "A Lobster in Every Pot" by The Women of the Lobster Industry, Susan K. White, Ed., Yankee Books, 1990; "The Midwife's Tale: The Life of Martha Ballard, Based on Her Diary, 1785-1812" by Laura Ulrich, Random House, 1990; "In the Hands of Providence: Joshua L. Chamberlain & The American Civil War" by Alice Rains Trulock, University of North Carolina Press, 1992; "No Rich Man's

## DEPARTMENT OF THE SECRETARY OF STATE

Sons: "The Sixth Maine Volunteer Infantry" by James H. Mundy, Harp Publications, 1994; "The Forts of Pemaquid, Maine: An Archaeological and Historical Study" by Robert L. Bradley, Maine Department of Parks and Recreation, 1994; "Stand Firm Ye Sons of Maine: The Twentieth Maine At Gettysburg" by Thomas A. Desjardin, Thomas Publications, 1995. FILMS: "The Reenactors" a documentary on Civil War reenactings, "The Midwife's Tale" and "Joshua Chamberlain at Gettysburg".

Other researchers using the Archives facility continued to reflect a broad variety of interests, with a significant increase in the number of individuals seeking information about birth parents, adopted children and other living relatives. The database of marriages from 1893-1966 has been streamlined to facilitate researchers use, and a new database of deaths occurring in Maine from 1960 through 1966 has been added. Patrons may review and copy portions to computer disk at the Archives. It is now also available through the electronic bulletin board. Staff have participated in or conducted various workshops, seminars and other meetings relating to archival research, conservation and other specialized topics.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF CORPORATIONS

**JULIE FLYNN, DIRECTOR**  
**CAROL HANKS, ASSISTANT DIRECTOR**

*Central Office:* STATE OFFICE BLDG., ROOM 221, AUGUSTA, ME 04333

*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5874

*Established:* 1989

*Telephone:* (207) 287-3676

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250Q; *Citation:* T0005 *M.R.S.A., Sect.* 000000081

### PURPOSE:

The purpose of the Division of Corporations is to serve as a repository for all records relating to the 50,795 corporate entities operating in the State and 172,704 liens filed on personal property.

Specifically, this division files all originating documents, amendments and cancellations relating to corporations, limited partnerships, and limited liability companies, and reviews proposed entity names against those on file for availability prior to filing; files 44,000 annual reports disclosing officer information for all corporate entities; assesses penalties for late reports; and suspends or revokes entities which fail to file. The division maintains 3,967 service and trade marks on file, and reviews the design and text of proposed marks against those on file for availability prior to filing. The division also annually files 67,020 original records and renewals of security interests in personal property under the Uniform Commercial Code and the Food Security Act.

### ORGANIZATION:

The Assistant Director is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Assistant Director reports directly to the Director who reports directly to the Deputy Secretary of State.

The Corporations and Elections Division is comprised of four functional sections, each reporting to the Division Director. They are: the Corporate Examining Section, the Corporate Reporting and Information Section, the Uniform Commercial Code (UCC) Filing Section, and the Elections Section.

### PROGRAM:

The Bureau installed four public access workstations in the Reception area to allow walk-in users direct access to the corporate and UCC information on the Bureau's Local Area Network (LAN). The Legal Advisory Committee was created to advise on corporate and UCC filing policies.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE SECRETARY OF STATE

**COMMERCIAL VEHICLES AND RECIPROCITY DIVISION**

**GARRY R. HINKLEY, DIRECTOR**  
**MAURICE DIONNE, SECTION MANAGER**

*TDD: (207) 287-8626*

*Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029*

*Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 622-5332*

*Established: 1992*

*Telephone: (207) 287-8600*

*Reference: Policy Area:00 ; Umbrella: 29 Unit: 250C; Citation: T0029 M.R.S.A., Sect. 000000051A*

**PURPOSE:**

The purpose of the Division of Commercial Vehicles and Reciprocity is to administer commercial vehicle laws. These include registration requirements, the municipal excise tax reimbursement program, the International Registration Plan, General Weight Permits, Short Term Gross Weight Increase permits, Long Term Trailers, and Fuel Use programs including the International Fuel Tax Agreement. Further, the Division administers the Federal Heavy Vehicle Use Tax Program, other tax programs, Operating Authority Permits, For-hire Insurance, and Overdimensional Permits including the New England Transportation Consortium and fifty-three foot trailer program. The Division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions.

**ORGANIZATION:**

The Division of Commercial Vehicles and Reciprocity was established in 1984 as a result of the increased responsibility and requirements relating to the licensing and regulation of commercial vehicles. The Division also staffs the Motor Carrier Review Board.

In 1989, the Division was reorganized to include the Operating Authority program previously administered by the State Police, and the Overlimit Permit program previously administered by the Department of Transportation. The purpose of this reorganization was to provide a single point of contact for the trucking industry; to increase administrative efficiency; and to improve the State's database on commercial vehicles.

**PROGRAM:**

The Division administers the International Fuel Tax Agreement, a base state fuel tax compact for all states and provinces.

The Division oversees the issuance of various commercial vehicle credentials for highway use including commercial vehicle registrations, long term trailer registrations, and general commodity permits. Commercial vehicle registrations, taxes and permits generate approximately \$30M annually for the Highway Funds. As required by federal law, the division also administers the proof of payment requirement for the Federal Heavy Vehicle Use Tax. Owners of vehicles registered for 55,000 pounds or more must show proof of HVUT payment. There are approximately 7,400 vehicles registered in Maine for which proof must be submitted.

In 1989 Maine entered into the New England Transportation consortium, a five-state compact for the issuance of overdimensional permits. The purpose of this compact is to facilitate the interstate movement by truck of non-divisible, oversized or overweight loads. The compact permits the trucker to contact a single state to move an overlimit load in up to five states. The compact states developed a uniform set of procedures for the movement of overlimit non-divisible loads. The compact is considered a national model. The Division continues to manage the International Registration Program for the base state registration of interstate trucks. Maine has approximately 2,800 IRP accounts representing 7,800 trucks. The division maintains continuous proof of liability insurance coverage for for-hire vehicles and continues to implement Single Point Contact to provide better service to the trucking industry.

**LICENSES:**

Fuel Use Identification Decals; 3 day trip permits

International Fuel Tax Agreement Licenses

Long-term Trailer Registrations

Short-term Gross Weight Increase Permits

Commercial Vehicle Registrations; IRP Registrations and Trip Permits

100K General Permits

Operating Authority Permits, including SSRS receipts

## DEPARTMENT OF THE SECRETARY OF STATE

Overdimensional Permits  
53 Foot Trailer Permits

### **PUBLICATIONS:**

Laws for the Operation of Commercial Vehicles  
International Registration Plan Manual  
Rules for the Operation of Overlimit Vehicles  
Operating Authority Rules  
Other rules relative to the Operation of Commercial Vehicles  
Single State Registration System Rules  
Fuel Tax License Procedures

World Wide Web: <http://www.state.me.us/sos/bmv/bmv.htm>

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS**

**NANCY KELLEHER, DEPUTY SECRETARY OF STATE**  
**JULIE FLYNN, DIRECTOR**

*Central Office:* STATE OFFICE BLDG, ROOM 221, AUGUSTA, ME  
*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5874  
*Established:* 1989 *Telephone:* (207) 287-3676  
*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250P ; *Citation:* T0005 *M.R.S.A., Sect.* 000000081  
*Average Count--All Positions:* 42.000 *Legislative Count:* 42.00

### **PURPOSE:**

The Bureau of Corporations, Elections, and Commissions is the portion of the Department of the Secretary of State responsible for elections, corporations, and a variety of central filing activities. The Bureau has significant contact with the public in many areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code (UCC) filings; oversight of the Administrative Procedure Act (state agency rule-making); recording of appointments to state offices, boards and commissions, secretariat to the Governor's Clemency Board; notaries public; and disclosure of financial information by state agency executive employees. In addition, the Bureau provides administrative support to the Maine State Archives, the Office of the Secretary of State and the Commission on Governmental Ethics and Election practices.

### **ORGANIZATION:**

The Bureau executes its responsibilities through a Divisional structure. The Deputy Secretary of State is the Administrative head of the Bureau and the Director of three Divisions report directly to the Deputy. Each Division has an Assistant Director who is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel. Overall operational responsibility for the Bureau rests with the Deputy.

### **PROGRAM:**

Annual traffic includes over 100,000 inquiries in person, over the phone and by mail, and the maintenance of over 150,000 documents requiring action. The Bureau also has four public access workstations in the Reception area to allow walk-in users direct access to the corporate and UCC information on the Bureau's Local Area Network (LAN).

### **LICENSES:**

Filings and Commissions  
Administrative Rules and Regulations  
Business Corporations  
Candidate Petitions  
Executive (state agency) Financial Disclosure  
Initiative and People's Veto Petitions  
Limited Liability Companies  
Limited Liability Partnerships  
Marks

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Miscellaneous Filings Required by Law  
Nonprofit Corporations  
Uniform Commercial Code Liens  
Notary Public Commissions

### PUBLICATIONS:

All Agency Rules on the Web  
Board and Commission Vacancies  
Candidate's Guide to Running for Office  
Candidate Lists for Current Election; Tabulations; Officeholders  
Citizen's Guide to the Referendum Election; Voter Information Guide  
Constitution of the State of Maine  
Guide to the Rulemaking Process for State Agencies  
House, Senate & Congressional District Maps; Voting  
Districts by Municipality  
Incorporating in the State of Maine  
Information on the Citizen Initiative & People's Veto Petition Processes  
Maine Law on subjects under the jurisdiction of the Bureau  
Notary Public Guide  
Registered and Enrolled Voters Listing  
World Wide Web: <http://www.state.me.us/sos/sos/htm>

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,163,870	1,111,884	51,986			
HEALTH BENEFITS	238,306	224,668	13,638			
RETIREMENTS	197,427	188,690	8,737			
OTHER FRINGE BENEFITS	12,637	11,938	699			
OTHER CONTRACT SERVICES STATE	82,727	47,973	34,754			
COMPUTER SERVICES STATE	62,589	62,589				
OTHER CONTRACT SERVICES	458,521	446,128	12,393			
RENTS	1,289	1,289				
COMMODITIES	53,238	53,004	234			
INTEREST-DEBT RETIREMENT	14	14				
TRANSFER TO OTHER FUNDS	4,101		4,101			
<b>TOTAL EXPENDITURES</b>	<b>2,274,719</b>	<b>2,148,177</b>	<b>126,542</b>			

## DRIVER LICENSING AND CONTROL DIVISION

**ROBERT E. O'CONNELL, JR., DIRECTOR**  
**SUSAN COOKSON, ASSISTANT DIRECTOR**

TDD: (207) 287-4476

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 287-5455

Established: 1920

Telephone: (207) 287-2576

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250L; Citation: T0029 M.R.S.A., Sect. 000000531

### PURPOSE:

The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; regulation of driver education programs; issuance of operators licenses, including the photo license and identification card program; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are reckless or negligent and habitual or frequent violators of traffic laws and/or

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accident involvement.

Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether individuals involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

### ORGANIZATION:

The Division was established as a result of a reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into the Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examinations was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division. In 1991 the Examination Section was transferred to the Division. In 1996 regulatory responsibility for driver education programs was transferred to the division.

### PROGRAM:

The primary functions and activities of the Driver Licensing and Control Division are the regulation of driver education programs, examination of drivers for licensure; processing abstracts of convictions or adjudications of violations of the motor vehicle laws as transmitted from the District or Superior Courts, and applying those convictions or adjudications to driver history records. Case review of individual driver records for appropriate action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual report of traffic accidents and invoking the provisions of the Financial Responsibility Law against motorists involved.

The division also suspends licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with any amount of alcohol in the blood; conducts administrative hearings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

The Division revised the Maine Point System with an effective date of 7/1/90. Also in FY90 the Division began conducting Lemon Law hearings.

### LICENSES:

Driver Education School & Instructors Licenses  
Motor Vehicle Operator's License; Class A, B, & C  
Motor Vehicle Learner's Permits

### PUBLICATIONS:

All Rules are provided at no fee.

Rules & Regulation  
The Maine Point System and Administrative License Suspension  
Rules for Hearings  
Driver License Examination Rules  
Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle  
Rules for the Suspension of Commercial Drivers License  
Rules for the Suspension of Licenses for Failure to Comply with Child Support Orders  
Rules Governing Motorcycle Rider Education  
Rules Governing Driver Education  
Rules Governing Ignition Interlock Devices

World Wide Web: <http://www.state.me.us/sos/bmv/bmv.htm>

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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**DIVISION OF ELECTIONS**

**JULIE FLYNN, DIRECTOR**  
**DENISE GARLAND, ASSISTANT DIRECTOR**

*Central Office:* STATE OFFICE BLDG, ROOM 221, AUGUSTA, ME 04333-0101  
*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5674  
*Established:* 1996 *Telephone:* (207) 287-3676  
*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 250M; Citation: M.R.S.A., Sect.

**PURPOSE:**

The purpose of this Division is to supervise and administer all State Elections for federal, state and county offices and referenda, and in that capacity advises election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conducts training sessions for municipal elections officials; prepares, proofreads and distributes 1,800 separate ballot types and other election materials; tabulates official election results; supervises recounts of contested races; oversees the application of the State's laws pertaining to candidate and citizen initiative petitions; and coordinates the statewide implementation of the National Voter Registration Act, a federally mandated program.

**ORGANIZATION:**

The Assistant Director is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Assistant Director reports directly to the Director of Corporations and Elections who reports directly to the Deputy Secretary of State.

**PROGRAM:**

The Elections Division provides municipalities with extensive assistance in elections practices, and strives for the best possible procedures to ensure fair and efficient elections. Training of local elections officials is conducted by the division in conjunction with the Maine Clerks Association through regional workshops and an annual conference. The Elections Advisory Committee was created to assist and advise on elections.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**ENFORCEMENT AND REGULATION DIVISION**

**WILLIAM DOWLING, DIRECTOR**  
**STEVE FURROW, ASSISTANT DIRECTOR**

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029  
*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-8282  
*Established:* 1980 *Telephone:* (207) 287-5409  
*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 250E; Citation: T0029 M.R.S.A., Sect. 000000081

**PURPOSE:**

The Division of Enforcement and Regulation was established to provide services in the areas of Title and Anti-theft, auto theft, dealer licensing, salvage yard licensing and the enforcement of dealer, title and license law fraud on a state-wide basis. Such operations include the issuance of vehicle titles upon receipt of proper ownership requirements, and to perform investigations and enforce laws in areas responsible to the Secretary of State.

**ORGANIZATION:**

The Division was established by the reorganization of Examinations and Enforcement in FY83. This reorganization was required because of the additional functions of Title and Anti-theft and Salvage Yard licensing requirements. The entire function of the Division is related to regulation and enforcement of several areas established by law under the jurisdiction of the Secretary of State.



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The Division has four major functions; Dealer Licensing, Title and Anti-theft, Salvage Yard Licensing, and Investigations. In FY82, Title and Anti-theft was added to the Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These four functions make up both a substantial administration as well as a moderate number of field personnel.

### PROGRAM:

In the area of dealer licensing many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle investigators in 1978 were given limited enforcement powers to ensure that dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary of State.

### LICENSES:

New and Use Car Dealer  
Equipment Dealer  
Motorcycle Dealer  
Boat and Snowmobile Trailer Dealer  
Heavy Trailer  
Loaner  
Transporter  
Recycler  
Vehicle Auction

### PUBLICATIONS:

Rules and Regulations  
Title Manual  
World Wide Web: <http://www.state.me.us/sos/bmv/bmv.htm>

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF INFORMATION SERVICES

### DAVID A. SCHULZ, DIRECTOR

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029  
*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-8705  
*Established:* 1993 *Telephone:* (207) 287-8590  
*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 250I ; Citation: T0029 M.R.S.A., Sect. 000000051A

### PURPOSE:

The Information Services Division provides those data processing services that are supportive to the other organizational elements of the Bureau of Motor Vehicles. Included are computer programming and systems analysis. The Division also maintains the BMV computer equipment and software.

### ORGANIZATION:

The Information Services Division separated from the Administrative Services Division in 1993. The keypunch operation remains with the Administrative Services Division.

### PROGRAM:

The Information Services Division maintained all current DP programs and worked with contractors to install a new communication systems to exchange data with the DDP mainframe and to support a Point of Sale system. The Division is also developing a dail-in record check system and continues to support BMV's involvement with the Problem Driver Pointer System and the Driver License Reciprocity program.

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### **PUBLICATIONS:**

World Wide Web: [http://www.state.me.us/sos/bmv\\_hmp.htm](http://www.state.me.us/sos/bmv_hmp.htm)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

*TDD:* (207) 287-4476

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-5455

*Established:* 1981

*Telephone:* (207) 287-2879

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 259 ; *Citation:* T0029 *M.R.S.A., Sect.* 000000547

### **PURPOSE:**

The Medical Advisory Board 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 license, he may obtain the advice of the Board. The Board formulates its advice from records and report or may cause an examination and confidential report to be made by one or more members of the board or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the board by a physician of his choice, which must be given due consideration by the Board.

### **ORGANIZATION:**

The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are 6 members on the Board.

### **PROGRAM:**

The last meeting of the Medical Advisory Board was held in Augusta on October 25, 1996.

### **PUBLICATIONS:**

World Wide Web: <http://www.state.me.us/sos/bmv/bmv.htm>

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION OF MOTOR VEHICLES**

**GREGORY C. HANSCOM, DEPUTY SECRETARY OF STATE**  
**BARBARA A. REDMOND, ADMINISTRATIVE SECRETARY**

*TDD:* (207) 287-4476

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-6304

*Established:* 1905

*Telephone:* (207) 287-8985

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250A; *Citation:* T0029 *M.R.S.A., Sect.* 000000051A

*Average Count--All Positions:* 386.308

*Legislative Count:* 386.00

### **PURPOSE:**

The Bureau of Motor Vehicles was established to provide public safety and better regulation of traffic through administration of the laws of the State relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Bureau provides the general public with an avenue, through a main office and thirteen branch office locations

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throughout the State, where motor vehicle registration and operator's licenses may be obtained.

The Bureau insures that applicants applying for operators licenses have the ability, knowledge and necessary skills for safe vehicle operation; investigates and license 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 should be suspended, withheld or revoked and also determines when reinstatement is permissible.

The Bureau provides a method of titling motor vehicles and collects sales tax due when a vehicle purchased from other than a dealer is registered. In FY97 the Bureau began regulating driver education programs.

### ORGANIZATION:

The Bureau 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 Bureau had grown to the extent that it was headed by a Chief Clerk, had a Registration and Licensing Section and a Court Records Section. In 1935, the requirements for semi-annual inspection of motor vehicle became a responsibility of the Bureau and in 1939 an Examination Section was added to administer the required rule on new licenses.

In 1942 the Bureau was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director name in 1943. This organizational structure remained until 1970 when the Bureau was reorganized into four bureaus; Public Services, Finance and Administration, Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Bureau was reorganized into the Executive Section and three Bureaus. Duties and responsibilities were added and the Bureau evolved into its present structure, the Office of the Deputy and six divisions; Administrative Services, Commercial Vehicles and Reciprocity, Driver Licensing and Control, Enforcement and Regulation, Information Services and Public Services.

### PROGRAM:

The Bureau continues to provide licensing, registration and title services through 13 branch office locations, 28 examination stations, 6 mobile examination stations, 2 mobile photo-licensing unit, the main office and 450 municipal agents.

### LICENSES:

Operators License/Learners Permit - See Driver Licensing & Control Division  
Driver Education School & Instructor Licenses - See Driver Licensing & Control Division  
Commercial Registrations/Permits - See Commercial Vehicle Division  
All Other Registrations/Permits - See Public Services Division  
State Identification Cards - See Public Services Division  
Car Dealer Licensing - See Enforcement & Regulation Division

### PUBLICATIONS:

Title 29A - Motor Vehicle Laws  
For copies contact: Swan Island Press  
RR 3, Box 1272  
Bowdoinham, Maine 04008  
Tel: 207-666-8291

World Wide Web: [http://www.state.me.us./sos/bmv\\_hmp.htm](http://www.state.me.us./sos/bmv_hmp.htm)

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**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,546,107		386,830	9,159,277		
HEALTH BENEFITS	2,125,283		90,064	2,035,219		
RETIREMENTS	1,672,521		66,611	1,605,910		
OTHER FRINGE BENEFITS	136,396		8,062	128,334		
OTHER CONTRACT SERVICES STATE	419,106		5,455	383,974	29,677	
COMPUTER SERVICES STATE	772,289		23,524	748,765		
OTHER CONTRACT SERVICES	2,050,185		56,521	1,964,396	29,268	
RENTS	2,061,429		4,691	2,056,738		
COMMODITIES	1,872,489		4,233	1,861,207	7,049	
GRANTS, SUBSIDIES, PENSIONS	360,432		360,432			
BUILDING IMPROVEMENTS	121,457			121,457		
EQUIPMENT	904,607			892,022	12,585	
INTEREST-DEBT RETIREMENT	57			57		
TRANSFER TO OTHER FUNDS	681,112		22,244	656,658	2,210	
<b>TOTAL EXPENDITURES</b>	22,723,470		1,028,667	21,614,014	80,789	

## PUBLIC SERVICES DIVISION

**CATHERINE DIBENEDETTI, DIRECTOR**  
**SUSAN COTTLE, ASSISTANT DIRECTOR**

TDD: (207) 287-4476

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 287-5219

*Established:* 1970

*Telephone:* (207) 287-3556

*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 250S ; Citation: T0029 M.R.S.A., Sect. 000000051A

### PURPOSE:

The purpose of the Division of Public Services is to administer those motor vehicle laws of this State pertaining to the registration of all types and classes of motor vehicles. The division is responsible for the delivery of all registrations and many license services to the general public through 13 motor vehicle branch offices, 1 express mall office, and 450 town offices.

The Motor Carrier Review Board's principal data source is adjudicated violations. In 1996, the Board developed and adopted its rules for conducting carrier review. The Board conducted approximately 160 carrier reviews in FY98.

### ORGANIZATION:

The Division of Public Services was established as one of four Bureaus in 1970 and reorganized in 1978 into a Division. The Division is presently organized to include the registration unit which supports the 13 branch offices, 2 mobile units, the satellite locations, and the municipal registration program which provides training and guidance to the 450 towns in Maine authorized to issue motor vehicle credentials.

### PROGRAM:

During FY97 a total of 49 towns were exchanging registration data electronically. The two mobile units were connected to the main frame computer data base, the Municipal Agent Program was enhanced by adding more services available in town offices, as well as increasing the number of towns acting as Motor Vehicle Agents.

Customer service in branch offices was improved by the addition of seating in the lobbies, which replaced "stand in line" systems. Automated telephone systems were added which provides 24 hour a day information.

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### **LICENSES:**

Fuel Use Identification Decals  
Highway Crossing Permits (golf carts, etc.)  
Island Use Only Registrations  
Motor Vehicle Operators License (all classes)  
Short Term Gross Weight Permit (booster)  
Special Gross Weight Increase  
State Identification Card  
Transit Plate (allows one-way trip of unregistered vehicle)  
Vehicle Registrations (all classes)

### **PUBLICATIONS:**

Brochures covering registration & license requirements  
World Wide Web: [http://www.state.me.us/sos/bmv\\_hmp.htm](http://www.state.me.us/sos/bmv_hmp.htm)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION OF RECORDS MANAGEMENT SERVICES**

### **NINA OSIER, DIRECTOR**

*Central Office:* CULTURAL BLDG, AUGUSTA, ME 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-5739

*Established:* 1971

*Telephone:* (207) 287-5790

*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 255R; Citation: T0005 M.R.S.A., Sect. 000000095

### **PURPOSE:**

The Division of Records Management Services is established under the authority of the State Archivist to assist other State Agencies in the effective management of their current and semicurrent records by means of retention-disposition schedules, by technical assistance to improve procedures for maintaining, storing and servicing records, and by provision of centralized photoduplication services.

### **ORGANIZATION:**

The Division became operational when construction of the Maine State Archives facility was completed in 1971. It includes the State Records Center and the Photoduplication Laboratory.

### **PROGRAM:**

Emphasis is placed on the development of retention-disposition schedules for records generated by all State agencies including a continuance of review of prior-approved schedules. These provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the general retention-disposition schedules that apply to large classes of records common to all agencies. Most scheduling is accomplished through a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch. A principal tool is the Records Management Expenditure Request, without which records storage equipment and imaging equipment (micrographics) or digital image processing can neither be purchased nor leased. The Bureau of Purchases has cooperated in requiring this form, which is issued after it has been determined that the equipment is needed, that it is cost-effective and that the records involved are scheduled.

During Fiscal Year 1998 nearly 100,000 references were provided to State agencies by the State Records Center. The Center provides safe, environmentally controlled storage for records (including computer tapes, computer disks, and microform records as well as paper files). Court records have continued to arrive, alleviating severe storage problems at the various court buildings throughout the state. Staff continued development of retention schedules for local government records and provided records retention advice and assistance to the Administrative Office of the Courts. The Division has continued to work with the Office of Information Services and the Archives Digital Records project to ensure the preservation of permanently valuable electronic records throughout

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State government.

By law, the Maine State Archives must furnish copies of archival materials in its possession. This service is provided by the photoduplication Laboratory, which also microfilms paper records that are too fragile to be handled. A microfilm copy is generated for safe Search Room use. During Fiscal Year 1995 the Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies filming over 2.7 million images, as well as direct service to the public at an established fee rate. The Photoduplication Laboratory continues to stabilize, duplicate and preserve the thousands of images in our holdings which date from the 1860's and range from poor to excellent condition.

### **PUBLICATIONS:**

Available to the general public. "Information Resources in Maine State Government" (A listing of Official Records by Agency). Free

Available to State employees: "Guidelines for Your Records Management Program" (instructions on how to correctly complete retention schedules and other Records Management forms - useful only to Executive Branch employees). Free

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION OF RULES, COMMISSIONS AND ADMINISTRATION**

**JULIE FLYNN, DIRECTOR**  
**TIMOTHY POULIN, ASSISTANT DIRECTOR**

*Central Office:* STATE OFFICE BLDG., ROOM 221, AUGUSTA, ME 04333

*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5874

*Established:* 1989

*Telephone:* (207) 287-3676

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250R; *Citation:* T0005 *M.R.S.A., Sect.* 000000081

### **PURPOSE:**

The purpose of the Division of Rules, Commissions and Administration is to administer the appointment, renewal and continuing education of 24,000 notaries public; administer the application process of Dedimus Justice candidates for the Governor's Office; record appointments to 256 boards and commissions and publish vacancy listings; maintain records of approximately 2,000 rules filed under the Administrative Procedure Act for all State agencies and arrange for the publication of rule-making notices; file all documents relating to pardons; process authentications, apostilles and incumbencies certifying the acts of public officials; and administer the Executive Financial Disclosure requirements for 200 State agency officials.

### **ORGANIZATION:**

The Assistant Director of Rules, Commissions and Administration is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Assistant Director reports directly to the Director of Corporations and Elections who reports directly to the Deputy Secretary of State.

Employees of this division have discrete functional responsibilities; there are no subsidiary supervisory units within its operation.

### **PROGRAM:**

Under the Administrative Procedure Act (A.P.A.), the division ensures that A.P.A. rulemaking procedures mandated by statute are followed by state agencies and makes rules accessible to the public through newspaper advertising and, eventually, through promulgation by electronic formatting. The Division implements and enforces the Executive Financial Disclosure requirements for State executives and makes the statements accessible for public scrutiny. The Division maintains signature and oath records for notaries public, various state officials, and appointees to boards and commissions, both as an official record and for authentications and apostilles; provides an accurate report of vacant and filled appointed positions; issues notary commissions and provides

## DEPARTMENT OF THE SECRETARY OF STATE

continuing education for notaries; coordinates paperwork by case for pardon hearings and tape records those hearings for public access.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF TRANSPORTATION

JOHN G. MELROSE, COMM DOT

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016 FAX: (207) 287-8300

Established: 1972

Telephone: (207) 287-2551

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 229 ; Citation: T0023 M.R.S.A., Sect. 000004205

Average Count--All Positions: 2379.916

Legislative Count: 1030.00

Units:

BUREAU OF FINANCE AND ADMINISTRATION  
(TRANSPORTATION)

MAINE AERONAUTICAL ADVISORY BOARD

OFFICE OF ENVIRONMENTAL SERVICES

MAINE STATE FERRY ADVISORY BOARD

OFFICE OF HUMAN RESOURCES

OFFICE OF INTERNAL AUDIT

OFFICE OF LEGAL SERVICES

BUREAU OF MAINTENANCE AND OPERATIONS

BUREAU OF PLANNING

OFFICE OF POLICY ANALYSIS

MAINE PORT AUTHORITY

BUREAU OF PROJECT DEVELOPMENT

BUREAU OF TRANSPORTATION SERVICES

**PURPOSE:**

The Department of Transportation was established to plan and develop transportation facilities and services designed to contribute to the economic growth of the State of Maine and the well-being of its people. The department plans for future transportation needs, and assists in the development, operation, and maintenance of services and facilities while promoting transportation safety. Key links in the transportation network are an internal highway system that incorporates scenic values, safety, environmental conservation, and economic considerations; port and water transportation facilities that support the planned development of coastal resources; and an aviation infrastructure developed with the assistance of the department. Finally, the department administers on behalf of the state all federal or other monies that are intended for transportation uses.

**ORGANIZATION:**

The Department of Transportation had its origin in 1905, when a Commissioner of Highways was appointed by the governor and charged with compiling statistics, disseminating information, working for better highways, and advising local officials on the best means of building and maintaining roads and sidewalks. In 1907, the Commissioner became head of a new State Highway Department, which was 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 and replaced by a State Highway Commission, which consisted of three members whom the governor appointed.

When the state highway system began to grow and state responsibility for highway construction and maintenance increased, the State Highway Commission expanded to include a central office in Augusta and seven offices located throughout the state. During the state government reorganization of 1972, the Commission was dissolved, and all of its functions were transferred to a newly-established Department of Transportation headed by a commissioner who was appointed by the governor. At the same time several independent, transportation-related agencies such as the Maine Port Authority were integrated into the department. Major changes occurred once again in 1981 when the commissioner was authorized to organize the department into bureaus and other units.

In early 1996, the Bureau of Transportation Services was dissolved and an Office of Passenger Transportation and an Office of Freight Transportation were established to promote these forms of transportation. Also, the number of deputy commissioners was reduced from three to one, and the Chief Engineer was placed in charge of the Bureaus of Planning, Project Development, and Maintenance and Operations. Finally, the Bureau of Planning was reorganized to become the Bureau of Planning Research, and Community Services. The department's organizational chart reflects the bureaus and other units administratively established by the commissioner in 1996.



# DEPARTMENT OF TRANSPORTATION

## PROGRAM:

The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

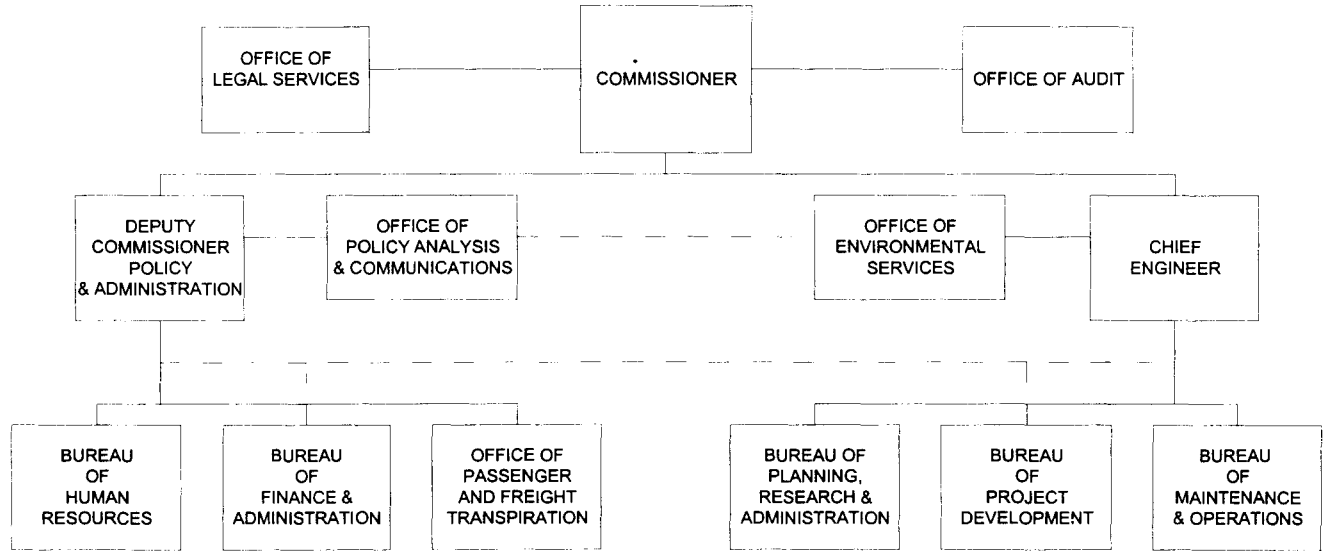
## LICENSES:

Listed under the separate units of the Department.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

DEPARTMENT OF TRANSPORTATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	68,965,596	240,479	276,437	47,690,441	12,524,793	8,233,446
HEALTH BENEFITS	16,837,596	8,958	95,276	12,809,366	1,833,189	2,090,807
RETIREMENTS	11,719,153	9,332	57,923	7,679,109	2,548,965	1,423,824
OTHER FRINGE BENEFITS	886,509	104	1,936	750,330	310	133,829
OTHER CONTRACT SERVICES STATE	9,455,874	59,799	205,838	2,401,662	4,930,425	1,858,150
COMPUTER SERVICES STATE	-10,868,998	18,513	325	167,087	185,959	-11,240,882
OTHER CONTRACT SERVICES	26,755,156	84,513	245,291	6,672,607	1,979,056	17,773,689
RENTS	38,184,280	602,741	390,938	27,740,156	6,039,479	3,410,966
COMMODITIES	19,888,078	514,988	427,989	11,332,521	3,271,268	4,341,312
GRANTS, SUBSIDIES, PENSIONS	27,216,533	517,367	109,300	7,137,532	5,129,882	14,322,452
PURCHASE OF LAND	-19,960			-100,946	80,986	
BUILDING IMPROVEMENTS	577,523			571,382	6,141	
EQUIPMENT	129,690,212	2,000,000	3,769,953	14,674,828	85,446,167	23,799,264
INTEREST-DEBT RETIREMENT	27,571,439			26,965,313	8	606,118
TRANSFER TO OTHER FUNDS	4,239,401	2,456,772	4,097	1,631,545	-493	147,480
<b>TOTAL EXPENDITURES</b>	<b>371,098,392</b>	<b>6,513,566</b>	<b>5,585,303</b>	<b>168,122,933</b>	<b>123,976,135</b>	<b>66,900,455</b>

ORGANIZATIONAL CHART  
DEPARTMENT OF TRANSPORTATION



DEPARTMENT OF TRANSPORTATION

**BUREAU OF FINANCE AND ADMINISTRATION  
(TRANSPORTATION)**

**H. GREGORY SHEA, DIR FINANCE & ADMIN**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1972

*Telephone:* (207) 287-2641

*Reference: Policy Area:* 07 ; *Umbrella:* 17 *Unit:* 231 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

*Average Count--All Positions:* 164.228

*Legislative Count:* 163.00

**PURPOSE:**

The Bureau of Finance and Administration was established to provide administrative and financial management support and services essential to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The responsibilities of the Bureau include planning, design, and support functions for all information systems; accounting and budgetary processes; financial planning and analysis; and library, stockroom, reprographic, and photographic services.

**ORGANIZATION:**

The Bureau of Finance and Administration originated as the Bureau of Accounts and Administration of the former State Highway Commission, established in 1913. During the State Government reorganization of 1972, the Commission was abolished, and the functions of the Bureau were transferred to the new Department of Transportation's Bureau of Administrative Services, which in February of 1981 was renamed "Bureau of Finance and Administration." Later the bureau was reorganized to include the Divisions of Financial Planning & Analysis; Financial & Administrative Processing; Administrative Services; Information Systems, and Accounting.

**PROGRAM:**

The Bureau's current focus is on enhancing the accuracy of financial forecasting and promoting complete accountability in the administration of transportation programs and funds. Professional and technical training and the consolidation of processing functions are improving the ability of staff to work to these new standards.

The Information Systems Division continues to provide information technology support to the Department as a whole. Geographic Information Systems, Computer Aided Drafting and Design, Desktop and Network support, and business systems applications are prime focal points. Year 2000 updates are being made to critical systems with the assistance of contractors. All critical systems are expected to be fixed by the start of Fiscal Year 2000. By the start of Fiscal 1999, almost all of the Department will be using updated desktop devices, consistent office software and modern networking technologies.

Financial information and position counts for other units are also included in this program.

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF FINANCE AND ADMINISTRATION (TRANSPORTATION)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,526,525		95,827	5,335,751	94,947	
HEALTH BENEFITS	1,087,723		43,706	1,027,780	16,237	
RETIREMENTS	909,350		41,706	848,326	19,318	
OTHER FRINGE BENEFITS	54,761		1,936	52,825		
OTHER CONTRACT SERVICES STATE	947,652		99,215	738,265	110,172	
COMPUTER SERVICES STATE	- 32,625		325	- 33,477	527	
OTHER CONTRACT SERVICES	1,136,634		81,516	1,046,498	8,620	
RENTS	663,180		55,833	607,275	72	
COMMODITIES	961,757		90,819	891,483	- 20,545	
GRANTS, SUBSIDIES, PENSIONS	211,895		799	- 61,952	273,048	
BUILDING IMPROVEMENTS	18,959			18,959		
EQUIPMENT	342,456		31,712	310,744		
INTEREST-DEBT RETIREMENT	10			10		
TRANSFER TO OTHER FUNDS	942,283		- 2,559	944,835	7	
<b>TOTAL EXPENDITURES</b>	12,770,560		540,835	11,727,322	502,403	

## MAINE AERONAUTICAL ADVISORY BOARD

### RONALD L. ROY, DIRECTOR, PASSENGER TRANS

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1978

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 245 ; Citation: T0006 *Telephone:* (207) 287-3318

*M.R.S.A., Sect.* 000000302

#### PURPOSE:

The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

#### ORGANIZATION:

The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Managers Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Office of Passenger Transportation is an ex officio member of the board and serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board. Members serve without compensation or expenses.

#### PROGRAM:

The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and improving the State's role in State-wide aviation matters. The Board makes recommendations and proposes initiatives to improve the air transportation system and will make recommendations on potential legislation.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

**OFFICE OF ENVIRONMENTAL SERVICES**

**WILLIAM REID, DIRECTOR**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1992

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 229E; Citation:

*Telephone:* (207) 287-5735  
*M.R.S.A., Sect.*

**PURPOSE:**

To advise on environmental matters; recommend environmental policy; support all units in protecting and enhancing natural and cultural resources by: recommending and participating in environmental and cultural resource identification, protection, enhancement, and mitigation efforts; providing technical services; developing and constructing resource protection, mitigation and landscape projects; coordinating environmental activities; providing liaison with regulatory and resource agencies and with the public; obtaining permits; and providing assistance regarding compliance with environmental laws and regulations.

**ORGANIZATION:**

The Office of Environmental Services has department-wide responsibilities and reports to the Chief Engineer. It has nine major areas of operational responsibility: 1) Administrative/Clerical; 2) Environmental Studies; 3) Planning/NEPA; 4) Permits; 5) Water Resources; 6) Mitigation; 7) Landscape; 8) Hazardous Wastes; and 9) Compliance Assistance. Air and noise quality efforts are handled by other units.

**PROGRAM:**

The Office accomplished the following: 230 project field reviews; 213 compliance assistance reviews; 392 water samples collected/analyzed; 26 well claim investigations, 2 replacement wells drilled; 120 NEPA submissions, 120 approvals; 231 historic/archeological submissions, 296 approvals; 6 federal historic recordations; 246 permit submissions and approvals; 4 6-Year Plan reviews, 12 EPA notifications; 6 EPA notifications; 3 DEP dredge spoil approvals; 96 PDR reviews; 11 Environmental Assessments (EA) and 3 Environmental Impact Statements (EIS) in progress; 1 EA approved; 2 Sec. 4 (f) submissions; 11 interagency permit meetings conducted; and numerous training sessions presented.

The Office had 38 wetland mitigation projects estimated at \$6.2 million, 145 landscape projects estimated at \$9.2 million, and helped manage/support the roadside vegetation management program (11,200 roadside miles). The Office maintains a lead role in developing and implementing the Scenic Byways and Community Gateways programs. Water Resources assumed responsibility for the 31 public water supplies operated by the Department.

Office personnel represented the Department on the State Wetlands Task Force/Work Groups, Great Pond Task Force, Well Drilling Commission, Land and Water Resources Council, Watershed Priority Group, Pesticides and Groundwater Planning Committee, Historic Preservation Commission, MDOT/DEP/MTA Stormwater MOA Task Force, NETC Research Committee, Treeways Program, Urban & Community Forestry Council, NPS Training Resource Center Advisory Committee, and Portland West End Youth Build Program. The Office participated on the MDOT Product Approval Committee, TQM Council and PAT's, Employee-of-the-Month and Equity-of-Awards Committees, project teams BPD Division Head Team, task Forces, FHWA Environmental Leadership Seminar, and participated in BPD Team Process training, partnering sessions, and environmental audits at 25 MDOT facilities.

**PUBLICATIONS:**

The Office wrote the "OES Team Process Guide", participated in writing the "BMP Manual for Erosion and Sedimentation Control on Transportation Projects", and participated in rewriting the Standard Specifications for controls that change the process and responsibility for environmental compliance.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

**MAINE STATE FERRY ADVISORY BOARD**

**RONALD L. ROY, DIRECTOR, PASSENGER TRANS**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1975

*Telephone:* (207) 287-3318

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 325 ; Citation: T0023 M.R.S.A., Sect. 000004301

**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:**

During the year the Board concentrated on discussion of maintenance, scheduling, and financing of the Maine State Ferry Service. Strategies developed during the Ferry Service Strategic Planning process are being implemented. Committees were formed to revise Policy Memorandum and the Maine State Ferry Service Tariff and to develop a Request for Proposals for design of a new vessel.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**OFFICE OF HUMAN RESOURCES**

**JANE GILBERT, DIRECTOR, HUMAN RESOURCES**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:*

*Telephone:* (207) 287-3551

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 229H; Citation: T0023 M.R.S.A., Sect. 000004206

**PURPOSE:**

To support and advise the Commissioner of Transportation in matters of internal and external human resources, affirmative action, equal opportunity, labor relations, personnel and training, and Disadvantaged/Women & Minority Business Development activities.

**ORGANIZATION:**

The office was administratively reorganized in early 1997 in conjunction with the efforts of the Productivity Task Force and includes the functions and activities of the Divisions indicated under Organizational Units.

**PROGRAM:**

EQUAL OPPORTUNITY/EMPLOYEE RELATIONS UNIT. This Unit represents the Department in all contract Administrative issues, and in the Collective Bargaining Process. DEO/ER develops and implements MDOT programs for internal equal employment opportunity, affirmative action and Title VI, Section 504; external programs for Disadvantages/Women Business Enterprises, EEO Contract Compliance and On-the-Job Training; and strives to further improve the internal and external coordination of equal opportunity activities. The internal EEO Program places increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis increases awareness and certification and participation of minority and women-owned firms in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

## DEPARTMENT OF TRANSPORTATION

**PERSONNEL AND TRAINING, HEALTH AND SAFETY UNIT.** This Unit provides the traditional administrative functions of recordkeeping and processing of personnel transactions as well as Staff Development and Training and Health, Safety and Industrial Accident Prevention and Administration necessary for a labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs, ensuring proper selection and placement, and development of a variety of supervisory, career development, orientation and personnel safety training programs and policies.

### **PUBLICATIONS:**

D/WBE Program (annual), Free  
D/WBE Directory (updated monthly), Free  
OJT Program (Annual), Free  
D/WBE Certification Guide (annual), Free  
Contractor and Subcontractor Equal Employment Opportunity Handbook, (Annual), Free

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **OFFICE OF INTERNAL AUDIT**

### **JOHN C SEELEY, DIR TRANS AUDIT**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1981

*Telephone:* (207) 287-2902

*Reference: Policy Area:* 07 ; *Umbrella:* 17 *Unit:* 229A; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

### **PURPOSE:**

To advise the Commissioner on audit matters, to provide internal audit services covering the Department's financial operations and to ensure internal controls are in place to safeguard DOT's resources and to provide external audit services over the Departments third party agreements with public and private organizations in order to ensure compliance with applicable federal and state laws, regulations and DOT's management policies and procedures.

### **ORGANIZATION:**

The Office of Audit was established in June, 1981, in response to one of the Ernst & Whinney Management Study recommendations.

### **PROGRAM:**

Internal audits were conducted over department financial operations and internal controls, including compliance with applicable provisions of Federal and State laws and regulations to provide reasonable assurance that: (1) accountability is provided over DOT's programs through adequate financial controls and operational procedures which are functioning properly and being complied with, and (2) Federal and State laws and regulations and DOT policies and procedures are being complied with.

External audits provided financial and compliance audits covering DOT's agreements with Consultants, Railroads, Utilities and Public Transportation agencies, in order to ensure compliance with applicable Federal & State laws, regulations and DOT's management policies and procedures.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

**OFFICE OF LEGAL SERVICES**

**THOMAS G REEVES, CHIEF COUNSEL**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1972

*Telephone:* (207) 287-2681

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 229L; Citation: T0023 M.R.S.A., Sect. 000004206

**PURPOSE:**

The primary purpose of the Office is to provide the necessary legal service for the Department of Transportation. The Office represents the Department in litigation, provides legal opinions, reviews contracts and prepares title reports.

**ORGANIZATION:**

The Office of Legal Services originated in 1962 as part of the former State Highway Commission, which is now the Department of Transportation.

**PROGRAM:**

During this fiscal year the Office represented the Department in eminent domain, tort, contract and administrative litigation and workers' compensation claims. The Office rendered advice and counseling services, drafted contracts, leases and legislative documents, wrote opinions and performed research in connection with the activities of the Department. The Office processed 195 new State Claims Commission referrals; 185 cases were presented for hearing and 124 were settled and 46 were defaulted. The Office also completed and updated for the Department 3,418 title abstracts. Eighty real estate related projects were prepared for the Land for Maine's Future Board (Bureau of Planning); Depts. of Inland Fisheries & Wildlife, Environmental Protection, Human Services and Public Safety; and Bureaus of Public Lands, Parks & Recreation and General Services. \$213,309.30 of outstanding accounts receivable are currently being handled by the Office with \$4,234.80 received.

Finances for this unit are included within other programs.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BUREAU OF MAINTENANCE AND OPERATIONS**

**MARC H GUIMONT, DIR MAINT & OPER**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1980

*Telephone:* (207) 287-2058

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 234 ; Citation: T0023 M.R.S.A., Sect. 000004206

*Average Count--All Positions:* 1580.000

*Legislative Count:* 260.00

**PURPOSE:**

The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,872 lane miles of State and State Aid highways; the winter maintenance of 7,800 lane miles of State Highways; the maintenance of approximately 2,800 bridges on State, State-aid and town highways; the coordination of the State-aid highway construction program; the installation and maintenance of traffic control devices on State and State-aid highways; the maintenance of approximately 300 miles of State owned rail lines, including about 200 bridges; the management of an equipment fleet for the Department of Transportation; the management of the Department's communication system; and the maintenance of safety rest areas and roadside picnic areas. The Bureau also provides major maintenance services for Ferry Service transfer bridges, piers and buildings.

**ORGANIZATION:**

The Bureau of Maintenance and Operations organization, consists of the Divisions of Highway Maintenance, Bridge Maintenance, Traffic Engineering, Motor



## DEPARTMENT OF TRANSPORTATION

Transport Services, Engineering and Management Services, and seven regional divisions. The radio operation is part of Highway Maintenance.

### PROGRAM:

**HIGHWAY MAINTENANCE:** Ice storm '98 placed a strain on resources in the central and southern areas in terms of winter maintenance and summer maintenance clean up. Pavement was placed on 750 miles of highway under the annual Hot Maintenance Mulch Program. A replacement radio system was engineered in house and a license application has been filed with FCC. This is the first stage of upgrading a technologically obsolete system.

**MOTOR TRANSPORT SERVICE:** MTS maintains an inventory of approximately 3,500 pieces of highway maintenance equipment including 1,300 wheeled, motorized units. During ice storm '98, MTS serviced & repaired generators & MDOT maintenance equipment and performed emergency repairs on utility company trucks & equipment essential in the statewide power recovery effort. Plans are being developed to replace essential equipment that has exceeded its cost effective life. Fuel pumps statewide have been retrofitted with generator transfer switches to accommodate future emergency power outages.

**BRIDGE MAINTENANCE:** Routine maintenance included bridge cleaning and flushing, rail and curb repair, deck repair, and channel maintenance. Major emphasis was placed on replacing wearing surfaces to protect bridge decks; touch up and complete painting to protect structural steel; rehabilitation of abutments, and pier columns; and replacement of damaged and deteriorated bridge rail. Eight moveable bridges were staffed for operation in accordance with U.S. Coast Guard federal regulations. The Division utilized six Correctional Facility Work Crews to accomplish bridge cleaning, flushing and routine maintenance activities. The Bridge Inspection Unit inspected public bridges in accordance with the National Bridge Inspection Standards. Maintenance of the Ferry Service facilities included 9 ferry transfer bridges 5 ferry docks.

**TRAFFIC ENGINEERING:** This Division striped 627 lane miles of Interstate System, 5,800 miles of centerline & 4,658 miles of edgeline & maintained signing & lighting on a significant portion of the State Highway System. The Division's design staff produced 11 signal, signing & lighting projects while providing design assistance for the Project Development Bureau. Right of Way Control staff processed 759 applications & issued 1,061 Official Business Directional Permits. 49 site projects were received & reviewed for the DEP. The Accident Records Section processed more than 45,000 crash reports & generated over 260 collision diagrams. The Traffic Monitoring Section completed traffic counts in 6 counties & began counting 7 others while producing over 50 special traffic studies.

**ENGINEERING AND MANAGEMENT SERVICES:** This division continues it's functions of budget development & monitoring, Collector Road program development & budgeting, and the oversight of the Bureau's Highway Inventory Program.

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	44,600,881	193,768	180,610	34,989,443	2,829,270	6,407,790
HEALTH BENEFITS	11,632,531		51,570	9,726,648	107,943	1,746,370
RETIREMENTS	7,414,674	3,602	16,217	5,850,832	435,919	1,108,104
OTHER FRINGE BENEFITS	644,504			541,889		102,615
OTHER CONTRACT SERVICES STATE	1,996,150	20,016	30,000	1,366,140	414,273	165,721
COMPUTER SERVICES STATE	-11,034,557			215,541	-198	-11,249,900
OTHER CONTRACT SERVICES	22,054,351	12,785	20,000	4,824,032	582,361	16,615,173
RENTS	36,427,747	602,578	56,045	26,822,125	5,656,030	3,290,969
COMMODITIES	18,101,461	512,188	353,134	9,978,435	3,168,066	4,089,638
GRANTS, SUBSIDIES, PENSIONS	19,799,046			6,296,488	2,558	13,500,000
PURCHASE OF LAND	450			1,090	-640	
BUILDING IMPROVEMENTS	550,914			550,914		
EQUIPMENT	10,646,960		704,107	7,666,549	1,964,782	311,522
INTEREST-DEBT RETIREMENT	616,138			10,022		606,116
TRANSFER TO OTHER FUNDS	567,037		3,112	474,109	-1,194	91,010
<b>TOTAL EXPENDITURES</b>	164,018,287	1,344,937	1,414,795	109,314,257	15,159,170	36,785,128

## BUREAU OF PLANNING

### WARREN T FOSTER, DIRECTOR

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 287-3292

*Established:* 1972

*Telephone:* (207) 287-3131

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 232 ; Citation: T0023 M.R.S.A., Sect. 000004206

#### PURPOSE:

The Bureau of Planning, Research and Community Services is responsible for conducting systematic and comprehensive transportation planning, capital improvement program development, research, and community services activities with the ultimate goal of providing for the safe, efficient, economical and environmentally sound movement of people and goods over the State's transportation network.

In addition to responding to requests for professional and technical assistance in the transportation planning and research realm from other State agencies, municipalities, and development groups, the Bureau provides guidance to top management in addressing immediate action or response to transportation issues as they arise.

#### 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. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. Reorganization is being accomplished to comply with and meet the challenge of the Federal Intermodal Surface Transportation Efficiency Act, the Clean Air Act Amendment and the State's Sensible Transportation Policy Act.

The Bureau was reorganized in July 1996, and renamed the Bureau of Planning, Research and Community Services. The Maine Local Roads Center and Research sections of the Division of Technical Services were transferred to the renamed Bureau. Traffic Engineering functions were transferred to the Bureau of Maintenance and Operations. The Bridge and Pavement Management Systems, formerly in Technical Services, were joined with those already in Planning to

## DEPARTMENT OF TRANSPORTATION

form the Management Systems Division.

The Bureau of Planning, Research and Community Services is comprised of four basic operating Divisions; Planning Division, Transportation Research Division, Community Services Division and Management Systems Division.

### PROGRAM:

Within the Planning Division there are three sections; a Transportation Analysis Section responsible for much of the technical analysis associated with transportation planning, a Statewide Planning and Coordination Section responsible for the development and periodic updates of the Department's long-range and six-year transportation plans and for the coordination of all regional transportation planning efforts which includes the RTAC's, MPOs, corridor committees and other ongoing regional planning efforts, and a Program Development Section responsible for project history, statistics relative to the financing and performance of Maine's highway systems, and the development and management of the Department's Biennial Transportation Improvement Program.

The Transportation Research Division has responsibility for the administration of the Department's research programs, developing and monitoring experimental construction methods, problem solving, new product evaluation, and operation of various pavement testing devices (FWD, ARAN).

The Community Services Division is responsible for roadway system and functional classification designation, administration of the Local Road Assistance Program, and the Maine Local Roads Center, a technology transfer activity, which provides information, workshops, and other forums to assist local community in the operation and maintenance of their roadways, and the administration of the Department's municipal salt/sand storage program.

The Management Systems Division has five sections; an Air Quality Management Sect. responsible for ensuring the transportation plan & program conformity requirements of the Clean Air Act are complied with & for the development and management of the Dept.'s Congestion Mitigation and Air Quality Program; a Pavement Management Sect. responsible for assessing the condition of Maine's roadway network & for the development of pavement preservation & improvement strategies; a Bridge Management Sect. responsible for maintaining an inventory of the condition of state & local bridges & for the development of bridge replacement/rehabilitation strategies & capital improvement programs; a Safety Management Sect. responsible for overseeing the Dept.'s Highway Safety Improvement Program & safety management system; and an Information Management Sect. responsible for the management of transportation systems inventory databases, TINIS, GPS, HPMS, & for the development of transportation planning GIS applications.

### PUBLICATIONS:

Biennial Transportation Improvement Program, Free  
Highway Safety Improvement Program, Free  
6 year Transportation Improvement Plan  
20 year Statewide Transportation Plan, Free  
Access Management Handbook for Local Officials, Free  
Maine's Pavement Needs Parts I & II  
Maine's Bridge Needs

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## OFFICE OF POLICY ANALYSIS

### ALAN B. STEARNS, DIR POLICY ANALYSIS

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1980

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 229P ; Citation: T0023 M.R.S.A., Sect. 000004206

### PURPOSE:

To support the Deputy Commissioner of Transportation in matters of state and federal legislative liaison, public affairs, intensive policy analysis, and

## DEPARTMENT OF TRANSPORTATION

policy direction.

### ORGANIZATION:

The Office was administratively established in early 1996, merging functions of the former Office of Policy Analysis, the former Office of Legislative and Governmental Affairs, and the Office of Public Affairs and Mapping. The Director reports to the Deputy Commissioner. The Director of Public Affairs and Mapping reports to the Director of Policy Analysis and Communications.

### PROGRAM:

The Office directs public policy research and advocacy, provides federal, state and local coordination on policy issues, directs internal and external communications for the Department, and oversees public affairs and press relations.

**OFFICE OF PUBLIC AFFAIRS AND MAPPING.** This office is responsible for creating, conducting, and evaluating external and internal public information programs; providing support services for various special events; and other special projects as assigned. In addition, this office creates and distributes general and specialized maps for Departmental use and distribution to the general public; and provides graphic arts support for all MDOT Bureaus, Offices and Divisions.

### PUBLICATIONS:

Maine Highway Cost Allocation Final Report, February, 1989  
Laws for the Operation of Commercial Vehicles, Revised October 1995  
Motor Fuel Tax Evasion Committee Final Report, February 1991  
Report On Compliance with Vehicle Weight Laws, January 1990  
Experimental Vehicle Program - Guidelines for Application, Office Review, and Vehicle Testing - 1989  
County Maps (Large Scale \$2.00, Small Scale \$.50)  
Urban Maps (\$1.50)  
Minor Civil Division Maps: (Large Scale \$2.00, Medium Scale \$.50, Small Scale -- Free)

Publications are available and free upon request unless otherwise noted.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE PORT AUTHORITY

### JOHN G. MELROSE, COMMISSIONER

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1951

*Telephone:* (207) 287-2841

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 398 ; Citation: T0023 M.R.S.A., Sect. 000004421

### PURPOSE:

The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of port and rail 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 and rail 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.

## DEPARTMENT OF TRANSPORTATION

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. The Maine Port Authority is currently under the Office of Freight Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of Directors. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

### **PROGRAM:**

The Maine Port authority has a continuing interest in the potential development of all ports and rail projects in Maine; and is available to participate in port activities where sound economic justification can be shown.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BUREAU OF PROJECT DEVELOPMENT

### **JOHN E. HODGKINS, DIRECTOR**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1972

*Telephone:* (207) 287-2055

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 246 ; Citation: T0023 M.R.S.A., Sect. 000004206

*Average Count--All Positions:* 565.538

*Legislative Count:* 543.00

### **PURPOSE:**

The Primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, through to construction completion once funding has been approved. Certain Units within the Bureau also serve the Department and the public in non-project-related activities according to their particular expertise.

### **ORGANIZATION:**

The project development concept began as a part of the Department's reorganization in 1972 when the Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Highway Design, Bridge Design, Right-of-Way, Construction, Multimodal Project Development and Project Management, plus the Survey and Geotech Sections. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Units. Also, demands are placed upon these Divisions & Sections for services by other units of the Department, other State agencies and the public.

### **PROGRAM:**

The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of transportation improvement projects continues at a steady pace. However, Federal funds for these projects remain the major constraint in program delivery.

The Bureau during this period delivered a program of transportation capital improvements with a construction, or contract value of about \$70 million. In addition major projects linking Portland & So. Portland, Topsham & Brunswick, plus Waterville & Winslow have been completed and a project for replacement of

## DEPARTMENT OF TRANSPORTATION

the Bath-Woolwich, Carlton Bridge is underway.

Financial information for other units is also included in this program.

### LICENSES:

Permit:

Utility Location

### PUBLICATIONS:

Statewide Transportation Improvement Program (STIP)

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	16,844,081	12,766		7,365,247	9,466,068	
HEALTH BENEFITS	3,738,827			2,054,938	1,683,889	
RETIREMENTS	3,043,429			979,951	2,063,478	
OTHER FRINGE BENEFITS	155,926			155,616	310	
OTHER CONTRACT SERVICES STATE	5,654,224		75,000	297,257	4,392,130	889,837
COMPUTER SERVICES STATE	121,962			-14,977	136,803	136
OTHER CONTRACT SERVICES	2,339,718		54,000	802,077	1,366,488	117,153
RENTS	1,091,907		279,060	310,756	383,377	118,714
COMMODITIES	597,129			462,603	115,833	18,693
GRANTS, SUBSIDIES, PENSIONS	2,414,495		14,940	297,996	1,913,180	188,379
PURCHASE OF LAND	-20,410			-102,036	81,626	
BUILDING IMPROVEMENTS	7,650			1,509	6,141	
EQUIPMENT	104,780,951		2,869,710	6,697,535	83,013,706	12,200,000
INTEREST-DEBT RETIREMENT	26,955,289			26,955,281	8	
TRANSFER TO OTHER FUNDS	215,099		2,498	212,601		
<b>TOTAL EXPENDITURES</b>	<b>167,940,277</b>	<b>12,766</b>	<b>3,295,208</b>	<b>46,476,354</b>	<b>104,623,037</b>	<b>13,532,912</b>

## BUREAU OF TRANSPORTATION SERVICES

**ROBERT D ELDER, DIRECTOR, FREIGHT TRANS.**  
**RONALD L ROY, DIRECTOR, PASSENGER TRANS**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 287-8300

*Established:* 1981

*Telephone:* (207) 287-2841

*Reference: Policy Area:* 07 ; *Umbrella:* 17 *Unit:* 243 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

*Average Count--All Positions:* 70.149

*Legislative Count:* 64.00

### PURPOSE:

In the spring of 1996, the Bureau of Transportation Services was dissolved, and its responsibilities were divided between the Office of Freight Transportation (OPT) and the Office of Passenger Transportation (OPT). The Office of Freight Transportation, headed by Robert D. Elder, was charged with developing a free-flowing intermodal freight network that would offer Maine shippers greater choice among modes, increased productivity, environmental benefits and reduced transportation costs.

The Office of Passenger Transportation was established to be responsible for the development of an efficient, environmentally sensitive, and cost effective passenger transportation system which encourages the use of alternative modes of transportation to meet the present and future needs of our citizens, business development, and tourism.

### ORGANIZATION:

The Office of Freight Transportation is functionally divided into a planning section, a program management section that manages special projects and operations, and a development/marketing section, which advocates new freight ideas and technologies and implements economic development strategies.

## DEPARTMENT OF TRANSPORTATION

The Office of Passenger Transportation is functionally divided into two units: planning and development; and program management. OPT is also responsible for oversight of the Maine State Ferry Service and Special Projects related to passenger transportation.

The Maine State Ferry Service, headquartered in Rockland, provides regularly scheduled service to islands in Penobscot Bay. Scheduled service is provided to Vinalhaven, North Haven, Islesboro, Swans Island, Frenchboro and Manticus from mainland facilities in Rockland, Lincolnville and Bass Harbor.

### PROGRAM:

The OPT is responsible for maintaining Maine's Three Port Policy, Three Rail Carrier Strategy and for improving freight transportation on Maine's highways & railroads, waters and in the air. It provides rail inspection services, undertakes rail rehabilitation projects, and coordinates the implementation of intermodal facilities such as the ones in Auburn, Bangor and Waterville. The OPT will also be responsible for implementing the newly created Industrial Rail Access Program (IRAP). The Office also promotes maritime commerce, and has worked to secure funding and provide oversight for the completed expansion at the Port of Eastport and the scheduled rehabilitation at the Port of Searsport. It also implemented, funded, and completed the Small Harbor Improvement Program which provided grants to improve over 40 municipal marine facilities along Maine's waterfront. The Office has also been involved with expansion of container cargo operations in the Port of Portland.

OFT has taken over the task of prioritizing Maine dredging projects for the U.S. Army Corps of Engineers from the State Planning Office & marine pilotage licensing & regulation from the Dept. of Financial and Professional Regulation. It is conducting a once-a-decade Coastal Marine Facilities Inventory in partnership with the Maine Dept. of Resources. OFT is involved with the NASTO Highway Transport Committee, which is working on a regional commercial vehicle overlimit permitting system. It has secured funding from the I-95 Coalition for funding to implement these types of projects. OFT is involved in implementing a plan to us intelligent transportation systems technology in commercial vehicle operations. OFT developed an Integrated Freight Plan that helped determine how freight moves in Maine and what are the controlling factors in shipper's decisions. This study included a mail survey to 320 Maine businesses as well as personal interviews with eighty of the larger freight producers in Maine.

The OPT's primary goal is to develop a user friendly transportation system which encourages the use of alternate modes of passenger transportation. The Planning & Development Unit is responsible for the development and maintenance of the Department's strategic planning effort and working with federal agencies to assist communities in carrying out development activities for non-highway infrastructure including the development of airports, passenger rail, public transportation and significant trail projects. The Transportation Programs Unit's responsibilities include coordinating with communities for the administration & management of all air, passenger rail, marine, high occupancy vehicle, public transportation & non-motorized transportation programs; ensuring programs are carried out consistent with applicable Federal & State rules & developing OPT's capital program & integration of this Program into MDOT's Biennial Transportation Improvement Program, the 6 year plan & MDOT's 20 year plan.

### PUBLICATIONS:

The Office of Passenger Transportation has the following publications available:  
Strategic Passenger Transportation Plan  
Ferry Service Strategic Plan  
Maine Aviation Systems Plan

The Office of Freight Transportation has the following publications available:  
Integrated Freight Plan, Free  
Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free

# DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,994,109	33,945			134,508	1,825,656
HEALTH BENEFITS	378,515	8,958			25,120	344,437
RETIREMENTS	351,700	5,730			30,250	315,720
OTHER FRINGE BENEFITS	31,318	104				31,214
OTHER CONTRACT SERVICES STATE	857,848	39,783	1,623		13,850	802,592
COMPUTER SERVICES STATE	76,222	18,513			48,827	8,882
OTHER CONTRACT SERVICES	1,224,453	71,728	89,775		21,587	1,041,363
RENTS	1,446	163				1,283
COMMODITIES	227,731	2,800	- 15,964		7,914	232,981
GRANTS, SUBSIDIES, PENSIONS	4,791,097	517,367	93,561	605,000	2,941,096	634,073
EQUIPMENT	13,919,845	2,000,000	164,424		467,679	11,287,742
INTEREST-DEBT RETIREMENT	2					2
TRANSFER TO OTHER FUNDS	2,514,982	2,456,772	1,046		694	56,470
<b>TOTAL EXPENDITURES</b>	<b>26,369,268</b>	<b>5,155,863</b>	<b>334,465</b>	<b>605,000</b>	<b>3,691,525</b>	<b>16,582,415</b>



(OFFICE OF) TREASURER OF STATE

**(OFFICE OF) TREASURER OF STATE**

**DALE MCCORMICK, TREASURER**  
**MARC A. CYR, DEPUTY TREASURER**

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME,  
*Mail Address:* 39 STATE HOUSE STATION, AUGUSTA, ME, 04333  
*Established:* 1920

*Telephone:* (207) 287-2771

*Reference: Policy Area:* 00 ; *Umbrella:* 28 *Unit:* 248 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000121  
*Average Count--All Positions:* 18.000 *Legislative Count:* 18.00

**PURPOSE:**

The efficient collection, recording, investment, and management of all State cash resources is the primary mission of the Treasury Department. 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 balances and temporarily investing idle funds; to sell bonds of the State provided by law and keep records pertaining to such debt; 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. Treasury also administers the State Municipal Revenue Sharing Program and the Abandoned Property Program.

The Treasurer serves on the boards of the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine, Adaptive Equipment Loan Program, Health and Higher Education Loan Authority, Maine Court Facilities Authority, Maine Education Loan Authority and the Maine School Building Authority.

**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 for all State agencies is a function of the Treasury. All cash, checks, money orders, deposit tickets, and bank wires are processed through the Treasury on Cash Receipt Statements. These documents originate in the receiving agencies and are forwarded to Treasury along with the funds or deposit tickets from banks. With over 37,000 processed annually these reports become the official record of revenue received. Over 2,000,000 checks are distributed each year by the Treasurer's Office. A full range of banking services is coordinated through the Treasury for all agencies. These include wire transfers, stop payments, deletes and make-overs, letters of credit, deposit access to over 35 Maine banks, and others.

Cashflow is continually monitored and money moved to assure adequate coverage for outstanding checks. Any funds not needed for cashflow or to compensate the banks for services are invested through the Treasurer's Cash Pool in prime commercial paper, U.S. Government securities which mature in less than 24 months, certificates of deposit with Maine banks, and repurchase agreements. Safety, liquidity, and yield are the determining factors in the selection of investment options and maturity dates. Earnings from investments are distributed monthly to participants in the pool on a prorata basis. Three long-term investments, the Governor Baxter Trust, Land Reserved Trust, and the Common Trust are managed through a contract with a third party. A trust committee led by the Treasurer provides policy advice and authorization for transactions to the contractor.

Treasury is responsible for issuing notes and bonds to provide funds for State needs. This office prepares the proposals, obtains approvals, prints the bonds or notes, receives bids, and closes the sale. Records are maintained of all issues. Payments to fiscal agents for notes, bonds, and coupons that mature are initiated here. The Treasurer works closely with the rating agencies to assure they are fully informed on all State economic and financial issues. Keeping the Legislature and the citizens of Maine aware of the impact of bond issues on the State's finances is an important function of the Treasurer.

(OFFICE OF) TREASURER OF STATE

**PUBLICATIONS:**

Official Statements prior to sales of State bonds and notes  
Abandoned Property Listing of Maine Citizens

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(OFFICE OF) TREASURER OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	547,559	547,559				
HEALTH BENEFITS	129,839	129,839				
RETIREMENTS	99,022	99,022				
OTHER FRINGE BENEFITS	6,458	6,458				
OTHER CONTRACT SERVICES STATE	250,886	1,655				249,231
COMPUTER SERVICES STATE	27,946	22,562	3,048			2,336
OTHER CONTRACT SERVICES	286,955	155,403	1,450			130,102
COMMODITIES	49,095	48,082				1,013
GRANTS, SUBSIDIES, PENSIONS	89,490,000		89,490,000			
EQUIPMENT	1,999	1,999				
INTEREST-DEBT RETIREMENT	75,283,056	75,283,056				
TRANSFER TO OTHER FUNDS	322		322			
<b>TOTAL EXPENDITURES</b>	166,173,137	76,295,635	89,494,820			382,682

(OFFICE OF) TREASURER OF STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	547,559	547,559				
HEALTH BENEFITS	129,839	129,839				
RETIREMENTS	99,022	99,022				
OTHER FRINGE BENEFITS	6,458	6,458				
OTHER CONTRACT SERVICES STATE	250,886	1,655				249,231
COMPUTER SERVICES STATE	27,946	22,562	3,048			2,336
OTHER CONTRACT SERVICES	286,955	155,403	1,450			130,102
COMMODITIES	49,095	48,082				1,013
GRANTS, SUBSIDIES, PENSIONS	89,490,000		89,490,000			
EQUIPMENT	1,999	1,999				
INTEREST-DEBT RETIREMENT	75,283,056	75,283,056				
TRANSFER TO OTHER FUNDS	322		322			
<b>TOTAL EXPENDITURES</b>	166,173,137	76,295,635	89,494,820			382,682

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE  
SYSTEM**

**TERRENCE J. MACTAGGART, CHANCELLOR**  
**SALLY G. VAMVAKIAS, CHAIR OF THE BOARD**

*Central Office:* 107 MAINE AVE U OF M SYSTEM, BANGOR, ME, 04401

*Mail Address:* 107 MAINE AVE U OF M SYSTEM, BANGOR, ME, 04401

*Established:* 1965

*Telephone:* (207) 973-3220

*Reference:* Policy Area: 02 ; Umbrella: 78 Unit: 421 ; Citation: S1967 M.R.S.A., Sect. 000000229

**PURPOSE:**

The University of Maine System 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 System 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, subsection 2251).

The University of Maine System 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 that all Maine citizens with high school diplomas or equivalents are eligible 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 nontraditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor as chief administrative and academic 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 qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

**ORGANIZATION:**

The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine the former State colleges and OPAL - Orono, Portland, Augusta, Law School - into a consolidated University of Maine, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus' 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 institution in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

In 1986 the University of Maine was renamed the University of Maine System and the University of Maine at Orono's name was changed to the University of Maine.

The University System is organized into the following units:

- Board of Trustees
- University System Office and Services
- University of Maine
- University of Southern Maine
- University of Maine at Farmington
- University of Maine at Fort Kent
- University of Maine at Machias
- University of Maine at Presque Isle
- University of Maine at Augusta

**PROGRAM:**

**INSTRUCTION.** The multicampus University of Maine System offers the associate, baccalaureate, master's, and doctoral degrees plus the certificate for advanced study and the professional degree in law. Academic programs include the arts and sciences, agriculture, forestry, technology, business,

## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

education, life sciences, marine sciences, engineering, law, and nursing. Specific responsibilities are assigned to each of the seven universities based on such goals as: 1) assuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the particular cultural, agricultural, and industrial needs of regions. Fall 1997 enrollment totaled 30,018, including many part-time and adult learners, and 4,585 persons were awarded degrees in 1996/97.

**PUBLIC SERVICE.** In addition to its instructional programs, the University System uses its campus facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. A major example: University of Maine Cooperative Extension, supported by federal, state, and county governments, provides education and information directly to young people, homemakers, families, farmers and other individuals, and communities. Public service activities are 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.** The research mission of the University System includes expanding faculty skills and teaching competence, increasing knowledge of Maine resources and improving their practical use, and assisting the state and regional economies. Research is encouraged at all campuses but is emphasized more at the University of Maine and the University of Southern Maine, which have been designated major centers for basic and applied research within the System. Contributions have been particularly strong in pulp and paper technology, forestry, engineering, law, applied science, public policy, and quaternary studies. University research unquestionably has benefited Maine's business, natural resources and government.

### **PUBLICATIONS:**

- (1) Financial Report, University of Maine System (free)
- (2) UMS World-Wide Web Site:<http://www.maine.edu/>

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	138,665,672	138,665,672				
<b>TOTAL EXPENDITURES</b>	138,665,672	138,665,672				

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	138,665,672	138,665,672				
<b>TOTAL EXPENDITURES</b>	138,665,672	138,665,672				

## ORGANIZATIONAL UNITS

Board of Trustees	University of Maine at Fort Kent (UMFK)
Office of the Chancellor	University of Maine at Machias (UMM)
Systemwide Services	University of Maine at Presque Isle (UMPI)
University of Maine (UM)	University of Maine at Augusta (UMA)
University of Southern Maine (USM)	Education Network of Maine (ENM)
University of Maine at Farmington (UMF)	

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## UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES JUNE 1998

### BY EMPLOYEE CATEGORY

Faculty	1,172
Professional and Administrative	1,348
Classified	<u>1,591</u>
Total	4,111

### BY SOURCE OF FUNDING

Educational and General	3,315
Auxiliary Enterprise	302
Restricted	<u>494</u>
Total	4,111

INDEPENDENT AGENCIES - REGULATORY

**CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE**

**DAWN STILES,**

*Central Office:* STATE HOUSE STATION # 11, AUGUSTA, ME, 04333

*Mail Address:* DEPARTMENT OF HUMAN SERVICES, AUGUSTA, ME, 04333

*Established:* 1985

*Telephone:* (207) 287-5060

*Reference:* Policy Area:03 ; Umbrella: 90 Unit: 484 ; Citation: T0022 M.R.S.A., Sect. 000008151

**PURPOSE:**

The Childrens Residential Treatment Committee is an interdepartmental committee. It is a subcommittee established to develop and coordinate the State's role in contracting for the placement of children in need of treatment in residential treatment centers.

**ORGANIZATION:**

The Committee is composed of the Commissioner of Education; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation and the Commissioner of Corrections or their designees.

**PROGRAM:**

The Committee is responsible to develop overall state policies for placement of children in need of treatment in residential treatment centers. The Committee is charged to develop a plan to implement those policies and determine the number of children who need residential treatment services. The committee has worked in conjunction with the Residential Treatment Centers Advisory Group to develop a needs assessment format and rate setting regulations and contract procedures. The Committee recommends to the four departments a coordinated approach to residential treatment rate setting, contract development and program management.

**PUBLICATIONS:**

Regulations Relating to Rate Determination and Contract Development for Children Placed in Residential Treatment Centers. (free)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**STATE BOARD OF EDUCATION**

**JAMES RIER, CHAIR**

*Central Office:* EDUCATION BLDG, AUGUSTA, ME, 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023

*Established:* 1949

*Telephone:* (207) 287-5813

*Reference:* Policy Area:02 ; Umbrella: 90 Unit: 077 ; Citation: T0020A M.R.S.A., Sect. 000000401

**PURPOSE:**

The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Education in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; 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 applied technical centers; to approve standards for school construction; to approve school construction projects for State aid; to approve the formation of community school districts; to obtain information regarding applications for granting degrees and make recommendations to the Legislature.

## INDEPENDENT AGENCIES - REGULATORY

The State Board of Education also serves as the State agency for administering Carl Perkins Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational 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 Board.

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 addition to fulfilling its statutory obligations, the State Board continues to lead Maine's effort to establish results-based initial teacher certification program; plays a leadership role in policy development and implementation of technology; and supports the recognition of exemplary technical learning through "Making the Grade Awards" and the Maine Teacher of the Year Program. The Board is also engaged in a major school construction reform initiative that will result in new and improved processes for approving school construction and renovation.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	18,480	18,480				
OTHER FRINGE BENEFITS	-55	-55				
OTHER CONTRACT SERVICES STATE	46,496	46,496				
OTHER CONTRACT SERVICES	63,131	63,131				
RENTS	816	816				
COMMODITIES	2,447	2,447				
<b>TOTAL EXPENDITURES</b>	<b>131,315</b>	<b>131,315</b>				

## MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

### J. DUKE ALBANESE, COMMISSIONER

*Central Office:* EDUCATION BUILDING, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

*Established:* 1963

*Telephone:* (207) 287-5114

*Reference:* Policy Area: 02 ; Umbrella: 90 Unit: 080 ; Citation: T0020A M.R.S.A., Sect. 000010501

## INDEPENDENT AGENCIES - REGULATORY

### **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, 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 may establish plans and rules or amend existing plans and rules in accordance with the United States Higher Education Facilities Act of 1963, Public Law 77-204, as amended by Public Law 89-752, Section 3 and requirements of the Federal Government established under the Act as amended. It may also accept and disburse all moneys in accordance with the act.

### **ORGANIZATION:**

The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Read 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. The Support Systems Team administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

### **PROGRAM:**

Financial assistance to construct or remodel facilities to meet the needs of the Handicapped (Title VII, HEA). Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY'98 no funds were actually appropriated and thus, no activity was conducted.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS**

### **DANCAUSE BRIAN, SMALL BUSINESS ADVOCATE**

*Central Office:* 33 STONE STREET, AUGUSTA, ME, 04330

*Mail Address:* 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 *FAX:* (207) 287-5701

*Established:* 1979

*Telephone:* (207) 287-8114

*Reference: Policy Area:* 01 ; *Umbrella:* 90 *Unit:* 347 ; *Citation:* T0010 *M.R.S.A., Sect.* 000001414

### **PURPOSE:**

The Advisory Council oversees the development and implementation of the Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Energy Conservation Division pursuant to that chapter.

### **ORGANIZATION:**

The ten member Advisory Council is appointed by the Governor, and consists of a divergent representation of building/energy sector expertise and interest. These include: industry and commercial representatives, an engineer, a building inspector, two elected county or municipal officials, a residential and a non-residential building contractor, and an architect.

### **PROGRAM:**

The Advisory Council developed rules for "Energy Efficiency in Subsidized Multi-Family Housing," in 1993. The Council did not meet during FY'98, as no



## INDEPENDENT AGENCIES - REGULATORY

changes to the Energy Efficiency Standards were proposed. The Council will be reconfirmed and meet in FY'99 to review the energy standards of the upgraded State Model Building Code, once the code is revised by the State Planning Office.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE HEALTH DATA ORGANIZATION

### ALAN M. PRYSUNKA, EXECUTIVE DIRECTOR

*Central Office:* 122 NORTHERN AVENUE, GARDNER, ME, 04351

*Mail Address:* 102 STATE HOUSE STATION, AUGUSTA, ME, 04333-0102 *FAX:* (207) 624-8662

*Established:* 1996

*Telephone:* (207) 624-8655

*Reference:* Policy Area: 03 ; Umbrella: 90 Unit: 590 ; Citation: T0022 *M.R.S.A., Sect.* 000008703

*Average Count--All Positions:* 4.000

*Legislative Count:* 4.00

#### PURPOSE:

The Maine Health Data Organization was established by the 117th Legislature to create and maintain a uniform objective, accurate and comprehensive health care information data bases and to develop and implement data collection policies and procedures for the collection, processing, storage, and analysis of clinical, financial and restructuring data.

#### ORGANIZATION:

The Organization is governed by an eighteen member Board which represent the following interests: three members represent consumers; three members represent employers; two members represent 3rd-party payors; two provider members represent hospitals; two provider members represent physicians; one provider member is a dentist; one provider member is a chiropractor; two provider members are representatives of other health care providers; and two members are current employees of the Department of Human Services.

#### PROGRAM:

The MHDO Board has met on a regular basis to address a large number of policy, organizational, administrative, and financial issues. The MHDO spent much of it's time focused upon: awarding a contract to an outside vendor for the collection and processing of clinical data; drafting a number of rules dealing with the release of health care information to the public; fee increases for the sale of data; and assessments levied upon health providers and health insurance entities to fund the activities of the Organization.

## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HEALTH DATA ORGANIZATION	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>					
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	159,209		159,209			
HEALTH BENEFITS	29,643		29,643			
RETIREMENTS	28,375		28,375			
OTHER FRINGE BENEFITS	1,034		1,034			
OTHER CONTRACT SERVICES STATE	123,803		123,803			
COMPUTER SERVICES STATE	51,233		51,233			
OTHER CONTRACT SERVICES	23,976		23,976			
RENTS	22,319		22,319			
COMMODITIES	10,789		10,789			
GRANTS, SUBSIDIES, PENSIONS	112		112			
TRANSFER TO OTHER FUNDS	137					137
<b>TOTAL EXPENDITURES</b>	<b>450,630</b>		<b>450,493</b>			<b>137</b>

## WORK CENTER PURCHASES COMMITTEE

### RICHARD THOMPSON, CHAIRMAN

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME, 04333

*Mail Address:* 9 STATE HOUSE STATION, AUGUSTA, ME, 04333-0009 *FAX:* (207) 287-6578

*Established:* 1985 *Telephone:* (207) 287-3521

*Reference:* Policy Area: 03 ; Umbrella: 90 Unit: 486 ; Citation: T0005 M.R.S.A., Sect. 000001826C

#### **PURPOSE:**

The Committee seeks to expand the market for goods and services provided by rehabilitation facilities (work centers) which employ workers with disabilities.

#### **ORGANIZATION:**

The Committee consists of the director of the Division of Purchases, the director of the Bureau of Rehabilitation, a representative of the Department of Mental Health and Mental Retardation, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

#### **PROGRAM:**

The Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and settling grievances. Activity of the Committee remains centered around custodial services contracts. Several large contracts are in place, benefiting work centers in the Augusta, Lewiston and Portland area. Awards under the set aside totaled \$485,682 in FY 1998.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - REGULATORY

### WORKERS' COMPENSATION BOARD

#### PAUL R DIONNE, EXEC DIR

*Central Office:* AMHI DEERING BLDG, AUGUSTA, ME,

*Mail Address:* 27 STATE HOUSE STATION, AUGUSTA, ME, 04333-0027

*Established:* 1992

*Telephone:* (207) 287-3751

*Reference:* Policy Area: 01 ; Umbrella: 90 Unit: 351 ; Citation: T0039A M.R.S.A., Sect. 000000151

*Average Count--All Positions:* 124.000

*Legislative Count:* 124.00

#### **PURPOSE:**

The Board's mission is to serve the employees and employers of the State fairly and expeditiously by ensuring compliance with the workers' compensation laws, ensuring the prompt delivery of benefits legally due, promoting the prevention of disputes, utilizing dispute resolution to reduce litigation and facilitating labor-management cooperation.

#### **ORGANIZATION:**

Policy is established by an eight-member board having an equal number of employee and employer representatives. The Governor appoints these members from nominees submitted by the AFL-CIO and the Maine Chamber of Commerce and Industry or other bona fide organization or association of employers. These appointments are subject to review by the Joint Standing Committee on State and Local Government with confirmation by the Senate.

The agency is administered by the Executive Director, Paul R. Dionne. Regional Offices are located in Augusta, Bangor, Caribou, Lewiston and Portland.

The Central Office is in Augusta. Mediation and formal hearings are conducted at these and other offices. Some hearings are held at locations closer to the residence of the injured worker. The 118th Legislature, 1st regular session, enacted legislation providing for a Worker Advocate Program to assist unrepresented employees through the mediation and formal hearing phases of dispute resolution. This program has been implemented and is operational. The legislation also provided for tracking compliance with the statute by carriers and self insurers.

#### **PROGRAM:**

The Board exists to prevent and resolve disputes between employers and employees over work-related injuries since timely, fair and efficient resolution of disputes enhances Maine workplaces for all Maine's people. To ensure the efficient implementation of the Workers' Compensation Act, the Board is engaged in the promulgation of rules and regulations; the resolution of disputes through formal and informal means; the monitoring of payments to injured workers; the monitoring and enforcement of insurance coverage; the supervision of medical protocols, utilization review, medical fee schedules and enforcement guidelines; the implementation of an independent medical examiner system; the administration of a Vocational Rehabilitation Fund and vocational rehabilitation services; the predetermination of independent contractor applications; the investigation and prosecution of complaints of fraud misrepresentation, illegal conduct and violations of the Act through its Abuse Unit.

The Board meets on a bi-weekly basis to set policy for the proper implementation of the Act. It created three standing subcommittees: Budget Personnel and Safety. The Budget Subcommittee addresses budget matters and performance budgeting. The Board set a rate of 2.79% on an FY 99 estimated insured market of \$135,000,000. The Board is conducting an ongoing review of the dispute resolution process including backlogs, timetables and caseloads. The Board promotes the use of EDI to increase the electronic filing of data. Coopers & Lybrand has completed a systems analysis for the Board and its interrelationship with the Bureau of Insurance and the Bureau of Labor Standards. C&L's study resulted in 20 recommendations. As a result, the Board created teams consisting of agency personnel, Board members, representatives of the system to study the recommendations and to recommend a plan to the WCB.

The Board promulgated rules on utilization review, medical treatment protocols, permanent impairment guidelines, and adopted a revised medical fee schedule. The Board approved the establishment of the Monitoring, Audit and Enforcement Program as mandated under Chapter 486. The basic goals of the MAE Program are as follows: (1) to provide the Board, Legislature and Governor with timely and reliable data; (2) to monitor and audit payment and filing

## INDEPENDENT AGENCIES - REGULATORY

requirements; (3) to detect those insurers, self-insurers and third-party administrators that are not in compliance; and (4) to ensure that all filing and compliance obligations under the Act are met. The Board recently upgraded its computer infrastructure statewide. Over the next year attention will be focused on enhancing the central business applications, assuring information integrity and will investigate areas which will enable and insure employers and insurance provider's submit coverage and claim data more punctually.

### PUBLICATIONS:

Annual Report on the Status of the Maine Workers' Compensation System, July 1997 (free)

Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each

Maine Workers' Compensation Act of 1992, booklet, \$4.00 per copy

Maine Workers' Compensation Forms Manual, booklet \$4.50 per copy

Medical Fee Schedule, booklet, \$50.00 each, diskette, \$100.00 each; set, \$125.00

Weekly Benefit Table, booklet, \$4.50 each

Workers' Compensation Board Rules and Regulations, booklet, \$3.00 each

Workers' Compensation Board Minutes, \$80.00 per year for minutes or \$115.00 per year for minutes and cumulative index

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

WORKERS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,667,413		3,667,413			
HEALTH BENEFITS	663,543		663,543			
RETIREMENTS	629,686		629,686			
OTHER FRINGE BENEFITS	57,315		57,315			
OTHER CONTRACT SERVICES STATE	167,155		167,155			
COMPUTER SERVICES STATE	36,874		36,874			
OTHER CONTRACT SERVICES	516,858		516,858			
RENTS	341,151		341,151			
COMMODITIES	101,941		101,941			
GRANTS, SUBSIDIES, PENSIONS	60,797		60,797			
TRANSFER TO OTHER FUNDS	133,304		133,304			
<b>TOTAL EXPENDITURES</b>	<b>6,376,037</b>		<b>6,376,037</b>			

### First Reports of Injuries

First Reports of Injuries are filed by employers whenever an injured employee loses one or more days from work. Calendar year statistics are shown here. They indicate that the number of disabling cases has been decreasing from a high of 26,693 in 1990 to a low of 12,209 in 1996 (see chart). These reports are processed by the Insurance Coverage Division.

<u>Year</u>	<u>Lost Time First Reports</u>	<u>Average Employment</u>
1986	24,336	477,400
1987	25,528	503,600
1988	26,431	527,500
1989	26,006	546,120
1990	26,693	539,250
1991	21,984	515,050
1992	19,418	513,570
1993	16,831	520,780
1994	15,873	533,420
1995	13,731	540,100
1996	12,253	549,800
1997	13,265*	553,500*

\* Preliminary

### Dispute Resolution Process

The new statute established a three-tier dispute resolution process (troubleshooting, mediation, and formal hearing or arbitration) in an effort to reduce litigation. Notices of Controversy and Petitions which result in claims assigned (see below) are processed by the NOCS/Petitions Division.

#### Troubleshooting

	<u>Claims Assigned</u>	<u>Claims Disposed</u>	<u>Pending as of June</u>
1993	15,065	10,618	
1994	14,140	15,509	
1995	11,487	12,425	2,272
1996	10,770	10,654	2,190
1997	10,355	10,628	1,776
1998			1,307

#### Mediation

	<u>Claims Assigned</u>	<u>Claims Disposed</u>	<u>Pending as of June</u>
1993	4,439	2,688	
1994	8,021	8,168	
1995	6,226	6,932	1,780
1996	5,825	5,642	1,388
1997	5,557	5,806	1,117
1998			847

### Formal Hearing

	<u>Claims Assigned</u>	<u>Claims Disposed</u>	<u>Pending as of June</u>
1993	5,887	9,428	
1994	3,592	2,955	
1995	3,887	3,973	4,248
1996	2,508	3,841	3,795
1997	2,399	3,576	3,388
1998			2,497

### Abuse Investigation Unit

The Abuse Investigation Unit investigates allegations of fraud, illegal or improper conduct, and violations of the Workers' Compensation Act. In 1997, the Abuse Investigation Unit received 620 complaints/requests for penalties. The Abuse Investigation Unit closed (by granting, denying, dismissing or, in the case of complaints pursuant to §360(2), forwarding to hearing) 513 cases.

### Office of Medical/Rehabilitation Services

The Office of Medical and Rehabilitation Services assists the Board in the administration and promulgation of rules regarding medical protocols, medical utilization review, impairment guidelines, independent medical examiners, medical fee schedules and employment rehabilitation services.

- 165 requests for independent medical review were assigned
- Guidelines for the treatment of carpal tunnel and pain were approved.
- The American Medical Association 4Th Edition, Guide for the Evaluation of Permanent Impairment was implemented.
- OMRS is involved in two studies for the legislature.
  - Occupational Disease
  - Vocational Rehabilitation

### Forms and Data Processed by Division in Calendar Year 1997

#### Insurance Coverage Division

This division monitors workers' compensation insurance coverage of employers. Electronic Data Interchange (EDI) has already been implemented with the State's largest carrier for the filing of insurance coverage data and First Reports. Requests for waivers of workers' compensation insurance are reviewed by this division. It also processes First Reports of Injury filed by employers and receives applications for the predetermination of independent contractors.

	<u>Proof of Coverage</u>	<u>Lost Time First Reports</u>	<u>Waiver Applications</u>	<u>Independent Contractor Applications</u>	<u>No Recorded Coverage Letters</u>
1995	112,083	13,567	4,150	790	6,211
1996	105,005	12,209	3,259	756	11,801
1997	121,570	12,650	4,561	845	9,140

### Central Files Division

This division receives requests for files from Central Office and Regional Office staff. The division maintains approximately 1.5 million files.

### Notices of Controversy and Petitions

This division receives, processes and assigns Notices of Controversy and Petitions to Troubleshooters, Mediators, and Hearing Officers located in the Regional Offices.

	<u>Notices of Controversy</u>	<u>Petitions</u>
1995	12,866	7,034
1996	11,855	9,386
1997	11,357	4,366

### Payments Division

This division monitors lost time cases, reviews Hearing Officer decisions, processes Wage Statements, Memoranda of Payments, Discontinuances, Interim and Final Reports, and monitors cases to ensure employer/insurer compliance with the Act.

	<u>MOP</u>	<u>Wage Statement</u>	<u>Discontinuances</u>	<u>Agreements</u>	<u>H.O. Decisions</u>
1993	18,394	14,066	18,677	894	8,835
1994	16,422	12,519	16,648	353	5,844
1995	15,028	9,860	18,155	167	5,372
1996	13,426	11,575	18,293	36	3,154
1997	12,930	14,065	15,960	124	5,835

	<u>Interim/Final Reports</u>	<u>Miscellaneous Forms</u>	<u>Approximate # of Forms Processed</u>	<u>Files Audited</u>
1993	11,895	3,068	75,829	
1994	22,519	7,847	82,172	
1995	26,030	24,673	99,285	4,367
1996	33,347	22,031	101,862	7,007
1997	26,045	12,028	86,987	6,432

## INDEPENDENT AGENCIES - REGULATORY



## INDEPENDENT AGENCIES - ADVISORY

### MAINE HIV ADVISORY COMMITTEE

#### KATE PERKINS, CHAIR

*Central Office:* STATEHOUSE STA 11, AUGUSTA, ME, 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1993

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 510 ; Citation: T0005 M.R.S.A., Sect. 000019202

#### PURPOSE:

This committee was originally mandated to advise the Department of Human Services on content and dissemination of educational materials, crises that may develop, coordination of services to people living with AIDS, AIDS related policy and proposed rules. In 1993, the Legislature revised the committee's mandate and organizational structure to more effectively provide input and guidance around HIV/AIDS related issues to encompass all of state government. As acknowledgement of the broader interface sought by the legislative reform, the committee was redesigned under its new title: THE HIV ADVISORY COMMITTEE TO THE STATE OF MAINE (ME HIVAC).

#### ORGANIZATION:

This committee is comprised of 36 members appointed by the Governor. It is headed by a Chair and Co-Chair. It is advisory only, having no responsibility or jurisdiction over activities, implementation or results of action taken by any state agency; it represents a wide cross section of persons knowledgeable of issues and problems in their fields; it may only make recommendations based on review and consideration of issues of concern brought before the committee via public issue and/or governmental inquiry. It is expected that this committee assists in acquiring support, including funding, for essential services and problems.

#### PROGRAM:

The committee currently meets on a monthly basis to consider areas covered under the "Purpose" section of the document. The Committee is broken down into several sub-committees: Executive, Legislative, Education and Prevention, and Treatment Issues and Provider Concerns.

Sub-committees meet to give specific recommendations to the Committee as a whole in order to assist the Committee in its efforts to advise the State on HIV/AIDS legislation and policy. Long range plans involve collaboration with both governmental and non-governmental agencies and organizations.

ROLE OF THE DEPARTMENT: As a result of 1993 legislative action DHS is no longer the exclusive focus of the committee's attention, and is no longer responsible for providing any staff support for the committee's activities. As of January 1, 1994, all staff support obligations were assumed by the Portland Chapter of the American Red Cross, through its ME HIVAC Staff Liaison, Ms. Trish Macomber, under the direction of Ms. Kate Perkins, Chair, ME HIVAC. The Department has retained its seat on the committee, with the Bureau of Health (BOH) Director of the HIV/STD Programs serving as the formal DHS representative.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### ARCHIVES ADVISORY BOARD

#### SUMNER WEBBER, CHAIRMAN

*Central Office:* CULTURAL BUILDING, AUGUSTA, ME, 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME, 04333-0084

*Established:* 1965

*Telephone:* (207) 287-5788

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 257 ; Citation: T0005 M.R.S.A., Sect. 000000096

#### PURPOSE:

The Archives Advisory Board's 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.

## INDEPENDENT AGENCIES - ADVISORY

### ORGANIZATION:

The board consists of 9 public members approved 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 periodically during the fiscal year to advise the State Archivist on the disposition of records, retention, schedules and on administrative matters of concern.

### LICENSES:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State and local government records having no permanent value (M.R.S.A., Title 5, section 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 Schedules (Form MSA 22.1073).

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

*Central Office:* , ME,

*Mail Address:* , ME,

*Established:* 1997

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 601 ; Citation: T0022A M.R.S.A., Sect. 000003789D

### PURPOSE:

The Maine Temporary Assistance for Needy Council shall advise the commissioner or the commissioner's designee regarding education, training, job opportunities, quality employment and business ownership opportunities, the operation of any postsecondary education programs administered by the department and other matters affecting TANF recipients.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

### HELEN HOLMES, CHAIRPERSON

*Central Office:* RM 411 STATE OFFICE BLDG, AUGUSTA, ME, 04333

*Mail Address:* 40 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1985

*Telephone:* (207) 287-4251

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 482 ; Citation: T0034B M.R.S.A., Sect. 000006241

### PURPOSE:

To act in an advisory capacity to the Commissioner of the Department of Mental Health, Mental Retardation and Substance Abuse Services, and to the Program Manager, MR Services, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

## INDEPENDENT AGENCIES - ADVISORY

### ORGANIZATION:

The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children. The chairperson is named by the Governor and members shall serve for staggered three year terms.

### PROGRAM:

The Committee meets bi-monthly. The Committee monitors legislation related to children's services and, as appropriate, provides information to the Commissioner and the legislature on significant proposals related to programs or funding. The Committee assists the Children's Services unit in preparing the federal Mental Health Services Block Grant application.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## CONTINUING EDUCATION ADVISORY COMMITTEE

### ALESSANDRO A IUPPA, SUPERINTENDENT

*Central Office:* 124 NORTHERN AVENUE, GARDINER, ME, 04345

*Mail Address:* 34 STATE HOUSE STATION, AUGUSTA, ME, 04333

*FAX:* (207) 624-8599

*Established:*

*Telephone:* (207) 624-8475

*Reference:* Policy Area:01 ; Umbrella: 92 Unit: 518 ; Citation: T0024A M.R.S.A., Sect. 000001481

### PURPOSE:

The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the Bureau by Course Providers for the use of producers and consultants in the fulfillment of the Continuing Education Requirements as a prerequisite to license continuation.

### ORGANIZATION:

The board consists of 6 members, to be appointed by the superintendent of the Bureau of Insurance 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 that person is active, full-time insurance producer or consultant, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality, education and nature of the services performed by producers and consultants.

Lastly, the members of the board may 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:

During Fiscal Year 97-98, the Continuing Education Advisory Committee met monthly to review courses and recommend approval or disapproval of courses.

### LICENSES:

This board issues no licenses itself, but participates in the review of and recommendations for continuing education courses used as a basis for renewing licenses by the Bureau of Insurance.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

### MAINE CRIMINAL JUSTICE COMMISSION

#### JUNE A. KOEGEL, CHAIR

Central Office: 417 US RT. 1, FALMOUTH, ME, 04105

Mail Address: 417 US RT. 1, FALMOUTH, ME, 04105

Established: 1991

Reference: Policy Area: 06 ; Umbrella: 92 Unit: 549 ; Citation: T0005 M.R.S.A., Sect. 000003358

FAX: (207) 781-2801

Telephone: (207) 781-1877

#### PURPOSE:

The major duties of the Maine Criminal Justice Commission are to monitor and evaluate the State's criminal justice system on an ongoing basis and to provide recommendations regarding changes in that system to the appropriate state departments and the Legislature. The commission submits an annual report of the results of its studies, findings, and recommendations to the Governor and committees of the Legislature having jurisdiction over criminal justice matters by December 31st.

#### ORGANIZATION:

The Maine Criminal Justice Commission consists of 25 members: 15 appointed by the Governor; 2 appointed by the President of the Senate; 3 appointed by the Speaker of the House of Representatives. The Attorney General or his/her designee sits and he/she also appoints one member from the Criminal Law Advisory Commission. In addition, the Commissioner of Corrections or designee, The Commissioner of Public Safety or designee, and the Director of the Maine Criminal Justice Academy or designee are members. The Chief Justice of the Maine Supreme Court serves as advisor. The Chair is chosen from among members and can be done annually. The commission is authorized to seek, accept and expend outside sources of funding to carry out its activities.

#### PROGRAM:

The commission advises the Governor, the Legislature, the Judicial Department, and the Attorney General and provides information on the state of the Criminal Justice System. The Commission facilitates the award of federal and state criminal justice money for partnership projects such as: community policing, drug court programs and rural justice initiatives. The Commission coordinated the planning of a statewide juvenile justice conference that will enhance and expand the knowledge base of juvenile justice in Maine. Special efforts have been made to involve and include community members, school systems and other state agencies. The Commission acts as a facilitator of information to and among criminal justice professionals, and also sponsored a research based training meeting designed to educate policy makers on criminal justice on criminal justice programs and how they are integrated through offender risk management. The Commission meets on the second Wednesday of each month in Augusta.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

#### MAINE CRIMINAL JUSTICE COMMISSION

#### EXPENDITURES

GRANTS, SUBSIDIES, PENSIONS  
TOTAL EXPENDITURES

TOTAL  
FOR  
ALL  
FUNDS

GENERAL  
FUND  
REVENUE  
FUNDS

HIGHWAY  
FUND

FEDERAL  
FUNDS

MISC.  
FUNDS

20,000 20,000  
20,000 20,000

INDEPENDENT AGENCIES - ADVISORY

**CRIMINAL LAW ADVISORY COMMISSION**

**JOHN PELLETIER, CHAIR**

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME, 04333

*Mail Address:* 6 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:*

*FAX:* (207) 287-3120

*Telephone:* (207) 626-8511

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 139 ; Citation: T0017A M.R.S.A., Sect. 000001351

**PURPOSE:**

To study Maine criminal and juvenile crime laws and submit to the Legislature proposed changes.

**ORGANIZATION:**

Commission is composed of 9 members appointed by the Attorney General. At least two must have knowledge of juvenile laws and others must have knowledge of the civil law or experience in the prosecution or defense of criminal cases.

**PROGRAM:**

Commission meets as a body numerous times a year. In FY 1998, the Commission met eight times.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS**

**JANET WALDRON, COMM DAFS**

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME,

*Mail Address:* 78 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1973

*Telephone:* (207) 624-7800

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 311 ; Citation: T0005 M.R.S.A., Sect. 000000884

**PURPOSE:**

Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Administrative and Financial Services. 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 Administrative and Financial Services as Chairman, the Insurance Superintendent and the Superintendent of Banking, ex officios, or their designees, the Executive Director of the Maine State Retirement System, 3 classified State employees appointed by the Governor as follows: one employee from the Maine State Employee Association, one employee of the American Federation of State, County and Municipal Employees, and one employee from the Maine Troopers Association. Employee representatives are appointed for terms of 3 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 Administrative and Financial Services conducted open enrollment on a monthly basis.

**PUBLICATIONS:**

Maine State Employees Deferred Compensation Plan Booklet, Rev. 1989

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

# MAINE DEVELOPMENTAL DISABILITIES COUNCIL

*Central Office:* NASH BLDG., AUGUSTA, ME, 04333

*Mail Address:* #139 SHS, NASH BLDG., AUGUSTA, ME, 04333

*Established:* 1974

*Telephone:* (207) 287-4213

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 050 ; Citation: T0034B M.R.S.A., Sect. 000001211

### **PURPOSE:**

The primary purpose of the Maine Developmental Disabilities Council is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum for consumers, parents and family members to meet with state agency representatives and other providers to address the service needs of persons with developmental disabilities.

### **ORGANIZATION:**

The Maine Developmental Disabilities Council was established in 1971 by an Executive Order and by statute in 1981 as the Maine State Planning and Advisory Council on Developmental Disabilities. In 1994 its name was changed to its present designation. The Council consists of twenty-one members appointed by the Governor or serving by virtue of their positions in state government. Appointees are persons with developmental disabilities, parents or guardians of such persons, representatives of higher educational facilities and other groups concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their positions are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Planner and a Secretary. Administrative support is provided as needed by the Department of Mental Health, Mental Retardation and Substance Abuse Services. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

### **PROGRAM:**

The Council addressed several activities for its Three Year State Plan for meeting the needs and preferences of people with developmental disabilities. Priority areas are Child Development, Community Living, Employment and System Coordination and Community Education. Family support services network development is the Council's major emphasis.

Examples of year one activities are: (1) A Family Support Conference to provide educational opportunities for people with disabilities and their families; (2) financial assistance to family support groups concerned with issues affecting a family member with a disability; (3) financial assistance to families who have a child with a disability to attend conferences to gain more information; (4) funding to Goodwill to develop an "awareness training" tailored to the public school setting; (5) financial assistance to MSAD #27 in Ft. Kent for the student development of a peer-to-peer disabilities awareness training model;

(6) financial assistance to Medical Care Development, Inc. to do a physician awareness project to increase their sensitivity and support of families of newborns and infants with disabilities; (7) funding to Medical Care Development, Inc. to do a Family Economic Contribution Study to document out-of-pocket costs in raising a child with a disability; and (8) financial assistance to the Maine Association of Persons in Supported Employment to support a rehabilitation graduate studies student to assist in student membership involvement and organizational visibility due to the limited capacity of its volunteer board; and (9) financial assistance to Peregrine Corp. to provide support and technical assistance to a group of self-advocates, Speaking Up For Us.

## INDEPENDENT AGENCIES - ADVISORY

### **PUBLICATIONS:**

ALL FREE (Asterisked items currently not available)

-DD Dispatch (published three times a year)

-Three Year State Plan

-Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee\*

-Position Papers

-Why Bother? (Educating Maine's Legislators)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **MAINE COMMISSION ON DOMESTIC ABUSE**

### **MICHAEL F. KELLY, COMMISSIONER**

*Central Office:* 36 HOSPITAL STREET, AUGUSTA, ME, 04333

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME, 04333

*FAX:* (207) 624-7088

*Established:* 1990

*Telephone:* (204) 624-7074

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 539 ; Citation: T0019A M.R.S.A., Sect. 000004013

### **PURPOSE:**

The Maine Commission advises and assists the executive, legislative and judicial branches of State Government on issues related to domestic abuse. The commission may make recommendations on legislative policy actions, including training of various law enforcement officers, prosecutors and judicial officers responsible for enforcing and carrying out the statutory provisions relating to domestic abuse.

### **ORGANIZATION:**

The Commission is composed of up to 20 members appointed by the Governor.

### **PROGRAM:**

The Commission undertakes activities in the areas of criminal justice, legislation and medical education and strongly believes that it is essential to educate the public and policy makers on the negative effects of domestic abuse or violence. The Commission recognizes that there is a lack of factual data concerning incidences of domestic abuse and is working toward developing data sources.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DOMESTIC ABUSE HOMICIDE REVIEW PANEL**

### **MICHAEL F. KELLY, COMMISSIONER**

*Central Office:* 36 HOSPITAL ST., AUGUSTA, ME, 04333

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME, 04333

*FAX:* (207) 624-7088

*Established:* 1997

*Telephone:* (207) 624-7074

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 600 ; Citation: T0019A M.R.S.A., Sect. 000004013

### **PURPOSE:**

The Domestic Abuse Homicide Review Panel was established to review the deaths of persons who are killed by family or household members. The "Panel" is composed of members who have experience in providing services to victims of domestic abuse. It will make recommendations to State and local agencies regarding methods of improving the system for protecting persons from domestic abuse, including modifications of laws, rules, policies and procedures following completion of adjudication.

## INDEPENDENT AGENCIES - ADVISORY

### ORGANIZATION:

The Panel is composed of approximately sixteen members appointed by the Chair, Maine Commission on Domestic Abuse.

### PROGRAM:

The Panel will collect and compile data related to domestic abuse. It will review domestic homicide cases for the purpose of offering suggestions for improvements to the entire system charged with protecting persons from domestic abuse.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## EDUCATIONAL LEAVE ADVISORY BOARD

### DONALD A. WILLS, CHAIR

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME, 04333

*Mail Address:* 4 STATE HOUSE STATION, AUGUSTA, ME, 04333-0004

*Established:* 1973

*Telephone:* (207) 287-3761

*Reference: Policy Area:* 02 ; *Umbrella:* 92 *Unit:* 284 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000723

### PURPOSE:

The Educational Leave Advisory Board was established in 1973 to review and authorize requests from classified and unclassified employees for educational leave. From 1973 to 1991, all educational leave requests that had a duration of one work week or more required advance approval by the Board. In 1991, the Educational Leave Law was amended to require advance approval by the Board for educational programs that require position leave for thirty (30) days or more. With this amendment, educational leaves for less than thirty days may be approved by the employing agency. The Educational Leave Advisory Board is also responsible for establishing rules and administrative procedures for submitting and processing educational leave requests and for maintaining records of employee requests for educational leave and the terms and disposition of these requests.

### ORGANIZATION:

In 1989, membership of the Educational Leave Advisory Board was increased from three to five members. The members of the Board are: the Director, Bureau of Human Resources as Chair, the Commissioner (or designee) of the Department of Education, the manager of Human Resource Development within the Bureau of Human Resources, and two State employee members, one of whom must be a bargaining unit employee. The State employee members are appointed by the Governor for a three-year term. Members of the Board receive no compensation for their services.

### PROGRAM:

The State Training and Development Division provided training and management consulting services to approximately 2,500 participants in ongoing core competency management and professional development programs and new employee orientation. Activities include the following series of Special Events and Workshops: Ethics in Public Service, Thinking on Your Feet, Customer Surveying, Introduction to Budgeting and Advanced Budgeting, The Legislative Process, Developing Public Policy, The RFP and Contracting Process, and a project management certificate program. In addition, the Division administered a statewide training needs assessment, conducted the Administrative Support Symposium, attended by almost 200 administrative support staff, revamped the New Employee Orientation Program and Handbook, and organized and staffed the Governor's Employee Recognition Program.

### PUBLICATIONS:

Guidelines for Educational Leave (first issued 7/2/74)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



## INDEPENDENT AGENCIES - ADVISORY

### ADVISORY COMMITTEE ON FAMILY DEVELOPMENT ACCOUNTS

*Central Office:* , , ME,  
*Mail Address:* , , ME,  
*Established:* 1997

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 596 ; Citation: T0010 M.R.S.A., Sect. 000001079

#### PURPOSE:

There is established the Family Development account program to allow eligible persons to establish savings accounts to be used for education, job training, purchase or repair of a home, purchase or repair of a vehicle for access to work or education, capitalization of a small business, health care costs over \$500 not covered by private or public insurance or other basic necessity.

The program is designed to encourage savings as a means of investing in the future and investing in Maine people, institutions and businesses.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### FAMILY LAW ADVISORY COMMISSION

#### HON. JON D. LEVY, CHAIRMAN

*Central Office:* P.O. BOX 770, YORK, ME, 03909  
*Mail Address:* P.O. BOX 770, YORK, ME, 03909  
*Established:* 1996

*Telephone:* (207) 363-1230

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 595 ; Citation: T0019A M.R.S.A., Sect. 000000351

#### PURPOSE:

The Commission was created for the purpose of conducting a continuing study of the family laws of Maine and to make recommendations to the Maine Legislature.

#### ORGANIZATION:

The Commission is composed of nine members experienced in family law. They include: (1) an active Superior Court Justice, (2) an active District Court Judge, (3) a current Probate Court Judge, (4) two members of the family law section of the Maine State Bar Association, (5) a representative of a legal services organization, (6) a representative of the Department of Human Services, and (7) two public members, at least one of whom is experienced in providing mental health services. All members are appointed by the Chief Justice of the Maine Supreme Judicial Court.

#### PROGRAM:

The Commission meets regularly and issues written recommendations to the Legislature regarding family related legislation. The Commission operates without a budget.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**ADVISORY COMMITTEE FOR THE TRAINING OF  
FIREFIGHTERS**

**WAYNE H. ROSS, PRESIDENT**

*Central Office:* HOWE HALL, SMTC, SOUTH PORTLAND, ME, 04106

*Mail Address:* FORT ROAD, SOUTH PORTLAND, ME, 04106

*Established:* 1959

*Telephone:* (207) 767-9555

*Reference:* Policy Area: 02 ; Umbrella: 92 Unit: 326 ; Citation: T0020A M.R.S.A., Sect. 000009002

**PURPOSE:**

The Advisory Committee provides Southern Maine Technical College with recommendations for the Firefighter's Training Program.

**ORGANIZATION:**

The committee consists of 17 members appointed by the President of Southern Maine Technical College as follows: one municipal chief, one call chief, and one volunteer chief recommended by the Maine Fire Chiefs Association, Inc.; one municipal firefighter, one call firefighter, and one volunteer firefighter recommended by the Maine State Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Professional Firefighters of Maine; one member from the general public; two members from SMTC's Fire Science Craft Committee; and two members from the Fire Science Craft Committee at Eastern Maine Technical College.

**PROGRAM:**

The Southern Maine Technical College's Advisory Committee on Fire Training and Education met four times during FY 98, advising Southern Maine Technical College administrators and staff on a variety of fire safety issues.

**FIRE TRAINING AND EDUCATION:** The Maine Fire Training and Education (MFT&E) program employs a staff of 3 full-time administrators, 3 full-time secretaries, 4 half-time coordinators, 9 part-time field supervisors, and 100 part-time instructors and evaluators to help make citizens of Maine safer from fire. Courses offered range from basic, hands-on training for new fire department members, to college-level fire technology education for senior fire officers.

Additional courses and services offered include:

- Training teachers in the "Learn Not To Burn" fire safety education program
- Providing consultation services to municipal officials and fire chiefs on a variety of public fire protection issues
- Assisting fire departments in specifying new fire apparatus, and providing acceptance tests for newly-purchased fire trucks
- Testing local firefighters and awarding State Firefighter Certification, based on National Firefighter Qualification Standards
- Providing a wide range of industrial fire education programs to private industry in Maine, for a fee.

**LICENSES:**

- Provisional Firefighter I
- Firefighter I
- Provisional Firefighter II
- Firefighter II
- Provisional Fire Instructor I
- Fire Instructor I

**PUBLICATIONS:**

- Firefighter I Curriculum - \$50.00
- Driver/Operator Curriculum - \$30.00
- Fire Fighter I Student Manual - \$25.00

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**MAINE AREA HEALTH EDUCATION CENTERS ADVISORY COMMITTEE**

**SHIRLEY A. WEAVER, PHD, PROGRAM DIRECTOR**

*Central Office:* RR 1 BOX 3350, LUBEC, ME, 04652

*Mail Address:* RRI BOX 3350, LUBEC, ME, 04652

*Established:* 1991

*FAX:* (207) 282-6379

*Telephone:* (207) 283-0171

*Reference: Policy Area:* 02 ; *Umbrella:* 92 *Unit:* 548 ; *Citation:* T0020A.M.R.S.A., Sect. 000012856

**PURPOSE:**

The concept for a Maine AHEC Program was developed in 1985 via a cooperative agreement between the University of New England College of Osteopathic Medicine and the U.S. Department of Health and Human Services (DHHS). In 1991, the Maine State Legislature by statute designated the AHEC Program and its related regional center(s) as the Maine Statewide AHEC System.

As stated in the enabling legislation: "The mission of the (AHEC) system is to improve the distribution, supply, quality, utilization and efficiency of the health personnel in underserved geographical, cultural or medical specialty areas of the state..."

This mission is accomplished through the development of clinical preceptorships in underserved areas; assistance in the recruitment of targeted health professionals; provision of continuing education opportunities to support retention of health professionals; and the development of collaborative support ventures with service delivery networks, educational resources and national/state health policy and planning agencies.

**ORGANIZATION:**

In 1985, the University of New England College of Osteopathic Medicine (UNECOM) contracted to develop the Maine AHEC Program. In 1987, UNECOM established the Maine AHEC Program Office and the Katahdin Health Education Center (KAHEC) was incorporated as a community-based non-profit education service organization, with four regional offices, serving Aroostook, Franklin, Hancock, Oxford, Penobscot, Piscataquis, Somerset, Waldo and Washington Counties.

In 1991, KAHEC and the Maine Consortium for Health Professions Education (MCHPE) merged forming the Acadia Health Education Coalition. The Acadia Coalition and the AHEC Program then constituted the Maine Statewide AHEC System as proscribed by law.

**PROGRAM:**

Since 1991, the Maine Statewide AHEC System has carried out its federal/state mandates through supporting clinical training opportunities for a variety of health professional students including Osteopathic and Allopathic physicians; physician assistants; nurse practitioners; registered nurses; occupational and physical therapists and clinical social workers.

The AHEC system also provides continuing health/medical education to these, and other health providers, administrative personnel and community leaders as part of meeting its health professional retention and health delivery systems development goals.

And finally, the AHEC system continues to collaborate with other related agencies/organizations (i.e. Bureau of Health; Office of Primary Care; Finance Authority of Maine; Health Care Reform Commission; Health Professions Regulations Task Force; Maine State Nurses Association; Maine Medical Association, Maine Osteopathic Association, and Maine Colleges and Universities) in helping to create and maintain designated underserved populations and communities of Maine.

**PUBLICATIONS:**

"Linking Health Professions Education to Rural Health Services," 1992

"Maine Health Careers: A Guide to Health Professional Education Programs," 1993, 1996

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**MAINE HISTORICAL RECORDS ADVISORY BOARD**

**JAMES HENDERSON, STATE ARCHIVIST**

*Central Office:* CULTURAL BUILDING, AUGUSTA, ME, 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME, 04333-0084 *FAX:* (207) 287-5739

*Established:* *Telephone:* (207) 287-5790

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 533 ; Citation: GFY89 M.R.S.A., Sect. 000000007

*Average Count--All Positions:* 1.000 *Legislative Count:* 1.00

**PURPOSE:**

The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with the National Historical Publication and Records Commission (NHPRC) statutes and regulation to address historical records issues of statewide concern. The Board has responsibility for promoting the NHPRC grant programs, including assisting applicants, developing proposals, and reviewing grant applications, monitoring legislation concerning public or historical records administration, providing leadership and coordination among existing archives and records management institutions, sponsoring and encouraging educational and public awareness programs relating to historical records, promoting the publication of historical records.

**ORGANIZATION:**

The Maine Historical Records Advisory Board was created in 1989 to provide advice for state historical projects records and to make funding recommendations to the National Historical Publications and Records Commission.

It consists of from seven to eleven members appointed by the Governor for three years, renewable terms. The majority of the members shall have experience in the administration of historical records or in a field of research or activity which makes extensive use of historical records. The Maine State Archivist and the Director of the Maine Historical Society shall be members, and, as required by NHPRC regulation, one of them is appointed by the Governor to act as MHRAB State Coordinator serving a renewable four year term. The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation.

**PROGRAM:**

The Board recently received a grant from the National Historical Publications and Records Commission (NHPRC) to review its strategic plan, conduct meetings throughout the state, and to survey historical records repositories in Maine. The survey, part of a national effort, has been completed and will contribute information for future historical projects

The Board plans to request a grant from the NHPRC to provide small grants to Maine repositories to preserve and provide access to high priority historical records. Members have expressed concern about the number and quality of historical records leaving the state, often via the commercial market in "old documents."

**LICENSES:**

Recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HISTORICAL RECORDS ADVISORY BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	36,380				36,380	
HEALTH BENEFITS	7,498				7,498	
RETIREMENTS	6,265				6,265	
OTHER FRINGE BENEFITS	644				644	
OTHER CONTRACT SERVICES STATE	3,274				3,274	
OTHER CONTRACT SERVICES	524				524	
<b>TOTAL EXPENDITURES</b>	<b>54,585</b>				<b>54,585</b>	

## DISPLACED HOMEMAKERS ADVISORY COUNCIL

### GILDA E NARDONE, DIRECTOR

*Central Office:* UNIVERSITY OF MAINE AT AUGUSTA, AUGUSTA, ME,

*Mail Address:* STODDARD HOUSE, UMA, AUGUSTA, ME, 04330-9410

*Established:* 1977

*Telephone:* (207) 621-3437

*Reference:* Policy Area: 04 ; Umbrella: 92 Unit: 390 ; Citation: T0026 M.R.S.A., Sect. 000001604

#### PURPOSE:

To provide comprehensive community-based workforce development and entrepreneurship training and services to assist Maine displaced homemakers in the transition to paid or self employment.

#### ORGANIZATION:

The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine System. A statewide Advisory Council, appointed by the Governor, works with Program staff.

#### PROGRAM:

In FY 98, the Maine Displaced Homemakers Program of the Maine Centers for Women, Work, and Community continued to offer a full range of pre-training/pre-employment and self-employment services through a toll-free resource line and fourteen regional Resource Centers throughout the state.

Over 550 displaced homemakers were served by the Program through comprehensive intake assessment, information and referral, training courses and workshops, support groups, placement assistance, and follow up services. During the year, program outreach and services were expanded to the Katahdin and St John Valley regions, linkages with employers were strengthened, and technology improvements were initiated.

The Program continued to work cooperatively with a wide range of human service, education and training, employment, economic and business development, and advocacy organizations on a community, state, regional, and national level. Integrated workforce development services were provided to TANF recipients in collaboration with ASPIRE and Adult Education Programs throughout Maine; self-employment technical assistance and training activities were developed and implemented with the Maine Department of Labor and Workforce Development Centers. The program received several state and national awards for innovation and collaboration in 1997 and 1998.

#### PUBLICATIONS:

Single copies of "Venturing Forth: A guide for Women Considering Starting a Small Business" and the Program's Annual Report, and bi-annual newsletters are available free of charge.

All other expenditures for FY 98 were \$569,230. This fiscal data has been provided by the unit from its own accounting records.

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INTERAGENCY TASK FORCE ON HOMELESSNESS & HOUSING OPPORTUNITIES

**DANA W. TOTMAN, DEP. DIRECTOR, MSHA**

*Central Office:* 353 WATER STREET, AUGUSTA, ME, 04330

*Mail Address:* 353 WATER STREET, AUGUSTA, ME, 04330-4633

*Established:* 1989

*Telephone:* (207) 626-4671

*Reference:* Policy Area: 01 ; Umbrella: 92 Unit: 528 ; Citation: T0030A M.R.S.A., Sect. 000005041

### PURPOSE:

The purpose of the Interagency Task Force on Homelessness and Housing Opportunities is to: Serve as a coordinator of information about homeless issues among various state agencies, and among state, municipal, and private sectors, provide assistance to the homeless, in cooperation with the Maine state Housing Authority and study homeless housing issues and needs.

### ORGANIZATION:

The Interagency Task Force on Homelessness and Housing Opportunities was created as part of the Affordable Housing Partnership Act, effective October 1, 1989. The legislation was substantally altered in 1993 and again in 1997. As legislated, the Task Force consists of 12 members as follows:

(1) The Commissioner, Deputy Commissioner or Associate Commissioner of the Department of Human Services, the Department of Labor, the Department of Corrections, and the Department of Mental Health, Mental Retardation, and Substance Abuse Services;

(2) The Director or Deputy Director of the Maine State Housing Authority;

(3) Three persons appointed jointly by the President of the Senate and the Speaker of the House who represent a community action agency, a non-profit organization that provides shelter to the homeless, and a municipality; and

(4) Four persons appointed by the Governor, three of whom must come from a list of nominations provided by a statewide coalition for the homeless and represent people who are or were homeless and low income tenants.

The Housing Authority representative currently is the Task Force chair.

### PROGRAM:

The Task Force will identify resources which respond to the needs of homeless citizens, and will identify gaps in services to homeless people. The Task Force will study the issue of youth homelessness and provide its findings to the Legislature in 1999.

### PUBLICATIONS:

"...by Sundown," A Report on Homelessness in Maine, March 1991

"Consolidated Services for People That are Homeless," November 1995

"More... and More Needy - A Study of Maine's Homeless Population"

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**INFORMATION SERVICES POLICY BOARD**

**CHARLES E. HEWETT, CHAIR**

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME, 04333

*Mail Address:* 61 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1986

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 357 ; Citation: T0005 M.R.S.A., Sect. 000001891

**PURPOSE:**

This program is described in the Bureau of Information Services.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**LOBSTER ADVISORY COUNCIL**

**DAVID COUSENS, CHAIRMAN**

*Central Office:* BAKER BLDG 98 WINTHROP ST, HALLOWELL, ME,

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1979

*Reference:* Policy Area: 01 ; Umbrella: 92 Unit: 340 ; Citation: T0012 M.R.S.A., Sect. 000006462A

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

**PURPOSE:**

The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

**ORGANIZATION:**

Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed \$2,000 a year.

A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and may meet at other times at the call of the chairman or the commissioner.

**PROGRAM:**

The Lobster Advisory Council met twice during FY 1996. A total of \$72,840 was allocated from the Seed Lobster Fund for the purchase of seed and female lobsters.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

### **JOINT PRACTICE COUNCIL ON ADVANCED PRACTICE REGISTERED NURSING**

#### **HANSON LOUIS, CHAIR**

*Central Office:* , ME,

*Mail Address:* , ME,

*Established:* 1995

*Telephone:* (207) 287-1133

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 583 ; Citation: T0032 M.R.S.A., Sect. 000002265

#### **PURPOSE:**

The purpose of the Joint Practice Council is to make recommendations to the State Board of Nursing regarding the prescription of drugs and devices by advanced practice registered nurses. The council may make other recommendations regarding the practice of advanced practice registered nursing as it considers appropriate. The duties of the council are advisory in nature.

#### **ORGANIZATION:**

The Joint Practice Council was created in 1995.

#### **PROGRAM:**

The Joint Practice Council met 1 time during FY 97-98 to discuss advanced practice registered nursing and continuing education. The Joint Practice Council made recommendations to the Board of Nursing. The Council will be chaired by the Chair of the Board of Commissioners of the Profession of Pharmacy for FY 98-99.

#### **LICENSES:**

None

#### **PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### **OIL SPILL ADVISORY COMMITTEE**

#### **MICHAEL HASTINGS, CHAIR**

*Central Office:* AMHI RAY BUILDING, AUGUSTA, ME, 04333

*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1992

*Telephone:* (207) 287-2651

*Reference:* Policy Area: 05 ; Umbrella: 92 Unit: 567 ; Citation: T0038 M.R.S.A., Sect. 000000551A

#### **PURPOSE:**

The Oil Spill Advisory Committee was established to advise the Department of Environmental Protection in carrying out its responsibilities under Maine's Oil Discharge Prevention and Pollution Control laws. See 38 MRSA 551-A.

#### **ORGANIZATION:**

The Committee consists of 14 members, appointed for staggered terms of 3 years including: three members representing marine fisheries interests, (including the lobster, aquaculture and sardine industries), two of whom are appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives; three members representing the general public, one appointed by the President of the Senate and two appointed by the Speaker of the House of Representatives; two members representing the petroleum industry both appointed by the Governor; one member familiar with oil spill technology appointed by the Governor; one naval architect appointed by the Governor; one member with expertise in coastal geology appointed by the Governor; one member with expertise in fisheries biology appointed by the Governor; one member with expertise in coastal wildlife habitat appointed by the Governor; and one member



## INDEPENDENT AGENCIES - ADVISORY

who is a licensed state pilot or merchant marine officer appointed by the Governor.

The Department of Environment Protection provides staff support to the Committee.

### PROGRAM:

The Committee is charged with: tracking implementation of and regulations related to the Federal Oil Pollution Act of 1990 and recommending any appropriate statutory changes to the Legislature or any appropriate regulatory changes to the Board; monitoring the adequacy of the federal Oil Spill Liability Trust Fund; monitoring the effects of the State's oil spill liability laws on oil spill prevention; reviewing expenditures and spending priorities of the Maine Coastal and Inland Surface Oil Clean-up Fund, making recommendations to the commissioner on how the fund should be allocated; reviewing the commissioner's program for identifying areas sensitive to oil spills in the marine environment and the development of resource protection priorities.

The Committee is also charged with: reviewing and commenting on the State's marine oil spill contingency plan; monitoring oil spill planning and prevention activities by industry, oil spill response organizations and the United States Coast Guard; monitoring the commissioner's assessment of adequate oil spill response equipment and vessels for the State; reviewing implementation of a plan for rehabilitating wildlife resources including those training programs and opportunities for volunteers and state and federal personnel, and any preliminary agreements or identification of treatment centers or facilities; monitoring scientific, engineering and technical advances in oil spill response and prevention techniques and making recommendations on their use; and reviewing and monitoring issues for oil spill prevention and response and recommending any appropriate statutory changes to the Legislature or any appropriate regulatory changes to the Board.

### LICENSES:

None

### PUBLICATIONS:

Committee prepares annual report.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## PETROLEUM ADVISORY COMMITTEE

*Central Office:* 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006

*Mail Address:* 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006

*Established:* 1992

*Reference:* Policy Area:01 ; Umbrella: 92 Unit: 552 ; Citation: T0010 M.R.S.A., Sect. 000001678

### PURPOSE:

To assist the Department of the Attorney General in formulating recommendations to the Legislature as to whether additional legislation is needed to further limit or curtail the activity of refiners operating retail outlets.

### ORGANIZATION:

The Petroleum Advisory Committee is composed of seven members. The Governor appoints five members as follows: one refiner, one wholesaler, one retailer, one member of the Maine Oil Dealers Association and one member of the Petroleum Association from nominations by each of those associations. The President of the Senate appoints one Senator and the Speaker of the House appoints one legislator serving on the joint standing committee of the Legislature having jurisdiction over business legislation matters.

### PROGRAM:

The Petroleum Advisory Committee meets on an as needed basis to discuss amendments to the Petroleum Market Share Act and to review the annual report

## INDEPENDENT AGENCIES - ADVISORY

describing the concentration of retail outlets in the State or in sections of the State without disclosing the name of any particular retailer or retail outlet.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE POET LAUREATE SELECTION ADVISORY PANEL

**ALDEN C. WILSON, DIRECTOR**

**TDD:** (207) 287-6740

**Central Office:** 25 STATE HOUSE STATION, AUGUSTA, ME, 04333-0025

**Mail Address:** 55 CAPITOL STREET, AUGUSTA, ME, 04333-0025

**FAX:** (207) 287-2335

**Established:** 1995

**Telephone:** (207) 287-2724

**Reference:** Policy Area: 02 ; Umbrella: 92 Unit: 581 ; Citation: T0027 M.R.S.A., Sect. 000000421

### **PURPOSE:**

This Law seeks to honor some of the most noteworthy and numerous in our artistic life; our poets. From our historical past to the lively literary community of the present, Maine stands apart in its depth and breadth of literary genius. This Law creates an honorary office of State Poet Laureate to be appointed by the Governor of the State of Maine annually. This year the State Poet Laureate is Kate Barnes.

### **ORGANIZATION:**

The Maine Arts Commission works in conjunction with the State Poet Laureate Selection Advisory Panel to select the State Poet Laureate. The Advisory Panel is composed of the chairs of the English departments of each of the campuses of the University of Maine System and the directors of the Maine State Library and the Maine Arts Commission who serve as co-chairs. The Poet Laureate must be a resident of the State of Maine and must have published poems of recognized merit.

### **PROGRAM:**

The duties of the State Poet Laureate are to provide free consultation on poetry to state educational institutions; and to write annually at least one poem addressing the beauty, history, heritage or character of the State or the spirit of its people, to be presented to the Governor and the presiding officers of the Legislature on March 15, Maine Statehood Day.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## POLICY REVIEW BOARD

**JANET E. WALDRON, COMMISSIONER**

**Central Office:** STATE OFFICE BUILDING, AUGUSTA, ME, 04330

**Mail Address:** 78 STATE HOUSE STATION, AUGUSTA, ME, 04333-0078

**Established:** 1986

**Telephone:** (207) 624-7800

**Reference:** Policy Area: 00 ; Umbrella: 92 Unit: 358 ; Citation: T0005 M.R.S.A., Sect. 000007041

### **PURPOSE:**

The Policy Review Board was established to advise and assist the Commissioner of Administration and Financial Services and the Director of Human Resources on matters affecting personnel in Maine State Service. In addition to general policy development, the Board is directed by its enacting legislation to review, study and develop policy for specific program areas including: longevity incentive, educational leave and job performance evaluation. Policy recommended or approved by the Board may be subject to collective bargaining negotiations.

## INDEPENDENT AGENCIES - ADVISORY

### ORGANIZATION:

The Policy Review Board was established on July 1, 1986. The Board is comprised of the Commissioners of Transportation, Human Services, Mental Health and Mental Retardation, Conservation and Labor (or the designees of these named Commissioners), a representative from the Office of the Governor and two members chosen from private sector personnel systems. The Commissioner of Administrative and Financial Services serves as a ex-officio, non-voting member. The private sector members serve a two-year term.

### PROGRAM:

As the result of the State's commitment to the Total Quality Management (TQM) approach to improving programs and services, the Policy Review Board did not convene during FY 94-95. The Board unanimously supports TQM and anticipates that this approach will be effective in improving the human resource management programs and services that it oversees.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## POLLUTION PREVENTION ADVISORY COMMITTEE

### DIXON PIKE, CHAIR

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME,

*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME, 04333-0017

*Established:* 1992

*Reference:* Policy Area: 05 ; Umbrella: 92 Unit: 557 ; Citation: T0038 M.R.S.A., Sect. 000000343D

### PURPOSE:

The Pollution Prevention Advisory Committee serves as a review body to assess the progress in the reduction of toxics use, toxics release, and hazardous waste. The Committee also advises the Commissioner on the effectiveness of the Office of Pollution Prevention, the Toxic Use and Hazardous Waste Reduction Program, and the Technical and Environmental Assistance Program.

### ORGANIZATION:

The Committee consists of 16 voting members. The Governor appoints 2 representatives from the business community, 2 elected or appointed municipal officials, and 2 representatives of organized labor. The President of the Senate and Speaker of the House each appoints one member from a public health organization, one member from an environmental organization, and one member from a small business. The Senate Minority Leader and House Minority Leader each appoint a member from a small business. The Commissioner or the Commissioner's designee is a voting member. The Director of the Bureau of Air Quality Control or the Director's designee is a voting member. The Commissioner of Labor, and the Director of the Maine Emergency Management Agency serve as ex officio members and do not vote on Committee matters.

### PROGRAM:

In 1996, the Committee worked with the Office of Pollution Prevention in the implementation of the Toxic and Hazardous Waste Reduction Law and Small Business Technical Assistance Program. The Committee also reviewed regulations for consistency with pollution prevention philosophies and provided direction and support in developing a small business assistance program.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE**

**JOHN W. LIBBY, CHAIRPERSON**

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME,

*Mail Address:* 72 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1981

*Telephone:* (207) 287-4080

*Reference:* Policy Area: 06 ; Umbrella: 92 Unit: 400 ; Citation: T0037B M.R.S.A., Sect. 000000954

*Average Count--All Positions:* 2.000

*Legislative Count:* 2.00

**PURPOSE:**

Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and manage annual funding which, originally was set at \$50,000. Legislative action increased the amount to \$180,406 for FY95. The monies are obtained by a fee which is paid by the nuclear reactor license holders.

Rulemaking (Rule Number 87-462) established secondary emergency planning zones around nuclear power plants. The committee allocated funds in the FY95 budget for secondary EPZ Planning.

The REP Committee has completed its fourteenth annual budget. Monies from the budget (\$180,406), were used to enhance emergency public notification, communications and planning within the sixteen (16) primary and eleven (11) secondary EPZ towns around the Maine Yankee Power Plant. The Maine Emergency Management Agency provides the REP Committee administrative and financial services.

**PROGRAM:**

The Radiological Emergency Preparedness (REP) Committee reviews the budget subdivisions, equipment requests and Emergency Operations Plans and Training as prepared and accomplished by the Maine Emergency Management Agency (MEMA). MEMA recommends policy for the REP committee to approve in order to accomplish an orderly and functional Emergency Contingency Planning Process. The Emergency Contingency Planning Process is a federally (NRC and FEMA) regulated process which is examined on an annual basis by NRC and FEMA. There are many federal requirements for off-site emergency preparedness and it is MEMA's responsibility on the state's behalf to ensure compliance.

**LICENSES:**

MEMA issues Training Certificates to offsite emergency preparedness personnel when they accomplish training objectives.

**PUBLICATIONS:**

1. Planning information for an emergency at the Maine Yankee Plant or other regional emergency (free-distributed to 30,000 residents).
2. Maine Yankee Radiological Incident Plan-eight volumes. (Not for general distribution to public).

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	37,627		37,627			
HEALTH BENEFITS	7,246		7,246			
RETIREMENTS	6,480		6,480			
OTHER FRINGE BENEFITS	745		745			
OTHER CONTRACT SERVICES	18,273		18,273			
RENTS	6,703		6,703			
COMMODITIES	152		152			
GRANTS, SUBSIDIES, PENSIONS	82,345		82,345			
TRANSFER TO OTHER FUNDS	1,472		1,472			
<b>TOTAL EXPENDITURES</b>	<b>161,043</b>		<b>161,043</b>			

## RESIDENTIAL TREATMENT CENTERS ADVISORY GROUP

### DAWN STILES,

*Central Office:* DEPARTMENT OF HUMAN SERVICES, AUGUSTA, ME, 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1985

*Telephone:* (207) 287-5060

*Reference: Policy Area:* 03 ; *Umbrella:* 92 *Unit:* 485 ; *Citation:* T0022 *M.R.S.A., Sect.* 000008154

#### **PURPOSE:**

To consult with the Children's Residential Treatment Committee on the development of overall state policies for placement of children in need of treatment in residential treatment centers. The Children's Residential Treatment Centers Committee is composed of the Commissioner of Education; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation; and the Commissioner of Corrections, or their designees.

#### **ORGANIZATION:**

The Advisory Group is composed of a representative from each residential treatment center and 2 members who represent community mental health services. Additional members may be added at the request of the Children's Residential Treatment Committee resulting in the addition of a representative of the Maine Association of Directors Services for Exceptional Children.

#### **PROGRAM:**

The Residential Treatment Centers Advisory Group meets on a quarterly basis, or more frequently as needed, with the Children's Residential Treatment Committee. During the past year, meetings were held with a broad range of children's services providers to encourage an ongoing dialogue and working relationship between public and private agencies serving children.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

### RIVER FLOW ADVISORY COMMISSION

#### MG EARL A. ADAMS, COMM. DVEM--RFAC CO-CHAIR

*Central Office:* CAMP KEYES, AUGUSTA, ME, 04333

*Mail Address:* 33 SHS, AUGUSTA, ME, 04333

*Established:* 1997

*FAX:* (207) 626-4509

*Telephone:* (207) 626-4205

*Reference:* Policy Area: 05 ; Umbrella: 92 Unit: 593 ; Citation: T0037B M.R.S.A., Sect. 000001080

#### **PURPOSE:**

The River Flow Advisory Commission's purpose is to act as a technical advisory commission to the Department of Defense, Veterans and Emergency Management and the Governor's office on issues of flow of the state's rivers and streams. The commission shall also facilitate communication of river flow data between dam operators, river basin managers, state agencies, the United States Geological Survey and the National Weather Service during floods and droughts and shall administer the State's hydrological monitoring program in cooperation with the USGS.

#### **ORGANIZATION:**

The Commission is organized with the following members: The Commissioner of Defense, Veterans and Maine Emergency Management Agency, or designee; The State Geologist, or designee; The Commissioner of Agriculture, Food and Rural Resources, or designee; The Commissioner of Inland Fisheries and Wildlife, or designee; The Commissioner of Marine Resources, or designee; The Director of the State Planning Office, or designee; The Commissioner of Transportation, or designee; The District Chief of the USGS Water Resources Division, Maine District Office; The Meteorologist-in-Charge, NWS Forecast Office, Maine, or designee; Representatives from the major hydroelectric power generators, as determined by co-chairs of the Commission; and a representative of the public, appointed by the Governor.

The District Chief of the United States Geological Survey Water Resources Division Maine District Office and the Commissioner of Defense, Veterans and Emergency Management, or the Commissioner's designee shall act as co-chairs of the Commission.

The term of office of the public member is five years. The public member may be removed from office for cause by the Governor. Members from State Government or Federal Government shall serve a term coincident with their governmental position. The term of a representative from the major hydroelectric power generators is five years.

#### **PROGRAM:**

The River Flow Advisory Committee was originally formed by Executive Order as the Flow Management Advisory Committee in 1983 in response to significant flooding that occurred on the Kennebec River. It operated under the Land and Water Resources Council of the State Planning Office and initially existed to evaluate whether Maine's rivers were being responsibly managed in such a way as to protect the health and safety of Maine citizens. The Committee was formed to facilitate communications of river flow data between dam operators, river basin managers, State agencies, the United States Geological Survey and National Weather Service during periods of both flood and droughts. The final report of the Committee concluded that Flood prevention on Maine's rivers is not possible.

Hydroelectric power generating facilities were not designed or sited for flood control. The Committee did recommend two broad areas of concern: information flow and mitigation measures.

An additional major recommendation of the final report was to expand the network of stream flow gauges jointly funded by the State and the USGS (a 50/50 program) and to re-instate an annual survey of snow pack conditions in the late winter and early spring. These actions were designed to improve the quality of information available to the NWS flood forecast centers and to State and local emergency management officials. Additional uses of the data include highway and bridge design information used by DOT, and stream flow data used by Conservation and Inland Fisheries and Wildlife for assessing the impacts of irrigation on aquatic habitat and monitoring of river flow for recreational uses such as canoeing and fishing.

## INDEPENDENT AGENCIES - ADVISORY

The River Flow Advisory Committee was redesignated the River Flow Advisory Commission in 1997 and organized within the Department of Defense, Veterans and Emergency Management. This will provide the Commission with stability and visibility within the Department that is the major user of its hydrologic network data during periods of flood and drought when the public's health and safety is threatened.

### **PUBLICATIONS:**

When The Rivers Rise: Flood Awareness for Maine Public Officials  
Annual Flood Forecast News Release

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **COMMISSION ON SAFETY AND HEALTH IN THE MAINE WORKPLACE**

### **ELIZABETH K. STOWELL, CHAIR**

*Central Office:* HALLOWELL ANNEX CENTRAL BUILD, HALLOWELL, ME, 04347

*Mail Address:* 45 STATE HOUSE STATION, AUGUSTA, ME, 04333-0045

*Established:* 1985

*Telephone:* (207) 624-6400

*Reference:* Policy Area: 04 ; Umbrella: 92 Unit: 489 ; Citation: T0026 M.R.S.A., Sect. 000000051

### **PURPOSE:**

The Commission on Safety and Health in the Maine Workplace was created by Public Law 1985, chapter 372, to consist of knowledgeable citizens who will examine safety attitudes, programs and procedures in Maine's workplaces; identify initiatives to reduce the frequency, severity and cost of work-related injuries and illnesses; and promote and improve best-practice safety programs. The Commission is charged with making recommendations to the Legislature, the Governor, educators, safety professionals, employers and workers on a continuing basis, for actions that will improve employer, worker and public attitudes toward safety in the workplace. It seeks to create continuing public/private and employer/employee partnerships in the area of workplace safety and health.

The Workers' Compensation Reform Act of 1987 (Public Law 1987 Chapter 559), effective November 20, 1987) added the responsibility for reviewing requests made by employers, to the Safety Loan Fund, which had previously been within the purview of the Occupational Safety Loan Review Panel.

### **ORGANIZATION:**

The Commission consists of not more than twelve members, three with expertise and professional qualifications in the field of occupational safety and health, two representatives of private employers, two representatives of employees, and additional members as the Governor deems necessary and appropriate, all knowledgeable in the area of workplace safety and health. The Commissioner of the Department of Labor is an ex officio member and serves as Vice Chair. Staff is provided by the Bureau of Labor Standards.

### **PROGRAM:**

The Commission held 9 meetings during the year. The group reviewed 6 Occupational Safety Loan requests and recommended that the Commissioner of Labor approve 5 loans. Two loan requests were withdrawn and 1 was denied. Loans totaled \$211,519.

The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards, Department of Labor.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

### SUBSTANCE ABUSE SERVICES COMMISSION

#### EMANUEL PARISER, CHAIRPERSON

*Central Office:* AMHI COMPLEX, MARQUARDT BLDG., AUGUSTA, ME, 04333

*Mail Address:* 159 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1994

*Telephone:* (207) 287-2595

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 577 ; Citation: T0005 M.R.S.A., Sect. 000020065

#### **PURPOSE:**

The Substance Abuse Services Commission was established for the following purposes: (1) to advise the Office of Substance Abuse in the development and implementation of significant policy matters relating to substance abuse; (2) to advise, consult and assist State Government officials and agencies and the Judicial Council; and (3) to serve as an advocate on substance abuse issues, review and evaluate state and national policies and programs and inform the public about substance abuse issues by means of studies, reports, workshops, and/or conferences.

#### **ORGANIZATION:**

The Substance Abuse Services Commission was established in 1993, and replaces the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. The Commission consists of 17 members selected from the fields of medicine, law, public elementary, secondary and post-secondary schools, nongovernmental substance abuse prevention and treatment agencies, private sector employers, and persons affected by or recovering from alcoholism or drug dependency. One member is chosen from nominations made by the National Council on Alcoholism and Other Drug Dependency in Maine, Inc. One member must be a current Representative, one a member of the Senate, and the chair is designated by the Governor.

#### **PROGRAM:**

During Fiscal Year 1997, the Commission has continued to use its operational structure and working committees. The Commission has reviewed policy issues, and recommended support of legislation.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS

#### TIMOTHY E. PEABODY, GAME WARDEN COLONEL

*Central Office:* 284 STATE STREET, AUGUSTA, ME, 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041

*FAX:* (207) 287-8094

*Established:* 1990

*Telephone:* (207) 287-2766

*Reference:* Policy Area: 05 ; Umbrella: 92 Unit: 540 ; Citation: T0012 M.R.S.A., Sect. 000007355

#### **PURPOSE:**

The Advisory Board for the Licensing of Taxidermists was established to advise the Commissioner regarding implementation of Section 7354, 7355, 7356, and 7357, and any related rules and assist in the development of and in conducting examinations.

#### **ORGANIZATION:**

The Advisory Board for the Licensing of Taxidermists, established by Title 5, subsection 12004-I, subsection 23A, shall consist of the following five residents of Maine:

- A. Two employees of the Department, appointed by the Commissioner;
- B. Two licensed taxidermists with expertise in the art of taxidermy appointed by the Governor; and
- C. One member of the general public with no affiliation to the art of taxidermy appointed by the Governor.



## INDEPENDENT AGENCIES - ADVISORY

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

### **LICENSES:**

General Taxidermy License  
Mammal & Head Taxidermy License  
Bird Taxidermy License  
Fish Taxidermy License

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## TRAVEL INFORMATION ADVISORY COUNCIL

### WILLIAM MCFARLAND, SUPV R/W MAINT. CONTROL

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016

*Established:* 1977

*Telephone:* (207) 287-2391

*Reference:* Policy Area: 07 ; Umbrella: 92 Unit: 379 ; Citation: T0023 M.R.S.A., Sect. 000001904

### **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 implementation of new sign systems and new means to provide tourist and traveler information along highways in the State of Maine.

### **ORGANIZATION:**

The Travel Information Advisory Council has 9 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 the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

### **PROGRAM:**

The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council plans to work closely with the Department 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, and annotated maps.

### **LICENSES:**

Official Business Directional Sign Permits

### **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 Maintenance Control, Bureau of Maintenance & Operations of the Department of Transportation.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**BOARD OF VISITORS - MAINE CORRECTIONAL CENTER**

**LEONARD CUMMINGS, CHAIRMAN**

*Central Office:* ROOM 400, STATE OFFICE BLDG, AUGUSTA, ME, 04333-0111 *TDD:* (207) 287-4472  
*Mail Address:* 111 STATE HOUSE STATION, AUGUSTA, ME, 04333-0111 *FAX:* (207) 287-4370  
*Established:* 1982 *Telephone:* (207) 893-7030  
*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 449 ; Citation: T0034A.M.R.S.A., Sect. 000003002

**PURPOSE:**

To visit the Maine Correctional Center and provide the appropriate comment, advice and recommendations to the Governor, Commissioner and appropriate Legislative Committees.

**ORGANIZATION:**

A Chairman and four members are appointed by the Governor.

**PROGRAM:**

During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF VISITORS - MAINE STATE PRISON**

**ROBIN OVERLOCK, CHAIRPERSON**  
**KAREN CARROLL, DIR. SUPPORT SERVICES**

*Central Office:* 510 MOUNTAIN STREET, WARREN, ME, 04864  
*Mail Address:* 510 MOUNTAIN STREET, WARREN, ME, 04864  
*Established:* 1982 *Telephone:* (207) 273-3211  
*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 450 ; Citation: T0034A.M.R.S.A., Sect. 000003002

**PURPOSE:**

The purpose of the Board of Visitors is to visit the Maine State Prison and provide appropriate comment, advice, and recommendations on management to the Governor, Commissioner of Corrections, and appropriate legislative committees.

**ORGANIZATION:**

A five-person Board is approved by the Governor for a term of one year and shall be eligible for reappointment. Current appointments are Robin Overlock, Peter Jonitis, Edward Courtney, William Rosenbaum and Thomas C. Ewell.

**PROGRAM:**

The Board periodically visits the facility as a committee and individually. Concerns addressed have been overcrowding, new legislation and program improvements. The Committee wrote in support of the Mental Health Stabilization Unit and is actively involved in the Capital Facility Plan.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**BOARD OF VISITORS - MAINE YOUTH CENTER**

**PRISCILLA HARE, CHAIRPERSON**

*Central Office:* STATE OFFICE BLDG, ROOM 400, AUGUSTA, ME, 04333

*Mail Address:* 111 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1982

*Telephone:* (207) 287-2711

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 448 ; Citation: T0034A M.R.S.A., Sect. 000003002

**PURPOSE:**

To monitor program, rights, and administrative issues concerned with the Maine Youth Center, and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

**ORGANIZATION:**

The Chairman and committee members are appointed by the Governor.

**PROGRAM:**

1. Visitations to Maine Youth Center.
2. Meeting with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The Board of Visitors of the Maine Youth Center has conducted a series of monthly visits, meetings, and individual visits as part of its activities. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**WHITEWATER SAFETY COMMITTEE**

**TIMOTHY E. PEABODY, GAME WARDEN COLONEL**

*Central Office:* 284 STATE STREET, AUGUSTA, ME, 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME, 04333-0041 *FAX:* (207) 287-8094

*Established:* 1983

*Telephone:* (207) 287-2766

*Reference:* Policy Area: 05 ; Umbrella: 92 Unit: 453 ; Citation: T0012 M.R.S.A., Sect. 000007367

**PURPOSE:**

The Committee advises the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee submits a written report annually on each outfitter's safety record to the Commissioner of Inland Fisheries and Wildlife.

**ORGANIZATION:**

The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms are

## INDEPENDENT AGENCIES - ADVISORY

staggered so that the term of one member in each category expires each year.

### **PROGRAM:**

The Committee discusses such matters as the review of safety records of the various companies in the industry, possible regulation changes that would be aimed at public safety, and preparation of the annual safety report to the Commissioner.

### **PUBLICATIONS:**

The Committee prepares an annual report (Whitewater Safety Committee Report) to the Commissioner summarizing and analyzing accidents and recommending changes in statutes, regulations, and policies concerning whitewater safety.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

**MAINE ARTS COMMISSION**

**ALDEN C. WILSON, DIRECTOR MAINE ARTS COMM.**

**TDD: (207) 287-6740**

*Central Office: 55 CAPITOL STREET, AUGUSTA, ME, 04333-0025*

*Mail Address: STATEHOUSE STA# 25, AUGUSTA, ME, 04333*

*Established: 1966*

**FAX: (207) 287-2335**

**Telephone: (207) 287-2724**

*Reference: Policy Area: 02 ; Umbrella: 94 Unit: 088 ; Citation: T0027*

**M.R.S.A., Sect. 000000401**

*Average Count--All Positions: 9.000*

**Legislative Count: 9.00**

**PURPOSE:**

The Maine Arts Commission was established by the Legislature 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 cultural resources...and to encourage and assist freedom of artistic expression and the well being of the arts." In the long range plan adopted by the Maine Arts Commission in 1993, the Commission saw its role as supporting the arts primarily through artists working in a community context. Far from abandoning this concept for the period covered by this report, the Commission has concluded, through experience gained in the first three years of the plan, that support for artists at the local level is more critical than ever.

The sudden and precipitous decline in State and Federal funds available for grantmaking has created a need to investigate new paradigms for increasing support at the local level, and to create new grant making structures to build upon past successes. Although individual artists and arts institutions are now less likely to receive substantial project funds directly from the Commission, the Commission believes that support at the local level will increase through its new capacity-building initiatives. The new plan has this notion at its core.

A new Mission Statement reflecting this change in focus was developed. Following the suggestion of several Commissioners, an extract of the enabling legislation is herein substituted for the existing Mission Statement: The Maine Arts Commission shall encourage and stimulate public interest and participation in the cultural heritage and programs of our state; shall expand the state's cultural resources; and shall encourage and assist freedom of artistic expression for the well being of the arts, to meet the legitimate needs and aspirations of persons in all parts of the state.

**ORGANIZATION:**

The Maine Arts Commission, an independent state agency, is governed by a Board appointed by the Governor for their interest in the arts and related fields. The commission's programs and services are administered by the Agency's professional staff. Advisory panels review grant applications and artists programs and make recommendations to the Commission, regarding the arts in Maine.

The Maine Arts Commission, as reconstructed, is guided by the following principles, which are consistent with what the agency heard from its constituents in terms of the direction the agency should take as a result of diminished resources. The Commission will:

- . value artistic quality and cultural diversity, which may be represented in many forms and achieved in many ways;
  - . recognize and honor premier artists and arts institutions;
  - . engage the public widely and deeply, recognizing that broad access to the arts and impact of the kind that changes lives are both immediate and long-term goals;
  - . act locally, because it is at the local level that access and impact are most readily achieved and sustained;
  - . work collaboratively and promote collaboration in order to increase the effect of the Commission's resources, and to foster relationships and commitments that build infrastructure beyond the Commission's involvement;
  - . be flexible and adaptive in the way the agency functions in order to take advantage of opportunities, to respond to needs more effectively, and to incorporate what it learns from its experience; and
  - . demonstrate leadership in its conduct as a state agency.
- In acting on these principles, the Commission looks for evidence that the public

## INDEPENDENT AGENCIES - OTHER

is a clear beneficiary; that available resources (including but not limited to money) are being used efficiently; that additional resources are being leveraged to ensure success, sustainability and commitment; and that the local capacity to carry on the work begun becomes greater as a result of these efforts.

### PROGRAM:

Statewide Leadership Initiatives:

Purpose: To respond to needs and opportunities by strategically intervening with projects and funding directed at long-term capacity building at the state and local levels. The following projects are consistent with this purpose:

Cultural Tourism; Traditional and Ethnic Arts.

Audience and Constituency Development:

Purpose: To provide for the long-term development of educated and appreciative audiences and capable artists. The following are examples of programs consistent with this purpose:

Arts in Education; Percent for Art; Advocacy.

Development of Cultural Communities through the Arts:

Purpose: To enhance the growth of geographic and cultural communities through assessment, planning and development of cultural resources at the local level.

The following are examples of projects consistent with this purpose: Community Cultural Planning; Technical Assistance; Traditional Arts Apprenticeships.

Information and Communications:

Purpose: To develop and disseminate cultural information through the use of accessible communications technology, for use by the arts field and the general public. The following are examples of projects consistent with this purpose:

Maine Artists Roster; Maine Arts Commission World Wide Web page; Conferences and Consulting.

### PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a quarterly publication.

Maine Touring Artists Program a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

Percent for Art Bulletin: provides news of Percent for Art Commissions, both competitions and awards. Published on as needed basis.

Additional publications regarding specific initiatives are regularly produced:

Basket Trees Basket Makers, 1992, Individual Artists Fellowship Documentation (1995) and Guide to Community Cultural Planning (1995).

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE ARTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	330,995	243,487			87,508	
HEALTH BENEFITS	52,549	38,616			13,933	
RETIREMENTS	62,386	45,057			17,329	
OTHER FRINGE BENEFITS	4,228	2,817			1,411	
OTHER CONTRACT SERVICES STATE	35,910	10,196	223		25,491	
COMPUTER SERVICES STATE	400	400				
OTHER CONTRACT SERVICES	107,118	93,925			13,193	
RENTS	717	717				
COMMODITIES	6,307	4,615			1,692	
GRANTS, SUBSIDIES, PENSIONS	251,487	75,702	5,583		170,202	
TRANSFER TO OTHER FUNDS	3,876		5		3,871	
<b>TOTAL EXPENDITURES</b>	<b>855,973</b>	<b>515,532</b>	<b>5,811</b>		<b>334,630</b>	

## INDEPENDENT AGENCIES - OTHER

### ATLANTIC SALMON AUTHORITY

#### WILLIAM H. NICHOLS, JR., CHAIRMAN

*Central Office:* HEDIN HALL, BMHI, BANGOR, ME,  
*Mail Address:* 650 STATE ST, BANGOR, ME, 04401-5654

*Established:* 1995

*Reference:* Policy Area: 05 ; *Umbrella:* 94 Unit: 289 ; *Citation:* T0012 M.R.S.A., Sect. 000009901

*Average Count--All Positions:* 10.750

*Telephone:* (207) 941-4449

*Legislative Count:* 9.00

#### **PURPOSE:**

The Atlantic Salmon Authority replaced the Atlantic Sea Run Salmon Commission which had been in existence from 1947-1995. The Authority has sole authority and responsibility to manage the Atlantic salmon in all waters of the state, including the authority to stock salmon into Maine waters and to limit or prohibit the taking of salmon, issue licenses, and regulating the method, time, place, and manner of Atlantic salmon fishing in all waters of the State.

#### **ORGANIZATION:**

The Authority is governed by the Atlantic Salmon Board which consist of the following 9 members: the Commissioner of the Department of Inland Fish and Wildlife, The Commissioner of the Department of Marine Resources, one member of the Passamaquoddy tribe, one member of the Penobscot Nation, and 5 members representing various river drainages (North, East, Central and Southern Maine and one member at large) throughout the state. The board annually elects a chair from its members, except that neither appointed commissioner may serve as chair. The chair directs the administrative and financial matters of the Authority.

A trilateral Cooperative Agreement among the Atlantic Salmon Authority, the U.S. Fish and Wildlife Service and the National Marine Fisheries Service was signed in 1998. The duties and responsibilities of the three signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 5 members assigned by the Authority, 3 members assigned by the U.S. Fish and Wildlife Service, and 2 members assigned by the National Marine Fisheries Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating salmon restoration plans.

#### **PROGRAM:**

The Authority continued an intensive research program funded by a grant from the National Marine Fisheries Service (NMFS) on the Atlantic salmon population and habitat of the Narraguagus River and adult salmon returns to the Penobscot River. This program involves enumerating adult salmon returns annually, enumerating and tagging wild salmon parr, and detailed salmon habitat and water quality monitoring studies. The Authority received federal funding through the USFWS-Endangered Species Program to carry out monitoring and assessment studies of Maine's native Atlantic salmon runs. The magnitude and scope of these studies was delineated in a Prelisting Recovery Plan which was prepared in 1992. Much of the ongoing assessment activities involve providing historical and current Maine Atlantic salmon habitat and population data to the two federal agencies which rejected (in December 1997) a petition to list the Atlantic salmon in 7 Maine rivers as Threatened under the Endangered Species Act.

#### **LICENSES:**

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 585.

A license is required to fish for Atlantic salmon in all inland and tidal waters of the state. Atlantic Salmon License-resident and non-resident.

#### **PUBLICATIONS:**

1. Maine Atlantic Salmon Authority, Regulations, 1998, (no cost).
2. Maine Statewide Atlantic Salmon Restoration and Management Plan, 1995-2000 (no cost).
3. Current information available on the Internet at: [www.state.me.us/asa](http://www.state.me.us/asa)

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ATLANTIC SALMON AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	317,444	83,005	3,734		230,705	
HEALTH BENEFITS	58,988	17,112	2,122		39,754	
RETIREMENTS	53,976	14,151	-837		40,662	
OTHER FRINGE BENEFITS	3,143	733	61		2,349	
OTHER CONTRACT SERVICES STATE	32,142	25	12,221		19,896	
COMPUTER SERVICES STATE	5,241	1,816			3,425	
OTHER CONTRACT SERVICES	34,517	8,188	665		25,664	
RENTS	26,197	3,560	1,073		21,564	
COMMODITIES	36,999	2,461	156		34,382	
GRANTS, SUBSIDIES, PENSIONS	51,230		51,230			
EQUIPMENT	3,999				3,999	
INTEREST-DEBT RETIREMENT	18	8	7		3	
TRANSFER TO OTHER FUNDS	2,566		113		2,453	
<b>TOTAL EXPENDITURES</b>	<b>626,460</b>	<b>131,059</b>	<b>70,545</b>		<b>424,856</b>	

## BAXTER STATE PARK AUTHORITY

**CHARLES GADZIK, CHAIRMAN**  
**IRVIN C. CAVERLY, JR., DIRECTOR**

*Central Office:* 64 BALSAM DRIVE, MILLINOCKET, ME, 04462

*Mail Address:* 64 BALSAM DRIVE, MILLINOCKET, ME, 04462

*Established:* 1933

*Reference: Policy Area:* 05 ; *Umbrella:* 94 *Unit:* 293 ; *Citation:* T0012 *Telephone:* (207) 723-9616

*Average Count--All Positions:* 36.558

*M.R.S.A., Sect.* 000000901

*Legislative Count:* 20.00

### 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, campsites and rustic log cabins within the 204,733 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 monies from the 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 presentation 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 his final acquisition in 1962 brought the Park's area to 201,018 acres. Since then, the Authority has purchased additional acreage to bring the Park to its current size of 204,733 acres. In addition to the various gifts of land, Governor Baxter also left two sizable 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 "State", 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 person authority consisting of the Attorney General, the



## INDEPENDENT AGENCIES - OTHER

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 and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, ect. 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. (Mellon Private Capital Management)

The Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance. Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Forestry; Park Operations; and Information Education.

### PROGRAM:

Baxter State Park, being a wilderness area, has many problems unique 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 204,733 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,046.

Within the 204,733 acres of the Park are ten campgrounds and numerous out-lying sites providing an overnight capacity of slightly over 1,000 campers with a seasonal capacity of 145,000. During peak summer use months of July and August the Park is often filled to capacity. The seasonal average use over the six months from May 15 to October 15 is usually around 50% of capacity.

### LICENSES:

- \* Non-resident fishing licenses.
- \* Entrance Permits for day use, overnight use, and seasonal use.
- \* Advance reservations for all overnight facilities in the Baxter State Park.
- \* Permits to allow individuals to carry our research activities.
- \* Award of Certificates of Appreciation for Park volunteers.
- \* Contracts for the following services:
  1. Rubbish Removal and Janitorial
  2. Interpretive and Informational Educational Services
  3. Firewood Bundle Preparations
  4. Roadside Mowing and various Forest Management Operations.
  5. Student Conservation Association

### PUBLICATIONS:

Annual Report - Baxter State Park - free  
Baxter State Park Management Plan - free  
Baxter State Park Maps (DeLorme) - \$5.25; (Steve Clark) - \$5.25  
Legacy of a Lifetime - History of Baxter State Park - \$8.40  
Numerous books and guides on Nature, Recreation, Ecology, ect - available  
at Baxter State Park Headquarters - \$1.00 to \$18.00

# INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BAXTER STATE PARK AUTHORITY	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>		<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC.</b>
<b>EXPENDITURES</b>	<b>ALL</b>	<b>GENERAL</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	969,685		969,685			
HEALTH BENEFITS	173,918		173,918			
RETIREMENTS	166,483		166,483			
OTHER FRINGE BENEFITS	12,601		12,601			
OTHER CONTRACT SERVICES STATE	197,126		197,126			
OTHER CONTRACT SERVICES	263,596		263,596			
RENTS	7,431		7,431			
COMMODITIES	157,175		157,175			
BUILDING IMPROVEMENTS	161,260		161,260			
EQUIPMENT	91,448		91,448			
TRANSFER TO OTHER FUNDS	12,290		12,290			
<b>TOTAL EXPENDITURES</b>	<b>2,213,013</b>		<b>2,213,013</b>			

Statistical Use Information  
Summer Season (5/15-10/15)

	1997	1996	1995	1994	1993	1992
USE by TYPE						
Day Use	47,813	49,220	53,591	53,579	54,335	53,919
Transient	3,855	3,474	3,776	3,202	4,249	4,122
Campers	22,717	24,362	25,496	23,362	24,197	24,197
TOTAL PEOPLE	74,690	77,056	82,863	80,143	83,092	82,238

MISCELLANEOUS

Camper Days	62,984	68,787	69,463	73,676	70,595	73,960
Average Stay(days)	2.69	2.82	2.72	3.24	2.88	3.01
Number of Vehicles	31,923	31,770	32,950	31,337	6	32,543
	137,674	145,468	153,687	156,297	153,687	157,108

Winter Season (12/1-04/01)

Use by Type

Day Use						
Camper.	2,425	1,913	1,660	2,124	1,554	621
TOTAL PEOPLE	2,425	1,913	1,660	2,124	1,554	621

INDEPENDENT AGENCIES - OTHER

**WILD BLUEBERRY COMMISSION OF MAINE**

**SANFORD KELLEY, CHAIRPERSON**

*Central Office:* 5715 COBURN HALL UNIV OF ME, ORONO, ME, 04469

*Mail Address:* 5715 COBURN HALL UNIV OF ME, ORONO, ME, 04469

*FAX:* (207) 581-3499

*Established:* 1977

*Telephone:* (207) 581-1475

*Reference:* Policy Area:01 ; Umbrella: 94 Unit: 294 ; Citation: T0036 M.R.S.A., Sect. 000004312C

**PURPOSE:**

In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Wild Blueberry Commission has the responsibility for the allocation and administration of blueberry tax funds. Currently the tax is at the rate of 1/2 cent per pound from growers and 1/2 cent per pound from processors or shippers for a total of 1 cent per pound of wild blueberries produced in the state.

**ORGANIZATION:**

Legislation passed in 1984 provided that the Wild Blueberry Commission of Maine consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chair and vice chair person from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

The legislation also provides for a Wild Blueberry Advisory Committee of seven members who are appointed by the Wild Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

**PROGRAM:**

1997 legislation provides that blueberry tax revenue be allocated to promotion and advertising, research and extension educational programs, administration, and other activities related to the economic viability of the Maine wild blueberry industry. Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately tripled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 67 million pounds in 1996. The wild blueberry industry in Maine contributed approximately \$100 million to Maine's economy.

Market development and promotion activities are carried out primarily through the allocation of funds to trade organizations such as The Wild Blueberry Association of North America (WBANA). These organizations conduct blueberry promotions for the export market as well as national promotion for the domestic markets. Special emphasis is given to major processors, the food service trade such as restaurants, bakeries, lunch programs, and more recently export markets.

Other activities funded by the Commission include exhibits at trade shows, fairs and participation at Eastern States Exposition in West Springfield, Massachusetts, the seventh largest agricultural exposition in the world. Some activities are carried out in cooperation with the Department of Agriculture, Food, and Rural Resources.

**PUBLICATIONS:**

Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and Cooperative Extension at the University of Maine, Orono, Maine.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

WILD BLUEBERRY COMMISSION OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	1,112,281		1,112,281			
<b>TOTAL EXPENDITURES</b>	1,112,281		1,112,281			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE.

### PAUL ALLEN, CHAIRPERSON

*Central Office:* 5715 COBURN HALL UMO, ORONO, ME 04469-5715

*Mail Address:* 5715 COBURN HALL UMO, ORONO, ME 04469-5715

*Established:* 1945

*Telephone:* (207) 581-1475

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 426 ; Citation: T0036 M.R.S.A., Sect. 000004312

#### PURPOSE:

The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Wild Blueberry Commission instead of the University of Maine. In essence the Wild Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

#### ORGANIZATION:

The University of Maine System Wild Blueberry Advisory Committee consists of seven members who serve successive terms of four years. Members of the Advisory Committee may not be reappointed for successive terms. Committee members elect their own chairperson and vice chairperson. Meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station, researchers and the Cooperative Extension. The Wild Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

#### PROGRAM:

Activities and programs are included with the report of the Wild Blueberry Commission of Maine.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE CIVIL SERVICE APPEALS BOARD

### JANET E. WALDRON, COMMISSIONER

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME, 04333

*Mail Address:* 78 STATE HOUSE STATION, AUGUSTA, ME, 04333-0078

*Established:* 1986

*Telephone:* (207) 624-7800

*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 388 ; Citation: T0005 M.R.S.A., Sect. 000007081

## INDEPENDENT AGENCIES - OTHER

### **PURPOSE:**

The State Civil Service Appeals Board is established to mediate grievances and disputes and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, 979 and 1021 to 1034.

### **ORGANIZATION:**

On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Board as a chairman. Each appointment is for a term of four years until a successor has been appointed and qualified.

### **PROGRAM:**

The Appeals Board met three (3) times during FY 94. The meeting was held to hear and decide the Board's jurisdiction for an appeal case.

### **PUBLICATIONS:**

State Civil Service Appeals Board Procedures for Appeal - Free  
May be obtained through the Office of the Commissioner.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **MAINE COMMISSION ON COMMUNITY SERVICE**

### **MARYALICE CROFTON, EXECUTIVE DIRECTOR**

*Central Office:* 184 STATE STREET, AUGUSTA, ME, 04330

*Mail Address:* 38 STATE HOUSE STATION, AUGUSTA, ME, 04333-0038

*Established:* 1995

*Telephone:* (207) 287-5300

*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 578 ; Citation: T0005 M.R.S.A., Sect. 000007501

### **PURPOSE:**

The Maine Commission for Community Service was established by Executive Order 6 FY 93/94 to link the Corporation for National Service to the State of Maine. The Commission purpose and duties were codified in state statute one year later, broadening the responsibilities beyond merely responding to federal initiatives. The Commission's statutory mission is to foster community service and volunteerism to meet human and environmental needs in Maine. Among the fourteen assigned duties are these: identifying the priority needs to be met by service, developing a comprehensive plan for community service in Maine, providing technical assistance and training to national service programs in the State, and increasing collaboration among public and private sector community and volunteer service organizations.

The Commission makes sub-grants in accordance with provisions of the federal National and Community Service Trust Act of 1993 (USC 42, Section 12502 et seq.) and recommends State priorities regarding programs that receive direct federal financial assistance under the Domestic Volunteer Act of 1973. In addition to administering State AmeriCorps and Community-based Learn & Serve programs, the Commission coordinates its activities with the other two government agencies that distribute federal national service funds: the Maine Department of Education, which handles school-based Learn & Serve America, and the regional office of the Corporation for National Service, which handles Volunteers in Service to America (VISTA), Senior Companions, Foster Grandparents, and Retired Senior Volunteer Programs (RSVP). Together the three agencies oversaw just over \$3.5 million of Corporation for National Service funds invested in Maine's local community service activities.

## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

The Commission is comprised of no fewer than 15 and no more than 25 voting-members appointed by the Governor. Representation is directed by Statute.

Members are appointed to serve in three year staggered terms. Voting members of the Commission elect a chair for one year from their ranks. Ex-officio members are the Commissioner of Education or his/her designee and the State Director for the Corporation for National Service. The Commission is directed to report annually to the Governor and the Joint Standing Committee of State and Local Government. The Executive Director of the Commission is a staff member of the State Planning Office.

### PROGRAM:

In FY98, the Commission expanded the priority community needs addressed by national service and made significant progress on its agenda for service issues beyond national service programs. The Commission has noted with pleasure the four times in FY98 when it was cited at national gatherings as a state service commission whose operations and strategies should be modeled by other states. Its activities, membership, grantees, and publications are on the State Planning Office web site, <http://www.state.me.us/spo>.

The Commission coordinated development of Maine's two rural delegations to the President's Summit on Volunteerism. Following the Summit, the Commission convened the returned 26-member Maine delegation and assisted in developing plans for Maine's follow-up activities. Subsequently, the Governor directed the Commission to lead implementation of those plans: the seven-part Governor's Service Institutes. The goal is to provide 20,000 more Maine children with five essential resources through community service initiatives. Through the Institutes, the Commission fulfilled its partnership with the Children's Cabinet/Communities for Children Initiative. The Commission led development of the Maine Promise Network which will provide follow-up assistance in the area of community service and volunteerism to 47 communities that were trained and began development at the institutes.

In another effort, the Commission worked with the Maine Development Foundation to secure the \$50,000 in matching funds from private partners to meet a Ford Foundation challenge grant. The pool of funds will be granted to sponsors of AmeriCorps programs in Maine to underwrite development of their capacity to manage sustainable volunteer programs. The Commission activities this year related to national service programs included: administering a total of \$1,151,000 granted to local organizations for the operation of 7 AmeriCorps state programs. Over 183 AmeriCorps members served in Maine and each qualified for an education award (up to \$4,725 for a year of full-time service) to apply to the costs of higher education. Finally the Commission collaborated with the Maine Dept. of Education and the regional office of the Corporation for National Service on development of a State Unified Plan for Service.

### PUBLICATIONS:

Annual Report

Calculating the In-Kind Value of Volunteer Service

Unified State Plan

Conversations in the Field: The Status of Maine Community Service and Volunteer Programs

1997/98 National Service Programs in Maine

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

**MAINE STATE CULTURAL AFFAIRS COUNCIL**

**STEPHEN PODGAJNY, CHAIRMAN**

*Central Office:* C/O MAINE STATE LIBRARY, AUGUSTA, ME, 04333

*Mail Address:* 64 STATE HOUSE STATION, AUGUSTA, ME, 04330

*Established:* 1990

*Reference:* Policy Area: 02 ; Umbrella: 94 Unit: 546 ; Citation: T0012 M.R.S.A., Sect. 000000552

**PURPOSE:**

The Maine State Cultural Affairs Council shall ensure a coordinated, integrated system of cultural resources programs and projects, and shall ensure the support of cultural heritage institutions and activities of the State (Title 5, section 12004-G, subsection 7-A)

**ORGANIZATION:**

The Maine State Cultural Affairs Council shall consist of the chair of the State Cultural Affairs Council, the chair and vice-chair from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library Commission and the Maine State Museum Commission. Nonvoting members include a staff member of the Office of the Governor and the directors of the four cultural agencies.

**PROGRAM:**

The Cultural Affairs Council in its sixth year of existence continued to implement the charge given in 27 MRSA Sect. 552 by:

- 1.Meeting on a regular basis to coordinate the broader programs and projects of state cultural agencies.
- 2.Planning for coordinated budget requests for the State Cultural Agencies.
- 3.Publishing the annual report of the Cultural Affairs Council.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MAINE ECONOMIC GROWTH COUNCIL**

**SENATOR ROCHELLE PINGREE, CO-CHAIR  
KEVIN GILDART, CO-CHAIR**

*Central Office:* 33 STONE STREET, AUGUSTA, ME, 04333

*Mail Address:* 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 FAX: (207) 287-5701

*Established:* 1993

*Telephone:* (207) 287-2656

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 573 ; Citation: T0010 M.R.S.A., Sect. 000000929A

**PURPOSE:**

The Maine Economic Growth Council was established to develop, maintain and evaluate a long term economic plan for the state. The Council's responsibilities include the development of a long range plan, goals, benchmarks and alternative strategies for a sustainable state economy. Additionally, the Council will monitor progress in accomplishing the State's goals and benchmarks, recommend changes in the Plan to reflect the dynamics of the international, national and state economy.

**ORGANIZATION:**

The Council is composed of 19 members, appointed for 3-year terms. The Commissioner of the Department of Economic & Community Development is a permanent member. The remaining 18 members are jointly appointed by the Governor, President of the Senate and Speaker of the House of Representatives. Fourteen members are appointed from the public to represent a broad range of expertise in areas including labor, environment, business and education; also appointed to the Council are four members of the Legislature having a demonstrated interest in economic development.



## INDEPENDENT AGENCIES - OTHER

The Council is staffed by the Maine Development Foundation, and is currently co-chaired by Senator Rochelle Pingree and Kevin Gildart, Bath Iron Works Corporation.

### PROGRAM:

In FY'95, the Council issued its first report entitled Goals for Growth, Progress 95; the Council proposed to monitor progress in six key goal areas: Innovative Businesses; Productive Workers/Rewarding Employment; Vital Communities; Healthy Natural Resources; Efficient Government; and State of the Art Infrastructure. The report outlines specific measures and benchmarks to track and compare Maine's performance. To date, the Council has distributed reports and has constructed briefings for state-wide organizations and agencies. The Council has been compiling baseline data for the benchmarks and conducts annual state-wide surveys of Maine businesses and citizens. In 1997, the Growth Council published Measures of Growth 97, which identified 57 benchmarks in the six goal areas. In 1998 the Growth Council published Measures of Growth 98, which reported on performance against benchmarks established in 1997. The report will continue to be updated annually, with weekly detailed reports on each measure.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE EDUCATIONAL LOAN AUTHORITY

### RICHARD H PIERCE, EXEC DIR

*Central Office:* 526 WESTERN AVE, AUGUSTA, ME, 04330

*Mail Address:* PO BOX 510, AUGUSTA, ME, 04332

*Established:* 1988

*Reference:* Policy Area: 02 ; Umbrella: 94 Unit: 434 ; Citation: T0020A.M.R.S.A., Sect. 000011414

*FAX:* (207) 623-1493

*Telephone:* (207) 623-2600

### PURPOSE:

The Maine Educational Loan Authority (MELA) was established to assist students and their families to achieve their goals in the area of higher education.

### ORGANIZATION:

The Maine Educational Loan Authority is a public body, corporate and politic, and an instrumentality of the State. Established in 1988, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriation from the Legislature for its operation.

### PROGRAM:

Immediately after being created by the 113th Legislature in late Spring of 1988, the Maine Educational Loan Authority undertook to implement its initial program. This is a supplemental educational loan program which was funded by \$35,000,000 worth of tax exempt bonds issued in July of 1988. These funds are from a private source and use no state monies. In May of 1992, the Authority refunded its initial offering and issued \$60,000,000 worth of tax exempt bonds in order to continue its loan program. An additional \$12.5 million dollars and \$10 million of tax exempt bonds were issued in June of 1996 and July of 1997 respectively.

The MELA Loan Program makes loans in amounts up to the full cost of education, less other financial aid, annually, and is available to eligible students. These loans are for Maine residents going to school in or out of the State of Maine and Canada or out-of-state residents attending Maine institutions of higher education. These loans are available to students and parents based solely on the credit worthiness of the applicant. Interest rates are both set or variable and repayment may be "interest only" while the student is in school.

Borrowers may take up to 20 years to repay the loan. Undergraduate and graduate students are both eligible.

## INDEPENDENT AGENCIES - OTHER

In the future the Authority hopes to expand its range of programs designed to assist families in financing higher education.

### **PUBLICATIONS:**

Maine Educational Loan Authority, Official Statement (Educational Review Bonds - Series 1992A-1, 1992A-2, 1992A-3, 1992A-4, and 1996A series)  
MELA (Maine Educational Loan Authority): 1995, 1996 and 1997 Educational Loan Information  
Brochure - Free

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF EMERGENCY MUNICIPAL FINANCE

### **BRIAN MAHANY, ST TAX ASSESSOR**

WATS: ( ) -

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME,  
*Mail Address:* 24 STATE HOUSE STATION, AUGUSTA, ME, 04333  
*Established:* 1954  
*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 319 ; Citation: T0030A M.R.S.A., Sect. 000006101  
*Telephone:* (207) 287-2076

### **PURPOSE:**

To enable 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 the State of the collection of the taxes due from those municipalities to the State.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE EMERGENCY RESPONSE COMMISSION

### **JOHN W. LIBBY, CHAIRPERSON**

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME, 04333-0072  
*Mail Address:* 72 STATE HOUSE STATION, AUGUSTA, ME, 04333  
*Established:* 1987  
*Reference:* Policy Area: 06 ; Umbrella: 94 Unit: 410 ; Citation: T0037B M.R.S.A., Sect. 000000792  
*FAX:* (207) 287-4079  
*Telephone:* (207) 287-4080

### **PURPOSE:**

This is a commission reorganized by PL 464. It was first established by Executive Order. Established by Federal Mandate (PL 99-499) 1986. Maine Statutes Title 37B, Chapter 13 outlines the Commission's responsibilities and other provisions related to hazardous materials in Maine. The Commission is responsible for coordinating and implementing emergency planning, reporting and compiling appropriate information. The Commission is also responsible for supervision of Maine's sixteen (16) Local Emergency Planning Committees (LEPC).

### **PUBLICATIONS:**

Various hazardous materials, publications for handling, storage, response and training.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - OTHER

### ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

#### PATTEN H. WILLIAMS, CHAIRMAN

*Central Office:* C/O FAME 83 WESTERN AVE, AUGUSTA, ME,  
*Mail Address:* PO BOX 949, AUGUSTA, ME, 04332-0949  
*Established:* 1988  
*Reference:* Policy Area: 03 ; Umbrella: 94 Unit: 178 ; Citation: T0010

WATS: ( ) -

FAX: (207) 623-0095  
Telephone: (207) 623-3263

M.R.S.A., Sect. 000000373

#### PURPOSE:

To help persons with disabilities become more independent and more productive members of the community. This is accomplished with the help of an innovative lending program that was financed with proceeds from a general obligation bond approved by Maine voters in 1988. The program makes available direct loans to borrowers at rates and terms that are specifically tailored to meet the financial needs of individual borrowers.

Business entities may also borrow from the Adaptive Equipment Loan Fund to help make businesses accessible to disabled individuals and more suitable for employing individuals with disabilities.

#### ORGANIZATION:

The Adaptive Equipment Loan Board consists of nine (9) members. Seven (7) members are appointed by the Governor and confirmed by the Maine State Legislature. Of these, one member must be a commercial lender, one member must be a certified public accountant, and the remaining five must have a range of disabilities. The remaining two members are the Commissioner of the Maine Department of Human Services or the Commissioner's designee and the Treasurer of the State or the Treasurer's designee.

The Adaptive Equipment Loan Board contracts with Alpha One, a non-profit community based organization offering services to persons with disabilities, to provide initial assistance to program applicants and a determination of the appropriateness of the equipment to be purchased. The Adaptive Equipment Loan Board contracts with the Finance Authority of Maine to provide administrative assistance, financial analysis and management, and legal counsel.

#### PROGRAM:

The Adaptive Equipment Loan Board provides low interest loans to assist disabled persons in becoming more productive members of the community. Businesses may also borrow from the Adaptive Equipment Loan Fund to make their facilities more accessible to physically challenged individuals. Proceeds from Adaptive Equipment Loans may also be used to enable a business to make physical and structural changes necessary to allow a business to hire disabled workers. Loans under the Adaptive Equipment Loan Fund may be for up to \$50,000 for a term, of up to twenty (20) years. The interest rate on these loans varies from 0% to the prime rate and is determined based upon the borrower's ability to repay the loan.

#### PUBLICATIONS:

"Annual Report," Available through the Finance Authority of Maine - Free

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

#### WILLIAM HAIN III, DIRECTOR PETER B. WEBSTER, CHAIRMAN

*Central Office:* STATE OFFICE BLDG. ROOM 114, AUGUSTA, ME,  
*Mail Address:* 135 STATE HOUSE STATION, AUGUSTA, ME, 04333-0135  
*Established:* 1976  
*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 270 ; Citation: T0001  
*Average Count--All Positions:* 3.000

FAX: (207) 287-6775  
Telephone: (207) 287-4179

M.R.S.A., Sect. 000001002

Legislative Count: 3.00

## INDEPENDENT AGENCIES - OTHER

### PURPOSE:

The Commission on Governmental Ethics and Election Practices is an independent Commission established to guard against corruption or undue influencing of the election 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 the Legislature of any apparent violations of the ethical standards set by the Legislature; to issue advisory opinions and guidelines on problems or questions involving possible conflict of interest in matters under consideration by, or pertaining to the Legislature; and to administer the sources of income disclosure law.

Additional responsibilities of the Commission are to administer and investigate any violations of the requirements for campaign reports and campaign financing, including the provisions of the Maine Clean Election Act and Fund; to conduct biennially, in conjunction with the Attorney General and the Chair of the Legislative Council, an ethics seminar for Legislators; to administer the lobbyist disclosure law; to administer and ensure effective implementation of the Maine Clean Election Act and Fund according to Title 21-A, chapter 14; to provide for enhanced monitoring and enforcement of election practices; and to institute electronic submission of reports and computerized tracking of campaign, election and lobbying information under the Commission's jurisdiction.

### ORGANIZATION:

The Commission on Governmental Ethics and Election Practices established by Title 5 Section 12004-G, subsection 33, consists of five members appointed by the Governor. Members of the public, groups and organizations may nominate qualified individuals to the Governor for appointment to the Commission during the nomination period jointly established by the Governor, the President of the Senate, the Senate Majority Leader, the Speaker of the House, and the House Minority Leader. Appointments are subject for review by the joint standing committee of the Legislature having jurisdiction over legal affairs and confirmation by the Legislature.

No more than 2 members may be enrolled in the same political party. Each member serves a four-year term. A person may not be appointed to the Commission who is a member of the Legislature or who was a member of the previous Legislature, or who was a declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or who holds an elective county, state or federal office, or who is an officer of a political committee, party committee or political action committee.

Pursuant to 1 M.R.S.A. Section 1006, the Commission may call for the aid or assistance in the performance of its duties from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine.

### PROGRAM:

Advisory Opinions, Notices, Report Audits. During FY 1998, the Commission held 11 meetings and issued 11 informal advisory opinions. The staff distributed over 2,500 filing notices and processed over 4,500 filings. Additionally the staff conducted limited audits on the reports of over 600 candidates and over 100 political action committees. The Commission addressed the subject of rule making to implement the Maine Clean Election Act at 8 meetings and considered a proposal to amend existing legislation at one meeting.

Complaints, Late Filings, Penalties. During FY 1998, 21 complaints were filed with the Commission. Nineteen of those resulted in Commission determinations and two were deemed outside the Commission's jurisdiction. Of those within the Commission's purview, 17 complaints concerned the financing of campaigns and two concerned legislative ethics. The Commission also ruled on the lateness of the filings of 3 candidates, 14 political action committees, 4 party committees, and 34 lobbyists. The Commission referred 12 candidates and 4 political action committees to the Attorney General for appropriate action regarding delinquent filing of reports.

Lobbyist Registrations and docket fees brought a total of \$188,533 in revenue. Of that total \$92,950 was credited to the Commission's dedicated fund and the balance was credited to the State General Fund.

## INDEPENDENT AGENCIES - OTHER

### PUBLICATIONS:

The Commission distributes copies of the governmental and legislative ethics laws, lobbyist disclosure procedures, campaign reports and finance law for candidates, the law governing political action committees (PACs), the Maine code of fair campaign practices, and the Maine Clean Election Act. Other publications include:

- Filing schedules, registrations, and reporting forms for lobbyists, PACs, party committees, and candidates for state, county, and federal office
- Sources of income statements for Legislators and Legislative candidates
- Rosters of registered PACs, lobbyists, and candidates/treasurers
- Annual report of the Commission's activities
- Candidate compliance manual
- Summaries of campaign contributions/expenditures
- Annual report of lobbyist compensation

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	91,938	89,793	2,145			
HEALTH BENEFITS	14,457	14,457				
RETIREMENTS	15,098	15,098				
OTHER FRINGE BENEFITS	1,037	1,037				
OTHER CONTRACT SERVICES STATE	19,045	6,017	13,028			
COMPUTER SERVICES STATE	1,455	624	831			
OTHER CONTRACT SERVICES	20,261	18,272	1,989			
COMMODITIES	10,639	9,332	1,307			
TRANSFER TO OTHER FUNDS	2,673		2,673			
<b>TOTAL EXPENDITURES</b>	<b>176,603</b>	<b>154,630</b>	<b>21,973</b>			

## MAINE EDUCATION ASSISTANCE BOARD

### WILLIAM H. BEARDSLEY, CHAIRMAN

*Central Office:* 83 WESTERN AVENUE, AUGUSTA, ME, 04332-0949

*Mail Address:* 119 STATE HOUSE STATION, AUGUSTA, ME, 04333-0119

*Established:* 1989

*Telephone:* (207) 287-2183

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 458 ; Citation: T0010 M.R.S.A., Sect. 000001016

### PURPOSE:

The Maine Educational Assistance Board was established as an advisory board to the Finance Authority of Maine to provide policy and administrative recommendations for the administration of a comprehensive, consolidated program of financial assistance to Maine students pursuing education beyond high school.

In addition to administering a variety of grant, loan and scholarship programs to assist students and parents with the costs of higher education, the Finance Authority of Maine and the Maine Education Assistance Board are responsible for establishing and overseeing a counseling and outreach program that is designed to encourage students to pursue education beyond high school.

### ORGANIZATION:

The Maine Education Assistance Board consists of seven members including: the Commissioner of Education or the Commissioner's designee and six members appointed by the Governor and confirmed by the Maine State Legislature. The members must include a trustee, director, officer or employee of an institution of higher education in the State; a member of a statewide organization representing the chief executive officers of public and private post-secondary institutions; a student financial aid administrator, a high school guidance counselor; a representative of a state financial institution that is active in

## INDEPENDENT AGENCIES - OTHER

student lending; and a member who represents the interests of the consumers of the programs.

### PROGRAM:

FAME maintains and administers the following programs:

**FEDERAL FAMILY EDUCATION LOAN PROGRAM.** This program includes the Stafford Loan Program, the Unsubsidized Stafford Loan Program, the Supplemental Loan for Students Program (SLS) and the Supplemental Loan for Parents Program (PLUS). These several programs provide educational loans to students and parents based on financial need. The loans are guaranteed by the Finance Authority of Maine and the federal government and, in some cases, repayment of these loans may be deferred until after the student has been out of school for six months.

**MAINE STUDENT INCENTIVE SCHOLARSHIP PROGRAM.** Through this program, grants are available to Maine residents based on financial need. Financial need is determined based upon financial information submitted by students and parents on the Free Application for Federal Student Aid (FAFSA). For FY 1995, grants will be \$500 for students attending public institutions and \$1,000 for students attending private institutions. For the school year that begins in September 1995, the Finance Authority of Maine will award grants totalling more than \$5,000,000 to more than 8,000 students.

**PAUL DOUGLAS AND ROBERT C. BYRD SCHOLARSHIP PROGRAMS.** The Maine Education Assistance Division administers two small federal programs with limited funding, one a loan for students training to become teachers and the other is a scholarship program for exceptional students in their freshman year of college.

**TEACHERS FOR MAINE PROGRAM.** This program is a state-funded program for graduating high school seniors and college students who want to pursue a teaching career. In addition, teachers and postbaccalaureate students pursuing graduate studies in education are eligible to apply. Full time students are eligible to receive \$3,000 per academic year. Students must be enrolled full-time to receive the maximum award. Postbaccalaureate students receive \$1,500 per academic year. Teachers are eligible for up to \$1,500 per academic year, depending upon the costs they incur, and the amount of assistance they receive through their school districts. Recipients are selected based upon their academic performance, as well as on their potential as future educators. Financial need is not a selection criterion for this program. Applications are available at Maine high school guidance offices, college financial aid offices, and the Finance Authority of Maine. The filing deadline is April 1.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

FINANCE AUTHORITY OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	16,793,394	9,793,394				7,000,000
TOTAL EXPENDITURES	16,793,394	9,793,394				7,000,000

## FINANCE AUTHORITY OF MAINE

### TIMOTHY P, AGNEW, CHIEF EXECUTIVE OFFICER

Central Office: 83 WESTERN AVE, AUGUSTA, ME 04330

Mail Address: PO BOX 949, AUGUSTA, ME 04332

Established: 1983

Reference: Policy Area:01 ; Umbrella: 94 Unit: 457 ; Citation: T0010 M.R.S.A., Sect. 000000964

FAX: (207) 623-0095

Telephone: (207) 623-3263

### PURPOSE:

The Finance Authority of Maine (FAME), an independent state agency, is Maine's business and higher education finance agency. The Authority was

## INDEPENDENT AGENCIES - OTHER

initially established in 1983 as Maine's business finance agency. In that role, the Authority was charged with supporting the start up, expansion and growth plans of Maine's business community by working with Maine's banking community to improve access to capital.

In April of 1990, FAME'S mission was significantly expanded when the Authority assumed responsibility for administering the State's higher education finance programs. Through loans, grants and other scholarship programs, FAME helps students and their families to meet the costs associated with higher education. The Authority also oversees an extensive outreach and counseling program that is designed to encourage young people to aspire to and pursue higher education.

The Authority accomplishes this important charge by working closely with the State's higher education, banking, economic development and business communities in the formulation and implementation of financial services and programs that will help fill gaps that exist in the State's capital delivery system.

### ORGANIZATION:

The Finance Authority of Maine is overseen by a fifteen member Board of Directors that has the following makeup;

- two members with experience in natural resource based enterprizes
- two veterans
- two members from the Maine Education Assistance Board
- one Certified Public Accountant
- one commercial lender
- one attorney
- three members-at-large
- three state members to include the Commissioner of the Department of Economic and Community Development, a natural resource commissioner and the State Treasurer.

Members of the FAME Board are appointed by the Governor and are subject to review and confirmation by the State Legislature. Each member, other than the State members, serves for a term of four years. A Chief Executive Officer is appointed by the Governor, subject to review and confirmation by the Maine State Legislature, to supervise and direct the administrative and technical activities of the Authority on a day-to-day basis.

As organized, FAME consists of three broad divisions; Business Development, Natural Resources Financing and Marketing, and the Maine Education Assistance Division. These divisions are supported by a Division of External Affairs, and Division of Finance and Office of General Council.

### PROGRAM:

**BUSINESS DEVELOPMENT DIVISION:** This statutorily established division maintains and administers several programs which are utilized individually, or in combination with other financing mechanisms, to assist business development in Maine. These programs include:

- Small Business and Veterans' Small Business Loan Insurance Program
- Commercial Loan Insurance Program
- Working Capital Loan Insurance Program
- Economic Recovery Loan Program
- Occupational Safety Loan Program
- Underground Oil Storage Tank Removal & Replacement Program
- Overboard Discharge Replacement Program
- Waste Reduction and Recycling Loan Program
- Waste Oil Furnace Loan Program
- Revenue Obligation Securities Program
- Electric Rate Stabilization Program
- Regional Economic Development Revolving Loan Program
- Investment Banking Services
- SMART-E Bond Program
- SMART Bond Program

**NATURAL RESOURCES DIVISION:** This statutorily established division maintains and administers several programs which are utilized individually, or in combination with other financing mechanisms, to assist business development in Maine. These programs include:

## INDEPENDENT AGENCIES - OTHER

Agricultural Operating Loan Insurance Program  
Natural Resources Capital Investment Program  
Potato Marketing Improvement Fund Program  
Linked Investment Program for Agriculture and Small Business  
Export Financing Services  
Maine Seed Capital Tax Credit Program

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

FINANCE AUTHORITY OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	16,793,394	9,793,394				7,000,000
TOTAL EXPENDITURES	16,793,394	9,793,394				7,000,000

## ADVISORY COMMITTEE ON MEDICAL EDUCATION

### JOHN LACASSE, CHAIRMAN

*Central Office:* ONE WESTON COURT, AUGUSTA, ME

*Mail Address:* 119 STATE HOUSE STATION, AUGUSTA, ME 04333-0119

*Established:* 1992

*Telephone:* (207) 289-2183

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 093 ; Citation: T0020A M.R.S.A., Sect. 000012106

#### PURPOSE:

The Advisory Committee on Medical Education advises the Chief Executive Officer of the Finance Authority of Maine in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in under served areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

### ROBERT O. LENNA, EXECUTIVE DIRECTOR

*Central Office:* PO BOX 2268, AUGUSTA, ME, 04338

*Mail Address:* PO BOX 2268, AUGUSTA, ME, 04338

*Established:* 1971

*FAX:* (207) 623-5359

*Telephone:* (207) 622-9386

*Reference:* Policy Area: 03 ; Umbrella: 94 Unit: 336 ; Citation: T0022 M.R.S.A., Sect. 000002054

#### PURPOSE:

To assist private non-profit hospitals, non-profit nursing homes, community health facilities, for-profit nursing and boarding homes, and private, non-profit institutions for higher education within the State of Maine in both short and long term financing for the construction and equipping of health-care and educational facilities, and the refinancing of existing indebtedness by providing financial advisory services and access to the tax-exempt and taxable bond markets. To provide credit enhancement to assist these borrowers.



## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Education and the Treasurer of the State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director is responsible for the day-to day activities of the Authority.

### PROGRAM:

Bonds, notes or any other obligations of the Authority while utilizing the moral obligation reserve fund make up of the State 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 revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be 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, nursing or boarding home, or institution for higher education or may take a mortgage on the project. Each health-care facility or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on outstanding bonds.

The Authority does not receive any appropriation from the State. It derives its revenue from fees charged participating eligible borrowers using its financing capabilities. The Authority charged origination and loan servicing fees based on type of loan, financing, and borrower.

During FY98, the Authority issued \$129,440,000 in bonds on behalf of 7 hospitals, 1 community mental health facilities, 1 nursing and boarding home, and 2 institutions of higher education.

### PUBLICATIONS:

Annual Report - Audit

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE HISTORIC PRESERVATION COMMISSION

### EARLE G SHETTLEWORTH JR, EXEC DIR

TDD: (207) 287-6740

Central Office: 55 CAPITOL ST, AUGUSTA, ME, 04333-0065

Mail Address: STATEHOUSE STA# 65, AUGUSTA, ME, 04333

Established: 1971

Telephone: (207) 287-2132

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 089 ; Citation: T0027 M.R.S.A., Sect. 000000502

Average Count--All Positions: 12.000

Legislative Count: 12.00

### PURPOSE:

The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966 to identify and protect significant architectural and archaeological resources. The Commission is charged with development of a comprehensive plan, conducting surveys statewide, and nominating all significant buildings, sites and districts to the National Register of Historic Places. In addition, the Commission reviews all federally-funded and federally-licensed projects for their effect upon historic resources.

### ORGANIZATION:

The Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department. In 1990 the 114th Legislature established the Commission as an independent agency.

## INDEPENDENT AGENCIES - OTHER

The Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed, 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 97 the Commission expanded the National Register of Historic Places by 25 individual sites. The Commission sponsored prehistoric archaeological surveys, historic archaeological surveys, and architectural inventories of Maine communities.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration 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.

### **LICENSES:**

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed in the National Register of Historic Places which is state-owned or is subject to a preservation agreement between the landowner and the Commission, must apply in writing for an Excavation Permit to the Director of the Commission. If such a permit is granted, it must be co-signed by the Director of the Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

### **PUBLICATIONS:**

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Statehouse Station # 65, Augusta, Maine 04333-0065.

Beard, Frank A., 200 Years of Maine Houses: A Guide for the House Watcher (1981).

Hunt, H. Draper and Clancy, Gregory K., The Blaine House, A Brief History and Guide (1983).

Shettleworth, Earle G., Jr. and Beard, Frank A., A Guide to the Maine State House (1981).

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HISTORIC PRESERVATION COMMISSION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	386,477	124,613	88,895		172,969	
HEALTH BENEFITS	79,383	21,294	21,942		36,147	
RETIREMENTS	71,684	24,307	15,308		32,069	
OTHER FRINGE BENEFITS	3,805	974	1,087		1,744	
OTHER CONTRACT SERVICES STATE	58,244	1,200	48,372		8,672	
COMPUTER SERVICES STATE	824				824	
OTHER CONTRACT SERVICES	86,173	4,388	12,357		69,428	
RENTS	1,701		130		1,571	
COMMODITIES	66,666	11,392	11,317		43,957	
GRANTS, SUBSIDIES, PENSIONS	131,959	40,789	20,525		111,695	
TRANSFER TO OTHER FUNDS	18,056		6,331		11,725	
<b>TOTAL EXPENDITURES</b>	<b>904,972</b>	<b>228,957</b>	<b>185,214</b>		<b>490,801</b>	

## MAINE HUMAN RIGHTS COMMISSION

### PATRICIA RYAN, EXEC DIR

*Central Office:* STEVENS SCHOOL CLEVELAND, HALLOWELL, ME,

*Mail Address:* 51 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1971

*Reference:* Policy Area: 03 ; Umbrella: 94 Unit: 348 ; Citation: T0005 M.R.S.A., Sect. 000004561

*Average Count--All Positions:* 12.000

*Telephone:* (207) 624-6050

*Legislative Count:* 12.00

#### 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; to keep in review all practices and their causes infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental disability, religion, ancestry, or national origin, and in employment, discrimination on account of age; and in housing, discrimination on account of source of income and familial status; and in extension of credit, on account of age, race, color, sex, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, physical or mental disability, national origin and race.

The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right under the Worker's Compensation Act or retaliation under the Whistleblower's Act.

#### ORGANIZATION:

The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor with confirmation by the legislature, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time Executive Director.

#### PROGRAM:

**DISCRIMINATION COMPLAINTS.** During the fiscal year '98, 830 new complaints were filed with the Maine Human Rights Commission. In addition, 771 complaints were carried over from the previous fiscal year. The Commission closed 746 cases, leaving a total of 855 cases active at year end.

**LITIGATION.** The Commission is represented in the courts of the State of Maine by the Commission Counsel. The Department of the Attorney General may, at the request of the Commission, represent the Commission in selected cases.

## INDEPENDENT AGENCIES - OTHER

**PUBLIC EDUCATION AND INFORMATION.** The Commission speaks to groups upon request, when possible, in an effort to educate people about the provisions and remedies under the Maine Human Rights Act.

### **PUBLICATIONS:**

Maine Human Rights Act - \$5.00 plus tax  
Procedural Regulations  
Employment Regulations & Poster  
Sexual Harassment Poster - \$2.00 plus tax  
Sexual Harassment Brochure  
Pre-employment Inquiry Guide  
Equal Educational Opportunity Regulations / Procedural Rules  
Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances  
Accessibility Requirements for Public Accommodations and Places of Public Employment - \$2.50 plus tax  
Accessibility Requirements of the Maine Human Rights Commission - \$2.50 plus tax

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	398,998	278,416			120,582	
HEALTH BENEFITS	68,059	42,785			25,274	
RETIREMENTS	70,099	47,806			22,293	
OTHER FRINGE BENEFITS	2,636	1,905			731	
OTHER CONTRACT SERVICES STATE	- 149		- 149			
COMPUTER SERVICES STATE	- 279	19	- 298			
OTHER CONTRACT SERVICES	61,171	39,025	16,203		5,943	
RENTS	1,840	1,455			385	
COMMODITIES	29,318	24,196	406		4,716	
TRANSFER TO OTHER FUNDS	9,648		796		8,852	
<b>TOTAL EXPENDITURES</b>	<b>641,341</b>	<b>435,607</b>	<b>16,958</b>		<b>188,776</b>	

## MAINE INDIAN TRIBAL-STATE COMMISSION

**CUSHMAN D. ANTHONY, ESQ., CHAIR**  
**DIANA SCULLY, EXECUTIVE DIRECTOR**

*Central Office:* 6 MAYFLOWER ROAD, HALLOWELL, ME, 04347

*Mail Address:* PO BOX 87, HALLOWELL, ME, 04347

*Established:* 1980

*Telephone:* (207) 622-4815

*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 409 ; Citation: T0030 M.R.S.A., Sect. 000006212

### **PURPOSE:**

The Maine Indian Tribal-State Commission was created as part of the Maine Indian Claims Settlement Act of 1980 to "continually review the effectiveness of this Act and the social, economic, and legal relationship between the Passamaquoddy Tribe and the Penobscot Indian Nation and the State." The Commission also has a number of specific mandates, including the promulgation of fishing regulations on certain bodies of water and making recommendations concerning the acquisition of lands to be placed in trust for the tribes.

The settlement cannot be amended unilaterally by any of the parties.

### **ORGANIZATION:**

The Commission is an inter-governmental entity. Four of its members are appointed by the Governor of Maine and confirmed by the Legislature; two are appointed by the Passamaquoddy Tribe; two are appointed by the Penobscot Indian Nation; and the ninth, who is the chairperson, is selected by the eight appointees.

## INDEPENDENT AGENCIES - OTHER

The Commission's budget is comprised of tribal dollars and state dollars. The Commission is staffed by a private consultant, who serves as part-time Executive Director.

### PROGRAM:

The Commission's over-riding priorities are to deepen the understanding by Tribal and State leaders of the key concepts and issues underlying both the settlement and on-going Tribal-State relations; to promote a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and to increase the public's understanding and appreciation of the Wababaki People.

To address these over-riding priorities, the Commission sponsors meetings and workshops, presents testimony and proposes legislation, helps to increase access by the Tribes to state and federal resources, and is involved in educational activities.

### PUBLICATIONS:

"Maine Indian Claims Settlement: Concepts, Context, and Perspectives"  
"Wabanaki: A New Dawn" (video)  
"Fish and Wildlife Provisions Under the 1980 Maine Indian Claims Settlement"  
"At Loggerheads: State of Maine and the Wabanaki"

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE INDIAN TRIBAL-STATE COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	22,500	22,500				
TOTAL EXPENDITURES	22,500	22,500				

## MAINE STATE LIBRARY

### J GARY NICHOLS, ST LIBRARIAN

Central Office: CULTURAL BLDG, AUGUSTA, ME, 04333-0064

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME, 04333

Established: 1937

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 075 ; Citation: T0027

Average Count--All Positions: 60.500

TDD: (207) 287-5620

FAX: (207) 287-5615

Telephone: (207) 287-5600

M.R.S.A., Sect. 000000001

Legislative Count: 60.50

### PURPOSE:

The purpose of the Maine State Library is to lead in efforts that will provide, broaden and improve access to information regardless of locations or residency of individual citizens.

The purpose of the Maine Library Commission is to review recommendations of the State Librarian with regard to the policies and operations of the Maine State Library and the State's library program. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

### ORGANIZATION:

The Maine State Library includes Administration, Reader and Information Services, Library Development Services, and Special Acquisition.

The Maine Library Commission 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 is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members. The Maine Library Commission is a policy-making authority and part of the Maine

## INDEPENDENT AGENCIES - OTHER

State Cultural Affairs Council.

### PROGRAM:

The Program of the Maine State Library is reported by several components. ADMINISTRATION provides leadership for development of library services in Maine; coordinates the work of all staff; prepares and supports necessary legislative action concerning libraries; and provides all necessary fiscal information.

LIBRARY DEVELOPMENT provides leadership and support for library development in all types of libraries throughout the state. Specific programs include Maine Regional Library System, Handicapped Services; Institutional Library Services, Books-By-Mail, Video Services, Instructional Television, School Library/Media Services and the Information Exchange.

READER AND INFORMATION SERVICES provides the delivery of quality information reference and loan services to state agency personnel and the general public. This includes supporting and complementing the collections of all types of libraries throughout the state. Specific programs include Reference, Circulation, Collection Services and Interlibrary Loan.

The Maine Library commission held 5 meetings during FY 98. Areas of special interest included the following: the implementation of the ruling by the PUC to allow up to \$4.0 million of a mandated rate reduction to be used to reduce telecommunications rates and/or provide additional services or equipment to libraries and schools; the development of a statewide information network, (Maine Info Net); the development of a plan to expand Maine's telecommunications and distance learning system; a legislative proposal to create a new statewide policy to promote public access to new telecommunications technologies and information networks; the sharing of resources among libraries; reviewing the allocation of state and federal funds; establishing guidelines regarding eligibility for construction/technology grants; and reviewing statewide interlibrary loan policies.

### PUBLICATIONS:

THE MAINE ENTRY - A cooperative publication for Maine libraries and media centers. (Maine State Library/Maine Library Association/Maine Educational Media Association)

MAINE LIBRARY DIRECTORY

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,575,486	1,296,032			279,454	
HEALTH BENEFITS	298,539	242,495			56,044	
RETIREMENTS	280,842	230,637			50,205	
OTHER FRINGE BENEFITS	11,655	9,368			2,287	
OTHER CONTRACT SERVICES STATE	11,874	1,100	345		9,631	798
OTHER CONTRACT SERVICES	296,629	120,967	-9,118		172,300	12,480
RENTS	6,179	3,306			2,873	
COMMODITIES	166,087	88,668	21,438		54,819	1,162
GRANTS, SUBSIDIES, PENSIONS	349,624	296,164			52,688	772
EQUIPMENT	13,284	13,284				
TRANSFER TO OTHER FUNDS	34,565	608	617		33,340	
<b>TOTAL EXPENDITURES</b>	<b>3,044,764</b>	<b>2,302,629</b>	<b>13,282</b>		<b>713,641</b>	<b>15,212</b>

INDEPENDENT AGENCIES - OTHER

**MAINE LIBRARY COMMISSION**

**J GARY NICHOLS, ST LIBRARIAN**

*Central Office:* CULTURAL BLDG, AUGUSTA, ME,

*Mail Address:* STATEHOUSE STA# 64, AUGUSTA, ME, 04333

*Established:* 1973

*Telephone:* (207) 287-5600

*Reference:* Policy Area: 02 ; Umbrella: 94 Unit: 082 ; Citation: T0027 M.R.S.A., Sect. 000000111

**PURPOSE:**

See Maine State Library.

**ORGANIZATION:**

See Maine State Library.

**PROGRAM:**

See Maine State Library.

**PUBLICATIONS:**

See Maine State Library.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**LOBSTER PROMOTION COUNCIL**

**SUSAN BARBER, EXECUTIVE DIRECTOR**

*Central Office:* 382 HARLOW STREET, BANGOR, ME, 04401

*Mail Address:* 382 HARLOW STREET, BANGOR, ME, 04401

*FAX:* (207) 947-3191

*Established:* 1991

*Telephone:* (207) 947-2966

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 097 ; Citation: T0012 M.R.S.A., Sect. 000006455

**PURPOSE:**

To market and promote the sale of Maine lobster in local, regional, national and world markets year-round; to encourage education and training of all customers including wholesale, retail, and food service as well as end consumers, about how to handle, prepare, serve, promote and sell Maine lobster.

**ORGANIZATION:**

The Maine Lobster Promotion Council, a non-profit, professional organization of the Maine lobster industry, was founded in 1991 by mandate of the 115th Legislature. The Council is made up of three (3) harvesters, three (3) dealers, three (3) public members, and the Commissioner of the Department of Marine Resources as an Ex Officio member.

**PROGRAM:**

Selected advertising in trade publications and representation at key trade shows provide high visibility to buyers on behalf of the entire lobster industry. Maine Lobster Month in August was again proclaimed by Governor King. A culinary competition for chefs and a consumer recipe contest culminated the promotion. The MLPC's public relations efforts included media coverage, feature stories, radio ads, public service announcements, press releases (7,000 disseminated nationwide), and a homepage on the Internet. Dispelling the myths and misinformation about lobster is a key role of the MLPC. The MLPC cookbook was released in August 1997. The MLPC continued its airport ad campaign at both Bangor International Airport and Portland International Jetport. Key promotions included New Shell, Maine Lobster Month and Holiday Harvest.

In its efforts to increase services to members of the lobster industry, the MLPC participated in the Market Access Program (MAP). Funds were allocated to promote lobster in Europe and Asia. An application was developed and submitted to continue and expand export promotional efforts into FY 99 (funding was approved). The MLPC hosted a food writers tour with funds provided by the Maritime Overseas Corporation. A proposal was also submitted to the MFIDC.

## INDEPENDENT AGENCIES - OTHER

The MLPC initiated meetings with Zone Councils to share the activities of the Council with its constituents. Meeting with lobster industry associations, attending the Fisherman's Forum, publication of a newsletter two times annually, and monthly communications with each industry organization help keep industry groups informed. Strengthening industry communications is a critical part of the efforts of the MLPC. The MLPC responded to requests for information as follows: 3,000 SASE's, and over 950 requests for general information.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

LOBSTER PROMOTION COUNCIL	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	296,215		296,215			
TOTAL EXPENDITURES	296,215		296,215			



## **PUBLICATIONS:**

Consumer Brochure\*  
Dipping Sauce Brochure\*  
Lobster Cutout\*  
Promotion Calendar\*  
Stovetop Lobster Bake Recipe Card\*  
Press Kit (For Media Distribution Only)  
Lobster Tales Newsletter  
New Shell Brochure\*  
List of Direct Shippers to Consumers\*  
Maine Lobster Recipes Cookbooklet - \$2.00 includes postage  
List of Promotional Materials\*  
Poster—\$2.00 includes postage  
Directory of Dealers & Processors (Updated Annually)  
Pounded Lobster Fact Sheet  
Quality Poster  
Annual Report, available for on location review at MLPC office  
Choice Sheet\*  
Whale Fact Sheet\*  
Lobster Bake Kit—\$2.00  
Supermarket & Restaurant training videos - \$19.95 each  
New Shell Tabloid - Lobster Tales Special Edition\*  
Cooking Maine Lobster... full color cookbook - \$22.95 plus shipping

\*Single copy free, include a self addressed stamped envelope with your request.

## INDEPENDENT AGENCIES - OTHER

### MAINE ADVISORY COMMITTEE ON MENTAL RETARDATION

#### BARBARA MARGIN, CHAIRPERSON

*Central Office:* 4TH FL STATE OFFICE BLDG, AUGUSTA, ME, 04333

*Mail Address:* 48 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1989

*Telephone:* (207) 287-4242

*Reference:* Policy Area: 03 ; Umbrella: 94 Unit: 375 ; Citation: T0034B M.R.S.A., Sect. 000001210

#### PURPOSE:

The main purpose of the Maine Advisory Committee on Mental Retardation is to serve in an advisory capacity to the Commissioner and the Program Manager, MR Services in assessing present programs, planning future programs and in developing means to meet the needs of persons with mental retardation.

#### ORGANIZATION:

The Maine Advisory Committee on Mental Retardation is composed of 11 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 9 representative citizens appointed by the Governor, who designates 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 Committee holds monthly meetings that are well attended by membership. The Committee's major initiative this year is the active participation and coordination of multiple planning endeavors under way impacting on services to persons with mental retardation, including supporting families.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### MOTOR CARRIER REVIEW BOARD

#### MARK HUTCHINS, CHAIRMAN

*TDD:* (207) 387-8626

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME, 04333-0029

*Mail Address:* 29 SHS, AUGUSTA, ME, 04333-0029

*FAX:* (207) 622-5332

*Established:* 1995

*Telephone:* (207) 287-8620

*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 591 ; Citation: 29A M.R.S.A., Sect. 000000558

#### PURPOSE:

The Motor Carrier Review Board was created by PL 1995 Chapter 376 to review the records of motor carriers with histories of significant and repeated carrier violations in Maine.

The Board is charged with making recommendations to the Secretary of State for possible suspension of a carrier's privilege to operate commercial vehicles in Maine. To make these determinations, the Board looks at a number of data sources including adjudicated violations, MSP Commercial Vehicle Enforcement Unit data, and federal Office of Motor Carrier Safety reviews and ratings.

The Motor Carrier Review Board's principal data source is adjudicated violations. In 1996, the Board developed and adopted its rules for conducting carrier review. The Board conducted approximately 100 carrier reviews in FY97.

#### ORGANIZATION:

The Board consists of seven members appointed by the Governor. The members represent the motor carrier industry, professional drivers, the commercial insurance industry, and the public.

The Board is staffed by the Bureau of Motor Vehicle's Commercial Vehicle Division.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - OTHER

### MAINE MUNICIPAL BOND BANK

#### ROBERT O. LENNA, EXEC DIR

Central Office: PO BOX 2268, AUGUSTA, ME,  
Mail Address: PO BOX 2268, AUGUSTA, ME, 04338  
Established: 1972  
Reference: Policy Area: 00 ; Umbrella: 94 Unit: 376 ; Citation: T0030A M.R.S.A., Sect. 000005951

FAX: (207) 623-5359  
Telephone: (207) 622-9386

#### PURPOSE:

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

#### ORGANIZATION:

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

No State appropriations are allocated to the Maine Municipal Bond Bank. The Bank pays all costs of issuance on behalf of local governmental units using the Bank's General Bond Resolution, except for local bond counsel, a pro-rated share of underwriters' sales commission and any negative arbitrage on the moral obligation reserve fund. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

#### PROGRAM:

In October, 1997 the Bond Bank issued \$50,785,000 which assisted 17 governmental units to finance their capital needs. This issuance was rated Aa3/A+ by Moody's and Standard & Poor's and insured by AMBAC. In February of 1998 a second bond issue provided \$60,950,000 to refund the Maine Municipal Bond Bank 1991 Series B and E bonds and 1992 Series B and E bonds. This issuance was rated Aa3/A+ by Moody's and Standard & Poor's and insured by FSA. In May of 1998 a third bond offering was issued in the amount of \$73,770,000 which helped 19 governmental units finance their capital projects. This issuance was rated Aa3 by Moody's and A+ by Standard & Poor's and insured by FSA. Concurrently with the bond issues, the Maine Municipal Bond Bank assists municipal entities, particularly the smaller entities, with their long-term financial plans and debt management issues.

#### PUBLICATIONS:

Annual Report

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE MUNICIPAL BOND BANK	TOTAL FOR ALL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES					
GRANTS, SUBSIDIES, PENSIONS	100,637	100,637			
TOTAL EXPENDITURES	100,637	100,637			

INDEPENDENT AGENCIES - OTHER

**MAINE STATE MUSEUM**

**JOSEPH R. PHILLIPS, MUSEUM DIRECTOR**  
**LINDA FRINSKO, CHAIRMAN**

**WATS:** ( ) -  
**TDD:** (207) 287-6740

*Central Office:* LMA BUILDING, AUGUSTA, ME, 04333-0083

*Mail Address:* 83 STATEHOUSE STATION, AUGUSTA, ME, 04333-0083 **FAX:** (207) 287-6633

*Established:* 1966

*Telephone:* (207) 287-2301

*Reference:* Policy Area: 02 ; Umbrella: 94 Unit: 073 ; Citation: T0027 M.R.S.A., Sect. 00000085A

*Average Count--All Positions:* 20.500

*Legislative Count:* 20.50

**PURPOSE:**

The mission of the Maine State Museum is to inspire and delight Maine people with the treasures of our unique natural and cultural history in order to promote an understanding of, and respect for the past, essential for Maine's future. "Treasures" include systematic collections of historic artifacts, documents and scientific specimens assembled, maintained and used by an integrated team of well-trained individuals for exhibition and other educational purposes.

The Maine State Museum Commission was established in 1966 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.

In a state-wide survey 76% of Maine people agreed that "the Maine State Museum and its collections in Augusta are a unique source of information on Maine's natural and cultural history."

**ORGANIZATION:**

The basic concept of a State Museum was approved and funded by the Legislature in 1836 and the first exhibition established in 1837. Without a clear mandate or consistent governance the fledgling museum was subject to the availability of display space in the State House and the willingness of various State departments to assume unpaid curatorial functions.

The Maine State Museum became an independent, professionally staffed agency with the creation of the Maine State Museum Commission in 1966. The Commission consists of fifteen members, appointed by successive Governors to terms of six years. The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. These activities have been expanded to include care and interpretation of the State House Historical Collection, Blaine House Historical Collection, and management of state owned archaeological resources including historic ship wrecks.

In 1990, the Maine State Cultural Affairs Council was established to coordinate the resources, programs and projects of the Maine State Museum Commission, Maine Arts Commission, Maine Historic Preservation Commission, and Maine State Library Commission. This Council has a chairman appointed by the Governor and two voting members from each agency Commission.

**PROGRAM:**

**EDUCATION:** the Museum is open all but four days each year. In Fiscal Year 1998 Museum exhibits attracted 98,002 visitors, of whom 30,863 came in 968 school and camp groups from 267 Maine communities. Museum educators provided live demonstrations and hands-on gallery programs. A Sunday afternoon program series and a four part Spring lecture series expanded adult participation. Prehistoric fieldschools in Brooklin, Maine continued and another added at the 1607 Popham Colony site in Popham, Maine.

**EXHIBITS:** "Out of the Woods: 200 Years of Maine Furniture" presented the first ever cross section of Maine made furniture based on 20 years of staff research.

"Maine Treasures Saved: Acquisitions from the Bedan Collection" was made possible by the Legislature's support of a special auction purchase. Two smaller exhibits featured toys including a 1920's doll house built by Waterville architect Horace Muzzy.

## INDEPENDENT AGENCIES - OTHER

**COLLECTIONS:** the Museum acquired 122 groups of histroic artifacts and scientific specimens consisting of 875 objects. These primarily constitute direct donations with purchases assisted by financial gifts and generous bequests. Examples include; a Civil War battle flag of the 17th Maine Volunteer Regiment, a nearly perfect 1950 Old Town boat with its original outboard motor, an elegant 1815 mahogany secretary by Benjamin Ilsley of Portland, from Sebago Lake came Maine's largest collection of Middle Archaic (7,000 year old) indian artifacts, and through a special legislative apropriation the only known painting of Maine's first State House (1820-32) acquired at auction in partnership with the Center for Maine History.

**OUTREACH:** A special loan exhibit "Maine: Its Nature and Culture" opened in Aomori, Japan. Organized by Friends of the Maine State Museum in conjunction with the Department of Economic and Community Development the exhibit featured artifacts from the Museum and 23 other institutions, individuals, and companies.

Museum artifacts were also loaned to 51 other museums.

**PARTNERSHIPS:** The Museum accomplishes its work through active collaboration with its non-profit support group Friends of the Maine State Museum; other state agencies, Maine Archives and Museums, Maine Public Television, and others sharing our mission.

### **LICENSES:**

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land (inlcluding submerged lands beneath the ocean up to three miles off shore, beneath navigable rivers, lakes, and great ponds) shall submit a written application for a permit to the Maine State Museum, the Maine Historic Preservation Commission and to the agency controlling the property. (27 MRSA s371-378 inclusive). Also any person, agency or institution desiring to use the image, design, or dimentions of any object in the Museum's collection for comercial or non-commercial purposes shall submit a written application to the Director.

### **PUBLICATIONS:**

Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS, reprinted 1997  
Illustrated, 117 pp.  
ISBN 0-913764-15-9 Cloth binding \$45.00

Demeritt, Dwight B., Jr.: MAINE MADE GUNS & THEIR MAKERS, 1997  
Illustrated, 438 pp.  
ISBN 0-913764-30-2 Cloth Binding \$55.00

Bassett, Donald j.: MAINE STATE MUSEUM COLORING BOOK, IMAGES FOR ALL AGES, 1996  
Illustrated, 45 pp.  
ISBN 0-913764-50-7 Paperbinding \$3.50

Rolde, Neil: AN ILLUSTRATED HISTORY OF MAINE, 1995  
Illustrated 207 pp.  
ISBN 0-913764-26-4 Cloth binding \$55.00

Hunt, H. Draper: THE BLAINE HOUSE, HOME OF MAINE'S GOVERNORS, 1994  
Illustrated 213 pp.  
ISBN 0-913764-24-8 Paper \$25.00

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE MUSEUM	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	626,497	626,068	429			
HEALTH BENEFITS	108,316	108,316				
RETIREMENTS	110,614	110,614				
OTHER FRINGE BENEFITS	5,163	5,163				
OTHER CONTRACT SERVICES STATE	24,366	13,686	7,773		2,907	
OTHER CONTRACT SERVICES	97,451	91,641	5,766		44	
RENTS	4,610	4,610				
COMMODITIES	75,368	54,990	14,628		5,750	
GRANTS, SUBSIDIES, PENSIONS	75,263	28,128	31,676		15,459	
TRANSFER TO OTHER FUNDS	60,172	779	58,480		913	
<b>TOTAL EXPENDITURES</b>	<b>1,187,820</b>	<b>1,043,995</b>	<b>118,752</b>		<b>25,073</b>	

## MAINE STATE MUSEUM COMMISSION

### LINDA M. FRINSKO, CHAIR

*Central Office:* LMA BUILDING, AUGUSTA, ME,  
*Mail Address:* 83 STATEHOUSE STATION, AUGUSTA, ME, 04333-0083 *FAX:* (207) 287-6633  
*Established:* 1966 *Telephone:* (207) 287-2301  
*Reference:* Policy Area: 02 ; Umbrella: 94 Unit: 085 ; Citation: T0027 *M.R.S.A., Sect.* 000000082

**PURPOSE:**

See Maine State Museum.

**ORGANIZATION:**

See Maine State Museum.

**PROGRAM:**

See Maine State Museum.

**LICENSES:**

See Maine State Museum.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY

### MICHAEL J. MURRAY, EXECUTIVE DIRECTOR/SEC.

*Central Office:* TRANSPORTATION BLD CHILD ST, AUGUSTA, ME, 04333-0016  
*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016  
*Established:* 1995 *Telephone:* (207) 287-3869  
*Reference:* Policy Area: 07 ; Umbrella: 94 Unit: 584 ; Citation: T0023 *M.R.S.A., Sect.* 000008111

**PURPOSE:**

The Northern New England Passenger Rail Authority, (NNEPRA) was created to take all actions that are reasonably necessary to initiate and/or establish regular scheduled passenger rail service between points within and outside the State with emphasis on restoration of passenger rail service between Portland, Maine and Boston, Massachusetts.

**ORGANIZATION:**

NNEPRA consists of a board of five (5) directors appointed by the Governor. Each Director serves for five (5) years. The Governor shall name one of the

## INDEPENDENT AGENCIES - OTHER

appointed members as chair of NNEPRA.

### PROGRAM:

Pursuant to its mandate, NNEPRA is currently working towards the establishment of intercity passenger rail service between Portland and Boston's North Station, as well as, between Portland and Brunswick.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE BOARD OF PROPERTY TAX REVIEW

### JAMES BORN, CHAIR

*Central Office:* STATE OFFICE BUILDING, AUGUSTA, ME, 04333

*Mail Address:* 49 STATE HOUSE STATION, AUGUSTA, ME, 04333-0049 *FAX:* (207) 287-4043

*Established:* 1986 *Telephone:* (207) 287-4699

*Reference:* Policy Area:00 ; Umbrella: 94 Unit: 391 ; Citation: T0036 *M.R.S.A., Sect.* 000000271

*Average Count--All Positions:* 0.500 *Legislative Count:* 0.50

### PURPOSE:

The board has been established to hear and determine tax abatement appeals arising under 1) the tree tax law (36 MRSA 571 et seq.), 2) the farm and open space law (36 MRSA 1101 et seq.) And 3) as provided in 36 MRSA 272, 843 & 2865.

### ORGANIZATION:

The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is for three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns five member to hear a given appeal with three constituting a quorum. Such hearings are held de nov. After hearing the Board has the power to raise, lower or sustain the original finding.

### PROGRAM:

The Board held its annual meeting on May 23, 1995.

Information relating to Fiscal Year 1995:

Petitions Received: 164

Hearings held:77

Written Decisions Issued:30

Cases settled prior to hearing:14

\*\*\*\*\*

Comprehensive Docket Information:

Cases Pending Hearing:58

Cases Pending Appeal:10

Cases pending written decisions for cases heard:25

In addition, the administrative staff received numerous inquiries which were resolved by telephone or correspondence.

### PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

STATE BOARD OF PROPERTY TAX REVIEW	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,254	13,254				
HEALTH BENEFITS	1,352	1,352				
RETIREMENTS	692	692				
OTHER FRINGE BENEFITS	37	37				
OTHER CONTRACT SERVICES STATE	4,830	4,830				
COMPUTER SERVICES STATE	42,128	42,128				
OTHER CONTRACT SERVICES	10,204	10,204				
RENTS	3,768	3,768				
COMMODITIES	2,661	2,661				
<b>TOTAL EXPENDITURES</b>	<b>78,926</b>	<b>78,926</b>				

## MAINE PUBLIC UTILITY FINANCING BANK

### ROBERT O. LENNA, EXECUTIVE DIRECTOR

*Central Office:* PO BOX 2268, AUGUSTA, ME, 04338

*Mail Address:* PO BOX 2268, AUGUSTA, ME, 04338

*Established:* 1981

*Telephone:* (207) 622-9386

*Reference: Policy Area:* 01 ; *Umbrella:* 94 *Unit:* 401 ; *Citation:* T0035A M.R.S.A., Sect. 000002904

#### PURPOSE:

The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

#### ORGANIZATION:

The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioner shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

#### PROGRAM:

In April of 1991 the Maine Public Utility Finance Bank issued \$10,000,000 on behalf of the Maine Public Service Company to finance their capital projects.

This issue was rated Aaa by Moodys Investors' Service, Inc. In June of 1996, the Maine Public Utility Financing bank issued \$15,000,000 on behalf of the Maine Public Service Company to finance certain capital projects and to refinance its 1991 issuance. This issue was rated A+/A-1 by Standard and Poors.

#### PUBLICATIONS:

Audit Report

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



## INDEPENDENT AGENCIES - OTHER

### **(BRD OF TRUSTEES OF THE) ME STATE RETIREMENT SYSTEM**

**KAY R. H. EVANS, EXECUTIVE DIRECTOR**

WATS: ( ) -  
TDD: (207) 287-8446

Central Office: 2 CENTRAL PLAZA, AUGUSTA, ME, 04330

Mail Address: 46 STATE HOUSE STATION, AUGUSTA, ME, 04333-0046 FAX: (207) 287-1032

Established: 1942

Telephone: (207) 287-3461

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 411 ; Citation: T0005 M.R.S.A., Sect. 000017101

#### **PURPOSE:**

The Maine State Retirement System administers the Legislative Retirement System, the Judicial Retirement System, the system that covers both public school teachers and state employees, and the separate retirement plans covering various political subdivisions that choose to participate in the MSRS as Participating Local Districts (PLDS). The retirement plans of the PLDS include the PLD Consolidated Plan, which was fully implemented as of July 1, 1996, and covers 224 PLDs, and the separate plans for the remaining non-consolidated PLDs that continue to function as districts for their remaining employee-members and retirees. The MSRS is also responsible for the payment of benefits from the Governor's Retirement Fund.

In addition to administering these public pension systems, the MSRS is also responsible for administering the Group Life Insurance Program. This program provides life insurance benefits for both active and retired State employees and public school teachers, for many PLD employees, and for members and retirees of the Legislative and Judicial Retirement Systems.

#### **ORGANIZATION:**

The responsibility for the operation of the MSRS is held by the MSRS Board of Trustees, which is composed of eight members. State law specifies the Board's composition. The State Treasurer is an ex-officio member with voting privileges. The seven other voting positions include three that are to be filled by MSRS members. One of these is to be a teacher member elected by the Maine Education Association; the second is to be a State employee elected by the Maine State Employees' Association; the third is to be a PLD member appointed by the Maine Municipal Association. The remaining four voting members are all appointed by the Governor. Two of them are to have training or experience in investments, accounting, banking, or insurance, or as actuaries; one is to be chosen from nominees submitted by the Maine Retired Teachers' Association; and one is to be an MSRS retiree, chosen from nominees of State and PLD retirees. All prospective trustees are subject to legislative confirmation.

The Board employs an actuary, which as of June 30, 1998, is the firm of Milliman and Robertson. The actuary prepares annual valuations of the assets and liabilities of each system. For the State employee and teacher system, the PLD Consolidated Plan, and the Judicial and Legislative Systems, the actuary also provides information and recommendations as to sound and appropriate actuarial assumptions, which are used with valuation information to determine these systems' funding requirements. The Board's management of MSRS investments is governed by its detailed investment policy, which states the Board's underlying investment philosophy and goals, and establishes guidelines and criteria for choice of investment types, for asset allocation among investment types, for fund investment manager selection and evaluation, and for allotment of investment funds to investment managers. The Board employs the firm of Ennis and Knupp to assist in development and implementation of investment policy.

The Board is the final administrative decision-maker in matters involving the rights, credits, and benefits of members. It has established an administrative appeals process for the making of such decisions, through which the relevant factual information and legal requirements are identified and analyzed. In decisions on disability retirement appeals, a statutorily created Medical Board provides recommendations as to the medical aspects of disability. The Board of Trustees appoints the Executive Director of the MSRS, who is responsible for the work of the MSRS staff, including the Information Systems, Finance and Accounting, Human Resources and Member, Employer, and Retiree Services Divisions. The Executive Director also oversees the System's investments and the work of the System's investment advisors, and coordinates actuarial work with the System's consulting actuary.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

Membership in the MSRS includes both active and inactive members. Active members are those who are currently working for an MSRS participating employer and who are, therefore, contributing to the MSRS. As of June 30, 1998, there are approximately 48,851 active members in the MSRS. Inactive members are those who have contributed in the past and whose contributions remain with the System but who are not contributing presently because they are not working for an MSRS participating employer. As of June 30, 1998, there are approximately 54,290 inactive members in the MSRS.

The MSRS benefits payroll has increased in recent years, with a total of 27,801 people receiving benefits either as service retirees, beneficiaries, or disability retirees. The total monthly benefits payroll as of June 30, 1998, was \$25,317,836.

Those looking for more details concerning the membership, finances, or benefits of the MSRS are invited to contact the System for information.

### PUBLICATIONS:

"Maine State Retirement System Laws" - free  
"Maine State Retirement System Rules" - free  
"Annual Report of the Maine State Retirement System" - free  
"Maine State Retirement News for Members and Retirees" - free  
"MSRS Benefits for State Employees and Teachers" - free  
"MSRS Benefits for Members in the Participating Local District (PLD)  
Consolidated Plan" - free  
"Preliminary Benefit Program" - free  
"An Overview of Disability Retirement Benefits" - free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

(BRD OF TRUSTEES OF THE) ME STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	2,292,708	2,292,708				
<b>TOTAL EXPENDITURES</b>	2,292,708	2,292,708				

## SACO RIVER CORRIDOR COMMISSION

### DENNIS FINN, EXECUTIVE DIRECTOR

WATS: ( ) -

Central Office: TRAFTON ST, CORNISH, ME, 04020

Mail Address: P.O. BOX 283, CORNISH, ME, 04020

Established: 1973

FAX: (207) 625-7050

Telephone: (207) 625-8123

Reference: Policy Area:05 ; Umbrella: 94 Unit: 412 ; Citation: T0038 M.R.S.A., Sect. 000000954

### 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. The Act states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of floods 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 the land and water within this area."

## INDEPENDENT AGENCIES - OTHER

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 with responsibility 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 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, while the staff, presently consisting of an Executive Director and an Administrative Assistant, 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 for development activities within the statutorily defined corridor. With available resources, the Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application forms. During this fiscal year, the Commission conducted 5 public hearings and 11 regular meetings. Members considered a total of 78 applications for permits or variances for development activities within the Corridor and also considered 29 amendments to permits previously granted. Commission staff traveled 5,160 miles in performing site inspections and other Commission business.

The development proposals reviewed by the Commission continue to reflect a diversity of uses for the river and its adjacent lands, and the Commission's discussions and decisions regarding various applications are, in part, a reflection of a major purpose of the Saco River Corridor Act: the assurance that diversity of use is balanced by the avoidance of the mixture of incompatible uses.

The Commission continues to coordinate any enforcement efforts with the Office of the Attorney General. Although the Commission's primary function is regulatory, it also continues its historic role as an advocate for the river and its surrounding environment.

### LICENSES:

#### Permits:

Building - within the statutorily defined corridor

Filling or excavating - within the statutorily defined corridor

#### Amendments:

Changes in activity proposed in original permit

Extension of deadline for completion of construction

#### Certificates of Compliance:

(where required by conditions of the permit or variance)

### PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" (\$10.00)
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 \$16.95.
3. "The Saco River: A Survey of Recreational Use" - 1977 - \$14.95
4. Informational pamphlet - free
5. "The Saco River: A History & Canoeing Guide" By: Viola Sheehan - 1976 - \$5.00

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	5,000	5,000				
TOTAL EXPENDITURES	5,000	5,000				

## MAINE SARDINE COUNCIL

### JEFFREY H KAEIN, EXECUTIVE DIRECTOR

Central Office: 470 NO MAIN ST, BREWER, ME,  
Mail Address: P O BOX 337, BREWER, ME, 04412-0337  
Established: 1951

FAX: (207) 989-2154  
Telephone: (207) -22-3-90

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 414 ; Citation: T0032 M.R.S.A., Sect. 000004167

#### PURPOSE:

The Maine Sardine Council was established in 1951 by the Maine Legislature, in cooperation with the industry, to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing and merchandising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, and cooperation and joint projects with state and federal agencies and national and international trade and service organizations.

#### ORGANIZATION:

In 1951, Maine sardine packers asked the Maine Legislature to tax them at a rate of 25 cents a standard case (100 cans) to provide the industry - made up mostly of small firms - with much needed marketing, quality control, and government relations services which could be financed only on a cooperative basis. The Maine Sardine Council, seven active packers appointed by the Commissioner of Sea and Shore Fisheries (now Marine Resources), to serve five-year terms, was then established. The Council was charged with responsibility for administering various industry development programs and allocating excise tax funds in conformance with general State fiscal regulations. An office was established in Augusta and, in 1955, a rented Quality Control and Research Laboratory was organized in Bangor. In 1963, a building was purchased in Brewer to house this activity. In 1976, the Council's office and laboratory were consolidated in the Brewer building where these activities continue to be carried out today.

In 1981, at the request of the industry, the sardine tax was increased to 30 cents per case to help make up part of the budgetary shortfall that was a result of the low volume of sardine production in recent years. The 113th Legislature modified the number of packers making up the Council to no fewer than five since only six companies were producing sardines in Maine at that time. The 114th Legislature reduced that number to no fewer than three since the number of companies operating in the state had been reduced to five. At that time, the appointment of alternate members was authorized to make it easier for the Council to establish a quorum at their business meetings. During 1993, after one sardine company diversified into other seafood products, the number of sardine companies operating in Maine was reduced to four.

In 1991, the 115th Legislature, at the request of the industry, increased the sardine tax to 35 cents per case and broadened it to include other canned herring products, at 15 cents per case, for the first time. In 1994, the 116th Legislature agreed to reorganize the Maine Sardine Council as an incorporated public instrumentality of the State. With this change, the Legislature transferred to the Council, from the State, all of its property, land and buildings. In 1996, the 117th Legislature clarified that the value of these assets be transferred back to companies comprising the Council if the Maine Sardine Council is dissolved in the future. At that time, a requirement that

## INDEPENDENT AGENCIES - OTHER

the Council report annually to the Legislature on its finances and activities was established. In 1998 the 118th Maine Legislature clarified that the employees of the Maine Sardine Council continue to be eligible for state employee benefits even though they have not been state employees since 1994.

### PROGRAM:

The activities of the Maine Sardine Council were pursued during FY 98 with varying degrees of emphasis as required. Historically, since 1957, a major item of expense has been financing and operation of the industry's Quality Control and Research Laboratory. During FY 98, with the support of the 118th Legislature, the industry eliminated this program as it prepared for the December 1997 implementation of a U.S. Food and Drug Administration mandatory seafood inspection program in its processing facilities. The development and maintenance of In recent years, formerly active consumer and market research and advertising programs have been curtailed. During fiscal years 1987 and 1988, however, the Council developed a new quality promotion campaign, producing new promotional material for the first time in several years. During fiscal year 1992, the Council completed a video for use in classrooms which was designed to increase demand for sardines with young people in markets across the country.

**FISHERIES CONSERVATION AND MANAGEMENT:** Since the enactment of the Fisheries Conservation and Management Act in 1977, much staff time has been devoted to representing the industry at various New England Fishery Management Council meetings. In recent years, more emphasis has been placed on coastal state management of the region's herring resource and, accordingly, the Atlantic States Marine Fisheries Commission is also active in coordinating the management of this fisheries resource today. During fiscal year 1987, the Maine and Canadian sardine industries established the U.S./Canada Sardine Industry Working Group whose goal is to better understand and manage the transboundary herring stocks from which both countries realize significant economic benefits. Current activities continue to support these goals.

**SARDINE INDUSTRY PRODUCTION:** During the 1996 season, ending January 1, 1997, the industry's production of sardines increased to 756,028 cases from the 580,417 cases packed in 1995. Steak, kipper, and other canned herring production during 1996 decreased from the 292,507 cases during 1995 to 266,593 cases. A conservative estimate of the wholesale value of the Maine sardine industry's production again exceeded \$50 million during the 1996 season making the sardine industry one of the most significant value-added natural resource industries in the state.

### LICENSES:

Maine law empowers the Maine Sardine Council to develop regulations governing the use of a State of Maine trademark, when used in the processing and sale of Maine sardines, and the establishment of quality control rules, for use in the production of sardines, kippers, steaks, and other canned herring products. During fiscal year 1990, the Maine Legislature transferred the authority to operate the Maine Sardine Quality Grading Program from the Maine Department of Agriculture to the Maine Sardine Council. The program was also expanded at the time to include the mandatory grading of canned herring products, other than sardines, packed in Maine. The industry's quality control program is now being used to certify the quality of product being exported to certain foreign markets. During 1994, new rules regulating the Maine Sardine Quality Grading Program were implemented by the Council.

### PUBLICATIONS:

Comic Book: "Ricky and Debbie in Sardineland" - Free  
Nutrition and Recipe Brochure: "The Maine Sardine Story" - Free  
Video Promotion Kit: "The Sardine Show" - Free

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE SARDINE COUNCIL	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	195,833		195,833			
<b>TOTAL EXPENDITURES</b>	195,833		195,833			

## MAINE SCIENCE AND TECHNOLOGY FOUNDATION

### JOEL RUSS, PRESIDENT

*Central Office:* 77 SEWALL STREET, AUGUSTA, ME, 04330

*Mail Address:* 147 STATE HOUSE STATION, AUGUSTA, ME, 04333-0147 *FAX:* (207) 621-6369

*Established:* 1993

*Telephone:* (207) 621-6350

*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 112 ; Citation: T0005 M.R.S.A., Sect. 00013122A

#### **PURPOSE:**

The Maine Science and Technology Foundation is a state-chartered, non-profit organization that stimulates economic growth in Maine through the practical application of world-class science and technology. In support of this mission, the Foundation works to ensure a healthy flow of knowledge, ideas and innovation in the areas of education, research, development, commercialization and productivity resulting in new companies, new products, new markets and new jobs.

#### **ORGANIZATION:**

The Foundation is governed by a board of directors representing industry, research, education, and government. The board consists of a minimum of 12 directors from the private sector, a maximum of 10 directors from the public and educational sectors, and one director from labor. In addition, the board includes two members from the joint standing committee having jurisdiction over economic development matters who are appointed by the President of the Senate and the Speaker of the House of Representatives.

#### **PUBLICATIONS:**

- > "Answering the Call for an Entrepreneurial State: High Quality Jobs Through Investment in Science and Technology" - 1997
- > "Directory of Education/Business Initiatives in Maine" - 1997
- > "Manufacturing in Maine" - 1997
- > "Support Package for Network Competencies" - 1996
- > "Support Package for Getting Community Support for Technology Programs" - 1996
- > "Support Package for Designing and Implementing Local- and Wide-Area Networks" - 1996
- > "Maine's Science and Technology Plan: A First Step Towards a Productive Future" - 1992

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE SCIENCE AND TECHNOLOGY FOUNDATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	3,162,000	3,162,000				
<b>TOTAL EXPENDITURES</b>	3,162,000	3,162,000				

# Maine Science and Technology Foundation

## FINANCES, FISCAL YEAR 1997

Note: 1998 audited figures were not available at publication time.  
The following are audited figures for Fiscal Year 1997:

Maine Science & Technology Foundation	Total for all Funds	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Expenditures:						
Contracts & Grants	\$4,918,192	\$1,560,139			\$3,203,096	\$ 154,957
General & Administrative	\$ 677,261	\$ 273,068			\$ 404,193	
<b>Total Expenditures</b>	<b>\$5,595,453</b>	<b>\$1,833,207</b>			<b>\$3,607,289</b>	<b>\$ 154,957</b>

## INDEPENDENT AGENCIES - OTHER

# WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGEMENT AUTHORITY

## J. KENT KIRKPATRICK, RESERVE DIRECTOR

*Central Office:* LAUDHOLM FARM, WELLS, ME, 04090

*Mail Address:* 342 LAUDHOLM FARM ROAD, WELLS, ME, 04090

*Established:* 1990

*Telephone:* (207) 646-1555

*Reference:* Policy Area: 05 ; Umbrella: 94 Unit: 335 ; Citation: S1989 M.R.S.A., Sect. 000000108

### PURPOSE:

The Wells National Estuarine Research Reserve was established in 1984 pursuant to Section 315 of the Federal Coastal Zone Management Act of 1972, as amended. The objective of the Act is protection and management of estuarine resources. Wells Reserve addresses this mission through environmental education, research, and resource management programs. The Wells National Estuarine Research Reserve Management Authority was established in 1990 by Private and Special Law 108. As an instrumentality of the State, the Authority supports and promotes the interests of Wells Reserve through managing and sustaining the coastal lands and other resources within the reserve; furthering coordination and cooperation among state agencies, the Town of Wells and the U.S. Fish and Wildlife Service, and the Laudholm Trust; developing and implementing programs for estuarine research and education; and providing public access.

### ORGANIZATION:

The Wells National Estuarine Research Reserve Management Authority was established by the State Legislature in 1990. The Authority is governed by a board of Directors composed of the Commissioner of Conservation, or the Commissioner's designee; the Regional Director of Region 5 of the United States Fish and Wildlife Service or the director's designee; a representative of the town of Wells, as designated by the town's board of selectmen; a representative of the Laudholm Trust, as designated by the Board of Trustees; and a public member with an established reputation in the field of marine or estuarine research, appointed by the Governor for a term of 3 years. In addition, the following members are ex officio nonvoting members: The Director of the State Planning Office or the director's designee and the Director of the Office of Coastal Resource Management, National Oceanic and Atmospheric Administration or the director's designee.

A Reserve Manager serves as chief executive to the Authority. He supervises staff with program responsibility in the areas of research and education. Committees to the Authority assist the staff in program administration.

Partial program funding is provided by the Sanctuaries and Reserves Division/Office of Coastal Resource Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a public charity with 2,700 members, provides match funds for federal grants and further program funding.

### PROGRAM:

**OPERATIONS AND MANAGEMENT.** Headquarters and a visitor center are located at historic Laudholm Farm. Visiting hours are 10:00 a.m. to 4:00 p.m. Monday through Saturday, and 12:00 noon to 4:00 P.M. on Sunday year-round. Parking is available 7 days a week all year from 8:00 a.m. to 5:00 p.m. Seven miles of interpretive trails are open dawn to dusk year round. Annual visitation is approximately 35,000. Reserve staff and volunteers post and patrol nesting habitat for endangered piping plovers and least terns on Laudholm Beach. The frontal dune at the Reserve's public access to Laudholm Beach was rebuilt following failure of experimental material employed the previous year in an attempt to stabilize the dune. The reconstructed dune protected an adjacent threatened seawall for an additional winter. Town personnel rebuilt the frontal dune at the Reserve's ocean access to protect the Drakes Island seawall adjacent to the south.

**RESEARCH AND MONITORING.** Staff collected continuous data on water quality in the Webhannet River and measured dissolved oxygen, salinity and temperature profiles in the Little River; organized volunteer water quality monitoring projects; supervised a macroinfaunal survey of the Little and Webhannet Rivers;



## INDEPENDENT AGENCIES - OTHER

and participated in reconstructing a fish passage on a Little River tributary. A sanitary survey by Reserve staff led to resumption of recreational clamming on 300 acres of Webhannet River tidal flats that had been closed from pollution for 9 years.

EDUCATION. DEPTHS is a K-8th grade science curriculum focusing on the theme of estuarine ecology. Fifteen schools in 10 school districts participated in the DEPTHS program this year. Staff led 60 K-8 school teachers in a three-day biological study comparing species richness in two Maine estuaries; prepared and led 39 K-12 teachers in 2 workshops focused on energy and motion in coastal ecosystems. The Reserve sponsored 2 individuals from the Maine Research Internship for Teachers and Students program. They conducted a survey of Macroinvertebrates in the Merriland River and Branch Brook, and led 50 students in one 2-week and two one-week Junior Researcher sessions. Staff and volunteers conducted on-site programs for over 1,200 fourth grade pupils. Staff-trained volunteer docents conducted tours for nearly 6,000 visitors.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## PUBLICATIONS:

1. Gehrels, W.R., D.F. Belknap, J. T. Kelley, "Integrated High-Precision Analyses of Holocene Relative Sea-Level Changes; Lessons From the Coast of Maine," *Geological Society of America Bulletin* 108, no. 9 (1966): 1073-1088.
2. Miller, G.T., D.F. Belknap, J. T. Kelley, D.M. Fitzgerald, "Ground-penetrating Radar of a Coastal Moraine Compared to Seismic Reflection Profiles of Moraines Preserved on the Inner Shelf off Southwestern Maine," *Abstracts with Programs - Geological Society of America* 29, no. 1 (1997): 67.
3. Short, F., "New England Estuarine Society Spring Meeting held at the Wells National Estuarine Research Reserve, Wells, Maine, USA, during 1-3 May 1997," *Environmental Conservation* 24, no. 3 (1997): 291-292.
4. Short, F. T., C.A. Short, R.C. Davis, D. M. Burdick, and P. Morgan. "Developing Success Criteria for Multiple Estuarine Habitats", *Goal Setting and Success Criteria for Habitat Restoration Conference*, Charleston, S.C. January 13-15, 1998.
5. Dionne, M., F. Short, and D. Burdick (1998) "Fish Utilization of Restored, Created and Reference Salt Marsh Habitat in the Gulf of Maine", *American Fisheries Society Symposium* 22 (in review).
6. Boumans, R., D. Burdick, and M. Dionne (1998) "Modeling Habitat Change in Salt Marshes Following Tidal Restoration," *Concepts and Controversies in Tidal Marsh Ecology* (in review).
7. Rand, P.W., E.H. LaCombe, R. P. Smith Jr., and J. Ficker. (1998) "Participation of Birds 'Aves' in the Emergence of Lyme Disease in Southern Maine," *Journal of Medical Entomology* 35: 270-276.
8. Theodose, T. A. and J. B. Roths, (1998) "Relationships Between Nutrient Availability, Stress, and Diversity on Two New England Salt Marshes." Submitted for review.
9. Kelly, J. R. (1997). "Dissolved Oxygen in Maine Estuaries and Emblements: 1996 results and analyses." First report submitted to Wells National Estuarine Research Reserve. 89 pp including appendices.
10. Maine State Planning Office. (1998) "Improving Maine's Beaches: recommendations of the Southern Maine beach stakeholder group." 16 pp.

**WELLS NATIONAL ESTUARINE RESEARCH  
RESERVE MANAGEMENT AUTHORITY**

SCHEDULE OF FUNCTIONAL EXPENSES

YEAR ENDED DECEMBER 31, 1997

	<u>Program Services</u>		<u>Supporting Services</u>	
	<u>Education</u>	<u>Research</u>	<u>General and Administrative</u>	<u>Total</u>
EXPENSES				
Salaries	\$ 81,520	\$ 69,613	\$ 121,238	\$ 272,371
Payroll taxes and benefits	23,007	28,686	34,333	86,026
Contracted services	178,637	18,296	24,771	221,704
Docent and volunteer expenses	-	-	2,971	2,971
Equipment rental	1,041	-	-	1,041
Insurance	-	-	5,233	5,233
Miscellaneous	640	775	794	2,209
Monitoring materials	-	3,355	-	3,355
Postage	2,133	115	1,071	3,319
Printing	12,046	474	1,345	13,865
Professional fees	-	-	7,500	7,500
Repairs and maintenance	569	1,047	13,935	15,551
Staff development	-	-	-	-
Subscriptions and memberships	-	-	567	567
Supplies	7,955	3,463	12,546	23,964
Travel	4,124	2,537	3,842	10,503
Utilities and telephone	<u>1,775</u>	<u>-</u>	<u>22,319</u>	<u>24,094</u>
Total Expenses	\$ <u>313,447</u>	\$ <u>128,361</u>	\$ <u>252,465</u>	\$ <u>694,273</u>

## INDEPENDENT AGENCIES - OTHER

**INDEPENDENT AGENCIES - OTHER**

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

# ATLANTIC STATES MARINE FISHERIES COMMISSION

## JOHN H DUNNIGAN, EXECUTIVE DIRECTOR

*Central Office:* 1444 EYE ST NW 6TH FLOOR, WASHINGTON, DC, 20005

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1942

*Telephone:* (202) 289-6400

*Reference:* Policy Area: 05 ; Umbrella: 98 Unit: 290 ; Citation: T0012 M.R.S.A., Sect. 000004603

### PURPOSE:

The Commission's main focus is to provide for better utilization of the fisheries - marine, shell and anadromous - through an interstate 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 Interstate 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 commercial and recreational catches.

ASMFC operates through boards and committees comprised of groups of states.

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 and the U.S. Fish and Wildlife Service for that purpose.

### PROGRAM:

To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations. Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the American Sportfishing Association, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

Contract funds from NMFS and USWFS, as well as Congressional appropriations, are used to reimburse travel expenses for state biologists, law enforcement, managers, and administrators who participate in the various committees that have been established to develop regional management programs for interstate Atlantic coast species. Lobster, shrimp, striped bass, bluefish, Atlantic sturgeon, Atlantic sea herring, winter flounder, American shad and river herring programs are of special concern to Maine. The northern shrimp fishery in the Gulf of Maine continues to be managed by the commission through its Amendment One Authority.

The Commission has continued its cooperative agreement with the NMFS to administer the Interjurisdictional Fisheries Management Program. This "Interstate Fisheries Management Program" includes state/federal projects involving Northern Shrimp, Shad, and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder,

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

Cooperative Statistics Program, and related activities such as interstate shellfish transportation and fish/shellfish disease control. The major focus of the Commission's interstate program has expanded to implement P.L. 103-206, the Atlantic Coastal Fisheries Cooperative Management Act. The act establishes affirmative obligations on the states to implement the Commission's Fishery Management Plans or be subject to a federal moratorium on all fishing for the species at issue within the offending state until that state achieves compliance with the plan.

### PUBLICATIONS:

Interstate Fisheries Management Plans for: Northern Shrimp, American Lobster, Atlantic Sturgeon, Striped Bass, Bluefish, Atlantic Croaker, Atlantic Menhaden, Atlantic Sea Herring, Red Drum, Scup, Black Sea Bass, Spanish Mackerel, Spot, Spotted Seatrout, Summer Flounder, Tautog, Weakfish, and Winter Flounder.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES	23,343	23,343				
<b>TOTAL EXPENDITURES</b>	23,343	23,343				

## EDUCATION COMMISSION OF THE STATES

### J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TDD: (207) 287-2550

Central Office: EDUCATION BLDG, AUGUSTA, ME, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 FAX: (207) 287-5802

Established: 1966

Telephone: (207) 287-5114

Reference: Policy Area:02 ; Umbrella: 98 Unit: 317 ; Citation: T0020A M.R.S.A., Sect. 000000603

### 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-nine states, Puerto Rico, American Samoa, 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. ECS conducts policy research, surveys and special studies; maintains an information clearinghouse; organizes state, regional and national forums; provides technical assistance to states; and fosters nationwide leadership and cooperation in education.

### ORGANIZATION:

The Legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

Based in Denver, Colorado, the commission has a staff of about 55 persons.

### PROGRAM:

ESC implements its program through five departments. Policy and Program Studies, Re:Learning, State Relations and Clearinghouse, Communications and Administration. The four primary vehicles ESC uses to influence policy change and public opinion to carry out their mission of promoting a quality education for all students are: 1) Constituent Contacts, running the gamut from parents and teachers to governors and federal representatives; 2) Commissioners, 371 in the nation network, including all the governors, more than 130 state legislators, school board members, college presidents, educators, and other education leaders; 3) Networks, include five formal networks of education and political leaders, featuring state policy-makers, professional associations, legislators, governors; 4) Technical Assistance to States, on various education issues.

### PUBLICATIONS:

State Education Leader

Periodic Reports on Elementary, Secondary and Higher Education Finance, Governance and Legal Issues.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

### CHARLES GADZIK, DIRECTOR, FORESTRY

TDD: (207) 287-2213

Central Office: AMHI HARLOW BLDG, AUGUSTA, ME, 04333-0022

Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME, 04333-0022 FAX: (207) 287-8422

Established: 1949

Telephone: (207) 287-2791

Reference: Policy Area:05 ; Umbrella: 98 Unit: 327 ; Citation: S1949 M.R.S.A., Sect. 000000075

### PURPOSE:

The Northeastern Interstate 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 Interstate 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 designee and 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:

The activities of the Northeastern Interstate Forest Fire Protection Commission during FY 98 included the annual Commission meeting in Fredericton, New Brunswick Incident Management Training in January, and training for all member states. Two helicopters and crew were called to Maine from Nova Scotia for eight days in April. They assisted with fire activity while Maine's FEPP aircraft were grounded.

Advanced courses in forest fire control management were conducted in Portland, Maine as a command post for the compact members.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

#### JOHN G MELROSE, COMMISSIONER OF TRANSP

*Central Office:* PO BOX 747, PORTSMOUTH, NH, 03802-0747

*Mail Address:* PO BOX 747, PORTSMOUTH, NH, 03802-0747

*Established:* 1936

*Telephone:* (207) 287-2551

*Reference:* Policy Area: 07 ; Umbrella: 98 Unit: 419 ; Citation: S1937 M.R.S.A., Sect. 000000018

#### PURPOSE:

The Authority has responsibility to maintain, reconstruct, and operate an interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine and Portsmouth, New Hampshire.

#### 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 Commissioner of the Department of Transportation 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, Assistant 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 has conducted its activity in accordance with the above purpose.

#### LICENSES:

As this is a quasi-governmental authority, this category is not applicable.

#### PUBLICATIONS:

A history of the Maine-New Hampshire Interstate Bridge Authority is available at selected libraries. Other Authority documents are generally internally oriented.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### NEW ENGLAND BOARD OF HIGHER EDUCATION

#### J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

*Central Office:* EDUCATION BUILDING, AUGUSTA, ME, 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023

*Established:* 1955

*Telephone:* (207) 287-5114

*Reference:* Policy Area: 02 ; Umbrella: 98 Unit: 081 ; Citation: T0020A.M.R.S.A., Sect. 000011002

#### PURPOSE:

The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of educational resources among the region's six states and 260 public and private colleges and universities. Basic funding comes from the six states, private foundations and New England corporations. The board seeks to increase New England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### 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 Education. 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 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 purpose: 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 anticipated that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Academic Health Centers and the Economy of New England, Task Force on Minority Student Enrollment and Retention, Commission on Legal Studies and Practice in New England, International Education and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee. The Maine Delegation to the New England Board of Higher Education for FY '94 is as follows: Bennett Katz, Augusta, Chairman of the Maine Delegation; Robert Woodbury, Interim Chancellor, University of Maine System; Representative Stephen Simonds, Joint Committee on Education, Augusta, Maine; Senator John J. O'Dea, Senate Chair, Joint Committee on Education, Maine; John Fitzsimmons, President, Maine Technical College System; Sandra J. Kearns, Adjunct Faculty, St. Joseph's College, Kennebunk; Sally H. Maxwell, So. Portland; Wayne Mowatt, Commissioner, Maine Department of Education.

### PUBLICATIONS:

Connection: New England's Journal of Higher Education & Economic Development  
New England Regional Student Program Enrollment Report  
New England Regional Student Program Offerings  
New England Higher Education and the Economy: Commission Prospectus  
Issues Reports  
Preliminary Report, A Threat to Excellence  
Business and Academic, Hoy and Bernstein  
Financing Higher Education: The Public Investment  
Renewing Excellence  
Biomedical Research & Technology: A prognosis for International Economic Leadership  
Equity and Pluralism: The Report of the Task Force on Black and Hispanic Enrollment and Retention in New England Higher Education  
Law & the Information Society  
New Choices Facing College & University Pension Funds

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - INTERSTATE COMPACT

**ST. CROIX INTERNATIONAL WATERWAY COMMISSION**

**LEE SOCHASKY, EXECUTIVE DIRECTOR**

*Central Office:* ST. STEPHEN, N.B., , ,

*Mail Address:* PO BOX 610, CALAIS, ME, 04619

*Established:* 1987

*Telephone:* (506) 466-7550

*Reference:* Policy Area: 05 ; Umbrella: 98 Unit: 497 ; Citation: T0038 M.R.S.A., Sect. 000000994

**PURPOSE:**

The Commission was established by State of Maine and Province of New Brunswick legislation to ensure delivery of a cooperative resource, recreation and development plan for the St. Croix boundary waters and shores. This area includes two of the state's largest lakes and a 30-mile Outstanding River segment.

Maine and New Brunswick have agreed to jointly manage the resources of the St. Croix boundary corridor in order to preserve a shared heritage and increase public benefits.

**ORGANIZATION:**

The Commission is an independent, international body with eight members, four of which represent the State of Maine and four the Province of New Brunswick. State and provincial Liaisons and federal Observers also serve on the Commission.

The Commission maintains a staff of one, expanding this as warranted through project staff and working groups of government, user and resident interests. The majority of its programs are funded by solicited gifts.

**PROGRAM:**

A Maine/New Brunswick management plan for the St. Croix International Waterway, accepted in 1994, identifies natural, cultural, recreational and economic goals. The Commission's actions toward these in FY 1997 include:

**RESOURCE AND RECREATION MANAGEMENT:** Management of the state's eight remote campsites on the river; Delivery of the Atlantic salmon restoration program for the St. Croix, now the state's second leading salmon river. In addition: river habitat surveys, fisheries assessments and coordination of volunteer river projects.

**ECONOMIC DEVELOPMENT:** Sponsorship of a dam safety review workshop; Technical and local input to shorefront quarry, utility and bridge projects affecting the St. Croix; Support for local and regional tourism initiatives.

**WATER MANAGEMENT.** Coordination of the state's lake volunteer monitoring program for the St. Croix watershed; Water quality testing and improvement activities toward the re-opening of 1800 acres of tidal clam flats (in 1998); Co-sponsorship of an international workshop on water management.

**HERITAGE DEVELOPMENT.** Founding of a St. Croix Heritage Honor Roll to recognize efforts to preserve, promote or celebrate the waterway's natural and cultural heritage; Organizational support for the planning of the 400th anniversary of the 1604 French settlement of St. Croix Island; Sponsorship of a logging heritage event.

**INFORMATION & EDUCATION.** Response to more than 800 technical and general inquiries about the St. Croix system; Support for the Fish Friends resource program and for development of a data-based beach and woodlot curriculum for local schools; Public presentations and articles on a variety of St. Croix topics.

Further information on the Commission's activities is given in its annual report.

**PUBLICATIONS:**

1. "St Croix International Waterway: A Heritage - A Future." Plan for longterm cooperative management of the St. Croix International Waterway. 1993. 60p.
2. "St. Croix International Waterway Commission 1997 Annual Report. 1998. 6p.
3. "St. Croix International Waterway: A Heritage to Experience" (brochure/map). 1995

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

4. Clam resource poster. 1997

Additional technical publications on water quality and fisheries topics.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

ST. CROIX INTERNATIONAL WATERWAY COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	10,000	10,000				
TOTAL EXPENDITURES	10,000	10,000				

## NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

### EDWARD O. SULLIVAN, COMMISSIONER

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME,

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1947

*Telephone:* (207) 287-2812

*Reference:* Policy Area: 05 ; Umbrella: 98 Unit: 428 ; Citation: T0038 M.R.S.A., Sect. 000000532

#### 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 pursuing careers in water pollution control, and (3) public information.

#### ORGANIZATION:

The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

#### PROGRAM:

Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Technical College in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

#### PUBLICATIONS:

The NEIWPCC-A descriptive brochure

NEIWPCC Annual Report

Turn of Youth

The State of Maine WPCF Directory

Water Connection-newsletter

NEI Environmental Info. Catalogue-all publications and materials listed

The NEIETC-descriptive brochure

Maine's JETCC Training Bulletin

LUSTLine Bulletin

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE ADVOCACY SERVICES (DISABILITY RIGHTS CENTER)**

**KIMBERLY A. MOODY, EXEC DIR**

*Central Office:* 24 STONE STREET, AUGUSTA, ME, 04330

*Mail Address:* PO BOX 2007, AUGUSTA, ME, 04338-2007

*Established:* 1977

*Reference:* Policy Area: 03 ; Umbrella: 99 Unit: 475 ; Citation: T0005

*FAX:* (207) 621-1419

*Telephone:* (207) 626-2774

*M.R.S.A., Sect.* 000019501

**PURPOSE:**

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, DRC provides:

1. Advocacy assistance for:
  - a. Persons who are developmentally disabled and/or people with mental retardation and have a disability rights-related complaint;
  - b. People with mental illness residing in facilities for their care and/or treatment, and persons whose disability rights-related complaints arose within 90 days of discharge from such facility;
  - c. Other individuals with disabilities whose civil and/or human rights have been violated based on disability.
2. Information and referral for rights and services related to disability.
3. Training on disability-related rights and services for people with disabilities and their family members.
4. Legal representation for eligible clients.

**ORGANIZATION:**

DRC is a private non-profit agency with a governing Board of Directors. It is designated by the Governor to serve as the federally mandated Protection and Advocacy system for persons with developmental disabilities and mental illness.

**PROGRAM:**

In federal FY 97, DRC represented 2,137 individuals with disabilities. Approximately 3,000 additional persons with mental illness were represented as part of an ongoing settlement agreement of a class action suit. MAS also provided information and referral services to 1,042 persons who were not eligible for or who did not require direct representation. Approximately 1,300 people with disabilities, providers and family members attended public education and/or constituency training activities, such as training on legal rights and available services.

**PUBLICATIONS:**

"Parents as Advocates: A Guide to Special Education in Maine" (free)

"Questions and Answers on Your Rights under the AMHI Settlement Agreement" (free)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED**

**RICHARD GYORY, EXECUTIVE DIRECTOR**

*Central Office:* 286 WATER STREET, AUGUSTA, ME, 04330

*Mail Address:* P.O. BOX 2850, AUGUSTA, ME, 04338-2850

*Established:* 1994

*Reference:* Policy Area: 03 ; Umbrella: 99 Unit: 576 ; Citation: T0022

*Telephone:* (207) 64-533

*M.R.S.A., Sect.* 000003883

**PURPOSE:**

The Maine Children's Trust, Inc. is established to provide a mechanism for voluntary contributions by individuals and groups for annual and long-term funding of prevention programs related to child abuse and neglect. Sources of funds include the State of Maine's Income Tax Check-off, Federal funding, and donated funds from the corporate, individual and foundations sectors. Funds are

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

allocated to Maine's Healthy/Start program and other interested parties who respond to an annual request for proposal.

### ORGANIZATION:

Established on July 1, 1994, the Board is comprised of 17 members, appointed as follows: 1 Maine State Senator, 1 Maine State Representative, 4 members of the Maine Association of Child Abuse and Neglect Councils, 2 representatives from the Department of Human Services, 3 members appointed by the Governor, 3 appointed by the Maine Chamber of Commerce and Industry, and 3 by majority vote of the Board.

MCTI is a non-profit corporation held to be an essential governmental function.

### PROGRAM:

Responsibilities and concerns include:

- a) Through a joint venture with the Maine Association of Child Abuse and Neglect Councils, we take a leadership and collaborative position in managing our State's Healthy Families Initiative also known as healthy start.
- b) Create public awareness in both the public and private sectors regarding prevention programs and prevention policies.
- c) Encourage active financial and in-kind participation from the public and private sectors carrying out our purposes.
- d) Develop, initiate, propose or recommend ideas or innovations in rules, laws, policies, and programs concerning child abuse and neglect to the Governor, Legislature, agencies, the business community, and other groups.
- e) Publicize criteria and review applications for grants and award grants to recipients that best address reduction of child abuse and neglect through prevention.

Fiscal year begins July 1 and ends June 30.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFAIS System

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	61,985		61,985			
TOTAL EXPENDITURES	61,985		61,985			

## CIVIL AIR PATROL

### COLONEL JAMES F. LINKER, WING COMMANDER

WATS: ( ) -

Central Office: P.O. BOX 5006, AUGUSTA, ME, 04332-5006

Mail Address: PO BOX 5006, AUGUSTA, ME, 04332-5006

Established: 1941

FAX: (207) 629-9142

Telephone: (207) 629-9132

Reference: Policy Area: 06 ; Umbrella: 99 Unit: 238 ; Citation: T0006 M.R.S.A., Sect. 000000301

### PURPOSE:

The Civil Air Patrol (CAP) provides an organization to aid United States citizens through voluntary contribution of their efforts, services and resources for the maintenance of aerospace education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

To accomplish the purposes for which it was chartered CAP: (1) Conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2) Conducts a comprehensive cadet program, including an international Air Cadet Exchange, special activities, and supervision of cadet encampments. (3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search & rescue, disaster relief, and other support missions. (4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP. (5) Assists local, state, and other Federal agencies in emergency operations. (6) Conducts a flight management program for assigned aircrew members and manages an aircraft maintenance program for corporate owned aircraft. (7) Maintains a nationwide communications capability to support emergency services operations and conduct official CAP business.

### ORGANIZATION:

The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The 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 composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters 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; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

### PROGRAM:

One of the primary missions of CAP is to save lives and relieve human suffering while protecting the lives and equipment of those involved in providing these services. The Emergency Services Mission includes search and rescue; civil defense and disaster relief operations (in support of local, state, federal and other emergency services organizations). Mutual support relationships exist with the National Association for Search and Rescue (NASAR); U.S. Coast Guard Auxiliary (USCGA); the Federal Emergency Management Agency (FEMA); Federal Aviation Administration (FAA); U.S. Army Forces Command (FORSCOM); various Army, Navy, Coast Guard, and other DOD agencies; the Maine Emergency Management Agency (MEMA); The Maine National Guard; American National Red Cross; Salvation Army; Volunteers of America (VOA); and other humanitarian organizations.

The Cadet Program provides opportunities for learning, maturing and accepting leadership to young Americans from 13 to 21 years of age. With advice and assistance from the United States Air Force, the Air Force Reserve, and CAP senior members at the national, regional, state, and local levels, cadets are exposed to a structured program of aerospace education leadership, physical fitness, and moral and ethical values in group and individual activities. As a cadet progresses through this structured program, he or she accomplishes a series of 15 achievements, each involving study and performance in the five program areas. Upon completion of each achievement, the cadet earns increased cadet rank, decorations, awards, eligibility for national special activities, and an opportunity for both flight and academic scholarships.

Civil Air Patrol has an internal and external aerospace education program. The internal program is designed to provide aerospace education to the CAP membership, both senior and cadet. The external program provides the general public with the aerospace education necessary to ensure the development of aerospace and the maintenance of aerospace supremacy. The Aerospace Education



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Program provides all American citizens with an understanding of, and an appreciation for, the importance of aviation and space exploration to our society and to our national security.

### **PUBLICATIONS:**

Publications concerning Civil Air Patrol and prices are available from "The Book Store," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE DAIRY AND NUTRITION COUNCIL

### EVERLYN M. HART, EXECUTIVE DIRECTOR

*Central Office:* 333 CONY RD, AUGUSTA, ME, 04330

*Mail Address:* 333 CONY ROAD, AUGUSTA, ME, 04330

*Established:* 1975

*FAX:* (207) 287-7161

*Telephone:* (207) 287-3621

*Reference: Policy Area: 01 ; Umbrella: 99 Unit: 016 ; Citation: T0036 M.R.S.A., Sect. 000004523*

### **PURPOSE:**

The Maine Dairy and Nutrition Council was established to develop a statewide program of nutrition education and to aid in the training of professionals in the science of nutrition. The primary responsibility of Council members is to evaluate and supervise an educational plan that reflects the important role of dairy products in a balanced diet.

### **ORGANIZATION:**

The Maine Dairy and Nutrition Council was established in 1949 as the Maine Milk Advisory Committee and funded by Maine milk dealers and producers shipping in the Maine market. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee. The Committee was incorporated within the Department of Agriculture in 1969 and renamed the Maine Dairy and Nutrition Council in 1975.

The 111th Legislature enacted a law that added assessments from the milk shipped to Boston to the revenues starting on 1 June 1984. In 1996 the Maine Dairy and Nutrition Council became an unincorporated public instrumentality of the State. Dairy farmers have a single assessment for dairy promotion and the Maine Dairy and Nutrition Council is funded from that same assessment and from the dealer fee.

The law provides for Council appointments along marketing lines and limits the length of service of dairy farmers appointed. Professional staff for the Council is comprised of two Nutrition Education Consultants supervised by the Executive Director.

### **PROGRAM:**

The Maine Dairy and Nutrition Council, an affiliated unit of National Dairy Council, conducts a statewide nutrition education program based on the concept of a balanced diet including dairy foods in accordance with the scientific recommendations.

The Maine Dairy and Nutrition Council uses sequential nutrition education programs for children developed by the National Dairy Council. The early childhood nutrition education curriculum called CHEF COMBO is used by Headstart, daycare centers and day care providers. Pyramid Cafe and Pyramid Explorations, the elementary nutrition curriculum, was developed for second and fourth grades. Other educational programs include: Milk from Cow to You, Eat the Five Food Group Way! and TASTE...YOUR CHOICE for school lunch staff.

The Maine Dairy and Nutrition Council provides consumer nutrition education programs and public service messages to the media through a series of timely and current nutrition topics. Additionally, the Maine Dairy and Nutrition Council provides nutritional and educational materials, exhibits at conferences, and offers a free video library service. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by National Dairy Council in Rosemont, IL and have been reviewed and/or endorsed by such organizations as the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

American Dental Association, American Academy of Pediatrics, National Education Association and the American Federation of Teachers. As an affiliated unit of National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal current nutrition resources and research information. It uses this information to contribute to the optimal health and wellbeing of the citizens of Maine.

### PUBLICATIONS:

Catalog and Order blank listing all available materials with a brief description of each

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	189,503		189,503			
<b>TOTAL EXPENDITURES</b>	189,503		189,503			

## MAINE DAIRY PROMOTION BOARD

### EVELYN M. HART, EXECUTIVE DIRECTOR

*Central Office:* 333 CONY RD, AUGUSTA, ME, 04330

*Mail Address:* 333 CONY ROAD, AUGUSTA, ME, 04330

*Established:* 1953

*FAX:* (207) 287-7161

*Telephone:* (207) 287-3621

*Reference: Policy Area:* 01 ; *Umbrella:* 99 *Unit:* 024 ; *Citation:* T0007 *M.R.S.A., Sect.* 000002992A

### PURPOSE:

The Maine Dairy Promotion Board was established to promote the consumption of milk by conducting public relations, education, advertising and research programs. The Board evaluates and supervises promotion and advertising campaigns designed to increase the consumption of Maine milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, increases the blend price actually received by the dairy farmers without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

### ORGANIZATION:

Established in 1953, the Maine Milk Tax Committee statutes have been amended to increase the fees paid by dairy farmers to adequately finance a strong promotion program for Maine produced milk. Under the reorganization act passed by the 105th Legislature, the Maine Dairy Promotion Board became incorporated within the Department of Agriculture. In 1996 the Maine Dairy Promotion Board became an unincorporated public instrumentality of the State.

Dairy farmer assessment for promotion is established at ten cents per hundredweight (cwt) of which 2 cents per cwt is turned over to the Maine Dairy and Nutrition Council. This amount comes out of the 15 cent per hundredweight assessment established by Federal law in 1983.

### PROGRAM:

The Maine Dairy Promotion Board is an affiliated member of Dairy Management Incorporated, a corporation of state/regional dairy product promotion groups and affiliated Dairy Council units throughout the United States.

Television is considered the most effective communication vehicle for promoting the use of milk by consumers. The major part of the promotion budget is devoted to television advertising supplemented by special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products. Promotion events include shopping mall displays, fair exhibits and trade shows.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Although the Maine Dairy Promotion Board carries out its own programs of media advertising, it partners with the New England Dairy Promotion Board to implement marketing programs aimed at grocery stores. For the benefit of Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board transfers promotion fees to The New England Dairy Promotion Board to support their advertising program.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	526,464		526,464			
<b>TOTAL EXPENDITURES</b>	526,464		526,464			

## MAINE DEVELOPMENT FOUNDATION

### KEVIN GILDART, CHAIRMAN

*Central Office:* 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

*Mail Address:* 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

*Established:* 1977

*FAX:* (207) 622-6346

*Telephone:* (207) 622-6345

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 399 ; Citation: T0010 M.R.S.A., Sect. 000000916

#### PURPOSE:

The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors.

MDF promotes Maine's long term economic vitality by identifying issues and advocating new ideas, providing trusted, non-partisan common ground for public and private sector leaders, and building the state's leadership capacity.

#### ORGANIZATION:

Enabling legislation (10 M.R.S.A. Sec. 915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977.

The foundation has the power 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, and act decisively to take advantage of economic development opportunities. All but two of the foundation's board of directors are elected by contributors to the foundation. The board includes both public and private members. This is designed to encourage active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The board of directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth member.

The foundation is financed equally by membership dues, fee for service, contracts, and grants. Corporations, counties, cities, towns, and other organizations can become corporators by contributing to the foundation.

#### PROGRAM:

**LEADERSHIP MAINE** is a one year, eleven day training program for CEO's and senior level managers from business, government, education, and the non-profit sector. The program is experiential and helps participants gain new awareness about issues facing Maine's economic future, new skill needed for effective leadership, and networks with others throughout the state.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

THE MAINE ECONOMIC GROWTH COUNCIL is a permanent, 19 member council appointed by the Governor, the Speaker of the House, and the President of the Senate to establish and maintain a long range economic development plan for the state. The Council's work includes preparing a vision for Maine's economic future, goals to achieve that vision, performance measures and benchmarks to determine the extent to which Maine is achieving its goals, and alternate strategies. Created in 1993, the Council is administered by the Foundation.

THE ASPIRATIONS PROGRAM works with educators, business, and community members to raise the aspirations of Maine youth by improving academic performance, increasing personal expectations, and expanding career and educational choices. The program has organized local efforts to create new opportunities for youth in dozens of Maine communities from Fort Kent to Berwick.

THE POLICY LEADERS ACADEMY helps prepare Maine legislators to lead in an increasingly dynamic environment through learning experiences which result in: greater knowledge about the economy, using the work of the Maine Economic Growth Council as a template, and broader leadership skills to ensure their effectiveness.

### **PUBLICATIONS:**

1997 Program Report  
"Measures of Growth," Maine Economic Growth Council  
"Shaping the 21st Century, A Guide to Building Community-Based Aspirations Partnerships"  
Directory of Economic Development Organizations in Maine  
Leadership Maine Alumni Directory  
Higher Education Achievement in Maine

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE GOVERNMENTAL FACILITIES AUTHORITY

### **ROBERT O. LENNA, EXECUTIVE DIRECTOR**

*Central Office:* 45 UNIVERSITY DRIVE, AUGUSTA, ME, 04338

*Mail Address:* PO BOX 2268, AUGUSTA, ME, 04338

*Established:* 1987

*Reference: Policy Area:* 00 ; *Umbrella:* 99 Unit: 405 ; *Citation:* T0004 M.R.S.A., Sect. 000001602

### **PURPOSE:**

The Maine Governmental Facilities Authority was established to assist State Government in financing the construction and equipping of facilities by providing access to the tax exempt bond market.

### **ORGANIZATION:**

The Authority consists of five members, which include the Treasurer of the State of Maine (ex officio) and the Commissioner of Administrative and Financial Services (ex officio). The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Governmental Facilities Authority.

### **PROGRAM:**

In October, 1996 the Authority issued \$5,990,000 in bonds for the construction of courthouses in Skowhegan and Biddeford.

### **PUBLICATIONS:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**HARNESS RACING PROMOTIONAL BOARD**

**TOM KOLE, EXECUTIVE DIRECTOR**

*Central Office:* 12 ELM STREET, MILO, ME, 04463

*Mail Address:* 12 ELM STREET, MILO, ME, 04463

*Established:* 1997

*Telephone:* (207) 943-0956

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 599 ; Citation: T0008 M.R.S.A., Sect. 000000285

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

HARNESS RACING PROMOTIONAL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	127,867		127,867			
TOTAL EXPENDITURES	127,867		127,867			

**HEALTH STATION**

**JANET E. WALDRON, COMMISSIONER**

*Central Office:* STATE OFFICE BLDG, AUGUSTA, ME, 04333

*Mail Address:* 99 STATE HOUSE STATION, AUGUSTA, ME, 04333-0099

*Established:*

*Telephone:* (207) 624-7800

*Reference:* Policy Area: 03 ; Umbrella: 99 Unit: 903 ; Citation:

*M.R.S.A., Sect.*

**PURPOSE:**

The State Health Station is responsible for coordinating occupational health and safety policies and programs; organize and deliver health education and risk reduction programs; and oversee health station services including providing direct patient care.

**ORGANIZATION:**

The State Employee Health Insurance Program provides centralized administration of the Health Station. A Public Health Nurse I provides professional nursing services in a generalized public health program, determining potential employee health care needs, and instruction/consultation to state employees in an assigned geographic location. Duties in this position have been expanded in compliance with the Bureau's statutory mandate to establish policies to provide programs to promote the health and safety of state employees.

**PROGRAM:**

Purpose of the Health Station is to provide emergency nursing care and first aid to employees/visitors of the Capitol complex, offer blood pressure screenings, and provide basic health education services.

In response to demand for expanded occupational health and safety services, the Health Station conducts CPR and first aid training, program development, and presents training and educational programs on occupational health risk exposure.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE HISTORICAL SOCIETY**

**RICHARD D'ABATE, EXECUTIVE DIRECTOR**

*Central Office:* 485 CONGRESS ST, PORTLAND, ME,  
*Mail Address:* 485 CONGRESS ST, PORTLAND, ME, 04101  
*Established:* 1922  
*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 176 ; Citation: S1822

*FAX:* (207) 775-4301  
*Telephone:* (207) 774-1822  
*M.R.S.A., Sect.* 000000118

**PURPOSE:**

Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It devotes its resources to the discovery, identification, collection, preservation and interpretation of materials which document the history of Maine and its people. The Society is organized into three major areas: Library Services, Museum Services, and Administrative and Development Services. The MHS collections, educational programs, and publications support the study and teaching of state and community history. A Board of Trustees and twelve standing committees advise and support the Society staff of eight full-time and six part-time, in its work.

**ORGANIZATION:**

Just two years after Maine achieved statehood, the Legislature passed a bill in 1822 incorporating the Maine Historical Society, charging it to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in Maine's first State House in Portland. During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing its collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th century.

Throughout the 19th century, special State appropriations supported a variety of publication projects, including the "Documentary History of Maine." Since 1940, the Society has received an annual appropriation in support of the Society's historical and educational endeavors. Through the efforts of civic leader, philanthropist, and scholar James Phinney Baxter, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889. In 1901 the Society opened the Wadsworth-Longfellow House, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, was Maine's first historic site museum. In 1907, the Society opened its Library at 485 Congress Street, adjacent to the Wadsworth-Longfellow House.

In 1992, the Society purchased 489 Congress Street and began plans to expand exhibition and program space, and provide additional storage for collections. In 1994, it initiated a capital campaign for the expansion of programs and services, creating the Center for Maine History. As of July 1998 the Campaign had met its \$3.1 million goal. Its Editorial Office for the "Quarterly" is at the University of Maine at Orono. The Society's trustees and membership are active in historical and genealogical groups around the State. Staff members participate in collaborative efforts in the State and New England region, including the Maine Archives and Museums Association, the Maine Library Association, Maine Historical Records Advisory Board, New England Archivists, the American and New England Studies Program at the USM, the Academic and Cultural Collaborative of Maine, and New England Museum Association.

**PROGRAM:**

**LIBRARY SERVICES.** The Society maintains a research library, 100,000 books and 2 million archival items spanning the 15th to 20th centuries. All aspects of Maine's social, economic, political, and cultural history are documented. Of particular note are the personal papers of Maine's civic and business leaders, early proprietary and town records, shipping and maritime records, account books and business records, and genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. **LIBRARY COLLECTIONS USE.** The Library was open 225 days and served over 10,000 researchers.

**MUSEUM SERVICES.** The Society maintains the Wadsworth-Longfellow House, built in 1785-86, and later, childhood home of poet, Henry Wadsworth Longfellow. In addition to 1,000 artifacts and works of art original to the three generations who lived in the House from 1786 to 1901, the Museum collections also include 8,200 artifacts and works of art documenting Maine's material

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

culture from colonial to modern times. 1998 interpretive exhibits at the Maine History Gallery include: "Rum, Riot and Reform: Maine and the History of American Drinking." The MHS exhibition, *The Way Life Should Be: Tourism, Romance and Reality in Early Modern Maine* traveled to several museums in Maine. Approximately 12,000 visitors and 2,000 school children toured the Wadsworth-Longfellow House historic site and Maine History Gallery. The House was open for guided tours June through October and a holiday open house. The Maine History Gallery is open year-round.

**OTHER EDUCATIONAL SERVICES.** In 1998 educational services included: "Through the fiery Trial: People of the Civil War" a lecture series, "Cruising Casco Bay: Lectures on the History of the Harbor," and a poetry reading for children in celebration of Henry Wadsworth Longfellow's birthday. The 176th Annual Meeting was held at the Chocolate Church in Bath. Printed material included "Maine People, American Identities" a document package for schools and guide for teachers. Similar resource packages have been developed for "Rum, Riot, and Reform," maps illustrating the history of Portland, and the Longfellow Garden. Information about MHS is available at our web site: <http://www.mainehistory.com>.

### PUBLICATIONS:

The Society continued its publication of "Maine History."  
\*"Spirits in the Wood," exhibition catalog, Joyce Butler, (\$12.95)  
\*"Rum, Riot, and Reform: Maine and the History of American Drinking," exhibition catalog, Bill Barry and Nan Cumming (\$7)  
\*"The Indians of Maine: A Bibliographic Guide," edited by Roger Ray and Gretchen Faulkner (\$9).  
\*"The Declaration of Independence: Vision for a Democratic Society" Teacher's Manual, edited by Elizabeth J. Miller (\$5).  
\*"The Wadsworth-Longfellow House" book, 1995 (\$4.50).  
\*"The Maine Bicentennial Atlas" (\$6) and various bibliographic guides (\$4).  
\*"Research Guide to Genealogical and Family History" for patrons.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	24,761	24,761				
TOTAL EXPENDITURES	24,761	24,761				

## MAINE HOSPICE COUNCIL

### KANDYCE POWELL, EXECUTIVE DIRECTOR

Central Office: 16 WINTHROP STREET, AUGUSTA, ME, 04330

Mail Address: P.O. BOX 2239, AUGUSTA, ME, 04338-2239

Established: 1984

FAX: (207) 626-0651

Telephone: (207) 626-0651

Reference: Policy Area: 03 ; Umbrella: 99 Unit: 516 ; Citation: T0022 M.R.S.A., Sect. 000008611

### PURPOSE:

The Maine Hospice Council exists to ensure the continued development of Hospice and Palliative Care in Maine. The Council provides education and technical assistance regarding end-of-life care, as well as advocacy for terminally ill and bereaved persons regarding quality-of-life issues throughout the state.

### ORGANIZATION:

The Maine Hospice Council was incorporated in 1984. Funding for the Council office was made possible by state government in 1989. The Council is overseen by a volunteer Board of Directors comprised of 13 members.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The full council is represented by members of all 25 Hospices and the Board of Directors as well as an Advisory Committee. The Council is staffed by one full-time director and one part-time administrative assistant.

### PROGRAM:

The Maine Hospice Council remained focused on education and program development. Examples of education were: Technical workshops; inservices for Hospices and other health care organizations; collaborative, statewide educational programs with CHEP; ITV classes at academic institutions; legislative hearings; annual events, such as the Blaine House Tea and Pain Symposium; National Cancer Pain Initiative conference; television interviews; involvement with the Bioethics Network, as well as other academic presentations.

The Council took a leadership role in social policy issues and continued to offer internships for both graduate and undergraduate students. Universal access to Hospice remains a priority.

**DEVELOPMENT:** In September 1994, the Maine Cancer Pain Initiative became a committee of the Council. The Executive Director continued to participate on the National Hospice Organization (NHO) Legislative Committee and NHO Task Force on Access to Hospice Care by Minorities which continues to give Maine a national voice regarding care for the terminally ill.

**SUPPORT:** Technical support continues for programs seeking Hospice Medicare Certification and licensure. In 1997, the Council partnered with over 30 other organizations to form the Maine Consortium for Palliative Care and Hospice (MCPCH). Resource materials and public education are ongoing services.

### LICENSES:

"Certificate of Participation" (for Volunteer Trainees and/or education session participants)

"LD 1821- An Act to Develop Standards for the Licensure of Hospice Programs", enacted April 15, 1994, Chapter 692 of Public Law.

### PUBLICATIONS:

- \*Standards of a Hospice Program - (free)
- \*Maine Hospice Guide - (1.00)
- \*Hospice Resource Bibliography - (free to Hospices/\$2.50 others)
- \*ACS & NCI booklet - "Questions & Answers About Pain Control" - (free)
- \*Other ACS booklets - various topics - (free)
- \*"Women, Children & AIDS: A Time to Know" (E. Me. Aids Network) - Video (2 wk rental) - \$5 to MHC members/\$10 to others (+s/h)
- \*Other videos/cassettes -2wk rental -\$5 to MHC members/\$10 to others (+s/h)
- \*NHO Medicare Certification Training Videos - 2 wk rental - \$5 to MHC members/\$10 to others (+2 s/h)
- \*"On Life and Living: The Hospice Experience" - \$35 hospices/\$50 other
- \*"Helping to Control Cancer Pain" (Purdue Frederick) Video - 2 wk rental
- \*AHCPR Guidelines for the Management of Cancer Pain - (free)
- \*MHC's Newsletter, MAINELINK, published twice/yr - (free)
- \*"Listen to Me" - (Price based on quantity)
- \*Six Session Interdisciplinary Team Course on "Cancer Pain Management" - (Video) - \$150.
- \*"Hospice" - brochure

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE HOSPICE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	49,020	49,020				
TOTAL EXPENDITURES	49,020	49,020				



INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE STATE HOUSING AUTHORITY**

**DAVID LAKARI, DIR & CHAIRMAN**

*Central Office:* 353 WATER STREET, AUGUSTA, ME, 04330-4633

*Mail Address:* 353 WATER ST., AUGUSTA, ME, 04330-4633

*Established:* 1969

*FAX:* (207) 626-4678

*Telephone:* (207) 626-4600

*Reference:* Policy Area: 03 ; Umbrella: 99 Unit: 346 ; Citation: T0030A M.R.S.A., Sect. 000004722

**PURPOSE:**

The Maine State Housing Authority was established to help Maine residents secure housing that is decent, safe, and affordable, with particular emphasis on helping those who are elderly; those with low incomes; those with special housing needs; and first-time homebuyers. The agency's mission is to assist Maine people to obtain and maintain decent, safe, affordable housing and services suitable to their unique housing needs. In carrying out this mission, the agency provides leadership, maximizes resources, and promotes partnerships to develop and implement sound housing policy.

**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 general fund appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor and confirmed by the Legislature. The 6th Commissioner, the director of the State Authority, is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th commissioner is the State Treasurer.

The Housing Authority finances homes and apartments in Maine primarily through the sale of its housing bonds. These bonds are tax-exempt. The bonds are debts of MSHA, not the state of Maine, and are not repaid by taxpayers. The agency sells its bonds and uses the proceeds to make reduced interest rate housing loans. The mortgage repayments that MSHA receives from the loans are used to repay the bond holders. The difference between the two rates also provides MSHA with its operating revenue. The agency receives no state funds to pay for its staff or operations. MSHA receives some housing funds from the state and federal government that are used, usually in conjunction with the bonds, to reduce interest rates or to finance special programs.

**PROGRAM:**

During FY98 the Maine State Housing Authority continued its position as one of the leading housing lenders in Maine. It financed an estimated 20% of all home purchases in Maine during the year by providing \$148 million in mortgages to help 2,257 Maine families purchase their first home. During the year it also financed home repairs for nearly 1,200 low income home owners, financed the development of nearly 700 rental units for low income renters, and 176 units of housing for Maine people with special housing needs, such as mental health consumers. MSHA provided funds to help Maine's homeless shelters operate and assist more than 14,000 clients. The agency in 1997 secured more than \$15 million in federal funds for weatherization and fuel assistance to help low income Maine citizens.

The Housing Authority has participated in HUD's Section 8 program since 1974. In calendar year 1997 the agency received \$53.7 million from HUD to provide rental assistance to tenants living in about 5,000 Section 8 units developed with Housing Authority financing, plus another 3,000 units of existing privately owned apartments. MSHA has financed more than 2,000 affordable rental units under various other rental housing programs. The Housing Authority oversees the management in about 13,000 units of rental housing it has financed.

At the end of calendar year 1997 the Housing Authority had combined assets of \$1,421,800,000 and fund balances of \$159,192,000. The agency's financial strength has been recognized by the nation's two leading bond rating agencies, Moody's and Standard & Poor's, both of whom upgraded their ratings of MSHA's bonds during the year.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PUBLICATIONS:

Maine State Housing Authority Annual Reports (1973-1997 inclusive).  
Maine State Housing Authority, Official Statements (Mortgage Bonds - 1972 Series A, through 1997 Series F and Series G.  
MSHA Partners - Newsletter  
Guide to Finding and Financing Your Home  
Maine Rental Housing Guide  
Various program brochures

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE STATE HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	6,193,383	750,000	3,443,383			2,000,000
TOTAL EXPENDITURES	6,193,383	750,000	3,443,383			2,000,000

## MAINE INSURANCE GUARANTY ASSOCIATION

### PAUL M. GULKO, EXECUTIVE SECRETARY

WATS: ( ) -

Central Office: 551 MAIN STREET, PRESQUE ISLE, ME, 04769

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Established: 1970

Telephone: (617) 227-7020

Reference: Policy Area: 00 ; Umbrella: 99 Unit: 353 ; Citation: T0024A.M.R.S.A., Sect. 000004436

### PURPOSE:

The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE INTERNATIONAL TRADE CENTER

### PERRY NEWMAN, PRESIDENT

WATS: ( ) -

Central Office: 511 CONGRESS STREET, PORTLAND, ME, 04101-3428

Mail Address: , ME,

FAX: (207) 541-7420

Established: 1996

Telephone: (207) 541-7400

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 587 ; Citation: T0010 M.R.S.A., Sect. 000000945

### PURPOSE:

The Maine International Trade Center (the "Trade Center") was established to enhance the competitive advantage of state businesses desiring to compete in the international market. The Trade Center provides a source of leadership, coordination and a shared vision for international trade development in the State. The purpose of the Trade Center, through its private and public board, is to refine, revise and implement the State's international strategic plan by providing and enhancing services in coordination with the economic development activities of the private sector, community and regional activities of the private sector, community and regional agencies and State government from its offices in Portland and Bangor.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### ORGANIZATION:

The Trade Center operates at two full-service locations in Portland and Bangor. The staff is comprised of three Senior Trade Advisors, a Director of Operations, and three International Trade Specialists, as well as an Administrative Staff person working under the direction of the Trade Center President, who is employed by the Maine Department of Economic and Community Development. Organized as a 501(1)(3) non-profit corporation, the Center links the private sector with government efforts to grow Maine's economy through international commerce.

### PROGRAM:

The Trade Center encourages and assists the growth of the State's international economic activities in the following ways:

The Trade Center provides a forum for the exchange of expertise, ideas and innovations between the public and private sectors.

The Trade Center offers quality education and technical services to businesses in the State that compete or seek to compete in worldwide markets.

The Trade Center acts as a catalyst in the development and coordination of international programs.

The Trade Center underscores the importance of international trade as a priority of public policy and enhances public appreciation of the relevance of the international economy.

The Trade Center provides information necessary to transact international businesses and makes effective decisions concerning international trade and policy.

The Trade Center supports the development and availability of an overall infrastructure conducive to international business.

The Trade Center promotes dissemination of education, training and technical assistance programs.

The Trade Center identifies market opportunities and potential contracts in foreign countries that match the technologies and expertise available in the State and coordinates and submits appropriate proposal responses.

The Trade Center maintains an international commerce data base to assist in making program decisions.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE INTERNATIONAL TRADE CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	410,626	410,626				
TOTAL EXPENDITURES	410,626	410,626				

## PINE TREE LEGAL ASSISTANCE

### NAN HEALD, EXECUTIVE DIRECTOR

Central Office: 88 FEDERAL STREET, PORTLAND, ME,

Mail Address: PO BOX 547, PORTLAND, ME, 04112

Established: 1983

Telephone: (207) 774-4753

Reference: Policy Area: 03 ; Umbrella: 99 Unit: 479 ; Citation: P1983 M.R.S.A., Sect. 000000477B

### PURPOSE:

Founded in 1967, Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide free legal assistance to low income persons with civil legal problems.

### ORGANIZATION:

PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients appointed

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

by low income organizations. The program is administered by an Executive Director and Assistant Executive Director located in a Central Office in Portland and additionally maintains local service offices in Augusta, (622-4731), Bangor, (942-8241), Portland, (774-8211), Presque Isle (764-4349), Farmworker and Native American units in Bangor (942-0673); Lewiston Outreach (784-1588) and Machias Outreach (255-8656). PTLA is co-sponsor of the Volunteer Lawyers Project (VLP) with the Maine Bar Foundation. The VLP has a toll free number, (800) 442-4293.

### PROGRAM:

Pine Tree Legal Assistance, Inc. receives its funding, expected to be about \$2.2 million in calendar 1997, from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, which distributes federal funds to legal services programs nationwide. Additional funding comes from the State of Maine, United Way, the Maine Bar Foundation's IOLTA Program, and other private sources. Pine Tree provides free legal assistance to Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 230,000 persons or 19% of the state's population.

PTLA provides direct legal services to eligible clients throughout the state. In 1997 its area offices and special units (including Volunteer Lawyers Project) closed 15,550 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 7,900 eligible clients received legal assessment or simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. Substantial legal representation was provided in 771 cases, including representation before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies. The Volunteer Lawyers Project handled 8,229 calls; of those calls, 1,283 cases were referred to volunteer lawyers for representation. A total of 6,534 cases were closed by the VLP in 1997.

Because staffing shortages prevent PTLA from representing all eligible clients with legal needs, PTLA accepts cases based on a case acceptance priority plan. Cases involving termination or denial of government benefits and cases involving landlord/tenant and other housing problems generally receive the highest priority. Of all cases closed by PTLA's local service offices in 1996, 36% were in the housing area; 13% were in the government benefits area; 35% were in the family law area; 5% were in the consumer law area; and the remaining 11% in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 1996, 56% were in the family law area; 19% were in the consumer law area; 9% were in the housing area and the remaining 16% were in the areas of education, government benefits, individual rights, employment and other legal problems.

### PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to income eligible callers in several substantive areas of the law including consumer, family, housing, education, employment, government benefits and health care. The general public may access this information by downloading it from Pine Tree's web page at <http://www.ptla.org>. These brochures may be obtained by calling any of Pine Tree's local service offices or by calling the Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover landlord-tenant and family law issues.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

PINE TREE LEGAL ASSISTANCE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	148,050	148,050				
<b>TOTAL EXPENDITURES</b>	148,050	148,050				

## MAINE POTATO BOARD

### MICHAEL P. COREY, EXEC DIR

*Central Office:* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME, 04769

*Mail Address:* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME, 04769

*FAX:* (207) 764-4148

*Established:* 1986

*Telephone:* (207) 769-5061

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 330 ; Citation: T0036 M.R.S.A., Sect. 000004603

#### PURPOSE:

The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

#### ORGANIZATION:

The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director to administer programs and policies established by the Board.

#### PROGRAM:

Potato tax revenue for the twelve-month period ending June 30, 1998 was \$753,004. Maine growers harvested 71,000 acres, producing 16 million hundredweight of potatoes. The planted acreage was composed of 65% round whites, 24% Russet-type potatoes, and 11% Shepody (long whites). Approximately 22,000 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 1997-98 were used as follows: 22% for Administration (Board), 33% Advertising/Marketing, 25% Research, 20% Other. The Board was represented with exhibits at trade shows.

The Maine Potato Board financed research through the Maine Agricultural Experiment Station, the Cooperative Extension, and the Maine Seed Potato Board. Other projects including educational, also benefited from the Maine Potato Board research grants.

#### PUBLICATIONS:

Maine Potato Recipe booklets (printed--free)

Maine Potato News (free)

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	725,106		725,106			
TOTAL EXPENDITURES	725,106		725,106			

## MAINE POTATO QUALITY CONTROL BOARD

### STEVEN BUCK, CHAIRMAN

WATS: ( ) -

Central Office: AMHI - DEERING BLDG, AUGUSTA, ME, 04333-0028

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME, 04333-0028 FAX: (207) 287-7548

Established: 1981

Telephone: (207) 287-3419

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 304 ; Citation: T0007 M.R.S.A., Sect. 000001033

#### PURPOSE:

The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; recommend grades for potatoes and identification to be used on consumer packs of potatoes packed in Maine bags; to hear and resolve grievances regarding inspections; and to recommend a fee schedule for inspection of potatoes packed in Maine bags.

#### ORGANIZATION:

The Board consists of eleven members: one a representative of the Department, one appointed by the Governor to represent consumers, and an additional seven members are elected by the Maine Potato Board, one each from Districts No. 1, 2, 3, 4, 5, 6, 7, and two from the dealers assembly. Members serve for 2 year terms.

#### PROGRAM:

The Board and the Commissioner of Agriculture shall jointly prepare grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard U.S. No. 1. The Board also adopts rules adopting the State of Maine Quality Trademark as its official logo to be used on "Maine Bags". Additionally, in conjunction with the Maine Potato Board, it is promoting that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection program at a reduced rate for participants in the Maine Bag Program.

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE PUBLIC BROADCASTING CORPORATION

### ROBERT H. GARDINER, PRESIDENT

Central Office: 1450 LISBON STREET, LEWISTON, ME, 04240

Mail Address: 1450 LISBON STREET, LEWISTON, ME, 04240

Established: 1992

Telephone: (207) 783-9101

Reference: Policy Area: 02 ; Umbrella: 99 Unit: 561 ; Citation: P1991 M.R.S.A., Sect. 000000848

#### PURPOSE:

The mission of Maine Public Broadcasting is to engage the minds and enrich the lives of people in our community.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### ORGANIZATION:

The Maine Public Broadcasting Corporation is made up of: Maine Public Television and Maine Public Radio. Producing stations and administrative offices are located in Lewiston, Bangor and Portland.

### PROGRAM:

Maine Public Broadcasting completed its sixth fiscal year as Maine's unified public broadcasting entity in a strong financial position and with over 42,000 members of Maine Public Television and more than 20,000 members of Maine Public Radio. Maine Public Television service was chosen by almost 240,000 households each week. Public radio use increased to 124,000 listeners per week with both Portland and Bangor stations ranking in the top five stations in their market size.

The year's activities and programs designed to better serve the people of Maine included: public affairs coverage of local issues on both MPTV and Maine Public Radio. MPTV new offerings included: a new documentary series, OUR STORIES, a new program for the science series "QUEST: Investigating the World We Call Maine" and full participation in the national education initiative, READY TO LEARN. Maine Public Radio continued to expand its own locally produced classical music programming, adding many live performances while "Maine Things Considered" received numerous state and national awards.

During FY 98 Maine Public Television, in cooperation with the Maine Department of Education continued its work in producing interactive programs in professional development for Maine educators. This series enables Maine educators to share high-quality professional development opportunities, without the burdens of travel and expense.

### PUBLICATIONS:

Viewfinder - Program Guide, Maine Public Television - Membership fee, \$35.00

Airplay - Program Guide, Maine Public Radio - Membership fee, \$35.00

PTV Families - Periodic newsletter to families, teachers, librarians and childcare providers with educational information for children - free

Annual Report - Free

MPBC "Partnership Brochure" - Free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

MAINE PUBLIC BROADCASTING CORPORATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	2,230,157	2,230,157				
<b>TOTAL EXPENDITURES</b>	2,230,157	2,230,157				

# MAINE PUBLIC BROADCASTING CORPORATION

## Summary Statement of Revenues and Expenses Changes in Total Net Assets For Year Ending June 30, 1998

	Operations	Investment and Endowment	Plant	Total
<b>REVENUE AND GAINS</b>				
State of Maine	\$2,230,157			\$2,230,157
Auction	552,389			552,389
Corp. for Public Broadcasting	1,212,138			1,212,138
Contributions (includes qualified in-kind)	583,295	59,010		642,305
Membership	4,402,084			4,402,084
Underwriting	661,378			661,378
Investment Income and Gains	177,298	130,066		307,364
Government Grants	626,569		175,634	802,203
Other / miscellaneous	265,332			265,332
<b>TOTAL REVENUE AND GAINS</b>	<b>\$10,710,640</b>	<b>\$189,076</b>	<b>\$175,634</b>	<b>\$11,075,350</b>
<b>EXPENSES</b>				
Program Service				
Technical	\$1,744,173		\$652,349	\$2,396,522
Programming and Production	3,978,710		114,424	\$4,093,134
Public Information	941,161		24,930	\$966,091
	<u>\$6,664,044</u>		<u>\$791,703</u>	<u>\$7,455,747</u>
Support Service				
Development	1,539,074		37,778	1,576,852
Administration	1,393,801		43,069	1,436,870
	<u>\$2,932,875</u>		<u>\$80,847</u>	<u>\$3,013,722</u>
<b>TOTAL EXPENSES</b>	<b>\$9,596,919</b>		<b>\$872,550</b>	<b>\$10,469,469</b>
<b>INCREASE IN TOTAL NET ASSETS</b>	<b>\$1,113,721</b>	<b>\$189,076</b>	<b>(\$696,916)</b>	<b>\$605,881 *</b>
(Before Transfer to Capital Improvement Fund)				

\* \$600,000 was budgeted and planned by the Board of Trustees for transfer into MPBC Capital Improvement Fund (Infrastructure Investment).

This Financial Summary was prepared from Audited Statements.



INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION**

**LINDA JOHNSON, CHAIRPERSON**

*Central Office:* 10 FREE ST, PORTLAND, ME, 04112

*Mail Address:* P.O. BOX 4510, PORTLAND, ME, 04112

*Established:* 1945

*Telephone:* (207) 775-7271

*Reference:* Policy Area:00 ; Umbrella: 99 Unit: 367 ; Citation: S1945 M.R.S.A., Sect. 000000123

**PURPOSE:**

The mission of the Greater Portland Public Development Commission is to contribute to the creation and maintenance of employment opportunities in the cities of Portland and South Portland by providing assistance to private and public enterprises when conventional resources are not available. This may be accomplished through direct loans, loan guarantees, acquisition and leasing of facilities and grants to non-profit agencies to further the mission of the Commission.

**ORGANIZATION:**

The Commission was created by Special Act of the Legislature and is managed by five Commissioners appointed by the Governor upon consultation with the City Councils of Portland and South Portland.

**PROGRAM:**

The Commission provided a substantial grant to the City of South Portland for the acquisition of the "Bug Light" parcel. The Commission also has provided a loan to Lionel Plante Associates to assist in the expansion of the company's business. The Commission has helped fund the Center for Environmental Enterprise. The Commission continues to monitor its investments in Narrow Gauge Railroad, Yale Cordage, North Atlantic Venture Fund II and CADCAM Associates.

**PUBLICATIONS:**

Brochure describing the activities of the Commission. (No fee)

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**ENERGY TESTING LABORATORY OF MAINE**

**WAYNE H. ROSS, PRESIDENT**

*Central Office:* FORT RD SMTC, SO PORTLAND, ME, 04106

*Mail Address:* FORT RD SMTC, SO PORTLAND, ME, 04106

*Established:* 1976

*FAX:* (207) 767-9630

*Telephone:* (207) 767-9630

*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 424 ; Citation: T0020A M.R.S.A., Sect. 000010201

The energy Testing Laboratory of Maine, (ETLM) was created in 1976 to safety test heating equipment for the Maine Oil and Solid Fuel Licensing Board. That program, which evolved from the heating and air conditioning program at SMTC, led to expanded activities, including the testing of radiant stoves, chimney liners and waste oil heaters, as well as central heating appliances. Over the years ETLM worked for hundreds of companies in the U.S. as well as in foreign countries.

**ORGANIZATION:**

Effective on July 5, 1983, ETLM became a part of Southern Maine Technical College, with the authority to conduct tests, list products, supply labels, provide consultation services, conduct educational programs, perform factory inspections, and provide services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of the industry and the public regarding the quality of construction and safe operation of products tested by ETLM, the maintenance of high testing standards, and the provision of educational and other consultant services, which merge with the educational goals and objectives of SMTC.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

In recent years, the ETLM has ceased to serve an educational role for the college. For that reason, the 118th Maine Legislature passed Public Law, chapter 607, which removed ETLM's association from SMTC, effective June 18, 1998.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	30,973,779	30,125,533	514,369			333,877
INTEREST-DEBT RETIREMENT	203,966					203,966
<b>TOTAL EXPENDITURES</b>	31,177,745	30,125,533	514,369			537,843

## BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM

### ELIZABETH SHORR, CHAIRMAN

*Central Office:* 323 STATE STREET, AUGUSTA, ME 04330

*Mail Address:* 131 STATE HOUSE STATION, AUGUSTA, ME 04333-0131

*Established:* 1985

*Telephone:* (207) 287-1070

*Reference:* Policy Area: 02 ; Umbrella: 99 Unit: 480 ; Citation: T0020A.M.R.S.A., Sect. 000012702

#### **PURPOSE:**

The Board of Trustees of the Maine Technical College System was established in 1985 by Public Law, Chapter 695 to be the policy making authority of the system, to develop and adopt policies for the operation of the system; establish the administrative council; and approve programs and policies recommended by the system president and the administrative council; to prepare and adopt a biennial line-category, operating budget; and to develop and adopt personnel policies and procedures.

#### **ORGANIZATION:**

The Board of Trustees of the Maine Technical College System, consists of 13 members. Twelve are from the fields of business, industry, labor, education, and the general public, and one is a student from one of the technical colleges.

The Commissioner of Education, the Commissioner of Economic and Community Development, and the Commissioner of Labor serve ex officio. P.L. 1985 Chapter 695, "An Act to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986, setting in motion the reorganization of the statewide network of vocational-technical institutes (up until then operated as subsidiaries of the Maine Department of Education, Bureau of Vocational Education under the governance of the State Board of Education) into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees.

In 1989 the 114th Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," which officially changed the name of the Maine Vocational-Technical Institute System to the Maine Technical College System, and clearly defined the system's role in postsecondary education. The Maine Technical College System (MTCS) constitutes a "public instrumentality of the state" but not a "line" State agency included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System.

Maine law defines the basic mission of the Maine Technical College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational education and MTCS as follows: "to create an educated, skilled, and adaptable labor force which is

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

responsive to the changing needs of the economy of the state, and promote local, regional, and statewide economic development." The first institute was established after World War II to provide vocational and technical training to returning veterans. The seventh and most recent college, York County Technical College, was established by the 116th Legislature in 1994.

### PROGRAM:

The MTCS offers nearly 170 certificate, diploma, and associate degree programs in the following program areas - allied health and nursing, business, computers, graphic design & printing, hospitality, marine & natural resources, public & occupational safety, automotive and mechanical technologies, architectural engineering & construction, electrical & electronics, heating, plumbing, air conditioning, refrigeration, metals fabrication, bioscience, video, early childhood education and others.

The MTCS Office, set up by legislation to provide statewide coordination and leadership to the seven colleges, operates at 323 State Street, Augusta. The seven-college system consists of Central Maine Technical College in Auburn, Eastern Maine Technical College in Bangor, Kennebec Valley Technical College in Fairfield, Northern Maine Technical College in Presque Isle, Southern Maine Technical College in South Portland, Washington County Technical College in Calais and Eastport, and York County Technical College in Wells.

The Maine Technical College System operates two state-wide programs geared toward meeting the workforce needs of Maine employers. The Maine Quality Centers Program, established by the Legislature in 1994, is an economic development incentive that provides new or expanding Maine firms with customized education and training, free of charge to the employers and trainees. Maine Career Advantage (formerly the Maine Youth Apprenticeship Program) was established by the Legislature in 1992 as a school-to-work transition program for high school students. Operated statewide through the seven technical colleges, the program integrates school-based learning and real work experience and includes a year at a technical college.

### PUBLICATIONS:

Annual Report of the Maine Technical College System - free  
Maine Technical College System Viewbook  
Maine Technical College System: Contract Training for Business, Industry, and Service Organizations (brochure) - free  
Maine Technical College System Brochure - free  
Course catalogs for each campus - free  
Maine Technical College System Newsletter (issued periodically) - free  
Maine Technical College System Facts - free

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	30,973,779	30,125,533	514,369			333,877
INTEREST-DEBT RETIREMENT	203,966					203,966
<b>TOTAL EXPENDITURES</b>	31,177,745	30,125,533	514,369			537,843

## MAINE TURNPIKE AUTHORITY

### JULIAN R. COLES, CHAIRMAN

Central Office: 430 RIVERSIDE ST, PORTLAND, ME,

Mail Address: 430 RIVERSIDE ST, PORTLAND, ME, 04103

Established: 1941

Reference: Policy Area:07 ; Umbrella: 99 Unit: 420 ; Citation: T0023

Telephone: (207) 871-7771

M.R.S.A., Sect. 000001965

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PURPOSE:**

The 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 subject to confirmation by the Legislature. 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, and is an independent agency created by the Legislature.

### **PROGRAM:**

Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls, and supplemental selected D.O.T. programs for access roads to the Turnpike and along the corridor.

### **LICENSES:**

The Maine Turnpike Authority issues permits which authorize loads and overlimit loads. The fee for the permit is \$10.00.

### **PUBLICATIONS:**

"The Maine Turnpike Rules and Regulations Governing the use of Turnpike"

**FINANCES, FISCAL YEAR 1998:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES**

### **HENRY G. LOBL, EXECUTIVE DIRECTOR**

*Central Office:* 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

*Mail Address:* 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

*Established:* 1977

*FAX:* (207) 623-3093

*Telephone:* (207) 622-0075

*Reference:* Policy Area: 06 ; Umbrella: 99 Unit: 397 ; Citation: T0037B M.R.S.A., Sect. 000000603

### **PURPOSE:**

The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage homes for veterans, their spouses, and widowers. There are currently five State Veterans Homes with a total of 490 beds.

### **ORGANIZATION:**

The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of ten members appointed by the Governor for overlapping terms of three years under limitations provided by statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. 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 Maine Veterans Home has a 120-bed nursing home in Augusta, a 40-bed nursing home in Caribou, a 120-bed nursing home in Scarborough, a 120-bed home at Bangor with a 40-bed special care unit, and a 90-bed home at South Paris with a 30-bed special care unit. All are Medicaid and Medicare certified Facilities.

The homes accept for admission veterans and the spouse, widow or widower of such veteran, in need of nursing home care.

The Veterans Home - Augusta is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice medicine at the Maine-Dartmouth Family Practice Residency Program. The Maine Veterans Home - Scarborough is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practical Medicine and Internal Medicine at the Maine Medical Center. Both Homes are also clinical resources in geriatric nursing

# INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

**FINANCES, FISCAL YEAR 1998:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>						
INTEREST-DEBT RETIREMENT	149,700					149,700
TOTAL EXPENDITURES	149,700					149,700

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