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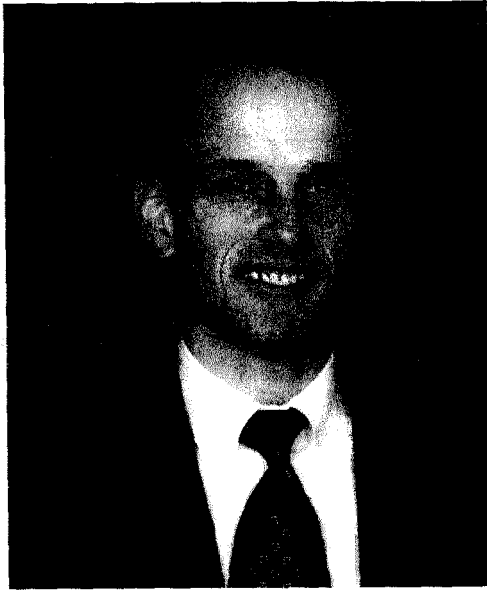
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# **MAINE STATE GOVERNMENT ANNUAL REPORT 2002-2003**



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

*Published at  
Augusta, Maine  
2003*



**John Elias Baldacci  
Governor of Maine**

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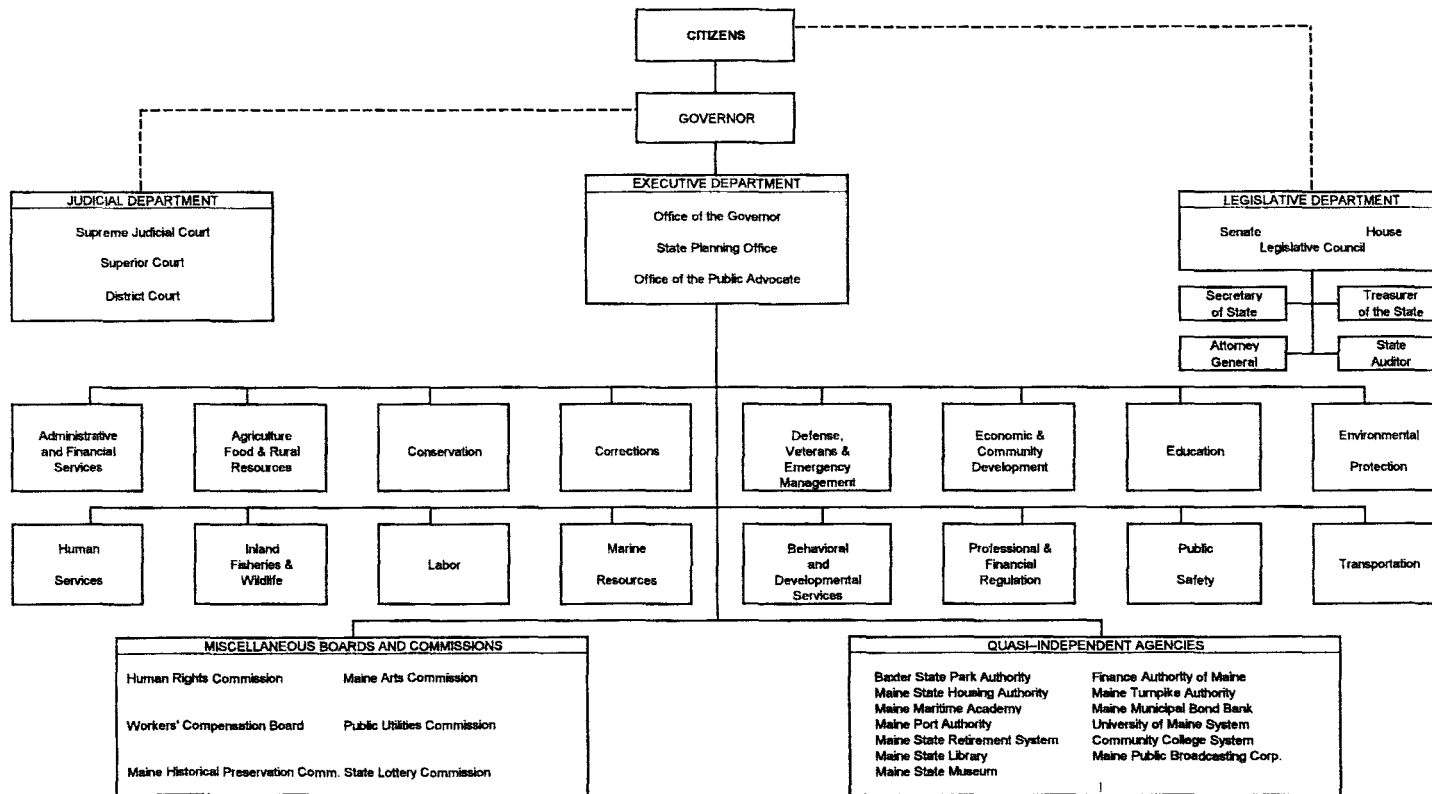
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

# ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT







# 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 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 350 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, Food 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 Behavioral and Developmental Services
- 15 Department of Defense, and Emergency Services
- 16 Department of Public Safety
- 17 Department of Transportation
- 18 Department of Administrative 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 locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

**Average Count - All Positions and 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 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 *MFASIS* system supplemented by data not included in the State's accounting system or not 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 *MFASIS* system deals with "rounded" whole-dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

This Maine State Government Annual Report is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and 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 judgment of those who will use it.

THE EDITOR

## TABLE OF CONTENTS

Department of Administrative and Financial Services	1
Bureau of Accounts and Control	2
Bureau of Alcoholic Beverages and Lottery Operations	3
Bureau of the Budget	5
Capitol Planning Commission	6
Central Motor Pool	7
Office of the Chief Information Officer	8
State Claims Commission	9
State Employee Health Commission	10
Bureau of Employee Relations	12
Division of Financial and Personnel Services	13
Bureau of General Services	14
Bureau of Human Resources	15
Bureau of Information Services	17
InforME	19
State Liquor and Lottery Commission	20
Bureau of Revenue Services	21
Division of Risk Management	23
Department of Agriculture, Food and Rural Resources	25
Office of Agricultural, Natural and Rural Resources	26
Maine Agricultural Bargaining Board	28
Division of Animal Health and Industry	29
Aroostook Water and Soil Management Board	30
State Harness Racing Commission	31
(Office of) State Horticulturist	33
Division of Market and Production Development	34
Maine Milk Commission	36
Board of Pesticides Control	38
Division of Plant Industry	39
Seed Potato Board	42
Potato Marketing Improvement Committee	43
Division of Quality Assurance and Regulation	44
Pull Events Commission	44
(Office of) Sealer of Weights and Measures	46
Department of the Attorney General	48
District Attorneys	50
Office of Chief Medical Examiner For the State	50
Victims' Compensation Board	51
Department of Audit	53
Departmental Bureau (Audit)	54
Unorganized Territory (Audit)	55
Department of Behavioral and Developmental Services	57
Office of Advocacy BDS	58
Aroostook Residential Center	60
Augusta Mental Health Institute	61
Bangor Mental Health Institute	63
Children's Services	65

## TABLE OF CONTENTS

Developmental Disabilities Office BDS	66
Elizabeth Levinson Center	67
Division of Mental Health	68
Division of Mental Retardation	70
Office of Substance Abuse	71
Department of Conservation	73
Coastal Island Registry	76
Division of Forest Health and Monitoring	76
Bureau of Forestry (aka Maine Forest Service)	78
Division of Forest Protection	79
Division of Forest Policy and Management	80
General Services (Conservation)	82
Maine Land Use Regulation Commission	83
Bureau of Geology and Natural Areas	85
Bureau of Parks and Lands	86
Department of Corrections	90
Office of Advocacy (Corrections)	91
Charleston Correctional Facility	92
Maine Correctional Center	94
Downeast Correctional Facility	96
Juvenile Justice Advisory Group	97
Juvenile Community Corrections	98
Long Creek Youth Development Center	99
Mountain View Youth Development Center	101
State Parole Board	102
State Prison	103
Division of Probation and Parole	105
Office of Victim Services	106
Department of Defense, Veterans and Emergency Management	108
Maine Emergency Management Agency	111
Military Bureau	113
Bureau of Maine Veterans' Services	114
Department of Economic and Community Development	116
Applied Technology Development Center System	119
Office of Business Development	120
Maine Small Business Commission	121
Office of Tourism and Community Development	122
Department of Education	125
(Office of) State Historian	126
Learning Systems Team	127
Leadership Team	128
Management Information Systems Team	130
Regional Services Team	131
Support Systems Team	133
Education Unorganized Territory	134
Department of Environmental Protection	136
ACE Service Center	140

## TABLE OF CONTENTS

Bureau of Air Quality	140
Office of the Commissioner	142
Board of Environmental Protection	143
Bureau of Land and Water Quality	145
Bureau of Remediation and Waste Management	147
Office of Pollution Prevention	147
Board of Underground Storage Tank Installers	149
Executive Department	151
(Office of) Governor	151
Governor's Board On Executive Clemency	152
Governor's Select Committee On Judicial Appointments	153
Land For Maine's Future Board	153
Maine Land and Water Resources Council	155
State Planning office	156
(Office of) Public Advocate	158
Department of Human Services	160
Bureau of Child and Family Services	162
Division of Community and Family (Human Services)	163
Community Services Center	164
Division of Disability Determination Services	165
Division of Disease Control (Human Services)	166
Bureau of Elder and Adult Services	167
Bureau of Family Independence	169
Bureau of Health	171
Division of Health Engineering (Human Services)	171
Office of Management and Budget (Human Services)	174
Bureau of Medical Services (Human Services)	175
Maine Public Drinking Water Commission	179
Office of Programs (Human Services)	179
Office of Public & Legislative Affairs (Human Svcs)	180
Health and Environmental Testing Laboratory(Human Services)	181
Division of Regional Operations	183
Office of Vital Statistics	184
Department of Inland Fisheries and Wildlife	186
Bureau of Administrative Services (IF&W )	188
Advisory Council (Inland Fisheries & Wildlife)	189
Junior Maine Guides and Trip Leaders Curriculum Advisory Board	190
Advisory Board For the Licensing of Guides	191
Maine Outdoor Heritage Fund Board	192
Division of Planning (IF&W )	193
Division of Public Information and Education (IF&W )	194
Bureau of Resource Management (IF&W )	195
Bureau of Warden Service (IF&W )	197
Judicial Department	199
Administrative Office of the Courts	200
Board of Bar Examiners	201
State Court Library Committee	202



## TABLE OF CONTENTS

Court Alternative Dispute Resolution Service (CADRES) Committee	203
District Court For the State of Maine	204
Committee On Judicial Responsibility and Disability	205
Board of Overseers of the Bar	206
Superior Court	207
Supreme Judicial Court	207
Department of Labor	209
Division of Administrative Hearings	212
Office of the Commissioner	212
State Board of Arbitration and Conciliation	213
Division For the Blind and Visually Impaired	214
Division of Deafness	215
Advisory Council For the Division of Deafness	216
Bureau of Employment Services	217
Bureau of Unemployment Compensation	218
Maine Jobs Council	219
Bureau of Labor Standards	220
Division of Labor Market Information Services	222
Maine Labor Relations Board	223
Panel of Mediators	225
Board of Occupational Safety and Health	226
Bureau of Rehabilitation Services	227
Maine Unemployment Insurance Commission	228
Law and Legislative Reference Library	230
Legislature	232
Senate	236
House of Representatives	237
Legislative Council	238
(Office of) Executive Director of the Legislative Council	239
Office of Fiscal and Program Review	240
Office of Policy and Legal Analysis	240
Office of the Revisor of Statutes	241
Maine-Canadian Legislative Advisory Commission	242
State House and Capitol Park Commission	243
Commission On Interstate Cooperation	244
Commission On Uniform State Laws	244
Office of Legislative Information Services	245
Department of Marine Resources	247
Division of Administrative Services	248
Advisory Council (To Marine Resources)	250
Division of Community Resource Development	250
Bureau of Marine Patrol	251
Bureau of Resource Management	252
Maine Maritime Academy	255
Department of Professional and Financial Regulation	257
Division of Administrative Services	258
Bureau of Financial Institutions	260

## TABLE OF CONTENTS

Office of Consumer Credit Regulation	262
Board of Dental Examiners	264
State Board of Registration For Professional Engineers	265
Bureau of Insurance	267
Office of Licensing and Registration	269
Board of Licensure In Medicine	273
State Board of Nursing	275
State Board of Optometry	277
Board of Osteopathic Licensure	278
Office of Securities	279
Department of Public Safety	282
Bureau of Capitol Security	284
Maine Criminal Justice Academy	285
Missing Children Information Clearinghouse	285
Board of Trustees of the Maine Criminal Justice Academy	287
Maine Drug Enforcement Agency	288
Emergency Medical Services Board	289
E-9-1-1 Council	290
Emergency Services Communication Bureau	290
Office of the State Fire Marshal	291
Bureau of Highway Safety	293
State Bureau of Identification	294
Bureau of Liquor Enforcement	295
Bureau of State Police	296
Public Utilities Commission	298
Department of the Secretary of State	301
Administrative Services Division (Motor Vehicles)	302
Maine State Archives	303
Division of Archives Services	305
Division of Corporations	306
Bureau of Corporations, Elections and Commissions	307
Division of Driver License Services	308
Division of Elections and Commissions	309
Office of Investigation	310
Medical Advisory Board (Re: Licensing of Drivers)	311
Bureau of Motor Vehicles	312
Division of Records Management Services	313
Division of Vehicle Services	314
Department of Transportation	316
Bureau of Finance and Administration (Transportation)	319
Maine Aeronautical Advisory Board	320
Office of Environmental Services	320
Maine State Ferry Advisory Board	321
Office of Human Resources	321
Office of Internal Audit	322
Office of Legal Services	323
Bureau of Maintenance and Operations	324

## TABLE OF CONTENTS

Bureau of Planning	325
Maine Pilotage Commission	325
Bureau of Project Development	327
Office of Policy Analysis	327
Bureau of Transportation Services	328
(Office of) Treasurer of State	331
Board of Trustees of the University of Maine System	333
Independent Agencies - Regulatory	
State Board of Education	337
Maine Health Data Organization	338
Work Center Purchases Committee	339
Workers' Compensation Board	340
Independent Agencies - Advisory	
Maine HIV Advisory Committee	346
Archives Advisory Board	346
Maine Temporary Assistance For Needy Families Advisory Council	347
Maine Criminal Justice Commission	347
Criminal Law Advisory Commission	348
Advisory Council On Tax-Deferred Arrangements	349
Advisory Committee On Dental Education	350
Maine Developmental Disabilities Council	350
Maine Commission On Domestic and Sexual Abuse	351
Domestic Abuse Homicide Review Panel	351
Advisory Committee On Family Development Accounts	352
Advisory Committee On Fair Competition With Private Enterprise	352
Family Law Advisory Commission	353
Maine Fire Protection Services Commission	354
Maine Historical Records Advisory Board	354
Displaced Homemakers Advisory Council	355
Interagency Task Force On Homelessness & Housing Opportunities	356
Information Services Policy Board	357
Lobster Advisory Council	358
Oil Spill Advisory Committee	358
Petroleum Advisory Committee	359
State Poet Laureate Selection Advisory Panel	360
Pollution Prevention Advisory Committee	360
Prescription Drug Advisory Commission	361
River Flow Advisory Commission	362
Commission On Safety and Health In the Maine Workplace	363
Substance Abuse Services Commission	364
Advisory Board For the Licensing of Taxidermists	364
Travel Information Advisory Council	365
Board of Visitors - Maine Correctional Center	366

## TABLE OF CONTENTS

Board of Visitors - Maine State Prison	366
Board of Visitors - Long Creek Youth Development Center	367
Whitewater Safety Committee	367
Independent Agencies - Other	
Maine Arts Commission	369
Atlantic Salmon Commission	370
Baxter State Park Authority	372
State Civil Service Appeals Board	375
Maine Commission On Community Service	375
Maine State Cultural Affairs Council	377
Maine Economic Growth Council	377
Maine Educational Loan Authority	378
Board of Emergency Municipal Finance	379
State Emergency Response Commission	380
Kim Wallace Adaptive Equipment Loan Program Fund Board	380
Commission On Governmental Ethics and Election Practices	381
Finance Authority of Maine	383
Advisory Committee On Medical Education	385
Maine Health and Higher Educational Facilities Authority	385
Maine Historic Preservation Commission	386
Maine Human Rights Commission	388
Maine Indian Tribal-State Commission	389
Maine State Library	390
Maine Library Commission	391
Lobster Promotion Council	392
Maine Advisory Committee On Mental Retardation	395
Motor Carrier Review Board	395
Maine Municipal Bond Bank	396
Maine State Museum	397
Maine State Museum Commission	399
Northern New England Passenger Rail Authority	399
State Board of Property Tax Review	400
Maine Public Utility Financing Bank	401
(Brd of Trustees of The) Me State Retirement System	402
Saco River Corridor Commission	403
Maine Technology Institute	405
Wells National Estuarine Research Reserve Management Authority	406
Maine Humanities Council	410
Centers For Innovation	411
Maine Rural Development Council	412
New England Interstate Water Pollution Control Commission	413
Independent Agencies - Interstate	
Atlantic States Marine Fisheries Commission	415
Education Commission of the States	416
Northeastern Interstate Forest Fire Protection Commission	417

## TABLE OF CONTENTS

Maine-New Hampshire Interstate Bridge Authority	418
New England Board of Higher Education	418
St. Croix International Waterway Commission	420
Independent Agencies - Not Part of State Government	
Baxter Compensation Authority	422
Wild Blueberry Commission of Maine	423
University of Maine System Wild Blueberry Advisory Committee	424
Board of the Maine Children's Trust Incorporated	425
Civil Air Patrol	426
Maine Dairy and Nutrition Council	427
Maine Dairy Promotion Board	428
Maine Development Foundation	429
Disability Rights Center	430
Foundation For Blood Research	431
Governor Baxter School For the Deaf	432
Maine Governmental Facilities Authority	433
Harness Racing Promotional Board	434
Health Station	434
Maine Historical Society	435
Maine Hospice Council	437
Maine State Housing Authority	439
Maine Insurance Guaranty Association	440
Maine International Trade Center	440
Maine Military Authority	441
Pine Tree Legal Assistance	442
Maine Potato Board	443
Maine Port Authority	444
Maine Potato Quality Control Board	445
Maine Public Broadcasting Corporation	445
Greater Portland Public Development Commission	449
Maine Rural Development Authority	449
Board of Trustees of the Maine Community College System	450
Maine Turnpike Authority	452
Board of Trustees of the Maine Veterans' Homes	452

### NEWLY CREATED UNITS

Unit	Name	Citation
127A	OFFICE OF THE CHIEF INFORMATION OFFICER	Administrative Change

### ABOLISHED UNITS

Unit	Name	Citation
112	MAINE SCIENCE AND TECHNOLOGY FOUNDATION	C. 20, § RR, PL 2003
212	CERTIFICATE OF NEED ADVISORY COMMITTEE	C. 664, PL 2001
284	EDUCATIONAL LEAVE ADVISORY BOARD	C. 519, pl 2001
468	NAT RESOURCES FINANCING AND MARKETING BOARD (FAME)	C. 417, § 10, PL 2001

### INACTIVE UNITS

Unit	Name	Citation
616	SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD	C. 439, § Z, PL 2003
619	CONSUMER CHOICE HEALTH PLAN, MAINE	C 708, PO 2001
623	PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY, OFFICE OF	C 702, PL 2001



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**

**REBECCA WYKE, COMMISSIONER**

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, 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: 106 ; Citation: T0005 M.R.S.A., Sect. 000021002

*Average Count--All Positions:* 972.428 *Legislative Count:* 964.00

**Units:**

BUREAU OF ACCOUNTS AND CONTROL  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY  
OPERATIONS  
BUREAU OF THE BUDGET  
CAPITOL PLANNING COMMISSION  
CENTRAL MOTOR POOL  
OFFICE OF THE CHIEF INFORMATION OFFICER  
STATE CLAIMS COMMISSION  
STATE EMPLOYEE HEALTH COMMISSION  
BUREAU OF EMPLOYEE RELATIONS

DIVISION OF FINANCIAL AND PERSONNEL SERVICES  
BUREAU OF GENERAL SERVICES  
BUREAU OF HUMAN RESOURCES  
BUREAU OF INFORMATION SERVICES  
INFORME  
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. Public Laws of 1991, Chapter 780 merged the Department of Administration with the Department of Finance.

**PROGRAM:**

The programs of the Department are implemented through its bureaus, divisions, and other program 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 2003:** 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	34,104,249	18,062,769	977,047	573,489		14,490,944
HEALTH BENEFITS	10,498,108	5,688,959	300,919	236,970		4,271,260
RETIREMENTS	4,581,107	2,452,724	136,268	74,411		1,917,704
OTHER FRINGE BENEFITS	450,986	233,151	12,978	8,132		196,725
OTHER CONTRACT SERVICES STATE	9,249,907	3,213,286	3,404,591	35,540		2,596,490
COMPUTER SERVICES STATE	2,683,164	630,329	29,049	51,028	43,122	1,929,636
OTHER CONTRACT SERVICES	52,594,967	7,990,057	431,547	486,452	3,368	43,683,543
RENTS	4,927,586	1,119,548	1,333,699	34,651		2,439,688
COMMODITIES	15,199,798	9,046,246	780,828	160,998		5,211,726
GRANTS, SUBSIDIES, PENSIONS	122,573,555	79,413,902	7,847,098		25,006,822	10,305,733
PURCHASE OF LAND		1,730				
EQUIPMENT	4,971,688	2,631,736	1,983,842			356,110
INTEREST-DEBT RETIREMENT	7,805,902	7,176,908	120	201,005		427,869
TRANSFER TO OTHER FUNDS	352,437,356		188,171	3,295	328	352,245,562
COST OF GOODS SOLD	15,706,752	4,648,973		98,499		10,959,280
<b>TOTAL EXPENDITURES</b>	<b>637,786,855</b>	<b>142,310,318</b>	<b>17,426,157</b>	<b>1,964,470</b>	<b>25,053,640</b>	<b>451,032,270</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	198,760	198,760				
HEALTH BENEFITS	43,393	43,393				
RETIREMENTS	34,711	34,711				
OTHER FRINGE BENEFITS	2,196	2,196				
OTHER CONTRACT SERVICES STATE	80,122	80,122				
OTHER CONTRACT SERVICES	7,700	7,700				
RENTS	63	63				
COMMODITIES	208,842	15,738				193,104
GRANTS, SUBSIDIES, PENSIONS	39,481,835	12,881,066			25,000,000	1,600,769
<b>TOTAL EXPENDITURES</b>	<b>40,057,622</b>	<b>13,263,749</b>			<b>25,000,000</b>	<b>1,793,873</b>

## BUREAU OF ACCOUNTS AND CONTROL

### EDWARD A KARASS, STATE CONTROLLER

*Central Office:* BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME 04333

*Mail Address:* 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014 *FAX:* (207) 287-4601

*Established:* 1931 *Telephone:* (207) 626-8421

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 119 ; *Citation:* T0005 *M.R.S.A., Sect.* 000001541

*Average Count--All Positions:* 26.000 *Legislative Count:* 26.00

#### PURPOSE:

The Bureau of Accounts and Control maintains accounting policy and records according to Government Accounting Standards Board (GASB) rules. The powers and duties of the Bureau are detailed in Title 5, section 1541 of the Maine Revised Statutes Annotated.

#### ORGANIZATION:

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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 and reporting all state financial transactions. Staff analyzes fiscal transactions and payrolls to ensure legality and correctness. Official financial records for all state agencies and programs are administered by the Bureau staff. The Bureau's Financial Reporting Unit prepares and publishes the state's Comprehensive Annual Financial Report (CAFR), based on Generally Accepted Accounting Principals (GAAP). The CAFR includes both blended and discretely presented Component Units. The State Auditor audits the CAFR that is delivered to a wide audience.

The Maine Financial and Administrative Statewide Information System (MFASIS) is the State's ERP or legacy IT system. Bureau staff work closely with the (BIS) MFASIS team and the MFASIS Steering Committee to maintain and enhance MFASIS. Three production systems make up MFASIS: Accounting, Budget, and Human Resources. A data warehouse for all production systems is provided for statewide fiscal statements. Queries to the warehouses can provide ad hoc or regular management reports, valuable data sorts, or specific data required in the course of completing fiscal work. The accounting production system is used to process over 1.3 million payables and another 240,000 accounting transactions annually. All payments above \$2,500 are reviewed and approved by Bureau staff.

The Human Resource production system keeps current personnel, payroll and position control information. This system issues over 370,000 payroll payments annually, with about 77% via direct deposit (electronic) and the balance via paper checks. The Bureau's Payroll Unit audits agency payroll input and initiates statewide payroll weekly. Other system functionality key to the work of the Payroll Unit includes tax withholding data and W-2 production. The most recent enhancement to the HR system is the introduction of MS-TAMS (Maine State Time and Attendance System).

### PUBLICATIONS:

The Comprehensive Annual Financial Report for the State of Maine - Free

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,007,108	1,007,108				
HEALTH BENEFITS	278,197	278,197				
RETIREMENTS	150,089	150,089				
OTHER FRINGE BENEFITS	15,455	15,455				
OTHER CONTRACT SERVICES STATE	309,179	309,179				
OTHER CONTRACT SERVICES	66,045	66,045				
RENTS	4,908	4,908				
COMMODITIES	3,216,715	3,216,715				
<b>TOTAL EXPENDITURES</b>	<b>5,047,696</b>	<b>5,047,696</b>				

## BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

### PAM COUTTS, DIRECTOR

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

Mail Address: 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008

Established: 1992

Reference: Policy Area:00 ; Umbrella: 18 Unit: 553 ; Citation: T0005

Average Count--All Positions: 112.870

FAX: (207) 287-6769

Telephone: (207) 287-3721

M.R.S.A., Sect. 000021006

Legislative Count: 108.00

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### **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, Tri-State Megabucks and Tri-State Win 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.

Of the 27 State Liquor Stores, LD 300, Part V, Section V-3 mandated the closure of eight (8) by December 31, 2001 and another six (6) by October 31, 2002.

### **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. Lottery Link
3. 25th Anniversary Factbook
4. Maine Spirit Spotlight

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	2,733,000					2,733,000
HEALTH BENEFITS	951,053					951,053
RETIREMENTS	359,393					359,393
OTHER FRINGE BENEFITS	25,239					25,239
OTHER CONTRACT SERVICES STATE	166,805					166,805
COMPUTER SERVICES STATE	376,796					376,796
OTHER CONTRACT SERVICES	2,282,812					2,282,812
RENTS	791,264					791,264
COMMODITIES	466,901					466,901
TRANSFER TO OTHER FUNDS	177,438,313					177,438,313
<b>TOTAL EXPENDITURES</b>	<b>185,591,576</b>					<b>185,591,576</b>

## BUREAU OF THE BUDGET

### KEITH TODD, STATE BUDGET OFFICER

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, 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:* 12.000

*Legislative Count:* 12.00

#### 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. 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

statements of the State's bond indebtedness.

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 Fiscal Year 2002-03, the Bureau implemented the first phase of the new automated Budget and Financial Management System and produced the FY04-05 Biennial Budget Document and budget bills using the system.

The Bureau also produces the Maine State Government Annual Report, prepares long range budget forecasts for financial planning and analyses and prepares General Fund and Highway Fund revenue forecasts through consensus forecasting pursuant to Title 5, chapter 151-B.

### PUBLICATIONS:

State Budget Document

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 2002 - 2005

**FINANCES, FISCAL YEAR 2003:** 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
EXPENDITURES						
SALARIES & WAGES	592,595	555,714		36,881		
HEALTH BENEFITS	139,024	129,696		9,328		
RETIREMENTS	95,701	89,251		6,450		
OTHER FRINGE BENEFITS	4,768	4,114		654		
OTHER CONTRACT SERVICES STATE	3,299	3,299				
OTHER CONTRACT SERVICES	43,427	43,427				
RENTS	546	546				
COMMODITIES	116,022	116,022				
TOTAL EXPENDITURES	995,382	942,069		53,313		

## CAPITOL PLANNING COMMISSION

### ELAINE CLARK, SECRETARIAT

Central Office: BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME 04333

Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 FAX: (207) 287-4039

Established: 1967

Telephone: (207) 624-7360

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

### PURPOSE:

The Capitol Planning Commission was established to ensure the orderly development of the Capitol Area and provide effective planning for possible further growth to the governmental agencies of the State of Maine in Augusta.

### 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The Capitol Planning Commission, including a subcommittee reviewing and revising zoning districts and rules, met nine times during fiscal year 2003.

The Commission discussed the following:

Renovations to the Dept of Labor Building, 20 Union Street;  
Demolition of the Locke House and adjacent garage within the Arsenal Complex;  
MDOT renovations to Child Street headquarters;  
Casco Bank signage;  
Renovation of the Harlow Building, concept plan;  
Signage for Riverview Psychiatric Center;  
Exterior percent for art at the Riverview Psychiatric Center and Tyson buildings;  
Gage Street project to replace lighting fixtures and poles;  
Progress report on construction of Riverview Psychiatric Center;  
Progress report on Harlow Building renovations;  
New ATM and drive-through at Bangor Savings Bank;  
East Campus (AMHI) infrastructure (sanitary, storm sewers, water lines), including rebuilding of Arsenal Street;  
Removal of pump house on Arsenal Street;  
LD 1464, bill to add "Old Max" to Arsenal Complex sale'  
Four meetings addressing boundaries of District, distinct zones within the boundaries, and revisions to rules.

### LICENSES:

Special or Temporary Use Permits  
Sign Permits  
Approvals for Large and Small Projects

### PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## CENTRAL MOTOR POOL

### ELAINE CLARK, 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:* 15,000

*Legislative Count:* 15,00

### PURPOSE:

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

### ORGANIZATION:

The Central Motor Pool was established by Public Law 1991, Chapter 591, Part III, Section 5514.

### PROGRAM:

The lease line provides over 1,300 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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.

The 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.

**FINANCES, FISCAL YEAR 2003:** 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	440,013					440,013
HEALTH BENEFITS	160,262					160,262
RETIREMENTS	58,076					58,076
OTHER FRINGE BENEFITS	8,079					8,079
COMPUTER SERVICES STATE	144,619					144,619
OTHER CONTRACT SERVICES	2,958,925					2,958,925
RENTS	3,610					3,610
COMMODITIES	80,266					80,266
INTEREST-DEBT RETIREMENT	395,873					395,873
TRANSFER TO OTHER FUNDS	30,903					30,903
TOTAL EXPENDITURES	4,280,626					4,280,626

## OFFICE OF THE CHIEF INFORMATION OFFICER

### RICHARD B. THOMPSON, CHIEF INFORMATION OFFICER

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333

*Mail Address:* 173 STATE HOUSE STATION, AUGUSTA, ME 04333-0173 *FAX:* (207) 287-8489

*Established:*

*Telephone:* (207) 624-4568

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

#### PURPOSE:

The Office of the Chief Information Officer provides centralized direction, coordination and oversight to information technology policy making, planning, architecture and standardization. This includes responsibilities over information technology leadership, communications, planning, financial performance management, procurement and contract management, and resource management.

#### ORGANIZATION:

Legislation enacted during the 120th First Regular Session established the Office of the Chief Information Officer. The office consists of the Chief Information Officer, two Information Technology Management Analysts, and an Administrative Secretary. This staffing supports statutory responsibilities relative to information technology strategic planning and architecture, technology accessibility, and other associated policies and standards concerning technology, emerging trends, and protocols vital to the effective, efficient use of technology in Maine State Government.

#### PROGRAM:

The Office of the Chief Information Officer provides leadership to information technology management within Maine State Government through oversight of four mutually supporting components. The State Strategic IT Plan component incorporates a single vision, with supporting strategies and principles, to provide direction that drives the second component of IT Investment Management. IT Investment Management includes those budget planning and tracking mechanisms used in supporting decisions relative to IT efficiencies and economies. Those decisions are also supported by an evolving IT Architecture, which is the component that identifies specific tools and vendor

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

solutions, while integrating emerging trends with current and planned support requirements. The State IT Architecture component is updated and improved by the fourth component, IT Performance, which includes review and analysis metrics for quality assurance throughout specific phases of IT life cycle management.

The outcome of the IT Performance component influences changes to the Strategic IT Plan, completing the cycle of the four component model. The CIO provides leadership to each component and with the Information Services Policy Board, ensures appropriate governance support is provided to that model.

The Office of the CIO provides strength to IT governance by establishing sound IT policies and providing assistance in the implementation of those policies. A key element to this program is an IT Project Management Protocol that includes various activities of a systems development methodology and facilitates management review at specific phases over the complete life cycle management process. This Project Management Protocol engages support from the Office of the CIO for IT project tracking and reporting, as well as IT contract and training management. Strategically, the Project Management Protocol will align with the four components of the IT management model described above.

### **PUBLICATIONS:**

Strategic Information Technology Plan

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE CLAIMS COMMISSION

### SIDNEY GELLER, ESQUIRE

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333

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

*Established:* 1961

*Telephone:* (207) 624-7411

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

*Average Count--All Positions:* 1.000

*Legislative Count:* 1.00

### **PURPOSE:**

The State Claims Commission was established to ensure 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



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

of the State Claims Commission.

### PROGRAM:

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	34,228			34,228		
HEALTH BENEFITS	8,933			8,933		
RETIREMENTS	3,012			3,012		
OTHER FRINGE BENEFITS	413			413		
OTHER CONTRACT SERVICES STATE	4,330			4,330		
COMPUTER SERVICES STATE	3,423			3,423		
OTHER CONTRACT SERVICES	4,390			4,390		
COMMODITIES	6,234			6,234		
TRANSFER TO OTHER FUNDS	2,343			2,343		
<b>TOTAL EXPENDITURES</b>	<b>67,306</b>			<b>67,306</b>		

## 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-two (22) 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; one labor member from the Maine State Retirement System employees appointed by the 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 and Benefits, ex officio; one labor member from the Maine Technical College System faculty or administrative unit; one member from the Maine Technical College System appointed by the President; and one management member appointed by the Executive Director of the Maine State Retirement System.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The Commission renewed its contract with Anthem Blue Cross Blue Shield to provide health insurance benefits to active and retiree members of the State employee group health plan effective April 1, 2003. The contract provides for a point-of-service (POS) managed care plan for active employees and non-Medicare eligible retirees. The Group Companion Plan provides supplemental coverage for Medicare eligible retirees. The group health plan provides health care benefits for approximately 41,000 covered lives. The Commission has renewed the dental insurance contract with Northeast Dental through FY2004.

The Commission has adopted the strategy of value-based purchasing in an effort to improve the quality of healthcare services provided to its members. In conjunction with this value-based purchasing strategy, the Commission is an active member of several state and national organizations including the Leapfrog Group, a national organization of health care purchasers committed to improving patient safety. The Commission is a founding member of the Maine Health Management Coalition (MHMC), an organization of employers, providers, and health plans committed to improving the value of healthcare provided to Maine citizens.

Through the MHMC, the Commission is attempting to introduce a pay for performance strategy to reward providers who deliver high quality care.

The Commission is also a founding member of the Maine Healthcare Purchasing Collaborative, a group of public and private purchasers of healthcare organized to implement value-based purchasing strategies via group purchasing arrangements and new product development.

### PUBLICATIONS:

Certificate of Coverage, HMO Choice (POS) - Free  
 Certificate of Coverage, Group Companion Plan - Free  
 Directory of Health Care Providers - Free  
 A Guide to Health Insurance for Retired Members - Free  
 Northeast Delta Dental, Dental Plan Description - Free  
 Directory of Participating Dentists ? Free  
 Annual Report to the Governor -Free

**FINANCES, FISCAL YEAR 2003:** 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	359,804					359,804
HEALTH BENEFITS	119,810					119,810
RETIREMENTS	56,782					56,782
OTHER FRINGE BENEFITS	5,577					5,577
OTHER CONTRACT SERVICES STATE	564,344					564,344
COMPUTER SERVICES STATE	67,263					67,263
OTHER CONTRACT SERVICES	35,662,739					35,662,739
RENTS	43,065					43,065
COMMODITIES	74,713					74,713
GRANTS, SUBSIDIES, PENSIONS	35,979					35,979
INTEREST-DEBT RETIREMENT	48					48
TRANSFER TO OTHER FUNDS	118,814,235					118,814,235
<b>TOTAL EXPENDITURES</b>	<b>155,804,359</b>					<b>155,804,359</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF EMPLOYEE RELATIONS**

**KENNETH A. WALO, DIRECTOR**

*Central Office:* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04333

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

*Established:* 1986

*Telephone:* (207) 287-4453

*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.

**PROGRAM:**

The Bureau negotiated for successor agreements for all seven bargaining units and successfully completed negotiations for three of the seven bargaining units for contracts which will expire on June 30, 2005. The Bureau also continued to administer collective bargaining agreements by providing advice and counsel to agencies regarding the interpretation and application of the collective bargaining agreements. Bureau staff conducted grievance hearings, represented agencies in grievance arbitrations, and continued to amicably resolve grievances.

The Bureau was actively involved in cases before the Maine Labor Relations Board, pursuing unit clarification petitions and defending agencies in prohibited practice complaints.

The Bureau was also responsible for management representation on ongoing labor-management committees dealing with employee work schedules, physical fitness programs, and other bargaining related activities. The Bureau continued to provide management training to agencies regarding all aspects of employee relations.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	394,207	394,207				
HEALTH BENEFITS	89,705	89,705				
RETIREMENTS	62,523	62,523				
OTHER FRINGE BENEFITS	4,159	4,159				
OTHER CONTRACT SERVICES STATE	44,186	44,186				
OTHER CONTRACT SERVICES	23,941	23,941				
RENTS	41,279	41,279				
COMMODITIES	34,768	34,768				
<b>TOTAL EXPENDITURES</b>	<b>694,768</b>	<b>694,768</b>				

## DIVISION OF FINANCIAL AND PERSONNEL SERVICES

### RYAN LOW, DIRECTOR

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333

*Mail Address:* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074 *FAX:* (207) 287-4032

*Established:* 1992

*Telephone:* (207) 624-7400

*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 is 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, the State Planning Office, the Department of Economic and Community Development, the Governor's Office, the Blaine House, and the Department of Education.

#### ORGANIZATION:

The Division of Financial and Personnel Services was established by statute on June 30, 1992.

#### PROGRAM:

The technical assistance and support provided to bureaus within the Department of Administrative and Financial Services (and others as mentioned above) include accounting, auditing and budgetary functions, and departmental personnel functions.

#### PUBLICATIONS:

Affirmative Action - (Free)

Department Employee Information Booklet - (Free)

DAFS Information Technology Policy - (Free)

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	1,083,866	358,590	725,276			
HEALTH BENEFITS	339,801	107,864	231,937			
RETIREMENTS	152,594	52,647	99,947			
OTHER FRINGE BENEFITS	13,505	3,669	9,836			
OTHER CONTRACT SERVICES STATE	174,287	60,889	113,398			
COMPUTER SERVICES STATE	3,407	3,407				
OTHER CONTRACT SERVICES	43,735	17,069	26,666			
RENTS	230	185	45			
COMMODITIES	335,922	34,743	301,179			
GRANTS, SUBSIDIES, PENSIONS	31,937		25,115		6,822	
INTEREST-DEBT RETIREMENT	7,108,924	7,108,924				
TRANSFER TO OTHER FUNDS	53,244		53,244			
COST OF GOODS SOLD	4,395,000	4,395,000				
<b>TOTAL EXPENDITURES</b>	13,736,452	12,142,987	1,586,643		6,822	

## BUREAU OF GENERAL SERVICES

### ELAINE CLARK, DIRECTOR

*Central Office:* BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME 04333

*Mail Address:* 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 *FAX:* (207) 287-4039

*Established:* 1991 *Telephone:* (207) 624-7360

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

*Average Count--All Positions:* 203.875 *Legislative Count:* 203.50

#### 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 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 and supervises, controls and maintains land and buildings in the State 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 buildings.

#### 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Property Management has responsibility for operations and maintenance, including housekeeping services, of over 52 buildings in the various Capitol Complexes and the Hallowell Annex. Purchases became a division under the Bureau of General Services in 1992. Within the division are the organizations 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 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 2003:** 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	SPECIAL			
EXPENDITURES	ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
SALARIES & WAGES	5,618,190	3,449,297	169,601	401,008		1,598,284
HEALTH BENEFITS	2,066,129	1,240,741	43,223	182,703		599,462
RETIREMENTS	733,850	448,452	21,950	51,831		211,617
OTHER FRINGE BENEFITS	83,646	51,335	2,071	5,343		24,897
OTHER CONTRACT SERVICES STATE	1,526,460	1,332,344	94,655	31,210		68,251
COMPUTER SERVICES STATE	483,508	122,245	18,995	45,725		296,543
OTHER CONTRACT SERVICES	6,001,073	5,041,483	353,399	475,512		130,679
RENTS	2,348,868	155,821	1,323,559	34,651		834,837
COMMODITIES	2,149,188	1,713,994	21,637	142,339		271,218
PURCHASE OF LAND	1,730	1,730				
EQUIPMENT	4,888,929	2,548,977	1,983,842			356,110
INTEREST-DEBT RETIREMENT	268,217	67,207	2	201,005		3
TRANSFER TO OTHER FUNDS	53,502,835		85,242			53,417,593
COST OF GOODS SOLD	425,414	253,973		98,499		72,942
<b>TOTAL EXPENDITURES</b>	<b>80,098,037</b>	<b>16,427,599</b>	<b>4,118,176</b>	<b>1,669,826</b>		<b>57,882,436</b>

## BUREAU OF HUMAN RESOURCES

### DONALD A. WILLS, DIRECTOR

*Central Office:* BURTON M CROSS BLDG, 4TH FLOOR, 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 M.R.S.A., Sect. 000007033

*Average Count--All Positions:* 38.500

*FAX:* (207) 287-4414

*Telephone:* (207) 624-7761

*Legislative Count:* 38.50

#### 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 are: 1) to design and administer human resource programs, services, and benefits 2) to recruit, develop, and retain the best talent, managed within available resources 3) to work cooperatively with state agencies, employees, and labor organizations to provide services effectively and fairly 4) to inform and educate state employees, managers, and supervisors at all levels and in all agencies on the policies and programs necessary to effectively administer and monitor human

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

resource programs and benefits.

### 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 appellant 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:

The Merit Systems and Operations Division fosters an interactive relationship with agency HR divisions. The objective is a significant shift in organizational culture; to decentralize much of the day-to-day admin of the merit system to agencies by providing agency HR professionals with the skills and info they need to accept delegated responsibility. Important to this effort is implementing the comprehensive HR Policy/Practices Manual available and maintained on the Internet for access by managers, employees, and the public; periodic "issues & answers" sessions with agency HR managers; and programs to develop consulting skills. Our website provides state agencies, state employees and the public with access to information. Workforce demographics, job class specs, and key staffing reports are all available. The Bureau is exploring ways to make more available, such as recruitment and applications for State employment vacancies, via the Internet.

The State Employees' Health Insurance Program provides centralized admin of the State's health, dental, utilization review, prescription drug programs, and IRS 125 programs. This includes the coordination of payroll deductions, health and dental eligibility determinations and benefits communications. The Workers' Comp Division provides direction and technical assistance in the admin of workers' comp claims. The Employee Assistance Program utilized the services of Affiliated Health Care Systems to guide and assist participating employees, family members and retirees with financial, family, 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 1300 employees in safety-sensitive positions. The Equal Employment Opportunity Program continues to provide support and technical assistance to State agencies on EEO issues, complaint investigations and related training.

The EEO program headed a special project effort to increase the diversity of the State's workforce. The Bureau is a founding member of the Diversity Hiring Coalition, a coalition of some of Maine's largest employers sharing resources and expertise to promote diversity in Maine. The State Training and Development Division provided training and management consulting services to

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

3200 participants in core competency management and professional development programs. Services include: new employee orientation, computer training, workplace skills workshops, employee recognition, special events and organizational development including establishing and coordinating the Maine Management Service. The development and implementation of this innovative MMS program has been a key focus for the unit and the Bureau. The service emphasizes the use of core leadership competencies shared by managers across state agencies that are reflected in training and development programs and in a competency based selection process.

### 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)

Human Resources Policy and Procedures Manual

<http://www.state.me.us/bhr/Policies/homepage.htm>

<http://www.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 2003:** 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
EXPENDITURES						
SALARIES & WAGES	1,792,332	1,068,819	82,170			641,343
HEALTH BENEFITS	500,152	277,453	25,759			196,940
RETIREMENTS	294,101	182,085	14,371			97,645
OTHER FRINGE BENEFITS	17,347	9,491	1,071			6,785
OTHER CONTRACT SERVICES STATE	1,672,275	7,337	394,138			1,270,800
COMPUTER SERVICES STATE	264,624	20,000	8,305			236,319
OTHER CONTRACT SERVICES	118,503	27,850	44,609			46,044
RENTS	71,881	1,332	5,484			65,065
COMMODITIES	771,943	113,859	165,033			493,051
GRANTS, SUBSIDIES, PENSIONS	8,718,985	50,000				8,668,985
INTEREST-DEBT RETIREMENT	5,886		118			5,768
TRANSFER TO OTHER FUNDS	123,297		24,073			99,224
TOTAL EXPENDITURES	14,351,326	1,758,226	765,131			11,827,969

## BUREAU OF INFORMATION SERVICES

### RICHARD HINKLEY, DIRECTOR

Central Office: 26 EDISON DR, 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: 185.457

Legislative Count: 185.00

### PURPOSE:

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



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

The Bureau provides a wide range of services for state agencies including: managing the State's telecommunications network, operating a computing center, and developing and supporting custom application programs. The Bureau operates 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.maine.gov/bis>.

### **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 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 and the Bureau Director in meeting the purpose and mission of the Bureau.

### **PROGRAM:**

Development Services offers project management, application development, database, data warehouse, and geographic information services to state agencies on a fee for service basis. The Division keeps current with technology with most new systems developed for web deployment. Development Services supports the MFASIS family of systems that include accounting, human resources, budgeting, time reporting; and the Human Services child support enforcement system. The Division provides systems solutions for many agencies that have limited or no information systems staff. Development Services includes the Office of GIS. OGIS coordinates activities statewide to promote the effective use of geographic information in Maine. OGIS continues to work with towns and cities on E911 projects.

Network Services offers enterprise wide services for data/voice communication, and desktop support services. The State's high-speed data backbone was expanded this year adding 5 ATM sites for a total of 14 sites, and it supports more than 17,000 devices at 550 locations. Voice communication continues to see an increase in voice services requirements with over 16,000 full service phones deployed statewide. Network Services provides e-mail services to more than 4,700 employees. The Desktop unit provides services to agencies interested in outsourcing their desktop PC support. BIS is developing installation and security standards for implementation of secure wireless data networking.

Production Services operates a Data Center for the agencies of the Executive Branch. The Data Center is staffed 24 hours each day. It provides enterprise-level hosting services for mainframe and shared database applications. It houses over 200 servers for enterprise services like email and network security and for applications owned by individual State agencies. The Data Center also provides forms design and high-speed laser printing and finishing. Production Services has taken a leading role in coordinating Business Continuity Planning for Executive Branch agencies. All servers in the Data Center are backed up nightly and tapes are sent each day to a secure off-site location. This year, Production Services has upgraded the IBM mainframe, replaced a high speed laser printer, and upgraded the Oracle database server.

### **PUBLICATIONS:**

Maine IS Technology (MIST) Newsletter

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	8,479,982					8,479,982
HEALTH BENEFITS	2,170,186					2,170,186
RETIREMENTS	1,098,970					1,098,970
OTHER FRINGE BENEFITS	122,160					122,160
OTHER CONTRACT SERVICES STATE	473,820					473,820
COMPUTER SERVICES STATE	489,467				42,825	446,642
OTHER CONTRACT SERVICES	962,754					962,754
RENTS	699,442					699,442
COMMODITIES	3,292,019					3,292,019
INTEREST-DEBT RETIREMENT	26,177					26,177
TRANSFER TO OTHER FUNDS	2,300,913				307	2,300,606
COST OF GOODS SOLD	10,886,338					10,886,338
<b>TOTAL EXPENDITURES</b>	<b>31,002,228</b>				<b>43,132</b>	<b>30,959,096</b>

## INFORME

### DAN GWADOSKY, CHAIR

*Central Office:* 26 EDISON DR., AUGUSTA, ME 04333

*Mail Address:* 145 STATE HOUSE STATION, AUGUSTA, ME 04333-0145

*Established:*

*Telephone:* (207) 624-7840

*Reference:* Policy Area:00 ; Umbrella: 18 Unit: 622 ; Citation: T0001 M.R.S.A., Sect. 000000533

#### PURPOSE:

The Information Resource of Maine, known as InforME, was established to serve as a self-supporting and cost-effective electronic portal to provide and enhance access to the State's public information for individuals, businesses, and other entities.

#### ORGANIZATION:

The InforME Board consists of 15 voting members and two non-voting members. The members include: the Secretary of State, 3 Chief Executive Officers from agencies within the Executive Branch appointed by the Governor, a member of the University of Maine System appointed by the Chancellor, a member of the statewide association of municipalities appointed by the Governor, a member of a non profit organization advancing the citizens' rights to access information appointed by the Governor, a member from the statewide association of librarians appointed by the Governor, 3 members of user associations appointed by the Governor, the Director of the Bureau of Information Services, the State Librarian, a public member appointed by the President of the Senate, and a public member appointed by the Speaker of the House.

The two non-voting members are a member of the judicial branch appointed by the Chief Justice of the Supreme Judicial Court and the CEO of the private entity under contract to work as the portal manager.

#### PROGRAM:

The InforME Board provides direction to the InforME Portal Manager. InforME provides universal continuous access to accurate, current electronic public information that may be searched to suit the user's own purposes. Services include, at a minimum: providing standardized access to customized databases, data custodians' databases, and links to other information sources; conducting electronic transactions and payments; assisting state agencies in electronically disseminating public information in their custody; and constantly improving access to and the utility of the public information available through InforME.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

InformE explores and, where appropriate, implements ways to: 1) expand the amount and kind of public information available free of charge 2) increase the utility of the public information provided and the form in which it is provided 3) expand the base of users who access the public information, and 4) improve the individual and business access to public information through improvements in technology.

InformE provides opportunities for individuals, businesses, and other entities to review public information for accuracy and to indicate to the data custodian when corrections may be appropriate; provides a mechanism for the authorized transfer of nonpublic information; promotes opportunities for interagency cooperation; and provides opportunities for innovative uses of public information.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE LIQUOR AND LOTTERY COMMISSION

### PAM COUTTS, 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 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### **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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BUREAU OF REVENUE SERVICES**

### **JEROME GERARD, ACTING STATE TAX ASSESSOR**

*Central Office:* 26 EDISON DR, AUGUSTA, ME 04333

*Mail Address:* 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX:* (207) 624-9694

*Established:* 1931

*Telephone:* (207) 624-7854

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

*Average Count--All Positions:* 317.365

*Legislative Count:* 315.00

### **PURPOSE:**

The Bureau of Revenue Services, also known as Maine 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 Real Estate Transfer Tax, the Maine Residents Property Tax & Rent Refund Program, the Maine Homestead Exemption Program, the Business Equipment Tax Reimbursement Program, Tree Growth Reimbursement, Veterans' Tax Reimbursement, and Waste Facilities Reimbursement; and exercises general supervision of local assessing officials.

### **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.

The 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 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 Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. Effective September 19, 1997, the Bureau of Taxation became the Bureau of Revenue

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Services. The Bureau is now organized into 3 program areas.

### PROGRAM:

**TAX ADMINISTRATION:** Income & Estate Tax Division - Administers income and estate tax law, franchise tax on financial institutions, insurance premiums tax, Me Residents Property Tax, and Business Equipment Tax Reimbursement Program; Sales, Fuel and Special Tax Division - Administers sales/use and excise tax law and various tax refund programs; Property Tax Division - Oversees municipal tax administration, the Commercial Forestry Excise Tax, Controlling Interest & Real Estate Transfer Tax, Telecom Business Tax, Homestead Exemption, Elderly Tax Deferral, determines the Annual State Valuation, administers property and excise taxation in the Unorganized Territories, the Tree Growth Tax, the Veteran's Exemption statute, and training and cert programs for municipal assessors; General Counsel: Provides the Assessor with legal research into questions of tax law, supports the Attorney General by serving as a communication link, and reviews and comments on the determinations prepared by Appellate Division.

**OPERATIONS:** Data Processing Division - Provides mail processing and deposits tax revenues, operates, maintains and develops the Bureau's computer network, designs, maintains and operates automated systems within the Bureau, provides oversight of Bureau electronic data processing hardware, and provides Bureau-wide data entry services; Research Division - Provides research support to the Bureau, develops economic models for tax policy analysis, and monitors monthly tax revenues; Accounting Unit - Prepares budgets for the Bureau, monitors Bureau expenditures, provides bureau-wide business services.

**COMPLIANCE:** Sales, Fuel & Special Tax Division, Audit Unit - Audits various businesses and individuals to determine their tax liability and assists taxpayers in the understanding necessary to comply with Maine tax law; Enforcement Division - Serves as the Bureau's collection agency for delinquent taxes, pursues tax returns that are not filed in a timely fashion; Appellate Division - Drafts recommended decisions for 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  
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 and Sales 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  
Maps - 1 map (24"x36" sheet) \$4.00, additional maps within the same order \$2.00 each  
Property valuation book - \$0.10 per page with a minimum of \$3.00  
Maine Property Assessment Manual - \$10.00  
Maine Property Tax Laws - \$10.00  
Title 36 - \$18.00  
Sales Tax Reference Guide - \$10.00

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	11,131,646	11,030,274		101,372		
HEALTH BENEFITS	3,557,916	3,521,910		36,006		
RETIREMENTS	1,446,084	1,432,966		13,118		
OTHER FRINGE BENEFITS	144,454	142,732		1,722		
OTHER CONTRACT SERVICES STATE	4,178,330	1,375,930	2,802,400			
COMPUTER SERVICES STATE	489,219	484,677	1,749	1,880	297	616
OTHER CONTRACT SERVICES	2,779,333	2,762,542	6,873	6,550	3,368	
RENTS	920,025	915,414	4,611			
COMMODITIES	4,424,570	3,800,407	292,979	12,425		318,759
GRANTS, SUBSIDIES, PENSIONS	74,304,819	66,482,836	7,821,983			
EQUIPMENT	82,759	82,759				
INTEREST-DEBT RETIREMENT	777	777				
TRANSFER TO OTHER FUNDS	28,434		25,612	952	21	1,849
<b>TOTAL EXPENDITURES</b>	103,488,366	92,033,224	10,956,207	174,025	3,686	321,224

## DIVISION OF RISK MANAGEMENT

### DAVID FITTS, DIRECTOR

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333

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

*Established:* 1991 *Telephone:* (207) 624-7435

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

*Average Count--All Positions:* 6.000 *Legislative Count:* 6.00

#### **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.

#### **LICENSES:**

Licenses: not allowed by statute

#### **PUBLICATIONS:**

Publications: annual compilation of property values

# DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	238,518					238,518
HEALTH BENEFITS	73,547					73,547
RETIREMENTS	35,221					35,221
OTHER FRINGE BENEFITS	3,988					3,988
OTHER CONTRACT SERVICES STATE	52,470					52,470
COMPUTER SERVICES STATE	360,838					360,838
OTHER CONTRACT SERVICES	1,639,590					1,639,590
RENTS	2,405					2,405
COMMODITIES	21,695					21,695
TRANSFER TO OTHER FUNDS	142,839					142,839
TOTAL EXPENDITURES	2,571,111					2,571,111

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

**ROBERT W. SPEAR, COMMISSIONER, AGRICULTURE**

*Central Office:* AMHII - 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:* 201.916

*Legislative Count:* 151.00

*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

SEED POTATO BOARD

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 improvement 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. Another reorganization in 1999 eliminated one of the offices and merged the responsibilities into the Office of the Commissioner.



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### PROGRAM:

Specific activities of the department during FY03 are discussed in the individual reports of the various units within the department.

The Department has also reached out to work with many outside organizations in order to maximize our resources, such as Soil and Water Conservation Districts, Ag in the Classroom, Agricultural Council of Maine, Maine Farm Bureau, Maine Organic Farmers of Maine, and other industry related organizations.

### LICENSES:

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

**FINANCES, FISCAL YEAR 2003:** 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	5,360,639	2,842,428	1,729,027		546,393	242,791
HEALTH BENEFITS	1,734,786	879,354	582,062		187,512	85,858
RETIREMENTS	728,240	402,603	225,789		68,990	30,858
OTHER FRINGE BENEFITS	68,307	36,825	20,722		7,462	3,298
OTHER CONTRACT SERVICES STATE	1,059,432	278,531	569,745		210,550	606
COMPUTER SERVICES STATE	512,965	366,189	87,606		58,775	395
OTHER CONTRACT SERVICES	1,055,100	422,379	334,139		246,572	52,010
RENTS	579,465	298,075	210,265		51,137	19,988
COMMODITIES	663,941	399,213	89,235		63,591	111,902
GRANTS, SUBSIDIES, PENSIONS	12,147,782	1,595,651	7,700,535		1,643,382	1,208,214
PURCHASE OF LAND	23,500		23,500			
BUILDING IMPROVEMENTS	4,731		4,731			
EQUIPMENT	99,090	19,966	79,124			
INTEREST-DEBT RETIREMENT	269		48		221	
TRANSFER TO OTHER FUNDS	457,351	309,547	109,595		30,218	7,991
<b>TOTAL EXPENDITURES</b>	<b>24,495,598</b>	<b>7,850,761</b>	<b>11,766,123</b>		<b>3,114,803</b>	<b>1,763,911</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:* 15.950

*Legislative Count:* 15.00

### 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. OANRR was formed to be proactive in developing and implementing programs and policies to ensure that agriculture is in harmony with people and the environment. OANRR coordinates it's activities by forming partnerships with other state and federal agencies, the public and with the agricultural community. The focus of OANRR's activities is to promote adoption of agricultural practices that are economically and environmentally sound.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

The Office also includes the Animal Welfare Program, which is responsible for ensuring the humane treatment of animals.

### ORGANIZATION:

The Office has four organizational sub-units: the Board of Pesticides Control (BPC), the Aroostook Soil and Water Management Board, the Nutrient Management Board and the Animal Welfare Advisory Committee.

The Board of Pesticides Control is 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 the Board's staff. This strengthens OANRR's ability to assist Maine farmers in their efforts to adopt sound chemical management practices. The Nutrient Management Board assists the Office in implementing the Nutrient Management Act and by advising the Commissioner on policies and program development relating to nutrient use in agriculture. The Aroostook Soil and Water Management Board coordinates all irrigation activities in Aroostook County, dealing with issues involving irrigation and competing uses for water such as wildlife and recreation. The Animal Welfare Advisory Committee advises the Commissioner on policies related to the humane treatment of animals and also on the operation of the animal welfare program.

OANRR staff consists of the staff of the Board of Pesticides Control (10 full-time and 4 seasonal employees) and the following specialist positions: Soil Scientist, Natural Resource Specialist, Entomologist, two Agricultural Compliance Officers and a 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 proactive approach to handling environmental concerns associated with Maine agriculture.

### PROGRAM:

Programs are designed to ensure agriculture is in harmony with people and the environment. The Compliance Officers respond to nuisance and contamination complaints, resolving problems with a team approach involving OANRR staff and outside expertise to design site specific Best Management Practices for adoption by farmers. The Board of Pesticides Control's regulatory programs assist farmers in their effort to adopt sound chemical practices. 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 Natural Resources Specialist is involved with composting as a waste management tool, demonstration projects and outreach work with farmers and compost producers. The Animal Welfare Program staff respond to and resolve complaints regarding the inhumane treatment of animals and inspect businesses selling and housing pets.

In FY99, the Office began implementation of the newly enacted Nutrient Management Law. One of the major tasks was the development of rules necessary to implement the law. The effort required contributions from the entire staff as well as assistance from staff members of the Natural Resources Conservation Service and the University of Maine Cooperative Extension. The law also required the development of a certification and training program and a process for permitting livestock operations. In addition, the Office is responsible for administering a \$5.5 million grant program to build pollution control structures on farms.

### LICENSES:

Livestock Operation Permit

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 2003:** 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	452,433	288,234	164,199			
HEALTH BENEFITS	147,629	91,292	56,337			
RETIREMENTS	66,569	44,353	22,216			
OTHER FRINGE BENEFITS	5,834	2,666	3,168			
OTHER CONTRACT SERVICES STATE	54,217	6,505	47,712			
COMPUTER SERVICES STATE	6,508	3,287	3,221			
OTHER CONTRACT SERVICES	56,567	20,265	36,302			
RENTS	35,854	18,775	17,079			
COMMODITIES	17,742	8,520	9,222			
GRANTS, SUBSIDIES, PENSIONS	1,852,989	988,775			156,000	708,214
TRANSFER TO OTHER FUNDS	16,035		16,035			
<b>TOTAL EXPENDITURES</b>	<b>2,712,377</b>	<b>1,472,672</b>	<b>375,491</b>		<b>156,000</b>	<b>708,214</b>

## MAINE AGRICULTURAL BARGAINING BOARD

### MURRAY BLACKSTONE, CHAIRMAN

*Central Office:* AMII--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 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, 1991 and 2003 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, removed specific standards applicable only to associations of blueberry producers and established fair share fees for growers who are not members of a qualified association of producers.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### **LICENSES:**

Certification of qualified associations.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION OF ANIMAL HEALTH AND INDUSTRY**

### **SHELLEY F. 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:* 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:* 11.500

*Legislative Count:* 11.50

### **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 and promote public health and food safety as it relates to diseases which are transmissible to humans. The Division is also responsible for the Dairy Inspection Program. The Animal Welfare Program was moved to the Office of Agricultural, Natural and Rural Resources in 2001.

### **ORGANIZATION:**

Professional staff is comprised of one Chemist, two Lab Technicians, three Dairy Inspectors, one State Veterinarian, one Livestock Specialist and the Division Director. Clerical/administrative support is comprised of one clerk typist. 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.

### **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 Salmonella enteritidis monitored. The health of pet animals and birds entering the State for resale is regulated by the Division.

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.

### **LICENSES:**

Licenses:

Swine Garbage Feeders

Livestock and Poultry Dealers

Custom Slaughter Houses

Livestock Auctions

Milk Plant, Raw Milk, Fermented Milk & Frozen Desserts, and Bulk Tank

Drivers and Tankers

Pulling Events

Permits:

Calf/Pig Scrambles; General and Poultry Importation

**DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES**  
Laboratory Evaluation Officer; Farm Water Permit; Biologics

**FINANCES, FISCAL YEAR 2003:** 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	414,142	390,536	18,044		5,562	
HEALTH BENEFITS	126,725	117,618	7,272		1,835	
RETIREMENTS	59,761	56,706	2,335		720	
OTHER FRINGE BENEFITS	5,303	5,218	65		20	
OTHER CONTRACT SERVICES STATE	4,374	174			4,200	
COMPUTER SERVICES STATE	3,123	78	3,045			
OTHER CONTRACT SERVICES	47,547	42,936	761		3,850	
RENTS	30,828	30,828				
COMMODITIES	57,676	44,058	12,928		690	
TRANSFER TO OTHER FUNDS	2,736		1,983		753	
<b>TOTAL EXPENDITURES</b>	<b>752,215</b>	<b>688,152</b>	<b>46,433</b>		<b>17,630</b>	

## AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

*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) 287-1132

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

**PURPOSE:**

To deal with issues and develop programs involving irrigation and competing uses for water in Aroostook County.

**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 submitted its final report. In 1999, the

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

legislature reestablished the Board, and currently is involved in resolving issues involving irrigation.

### **PUBLICATIONS:**

Irrigation Pump Noise Diagnostic Measurements-Aroostook County, 1993

**FINANCES, FISCAL YEAR 2003:** 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:* 8,057

*Legislative Count:* 6,00

### **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 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,

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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. 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.

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

**FINANCES, FISCAL YEAR 2003:** 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	302,527	302,527				
HEALTH BENEFITS	93,202	93,202				
RETIREMENTS	39,825	39,825				
OTHER FRINGE BENEFITS	3,248	3,248				
OTHER CONTRACT SERVICES STATE	150,030	81,254	68,776			
COMPUTER SERVICES STATE	144,530	144,530				
OTHER CONTRACT SERVICES	51,008	48,873	2,135			
RENTS	21,188	21,188				
COMMODITIES	42,115	32,903	9,212			
GRANTS, SUBSIDIES, PENSIONS	4,586,960	435,947	4,151,013			
TRANSFER TO OTHER FUNDS	730		730			
<b>TOTAL EXPENDITURES</b>	<b>5,435,363</b>	<b>1,203,497</b>	<b>4,231,866</b>			

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**(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 assists the Director, Division of Plant Industry, in the implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement.

**ORGANIZATION:**

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the 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:**

Major responsibilities of this unit include nursery, greenhouse and plant dealer inspections, licensing of all plant sales outlets, and providing assistance to industry and the general public on horticultural issues. Nearly 1,700 inspections were made at nurseries, greenhouses and plant dealers in 2002.

A variety of different diseases and insect pests were identified, with little damage observed other than from borers. The Hemlock Woolly Adelgid (HWA) was once again observed in 2002. This pest poses a serious threat to Maine's native hemlock resources. The state's HWA quarantine was strengthened during the winter of 2000-2001 and helped reduce the number of infested hemlock entering Maine. However, 21 infested trees were found in the spring of 2003. Significant staff hours will be devoted to surveying and inspecting for HWA in the coming year.

In 2002, 1,979 lots of plant material were inspected and certified using phytosanitary certificates to assist growers in marketing products to other countries. The majority of these certificates were issued for seed potatoes and feed barley exported to Canada. Nearly 70 growers were licensed or requested inspections under the ginseng certification program in 2002, indicating the great interest in growing this high-value crop for the export market. Resources are also being devoted to controlling the spread of invasive plants in Maine. A small biological control program is underway to control purple loosestrife, and literature is being distributed on alternatives to invasive plant species.

Supervision of the Arborist Licensing program was transferred to the State Horticulturist in FY03 to allow the Division Director to concentrate on the Potato Mop Top Virus quarantine. Testing of prospective arborists and responding to public complaints about unlicensed arborists consumed the majority of the time involved with this program. 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.

**LICENSES:**

License:

Nursery

Ginseng

Certificate:

Phytosanitary

Permit:

Maine Permit Certificate (interstate)



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### **PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION OF MARKET AND PRODUCTION DEVELOPMENT**

### **MARY ELLEN JOHNSTON, 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:* 10.500

*Legislative Count:* 10.50

### **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.

The Division helps to promote the sale of Maine products domestically and internationally and to increase awareness of quality Maine products in the marketplace. It is responsible for the maintenance and operation of the Maine building at the Eastern States Expo in Massachusetts.

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 is responsible for the Department newsletter "Agriculture Today", which is published bi-weekly. Other public relations and communications activities are also handled by the Division's Information Officer.

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 advocacy, environmental regulations and land conservation. The Division evaluates issues and reviews legislation affecting agricultural production, marketing, and economic development and land conservation and represents agricultural interests in policy formulation and strategic planning. The Division provides information and technical support to farmland owners who want to protect their land from development. The Division sponsors applications to the Land for Maine's Future Program and assists farmers in accessing other tools and programs designed to help them remain viable.

### **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.

In July 2002, the Division added two positions, one Policy Development Specialist and one Information Officer by moving them from the Office of the Commissioner. 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 Agricultural

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Events Coordinator, one Agricultural Promotion Coordinator, one Policy Development Specialist, one Information Officer, one Planning and Research Associate and one Administrative Support Staff.

### **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. The Division oversees and licenses Agricultural Fairs and other special events held throughout the year.

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 conducts special research projects focused on production development. Staff organizes and facilitates business training for producers and manages several grant and loan programs.

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 natural resource issues, such as water use and land conservation. The Division provides staff support and technical assistance to agriculture and food marketing associations.

### **LICENSES:**

Market and Production Development Division licenses the Agricultural Fairs in Maine as part of the role of the Agricultural Promotional Coordinator position. The Division is also responsible for the "get real. get maine!" trademark for the identification of Maine grown or processed food and farm products.

### **PUBLICATIONS:**

The Division produces the following directories:

Wholesale Buyer's Guide

Mail Order Catalog

Pick Your Own Farms

CSA (Community Supported Agriculture)

Farm Stands

Farmers Markets

Maine Maple Producers

"Hey Kids" Follow Me

Water Management Blueprint

\*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.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 2003:** 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	422,118	326,629	92,447		3,042	
HEALTH BENEFITS	118,178	90,332	27,318		528	
RETIREMENTS	58,271	45,954	11,925		392	
OTHER FRINGE BENEFITS	6,957	5,301	1,612		44	
OTHER CONTRACT SERVICES STATE	299,604	133,998	27,822		137,784	
COMPUTER SERVICES STATE	4,586	4,096	280		210	
OTHER CONTRACT SERVICES	230,926	81,323	58,673		90,930	
RENTS	32,447	3,528	28,373		546	
COMMODITIES	66,597	18,068	7,179		41,350	
GRANTS, SUBSIDIES, PENSIONS	1,637,609	130,929	142,094		1,364,586	
TRANSFER TO OTHER FUNDS	23,663		11,403		12,260	
<b>TOTAL EXPENDITURES</b>	2,900,956	840,158	409,126		1,651,672	

## MAINE MILK COMMISSION

### STANLEY K. MILLAY, 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 consideration the public health and welfare and ensuring an adequate supply of milk. It has the power to conduct hearings, subpoena and examine under oath dealers, along with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

#### **ORGANIZATION:**

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 amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the 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 each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a fee assessment on milk produced by industry members and it receives no State tax monies. It was incorporated into the Department of Agriculture as an agency as a result of the State Government reorganization legislation of 1973.

# DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

## PROGRAM:

In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission establishes a 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. The retail study information is used to establish minimum retail prices for milk sold in various containers in order to avoid the occurrence of anti-competitive practices. The information gained from the cost of operating the most efficient processing plant is used to establish dealer margins, so that Maine dairies are ensured of receiving a fair price for the milk they produce.

The Commission does not establish prices but merely sets 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 ensuring an adequate supply of pure and wholesome milk to Maine consumers.

The Commission also administers the Maine Milk Pool, which balances prices paid to producers whether they ship milk to the "Boston market" or the "Maine market."

## 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 (free)

Hearing Procedures for Maine Milk Commission (free)

State of Maine Milk Commission Order #01-05DM. Effective May 1, 2001 (available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool (free)

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

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	76,696		76,696			
HEALTH BENEFITS	21,695		21,695			
RETIREMENTS	12,781		12,781			
OTHER FRINGE BENEFITS	564		564			
OTHER CONTRACT SERVICES STATE	37,725		37,725			
COMPUTER SERVICES STATE	45,501		45,501			
OTHER CONTRACT SERVICES	29,141		29,141			
RENTS	2,317		2,317			
COMMODITIES	5,878		5,878			
GRANTS, SUBSIDIES, PENSIONS	3,324,568		3,324,568			
EQUIPMENT	79,124		79,124			
TRANSFER TO OTHER FUNDS	4,272		4,272			
<b>TOTAL EXPENDITURES</b>	<b>3,640,262</b>		<b>3,640,262</b>			

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**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:* 19.423

*Legislative Count:* 14.50

**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 Commissioner 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, Water Quality Specialist, and one full-time and four seasonal Pesticide Inspectors. Overall supervision of the staff is provided 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 2002, the Board registered 7,267 products which represents a 0.76% decrease over 2001. 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 2002, there were 1,464 private applicators licensed for a three year period; and 1,485 commercial applicators, 58 restricted and 802 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.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 website, press releases, brochures, appearances at trade shows and speaking engagements to students and civic organizations. As a result of legislation enacted in 1997, the Board continues to educate all users on methods to minimize reliance on pesticides. The Board is also involved in several special projects designed to protect the public health and environment. These include worker protection, endangered species protection, ground and surface water monitoring and obsolete pesticide collections.

### 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

**FINANCES, FISCAL YEAR 2003:** 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	682,897		552,786		130,111	
HEALTH BENEFITS	214,338		170,474		43,864	
RETIREMENTS	86,916		70,219		16,697	
OTHER FRINGE BENEFITS	8,135		6,733		1,402	
OTHER CONTRACT SERVICES STATE	35,746		4,911		30,835	
COMPUTER SERVICES STATE	49,028		16,558		32,470	
OTHER CONTRACT SERVICES	103,461		50,651		52,810	
RENTS	21,608		13,963		7,645	
COMMODITIES	25,570		9,063		16,507	
GRANTS, SUBSIDIES, PENSIONS	38,360		38,360			
TRANSFER TO OTHER FUNDS	16,905		12,329		4,576	
<b>TOTAL EXPENDITURES</b>	<b>1,282,964</b>		<b>946,047</b>		<b>336,917</b>	

## DIVISION OF PLANT INDUSTRY

### TERRY L. BOURGOIN, DIRECTOR

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

Mail Address: 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028

Established: 1980

Reference: Policy Area:01 ; Umbrella: 01; Unit: 001R; Citation: T0007

Average Count--All Positions: 23,404

FAX: (207) 287-7548

Telephone: (207) 287-3891

M.R.S.A., Sect. 000000003

Legislative Count: 16.50

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### **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. 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.

At the start of the fiscal year, the Division's professional staff was comprised of a state apiarist, a state horticulturist and two assistants, six seed potato specialists (one specialist also serves as a grain inspector), a supervisor to the specialists, and the manager of the Porter Nuclear Seed Production Facility. Funding was received in FY03 through a cooperative agreement with USDA to establish a position to survey for plant pests of economic concern to Maine agriculture. This position will be filled in the first quarter of FY04.

### **PROGRAM:**

A major activity of the 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 15,030 acres of potatoes in 2002, roughly the same as 2001. Of this total, 14,762 acres were certified by 163 seed growers. The certification staff also inspected and certified approximately 823 acres of grain. Barley comprised the majority of this acreage, replacing oats as the major grain certified by the Division.

The State Apiarist licensed 389 beekeepers who registered 6,957 colonies in the state. Approximately 1,804 colonies were inspected for regulated diseases and mites. Additionally, approximately 51,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. This represents a decrease of 5% in the use of bees for crop pollination. Inspections showed a marked decrease in American Foulbrood (2.3% of the hives inspected.) South African Hive Beetle was found in several migratory operations. No evidence of Africanized Honey Bee was found through inspection of 32 migratory operations.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Pine Shoot Beetle, an insect that impacts the growth of pine species, was found in Franklin County in FY03. The Division, in conjunction with the Maine Forest Service, currently enforces a quarantine against this pest in Northern Oxford County. Rules were proposed to add Franklin County to the Pine Shoot Beetle quarantine. Additionally, Potato Mop Top Virus, a virus of quarantine significance, was discovered on a potato farm in Aroostook County. The Division quarantined that farm and worked with local and national potato industry officials and the U.S.D.A. to determine the appropriate course of action with this pathogen. Based on testing conducted by Canada, the pathogen was found in other states and provinces. Consequently, it will be removed from the quarantine list in both countries and will be managed through seed certification programs.

### 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)

**FINANCES, FISCAL YEAR 2003:** 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	506,780	151,147	355,633			
HEALTH BENEFITS	181,049	50,671	130,378			
RETIREMENTS	68,657	22,806	45,851			
OTHER FRINGE BENEFITS	4,604	1,571	3,033			
OTHER CONTRACT SERVICES STATE	5,720		5,720			
COMPUTER SERVICES STATE	13,019	2,515	10,504			
OTHER CONTRACT SERVICES	128,505	23,502	66,801		38,202	
RENTS	84,446	11,823	72,623			
COMMODITIES	38,491	8,308	30,183			
INTEREST-DEBT RETIREMENT	48		48			
TRANSFER TO OTHER FUNDS	33,855		32,151		1,704	
<b>TOTAL EXPENDITURES</b>	1,065,174	272,343	752,925		39,906	



DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**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:* 23.471

*Legislative Count:* 9.50

**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.

**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 producers, one of whom must be primarily a tablestock producer and one primarily a processing producer, plus the Commissioner or his designee. 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 2002 was excellent. Due to dry growing conditions in 2002, yields at the Porter Seed Farm were below normal. Approximately 11,700 hundredweight of the 2002 crop was sold to Maine producers. Additionally, contract requests for 11,250 hundredweight have been received for the 2003 crop, indicating strong support for Porter Farm seed by Maine producers. This increase in sales resulted in a continued strong ending cash balance for the Seed Board.

Over 1,359 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 71 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 are similar to the overall disease level of seed produced by Maine seed potato growers in 2001, which experienced the first increase of virus disease in several years.

Due to the resignation of the Porter Farm Program Manager in September, 2002, the Board and Department undertook a lengthy process of recruitment for this important position. Interviews were held in January, 2003, and a new Program Manager was hired in February. The new Program Manager has an excellent background for the position and has already generated many new ideas for improving the program at the Porter Farm.

**PUBLICATIONS:**

The Maine Seed Potato Board (free)

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 2003:** 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	242,791					242,791
HEALTH BENEFITS	85,858					85,858
RETIREMENTS	30,858					30,858
OTHER FRINGE BENEFITS	3,298					3,298
OTHER CONTRACT SERVICES STATE	606					606
COMPUTER SERVICES STATE	395					395
OTHER CONTRACT SERVICES	52,010					52,010
RENTS	19,988					19,988
COMMODITIES	111,902					111,902
TRANSFER TO OTHER FUNDS	265,007	257,016				7,991
TOTAL EXPENDITURES	812,713	257,016				555,697

## POTATO MARKETING IMPROVEMENT COMMITTEE

### ROBERT W. SPEAR, 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 Improvement Fund Program has three committees that help to stimulate the improvement of the potato industry. The Advisory Committee provides the Commissioner with overall policy and program guidance related to disposition of loan funds and eligibility criteria. The Credit Committee is responsible for evaluation of each project from a credit viewpoint, and the Project Review Committee evaluates the projects from the technical and management view for overall feasibility and quality of the project.

#### ORGANIZATION:

Each committee has up to 10 members appointed by the Commissioner. The Advisory Committee has one member representing the University of Maine, one member representing the Farmers Home Administration, one member representing the Farm Credit System, one member representing the Department of Economic and Community Development, and at least one member representing the public.

#### 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. The Commissioner adopted rules outlining the criteria for loans in these areas: storage facility construction, retrofits and expansions, and new packing sheds.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**PULL EVENTS COMMISSION**

**SHELLEY F. 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:* 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 develops rules for the certification of pull superintendents. It coordinates, develops and conducts pulling superintendent training seminars and takes action in the event of a violation of pull laws and rules.

**ORGANIZATION:**

The eleven member Pull Events Commission is comprised of representatives from a statewide association representing owners of draft horses, oxen and ponies, the Agricultural Fair Coordinator, the Maine Association of Agricultural Fairs, representatives from a Maine humane organization, a member of the general public, an individual representing the animal pulling industry, the Animal Welfare Advisory Council, and the Commissioner of the Maine Department of Agriculture.

**PROGRAM:**

The Commission determines the qualifications for certification of pull superintendents, conducts superintendent training seminars, and conducts hearings.

**LICENSES:**

Pull Superintendent License

Pull Event License

**FINANCES, FISCAL YEAR 2003:** 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:* 73.111

*Legislative Count:* 51.00

**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 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 Quality Trademarks. 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.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### 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, 2 Food Inspection Supervisors, five Inspection Process Analysts, a Metrologist and full-time and seasonal staff consisting of an Assistant Metrologist, and 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, shell egg, and meat and poultry 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. All consumer size packages of potatoes must receive a mandatory quality inspection prior to shipment.

The Consumer Food Inspection program performs a wide variety of activities, ranging from inspecting retail food stores, processing plants, and meat and poultry slaughtering facilities. 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 inspections of food shipped interstate and 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 to sale for correct labeling and correct net weight and measure. 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 Meat and Poultry Processors

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### 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; 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 2003:** 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	1,757,275	931,904	466,872		358,499	
HEALTH BENEFITS	607,813	316,021	167,934		123,858	
RETIREMENTS	229,828	124,817	60,158		44,853	
OTHER FRINGE BENEFITS	23,379	12,198	5,502		5,679	
OTHER CONTRACT SERVICES STATE	386,189	47,542	338,647			
COMPUTER SERVICES STATE	217,255	208,758	8,497			
OTHER CONTRACT SERVICES	177,632	141,754	35,042		836	
RENTS	118,122	110,329	7,793			
COMMODITIES	98,295	95,052	3,143		100	
TRANSFER TO OTHER FUNDS	75,775	52,531	23,244			
<b>TOTAL EXPENDITURES</b>	<b>3,691,563</b>	<b>2,040,906</b>	<b>1,116,832</b>		<b>533,825</b>	

## (OFFICE OF) SEALER OF WEIGHTS AND MEASURES

### HAROLD C. PRINCE, 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.

### 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, an Assistant 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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

of packages put up prior to sale for correct labeling and correct net weight 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 for quality.

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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE ATTORNEY GENERAL

**DEPARTMENT OF THE ATTORNEY GENERAL**

**G. STEVEN ROWE, ATTORNEY GENERAL**

TTY: (207) 626-8865

Central Office: 6 STATEHOUSE STATION, AUGUSTA, ME, 04333-0006

Mail Address: 6 STATE HOUSE STATION, AUGUSTA, ME, 04333-0006

Established: 1820

Reference: Policy Area: 00 ; Umbrella: 26 Unit: 239 ; Citation: T0005

Average Count--All Positions: 278.000

Units:

FAX: (207) 287-3145

Telephone: (207) 626-8800

M.R.S.A., Sect. 000000191

Legislative Count: 278.00

DISTRICT ATTORNEYS

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE

VICTIMS' COMPENSATION BOARD

**PURPOSE:**

The Attorney General is the chief legal officer for the state. The Office 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 Office of the Attorney General is organized by 5 M.R.S.A. Sect. 191 with the Attorney General as its chief executive. The Office consists of the eleven operating divisions overseeing the criminal, civil and investigatory responsibilities. The Divisions are General Government, Natural Resources, Community and Institutional Services, Child Protection, Child Support, Professional Regulatory, Investigations, Litigation, Consumer Protection, Criminal, and Financial Crimes and Civil Rights. The Divisions report to the Attorney General and the Chief Deputy Attorney General.

**PROGRAM:**

The Community and Institutional Services Division represents the Departments of Behavioral and Developmental Services, Corrections and Human Services. The Child Protection Division prosecutes child abuse cases. The Child Support Division enforces child support laws. 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. 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). Additionally, the Division has responsibility for the Victims' Compensation Program and the Sexual Assault Forensic Examiner (SAFE) program.

The General Government Division represents the Departments of Labor, Education, Administration and Financial Services, Commission on Governmental Ethics and Election Practices, Property Tax Review, and in certain matters, the Secretary of State. This Division has primary responsibility for unfair labor practices, elections litigation, contracts and leases, and liquor and lottery regulation. The Professional Regulatory Division represents the Department of Professional & Financial Regulation and numerous professional and occupational licensing boards. The Natural Resources Division represents all of the environmental and natural resource agencies of state government. The Division handles administrative and judicial enforcement actions. The Division represents the agencies at the administrative level, in rulemaking and throughout the court system.

## DEPARTMENT OF THE ATTORNEY GENERAL

The Investigations Division is responsible for carrying out the statutory requirements of 5 M.R.S.A. Sect. 200-C pertaining to fraud against the State and provides direct investigative services for other divisions of the Department. The Litigation Division directly handles tort claims against the State, tax litigation, and those court actions either not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Consumer Protection Division handles enforcement actions in consumer fraud, antitrust and operates a Consumer Complaint Mediation Program. The Financial Crimes and Civil Rights Division oversees the prosecution of white collar and financial crimes, including welfare fraud, medicaid fraud, tax crimes and securities violations. The Division also directs enforcement actions under the Maine Civil Rights Act and is responsible for the administration of the Civil Rights Team Project.

**FINANCES, FISCAL YEAR 2003:** 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	14,422,665	8,741,097	3,682,218		1,999,350	
HEALTH BENEFITS	3,242,252	1,935,981	816,433		489,838	
RETIREMENTS	2,061,030	1,249,031	534,027		277,972	
OTHER FRINGE BENEFITS	212,117	119,947	56,782		35,388	
OTHER CONTRACT SERVICES STATE	343,760	311,412	29,447		2,901	
COMPUTER SERVICES STATE	173,787	167,371	3,453		2,963	
OTHER CONTRACT SERVICES	902,848	260,481	450,592		191,775	
RENTS	248,276	74,221	14,878		159,177	
COMMODITIES	581,602	316,986	132,583		132,033	
GRANTS, SUBSIDIES, PENSIONS	60,840				60,840	
INTEREST-DEBT RETIREMENT	370	370				
TRANSFER TO OTHER FUNDS	224,038		144,224		79,814	
<b>TOTAL EXPENDITURES</b>	<b>22,473,585</b>	<b>13,176,897</b>	<b>5,864,637</b>		<b>3,432,051</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	13,797,069	8,222,779	3,574,940		1,999,350	
HEALTH BENEFITS	3,105,425	1,824,336	791,251		489,838	
RETIREMENTS	1,979,156	1,178,688	522,496		277,972	
OTHER FRINGE BENEFITS	199,903	110,892	53,623		35,388	
OTHER CONTRACT SERVICES STATE	265,695	233,347	29,447		2,901	
COMPUTER SERVICES STATE	23,843	17,427	3,453		2,963	
OTHER CONTRACT SERVICES	350,362	171,390	60,479		118,493	
RENTS	244,842	70,865	14,800		159,177	
COMMODITIES	489,404	236,487	120,884		132,033	
GRANTS, SUBSIDIES, PENSIONS	44,318				44,318	
INTEREST-DEBT RETIREMENT	370	370				
TRANSFER TO OTHER FUNDS	211,573		133,227		78,346	
<b>TOTAL EXPENDITURES</b>	<b>20,711,960</b>	<b>12,066,581</b>	<b>5,304,600</b>		<b>3,340,779</b>	



DEPARTMENT OF THE ATTORNEY GENERAL

**DISTRICT ATTORNEYS**

**G. STEVEN ROWE, 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.1 York-Mark W. Lawrence, District Attorney;  
Dist.2 Cumberland-Stephanie Anderson, District Attorney;  
Dist.3 Oxford, Franklin, Androscoggin-Norman Croteau, District Attorney;  
Dist.4 Kennebec, Somerset-Evert N. Fowle, District Attorney;  
Dist.5 Penobscot, Piscataquis-R. Christopher Almy, District Attorney;  
Dist.6 Sagadahoc, Knox, Lincoln, Waldo-Geoffrey Rushlau, District Attorney;  
Dist.7 Hancock, Washington-Michael E. Povich, District Attorney;  
Dist.8 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

**MARGARET GREENWALD, MD, CHIEF MEDICAL EXAMINER**

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

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

*Established:* 1967

*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 2003:** 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	<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	518,318	518,318				
HEALTH BENEFITS	111,645	111,645				
RETIREMENTS	70,343	70,343				
OTHER FRINGE BENEFITS	9,055	9,055				
OTHER CONTRACT SERVICES STATE	78,065	78,065				
COMPUTER SERVICES STATE	149,944	149,944				
OTHER CONTRACT SERVICES	89,091	89,091				
RENTS	3,356	3,356				
COMMODITIES	80,499	80,499				
GRANTS, SUBSIDIES, PENSIONS	16,522				16,522	
<b>TOTAL EXPENDITURES</b>	1,126,838	1,110,316			16,522	

## VICTIMS' COMPENSATION BOARD

### NANCY SCHIFF-SLATER, 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:* 3.000 *Legislative Count:* 3.00

#### **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 2003 the Board received 230 new compensation cases. Additionally, 161 forensic billing requests were made in the same period. Payments for both forensic and compensation cases equaled \$449,171.

#### **PUBLICATIONS:**

An informational pamphlet - free

# DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	107,278		107,278			
HEALTH BENEFITS	25,182		25,182			
RETIREMENTS	11,531		11,531			
OTHER FRINGE BENEFITS	3,159		3,159			
OTHER CONTRACT SERVICES	463,395		390,113		73,282	
RENTS	78		78			
COMMODITIES	11,699		11,699			
TRANSFER TO OTHER FUNDS	12,465		10,997		1,468	
TOTAL EXPENDITURES	634,787		560,037		74,750	

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)*

*UNORGANIZED TERRITORY (AUDIT)*

**PURPOSE:**

The Department of Audit has the authority to audit all accounts and other financial records of State Government and its departments or agencies, with the exception of the Governor's Expense Account. It has the authority to audit counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State Government. The Department conducts its audits in accordance with generally accepted governmental auditing standards and the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507 (1998). The Department is also authorized to review departmental budgets and capital programs for better and efficient management of State Government, to serve as a staff agency to the Legislature and the Governor in making investigations of the State's finances, and to ensure that an annual audit is performed of the municipal cost component and the Unorganized Territory Education and Services Fund.

The State Auditor is required to prepare and publish an annual report and to notify the Governor and Legislature of any material weaknesses, reportable conditions or improper transactions or incompetence in handling funds.

The State Auditor has access to all information required to perform the above duties.

**ORGANIZATION:**

Authorized personnel in the Department of Audit total 39 including the State Auditor, Deputy State Auditor, 2 Directors, 2 Audit Analyst, 15 Auditor IIIs, 9 Auditor IIs, 5 Auditor Is, 1 Business Manager, 1 Administrative Secretary, 1 Clerk Typist III, and the Fiscal Administrator of the Unorganized Territory.

**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 2003:** 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	1,565,165	984,418	580,747			
HEALTH BENEFITS	404,136	244,759	159,377			
RETIREMENTS	214,299	139,151	75,148			
OTHER FRINGE BENEFITS	21,071	11,685	9,386			
OTHER CONTRACT SERVICES STATE	5,702	2,181	3,521			
COMPUTER SERVICES STATE	194	194				
OTHER CONTRACT SERVICES	58,598	23,625	34,973			
COMMODITIES	90,191	35,311	54,880			
GRANTS, SUBSIDIES, PENSIONS	7,754		7,754			
TRANSFER TO OTHER FUNDS	43,579		43,579			
<b>TOTAL EXPENDITURES</b>	<b>2,410,689</b>	<b>1,441,324</b>	<b>969,365</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:* 37.000 *Legislative Count:* 37.00

### PURPOSE:

The purpose of the Departmental Bureau is to conduct financial and compliance audits of financial transactions and accounts kept by or for all state agencies subject to the Single Audit Act Amendments of 1996, 31 United State Code, Section 7501 to 7507 (1998). The audit is conducted in accordance with generally accepted governmental auditing standards. In addition the Department is authorized to conduct audits of all accounts and financial records of any organization, institution or other entity receiving or requesting an appropriation or grant from State Government and to issue reports on such audits at such times as the Legislature or the State Auditor may require.

The Departmental Bureau serves the Governor, Legislature and its committees by studying systems of internal control and department budgets for the purpose of identifying costs savings or additional revenues to the General Fund.

### ORGANIZATION:

Authorized personnel in the Departmental Bureau total 37, including the State Auditor, Deputy State Auditor, 2 Directors, 2 Audit Analysts, 15 Auditor III's, 9 Auditor II's, 5 Auditor I's, one Business Manager, and an Administrative 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 2003:** 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	1,489,428	984,418	505,010			
HEALTH BENEFITS	380,059	244,759	135,300			
RETIREMENTS	204,499	139,151	65,348			
OTHER FRINGE BENEFITS	19,763	11,685	8,078			
OTHER CONTRACT SERVICES STATE	2,551	2,181	370			
COMPUTER SERVICES STATE	194	194				
OTHER CONTRACT SERVICES	43,741	23,625	20,116			
COMMODITIES	87,914	35,311	52,603			
TRANSFER TO OTHER FUNDS	37,351		37,351			
<b>TOTAL EXPENDITURES</b>	<b>2,265,500</b>	<b>1,441,324</b>	<b>824,176</b>			

## 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:* 2.000

*Legislative Count:* 2.00

#### **PURPOSE:**

The Fiscal Administrator of the Unorganized Territory 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's primary responsibilities include the review, analysis, and investigation of the budgets and expenditures of all county and state agencies requesting funds from the unorganized territory. This is to ensure the completeness and accuracy of the annual report 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 drafts and submits the annual Municipal Cost Components legislation in order for taxes to be levied; attends and participates in public hearings on county budgets and legislative hearings relative to the unorganized territory; and publishes and distributes an annual financial report to interested taxpayers, Legislators, and County Commissioners.

The Fiscal Administrator also serves as Chair of the State Commission on Deorganization.

#### **PUBLICATIONS:**

Annual Financial Report on the Unorganized Territory

# DEPARTMENT OF AUDIT

**FINANCES, FISCAL YEAR 2003:** 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	75,737		75,737			
HEALTH BENEFITS	24,077		24,077			
RETIREMENTS	9,800		9,800			
OTHER FRINGE BENEFITS	1,308		1,308			
OTHER CONTRACT SERVICES STATE	3,151		3,151			
OTHER CONTRACT SERVICES	14,857		14,857			
COMMODITIES	2,277		2,277			
GRANTS, SUBSIDIES, PENSIONS	7,754		7,754			
TRANSFER TO OTHER FUNDS	6,228		6,228			
<b>TOTAL EXPENDITURES</b>	145,189		145,189			

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES**

**SABRA BURDICK, ACTING COMMISSIONER**

TTY: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME, 04333

Mail Address: 40 STATEHOUSE STA, AUGUSTA, ME, 04333

Established: 1939

FAX: (207) 287-4268

Telephone: (207) 287-4223

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 191 ; Citation: T0034B M.R.S.A., Sect. 000001201

Average Count--All Positions: 1328.457

Legislative Count: 1325.00

Units:

OFFICE OF ADVOCACY BDS

AROOSTOOK RESIDENTIAL CENTER

AUGUSTA MENTAL HEALTH INSTITUTE

BANGOR MENTAL HEALTH INSTITUTE

CHILDREN'S SERVICES

DEVELOPMENTAL DISABILITIES OFFICE BDS

ELIZABETH LEVINSON CENTER

DIVISION OF MENTAL HEALTH

DIVISION OF MENTAL RETARDATION

OFFICE OF SUBSTANCE ABUSE

**PURPOSE:**

The Department of Behavioral and Developmental 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 Behavioral and Developmental 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. Regional offices provide for the general administration, planning and management of Mental Health, Mental Retardation, and Children's programs. 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 program, facility and the Department's management infrastructure. The Deputy Commissioner is responsible for overseeing day to day operations. The Associate Commissioner of Administration is responsible for all of the Department's financial affairs, personnel and employee relations, management information systems and regulatory activities. The Associate Commissioner of Systems Operations oversees facility operations and public and legislative affairs.

**PROGRAM:**

Specific program information pertaining to FY03 is included in separate reports prepared by the Department's program areas.



## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

### LICENSES:

Mental Health Agency License

**FINANCES, FISCAL YEAR 2003:** 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 BEHAVIORAL AND DEVELOPMENTAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	50,823,762	33,169,743	17,018,767		635,252	
HEALTH BENEFITS	15,941,323	10,527,446	5,218,976		194,901	
RETIREMENTS	7,280,321	4,684,919	2,511,382		84,020	
OTHER FRINGE BENEFITS	663,170	434,176	220,310		8,684	
OTHER CONTRACT SERVICES STATE	15,290,636	6,813,714	6,867,968		1,608,954	
COMPUTER SERVICES STATE	38,008	3,464	34,544			
OTHER CONTRACT SERVICES	4,222,987	2,715,075	1,353,263		154,649	
RENTS	1,093,193	865,917	190,897		36,379	
COMMODITIES	6,522,930	3,064,731	2,011,121		1,447,078	
GRANTS, SUBSIDIES, PENSIONS	204,941,221	179,124,150	7,622,100		18,194,971	
BUILDING IMPROVEMENTS	254,000	254,000				
EQUIPMENT	118,347	78,923	39,424			
INTEREST-DEBT RETIREMENT	2,746	959	1,730		57	
TRANSFER TO OTHER FUNDS	394,911		299,872		95,039	
<b>TOTAL EXPENDITURES</b>	<b>307,587,555</b>	<b>241,737,217</b>	<b>43,390,354</b>		<b>22,459,984</b>	

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,367,879	4,367,879				
HEALTH BENEFITS	1,337,095	1,337,095				
RETIREMENTS	615,614	615,614				
OTHER FRINGE BENEFITS	54,407	54,407				
OTHER CONTRACT SERVICES STATE	302,994	302,994				
COMPUTER SERVICES STATE	2,000	2,000				
OTHER CONTRACT SERVICES	1,218,886	1,218,886				
RENTS	629,460	629,460				
COMMODITIES	1,225,354	1,225,354				
GRANTS, SUBSIDIES, PENSIONS	1,506,420	7,326	1,499,094			
EQUIPMENT	40,646	40,646				
INTEREST-DEBT RETIREMENT	64	64				
<b>TOTAL EXPENDITURES</b>	<b>11,300,819</b>	<b>9,801,725</b>	<b>1,499,094</b>			

## OFFICE OF ADVOCACY BDS

### RICHARD A ESTABROOK, ESQ., CHIEF ADVOCATE

*Central Office:* CETA BLDG, AUGUSTA, ME 04333

*Mail Address:* 60 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1975

*Reference:* Policy Area: 03 ; Umbrella: 14 Unit: 207 ; Citation: T0034B M.R.S.A., Sect. 000001205

*Average Count--All Positions:* 13.500

*Telephone:* (207) 287-2205

*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 and to monitor compliance with all laws, rules and

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

policies relating to the rights and dignity of service recipients. The Office 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 person centered planning 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 through upwards of 16,000 contacts with people with mental health difficulties and/or mental retardation through investigations of alleged abuse, review of aversive programming, representation of clients at person centered plan 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 DMHMRAS Grievance Process Guide for Recipients of Mental Health and Children's Services, free from the Chief Advocate; (4) Mental Retardation Services Grievance and 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.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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 BDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	500,040	500,040				
HEALTH BENEFITS	157,837	157,837				
RETIREMENTS	67,337	67,337				
OTHER FRINGE BENEFITS	5,965	5,965				
OTHER CONTRACT SERVICES	38,046	38,046				
RENTS	417	417				
COMMODITIES	16,529	16,529				
<b>TOTAL EXPENDITURES</b>	<b>786,171</b>	<b>786,171</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

*Reference:* Policy Area:03 ; Umbrella: 14 Unit: 199 ; *Citation:* T0034B M.R.S.A., Sect. 000005403

*Average Count--All Positions:* 21.000

*Telephone:* (207) 764-2010

*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 person-centered 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.

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

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 2003:** 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	<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	742,602	742,602				
HEALTH BENEFITS	230,875	230,875				
RETIREMENTS	118,633	118,633				
OTHER FRINGE BENEFITS	9,917	9,917				
OTHER CONTRACT SERVICES STATE	140,220	140,220				
OTHER CONTRACT SERVICES	45,576	45,576				
RENTS	28,974	28,974				
COMMODITIES	56,825	56,825				
GRANTS, SUBSIDIES, PENSIONS	50,105	50,105				
INTEREST-DEBT RETIREMENT	45	45				
<b>TOTAL EXPENDITURES</b>	1,423,772	1,423,772				

## AUGUSTA MENTAL HEALTH INSTITUTE LISA KAVANAUGH, FACHE, SUPERINTENDENT

TTY: (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: 325.322

Legislative Count: 324.00

### 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 psychiatric hospital fully operated by the State of Maine for these counties and is mandated and equipped to provide care and treatment the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere.

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 acute patients on a voluntary basis. AMHI also operates two clinics, the Capitol Community Clinic in Augusta and Clinical Services in Portland.

### 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

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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.

AMHI has a licensed capacity of 103 beds divided into four patient care units. The function of the units has changed in the past year to be more closely aligned with the unit design in the new hospital. 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. A PhD level psychologist is assigned to each unit for patient testing, evaluation, and treatment.

### **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.

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. AMHI has affiliated with Dartmouth Medical School, Dept. of Psychiatry for the provision of psychiatric leadership and care, and for the development as a center for education and research. 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. AMHI will be replaced November 1, 2003 with a state of the art facility, "Riverview Psychiatric Center" (RPC). The RPC will consist of 92 private rooms, 44 for forensic patients and 48 for civilly committed patients. Patients and staff will begin the move to RPC the week of October 25, 2003.

### **LICENSES:**

- CNA Certification
- CPR Certification

### **PUBLICATIONS:**

- 1) "Guide"
- 2) Program Description Brochure
- 3) Mission Vision, Values Pamphlet
- 4) Jose Castellonos Medical Library Holdings

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	<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	12,133,690	4,088,416	8,045,274			
HEALTH BENEFITS	3,809,523	1,284,866	2,524,657			
RETIREMENTS	1,817,902	612,399	1,205,503			
OTHER FRINGE BENEFITS	163,673	55,143	108,530			
OTHER CONTRACT SERVICES STATE	6,514,945	2,213,675	4,301,270			
COMPUTER SERVICES STATE	1,023	121	902			
OTHER CONTRACT SERVICES	1,038,698	280,555	758,143			
RENTS	131,443	52,273	79,170			
COMMODITIES	767,069	222,761	544,308			
GRANTS, SUBSIDIES, PENSIONS	231,339	81,464	149,875			
EQUIPMENT	51,581	17,377	34,204			
INTEREST-DEBT RETIREMENT	1,931	664	1,267			
TRANSFER TO OTHER FUNDS	125,959		125,959			
<b>TOTAL EXPENDITURES</b>	<b>26,788,776</b>	<b>8,909,714</b>	<b>17,879,062</b>			

## BANGOR MENTAL HEALTH INSTITUTE

### MARY LOUISE MC EWEN, SUPERINTENDENT

*Central Office:* 656 STATE STREET, BANGOR, ME 04401

*Mail Address:* PO BOX 926, BANGOR, ME 04401-0926

*Established:* 1985

*Telephone:* (207) 941-4000

*Reference: Policy Area:* 03 ; *Umbrella:* 14 *Unit:* 195 ; *Citation:* T0034B *M.R.S.A., Sect.* 000003201

*Average Count--All Positions:* 359.740

*Legislative Count:* 359.00

#### 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 Behavioral and Developmental 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 DBDS 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 outpatient 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

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 Behavioral and Developmental Services. Its present name was established by the Legislature in 1973.

BMHI is a 100 bed psychiatric hospital and is organized into major clinical, administrative, and support service departments. The clinical programs and services are Acute and Intermediate care (psycho-social rehab units), Admissions Services, and an Outpatient Program for individuals with severe and persistent mental illness who have not maintained successful treatment relationships in other programs. The Outpatient Program also includes a Medical Clinic and a Psychiatric Medication Clinic for both the adult and geriatric population. The Administrative Services include Human Resources, Staff Education, Quality Improvement, Utilization Review, and Medical Records. Ancillary Medical and Support Services include the Pharmacy, Dental Clinic (in and outpatient), 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 and is certified by the Health Care Finance Administration to provide acute psychiatric care.

### PROGRAM:

BMHI has five inpatient treatment units, admitting approximately 350 people per year. Three of the five units provide an acute level of care. DU unit focuses on rapid assessment and stabilization of both male and female patients. C2 unit focuses on rapid assessment and stabilization of male patients, some of whom are referred from the legal systems. K1 unit focuses on both fragile and geriatric patients. K2 and D1 units focus on psychiatric rehabilitation skill building for patients requiring an intermediate level of care.

Rehabilitative Services consists of various rehabilitative therapies to provide holistic treatment and rehabilitation to the hospital populations.

### 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)

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	<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	13,557,668	4,571,026	8,973,493		13,149	
HEALTH BENEFITS	4,070,290	1,373,898	2,694,319		2,073	
RETIREMENTS	1,972,730	665,149	1,305,879		1,702	
OTHER FRINGE BENEFITS	168,911	56,922	111,780		209	
OTHER CONTRACT SERVICES STATE	1,881,762	614,348	1,267,414			
COMPUTER SERVICES STATE	2,340	804	1,536			
OTHER CONTRACT SERVICES	778,692	237,919	540,390		383	
RENTS	164,262	52,941	111,321			
COMMODITIES	2,019,725	650,224	1,369,478		23	
GRANTS, SUBSIDIES, PENSIONS	7,831	194	7,637			
EQUIPMENT	7,620	2,400	5,220			
INTEREST-DEBT RETIREMENT	703	240	463			
TRANSFER TO OTHER FUNDS	117,195		117,103		92	
<b>TOTAL EXPENDITURES</b>	<b>24,749,729</b>	<b>8,226,065</b>	<b>16,506,033</b>		<b>17,631</b>	

## CHILDREN'S SERVICES

### VACANT, CH SERVICES DIRECTOR

TTY: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1985

FAX: (207) 287-9915

Telephone: (207) 287-4251

Reference: Policy Area:03 ; Umbrella: 14 Unit: 472 ; Citation: T0034B M.R.S.A., Sect. 000006204

Average Count--All Positions: 68.500

Legislative Count: 68.50

#### PURPOSE:

The Department serves children, aged birth 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 redesignated as the Children's Services unit as the department moved from a categorically based organizational structure to a more functional organization. The Department operates three (3) regional offices and one children's residential facility, licensed as an ICF/MR nursing level of care facility, the Elizabeth Levinson Center, Bangor. The Department contracts with local non-profit agencies to provide direct services to children who have special needs and their families.

The Department collaborates with other child-serving agencies, the Department of Human Services, the Department of Education and the Department of Corrections at both the state and local level.

#### PROGRAM:

In FY02, the Department provided contracted services to approximately 19,000 Maine children. Services are geared to address four populations: (A) Early Childhood, Mental Retardation and Autism Services. The Department contracts for identification and assessment, crisis services, case management,



## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

early childhood therapies, infant/toddler group services, preschool integrated support, family support, training on infant mental health and autism and mental retardation services.

(B) Mental Health/Behavioral Health Services. The Department provides a range of contract services to children who have neurobiological and other serious emotional or behavioral needs, and their families. These services include case management, crisis services, in-home supports such as behavioral specialist services, information and referral, family mediation, outpatient therapy, homebased family services, therapeutic social and recreational programs, therapeutic and group residential services, medication monitoring and individualized wraparound services purchased through non-categorical, flexible funds.

(C) Habilitative Services for children and adolescents with mental retardation or autism. Services include case management, in home supports, respite, and individualized wraparound services to meet individualized needs.

(D) Family Support Services. The Department funds Maine's respite care program which provides families and primary caregivers with planned periods of relief from the demands of in-home care of their children. Family support also includes contract services providing for parent support groups, family mediation services, toll free parent information and referral, and after school and summer recreational services for children. Children's Services regional staff provide a range of services, including contract monitoring, quality improvement, family information, systems access, resource development, utilization review, regional supervision and management of field operations.

### LICENSES:

Mental Health Agency License

### PUBLICATIONS:

Rights of Recipients of Mental Health Services Who Are Children in Need of Treatment (free)

**FINANCES, FISCAL YEAR 2003:** 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

CHILDREN'S SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,630,622	2,630,622				
HEALTH BENEFITS	801,108	801,108				
RETIREMENTS	342,801	342,801				
OTHER FRINGE BENEFITS	35,552	35,552				
OTHER CONTRACT SERVICES STATE	827,770	627,565	23,355		176,850	
OTHER CONTRACT SERVICES	64,385	64,035			350	
RENTS	2,836	2,836				
COMMODITIES	16,910	16,910				
GRANTS, SUBSIDIES, PENSIONS	40,283,865	38,302,565	39,519		1,941,781	
TRANSFER TO OTHER FUNDS	2,650		309		2,341	
<b>TOTAL EXPENDITURES</b>	<b>45,008,499</b>	<b>42,823,994</b>	<b>63,183</b>		<b>2,121,322</b>	

## DEVELOPMENTAL DISABILITIES OFFICE BDS

### REBECCA WEINSTEIN, EXECUTIVE DIRECTOR

Central Office: 225 WESTERN AVE, AUGUSTA, ME 04333

Mail Address: #139 STATE HOUSE STATION, 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

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

### PURPOSE:

The Developmental Disabilities Office provides staff support to the Maine Developmental Disabilities Council. The Developmental Disabilities Act is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports and other forms of assistance that promote self-determination, independence, productivity, and intergration and inclusion in all facets of community life, through culturally competent programs.

The Developmental Disabilities Council (funded through the Federal Developmental Disabilities Act grant) provides referral and information services to callers, funds projects to create systems wide changes to improve the quality of life for people with developmental disabilities, educates legislators and other government officials on issues important to people with developmental disabilities, serves as a voice for people with developmental disabilities and their families, works with other state and private agencies and on boards in issues pertinent to people with developmental disabilities.

### ORGANIZATION:

The Department of Behavioral and Developmental 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 Program Planner, a Research Associate and a Secretary.

The Office assists the Maine Developmental Disabilities Council in implementing its State Plan and carrying out the mandates of the Federal Developmental Disabilities Act of 2000.

### PROGRAM:

Please reference the Maine Development Disabilities Council.

### PUBLICATIONS:

All FREE (asterisked items currently not available)

-DD Dispatch (published three times a year)

-Five-year State Plan

-Why Bother? (Educating Maine's Legislators)

-Breaking Diagnostic News to Parents (Booklet)

-Breaking Diagnostic News to Parents (Checklist)? - "What About Lindsay"

(video)

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## ELIZABETH LEVINSON CENTER

### CAROL A. TROTTIER, DIRECTOR/ADMINISTRATOR

Central Office: 159 HOGAN RD, BANGOR, ME 04401-5697

Mail Address: 159 HOGAN RD, BANGOR, ME 04401-5697

Established: 1971

Reference: Policy Area:03 ; Umbrella: 14 Unit: 200 ; Citation: T0034B M.R.S.A., Sect. 000006252

Average Count--All Positions: 47,394

TTY: (287) 941-4409

FAX: (207) 941-4412

Telephone: (207) 941-4400

Legislative Count: 46.00

### 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/nursing program.

The primary purpose of the Center is to evaluate and treat children who meet the criteria for ICF/MR Nursing level care. The secondary purpose of the facility is to offer respite care to children in the community who meet the same criteria.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

### 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. The Center is operated by the Department of Behavioral and Developmental Services. Medical, respiratory, nutritional, occupational therapy, physical therapy, speech and language development, dental, orthopedic and psychological services are provided on a contractual basis.

### PROGRAM:

Referrals for admission are accepted from the Department's three regional offices, pediatricians, other professionals and families. Children are accepted into the facility through an admission screening process. Once accepted, an active treatment planning meeting is held with the child and family. At this meeting, objectives, goals, responsibilities and discharge plans are established. Families are encouraged to participate in their child's program plan development and all subsequent review meetings held by the team.

Educational programs for all Elizabeth Levinson Center residents are provided by local schools. ELC offers inservice education for Departmental and Center staff and training for area universities, colleges, technical programs, public schools, and community agencies.

### PUBLICATIONS:

Elizabeth Levinson Center Brochure (free).

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,435,488	1,435,488				
HEALTH BENEFITS	528,556	528,556				
RETIREMENTS	215,449	215,449				
OTHER FRINGE BENEFITS	19,217	19,217				
OTHER CONTRACT SERVICES STATE	118,953	118,953				
COMPUTER SERVICES STATE	235	235				
OTHER CONTRACT SERVICES	75,003	75,003				
RENTS	4,641	4,641				
COMMODITIES	144,546	144,546				
GRANTS, SUBSIDIES, PENSIONS	57,648	57,648				
BUILDING IMPROVEMENTS	104,000	104,000				
EQUIPMENT	18,500	18,500				
<b>TOTAL EXPENDITURES</b>	<b>2,722,236</b>	<b>2,722,236</b>				

## DIVISION OF MENTAL HEALTH

### LINDA JARIZ, ACTING DIRECTOR, ADULT MH

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1959

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 193 ; Citation: T0034B M.R.S.A., Sect. 000003001

Average Count--All Positions: 116.000

TTY: (207) 287-2000

FAX: (207) 287-7571

Telephone: (207) 287-2991

Legislative Count: 116.00

### PURPOSE:

The department has primary responsibility for developing and maintaining a system of community mental health services and supports, including 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:

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

1) State, Federal and other grant management; (2) community mental health support service systems and related plans; 3) 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. Duby, 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 functionally based 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 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 FY03, the department continued its focus on the implementation of the AMHI Consent Decree, consideration of strategies to manage Medicaid expenditure and continued its mental health systems change process to a more centralized statewide structure in collaboration with locally managed regional structures.

The Director of Adult Mental Health Services, a central administration position, provides programmatic and fiscal 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. Areas of special focus in FY03 were trauma informed MH systems, youth in transition to adult services, and older persons with mental illness. Other initiatives include the rewrite of Medicaid regulations to offer a comprehensive array of community support services. Collaboration with other state agencies, community MH providers and hospitals are an integral part of the program.

### PUBLICATIONS:

-Consent Decree Quarterly Reports      -Rights of Recipients of Mental Health Services  
-Mental Health Licensing Review Protocol      -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  
-Strategic Plan for Adult Mental Health Services in Region III, December 1998  
-Plan for Mental Health Safety Net Services for Regions I and II, March 1999.  
-Annual Center for Mental Health Services block grant application.  
-Grievance Process Guide For Recipients of Mental Health Services.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	4,642,691	4,585,574			57,117	
HEALTH BENEFITS	1,469,095	1,449,954			19,141	
RETIREMENTS	632,009	624,618			7,391	
OTHER FRINGE BENEFITS	65,091	64,161			930	
OTHER CONTRACT SERVICES STATE	2,575,306	1,254,597	316,016		1,004,693	
COMPUTER SERVICES STATE	120	120				
OTHER CONTRACT SERVICES	140,541	67,090	3,784		69,667	
RENTS	7,117	6,772			345	
COMMODITIES	1,529,317	211,181	1,603		1,316,533	
GRANTS, SUBSIDIES, PENSIONS	58,762,501	53,705,852	511,168		4,545,481	
BUILDING IMPROVEMENTS	150,000	150,000				
INTEREST-DEBT RETIREMENT	42				42	
TRANSFER TO OTHER FUNDS	35,935		4,864		31,071	
<b>TOTAL EXPENDITURES</b>	<b>70,009,765</b>	<b>62,119,919</b>	<b>837,435</b>		<b>7,052,411</b>	

## DIVISION OF MENTAL RETARDATION

### JANE GALLIVAN, PROG. MGR., MR SERVICES

TTY: (207) 287-2000

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 40 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1969

FAX: (207) 287-9915

Telephone: (207) 287-4212

Reference: Policy Area: 03 ; Umbrella: 14 Unit: 197 ; Citation: T0034B M.R.S.A., Sect. 000005201

Average Count--All Positions: 226.500

Legislative Count: 226.50

#### PURPOSE:

The department assures that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and/or 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/or 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 and/or autism in need of this service.

#### ORGANIZATION:

The 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 cross disability structure.

Community mental retardation programs are supported through contracts and grants with families, private and non-profit agencies. Administratively, the state has been divided into three regions with a Team Leader in each. Community case management staff assist individuals through intake and in obtaining services, assist in developing programs, provide personal planning services for consumers and monitor quality of the services provided. Decision making occurs at the regional office front line or close to the the consumer and family as possible.

#### PROGRAM:

During FY02, the Department continued to work to develop programs to comply fully with the Community Consent Decree. Person Centered Planning, quality assurance, and the Crisis system were all improved. Conversion from sheltered employment to supported employment has begun in many parts of the state. A Quality of Life Interview for Consumers has been implemented and has begun to

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

collect information on services provided.

### PUBLICATIONS:

- Directory of Programs Serving Maine Citizens with Mental Retardation
- Community Consent Decree
- Questions and Answers on Guardianship
- DBDS 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
- Hearing Rules for Class Members
- It's Your Life, What's Your Plan?
- Mental Retardation Grievance and Appeals Process
- A Work Book for Personal Planning
- Companions on the Journey - A Resource Guide for Person Centered Planning
- Case Management Manual
- PCP-Person Centered Planning Guide

**FINANCES, FISCAL YEAR 2003:** 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	8,669,064	8,513,516			155,548	
HEALTH BENEFITS	2,820,138	2,779,358			40,780	
RETIREMENTS	1,195,814	1,173,866			21,948	
OTHER FRINGE BENEFITS	116,728	113,317			3,411	
OTHER CONTRACT SERVICES STATE	904,634	779,187			125,447	
OTHER CONTRACT SERVICES	581,839	495,919	37,180		48,740	
RENTS	92,581	63,893			28,688	
COMMODITIES	123,487	93,573			29,914	
GRANTS, SUBSIDIES, PENSIONS	81,715,086	80,601,465	2,000		1,111,621	
INTEREST-DEBT RETIREMENT	20	5			15	
TRANSFER TO OTHER FUNDS	12,714		194		12,520	
<b>TOTAL EXPENDITURES</b>	96,232,105	94,614,099	39,374		1,578,632	

## OFFICE OF SUBSTANCE ABUSE

### KIM JOHNSON, DIRECTOR

*Central Office:* AMHI COMPLEX, MARQUARDT BLDG., AUGUSTA, ME 04330

*Mail Address:* 159 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 287-4334

*Established:*

*Telephone:* (207) 287-2595

*Reference: Policy Area:03 ; Umbrella: 14 Unit: 118 ; Citation: T0005 M.R.S.A., Sect. 000020004*

*Average Count--All Positions: 40.000*

*Legislative Count: 40.00*

### 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, now called the Department of Behavioral and Developmental 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.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

### ORGANIZATION:

OSA is composed of six divisions: Prevention/Information and Resource Center, Intervention (DEEP - Driver Education and Evaluation Programs), Treatment, Corrections, Information Systems and Fiscal/Contracting.

### PROGRAM:

OSA is responsible for developing a comprehensive plan for combating alcohol and drug abuse. It administers service through contracts with community service providers. It establishes statewide standards for substance abuse prevention and treatment. OSA regularly assesses the extent of substance abuse through a variety of data collection methods, including required reporting from all providers and regular surveys of a variety of populations.

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.

### PUBLICATIONS:

OSA is responsible for the State Plan for Alcohol and Other Drug Abuse Services in Maine; 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 Book List (lists books in the Information and Resource Center (IRC) of OSA); Alcohol, Tobacco and Other Drug Video Catalog (a catalog of the 1500+ 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 2003:** 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,378,460	969,022			409,438	
HEALTH BENEFITS	469,614	336,707			132,907	
RETIREMENTS	176,604	123,625			52,979	
OTHER FRINGE BENEFITS	19,390	15,256			4,134	
OTHER CONTRACT SERVICES STATE	2,011,680	749,868	959,848		301,964	
COMPUTER SERVICES STATE	32,290	184	32,106			
OTHER CONTRACT SERVICES	210,806	163,099	12,198		35,509	
RENTS	12,606	5,260			7,346	
COMMODITIES	566,609	375,129	90,872		100,608	
GRANTS, SUBSIDIES, PENSIONS	22,301,976	6,293,081	5,412,807		10,596,088	
INTEREST-DEBT RETIREMENT	-118	-118				
TRANSFER TO OTHER FUNDS	100,383		51,368		49,015	
<b>TOTAL EXPENDITURES</b>	<b>27,280,300</b>	<b>9,031,113</b>	<b>6,559,199</b>		<b>11,689,988</b>	

DEPARTMENT OF CONSERVATION

**DEPARTMENT OF CONSERVATION**

**PATRICK K. MCGOWAN, COMMISSIONER**

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME, 04330

Mail Address: 22 STATE HOUSE STA, AUGUSTA, ME, 04333-0022

Established: 1973

FAX: (207) 287-2400

Telephone: (207) 287-4900

Reference: Policy Area: 05 ; Umbrella: 04 Unit: 056 ; Citation: T0012 M.R.S.A., Sect. 000005011

Average Count--All Positions: 443.474

Legislative Count: 326.50

Units:

~~FORESTAL OR PARK RESOURCES~~

DIVISION OF FOREST HEALTH AND MONITORING

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

DIVISION OF FOREST PROTECTION

DIVISION OF FOREST POLICY AND MANAGEMENT

GENERAL SERVICES (CONSERVATION)

MAINE LAND USE REGULATION COMMISSION

BUREAU OF GEOLOGY AND NATURAL AREAS

**PURPOSE:**

The Department of Conservation was established to preserve, protect and enhance the land resources of the State of Maine. The purposes of the Department are: to educate the public and encourage the wise use of the scenic, mineral, and forest resources of the State; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; to provide coordinated land use planning in unorganized territories; to provide ongoing database information and mapping of natural resources; and to effectively manage public lands, state parks, and historic sites in Maine.

**ORGANIZATION:**

The Department of Conservation was created in 1973 by combining several independent natural resource departments. The Department consists of five major bureaus: Parks and Lands, Forest Service, Geology and Natural Areas, Land Use Regulation Commission, and General Services. The Department is led by a Commissioner who is responsible for the overall executive management of the Department and whose staff oversee the information and education, safety, regulatory and legislative, and long range departmental planning efforts.

**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.

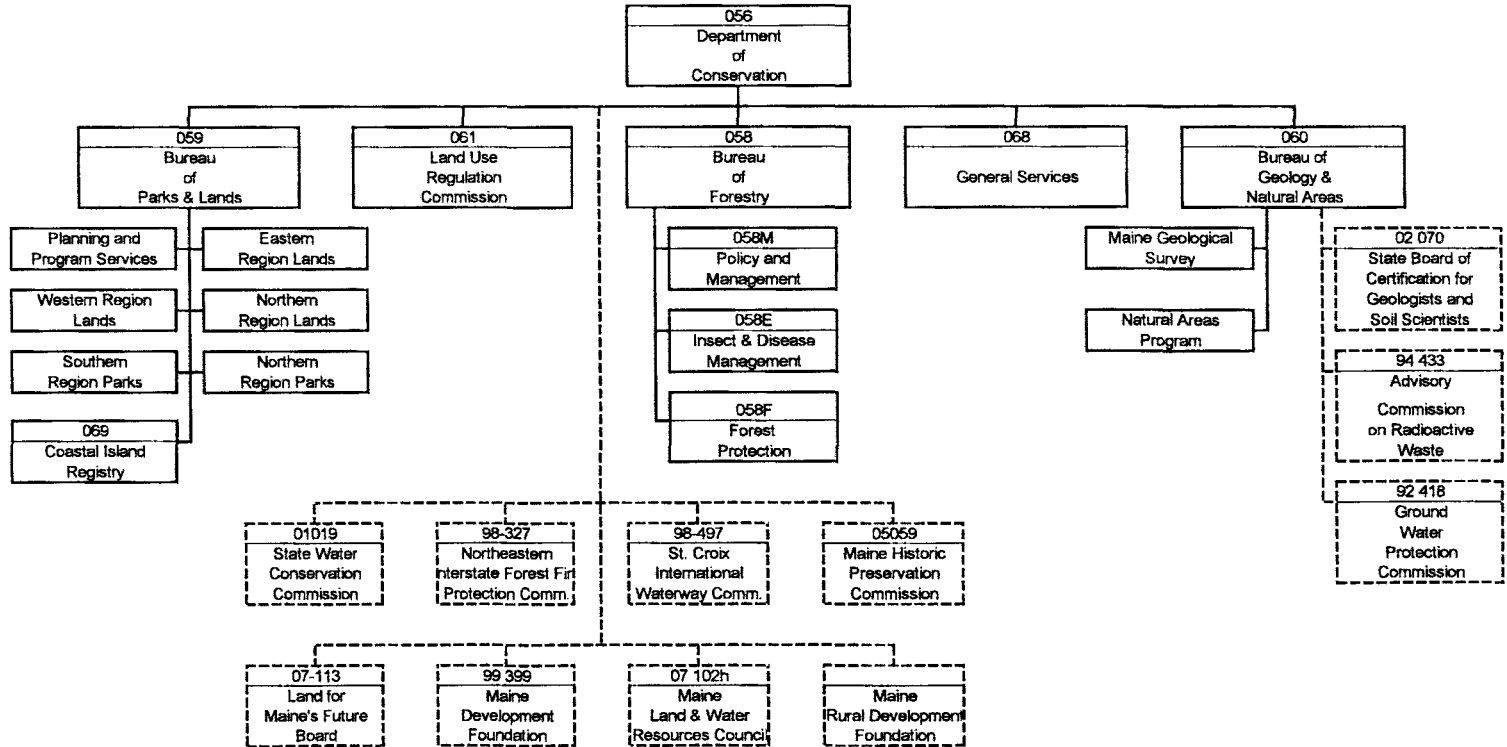


# DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 2003:** 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	15,166,164	11,638,211	2,683,118		844,835	
HEALTH BENEFITS	4,647,588	3,521,485	859,351		266,752	
RETIREMENTS	2,178,886	1,722,758	351,194		104,934	
OTHER FRINGE BENEFITS	205,557	156,421	38,277		10,859	
OTHER CONTRACT SERVICES STATE	1,703,053	612,639	413,068		676,728	618
COMPUTER SERVICES STATE	108,356	31,971	66,272		5,537	4,576
OTHER CONTRACT SERVICES	2,975,057	1,268,738	862,444		810,917	32,958
RENTS	2,120,059	1,628,580	390,938		100,541	
COMMODITIES	1,850,048	1,117,013	575,205		157,830	
GRANTS, SUBSIDIES, PENSIONS	6,120,424	140,980	3,513,058		2,466,386	
PURCHASE OF LAND	4,397,934		629,228		3,755,387	13,319
BUILDING IMPROVEMENTS	69,412		69,412			
EQUIPMENT	1,009,886	166,222	649,621		83,643	110,400
INTEREST-DEBT RETIREMENT	43	17	26			
TRANSFER TO OTHER FUNDS	149,321		113,904		35,417	
<b>TOTAL EXPENDITURES</b>	<b>42,701,788</b>	<b>22,005,035</b>	<b>11,215,116</b>		<b>9,319,766</b>	<b>161,871</b>

ORGANIZATION CHART  
DEPARTMENT OF CONSERVATION



DEPARTMENT OF CONSERVATION

**COASTAL ISLAND REGISTRY**

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

TTY: (207) 287-2213

*Central Office:* 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

*Mail Address:* 22 STATE HOUSE 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. It currently resides in the Bureau of Parks and Lands, 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**DIVISION OF FOREST HEALTH AND MONITORING**

**DAVID STRUBLE, STATE ENTOMOLOGIST**

TTY: (207) 287-2213

*Central Office:* 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

*Mail Address:* 22 STATE HOUSE 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

**PURPOSE:**

The Division of Forest Health & Monitoring within the Bureau of Forestry was originally 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. By action of the 118th Legislature, responsibilities were expanded to incorporate conducting a permanent inventory of Maine's forest resources on a 5-year annualized cycle.

In accomplishing its mandate, the Division of Forest Health & Monitoring: gathers, analyzes, and reports pest levels and trends and similar information regarding forest condition/forest response; evaluates actual and potential impacts of such forest 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 landowner of his plans.

## DEPARTMENT OF CONSERVATION

### ORGANIZATION:

The Division of Forest Health & Monitoring (FHM) 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 FHM. 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 16.9 million acres of commercial timberland to individual shade trees scattered across 498 municipalities, requires that the FHM 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, to the extent possible (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 Vector-Borne Disease Working Group. This unit also administers the insect and disease reference collection and library which serves FHM 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, Pine Shoot Beetle, 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.

**Forest Inventory and Health Monitoring** - this unit is primarily responsible to maintain the Maine Forest Service's statewide forest health and sustainability monitoring surveillance system: conduct and report on the annualized 5-year cyclical inventory of the condition/extent of Maine's forest resources; 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

## DEPARTMENT OF CONSERVATION

of hemlock logs and pulp from outside Maine while forestalling introduction of Hemlock Woolly Adelgid.  
Pine Shoot Bettle Compliance Agreements issued to allow movement of regulated wood products to utilizing sites outside the generally infested area in Maine.

### 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 1986-2002  
Integrated Crop Management Schedule for Softwood Timber Plantations and Conifer Seed Orchards.  
Reports of the Annual Inventory of Maine's Forests: 1999; 2000; 2001

## BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)

### ALEC GIFFEN, DIRECTOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE 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: 166.351

Legislative Count: 150.00

### 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 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.

The Bureau is divided into 3 functional divisions: Forest Protection, Forest Policy and Management, and Forest Health and Monitoring. 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.

## DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 2003:** 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	6,171,483	5,326,938			844,545	
HEALTH BENEFITS	1,979,589	1,712,919			266,670	
RETIREMENTS	1,017,790	912,879			104,911	
OTHER FRINGE BENEFITS	95,514	84,656			10,858	
OTHER CONTRACT SERVICES STATE	1,044,021	486,963	22,413		534,645	
COMPUTER SERVICES STATE	9,443	5,816			3,627	
OTHER CONTRACT SERVICES	1,543,291	741,225	16,411		785,655	
RENTS	1,113,362	1,031,147			82,215	
COMMODITIES	690,271	536,857	5,860		147,554	
GRANTS, SUBSIDIES, PENSIONS	2,117,709	140,886	123,370		1,853,453	
BUILDING IMPROVEMENTS	5,500		5,500			
EQUIPMENT	82,517	82,517				
INTEREST-DEBT RETIREMENT	12	12				
TRANSFER TO OTHER FUNDS	27,744		439		27,305	
<b>TOTAL EXPENDITURES</b>	15,898,246	11,062,815	173,993		4,661,438	

## DIVISION OF FOREST PROTECTION

### BILL WILLIAMS, STATE SUPERVISOR

TTY: (207) 287-2213

*Central Office:* 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

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

*Established:* 1973

*Telephone:* (207) 287-4990

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

#### **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 17.7 million acres of forest land. 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 and the name was changed to Forest Protection in 1999. 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.

## DEPARTMENT OF CONSERVATION

### 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 2002 there were 719 forest fires burning 766 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 arrester 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, including the Maine Wildfire Training Academy. In addition, special training programs were developed for hotshot crews, scouts, prison and industry personnel in forest fire suppression techniques. Specially trained and equipped incident management 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 natural science; Physical Fitness requirements meet national standards and the Incident Command System is used as the system of operation on all incidents. A Forest Ranger and Law Enforcement Academy is conducted for new hires. The National Interagency Management System is used to manage emergency incidents. The Forest Protection Division spends many days training other agencies, 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)

## DIVISION OF FOREST POLICY AND MANAGEMENT

### DONALD J MANSIUS, DIRECTOR

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE 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

### PURPOSE:

The Forest Policy and Management Division promotes informed decisions about Maine's forests by forest landowners, managers, the public, and policy makers. Division staff provide 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 (FPA), 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.

## DEPARTMENT OF CONSERVATION

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 directly with forest landowners and other stakeholders; policy, planning and education specialists; program specialists who oversee water quality, stewardship, community forestry, utilization and marketing programs; and shared responsibility for enforcement of the FPA. The Division Director reports to the State Forester.

### PROGRAM:

During FY 2003, staff provided technical and educational assistance on forest management and conservation laws to over 5,000 private, non-industrial forest landowners and to numerous municipalities, civic organizations, resource consultants, educational institutions, state and federal agencies. The division launched a public outreach campaign-"Be Woods Wise" to promote wise decisions by owners of small woodland acreages. The successful campaign included television and print advertising in key markets. Project Canopy, a program to enhance community forestry at the municipal level, continued to build support in Maine's communities. The division has primary responsibility for implementing the Governor's Forest Stewardship Initiative, including rulemaking to substantially eliminate liquidation harvesting and support for forest certification efforts.

The division's regulatory program focuses on preventing violations through educational outreach and active field intervention. The case backlog from earlier years has been eliminated, due in large part to the presence of Regional Enforcement Coordinators and streamlined case processing procedures that allow fairly quick settlement of violations. Staff continue to improve FPA enforcement policy and procedures and deliver customized training for FPA rules as needed. All staff deliver educational programming, including water quality best management practices and participation in numerous public education workshops and training sessions, including Envirothon, teacher tours, and Project Learning Tree. The division continues to focus on reaching new audiences, including owners of small woodlots and non-traditional, underserved groups, such as women woodland owners.

Maine Forest Service has a legislative mandate to develop statewide standards for timber harvesting in shoreland areas. The division leads that process, with rulemaking and municipal outreach planned for FY 2004. The division participates actively in the Atlantic Salmon Conservation Plan, including use of a federal grant to cost share with loggers the purchase of skidder bridges to help protect water quality at stream crossings. The division's policy team acquires, analyzes and publishes information about the forest resource to fulfill statutory requirements and collaborates with other agencies to gather, analyze and report to the public information about trends in Maine's forests.

### PUBLICATIONS:

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

The 2003 Biennial report on the State of the Forest and Progress Report on Forest Sustainability Standards

What Do Trees Have To Do With It? A Forestry Guide for Communities

The Woods in Your Backyard: A Homeowners guide

Report of the 2001 Annual Inventory of Maine's Forests

Forest Regeneration and Clearcutting Standards, MFS Rules Chapter 20

The Impact of Timber Harvesting on Nonpoint Source Pollution

Timber Supply Outlook for Maine: 1995-2045

Bi-monthly community forestry newsletter and quarterly technical bulletin

Directory of Forestry and Natural Resource Consultants

Forest Trees of Maine, 1995 (\$1.00)

Annual reports: Stumpage Statistics; Silvicultural practices; Wood processor report

Quarterly consulting foresters newsletter

Numerous forestry fact sheets



DEPARTMENT OF CONSERVATION

**GENERAL SERVICES (CONSERVATION)**

**WILLARD HARRIS, DIRECTOR**

TTY: (207) 287-2213

Central Office: 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

Mail Address: 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022

FAX: (207) 287-2216

Established: 1973

Telephone: (207) 287-2211

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

Average Count--All Positions: 20.000

Legislative Count: 20.00

**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 contains the Office of the Commissioner and the four functional administrative units of Business Management, Human Resources, Information Systems, and Radio Communications.

The Commissioner's Office is responsible for providing overall policy guidance to all bureaus within the department. Also, the Commissioner's office also provides coordination and direction for the department's legislative program, the department's public information effort, fall foliage program, coordinating the department's safety program, and long range department planning. Under the department's 1995 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 ACE 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 ACE 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, General Services is responsible for financial and business management including budget, purchasing, contracting and leasing; human relations including organization and staff development, AA/EEO compliance, labor relations, and training; information systems management including systems development and programming, systems upgrade and maintenance, and statewide connectivity with field offices and staff; telecommunications, and coordination with central state systems; and radio communications including maintenance and repair of hand held, mobile and stationary two-way radios, and repeater sites located across Maine.

## DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 2003:** 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	929,320	790,201	139,119			
HEALTH BENEFITS	237,942	200,854	37,088			
RETIREMENTS	126,780	106,754	20,026			
OTHER FRINGE BENEFITS	11,714	9,916	1,798			
OTHER CONTRACT SERVICES STATE	23,248	17,675	5,573			
OTHER CONTRACT SERVICES	45,308	25,631	19,677			
RENTS	304,271	208,030	96,241			
COMMODITIES	132,933	86,946	45,987			
EQUIPMENT	16,815		16,815			
TRANSFER TO OTHER FUNDS	4,651		4,651			
<b>TOTAL EXPENDITURES</b>	1,832,982	1,446,007	386,975			

## MAINE LAND USE REGULATION COMMISSION

### CATHERINE CARROLL, DIRECTOR

TTY: (207) 287-2213

*Central Office:* 286 WATER ST, KEY TOWER, AUGUSTA, ME 04330

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

*Established:* 1969

*Reference:* Policy Area: 05 ; Umbrella: 04 Unit: 061 ; Citation: T0012

*Average Count--All Positions:* 27.000

*FAX:* (207) 287-7439

*Telephone:* (207) 287-2631

*M.R.S.A., Sect.* 000000683

*Legislative Count:* 27.00

#### **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 7 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.

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. Two 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.

## DEPARTMENT OF CONSERVATION

### PROGRAM:

The Commission adopted Resource Protection plans for the upper and lower West Branch of the Penobscot River. 1281 permit applications were accepted for processing, and 1275 applications were processed. There were 120 applications pending at the end of the fiscal year. Compliance staff investigated over 400 complaints, made over 2,000 site inspections, including 950 public assistance visits, and resolved 161 enforcement cases. Rulemaking changes included changes in the Commission's fee schedule, amendments to accommodate small-scale wind development projects, and miscellaneous changes in the Commission's statute from the previous legislation session, certain definitions, subdivision exemptions, and variance provisions, standards for mineral exploration and extraction, filling and grading, and timber harvesting. Land use guidance (zoning) maps for townships and plantations in Aroostook county were updated and adopted.

### 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  
Certificates of Compliance

### 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  
Erosion Control on Logging Jobs - No Charge  
Prospective Zoning for the Rangeley Lakes Region - No Charge  
\*No charge for individual copies; nominal charge for multiple copies  
Guidance Document on Lake Concept Plans

**FINANCES, FISCAL YEAR 2003:** 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	939,617	939,617				
HEALTH BENEFITS	319,659	319,659				
RETIREMENTS	128,877	128,877				
OTHER FRINGE BENEFITS	12,963	12,963				
OTHER CONTRACT SERVICES STATE	25,283	25,283				
COMPUTER SERVICES STATE	1,451	1,451				
OTHER CONTRACT SERVICES	94,829	94,717	112			
RENTS	68,082	68,082				
COMMODITIES	169,557	135,705	33,852			
GRANTS, SUBSIDIES, PENSIONS	94	94				
TRANSFER TO OTHER FUNDS	305		305			
<b>TOTAL EXPENDITURES</b>	<b>1,760,717</b>	<b>1,726,448</b>	<b>34,269</b>			

DEPARTMENT OF CONSERVATION

**BUREAU OF GEOLOGY AND NATURAL AREAS**

**ROBERT G MARVINNEY, DIRECTOR**

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

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

*Established:* 2000

*Telephone:* (207) 287-2801

*Reference: Policy Area: 05 ; Umbrella: 04 Unit: 060 ; Citation: T0012 M.R.S.A., Sect. 000000541A*

*Average Count--All Positions:* 18.500

*Legislative Count:* 18.50

**PURPOSE:**

The Bureau of Geology and Natural Areas is the administrative home for the Maine Geological Survey and the Maine Natural Areas Program. The mission of the Bureau 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 Bureau maps, inventories, assesses, and interprets Maine's geology and the ecology of the State's plants and natural communities. The Bureau 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. In 1995, 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. In 2000 this agency was renamed the Bureau of Geology and Natural Areas for clarity of purpose and better recognition of programs.

**PROGRAM:**

The Bureau of Geology and Natural Areas 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 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. 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 is conducted for shoreline stability, landslides, sea-level rise, beach nourishment sources, and dredge spoil disposal sites.

The Natural Areas Division inventories lands that support rare and endangered plants and outstanding examples of natural communities. Inventories are conducted only with the permission of the landowner. 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 Bureau's field investigations and research projects. The Division operates a cartographic production facility which includes a geographic information system, a computer graphics section, a diazo reproduction center. The Bureau 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 to public lands, the marine littoral bottom to three miles from shore, and all lake bottoms, but not to mineral activities on private or federal lands.

## DEPARTMENT OF CONSERVATION

### 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 Bureau publishes technical reports concerning surficial, groundwater, bedrock, and marine geology, and natural areas. More than 200 new maps and reports were published during FY 2002-2003. For more information please request the following:

Publications List - a complete listing of Bureau publications (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, Vol. 1 - price \$40.00

Mineralogy of Maine, Vol. 2 - price \$ 40.00

Biodiversity in Maine - price \$15.00

Collector's Guide to Maine Mineral Localities - price \$10.00

The Geology of Mt. Desert Island - price \$8.00

**FINANCES, FISCAL YEAR 2003:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPFASIS System

BUREAU OF GEOLOGY AND NATURAL AREAS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	807,736	659,121	148,325		290	
HEALTH BENEFITS	222,759	173,138	49,539		82	
RETIREMENTS	109,970	90,737	19,210		23	
OTHER FRINGE BENEFITS	8,863	6,358	2,504		1	
OTHER CONTRACT SERVICES STATE	224,195	57,876	39,411		126,908	
COMPUTER SERVICES STATE	7,695	2,236	5,459			
OTHER CONTRACT SERVICES	93,393	40,545	45,677		7,171	
RENTS	31,633	12,151	9,699		9,783	
COMMODITIES	76,749	58,060	16,051		2,638	
GRANTS, SUBSIDIES, PENSIONS	144,962		144,962			
EQUIPMENT	32,837		28,837		4,000	
TRANSFER TO OTHER FUNDS	23,792		16,546		7,246	
<b>TOTAL EXPENDITURES</b>	<b>1,784,584</b>	<b>1,100,222</b>	<b>526,220</b>		<b>158,142</b>	

## BUREAU OF PARKS AND LANDS

### THOMAS A. MORRISON, DIRECTOR

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Mail Address: 22 STATE HOUSE 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: 211.623

Legislative Count: 111.00

### 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 527,000 acres of Public Reserved and Non-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, owns 106 miles of abandoned rail bed managed as

## DEPARTMENT OF CONSERVATION

multi-use trails, 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.

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 administers motorized trail on public & private land, and provides grants to clubs and municipalities for the development and maintenance of snowmobile and ATV trails. The Boating Facilities Div, through direct state involvement, grants and contracts, provides and maintains boat access sites. It also marks certain lakes to ensure navigational safety. The Grants & Community Recreation Div 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 including silviculture management. It also conducts research, secures grants, reviews comprehensive plans, and administers a leasing program for camp lots, telecommunications, utility right-of-ways, and agriculture on Bureau lands. 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 & historic sites provided recreation & education opportunities to more than 2,564,183 visitors, contributing \$1,942,841 in user fees and other revenue to the general fund and \$344,111 to municipalities in fee sharing in calendar year 2001. Projects initiated during FY 2003: Lily Bay SP comfort station w/showers & water service to the campground loops & day area - \$540,000, Ft Knox safety improvements & masonry repairs \$ 135,000, Lily Bay SP paving \$ 140,000, Sebago Lake SP day use handicapped access improvements \$ 37,679, Col Pemaquid, Ft Wm Henry roof replacement \$ 52,000, Range Pond SP 4,000 foot sanitary line \$86,205, Eagle Is superstructure replacement of 200' pier w/floats \$120,398 and other projects. Funding from various sources, including Loon Plates Rev, bond funds, fed LAWCON, BGS repair funds, BGS environmental safety funds, and private sources were used & often combined to produce the above projects.

In calendar year 2002 the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 57,796 acres of the Bureau's 349,414 acres of operable timberland yielding 49,577 cords of wood. They also constructed and maintained an extensive network of roads, trails, and bridges to

## DEPARTMENT OF CONSERVATION

facilitate public access. The Bureau's Grants and Community Recreation Division administered \$1,041,857 in federal grants for 52 Recreational Trail Program projects, managed \$1,003,854 in federal Land and Water Conservation Fund projects, and provided technical assistance to municipalities, and the Maine Trails Advisory Committee. The Boating Facilities Division, through grants and direct construction, provided new assured public boat access at 4 sites and improved public boat access at 8 other sites. The Navigational Aids Program maintained buoys on 24 waterbodies and worked with 16 lake associations and municipalities to mark another 16 waterbodies.

The Planning, Acquisition, & Special Services Division conducted surveys of users of Bureau lands and facilities, completed several Parks and Reserved Land brochures; completed 15 land transactions totaling approx 13,490 acres in fee and 13,941 acres in easement. The Off-Road Vehicle Division approved 373 snowmobile grants, totaling \$2,390,523 and managed five trail systems. The ATV Program awarded 56 club & municipal grants (\$148,763) and continued to develop abandoned railroad rights-of-way for a total of 2182 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances, and campsite reservation system. In 2002, the submerged lands program reviewed 207 applications, resulting in 36 new leases, 8 dredging leases, 18 easements and 1 log salvage permit.

### **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); Allagash Wilderness Waterway Management Plan; Allagash Wilderness Waterway Campsite Occupancy Study; An Inventory of State Park Natural Areas & Features; Maine Public Facilities for Boats Program (free); Maine Uniform State Waterway Marking System and Rules & Regulations (free); Statewide Snowmobile Trail Map and ATV Trail map (free); All Terrain Vehicle Trail Marking Techniques (free); Brochures on Club & Municipal Grant Information (free); Brochures on specific parks, historic sites, public reserved and non-reserved lands, and the campsite reservation system; Land and Water Conservation Fund 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 Guidelines; Your Islands on the Coast Brochure, Integrated Resource Policy for Bureau Lands;

# DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 2003:** 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		SPECIAL			
EXPENDITURES	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	6,318,008	3,922,334	2,395,674			
HEALTH BENEFITS	1,887,639	1,114,915	772,724			
RETIREMENTS	795,469	483,511	311,958			
OTHER FRINGE BENEFITS	76,503	42,528	33,975			
OTHER CONTRACT SERVICES STATE	386,306	24,842	345,671		15,175	618
COMPUTER SERVICES STATE	89,767	22,468	60,813		1,910	4,576
OTHER CONTRACT SERVICES	1,198,236	366,620	780,567		18,091	32,958
RENTS	602,711	309,170	284,998		8,543	
COMMODITIES	780,538	299,445	473,455		7,638	
GRANTS, SUBSIDIES, PENSIONS	3,857,659		3,244,726		612,933	
PURCHASE OF LAND	4,397,934		629,228		3,755,387	13,319
BUILDING IMPROVEMENTS	63,912		63,912			
EQUIPMENT	877,717	83,705	603,969		79,643	110,400
INTEREST-DEBT RETIREMENT	31	5	26			
TRANSFER TO OTHER FUNDS	92,829		91,963		866	
TOTAL EXPENDITURES	21,425,259	6,669,543	10,093,659		4,500,186	161,871



DEPARTMENT OF CORRECTIONS

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

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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: 1418.701 Legislative Count: 1413.00  
Units:

OFFICE OF ADVOCACY (CORRECTIONS)  
CHARLESTON CORRECTIONAL FACILITY  
MAINE CORRECTIONAL CENTER  
DOWNEAST CORRECTIONAL FACILITY  
JUVENILE JUSTICE ADVISORY GROUP  
JUVENILE COMMUNITY CORRECTIONS  
LONG CREEK YOUTH DEVELOPMENT CENTER

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER  
STATE PAROLE BOARD  
STATE PRISON  
DIVISION OF PROBATION AND PAROLE  
OFFICE OF VICTIM SERVICES

**PURPOSE:**

The Department of Corrections is responsible for the direction and general supervision, guidance and planning of adult and juvenile correctional facilities and programs within the state. The department administers the state's correctional facilities, provides for the safety of staff and clients, undertakes appropriate programming for the classification, education and rehabilitation, and maintenance of clients and assures 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, Long Creek Youth Development Center, Mountain View Youth Development Center, and the Downeast Correctional Facility. 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 a 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 establish and maintain programs, inside and outside of correctional facilities, that provide rehabilitation services and opportunities for clients. 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:

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

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

## DEPARTMENT OF CORRECTIONS

MANAGEMENT INFORMATION SERVICES. The department is currently in the process of developing a Web based, integrated offender management system for adult and juvenile offenders. Several application prototypes were completed and are being used to help define requirements for the new system, they include: Restitution, Offender Classification and Housing Assignments, Medicaid, and Juvenile Case Management. The department is also heavily involved in detailing the configuration, developing specifications, and ordering all the hardware components necessary for the opening of the new facilities.

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	52,899,032	51,869,513	445,539		350,828	233,152
HEALTH BENEFITS	17,059,636	16,729,214	151,028		96,973	82,421
RETIREMENTS	9,318,195	9,149,374	79,095		53,279	36,447
OTHER FRINGE BENEFITS	809,687	796,412	5,245		5,045	2,985
OTHER CONTRACT SERVICES STATE	12,998,418	12,014,770	97,299		638,352	247,997
COMPUTER SERVICES STATE	95,354	30,498	7,523		56,583	750
OTHER CONTRACT SERVICES	5,126,677	4,852,557	123,006		105,236	45,878
RENTS	1,161,203	1,148,315	5,130		2,547	5,211
COMMODITIES	9,799,327	8,576,832	277,148		840,292	105,055
GRANTS, SUBSIDIES, PENSIONS	11,082,504	8,371,375	292,086		2,419,043	
BUILDING IMPROVEMENTS	39,900	39,900				
EQUIPMENT	1,110,970	146,870	10,500		900,557	53,043
INTEREST-DEBT RETIREMENT	2,779	2,604	2			173
TRANSFER TO OTHER FUNDS	90,668	-66	19,784		66,474	4,476
<b>TOTAL EXPENDITURES</b>	<b>121,594,350</b>	<b>113,728,168</b>	<b>1,513,385</b>		<b>5,535,209</b>	<b>817,588</b>

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,350,368	1,986,893	151,102		212,373	
HEALTH BENEFITS	616,812	512,693	46,558		57,561	
RETIREMENTS	355,014	300,801	24,752		29,461	
OTHER FRINGE BENEFITS	31,342	27,387	1,561		2,394	
OTHER CONTRACT SERVICES STATE	11,262,136	10,715,184	10,485		536,467	
COMPUTER SERVICES STATE	61,478	4,895			56,583	
OTHER CONTRACT SERVICES	166,202	115,828	7,855		42,519	
RENTS	24,955	23,430	58		1,467	
COMMODITIES	1,584,880	751,519	10,053		820,946	2,362
GRANTS, SUBSIDIES, PENSIONS	7,642,963	5,154,906	69,014		2,419,043	
BUILDING IMPROVEMENTS	39,900	39,900				
EQUIPMENT	1,030,042	76,442			900,557	53,043
TRANSFER TO OTHER FUNDS	71,775		9,142		62,633	
<b>TOTAL EXPENDITURES</b>	<b>25,237,867</b>	<b>19,709,878</b>	<b>330,580</b>		<b>5,142,004</b>	<b>55,405</b>

## OFFICE OF ADVOCACY (CORRECTIONS)

### WES ANDRENYAK, CHIEF ADVOCATE

TTY: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME 04333-0111

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

Established: 1984 Telephone: (207) 287-4393

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

## DEPARTMENT OF CORRECTIONS

### 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 two additional authorized Advocate positions, one full-time and one half-time. These may be assigned, as needed, to any facility or agency within the Department, including the Maine State Prison, Maine Correctional Center, Southern Maine Juvenile Facility, Charleston Correctional Facility, Downeast Correctional Facility, Bangor Pre-Release Center, Central Maine Pre-Release Center, Northern Maine Juvenile Facility, or Community Corrections.

### 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.

**FINANCES, FISCAL YEAR 2003:** 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	109,938	109,938				
HEALTH BENEFITS	39,614	39,614				
RETIREMENTS	16,128	16,128				
OTHER FRINGE BENEFITS	1,221	1,221				
OTHER CONTRACT SERVICES STATE	9,518	9,518				
OTHER CONTRACT SERVICES	1,063	1,063				
RENTS	42	42				
COMMODITIES	2,342	2,342				
<b>TOTAL EXPENDITURES</b>	<b>179,866</b>	<b>179,866</b>				

## CHARLESTON CORRECTIONAL FACILITY

**ERIC HANSEN, SUPERINTENDENT**  
**DAVID LOVEJOY, DIRECTOR OF SUPPORT SERV.**

Central Office: 1182 DOVER RD, CHARLESTON, ME 04422

Mail Address: 1182 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: 32.000

FAX: (207) 285-0836

Telephone: (207) 285-0880

Legislative Count: 32.00

## DEPARTMENT OF CORRECTIONS

### **PURPOSE:**

The primary purposes of the Charleston Correctional Facility is to provide public safety by confining, containing, and controlling all assigned adult prisoners. All prisoners housed at Charleston Correctional Facility are classified as minimum or community security. The prisoners participate in education, treatment and vocational programs in addition to industries programs and a unique work release program.

### **ORGANIZATION:**

The Charleston Correctional Facility is located on the site of the former Charleston Air Force Station in Charleston, Maine. The facility opened under the administrative control of the Maine Correctional Center in 1980. In 1985, the facility assumed primary responsibility for its own development and operation. During 2001, the facility was down sized through a major restructuring of the Maine Department of Corrections. This brought the facility under the control of Superintendent Eric Hansen.

### **PROGRAM:**

The Charleston Correctional Facility currently houses approximately 95 male prisoners. Prisoners are received from higher security level institutions, such as the Maine State Prison in Warren, the Maine Correctional Center in Windham and the Downeast Correctional Facility in Bucks Harbor. A comprehensive classification process reviews the prisoner's need for rehabilitative services such as education, vocation, psychological, and substance abuse. An educational learning center/library is located on facility grounds. Instruction is offered in GED preparation and testing, Adult Basic Education, and basic computer skills. Parenting skills, life skills, and employment skills training are available. Vocation programs and industries programs are provided in wood harvesting and small saw mill operation.

Finished lumber is sold to other Correctional and State Agencies in addition to being utilized in our industry program to manufacture fine furniture, woodcrafts, prefab shelters, and construction products. This program is accomplished through a cooperative agreement with the Department of Inland Fisheries and Wildlife. The cooperative agreement allows the Charleston Correctional Facility wood-harvesting program to provide land management services to the 7,000+ acre Bud Leavitt Wildlife Management Area that abuts the facility property. During Fiscal Year 2002 - 2003 the wood-harvesting program produced approximately 1,100 cords of fuel wood and slab wood for the facility's boiler plant to supplement the use of oil in order to provide heat and hot water for the entire facility. This has saved the facility considerable funds annually by reducing fuel oil costs. In addition, the industry program produced over 200,000 board feet of lumber.

Charleston Correctional Facility's total progressive corrections program has a strong public restitution element providing public restitution to communities, non profit agencies and State Agencies to include the Maine Department of Transportation. Last year over 30,000 hours were expended on community restitution projects. Several hundred hours were expended on the weekly maintenance of the Mountain View Youth Development Center which abuts our facility. There are over 30 prisoners trained and ready to be utilized to fight forest fires. 14 prisoners that have earned that privilege are offered an opportunity to enter the Facility's unique work release program. Prisoners in the program are required to contribute to their living expenses, provide family support, pay victim restitution, pay unpaid fines and save money to utilize upon their release.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2003:** 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	1,186,508	1,050,538	105,568		30,402	
HEALTH BENEFITS	421,787	365,414	44,058		12,315	
RETIREMENTS	213,044	186,911	20,290		5,843	
OTHER FRINGE BENEFITS	15,695	13,774	1,405		516	
OTHER CONTRACT SERVICES STATE	54,562	34,727	19,835			
COMPUTER SERVICES STATE	8,246	823	7,423			
OTHER CONTRACT SERVICES	73,857	67,091	6,766			
RENTS	26,490	26,262	228			
COMMODITIES	251,904	207,866	40,169		3,869	
INTEREST-DEBT RETIREMENT	7	5	2			
TRANSFER TO OTHER FUNDS	2,416		1,988		428	
<b>TOTAL EXPENDITURES</b>	<b>2,254,516</b>	<b>1,953,411</b>	<b>247,732</b>		<b>53,373</b>	

## MAINE CORRECTIONAL CENTER

### SCOTT V. BURNHEIMER, 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:* 263.975

*FAX:* (207) 893-7001

*Telephone:* (207) 893-7000

*Legislative Count:* 263.00

#### **PURPOSE:**

It is the Mission of the Maine Correctional Center to improve public safety by decreasing the recidivism of both male and female prisoners by providing opportunities for correctional rehabilitation within a supervised and secure setting, while assuring the safety of the public, the staff, and the prisoners. While striving to complete this mission, the Maine Correctional Center recognizes the indispensable and valuable contributions of its security, program, and support staff and is committed to the ongoing development of a professional and skilled work force.

This mission is accomplished through the Correctional Center's responsibility as the Department of Corrections' (DOC) primary Reception Center, and the utilization of professional correctional practices, objective risk assessment, and the research-based rehabilitation programs, which have been proven to reduce the likelihood that an offender will re-offend. Within this mission, the Maine Correctional Center recognizes its responsibility to educate prisoners as to the harm criminal conduct causes to the victim and to the community, and to provide prisoners with opportunities to repay the community through participation in public service work and restitution.

Throughout their Maine Correctional Center commitment, prisoners are expected to accept increasing levels of personal responsibility for their conduct and for successful participation in rehabilitative programs. Acceptance of responsibility for their own behavior, for their family, and for their actions in the community is the basis of the Maine Correctional Center's mission. Maine Correctional Center is designated as a minimum, medium security institution with a maximum security capability for short duration confinement. The Women's Center is a separate, comprehensive housing and programming unit. The Correctional Center also lends accounting support for the Central Maine Pre Release Center in Hallowell.

#### **ORGANIZATION:**

The Multi Purpose Unit (MPU) is a high custody correctional setting, which provides Reception and Orientation, Administrative Segregation, Disciplinary

## DEPARTMENT OF CORRECTIONS

Segregation and Protective Custody for both male and female prisoners. In addition, it holds a limited number of prisoners awaiting trial in the Federal court. Unit One is primarily a medium custody housing area and includes a forty (40) bed Correctional Recovery Academy (CRA) which is separated from the general population and provides intensive residential substance abuse treatment. Unit Two is primarily a minimum custody housing area and includes the Infirmary for the Department of Corrections. Unit Three is the Women's Center, which is a separate comprehensive housing and programming unit for females. It includes Industries, Education and Substance Abuse Treatment.

### PROGRAM:

The Maine Correctional Center is the primary reception center for the Maine Department of Corrections (DOC). Prisoners with sentences of five (5) years or less, and all female prisoners, enter the department through the Maine Correctional Center. At the completion of the intake and orientation process, prisoners may be placed in a unit at Maine Correctional Center or transferred to another facility.

Programs for prisoners confined at MCC focus on teaching appropriate conduct, personal responsibility, and work skills. The Center has specialized programs to assist prisoners re-entering the community. Prisoners work various jobs within the institution to include kitchen, laundry, grounds maintenance and landscaping. Public restitution crews work in the community under the supervision of correctional trades instructors completing public service projects. Industry programs in upholstery, wood construction and garments provide basic work skills. Education programs include GED (preparation and testing), vocational training offers graphic arts and computer repair. Medical services outpatient and Infirmary placement is available to all prisoners. Prisoners are assigned to a unit team which monitors prisoner adjustment to include mental health services and case management. The substance abuse programs are provided through a partnership with the State Office of Substance Abuse.

The Women's Center is designed as a secure correctional community with focus on personal development, trauma recovery, substance abuse treatment and community re-entry. Through these programs the Maine Correctional Center strives toward its mission to improve community safety by teaching personal responsibility, involving prisoners in rehabilitation programs and lowering recidivism.

**FINANCES, FISCAL YEAR 2003:** 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	9,647,201	9,557,820	66,192		23,189	
HEALTH BENEFITS	2,994,200	2,967,164	23,524		3,512	
RETIREMENTS	1,730,412	1,714,426	12,584		3,402	
OTHER FRINGE BENEFITS	143,360	142,193	753		414	
OTHER CONTRACT SERVICES STATE	12,310	11,690	620			
OTHER CONTRACT SERVICES	797,219	661,307	80,803		55,109	
RENTS	163,318	162,568	750			
COMMODITIES	1,856,238	1,724,899	131,339			
INTEREST-DEBT RETIREMENT	2,377	2,377				
TRANSFER TO OTHER FUNDS	6,977		5,492		1,485	
<b>TOTAL EXPENDITURES</b>	<b>17,353,612</b>	<b>16,944,444</b>	<b>322,057</b>		<b>87,111</b>	

DEPARTMENT OF CORRECTIONS

**DOWNEAST CORRECTIONAL FACILITY**

**C. MARK CATON, DIRECTOR**  
**SANDRA ALTMANNBERGER, BUSINESS SERVICES MANAGER**

*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:* 72.000

*Legislative Count:* 72.00

**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 149

**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. We have instituted a NovaNet program which allows prisoners to enroll in college courses via a closed circuit of the Internet. The vocational programs are staffed with instructors in the following career fields: Upholstery, Welding and Building Trades.

An Industries program was instituted in July 2001 wherein denim jeans are stitched by prisoners for the entire Department of Corrections prisoner population. At the close of fiscal year 2003, the Industries program was employing 10 prisoners and has provided over 6,000 pairs of jeans.

The Community Restitution Program provides other State Agencies, local municipalities and non-profit organizations with assistance in maintaining their facilities. The Prison Pup Program utilizes facility based training by prisoners to prepare service dogs to help deaf or physically disabled lead more mobile and independent lives.

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. A Caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2003:** 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	<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	2,593,821	2,591,963	1,858			
HEALTH BENEFITS	895,505	895,505				
RETIREMENTS	455,675	455,675				
OTHER FRINGE BENEFITS	39,646	39,646				
OTHER CONTRACT SERVICES STATE	44,941	29,907	14,973		61	
COMPUTER SERVICES STATE	2,624	2,624				
OTHER CONTRACT SERVICES	166,895	158,986	1,251		6,658	
RENTS	49,698	49,698				
COMMODITIES	468,512	414,849	51,302		2,361	
EQUIPMENT	8,050	8,050				
TRANSFER TO OTHER FUNDS	535		473		62	
<b>TOTAL EXPENDITURES</b>	<b>4,725,902</b>	<b>4,646,903</b>	<b>69,857</b>		<b>9,142</b>	

## JUVENILE JUSTICE ADVISORY GROUP

### PAUL VESTAL, CHAIRPERSON

TTY: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME 04333-0111

Mail Address: 111 STATE HOUSE STATION, 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, 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,



## DEPARTMENT OF CORRECTIONS

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 JJAG and its committees advocate for youth through recommendations 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 federal allocation for Maine Juvenile Justice and Delinquency Prevention Program for federal fiscal year 2003 is \$708,000. Up to 10% of the award is available for planning and program administration, determined by need and available state matching funds, and \$30,000 is allocated for the activities of the JJAG. The remainder of the formula grant is allocated to a variety of programs to support improvement of the juvenile justice system. In accordance with their three-year plan, JJAG will support prevention and early intervention programs designed to keep at-risk youth out of the juvenile justice system, development of a comprehensive strategy to address delinquency among Native American youth, and monitoring of and technical assistance for jails to maintain compliance with the Federal JJDP Act.

Federal funds from a Challenge grant will continue to support family and systems change and development of programming that will reduce school suspensions and expulsions.

The JJAG also supports community prevention efforts with the pass-through of federal funds from the Title V Local Delinquency Prevention Program. The FY2002 (and final) allocation of \$111,000 will be distributed by a competitive process with eligibility restricted to general units of local government. That program has been discontinued at the federal level.

### **PUBLICATIONS:**

Copies of the following publications may be obtained, free of charge, from the JJAG or their website MAINE JJAG.org:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 2002-2005.

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

Maine Juvenile Justice Advisory Group's 2002 Annual Report to Gov. JEB and the 121st Legislature.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## JUVENILE COMMUNITY CORRECTIONS

### **BARTLETT STOODLEY JR., ASSOC COMM JUVENILE SERV.**

*Central Office:* AMHI COMPLEX, ELKINS BLDG., AUGUSTA, ME 04333

*Mail Address:* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4518

*Established:* *Telephone:* (207) 287-4365

*Reference: Policy Area:* 03 ; *Umbrella:* 03 *Unit:* 237A; *Citation:* 005401 M.R.S.A., Sect. T00034A

*Average Count--All Positions:* 72.500

*Legislative Count:* 72.50

### **PURPOSE:**

Juvenile Community Corrections was established to provide effective supervision of juvenile offenders residing in the community. Using a case management model staff assess risk presented by juveniles, develop case plans, access and advocate for appropriate resources to implement case plans, and monitor case plan implementation. The purpose of this approach is to divert youth from the correctional system, supervise those on probation or aftercare status, and manage those youth detained or incarcerated to protect public safety.

## DEPARTMENT OF CORRECTIONS

Juvenile Community Corrections is also responsible for the administration of the Interstate Compact for Juveniles.

### ORGANIZATION:

Four regional offices provide services to juveniles across the state. A Regional Correctional Administrator, who reports directly to the Associate Commissioner for Juvenile Services, administers each office. Juvenile Community Corrections Officers (JCCO) accept referrals from law enforcement officers and supervise juvenile offenders in the community. Resource Coordinators manage community service contracts, develop new services, manage service delivery dollars, and assist JCCO's to find appropriate resources for juveniles on their caseloads. Support staff assist in the overall management of the regional offices.

### PROGRAM:

Regional offices receive referrals from law enforcement officers for detention decisions or to screen for possible diversion. The JCCO's, based on specified criteria, determine whether juveniles should be detained pending a court hearing. They also decide whether a youth can be safely diverted from the correctional system. In the latter case youth are dealt with informally through a contract specifying conditions to which the youth and his/her family agree to comply in lieu of going to court. The JCCO's also supervise youth placed on probation or on aftercare from one of the juvenile facilities. JCCO's also continue to manage cases of youth in juvenile facilities.

**FINANCES, FISCAL YEAR 2003:** 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

JUVENILE COMMUNITY CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,501,739	2,438,535	63,204			
HEALTH BENEFITS	866,873	850,150	16,723			
RETIREMENTS	459,010	450,900	8,110			
OTHER FRINGE BENEFITS	43,822	42,886	936			
OTHER CONTRACT SERVICES STATE	390,554	298,856	50,886		40,812	
COMPUTER SERVICES STATE	3,871	3,771	100			
OTHER CONTRACT SERVICES	244,657	232,027	12,630			
RENTS	268,638	264,924	3,714			
COMMODITIES	294,267	270,346	23,921			
GRANTS, SUBSIDIES, PENSIONS	3,415,433	3,192,361	223,072			
EQUIPMENT	10,500		10,500			
TRANSFER TO OTHER FUNDS	2,358		1,923		435	
TOTAL EXPENDITURES	8,501,722	8,044,756	415,719		41,247	

## LONG CREEK YOUTH DEVELOPMENT CENTER

**LARS OLSEN, SUPERINTENDENT**

**WANDA PETTERSEN, DIRECTOR SUPPORT SERVICES**

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

Mail Address: 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 FAX: (207) 822-2787

Established: 1853

Telephone: (207) 822-2600

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

Average Count--All Positions: 208.958

Legislative Count: 204.50

### PURPOSE:

The Long Creek Youth Development 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

## DEPARTMENT OF CORRECTIONS

they relate 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, or, in some cases, until their 21st birthdays. 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. The Long Creek Youth Development Center is also, required, by law, to detain juveniles pending their court appearances.

### ORGANIZATION:

Long Creek Youth Development Center in 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 State School for Boys 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, when the Stevens School for Girls closed and the girls were transferred to the Boys Training Center, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

On July 1, 2001 the Maine Youth Center changed it's name to Long Creek Youth Development Center.

### PROGRAM:

The Long Creek Youth Development Center continues to redefine many of its program functions to provide a multidisciplinary-team approach in working with those juveniles committed to and held within the facility. The Long Creek Youth Development Center functions as the correctional facility for juveniles from the southern part of the state. The Center provides care, custody, and security for its residents, assessment and diagnostic services, education through the A.R. Gould School, volunteer services, recreation, mental health services, religious services, and medical services to its juvenile offender population.

**FINANCES, FISCAL YEAR 2003:** 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

LONG CREEK YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,808,344	7,757,678			50,666	
HEALTH BENEFITS	2,319,468	2,306,573			12,895	
RETIREMENTS	1,292,822	1,285,501			7,321	
OTHER FRINGE BENEFITS	109,758	108,890			868	
OTHER CONTRACT SERVICES STATE	422,266	379,679			42,587	
COMPUTER SERVICES STATE	1,923	1,923				
OTHER CONTRACT SERVICES	494,003	491,333	1,778		892	
RENTS	77,365	76,285			1,080	
COMMODITIES	788,263	763,257	12,660		12,346	
GRANTS, SUBSIDIES, PENSIONS	1,200	1,200				
INTEREST-DEBT RETIREMENT	171	171				
TRANSFER TO OTHER FUNDS	836		84		752	
<b>TOTAL EXPENDITURES</b>	<b>13,316,419</b>	<b>13,172,490</b>	<b>14,522</b>		<b>129,407</b>	

DEPARTMENT OF CORRECTIONS

**MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER**

**ERIC HANSEN, SUPERINTENDENT**  
**DAVID LOVEJOY, DIRECTOR OF SUPPORT SRV.**

*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:* 179.268

*FAX:* (207) 285-0836

*Telephone:* (207) 285-0880

*Legislative Count:* 179.00

**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 F and H.

**ORGANIZATION:**

The Mountain View Youth Development Center was established to provide juvenile correctional services for the ten Northern/Central counties of Aroostook, Franklin, Hancock, Kennebec, Knox, Penobscot, Piscataquis, Somerset, Waldo and Washington. Formerly known as Northern Maine Juvenile Detention Facility, the programs, services and physical plant were expanded and reorganized into the current Mountain View Youth Development Center.

The Center provides services to both short term detention population, as well as, longer term committed youth. Detention services include short term secure detention, pending court disposition of youth accused of committing juvenile crimes and is placement for juveniles sentenced to brief periods of incarceration of less than 30 days, known as "Shock Sentences" or periods of less than seven days as a "Drug Court Sanction".

Residents sentenced to indeterminate periods of confinement or committed to the Department of Corrections, are served by the newly expanded facility.

**PROGRAM:**

The facility offers numerous programs and services to provide all residents the opportunity to change inappropriate behaviors, attitudes and beliefs into those that are socially acceptable. These services focus on providing the youth with attainable skills and competencies that are affective and demonstratable. The primary method of achieving these changes are cognitive / behavioral based and are individualized to meet the specific needs of all youth and reduce targeted high risk behaviors.

A full array of mental health and substance abuse services, which include evaluation, diagnostics, appropriate counseling and therapy are available through licensed practioners through individual and group processes. Other services provided include volunteers, religion, leisure, recreation and full medical and dental.

The facility provides all educational services including special education programs within the guidelines of the "Maine Learning Results" in a unique alternative experiential approach through the facility's school. The educational programs encourage individual success for residents to become life long learners. Available services range from GED preparation to college entry.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2003:** 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

MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,521,146	6,521,146				
HEALTH BENEFITS	2,221,545	2,221,545				
RETIREMENTS	1,114,829	1,114,829				
OTHER FRINGE BENEFITS	107,960	107,960				
OTHER CONTRACT SERVICES STATE	174,150	174,150				
COMPUTER SERVICES STATE	4,387	4,387				
OTHER CONTRACT SERVICES	407,496	407,496				
RENTS	55,556	55,556				
COMMODITIES	884,122	884,122				
EQUIPMENT	7,270	7,270				
INTEREST-DEBT RETIREMENT	51	51				
<b>TOTAL EXPENDITURES</b>	11,498,512	11,498,512				

## STATE PAROLE BOARD

### MARTIN MAGNUSSON, COMMISSIONER

TTY: (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 both to evaluate and adjudicate applications for parole as well as to provide oversight and management of offenders already admitted to parole. The primary responsibilities of the Board are to determine the time of parole for each prisoner or to revoke parole when warranted due to rule violations. 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's 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 re-designated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In 1976 the State of Maine abolished Parole though the Board continues to serve in a limited capacity providing services to offenders placed on parole prior to its 1976 abolition.

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.

## DEPARTMENT OF CORRECTIONS

### PROGRAM:

The State Parole Board hears cases at the Maine State Prison for those offenders who were sentenced prior to May 1976 (the abolition date for parole in Maine) to determine if or when inmates should be released on parole. If parolees have been accused of violating the terms of their parole the Board sits as an adjudicatory body to determine if a violation has occurred and if they find that a violation has in fact occurred they impose sanctions as they see fit.

### PUBLICATIONS:

Parole Board Rules and Policy--Free

**FINANCES, FISCAL YEAR 2003:** 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	385	385				
OTHER CONTRACT SERVICES	267	267				
TOTAL EXPENDITURES	652	652				

## STATE PRISON

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

Central Office: 807 CUSHING ROAD, WARREN, ME 04864-4600

Mail Address: BOX A, THOMASTON, ME 04861

Established: 1823

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

Average Count--All Positions: 435.500

FAX: (207) 273-5316

Telephone: (207) 273-5300

Legislative Count: 435.50

### 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 are transferred to the Special Management Unit, one of three housing units within the newly constructed Maine State Prison in Warren. 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 in 1924. On February 15, 2002 a new Maine State Prison was completed in Warren and received its first prisoners. The Thomaston facility was demolished by June, 2002 and replaced with a park. Part of the original wall still remains at the site beside the prison cemetery.

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.

## DEPARTMENT OF CORRECTIONS

On October 18, 1992 the first prisoners were transferred to the Maine Correctional Institution, located in Warren. It was built to house Maine's "high risk" prisoners. On February 13, 2002 prisoners were moved from the Thomaston facility to the newly constructed Maine State Prison in Warren. Maine Correctional Institution is now physically part of the Maine State Prison allowing for 916 medium and close security prisoners. Additionally 200 minimum security prisoners are housed at the Bolduc Correctional Facility. The new Maine State Prison was designed and constructed with Unit Management philosophy in mind. Staff are trained in its concept which is an approach to inmate and institutional administration designed to improve control and relationships by dividing a large population into smaller, more manageable groups, in order to improve the delivery of correctional services.

### **PROGRAM:**

A 32 bed mental health stabilization unit opened in 1998. Mental Health Services assures assessment and treatment planning for all prisoners with major mental illnesses or behavioral disorders. Treatment includes supportive counseling, cognitive-behavioral psychotherapy, group therapy, and discharge planning. Staff work closely with security and medical personnel, as well as with other agencies to provide consistency and continuity of patient-prisoner care and treatment. Substance abuse services are provided through individual counseling, group counseling, education and sponsorship. Social services provides varied services to the population. All prisoners sentenced are assigned to one of the licensed caseworkers who sees the new prisoner after his arrival. They act as advocates and serve on the Classification Committee and frequently play a role in defusing potentially disruptive situations. This serves to control institutional tensions and provide a more stable environment.

Educational programs at the prison include literacy/remedial reading with individual instruction. GED or High School diplomas are offered through the prison teachers. College courses are available through the UMA Thomaston Center for those prisoners who desire higher education. Typing, computer, music, literature, writing, art, horticulture and languages provide additional choices. Religious, psychological and substance abuse services are also offered on an individual and group basis.

Bolduc Correctional Facility supports programs such as, aids awareness, impact on crime, meditation and sex offender therapy. Computer science, New Books for Readers, library services, and expanded Literacy Volunteer participation bolsters these educational choices. Recreational programming is offered to the entire population. Together with the Department of Transportation the cooperative work program is successful and assists both organizations with a means to accomplish their missions. The farm continues to provide potatoes and in season fresh produce and community restitution and continues to be a significant activity.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2003:** 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	16,639,048	16,348,281	57,615			233,152
HEALTH BENEFITS	5,490,183	5,387,597	20,165			82,421
RETIREMENTS	3,022,777	2,972,971	13,359			36,447
OTHER FRINGE BENEFITS	261,229	257,654	590			2,985
OTHER CONTRACT SERVICES STATE	327,802	60,880	500		18,425	247,997
COMPUTER SERVICES STATE	2,069	1,319				750
OTHER CONTRACT SERVICES	2,526,343	2,469,061	11,404			45,878
RENTS	178,512	172,921	380			5,211
COMMODITIES	3,330,411	3,220,053	6,895		770	102,693
GRANTS, SUBSIDIES, PENSIONS	6,270	6,270				
EQUIPMENT	55,108	55,108				
INTEREST-DEBT RETIREMENT	173					173
TRANSFER TO OTHER FUNDS	5,178	-66	655		113	4,476
<b>TOTAL EXPENDITURES</b>	<b>31,845,103</b>	<b>30,952,049</b>	<b>111,563</b>		<b>19,308</b>	<b>762,183</b>

## DIVISION OF PROBATION AND PAROLE

### BUD DOUGHTY, ASSOC COMM ADULT SERVICES

TTY: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
 Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370  
 Established: 1967 Telephone: (207) 287-4384  
 Reference: Policy Area: 03 ; Umbrella: 03 Unit: 237 ; Citation: T0034A M.R.S.A., Sect. 000005401  
 Average Count--All Positions: 96.00 Legislative Count: 96.00

#### PURPOSE:

The Division of Adult Community Services (formerly the Division of Probation and Parole) was established to provide effective supervision, counseling, direction and motivation to committed offenders on probation or parole. The Division's primary role is the enhancement of public safety by providing community based supervision of offenders placed either on probation or parole. Included in its activities are many functions such as: conducting pardons and commutation investigations for the Governor's office, pre-sentence investigations for the courts, post-sentence, pre-parole and other investigations for the state's correctional institutions, program referrals and monitoring of same, sex offender registration, restitution/fine collection, DNA and substance abuse testing, data collection, community notification and supervision of adult probationers under the interstate compact.

Most recently the Division of Adult Services have become actively involved in administering assessment instruments, most notably risk and needs assessments, to offenders on their roles and using the information from these assessments to develop case management strategies for each individual offender.

#### ORGANIZATION:

When the Division of Probation and Parole was created in 1967 it included adult and juvenile offenders. In 1984 the juvenile intake function was developed and incorporated into part the Divisions mission. In 1976 Parole was abolished in the State of Maine and the only available post-release supervision was probation ordered by the Courts. In 1986 an Intensive Supervision statute was passed and in 1991 the Supervised Community Confinement Program was created through a legislative initiative. Both these programs were directed at providing responsible alternatives to incarceration.



## DEPARTMENT OF CORRECTIONS

In 1996 the Division was reorganized and all adult services were consolidated into the newly formed Division of Adult Services headed by a newly authorized Associate Commissioner. At the same time juvenile services were similarly reorganized. Adult Community Corrections consists of 4 regional office, 20 sub offices and numerous reporting sites. Each regional office is administered by a Regional Coorectional Administrator (RCA) with the two largest regions also assigned an assistant RCA. In addition to Probation Officers servicing all regions some or all regionals are serviced by specialty officers known as, Supervised Community Confinement Officers, Sex Offender Specialists and Domestic Violence Specialists.

### PROGRAM:

The Division of Adult Services is dedicated to balancing the needs of public safety, victim and community restoration, offender accountability and using effective approaches to reduce re-offending and to enhance effective reintegration into communities. Under community supervision, offenders receive services that include monitoring through surveillance and personal and collateral contacts based on risk of re-offending and treatment intervention based on needs assessments.

Pre-release services are designed to prepare inmates to return to their communities by utilizing a model of program participation, community service work, education and employment. Inmates are able to select from a wide range of relevant programs including life skills, remedial reading, anger management, substance abuse treatment and other courses developed in collaboration with the local adult education programs.

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2003:** 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	3,439,577	3,405,379				34,198
HEALTH BENEFITS	1,157,423	1,146,733				10,690
RETIREMENTS	644,620	637,368				7,252
OTHER FRINGE BENEFITS	52,442	51,589				853
OTHER CONTRACT SERVICES STATE	300,069	300,069				
COMPUTER SERVICES STATE	10,756	10,756				
OTHER CONTRACT SERVICES	241,614	241,556				58
RENTS	316,480	316,480				
COMMODITIES	330,231	329,422	809			
GRANTS, SUBSIDIES, PENSIONS	16,638	16,638				
TRANSFER TO OTHER FUNDS	575		9			566
<b>TOTAL EXPENDITURES</b>	<b>6,510,425</b>	<b>6,455,990</b>	<b>818</b>			<b>53,617</b>

## OFFICE OF VICTIM SERVICES

### DENISE GILES, VICTIM SVC COORDINATOR

Central Office: TYSON BUILDING, AUGUSTA, ME 04333

Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 2001

Reference: Policy Area:03 ; Umbrella: 03 Unit: 615 ; Citation: 00034A M.R.S.A., Sect. 000001214

Average Count--All Positions: 3.000

TTY: (207) 287-4472

FAX: (207) 287-4370

Telephone: (207) 287-4385

Legislative Count: 3.00

### PURPOSE:

The Office of Victim Services is responsible for the provision of services to victims of crime whose offenders are in the custody of or under the

## DEPARTMENT OF CORRECTIONS

supervision of the Department of Corrections. A person who is the victim of a crime is entitled to certain basic rights: to be treated with dignity and respect; to be free from intimidation; to be assisted by criminal justice agencies and to be informed about the criminal justice system. The Office of Victim Services enforces these rights of victims served by the Department of Corrections.

### ORGANIZATION:

The Office of Victim Services was created by the Legislature in 2001 to advocate for and to provide services to victims whose offenders are in the custody of or under supervision by the Department of Corrections.

### PROGRAM:

The Office of Victim Services strives to ensure that victims who request notification are notified of the prisoner's release, victims receive the restitution to which they are entitled, and victims are free from harassment by offenders in the custody of or under the supervision of the department. The Office of Victim Services provides a toll free number for victims to receive information regarding an offender's status. The Office of Victim Services encourages the participation of crime victims on the Department of Corrections Victim Advisory Group and Impact of Crime Panels. The Office of Victim Services offers assistance with victim impact statements, and promotes the inclusion of victim impact statements into decisions regarding prisoner release.

The Office of Victim Services certifies and monitors Batterer Intervention Programs throughout the state. The Office of Victim Services provides training and technical assistance as well as support to juvenile community resolution teams throughout the state.

The Office of Victim Services provides referrals to appropriate community based service providers.

### PUBLICATIONS:

(Informational Pamphlets)

**FINANCES, FISCAL YEAR 2003:** 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 VICTIM SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	100,957	100,957				
HEALTH BENEFITS	36,226	36,226				
RETIREMENTS	13,864	13,864				
OTHER FRINGE BENEFITS	3,212	3,212				
OTHER CONTRACT SERVICES STATE	110	110				
OTHER CONTRACT SERVICES	7,061	6,542	519			
RENTS	149	149				
COMMODITIES	8,157	8,157				
TRANSFER TO OTHER FUNDS	18		18			
<b>TOTAL EXPENDITURES</b>	<b>169,754</b>	<b>169,217</b>	<b>537</b>			

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**MG JOSEPH E. TINKHAM II, COMMISSIONER/ADJ GENERAL**

*Central Office:* CAMP KEYES, AUGUSTA, ME, 04333-0033

*Mail Address:* 33 STATE HOUSE STATION, AUGUSTA, ME, 04333-0033      *FAX:* (207) 626-4509

*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:* 154.000

*Legislative Count:* 154.00

*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 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 legislation in 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 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 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. 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 its leader as the Bureau Director. In October 2001, the Department was assigned responsibility for coordinating the homeland security activities of the State, to include interface in such matters with federal, county, and local government. The Commissioner was assigned the additional duty of directing these activities.

**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.

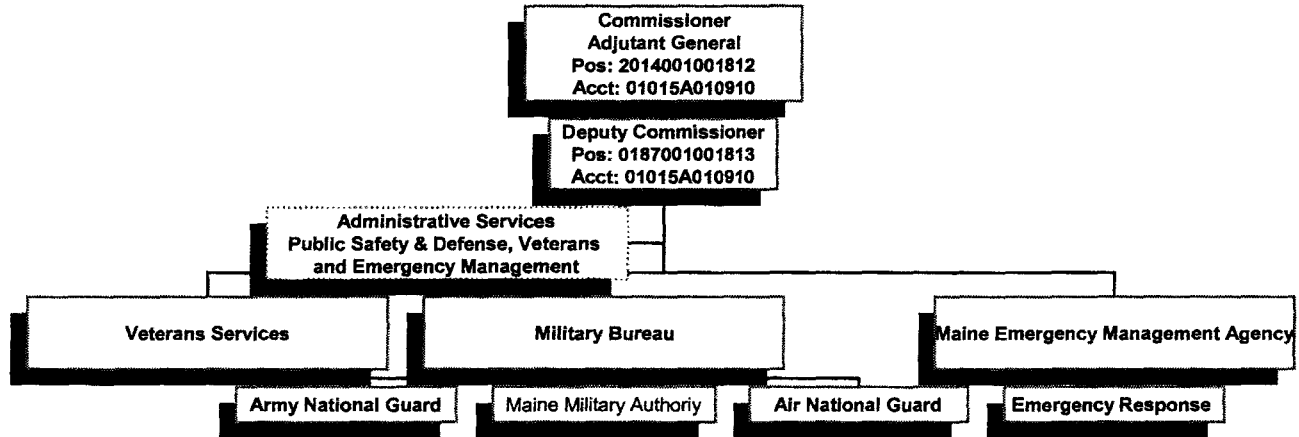
# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,517,357	2,218,087	359,473		5,939,797	
HEALTH BENEFITS	2,780,038	785,496	71,275		1,923,267	
RETIREMENTS	991,572	265,873	14,786		710,913	
OTHER FRINGE BENEFITS	126,490	35,739	1,171		89,580	
OTHER CONTRACT SERVICES STATE	7,068,047	210,648	76,250		6,781,149	
COMPUTER SERVICES STATE	28,366	24,971			3,395	
OTHER CONTRACT SERVICES	4,194,337	797,657	474,160		2,922,520	
RENTS	274,787	23,182	3,072		248,533	
COMMODITIES	4,656,070	590,272	59,788		4,006,010	
GRANTS, SUBSIDIES, PENSIONS	2,917,274	325,670	246,233		2,345,371	
PURCHASE OF LAND	2,267,248		23,460		2,243,788	
BUILDING IMPROVEMENTS	113,167		25,796		87,371	
EQUIPMENT	9,367,512		78,633		9,288,879	
INTEREST-DEBT RETIREMENT	3,088	3,084	4			
TRANSFER TO OTHER FUNDS	64,136		9,957		54,179	
<b>TOTAL EXPENDITURES</b>	43,369,489	5,280,679	1,444,058		36,644,752	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,600,918				2,600,918	
HEALTH BENEFITS	946,741				946,741	
RETIREMENTS	314,686				314,686	
OTHER FRINGE BENEFITS	44,623				44,623	
OTHER CONTRACT SERVICES STATE	6,207,487				6,207,487	
COMPUTER SERVICES STATE	120				120	
OTHER CONTRACT SERVICES	1,952,971				1,952,971	
RENTS	217,604				217,604	
COMMODITIES	682,432				682,432	
GRANTS, SUBSIDIES, PENSIONS	284				284	
<b>TOTAL EXPENDITURES</b>	12,967,866				12,967,866	

# DEFENSE, VETERANS AND EMERGENCY MANAGEMENT



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MAINE EMERGENCY MANAGEMENT AGENCY**

**ARTHUR CLEAVES, DIRECTOR, MEMA**

TTY: (207) 626-4225

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0072

Mail Address: 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072

FAX: (207) 626-4495

Established: 1949

Telephone: (207) 626-4503

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

Average Count--All Positions: 18,000

Legislative Count: 18,000

**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. Since 2001, the Agency has been the focal point for the implementation of programs regarding Homeland Security, integrating these programs into its all-hazard mission.

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 1998 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause. 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.

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 25 years. The Emergency Management Performance Grant (EMPG) has been the instrument of FEMA/State Agreement since 1998. Amounts have been stable.

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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.

The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year 2002 for personnel and administrative services was \$486,137. It covers the federal fiscal year of October 1, 2002 through September 30, 2003. 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 remaining match is provided by county and local funds. The following program is funded by FEMA, Emergency Management Performance Grant \$1,330,979 (requires state or local matching funds). Since 2002-2003 the Agency has also administered special grants from FEMA for Emergency Planning, Emergency Operations Center Assessment, Citizen Corps and Citizen Emergency Response Team training (CERT).

Since 1999 the Agency has administered the Federal Department of Justice Equipment Grant Program, now called The First Responder Preparedness Grant under the Department of Homeland Security.

### 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?

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	713,907	319,728	88,163		306,016	
HEALTH BENEFITS	228,217	103,146	28,759		96,312	
RETIREMENTS	96,847	41,390	12,645		42,812	
OTHER FRINGE BENEFITS	7,726	3,472	894		3,360	
OTHER CONTRACT SERVICES STATE	111,713	4,499	28,314		78,900	
COMPUTER SERVICES STATE	350	175			175	
OTHER CONTRACT SERVICES	143,149	20,942	56,422		65,785	
RENTS	31,673	10,007	2,907		18,759	
COMMODITIES	2,402,329	35,196	7,808		2,359,325	
GRANTS, SUBSIDIES, PENSIONS	2,724,011	210,363	243,972		2,269,676	
EQUIPMENT	870,200				870,200	
TRANSFER TO OTHER FUNDS	57,081		4,030		53,051	
<b>TOTAL EXPENDITURES</b>	<b>7,387,203</b>	<b>748,918</b>	<b>473,914</b>		<b>6,164,371</b>	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MILITARY BUREAU**

**MG JOSEPH E. TINKHAM II, COMMISSIONER/ADJ GENERAL**

*Central Office:* CAMP KEYES, AUGUSTA, ME 04333-0033

*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:* 102.000

*Legislative Count:* 102.00

**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 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 its other role, the Maine National Guard acts as a supplement 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 2,200 soldiers. These soldiers are trained in a wide range of skills, including carpentry, plumbing, electrical, maintenance, first aid, heavy equipment operations and combat arms.

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  
Guard ME



# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**FINANCES, FISCAL YEAR 2003:** 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
EXPENDITURES						
SALARIES & WAGES	4,232,577	943,703	271,310		3,017,564	
HEALTH BENEFITS	1,277,293	362,336	42,516		872,441	
RETIREMENTS	474,871	121,310	2,141		351,420	
OTHER FRINGE BENEFITS	54,141	12,537	277		41,327	
OTHER CONTRACT SERVICES STATE	610,600	91,243	47,936		471,421	
COMPUTER SERVICES STATE	3,125	25			3,100	
OTHER CONTRACT SERVICES	1,976,933	664,628	417,738		894,567	
RENTS	13,220	885	165		12,170	
COMMODITIES	1,414,678	423,078	51,980		939,620	
GRANTS, SUBSIDIES, PENSIONS	77,672		2,261		75,411	
PURCHASE OF LAND	44,358		23,460		20,898	
BUILDING IMPROVEMENTS	113,167		25,796		87,371	
EQUIPMENT	8,203,556		78,633		8,124,923	
INTEREST-DEBT RETIREMENT	3,084	3,080	4			
TRANSFER TO OTHER FUNDS	5,964		5,927		37	
<b>TOTAL EXPENDITURES</b>	<b>18,505,239</b>	<b>2,622,825</b>	<b>970,144</b>		<b>14,912,270</b>	

## BUREAU OF MAINE VETERANS' SERVICES

### ROLAND M. LAPOINTE, DIRECTOR, VETERANS' SERV

*Central Office:* CAMP KEYES, AUGUSTA, ME 04333-0117

*Mail Address:* 117 STATE HOUSE STATION, AUGUSTA, ME 04333-0117 *FAX:* (207) 626-4471

*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:* 31.000

*Legislative Count:* 31.00

#### PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine's 154,000 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 USDVA claims offices at Togus and Vet Centers at Lewiston and Springvale. 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. The Maine Veterans Memorial Cemetery System serves veterans throughout Maine with two cemeteries in Augusta.

The Caribou cemetery was dedicated June 1, 2003.

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 through 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

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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:

**Major Programs: CLAIMS SERVICE.** The seven regional offices represented 31,951 clients during the past Fiscal Year. These offices also received 873 requests to represent them to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,141 claims on the behalf of veterans or their dependents. **Actions taken by Maine Veterans' Services** have resulted in new awards of \$35,073,144 by USDVA. Federal dollars totaling \$393,000,000 were expended by the USDVA for benefits to Maine's veterans during the federal fiscal year 2002. The Division also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 475,000 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 538 students enrolled in the program. **VETERANS' FINANCIAL ASSISTANCE:** The Bureau authorized 146 grants of Veterans Financial Assistance, which resulted in \$108,600 in awards to veterans who suffered an emergency or had a valid claim on file for pension with the USDVA.

**MAINE VETERANS' MEMORIAL CEMETERY.** During the year, 642 burials were made.

14,068 persons have been buried in the cemetery since its inception. Two hundred and seventy four reservations for burial were made. At the end of the year there were 5,140 reservations for future burials on file. There were 434 Certificates of Eligibility issued.

**FINANCES, FISCAL YEAR 2003:** 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	804,762	788,365			16,397	
HEALTH BENEFITS	313,050	304,648			8,402	
RETIREMENTS	105,295	103,173			2,122	
OTHER FRINGE BENEFITS	12,728	12,439			289	
OTHER CONTRACT SERVICES STATE	138,247	114,906			23,341	
COMPUTER SERVICES STATE	24,771	24,771				
OTHER CONTRACT SERVICES	117,652	108,455			9,197	
RENTS	12,290	12,290				
COMMODITIES	151,464	126,831			24,633	
GRANTS, SUBSIDIES, PENSIONS	90,307	90,307				
PURCHASE OF LAND	2,222,890				2,222,890	
EQUIPMENT	293,756				293,756	
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	1,180				1,180	
<b>TOTAL EXPENDITURES</b>	<b>4,288,396</b>	<b>1,686,189</b>			<b>2,602,207</b>	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**DANN H. LEWIS, ACTING COMMISSIONER**  
**ALAN BRIGHAM, DIR. POLICY & ADMIN**

TTY: (207) 287-2656

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

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 FAX: (207) 287-2861

Established: 1987

Telephone: (207) 624-9800

Reference: Policy Area: 01 ; Umbrella: 19 Unit: 100 ; Citation: T0005 M.R.S.A., Sect. 000013053

Average Count--All Positions: 49.000

Legislative Count: 49.00

Units:

APPLIED TECHNOLOGY DEVELOPMENT CENTER SYSTEM

OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT

OFFICE OF BUSINESS DEVELOPMENT

MAINE SMALL BUSINESS COMMISSION

**PURPOSE:**

The Department of Economic & Community Development is responsible for administering Maine's programs related to business growth, tourism and film development, and community development. These programs fall within six functional areas contained within three divisions: the Office of Administration, the Office of Business Development and the Office of Tourism and Community Development. In most cases the department's programs require a significant amount of interaction with other organizations in the public and private sectors.

The Office of Administration is responsible for policy development, including legislative activities and participation on numerous boards, commissions and task forces; financial management, including purchasing, contracting and human resources; facilities management; the administration of tax-based development incentives; the development and implementation of the State Economic Development Strategic Plan, The Applied Technology Development Center System, The Biomedical Research Fund and several grant programs.

**ORGANIZATION:**

The department traces its roots back to the Maine Development Commission which was established in 1933. A State government reorganization in 1955 created the Department of Development of Industry and Commerce, and further reorganization in 1957 established the agency as the Department of Economic Development. In 1971 another reorganization reconstituted the department as the Department of Commerce and Industry, and shortly thereafter, in 1975, the department was abolished and many of its functions transferred to other agencies. As part of this process, the State Development Office was established within the Executive Department, and assumed responsibility for Maine's general business development functions.

On October 1, 1987, the State Development Office was abolished to be replaced by the newly established Department of Economic and Community Development, which also assumed the development-related activities of the State Planning Office and the Department of Conservation. In 1995, the department transferred its Natural Areas, Growth Management, Coastal Zone Management and Code Enforcement programs to the State Planning Office and the Department of Conservation.

In 1996, the Department was reorganized for efficiency by consolidating the Energy Conservation Division within the Office of Business Development, and combining the Office of Tourism and Office of Community Development into one office. This reorganization also shifted the department's primary accounting, personnel and information services functions to the Department of Administrative and Financial Services under a "clustering" arrangement, and established the Maine International Trade Center, which assumed the department's international commerce functions. In 1999, the Legislature established the Maine Technology Institute with the purpose of coordinating grants to businesses to commercialize new products and processes. The Directors of the Maine Technology Institute and the Maine International Trade Center are employees of the Department of Economic & Community Development.

# DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

## PROGRAM:

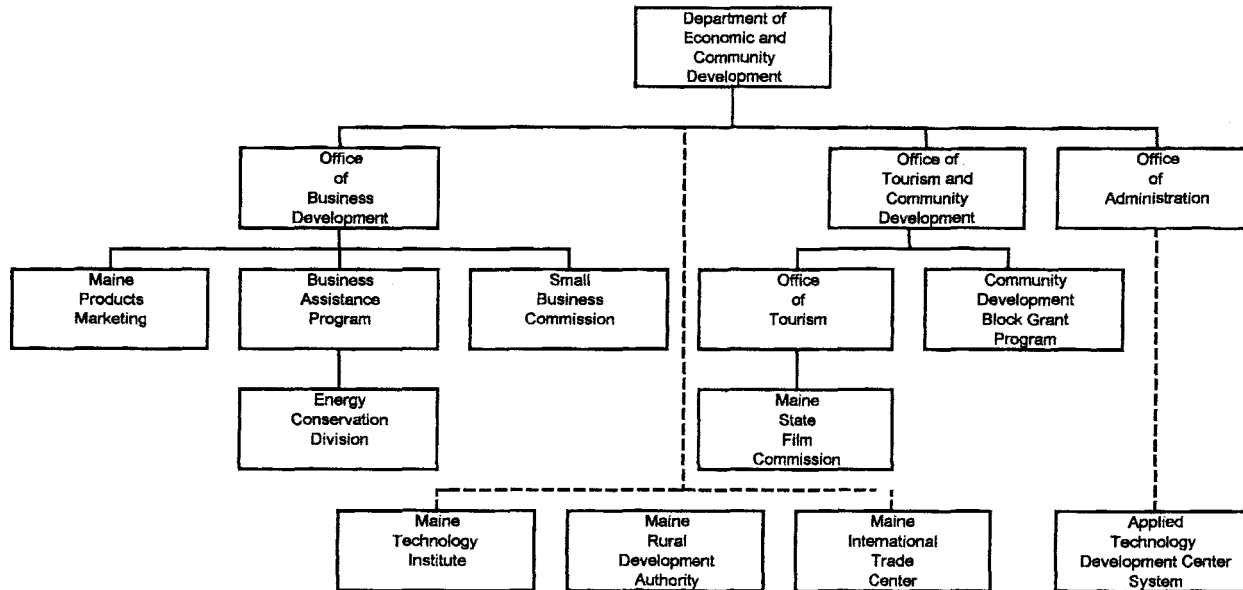
For more program information, see portions of this report dealing with specific divisions within the Department of Economic & Community Development or visit the department's web site at [www.econdevmaine.com](http://www.econdevmaine.com).

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,277,310	1,823,639			453,671	
HEALTH BENEFITS	507,003	384,183			122,820	
RETIREMENTS	223,516	162,126			61,390	
OTHER FRINGE BENEFITS	37,179	30,107			7,072	
OTHER CONTRACT SERVICES STATE	6,522,029	6,432,687	50,199		39,143	
COMPUTER SERVICES STATE	2,665	684	1,511		470	
OTHER CONTRACT SERVICES	318,414	274,230	16,125		28,059	
RENTS	60,824	45,583	13,200		2,041	
COMMODITIES	269,817	256,404	1,855		11,558	
GRANTS, SUBSIDIES, PENSIONS	34,393,898	9,020,875	730,103		16,742,920	7,900,000
INTEREST-DEBT RETIREMENT	2	2				
TRANSFER TO OTHER FUNDS	11,873		1,583		10,290	
<b>TOTAL EXPENDITURES</b>	<b>44,624,530</b>	<b>18,430,520</b>	<b>814,576</b>		<b>17,479,434</b>	<b>7,900,000</b>

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	574,483	574,483				
HEALTH BENEFITS	86,304	86,304				
RETIREMENTS	28,881	28,881				
OTHER FRINGE BENEFITS	9,022	9,022				
OTHER CONTRACT SERVICES STATE	85,973	64,773	21,200			
COMPUTER SERVICES STATE	15	15				
OTHER CONTRACT SERVICES	62,163	53,725	8,438			
RENTS	20,168	6,968	13,200			
COMMODITIES	44,621	43,677	944			
GRANTS, SUBSIDIES, PENSIONS	15,009,966	7,497,966	12,000			7,500,000
TRANSFER TO OTHER FUNDS	1,034		1,034			
<b>TOTAL EXPENDITURES</b>	<b>15,922,630</b>	<b>8,365,814</b>	<b>56,816</b>			<b>7,500,000</b>

ORGANIZATION CHART  
**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**APPLIED TECHNOLOGY DEVELOPMENT CENTER SYSTEM**

**PHILIP HELGERSON, DIRECTOR**

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME 04333-0059

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 FAX: (207) 287-8461

Established: 2000

Telephone: (207) 624-9800

Reference: Policy Area: 01 ; Umbrella: 19 Unit: 607 ; Citation: T0005 M.R.S.A., Sect. 000015321

**PURPOSE:**

The Applied Technology Development Center System seeks to accelerate the early-stage development of technology-based businesses through continual and focused business assistance, information exchange, established technical relationships, shared business services and reduced overhead expenses at seven technology development centers that deliver business incubator services.

**ORGANIZATION:**

The System is an integral component of the State's efforts to further develop its technology-based economy. The Applied Technology Development Center System supports the State Economic Development Strategic Plan, which calls for the development of business clusters in seven targeted technology-based economic sectors. The System consists of a network of self-managed, state-coordinated centers, located strategically throughout the State. Each center is a part of, or a stand-alone IRS 501 (c) 3 corporation.

Four centers were designated by 5 MRSA ss 15321 sub c II: The Thomas M. Teague Biotechnology Center in Fairfield, (biotechnology); The Target Technology Center in Orono, (information technology); The Center for Environmental Enterprise in South Portland (environmental technology); and The Loring Applied Technology Center in Limestone, (agriculture and forestry technology). Three additional centers were competitively selected in the three other targeted technology sectors: The River Valley Technology Center in Rumford, (precision manufacturing and electronics); The Aquaculture Technology Development Center, located in Eastport, Franklin, and Walpole, (aquaculture and marine sciences); and The Sanford Composite Materials Technology Center, in Sanford, with satellite offices in Greenville and Orono (composite materials).

A Director, who is an employee of the Department of Economic and Community Development, manages the Applied Technology Development Center System. The System is served by a Coordinating Board that provides advisory assistance to the Director and to the Commissioner of Economic and Community Development. Members of the Coordinating Board include representatives of each of the participating centers, plus representatives from the University of Maine System, the Maine Technical College System, the Maine Manufacturing Extension Partnership, the Maine Technology Institute, a financial expert, and a legal expert.

**PROGRAM:**

Each Center is designed to complement the State's other investments in research and development by providing a supportive environment to incubate new technology intensive businesses. The goals for these centers include retention of successful start-up businesses, improvement of opportunities for workers through the creation of technologically advanced jobs, encouragement of private sector-initiatives, renovation and/or utilization of vacant commercial buildings and generation of new sources of public revenue.

Centers provide educational programs, coaching and mentoring services, workshops, and rapid access to resources and expertise in relevant disciplines for their client firms. Close affiliation with an academic institution and with the business association(s) for the technology sector provide critical networking opportunities.

Centers provide shared low cost space and services, and are required to provide access to video-conferencing services. Centers assist client firms with business plan development, marketing, and product development and production as components of their commercialization plans, and assist in attaining access to

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

early stage capital.

**FINANCES, FISCAL YEAR 2003:** 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

APPLIED TECHNOLOGY DEVELOPMENT CENTER SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES STATE	27,508	27,508				
GRANTS, SUBSIDIES, PENSIONS	285,000	285,000				
<b>TOTAL EXPENDITURES</b>	<b>312,508</b>	<b>312,508</b>				

## OFFICE OF BUSINESS DEVELOPMENT

### JAMES NIMON, ACTING DIRECTOR

TTY: (207) 287-2656

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

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059

Established: 1987

Reference: Policy Area: 01 ; Umbrella: 19 Unit: 499 ; Citation: T0005 M.R.S.A., Sect. 000013061

Average Count--All Positions: 19.500

FAX: (207) 287-5701

Telephone: (207) 624-9804

Legislative Count: 19.50

#### PURPOSE:

The Office of Business Development's (OBD) mission is to foster business start-up, growth, expansion, and retention within Maine to increase quality employment opportunities for Maine citizens. OBD works in partnership with the business community and a system of regional and local development agencies to provide resources, technical assistance and financial tools necessary to attract and encourage new investment, as well as create and retain quality jobs.

#### ORGANIZATION:

The Director of Business Development directs the activities of the Office of Business Development, which includes two major functional areas: Small Business Assistance and Business Development. The Maine Small Business Commission also functions within the Office.

#### PROGRAM:

**SMALL BUSINESS ASSISTANCE:** Major Business Assistance programs include:

- The Business Answers program which responds to approximately 800 telephone inquiries per month regarding doing business in Maine. This includes a One-Stop Business License Center.
- The Maine Small Business Commission funds and oversees the Maine Small Business Development Centers program.
- The Maine Products Marketing Program promotes Maine made products with a variety of marketing activities that include a "Maine Made" branding program, the www.mainemade web site, kiosk display opportunities and participation in national trade shows.

**BUSINESS DEVELOPMENT:** The Office 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. The Office provides grants for business attraction marketing to economic development organizations working at the state, regional and local levels.

**ENERGY CONSERVATION:** The Energy Conservation Division administers programs that provide Maine small businesses and others with educational, technical and financial assistance on energy conservation matters. The Division provides energy conservation information and education to Maine businesses through State

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

mandated programs and programs under the Federal Energy Conservation and Policy Act. The Small Business Energy Conservation Program provides energy audits, technical assistance, and low interest loans to small businesses. The program identifies energy savings improvements, recommends energy management assistance and identifies financial assistance services. Beginning in FY2004, the Energy Division will be part of the PUC.

### PUBLICATIONS:

- 1) Guide to Doing Business in Maine/Business Start-up Kit (\$4.00)
- 2) Pocket Guide to Maine's Business Resources
- 3) Maine's Business Attraction brochure
- 4) State of Maine Business Resource Guide
- 5) Business Answers brochure

**FINANCES, FISCAL YEAR 2003:** 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
EXPENDITURES						
SALARIES & WAGES	849,669	728,859			120,810	
HEALTH BENEFITS	206,371	172,800			33,571	
RETIREMENTS	99,518	83,885			15,633	
OTHER FRINGE BENEFITS	12,314	10,186			2,128	
OTHER CONTRACT SERVICES STATE	491,189	447,140	8,707		35,342	
COMPUTER SERVICES STATE	2,525	615	1,440		470	
OTHER CONTRACT SERVICES	107,215	93,967	1,229		12,019	
RENTS	23,307	22,747			560	
COMMODITIES	166,500	157,362	311		8,827	
GRANTS, SUBSIDIES, PENSIONS	1,754,742	762,535	196,103		396,104	400,000
TRANSFER TO OTHER FUNDS	4,835		234		4,601	
TOTAL EXPENDITURES	3,718,185	2,480,096	208,024		630,065	400,000

## MAINE SMALL BUSINESS COMMISSION

**JAMES NIMON, ACTING DIRECTOR**  
**BRIAN DANCAUSE, MANAGER, SM BUSINESS ASSISTANCE**

TTY: (207) 287-2656

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

Mail Address: 59 STATE HOUSE STATION, MAINE, ME 04333-0059

FAX: (207) 287-5701

Established: 1990

Telephone: (207) 624-9804

Reference: Policy Area:01 ; Umbrella: 19 Unit: 536 ; Citation: T0005 M.R.S.A., Sect. 000013032

### PURPOSE:

The Maine Small Business Commission negotiates and oversees the annual contract with the US Small Business Administration's identified administrative unit, which administers the Maine Small Business Development Centers program. 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 Commissioner of the Department of Economic and Community Development, the CEO of the Finance Authority of Maine, the District Director of the U.S. Small Business Administration, a designee of the administrative unit and three public members appointed by the Commissioner of the Department of Economic and Community Development..

### PROGRAM:

The most significant and comprehensive program of small business counseling and support available in the State of Maine is delivered through the Maine Small



## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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.

Operating through a state-wide network of eight centers and more than twenty satellite offices, MSBDC services include workshops, seminars and conferences covering topics pertinent to small business; one-to-one counseling, technical assistance, and business research resources.

The total Maine Small Business Development Centers (MSBDC) program budget for FY2003 was \$1,523,435, of which \$729,670 was provided by the State. During FY2003, the Maine Small Business Development Centers provided approximately 20,000 hours of business counseling to over 2,400 clients. In addition to its business counseling services, the MSBDC program conducted more than 120 workshops and seminars covering a wide range of business topics, with nearly 3,000 attendees. For more information, call the MSBDC's State Administrative Office, at (207) 780-4420.

**FINANCES, FISCAL YEAR 2003:** 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	731,161	731,161				
OTHER CONTRACT SERVICES	452	452				
<b>TOTAL EXPENDITURES</b>	731,613	731,613				

## OFFICE OF TOURISM AND COMMUNITY DEVELOPMENT

### NATHANIEL BOWDITCH, ACTING DIRECTOR

TTY: (207) 287-2656

Central Office: CROSS STATE OFFICE BUILDING, AUGUSTA, ME 04330

Mail Address: 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059

Established: 1987

Reference: Policy Area:01 ; Umbrella: 19 Unit: 498 ; Citation: T0005

Average Count--All Positions: 19.500

FAX: (207) 287-8070

Telephone: (207) 624-7483

M.R.S.A., Sect. 000013090C

Legislative Count: 19.50

#### **PURPOSE:**

The Office of Tourism was created by law to serve as a single, official spokesperson on State 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; to implement public relations and promotional programs; 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.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### 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 professional staff of ten full time and one 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, and fulfillment associated with the promotional efforts. Local outreach programs were instituted and included seminars and conferences with elements of the Maine tourism industry. The Office operated six year-round and one seasonal State of Maine visitor information centers.

**MAINE FILM OFFICE:** The Maine Film Office has three primary objectives: to attract film, television, photographic and other media projects to Maine; to expand and improve Maine's indigenous film and TV industries; and to ensure that local and imported film and TV projects succeed in the State. To accomplish these objectives, the Film Office responds to requests from producers for information on locations and film personnel and other supporting services. The Office also publishes Internet and printed materials that market Maine as a location and provide resource information. Marketing is also conducted through trade shows, film festivals and meetings with production executives. The Maine Film Office is the primary liaison between productions and the people, communities, businesses and officials of Maine.

**COMMUNITY DEVELOPMENT BLOCK GRANT:** The Program distributes funds to municipalities in three areas; Community Development, Economic Development, and Planning. The primary focus is to benefit low and moderate-income persons, but may also be used to prevent or eliminate slums or blighting conditions and to address needs having a particular urgency because of serious health/safety conditions. Community Development programs include Public Infrastructure, Public Facility, Housing Assistance, Community Enterprise Program, Public Service, Downtown Revitalization, Economic Development Infrastructure and Urgent Need. The Economic Development programs include the Development Fund, Regional Assistance Fund, Business Assistance Fund, Interim Finance, Section 108 program, the Pine Tree Development Zone Fund and the Community Planning Program. A Technical Assistance program enhances community access to our programs, other funding resources and program administration training.

### PUBLICATIONS:

Program materials may be obtained from the Office of Community Development or from our web site at: [www.meocd.org](http://www.meocd.org). Tourism information may be accessed from [www.visitmaine.com](http://www.visitmaine.com).

# DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2003:** 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	853,158	520,297			332,861	
HEALTH BENEFITS	214,328	125,079			89,249	
RETIREMENTS	95,117	49,360			45,757	
OTHER FRINGE BENEFITS	15,843	10,899			4,944	
OTHER CONTRACT SERVICES STATE	5,186,198	5,162,105	20,292		3,801	
COMPUTER SERVICES STATE	125	54	71			
OTHER CONTRACT SERVICES	148,584	126,086	6,458		16,040	
RENTS	17,349	15,868			1,481	
COMMODITIES	58,696	55,365	600		2,731	
GRANTS, SUBSIDIES, PENSIONS	17,344,190	475,374	522,000		16,346,816	
INTEREST-DEBT RETIREMENT	2	2				
TRANSFER TO OTHER FUNDS	6,004		315		5,689	
<b>TOTAL EXPENDITURES</b>	<b>23,939,594</b>	<b>6,540,489</b>	<b>549,736</b>		<b>16,849,369</b>	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TTY: (287) 255-0

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME, 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 FAX: (207) 624-6601

Established: 1931 Telephone: (207) 624-6620

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071 ; Citation: T0020A M.R.S.A., Sect. 000000201

Average Count--All Positions: 226.483 Legislative Count: 187.50

Units:

(OFFICE OF) STATE HISTORIAN

LEARNING SYSTEMS TEAM

LEADERSHIP TEAM

MANAGEMENT INFORMATION SYSTEMS TEAM

REGIONAL SERVICES TEAM

SUPPORT SYSTEMS TEAM

EDUCATION UNORGANIZED TERRITORY

**PURPOSE:**

The overall emphasis of this agency is to ensure that each child in Maine has access to meeting the standards of the system of learning results through comprehensive educational planning and leadership. 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 training and development for educators 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; guides the implementation of the system of learning results for each child in each public school; 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 distance learning; the approval of schools with out-of-state enrollment; contracts for applied technology education programs; and the certification application of approval of personnel for service in any public school in the state or any private school approved by the state.

**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 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.

## DEPARTMENT OF EDUCATION

**PROGRAM:**

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

**FINANCES, FISCAL YEAR 2003:** 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 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	8,036,758	4,883,676	345,932		2,807,150	
HEALTH BENEFITS	2,259,881	1,365,594	87,460		806,827	
RETIREMENTS	1,048,369	642,028	44,114		362,227	
OTHER FRINGE BENEFITS	105,160	65,837	5,041		34,282	
OTHER CONTRACT SERVICES STATE	17,536,511	6,285,759	6,017,241		5,022,608	210,903
COMPUTER SERVICES STATE	198,146	3,473	25,963		168,710	
OTHER CONTRACT SERVICES	7,544,236	6,486,135	160,379		897,722	
RENTS	184,332	90,806	23,041		70,485	
COMMODITIES	3,484,649	1,283,795	141,266		596,773	1,462,815
GRANTS, SUBSIDIES, PENSIONS	1026,390,764	892,124,030	172,838		134,093,896	
EQUIPMENT	2,765,542	155,058			189,088	2,421,396
INTEREST-DEBT RETIREMENT	310	104	5		201	
TRANSFER TO OTHER FUNDS	527,200		204,483		322,717	
<b>TOTAL EXPENDITURES</b>	<b>1070,081,858</b>	<b>913,386,295</b>	<b>7,227,763</b>		<b>145,372,686</b>	<b>4,095,114</b>

## (OFFICE OF) STATE HISTORIAN

### ROBERT M. YORK, STATE HISTORIAN

*Central Office:* 15 GOODWIN LANE, ORRS ISLAND, ME 04066

*Mail Address:* 15 GOODWIN LANE, ORRS ISLAND, ME 04066

*Established:* 1907

*Telephone:* (207) 833-2861

*Reference:* Policy Area: 02 ; Umbrella: 05 Unit: 087 ; Citation: T0027 M.R.S.A., Sect. 000000261

**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.

**PROGRAM:**

During 2002, the State Historian participated in many of the same activities as in past years with the exception of frequent lectures and speaking engagements. The State Historian continued to actively correspond with researchers with interest in a wide-range of topics relating to Maine through the winter of 2003.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF EDUCATION

**LEARNING SYSTEMS TEAM**

**JACQUELINE SOYCHAK, TEAM LEADER**

*Central Office:* BURTON M. CROSS BLDG, 5TH FLR, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6731

*Established:* 1996

*Telephone:* (207) 624-6730

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071L; *Citation:* T0020A M.R.S.A., Sect. 000000202

*Average Count--All Positions:* 76.962

*Legislative Count:* 76.00

**PURPOSE:**

The Learning Systems Team within the Department of Education coordinates, manages, and supervises the services related to a wide array of instructional programs, activities, and requirements for all Maine learners and provides leadership to the field in its conduct of those functions. While its focus is on programs operated through Maine's public schools, its scope is pre-school through adult education which 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 analyzes 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. This team provides support services, is responsible for grant processing and approvals for special needs, vocational and adult 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, and 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, Even Start Family Literacy Program, Learn and Serve Grant, Neglected, Delinquent and At-Risk Programs, George Briggs Grant, EESA Schools Act, Individuals With Disabilities Act, Parts B, D, and H, Due Process for Special Education, Health Prevention Services, School Approval, Title III - No Child Left Behind Act - Language Instruction for Limited English Proficient and Immigrant Students, and Dropout Prevention.

This team also oversees the disbursement of funds to schools under a separate State subsidy for instruction in ESL or Bilingual Education.

**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 related instructional services under one team leader and policy director who works directly with other 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 integral components of this team's management, informational, and decision making structure. 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, 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, Learn & Serve, Jobs for Maine's Graduates, Home Schooling, Special Services and Child Development Services, Migrant Education Program, Safe and Drug Free School, Sex Equity programs, Youth Leadership Organizations, Student Assistance Team, Language

## DEPARTMENT OF EDUCATION

Instruction for Limited English Proficient and Immigrant Students, Refugee Children Impact Grant, and Health Education and Prevention.

### LICENSES:

Residential Child Care Facilities, GED (High School Equivalency Diploma), CNA (Certified Nursing Assistant) certificates, School Approval, Center for Inquiry on Literacy

### PUBLICATIONS:

The Fact Sheet-Special Needs; Annual Data Report - Special Needs; Annual Report - Adult Education; State Plan for Applied Technology Education

**FINANCES, FISCAL YEAR 2003:** 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
EXPENDITURES						
SALARIES & WAGES	2,734,348	546,519	126,317		2,061,512	
HEALTH BENEFITS	773,111	146,693	33,535		592,883	
RETIREMENTS	351,314	68,510	16,345		266,459	
OTHER FRINGE BENEFITS	37,088	10,217	1,882		24,989	
OTHER CONTRACT SERVICES STATE	6,754,477	4,541,735	3,792		2,208,950	
COMPUTER SERVICES STATE	162,430	145	70		162,215	
OTHER CONTRACT SERVICES	845,370	168,399	12,543		664,428	
RENTS	118,594	68,133	484		49,977	
COMMODITIES	303,765	61,531	6,191		236,043	
GRANTS, SUBSIDIES, PENSIONS	114,336,802	20,991,173			93,345,629	
INTEREST-DEBT RETIREMENT	277	100			177	
TRANSFER TO OTHER FUNDS	194,372		6,061		188,311	
TOTAL EXPENDITURES	126,611,948	26,603,155	207,220		99,801,573	

## LEADERSHIP TEAM

### J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TTY: (287) 255-0  
Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023  
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX: (207) 624-6601  
Established: 1996 Telephone: (207) 624-6620  
Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071A; Citation: T0020A.M.R.S.A., Sect. 000000202  
Average Count--All Positions: 12.500 Legislative Count: 12.50

### PURPOSE:

This unit consists of Administrative Services which support the operations of the Department of Education in the areas of, state-wide educational planning, 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.

This unit also consists of the Instructional Technology Services Team. The Team implements programs and related functions in two key educational areas: providing assistance to local school systems to implement and integrate instructional technology into instruction; providing leadership in coordinating legislative activities designed to support instructional technology initiatives specifically, as well as other legislative activities of the Department of Education.

### 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

## DEPARTMENT OF EDUCATION

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.

The Instructional Technology Services Team was formed in 2001 to combine previous duties and responsibilities and assign new tasks in order to provide policy and leadership to establish and maintain state-wide instructional technology infrastructure; to provide leadership and training for superintendents, principals, technology coordinators, teachers and other local school staff; to integrate technology into classroom instruction; to coordinate the legislative activities of the Department; to manage the Administrative Procedures Act within the Department; to manage the Gates Foundation Professional Development Grants and other federal and state grants and foundation programs in instructional technology; and to provide technical support to the State Board of Education. The purpose and functions of the Instructional Technology Team are developed to support opportunities for students to achieve Maine's Learning Results.

### **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.

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. The Instructional Technology Services Team provides a wide array of services to school systems state-wide. The team has been responsible for establishing a technology infrastructure in Maine; provides leadership in assisting schools in implementing the infrastructure; provides training, maintenance and support of the networking services; provides staff development and training for school leaders and teachers to integrate technology into the curriculum, and works with all educational constituencies to implement state and local technology plans.

The Instructional Technology Services Team manages and oversees Distance Learning (ATM), the Maine Learning Technology Initiative, the Gates Leadership and Gates Teacher Training Grants, the NCLB Federal Education Technology Grants (Title II-D); provides support for the integration of library and media services with technology support into the curriculum; and provides instructional technology information services.



## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2003:** 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	623,908	528,489	38,093		57,326	
HEALTH BENEFITS	154,295	131,397	9,153		13,745	
RETIREMENTS	82,786	71,531	4,280		6,975	
OTHER FRINGE BENEFITS	7,028	6,217	616		195	
OTHER CONTRACT SERVICES STATE	6,040,442	5,954	5,750,592		72,993	210,903
COMPUTER SERVICES STATE	25,893		25,893			
OTHER CONTRACT SERVICES	151,823	94,924	34,781		22,118	
RENTS	4,546	614	3,256		676	
COMMODITIES	1,596,776	12,474	114,325		7,162	1,462,815
GRANTS, SUBSIDIES, PENSIONS	3,959,597	2,007,402	149,053		1,803,142	
EQUIPMENT	2,421,396					2,421,396
TRANSFER TO OTHER FUNDS	185,665		180,206		5,459	
<b>TOTAL EXPENDITURES</b>	<b>15,254,155</b>	<b>2,859,002</b>	<b>6,310,248</b>		<b>1,989,791</b>	<b>4,095,114</b>

## MANAGEMENT INFORMATION SYSTEMS TEAM

### JAMES E. RIER, JR, TEAM LEADER

*Central Office:* BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6791

*Established:* 1993

*Telephone:* (207) 624-6790

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071M; *Citation:* T0020A.M.R.S.A., Sect. 000000202

*Average Count--All Positions:* 18.000

*Legislative Count:* 18.00

#### PURPOSE:

This Team 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 including Teacher Certification, Nutrition, Special Education, Vocational Education, and Local Staff Information as well as legislative, local and public needs.

The Team also provides technology support to all Department staff and oversees the Department's website and web-based communications..

#### ORGANIZATION:

The Team functions organizationally in three sections: the General Purpose Aid Sub-Team, the Data Processing Sub-Team, and the Title VI Sub-Team.

During 2003, the Team had a legislative count of fifteen 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 2001-02 school subsidies was processed and analysis and management information were prepared and distributed for the 2002-03 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 and the School Finance Act of 1995.

#### PUBLICATIONS:

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

## DEPARTMENT OF EDUCATION

Elementary and Secondary Tuition Rates  
 High School Graduation Rates  
 Dropout Rates  
 Student Demographics  
 Graduates on to Post Secondary Schools  
 Per Pupil Costs  
 Educational Staff Data  
 School Profiles  
 School Finance Act of 1985  
 School Finance Act of 1995

**FINANCES, FISCAL YEAR 2003:** 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	790,297	527,793			262,504	
HEALTH BENEFITS	216,685	147,436			69,249	
RETIREMENTS	104,086	70,118			33,968	
OTHER FRINGE BENEFITS	9,374	5,863			3,511	
OTHER CONTRACT SERVICES STATE	1,428,649	1,428,328			321	
COMPUTER SERVICES STATE	1,000				1,000	
OTHER CONTRACT SERVICES	71,657	56,671			14,986	
RENTS	3,420	2,481			939	
COMMODITIES	906,994	893,344			13,650	
GRANTS, SUBSIDIES, PENSIONS	688,483,928	686,165,637			2,318,291	
EQUIPMENT	9,931	9,931				
TRANSFER TO OTHER FUNDS	12,056				12,056	
<b>TOTAL EXPENDITURES</b>	692,038,077	689,307,602			2,730,475	

## REGIONAL SERVICES TEAM

### VALERIE SEABERG, TEAM LEADER/POLICY DIRECTOR

*Central Office:* BURTON M. CROSS BLDG - 5 FLR, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6820

*Established:* 1996

*Telephone:* (207) 624-6834

*Reference: Policy Area:* 02 ; *Umbrella:* 05 *Unit:* 071R; *Citation:*

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

*Average Count--All Positions:* 10.000

*Legislative Count:* 10.00

#### **PURPOSE:**

The Regional Services Team is comprised of nine Regional Education Representatives, state and local assessment coordinators and consultants, 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 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 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. Nine team members are assigned to represent and serve one of nine regions which comprise 20-24 school

## DEPARTMENT OF EDUCATION

administrative units: York, Cumberland, Western Maine, Kennebec Valley, Midcoast Maine, Penquis Valley, Washington, Hancock, and Aroostook.

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 of the Learning Results: special and student support services, and comprehensive school improvement and reform. Regional representatives and assessment staff 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 implementation of the Learning Results; the design and construction of the Maine Educational Assessment; and in the development of local assessment systems.

The Regional Services Team is augmented by assessment staff team members who coordinate and implement the Local Assessment System, the Maine Educational Assessment, and Maine's National Assessment of Educational Progress. Team members also implement initiatives of the Commissioner. For example, the Center for Inquiry on Secondary Education (CISE) supports research, policy, local and state reform initiatives and other activities which increase the ability of every secondary school in Maine to adopt the recommendations of Promising Futures, the Report of Maine's Commission on Secondary Education. The team provides leadership for professional development grant programs, the gifted and talented education program, and for programs and services offered in collaboration with the Maine Mathematics and Science Alliance. Team members also provide information and assistance to the Education Committee of the Legislature.

The Education Team Leader and Policy Director for the Regional Services Team oversees and directs the work of this team and also oversees personnel related services to department employees, including labor relations activities and organizational planning and development.

**FINANCES, FISCAL YEAR 2003:** 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	546,833	546,293			540	
HEALTH BENEFITS	125,116	125,019			97	
RETIREMENTS	70,517	70,447			70	
OTHER FRINGE BENEFITS	8,008	8,000			8	
OTHER CONTRACT SERVICES STATE	1,988,546	13,199			1,975,347	
OTHER CONTRACT SERVICES	169,347	69,565			99,782	
RENTS	24,148	10,542			13,606	
COMMODITIES	192,779	31,330			161,449	
GRANTS, SUBSIDIES, PENSIONS	11,965,959	289,700			11,676,259	
EQUIPMENT	189,088				189,088	
INTEREST-DEBT RETIREMENT	24				24	
TRANSFER TO OTHER FUNDS	67,818				67,818	
<b>TOTAL EXPENDITURES</b>	<b>15,348,183</b>	<b>1,164,095</b>			<b>14,184,088</b>	

DEPARTMENT OF EDUCATION

**SUPPORT SYSTEMS TEAM**

**JUDITH MALCOLM, TEAM LEADER/POLICY DIR.**

TTY: (0 ) -

Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX: (207) 624-6841

Established: 1996

Telephone: (207) 684-6842

Reference: Policy Area: 02 ; Umbrella: 05 Unit: 071S ; Citation: T0020A M.R.S.A., Sect. 000000202

Average Count--All Positions: 36.000

Legislative Count: 36.00

**PURPOSE:**

This Team is comprised of five Sub-Teams, the Certification Sub-Team licenses and approves educational personnel to be employed in Maine's schools, the Finance Sub-Team provides centralized control over all fiscal operations of the Department, the Higher Education Sub-Team provides the leadership and service necessary to respond to the broad postsecondary academic, technical, and training needs of Maine citizens, the School Construction and Transportation Sub-Team approves all State funded school construction projects, school renovations, school maintenance programs, leased school facilities in cooperation with the State Board of Education. This sub-team also approves State funding for school bus purchases and bus note subsidies.

The Child Nutrition Sub-Team provides nutrition, education training, and technical and financial assistance for the provision of breakfast, lunch, and after school snack programs to public and private schools, charitable and residential child care institutions and summer camps.

**ORGANIZATION:**

The Certification Sub-Team consists of six positions. The sub-team evaluates applications for and issues certification, authorization and approval to school personnel. The sub-team administers the criminal history background history checks on educational personnel under Title 20-A, Section 6103. 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 five positions to administer rules and regulations for elementary and secondary school construction facilities, renovations, and maintenance and provide oversight of all school bus purchases and related pupil transportation regulations.

The Child Nutrition 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 After School Snack 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 and interstate reciprocity status or transcript analysis, writing certificates 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, issuing approvals to all educational school support personnel, 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 to and collaboration with Maine's 37 degree-granting institutions, 43 proprietary schools, educational constituent groups and related local, state, and national agencies to: advance higher education and lifelong learning experiences, advocate for increased quality and diverse student entry into postsecondary education. School Construction & Transportation Sub-Team - During the 2003 fiscal year, there were 6 construction projects approved for final funding at a total cost of \$59,944,160. There were approximately 154 new school buses purchased or

## DEPARTMENT OF EDUCATION

lease-purchased in fiscal year 2003 with estimated 91 (59%) purchased through the new state school bus purchasing program. Six regional school bus safety conferences and one state-wide pupil transportation safety conference were held during the year with 1600 drivers, mechanics, and supervisors attending.

The Child Nutrition Sub-Team reimbursed \$22,832,088 in Federal and State funds to schools and other food service sponsors for serving healthful meals to school children. Meals subsidized in whole or part during the year included 17,513,550 school lunches; 4,698,179 school breakfast; 158,194 after school snacks, and 932,880 half pints of milk. The Summer Food Service Program made available \$760,387 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 368,660. Through a private storage and transportation contract, USDA commodity foods valued at \$3,175,504 were allocated and distributed.

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,379,575	890,309	181,522		307,744	
HEALTH BENEFITS	409,582	270,768	44,772		94,042	
RETIREMENTS	186,629	123,592	23,489		39,548	
OTHER FRINGE BENEFITS	17,673	11,576	2,543		3,554	
OTHER CONTRACT SERVICES STATE	1,018,499	71,729	262,857		683,913	
COMPUTER SERVICES STATE	5,520	25			5,495	
OTHER CONTRACT SERVICES	452,956	253,601	113,054		86,301	
RENTS	27,327	2,739	19,301		5,287	
COMMODITIES	255,375	135,429	20,659		99,287	
GRANTS, SUBSIDIES, PENSIONS	26,156,788	1,182,428	23,785		24,950,575	
INTEREST-DEBT RETIREMENT	5		5			
TRANSFER TO OTHER FUNDS	56,983		18,213		38,770	
<b>TOTAL EXPENDITURES</b>	29,966,912	2,942,196	710,200		26,314,516	

## EDUCATION UNORGANIZED TERRITORY

### RICHARD MOREAU, DIR OF STATE SCHOOLS-EUT

*Central Office:* BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6891

*Established:* 1993

*Telephone:* (207) 624-6890

*Reference:* Policy Area: 02 ; *Umbrella:* 05 *Unit:* 071U; *Citation:* T0020A M.R.S.A., Sect. 000000202

*Average Count--All Positions:* 73.022

*Legislative Count:* 35.00

#### 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 1,200 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 unorganized territory, 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.

## DEPARTMENT OF EDUCATION

**PROGRAM:**

Education in the Unorganized Territory is responsible for the operation of six elementary schools with a total enrollment of approximately 200 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, 1,000 pupils are tuitioned to local school systems, with transportation provided through the operation of 13 buses and approx. 30 contracted conveyances. Pupils who reside in more remote locations are provided educational services through a variety of alternative methods such as room and board in lieu of transportation, tutors, and home schooling.

**FINANCES, FISCAL YEAR 2003:** 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	1,961,797	1,844,273			117,524	
HEALTH BENEFITS	581,092	544,281			36,811	
RETIREMENTS	253,037	237,830			15,207	
OTHER FRINGE BENEFITS	25,989	23,964			2,025	
OTHER CONTRACT SERVICES STATE	305,898	224,814			81,084	
COMPUTER SERVICES STATE	3,303	3,303				
OTHER CONTRACT SERVICES	5,853,083	5,842,975	1		10,107	
RENTS	6,297	6,297				
COMMODITIES	228,960	149,687	91		79,182	
EQUIPMENT	145,127	145,127				
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	10,306		3		10,303	
<b>TOTAL EXPENDITURES</b>	<b>9,374,893</b>	<b>9,022,555</b>	<b>95</b>		<b>352,243</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**DAWN GALLAGHER, COMMISSIONER**  
**BROOKE E. BARNES, DEPUTY COMMISSIONER**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME, 04330

*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:* 461.045

*Units:*

*ACE SERVICE CENTER*

*BUREAU OF AIR QUALITY*

*OFFICE OF THE COMMISSIONER*

*BOARD OF ENVIRONMENTAL PROTECTION*

*BUREAU OF LAND AND WATER QUALITY*

*FAX:* (207) 287-2814

*Telephone:* (207) 287-2812

*M.R.S.A., Sect.* 000000341

*Legislative Count:* 455.50

*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, technical assistance and policy development and implementation, 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 mitigation 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, licensing waste water discharge 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.

**FINANCES, FISCAL YEAR 2003:** 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

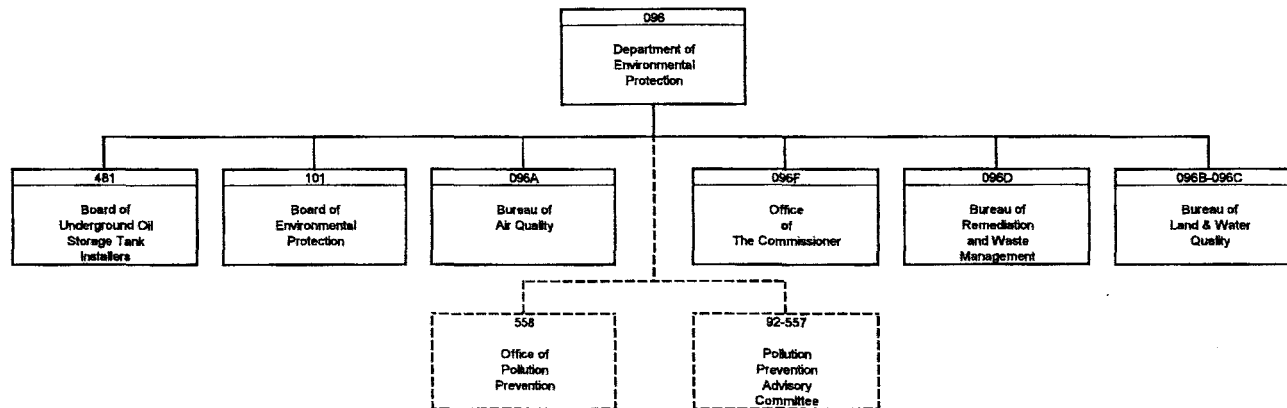
DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	18,885,025	3,631,816	10,860,299		4,392,910	
HEALTH BENEFITS	5,761,323	1,088,785	3,353,574		1,318,964	
RETIREMENTS	2,555,373	489,188	1,486,114		580,071	
OTHER FRINGE BENEFITS	268,141	42,904	159,209		66,028	
OTHER CONTRACT SERVICES STATE	12,559,261	830,013	7,978,392	20,315	1,710,783	2,019,758
COMPUTER SERVICES STATE	1,054,634	94,310	596,760		247,108	116,456
OTHER CONTRACT SERVICES	4,361,702	246,060	3,446,584	18,811	229,768	420,479
RENTS	1,321,152	154,218	1,039,175		113,626	14,133
COMMODITIES	2,760,918	189,599	2,194,221	4,880	372,045	173
GRANTS, SUBSIDIES, PENSIONS	7,186,296	77,194	1,045,431		148,493	5,915,178
BUILDING IMPROVEMENTS	87,951		37,553		50,398	
EQUIPMENT	302,577		294,398		8,179	
INTEREST-DEBT RETIREMENT	266	10	125		5	126
TRANSFER TO OTHER FUNDS	1,081,063		817,250	697	263,116	
<b>TOTAL EXPENDITURES</b>	<b>58,185,682</b>	<b>6,844,097</b>	<b>33,309,085</b>	<b>44,703</b>	<b>9,501,494</b>	<b>8,486,303</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	5,582,853		2,708,035		2,874,818	
HEALTH BENEFITS	1,682,411		839,460		842,951	
RETIREMENTS	735,162		356,065		379,097	
OTHER FRINGE BENEFITS	80,497		38,333		42,164	
OTHER CONTRACT SERVICES STATE	1,953,304		391,153		1,562,151	
COMPUTER SERVICES STATE	195,672		74,251		121,421	
OTHER CONTRACT SERVICES	253,052		79,019		174,033	
RENTS	170,246		69,940		100,306	
COMMODITIES	369,808		84,978		284,830	
GRANTS, SUBSIDIES, PENSIONS	64,986				64,986	
EQUIPMENT	12,305		8,253		4,052	
INTEREST-DEBT RETIREMENT	9		4		5	
TRANSFER TO OTHER FUNDS	314,626		117,983		196,643	
<b>TOTAL EXPENDITURES</b>	<b>11,414,931</b>		<b>4,767,474</b>		<b>6,647,457</b>	

ORGANIZATION CHART  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
 UMB 06



DEPARTMENT OF ENVIRONMENTAL PROTECTION

ACE SERVICE CENTER

J. HARPER, DIR OF ACE SERVICE CENTER  
GARY PALMER, DIR SPECIAL PROJECTS

Central Office: AMHI TYSON BLDG, AUGUSTA, ME 04330  
Mail Address: 155 STATE HOUSE STATION, AUGUSTA, ME 04333  
Established: 1995  
Reference: Policy Area: 05 ; Umbrella: 06 Unit: 586 ; Citation: T0038  
Average Count--All Positions: 21.000

FAX: (207) 287-8341  
Telephone: (207) 287-2113  
M.R.S.A., Sect. 000002451  
Legislative Count: 21.00

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 develops and participates in the State's emerging E-Business processes. The Center is under the joint authority and direction of the commissioners who function as a Board of Directors.

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 2003: 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
EXPENDITURES						
SALARIES & WAGES	624,670		624,670			
HEALTH BENEFITS	205,415		205,415			
RETIREMENTS	94,631		94,631			
OTHER FRINGE BENEFITS	9,511		9,511			
OTHER CONTRACT SERVICES STATE	15,875		15,875			
OTHER CONTRACT SERVICES	38,275		38,275			
RENTS	120		120			
COMMODITIES	97,443		97,443			
TRANSFER TO OTHER FUNDS	54,633		54,633			
TOTAL EXPENDITURES	1,140,573		1,140,573			

BUREAU OF AIR QUALITY

JAMES P. BROOKS, DIRECTOR

Central Office: AMHI TYSON BLDG., AUGUSTA, ME 04330  
Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME 04333  
Established: 1972  
Reference: Policy Area: 05 ; Umbrella: 06 Unit: 096A; Citation: T0038  
Average Count--All Positions: 18.000

FAX: (207) 287-7641  
Telephone: (207) 287-2437  
M.R.S.A., Sect. 000000581  
Legislative Count: 18.00

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### PURPOSE:

The Bureau of Air Quality exists to implement state air pollution laws and the federal Clean Air Act, as amended.

### ORGANIZATION:

The Division of Field Services which is comprised of the Monitoring Unit and the Compliance unit, is responsible for maintaining 70 monitors that analyze the levels of pollutants in the air around the state. The Division is also responsible for monitoring industrial compliance with license conditions, state statutes, and federal laws.

The Division of Licensing is comprised of a Licensing Unit, Meteorology, and Enforcement Unit. The Licensing Unit reviews and processes applications for air emission licenses, transfers, renewals, and/or modifications. The Meteorological Unit uses a variety of meteorological models to evaluate ambient air quality impacts from stationary sources in support of air emission license applications, submit federal air quality attainment demonstrations, and perform season ozone forecasting. Finally, the Enforcement Unit, coordinates enforcement activities once a violation has occurred, and pursues enforcement options that range from administrative resolutions to court action.

The Division of Program Planning is comprised of the Monitoring and Emissions Assessment unit, the Mobile Sources Unit, the Air Toxics Unit, and the Standards Evaluation Unit, is responsible for regulatory and program development, education and outreach, and maintaining the Bureau's air emission inventory.

### PROGRAM:

The Monitoring Section of the Field Services Division maintains the State's ambient monitoring networks, conducts audits of state-owned and industry-owned monitors, and assists with reports on air quality in the state. This unit operates and maintains 41 monitoring sites, 39 of which require weekly visits. The Compliance Unit conducts inspection of air emission sources to determine their compliance status. In FY2001, approximately 385 inspections were conducted on 258 regulated facilities. This unit also inspected approximately 300 gas stations.

The Licensing Division issued 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. In FY2001, the unit processed 220 licenses, renewals and/or transfers, seventeen that were Title V. The Enforcement Unit issued 10 notices of violations and resolved 9 Consent Agreements. The unit also continued to administer the Bureau's emission testing and monitoring program, observing or coordinating the observation of 109 emission tests and relative accuracy audits of emission monitors with the compliance staff of the Field Services Division.

The Program Planning Div participates in the development of regional strategies to reduce the transport of pollutants into the state, to the development and implementation of strategies to reduce the contribution of industrial, mobile, and area sources to Maine's air quality. Program Planning continued to implement the heavy-duty diesel-testing program, developed a mechanic's training program for automobile emissions and maintenance in Cumberland County. Rulemaking initiatives undertaken in 2000 include the adoption of low volatility gas as a substitute for reformulated gas and a proposal for additional NOx controls on power plants and industrial boilers. The Division continues to address issues relating to hazardous air pollutants, particularly with respect to the atmospheric deposition of persistent bioaccumulative toxics such as mercury and dioxin. National /regional models, monitoring, and the Bureau's air toxics inventory are being used to evaluate inhalation risks in Maine.

### PUBLICATIONS:

Bureau of Air Quality Annual Report  
Wood Stove Emissions Issue Profile  
Wood Stove Features and Operation Guidelines for Cleaner Air  
Ozone Level Advisories Issue Profile  
Cleaning the Air - the Ozone Transport Committee  
OFC Compliance Informational Resource Guide  
State II Gasoline Vapor Recovery  
Open Burning Guidelines

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

Global Energy Game  
 Climate Change Action Plan Brochure  
 Changing Earth Times Mercury  
 Changing Earth Times Acid Rain  
 Onboard Diagnostic Brochure  
 Drivers Guide to Env-Components of Maine's Safety Inspection Program  
 Maine's Bad Air Days Brochure  
 Air Quality Issues Brochure  
 4-H Curriculum: Going Places, Making Choices  
 Diesel Exhaust in NE  
 Truck Engine Idling  
 50 Ways to Save the Gulf of Maine

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	877,668	735,162			142,506	
HEALTH BENEFITS	261,873	223,096			38,777	
RETIREMENTS	125,043	106,603			18,440	
OTHER FRINGE BENEFITS	9,260	7,266			1,994	
OTHER CONTRACT SERVICES STATE	22,029	1,281		20,315	433	
COMPUTER SERVICES STATE	94,515	65,757			28,758	
OTHER CONTRACT SERVICES	41,985	18,354		18,811	4,820	
RENTS	22,649	22,412			237	
COMMODITIES	58,295	30,973		4,880	22,442	
EQUIPMENT	4,127				4,127	
TRANSFER TO OTHER FUNDS	7,400			697	6,703	
<b>TOTAL EXPENDITURES</b>	1,524,844	1,210,904		44,703	269,237	

## OFFICE OF THE COMMISSIONER

**DAWN GALLAGHER, COMMISSIONER**  
**BROOKE E. BARNES, DEPUTY COMMISSIONER**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME 04330

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME 04333

*Established:*

*Reference: Policy Area: 05 ; Umbrella: 06 Unit: 096F; Citation: T0038*

*Average Count--All Positions: 46.500*

*FAX: (207) 287-2814*

*Telephone: (207) 287-2812*

*M.R.S.A., Sect. 000000341*

*Legislative Count: 46.50*

### PURPOSE:

The Office of the Commissioner provides coordination of management and planning efforts across the Department, develops and staffs intra-agency initiatives and provides overall strategic direction for the department.

### 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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 departmental initiatives and make recommendations to the Commissioner on how to integrate pollution prevention and technical assistance into programs. This unit continues to administer the Toxic Use Reduction (TUR) Law and the Small Business Technical Assistance Program (SBTAP).

The Office of Education and Outreach develops and coordinates departmental 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 develops departmental policies and procedures in the areas of rule-making, licensing and enforcement, and coordinates strategic planning. The Office develops departmental policies and procedures 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, Department of Economic and Community Development, and U.S. Environmental Protection Agency.

### PUBLICATIONS:

"New Directions" newsletter - free  
EnvironNews  
Monthly Compliance Activity Report

**FINANCES, FISCAL YEAR 2003:** 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	1,979,271	353,214	1,626,057			
HEALTH BENEFITS	565,931	79,100	486,603		228	
RETIREMENTS	287,876	54,551	233,325			
OTHER FRINGE BENEFITS	26,144	5,441	20,703			
OTHER CONTRACT SERVICES STATE	63,571		63,571			
COMPUTER SERVICES STATE	15,488	6,325	9,163			
OTHER CONTRACT SERVICES	228,768	24,360	203,538		870	
RENTS	296,880	36,018	260,862			
COMMODITIES	1,020,020	23,898	981,622		14,500	
GRANTS, SUBSIDIES, PENSIONS	250		250			
BUILDING IMPROVEMENTS	53,655		3,257		50,398	
EQUIPMENT	140,448		140,448			
INTEREST-DEBT RETIREMENT	1		1			
TRANSFER TO OTHER FUNDS	99,093		99,093			
TOTAL EXPENDITURES	4,777,396	582,907	4,128,493		65,996	

## BOARD OF ENVIRONMENTAL PROTECTION

**RICHARD E. WARDWELL, CHAIR**  
**CYNTHIA S. BERTOCCI, EXECUTIVE ANALYST**

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330  
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: 2.00

FAX: (207) 287-2814  
Telephone: (207) 287-2811  
M.R.S.A., Sect. 000000341C  
Legislative Count: 2.00

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### 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 2: an Executive Director and an Administrative Assistant. Members serve four-year terms for up to two consecutive terms. The Governor appoints one member to serve as chair.

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 first and third Thursdays 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 2003:** 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	121,079		121,079			
HEALTH BENEFITS	31,538		31,538			
RETIREMENTS	18,406		18,406			
OTHER FRINGE BENEFITS	958		958			
OTHER CONTRACT SERVICES STATE	19,563		19,563			
OTHER CONTRACT SERVICES	34,741		34,741			
RENTS	15,442		15,442			
COMMODITIES	3,503		3,503			
TRANSFER TO OTHER FUNDS	7,806		7,806			
<b>TOTAL EXPENDITURES</b>	<b>253,036</b>		<b>253,036</b>			

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF LAND AND WATER QUALITY**

**BROOKE BARNES, ACTING DIRECTOR**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME 04330

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME 04333

*Established:* 1994

*Reference: Policy Area:* 05 ; *Umbrella:* 06 *Unit:* 096B; *Citation:* T0038

*Average Count--All Positions:* 77.308

*FAX:* (207) 287-7191

*Telephone:* (207) 287-3901

*M.R.S.A., Sect.* 000001301

*Legislative Count:* 77.00

**PURPOSE:**

The Bureau of Land and Water Quality 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; Sanitary District Enabling Act; Stormwater Management Law; and the Water Quality laws, including the federal National Pollutant Discharge Elimination System (NPDES) program for most of the State.

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, Compliance and Technical Assistance.

**PROGRAM:**

The Land Resource Regulation Division reviews applications under the Site Location Law, Natural Resources Protection Act, and the Stormwater Management Law. 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 and enforcement. The Division also issues licenses and water quality certifications to hydropower facilities.

The Division of Engineering, Compliance and Technical Assistance oversees the operation of all wastewater treatment facilities, certifies wastewater treatment operators in the State of Maine and provides technical assistance and compliance services. 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 Env Assessment is responsible for monitoring and assessing ground/surface water quality to provide the scientific foundation for the land and water programs, for developing environmental indicators to evaluate program effectiveness. The Division oversees the Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, the Lakes Program, and the Invasive Aquatic Species Program, and does Quality Assurance & Control of the Volunteer Monitoring Program. Special services include biological and toxicological lab analysis, specialized computer modeling of wastewater impacts, complete ambient monitoring and investigative capabilities. The Division of Watershed Management looks at water resources holistically, coordinates regulatory/ nonregulatory approaches that are tailored to problems in specific watersheds, administers the Nonpoint Source Program under the Federal Clean Water Act and activities conducted in conjunction with the Mandatory Shoreland



## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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:

The Buffer Handbook (1999)  
 Maine Shoreland Zoning - A Handbook for Shoreland Owners (1999)  
 Best Management Practices for Boatyards & Marinas (revised 1999)  
 Small Community Grant Program - Municipal Handbook (Revised 2001)  
 A Homeowner's Guide to Environmental Laws Affecting Shorefront Property (Revised  
 2000)  
 Standard Field Methods For Lake Water Quality Monitoring (Revised 1999)  
 A Citizen's Guide to Lake Watershed Surveys (Revised 1998)  
 Safe Home Program - How Much Do You Know About Your Drinking Water?  
 Nonpoint Source Times (Newsletter)  
 Biomonitoring Retrospective: Fifteen year Summary for Maine Rivers and Streams  
 (1999)  
 A Field Guide to Laws Pertaining to Timber Harvesting in Organized Areas of  
 Maine (Revised 2000)  
 Field Guide to Invasive Aquatic Plants (2002)

**FINANCES, FISCAL YEAR 2003:** 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	3211,802	2,279,317	482,369		450,116	
HEALTH BENEFITS	991,517	704,355	139,240		147,922	
RETIREMENTS	417,547	293,552	65,750		58,245	
OTHER FRINGE BENEFITS	38,616	26,368	5,572		6,676	
OTHER CONTRACT SERVICES STATE	965,966	818,267	113,459		34,240	
COMPUTER SERVICES STATE	30,758	22,133	1,013		7,612	
OTHER CONTRACT SERVICES	211,204	182,736	6,532		21,936	
RENTS	116,673	95,766	10,847		10,060	
COMMODITIES	133,610	112,189	10,282		11,139	
GRANTS, SUBSIDIES, PENSIONS	5,598,419	77,194	199,417		73,507	5,248,301
INTEREST-DEBT RETIREMENT	10	10				
TRANSFER TO OTHER FUNDS	39,524		20,587		18,937	
<b>TOTAL EXPENDITURES</b>	<b>11,755,646</b>	<b>4,611,887</b>	<b>1,055,068</b>		<b>840,390</b>	<b>5,248,301</b>

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**OFFICE OF POLLUTION PREVENTION**

**RON DYER, DIRECTOR**

*Central Office:* AMHI, RAY BUILDING, AUGUSTA, ME 04330

*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1991

*Reference:* Policy Area:05 ; Umbrella: 06 Unit: 558 ; Citation: T0038

*FAX:* (207) 287-2814

*Telephone:* (207) 287-2811

*M.R.S.A., Sect.* 000000342

**PURPOSE:**

See Office of Innovation and Assistance under the Office of the Commissioner

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BUREAU OF REMEDIATION AND WASTE MANAGEMENT**

**DAVID J. LENNETT, DIRECTOR**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME 04330

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME 04333

*Established:* 1980

*Reference:* Policy Area:05 ; Umbrella: 06 Unit: 096D; Citation: T0038

*Average Count--All Positions:* 153.923

*FAX:* (207) 287-7826

*Telephone:* (207) 287-2651

*M.R.S.A., Sect.* 000000541

*Legislative Count:* 153.00

**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 above ground underground oil storage facilities; processing of third party damage claims arising from oil contamination; licensing of waste facilities, waste transporters, oil terminals, and spreading sites for septage 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.

The bureau provides staff support to the Oil Spill Advisory Committee and the Board of Underground Storage Tank Installers.

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 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 thirteen 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 petroleum products 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 the bureau's engineering, geology and chemistry programs through review of license applications and cleanup plans for technical adequacy, and by conducting inspections and sampling programs. The division develops regulatory programs for underground oil and hazardous substance storage tanks, assists on cleanup of leaking oil storage facilities, and operates a program to replace home heating

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

oil tanks that are at high risk of spills. The Division of Oil and Hazardous Waste Facilities Regulation oversees oil terminal, waste oil, hazardous waste and biomedical waste facility licensing, conducts inspections, and issues enforcement responses. It reviews/processes license applications and tracks waste oil/hazardous waste generation and shipments. It processes damage claims arising from oil contamination and for reimbursement of oil spill clean-up costs under the Groundwater Oil Clean Up Fund.

The Division of Solid Waste Management is responsible for licensing, enforcement, and technical assistance activities related to solid waste facilities, including landfills, incinerators, storage sites, beneficial use, septage and 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 for various environmental programs; management of Bureau funds; fiscal and resource forecasting; 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; Waste Transporter License; Registration of Underground Oil Storage Tanks; Registration of Used Oil Collection Centers; Waste Oil Facility License; Biomedical Facility License; Registration of Underground Hazardous Substance Storage Tanks; Solid Waste Facility License; Septage Spreading Site License; License for Land Application of Sludge and Other Residuals; Asbestos Abatement Certification.

### 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  
 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 -free

**FINANCES, FISCAL YEAR 2003:** 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	6,487,682	264,123	5,298,089		925,470	
HEALTH BENEFITS	2,022,638	82,234	1,651,318		289,086	
RETIREMENTS	876,708	34,482	717,937		124,289	
OTHER FRINGE BENEFITS	103,155	3,829	84,132		15,194	
OTHER CONTRACT SERVICES STATE	9,518,953	10,465	7,374,771		113,959	2,019,758
COMPUTER SERVICES STATE	718,201	95	512,333		89,317	116,456
OTHER CONTRACT SERVICES	3,553,677	20,610	3,084,479		28,109	420,479
RENTS	699,142	22	681,964		3,023	14,133
COMMODITIES	1,078,239	22,539	1,016,393		39,134	173
GRANTS, SUBSIDIES, PENSIONS	1,522,641		845,764		10,000	666,877
BUILDING IMPROVEMENTS	34,296		34,296			
EQUIPMENT	145,697		145,697			
INTEREST-DEBT RETIREMENT	246		120			126
TRANSFER TO OTHER FUNDS	557,981		517,148		40,833	
<b>TOTAL EXPENDITURES</b>	<b>27,319,256</b>	<b>438,399</b>	<b>21,964,441</b>		<b>1,678,414</b>	<b>3,238,002</b>

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BOARD OF UNDERGROUND STORAGE TANK INSTALLERS**

**ALISON SMITH, CHAIR**

*Central Office:* AMHI RAY BLDG, AUGUSTA, ME 04330

*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 287-7826

*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 and inspections 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; the Plumber's Examining Board or the State Board of Certification for Geologists and Soil Scientists, one from the Maine Chamber of Commerce and Industry and underground tank inspector or installer; one from the Fire Chiefs Association; and two public members.

Current members are: Paul Bosse, (Maine Oil Dealers Association)-term expires 12/31/03; George Seel(DEP)-term expires 12/31/05; Lawrence Winchester (certified installer)-term expires 12/31/04; Alison Smith (public member) - term expires 12/31/04; Clifford Buuck (public member)-term expires 12/31/04; Vacant (Maine Chamber of Commerce, certified installer or certified inspector)-term expires 12/31/04; Kenneth Dixon (Maine Fire Chiefs Association)-term expires 12/31/05. The DEP provides staff support to the board.

**PROGRAM:**

During 2003, the Board of Underground Storage Tank Installers continued to offer its certification procedures. Nine individuals, including five from the regulated community and four from DEP, took the initial exam for certification as an underground oil storage tank installer, eight passed and one failed. Twenty-two applicants took the newly developed inspector examination, five passed and seventeen failed. 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 an on-site examination checklist for underground gasoline tank removers.

A total of 369 certificates for underground oil storage tank installers and 88 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 101.

The Board sponsored or approved 5 continuing education workshops, totaling 14 available credit hours, for installers to meet continuing education requirements. Five(5) complaints against installers, apprentices, or applicants were received and investigated in FY 03. All complaints against installers were resolved in FY 2003. The 120th Legislature extended the Board's authority to begin certifying underground oil storage tank inspectors in the private sector. Program development for the certification of underground oil storage tank will begin next year.

**LICENSES:**

Underground Oil Storage Tank Installer Certificate - Class II  
Underground Oil Storage Tank Installer Certificate - Class III  
Underground Oil Storage Tank Inspector Certificate  
Underground Gasoline Tank Remover Certificate

**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); Inspector Exam \$250; 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
available free to certified installers and removers.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

EXECUTIVE DEPARTMENT

**(OFFICE OF) GOVERNOR**

**JOHN E BALDACCI, GOVERNOR**

*Central Office:* STATE CAPITOL, 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:* 96.685

*Legislative Count:* 96.00

*Units:*

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

(OFFICE OF) PUBLIC ADVOCATE

**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 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 provides 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 2003:** 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	4,355,561	2,308,161	1,099,176		948,224	
HEALTH BENEFITS	988,816	488,322	247,277		253,217	
RETIREMENTS	481,591	242,226	132,537		106,828	
OTHER FRINGE BENEFITS	58,326	26,810	13,818		17,698	
OTHER CONTRACT SERVICES STATE	1,332,556	247,201	719,429		365,926	
COMPUTER SERVICES STATE	5,000	5,000				
OTHER CONTRACT SERVICES	646,892	332,030	142,640		172,222	
RENTS	94,953	30,229	52,660		12,064	
COMMODITIES	518,170	361,001	102,033		55,136	
GRANTS, SUBSIDIES, PENSIONS	2,425,169	928,608	201,811		1,294,750	
PURCHASE OF LAND	5,824,823	9,391				5,815,432
INTEREST-DEBT RETIREMENT	4	4				
TRANSFER TO OTHER FUNDS	132,684	317	54,305		78,062	
<b>TOTAL EXPENDITURES</b>	<b>16,864,545</b>	<b>4,979,300</b>	<b>2,765,686</b>		<b>3,304,127</b>	<b>5,815,432</b>

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,323,367	1,323,367				
HEALTH BENEFITS	244,031	244,031				
RETIREMENTS	119,126	119,126				
OTHER FRINGE BENEFITS	18,711	18,711				
OTHER CONTRACT SERVICES STATE	5,204	5,204				
OTHER CONTRACT SERVICES	203,764	203,764				
RENTS	16,733	16,733				
COMMODITIES	200,445	200,445				
GRANTS, SUBSIDIES, PENSIONS	60,000	60,000				
INTEREST-DEBT RETIREMENT	4	4				
<b>TOTAL EXPENDITURES</b>	<b>2,191,385</b>	<b>2,191,385</b>				

## GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

### ANNE H. JORDAN, CHAIRMAN

*Central Office:* 1 STATE HOUSE 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 private and professional lives which assist them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

## EXECUTIVE DEPARTMENT

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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

### WARREN M. SILVER, CHAIR

*Central Office:* 1 STATE HOUSE STATION, AUGUSTA, ME

*Mail Address:* 1 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1988

*Telephone:* (207) 207-3531

*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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## LAND FOR MAINE'S FUTURE BOARD

### TIM GLIDDEN, PROGRAM MANAGER

*Central Office:* 184 STATE ST, AUGUSTA, ME 04330

*Mail Address:* 38 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1987

*Telephone:* (207) 287-1485

*Reference:* Policy Area:00 ; Umbrella: 07 Unit: 113 ; Citation: T0005 M.R.S.A., Sect. 000006202

*Average Count--All Positions:* 1.000

*Legislative Count:* 1.00

### PURPOSE:

The Land for Maine's Future program functions as the primary vehicle for public land acquisition in Maine. Originally established in November 1987 by referendum, when voters overwhelmingly approved a \$35 million bond, the program administers funds to acquire land and interest in land for conservation, water access, outdoor recreation, fish and wildlife habitat protection, and farmland preservation.

Its legislative mandate is to acquire lands of state, regional, or local significance that "make a substantial and lasting contribution towards assuring all of Maine citizens, present and future, the traditional Maine heritage of public access to Maine's land and water resources or continued quality and availability of natural resources important to the interests and continued heritage of Maine people."



## EXECUTIVE DEPARTMENT

Since the creation of the fund in 1987, over 130,000 acres have been acquired entirely from willing sellers, including about 42,000 acres in conservation easements. These acquisitions include mountain summits, farmland, river shore, lakes, ponds, coastal islands, pristine beaches, and wetlands. Permanent protection has also been provided to many irreplaceable natural areas including eagle nesting sites, spotted turtle habitat, critical spawning habitat for Atlantic and landlocked salmon, and rare natural communities. The state's dollars have been matched by 17.9 million, largely from private and federal sources.

### ORGANIZATION:

The Land for Maine's Future Board manages the Land for Maine Future's Fund; the two together comprise the Land for Maine's Future Program. The Board consists of eleven members, including the commissioners of the departments of Agriculture, Food and Rural Resources, Conservation, Inland Fisheries and Wildlife, and Marine Resources and the Director of the State Planning Office. The remaining six are private citizens appointed by the Governor. The Governor also appoints the Board's chairperson. The program director is a staff member of the State Planning Office. SPO also provides technical staff and clerical support to the program.

The Board meets regularly to provide policy direction, oversee the Land for Maine's Future Fund, and pursue its land acquisition strategy under its legislative authority (5 MRSA section 6202). The Board works with citizens, land trusts, nonprofit conservation organizations, and federal and state agencies to identify special lands of statewide significance to accomplish the State's goals.

The program was established in 1987 when Maine citizens voted to fund a \$35 million bond to purchase lands of statewide importance followed by a supplemental appropriation of \$3 million in general funds in 1998. A second public bond of \$50 million was passed in 1999; approximately 70% of which is now committed for ongoing land protection projects. It is anticipated that the remaining funds will be committed by January 2004.

### PROGRAM:

In 1998, based on the recommendations of the Land Acquisition Priorities Advisory Committee, the Legislature set aside funds for farmland protection. It also funded the Public Access to Maine Waters Fund for the first time in 1999. The Board has established a process for the public to nominate lands and a scoring system to evaluate proposals based on criteria in keeping with the Legislature's directives. There are three proposal categories: 1) Conservation and Recreation Lands; 2) Farmlands; and 3) Water Access Lands. Conservation and recreation land proposals are further divided into three sub-categories; those of statewide, regional, or local significance. Only projects in each sub-category compete against one another.

All LMF funding predating the 1999 bond has been spent on 65 projects representing over 86,300 acres of land in all 16 Maine counties. The \$50 million approved by voters in 1999 revitalized the program. To date, \$35.1 million has been committed to 90 projects consisting of an estimated 330,900 acres of special and significant lands. The Board expects to allocate the remaining funds from the \$50 million bond in 2004.

By law, the LMF program seeks matching funds at a ratio of at least \$1 of match for every \$2 of public funds expended. Since 1999, the program has drawn approximately double the required match in the form of federal funds and private donations.

### PUBLICATIONS:

Citizens can learn more about submitting proposals for funding by attending the Land for Maine's Future Program's public outreach workshops or land protection conferences or via the State Planning Office's web site at [www.state.me.us/spo/lmf](http://www.state.me.us/spo/lmf).

## EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	46,474		46,474			
HEALTH BENEFITS	11,057		11,057			
RETIREMENTS	6,014		6,014			
OTHER CONTRACT SERVICES STATE	2,365		2,365			
OTHER CONTRACT SERVICES	-44,182		-44,182			
RENTS	398		398			
COMMODITIES	2,603		2,603			
PURCHASE OF LAND	5,824,823	9,391				5,815,432
TRANSFER TO OTHER FUNDS	2,705		2,705			
<b>TOTAL EXPENDITURES</b>	<b>5,852,257</b>	<b>9,391</b>	<b>27,434</b>			<b>5,815,432</b>

## MAINE LAND AND WATER RESOURCES COUNCIL

**DAVID H. KEELEY, COUNCIL CHAIR**  
**TODD BURROWES, COUNCIL STAFF**

*Central Office:* 184 STATE STREET, AUGUSTA, ME 04330

*Mail Address:* 38 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1976

*FAX:* (207) 287-6489

*Telephone:* (207) 287-1491

*Reference:* Policy Area:00 ; Umbrella: 07 Unit: 102H; Citation: GFY81 M.R.S.A., Sect. 000000009

### **PURPOSE:**

The purpose of the Council is to advise the Governor, Legislature, and state agencies in the formulation of policies for management of the state's 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 Section 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 State Planning Office Director to chair the Council.

### **PROGRAM:**

The Council's primary policy development initiatives at this time include: review of the effectiveness of agency coordination in meeting goals of the State

## EXECUTIVE DEPARTMENT

Growth Management Program; revision of the State's hydropower policy to address dam removal; and reviewing Atlantic Salmon Conservation goals.

### **PUBLICATIONS:**

Publications of the Council include:

A Management Strategy for Maine's Groundwater 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

Report on the Use of Incentives to Keep Land In Productive Farming, Fishing, and Forestry Use

Large Concentrated Animal Feeding Operations (CAFOs): A Report to the Maine Legislature

Report on Education Strategy for Public Water Supply Protection

1998, 1999, 2000, 2001 and 2002 Annual Reports to the Governor and Legislature

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE PLANNING OFFICE

### DAVID H. KEELEY, ACTING 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:* 57.000

*Legislative Count:* 57.00

### **PURPOSE:**

The State Planning Office has four core duties assigned to it by statute that include coordinating 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 towns and regions; and conducting continuing economic analyses, including economic forecasting.

The State Planning Office is guided by a strategic plan that is consistent with its statutory duties. **MISSION:** To provide the information, analyses, and guidance decision-makers need to make informed decisions about Maine's economy, resources, and governance. **GOAL:** To be a catalyst for the wise development of the State's economy and the conservation of its natural resources. **OBJECTIVE:** Improve Mainers' economic well-being with no measurable deterioration of the State's healthy natural resources. SPO also has a series of performance measures to track annual program performance.

### **ORGANIZATION:**

The Legislature created the State Planning Office in 1968. It reports to the Governor but is routinely called upon to assist the Legislature, other state agencies, and local and regional governments in a variety of policy, planning, and program areas.

Crosscutting project teams are also assembled as needed to accomplish specific multijurisdictional projects or new projects assigned by the Governor or Legislature.

### **PROGRAM:**

The State Planning Office is delegated the following responsibilities via statute or by the Governor to help carry out its public purpose: Energy & Natural Resource Policy Assistance: develop policy options for the Governor and Legislature through the Land & Water Resources Council (5 MRSA 3331); coordinate state energy policy through the Energy Resources Council (5 MRSA 3327 (3)); administer the Land for Maine's Future Program (5 MRSA 6204); liaison with FERC

## EXECUTIVE DEPARTMENT

on hydropower relicensing; serve as Governor's liaison with Legislative Committee on Utilities and Energy; prepare and implement federal and state energy policy (5 MRSA 52); coordinate the implementation of the Gulf of Maine Action plan; prepare the Waste Management & Recycling Plan (38 MRSA 2122); and develop statewide landfill capacity at the direction of the Legislature (38 MRSA 2154).

**Technical Assistance to Governor & Legislature:** assist state agencies with strategic planning and performance budgeting (7 MRSA 1710-N); develop research & development strategies for Governor; and assist with tax policy development for Governor and Legislature Taxation Committee. **Community Assistance & Land Use Planning:** work with towns to implement the Community Planning and Investment Program (30 MRSA 4312(s)); implement the State's Smart Growth initiative; provide training and technical assistance for local officials on land use planning, code enforcement, floodplain management, flood mitigation, and community development; certify municipal code enforcement officers (30-A MRSA 4451); administer the National Flood Insurance Program, and assist municipalities with recycling to reduce reliance on land disposal of municipal solid waste (38 MRSA 2133). **Community Service:** administer programs of the Commission for Community Service (5 MRSA 7504) to promote volunteerism.

**Economic Policy & Analysis:** staff the Consensus Economic Forecasting Commission (5 MRSA 1710); chair the Revenue Forecasting Committee (5 MRSA 1710-E); publish the long-term economic forecast; track, interpret, and disseminate information about key economic indicators (MaineGraph); project economic trends; analyze their social and economic implications and inform decision-makers; prepare overviews of current and emerging industries and develop policy options; undertake special projects to conduct economic impact analyses, modeling, and statistical analyses; and host the State's Census Data Center.

### **PUBLICATIONS:**

For these and other publications, visit the SPO website at [www.state.me.us/spo](http://www.state.me.us/spo): Annual reports for the Land for Maine's Future Board, Land & Water Resources Council, Maine Commission for Community Service, and State Nuclear Safety Advisor; state management plans for waste management and recycling, coastal, wetlands and energy; a variety of technical assistance publications to assist communities with flood plain management, waste management recycling, code enforcement administration, community planning and land use management, coastal resources management, and community

**FINANCES, FISCAL YEAR 2003:** 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	2,397,347	984,794	464,329		948,224	
HEALTH BENEFITS	611,582	244,291	114,074		253,217	
RETIREMENTS	273,174	123,100	43,246		106,828	
OTHER FRINGE BENEFITS	33,382	8,099	7,585		17,698	
OTHER CONTRACT SERVICES STATE	845,063	241,997	237,140		365,926	
COMPUTER SERVICES STATE	5,000	5,000				
OTHER CONTRACT SERVICES	395,418	128,266	94,930		172,222	
RENTS	37,453	13,496	11,893		12,064	
COMMODITIES	270,834	160,556	55,142		55,136	
GRANTS, SUBSIDIES, PENSIONS	2,365,169	868,608	201,811		1,294,750	
TRANSFER TO OTHER FUNDS	119,944	317	41,565		78,062	
<b>TOTAL EXPENDITURES</b>	<b>7,354,366</b>	<b>2,778,524</b>	<b>1,271,715</b>		<b>3,304,127</b>	

EXECUTIVE DEPARTMENT

**(OFFICE OF) PUBLIC ADVOCATE**

**STEPHEN G WARD, PUBLIC ADVOCATE**  
**PATRICIA MOODY, RESEARCH ASSISTANT**

TTY: (207) 287-8849

Central Office: 103 WATER ST, 3RD FLOOR, HALLOWELL, ME 04347

Mail Address: 112 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1981

FAX: (207) 287-4317

Telephone: (207) 287-2445

Reference: Policy Area: 00 ; Umbrella: 07 ; Unit: 413 ; Citation: T0035A M.R.S.A., Sect. 000001701

Average Count--All Positions: 10.000

Legislative Count: 10.00

**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.

This year the Public Advocate's office completed its twenty-first 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 generators of this waste in Maine.

Beginning in 1989 the office moved from a General Fund basis for its budgets and operations to a system of utility assessments. In 1999/00 the office received no General Fund appropriations. In addition to the Public Advocate, Stephen Ward, the office currently employs nine staff people including four attorneys and an economist. 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. Mr. Ward has continued as Public Advocate following Governor Baldacci's inauguration in 2003.

**PUBLICATIONS:**

Annual Report to the Joint Standing Committee on Utilities and Energy of the Maine Legislature - (no charge)

Electricity Shopping Guide (October 1999, March 2000, March 2001, March 2002, July 2003) - (no charge)

Guidelines for Consumer Participation in Public Hearings Held by the Maine PUC - (no charge)

Ratewatchers Phone Guide (July 1999, January 2000, June 2000, January 2001, July 2001, January 2002, June 2002, January 2003, June 2003) - (no charge)

# EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2003:** 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	588,373		588,373			
HEALTH BENEFITS	122,146		122,146			
RETIREMENTS	83,277		83,277			
OTHER FRINGE BENEFITS	6,233		6,233			
OTHER CONTRACT SERVICES STATE	479,924		479,924			
OTHER CONTRACT SERVICES	91,892		91,892			
RENTS	40,369		40,369			
COMMODITIES	44,288		44,288			
TRANSFER TO OTHER FUNDS	10,035		10,035			
<b>TOTAL EXPENDITURES</b>	1,466,537		1,466,537			

DEPARTMENT OF HUMAN SERVICES

**DEPARTMENT OF HUMAN SERVICES**

**PETER E. WALSH, ACTING COMMISSIONER**

TTY: (207) 287-4479

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME, 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011

FAX: (207) 287-3005

Established: 1975

Telephone: (207) 287-3707

Reference: Policy Area: 03 ; Umbrella: 1Q Unit: 144 ; Citation: T0022 M.R.S.A., Sect. 000000001

Average Count--All Positions: 2715.000

Legislative Count: 2712.50

**Units:**

BUREAU OF CHILD AND FAMILY SERVICES  
DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)  
COMMUNITY SERVICES CENTER  
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 SERVICES)  
HEALTH AND ENVIRONMENTAL TESTING 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 20 regional client offices. Deputy Commissioner for programs 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 Office of Administrative Hearings unit. The Deputy Commissioner for Management & Budget is responsible for the Department's Budget Development and Administration, Regional OMB Operations, Financial Services, Human Resources, Technology Services, and Equal Opportunity and Affirmative Action, plus coordination with the Community

## DEPARTMENT OF HUMAN SERVICES

Services Center.

### 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 Health and Human Services 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 2003:** 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	87,592,345	42,761,612	6,245,804		38,584,929	
HEALTH BENEFITS	27,480,726	12,980,203	1,967,382		12,533,141	
RETIREMENTS	11,383,187	5,619,861	811,422		4,951,904	
OTHER FRINGE BENEFITS	1,180,765	587,460	84,719		508,586	
OTHER CONTRACT SERVICES STATE	31,441,872	10,039,885	2,851,999		18,549,988	
COMPUTER SERVICES STATE	8,565,498	690,247	5,302,422		2,572,829	
OTHER CONTRACT SERVICES	14,194,503	6,621,143	991,950		6,581,410	
RENTS	8,462,406	4,353,053	128,680		3,980,673	
COMMODITIES	37,421,445	9,421,553	3,169,162		24,830,730	
GRANTS, SUBSIDIES, PENSIONS	1911,377,064	455,872,624	153,851,238		1299,653,202	2,000,000
EQUIPMENT	5,739,831	903,357	325,552		4,510,922	
INTEREST-DEBT RETIREMENT	15,018	9,014	617		5,387	
TRANSFER TO OTHER FUNDS	3,305,638	31	521,985		2,783,622	
COST OF GOODS SOLD	606	190			416	
<b>TOTAL EXPENDITURES</b>	<b>2148,160,904</b>	<b>549,860,233</b>	<b>176,252,932</b>		<b>1420,047,739</b>	<b>2,000,000</b>



## DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	56,840					56,840
HEALTH BENEFITS	27,376					27,376
RETIREMENTS	7,355					7,355
OTHER FRINGE BENEFITS	2,231					2,231
OTHER CONTRACT SERVICES STATE	174,877	210				174,667
OTHER CONTRACT SERVICES	12,878					12,878
RENTS	380					380
COMMODITIES	2,411		16			2,395
GRANTS, SUBSIDIES, PENSIONS	45,218	45,218				
TRANSFER TO OTHER FUNDS	6,825					6,825
<b>TOTAL EXPENDITURES</b>	<b>336,391</b>	<b>45,444</b>				<b>290,947</b>

## BUREAU OF CHILD AND FAMILY SERVICES

### KAREN M WESTBURG, DIRECTOR

*Central Office:* HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

*Established:* 1974

*Reference: Policy Area:* 03 ; *Umbrella:* 1Q *Unit:* 148 ; *Citation:* T0022

*Average Count--All Positions:* 62.000

*FAX:* (207) 287-5282

*Telephone:* (207) 287-5060

*M.R.S.A., Sect.* 000005308

*Legislative Count:* 62.00

#### 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.

#### 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 placement or other permanent placement including relative placements if the custodial family cannot be preserved without serious harm to the child.

Studies on child abuse and neglect have focused attention on the need to expand the Department's capability to address safety, permanency and well-being for 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

## DEPARTMENT OF HUMAN SERVICES

needs and evaluation of the program in meeting those needs. Four Divisions support the activities of the Bureau including the Division of Policy, Practice and Special Projects, the Division of Management and Budget, and the Division of Public and Legislative Affairs and Quality Assurance. The Division of District Operations is responsible for the day to day operations of the 8 Districts and their staff who carry out 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  
 Child Death & Serious Injury Report  
 Treatment Resource Guide

**FINANCES, FISCAL YEAR 2003:** 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	2,278,984	1,238,530	59,618		980,836	
HEALTH BENEFITS	622,040	334,461	12,565		275,014	
RETIREMENTS	301,967	166,333	11,297		124,337	
OTHER FRINGE BENEFITS	28,577	16,579	208		11,790	
OTHER CONTRACT SERVICES STATE	4,204,897	3,360,635	355,221		489,041	
COMPUTER SERVICES STATE	282,945	86,839	15,924		180,182	
OTHER CONTRACT SERVICES	729,137	428,894	1,980		298,263	
RENTS	69,841	65,407	3,540		894	
COMMODITIES	4,220,240	1,118,452	1,214,373		1,887,415	
GRANTS, SUBSIDIES, PENSIONS	106,810,293	49,419,935	4,134,133		53,256,225	
EQUIPMENT	387,830		193,915		193,915	
INTEREST-DEBT RETIREMENT	1,610	312			1,298	
TRANSFER TO OTHER FUNDS	211,135		59,671		151,464	
<b>TOTAL EXPENDITURES</b>	120,149,496	56,236,377	6,062,445		57,850,674	

## DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333  
*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4631  
*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:* 39.000 *Legislative Count:* 39.00

### 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.

## DEPARTMENT OF HUMAN SERVICES

### ORGANIZATION:

In 2000, a Bureau of Health reorganization created the Division of Family Health and the Division of Community Health through the separation of the Division of Community and Family Health into two units. These two divisions continue to work closely with each other and with a wide variety of groups and organizations in carrying out their missions. Communities, worksites, school systems, hospitals, colleges and universities, health agencies and insurance companies are all involved in various aspects of the Divisions' work. Each works closely with the University of Southern Maine to ensure the availability of skilled epidemiology support.

### PROGRAM:

The Division of Family Health includes the following programs: Women's Health, Children with Special Health Needs, Maternal Child Health Nutrition, Genetics, Public Health Nursing, Women's and Children's Preventive Health Services, Healthy Families, Childhood Lead Poisoning Prevention, and WIC.

The Division of Community Health includes the following programs and initiatives: Cancer Registry, Breast and Cervical Health, Oral Health, Diabetes Prevention and Control, Injury Prevention, Teen and Young Adult Health, Comprehensive Cancer Control, Asthma Prevention and Control, Partnership for A Tobacco-Free Maine, Cardiovascular Health, Community Health, and a new Physical Activity and Nutrition Program supported by a federal grant. The last four programs work together as part of the Healthy Maine Partnership Initiative.

### PUBLICATIONS:

A variety of publications are available from the Divisions. 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.

**FINANCES, FISCAL YEAR 2003:** 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	1,454,325				1,454,325	
HEALTH BENEFITS	428,749				428,749	
RETIREMENTS	189,818				189,818	
OTHER FRINGE BENEFITS	19,541				19,541	
OTHER CONTRACT SERVICES STATE	216,783				216,783	
OTHER CONTRACT SERVICES	32,068				32,068	
RENTS	2,846				2,846	
COMMODITIES	72,214				72,214	
GRANTS, SUBSIDIES, PENSIONS	16,097	4,902			11,195	
EQUIPMENT	100,853				100,853	
TRANSFER TO OTHER FUNDS	59,384				59,384	
<b>TOTAL EXPENDITURES</b>	<b>2,592,678</b>	<b>4,902</b>			<b>2,587,776</b>	

## COMMUNITY SERVICES CENTER

### DAVID STAUFFER, ACTING DIRECTOR

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

Established: 1996

Reference: Policy Area: 03 ; Umbrella: 10 Unit: 182 ; Citation: T0022 M.R.S.A., Sect. 000000006C

Average Count--All Positions: 84.000

FAX: (207) 287-5031

Telephone: (207) 287-5060

Legislative Count: 84.00

## DEPARTMENT OF HUMAN SERVICES

### PURPOSE:

The Community Services 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 of Human Services and to the Department of Mental Health and Mental Retardation in procuring, distributing and monitoring all state and federal funds.

**FINANCES, FISCAL YEAR 2003:** 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

COMMUNITY SERVICES CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,157,127	1,166,573	267,991		1,722,563	
HEALTH BENEFITS	908,698	319,870	88,775		500,053	
RETIREMENTS	419,998	160,263	34,627		225,108	
OTHER FRINGE BENEFITS	32,120	10,862	3,069		18,189	
OTHER CONTRACT SERVICES STATE	31,828	9,639	6,962		15,227	
COMPUTER SERVICES STATE	904		904			
OTHER CONTRACT SERVICES	157,182	47,326	54,077		55,779	
RENTS	122,682	59,823	519		62,340	
COMMODITIES	145,380	49,306	45,358		50,716	
TRANSFER TO OTHER FUNDS	24,989		4,236		20,753	
<b>TOTAL EXPENDITURES</b>	<b>5,000,908</b>	<b>1,823,662</b>	<b>506,518</b>		<b>2,670,728</b>	

## DIVISION OF DISABILITY DETERMINATION SERVICES

### SCOTT MACK, CHIEF EXECUTIVE

*Central Office:* ARSENAL STREET EXTENSION, AUGUSTA, ME 04333

*Mail Address:* 116 STATE HOUSE STATION, AUGUSTA, ME 04333-0116 *FAX:* (207) 287-7964

*Established:* 1956

*Telephone:* (207) 287-7900

*Reference: Policy Area:* 03 ; *Umbrella:* 1Q *Unit:* 144Z; *Citation:*

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

*Average Count--All Positions:* 65.500

*Legislative Count:* 65.50

### 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.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	2,268,387				2,268,387	
HEALTH BENEFITS	733,475				733,475	
RETIREMENTS	290,237				290,237	
OTHER FRINGE BENEFITS	24,333				24,333	
OTHER CONTRACT SERVICES STATE	850,571				850,571	
OTHER CONTRACT SERVICES	360,514				360,514	
RENTS	20,159				20,159	
COMMODITIES	164,371				164,371	
GRANTS, SUBSIDIES, PENSIONS	2,144,668				2,144,668	
TRANSFER TO OTHER FUNDS	117,235				117,235	
<b>TOTAL EXPENDITURES</b>	<b>6,973,950</b>				<b>6,973,950</b>	

## DIVISION OF DISEASE CONTROL (HUMAN SERVICES)

**PAUL L. KUEHNERT, RN, MS, DIRECTOR**

WATS: (800) 821-5821

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-6865

*Established:* 1972

*Telephone:* (207) 287-5179

*Reference:* Policy Area: 03 ; Umbrella: 1Q Unit: 144V; Citation: T0022 M.R.S.A., Sect. 000001019

### PURPOSE:

The Division of Disease Control promotes and protects the health of the citizens of Maine through programs focusing on the prevention and control of infectious diseases.

### ORGANIZATION:

Programs included are: the Acute and Infectious Epidemiology Program, Tuberculosis Control, HIV and Sexually Transmitted Diseases (STD), and Immunization.

### PROGRAM:

We seek to carry out our mission by program activities in the following key areas:

The Acute and Infectious Epidemiology conducts surveillance for notifiable disease entities of potential public health significance, investigates outbreaks and clusters of disease, and recommends appropriate intervention strategies. In addition, the program consults with health care providers on the prevention, diagnosis, and treatment of various infectious diseases.

Human Immunodeficiency Virus (HIV), working with community partners, health professionals, and individuals to prevent the transmission of HIV infection and assure the delivery of medical and social services to people living with HIV and AIDS.

Sexually Transmitted Diseases, working with community partners, health professionals, individuals to prevent the transmission of all sexually transmitted diseases.

Immunizations, working with health professionals to provide free immunizations to all of Maine's children, from birth through age 18.

## DEPARTMENT OF HUMAN SERVICES

Early and Periodic Screening, Diagnosis, and Treatment, providing outreach and follow-up cases management services for children's Medicaid coverage to assure immunizations and well-child screenings and care.

Refugee Health, working with public nurses and community partners to assess the health status of newly arrived refugees and assist them in gaining access to health care and services.

Tuberculosis, providing case management services, medications, and medical consultation to assure the adequate treatment of all people with tuberculosis in Maine and their close contacts.

### **PUBLICATIONS:**

1. Rules for Control of Communicable Diseases
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Immunization Certificate

ALL OF ABOVE ARE FREE

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BUREAU OF ELDER AND ADULT SERVICES**

### **CHRISTINE S. GIANOPOULOS, DIRECTOR**

*Central Office:* 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5361

*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:* 107.500

*Legislative Count:* 107.50

### **PURPOSE:**

This agency's goal is to promote independence for elders and adults with disabilities, through the provision of a full range of home and community based services. The Bureau also administers Maine's Adult Protective Services and Guardianship programs, and the Disability Determination Services for disability payments under Social Security, the Long-term Care Pre-Admission Assessment Program, and Certificate of Need for Nursing Facilities.

The Bureau of Elder and Adult Services, subject to the direction of the Commissioner of the Department of Human Services, establishes the overall policy objectives 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. The Bureau plans and advocates for necessary or desirable programs for older people; develops, and enforces rules and regulations; and conducts training programs for persons in the field of aging and adult services.

The Bureau provides or arranges 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.

### **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

## DEPARTMENT OF HUMAN SERVICES

by statute as a separate and distinct organizational unit of the Department.

Legislation was passed in 1989 to bring into the Bureau the Division of Adult Services and the agency was renamed as the Bureau of Elder and Adult Services. Responsibility for the Disability Determination Services was transferred to the Bureau in 1996. 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 designated 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.

### PROGRAM:

Bureau programs assist older and disabled adults to maintain their independence. Services are provided directly by Bureau staff or through contracts with area agencies on aging and other organizations. More than 70,000 persons are served annually, benefitting from programs valued at more than \$34

million. Community programs include home delivered meals; community dining sites; nutrition education; information and assistance with benefits and services; legal services, transportation, money management, and health insurance counseling. The Division of Disability Determination Services reviews more than 20,000 requests annually for disability benefits under Social Security.

Long-term care programs prevent or delay nursing home placement. Services include the free, long-term care assessment conducted by a nurse at the person's home; home care services to assist with daily activities, consumer-directed attendant services, homemaker services; respite for caregivers of persons with dementia, adult day programs, ombudsman programs, Certificate of Need for nursing homes and development of residential alternatives to nursing homes, such as assisted living and independent housing programs. The Bureau sponsors three regional Quality Assurance Review Committees and a Long-Term Care Steering Committee to advise on the development of needed long-term care services.

Adult Protective and Public Guardianship services receive more than 3000 referrals annually. The Bureau acts as Public Guardian and/or conservator for incapacitated and dependent adults who have no friend or family member able to serve in those capacities. This program also works closely with banks, law enforcement, and senior citizens to prevent abuse, neglect and financial exploitation of at risk adults.

### PUBLICATIONS:

Free and available at the Bureau of Elder and Adult services are:

- \* Resource Directory for Older People in Maine (8/03)
- \* Taking Charge of Your Health Care: Advanced Directives (7/00)
- \* Abuse, Neglect, & Exploitation in Licensed Facilities (training manual) (12/01)
- \* Abuse, Neglect & Exploitation - The problem, reporting law, where to report (4/03)
- \* Adult Guardianship Conservatorship Questions and Answers (1/02)
- \* Prescription Drug Assistance Guide for Maine Elders & Adults with Disabilities (1/02)
- \* A Consumer's Guide to Long Term Care Insurance (7/03)
- \* Aging: Taking Care of Business (7/02)
- \* Home Care: Where to Find It (8/03)
- \* Reporting for Financial Institutions: Fighting Financial Exploitation
- \* Health Benefits Information and Resources: A Resource Directory for People who help Medicare and Medicaid Beneficiaries in Maine (7/01)
- \* Medicare & You 2003
- \* 2002 Choosing A Medigap Policy
- \* Medicare Savings Program brochure (2003). "Help to Pay Medicare Part B Premium"

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	4,312,108	3,445,238	30,005		836,865	
HEALTH BENEFITS	1,256,872	1,009,564	8,485		238,823	
RETIREMENTS	552,252	440,633	3,883		107,736	
OTHER FRINGE BENEFITS	53,189	43,502	532		9,155	
OTHER CONTRACT SERVICES STATE	857,220	691,093			166,127	
COMPUTER SERVICES STATE	694	511			183	
OTHER CONTRACT SERVICES	368,637	308,822	1,396		58,419	
RENTS	176,160	122,849			53,311	
COMMODITIES	204,389	196,238	335		7,816	
GRANTS, SUBSIDIES, PENSIONS	14,028,113	6,970,035	114,095		6,943,983	
INTEREST-DEBT RETIREMENT	138	138				
TRANSFER TO OTHER FUNDS	15,884		479		15,405	
<b>TOTAL EXPENDITURES</b>	<b>21,825,656</b>	<b>13,228,623</b>	<b>159,210</b>		<b>8,437,823</b>	

## BUREAU OF FAMILY INDEPENDENCE

### JUDY H. WILLIAMS, DIRECTOR

*Central Office:* WHITTEN ROAD, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5096

*Established:* 1913

*Telephone:* (207) 287-3106

*Reference: Policy Area:* 03 ; *Umbrella:* 10 *Unit:* 144B; *Citation:* T0022 *M.R.S.A., Sect.* 000003101

*Average Count--All Positions:* 430.500

*Legislative Count:* 430.50

#### **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 or not 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 people 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 audits 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 sixteen 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 \$105. million was collected in State Fiscal Year 2002, 70% 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 2003:** 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>							
SALARIES & WAGES	13,254,716	3,270,250	1,637,682			8,346,784	
HEALTH BENEFITS	4,321,714	977,097	534,610			2,810,007	
RETIREMENTS	1,731,348	430,360	212,541			1,088,447	
OTHER FRINGE BENEFITS	162,152	32,737	23,320			106,095	
OTHER CONTRACT SERVICES STATE	5,473,121	829,166	427,516			4,216,439	
COMPUTER SERVICES STATE	1,558,669	43,892	272,143			1,242,634	
OTHER CONTRACT SERVICES	4,328,437	2,041,259	322,865			1,964,313	
RENTS	391,511	174,513	10,396			206,602	
COMMODITIES	10,043,979	3,297,396	824,456			5,922,127	
GRANTS, SUBSIDIES, PENSIONS	219,911,554	44,932,527	98,788,992			76,190,035	
EQUIPMENT	3,936					3,936	
INTEREST-DEBT RETIREMENT	4,801	812				3,989	
TRANSFER TO OTHER FUNDS	732,987		106,126			626,861	
COST OF GOODS SOLD	6	6					
<b>TOTAL EXPENDITURES</b>	<b>261,918,931</b>	<b>56,030,015</b>	<b>103,160,647</b>			<b>102,728,269</b>	

DEPARTMENT OF HUMAN SERVICES

**BUREAU OF HEALTH**

**DR. DORA ANNE MILLS, MD, MPH, DIRECTOR**

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

*FAX:* (207) 287-9058

*Established:* 1935

*Telephone:* (207) 287-8016

*Reference: Policy Area:* 03 ; *Umbrella:* 1Q *Unit:* 144A; *Citation:* T0022 *M.R.S.A., Sect.* 000000251

*Average Count--All Positions:* 309.500

*Legislative Count:* 307.00

**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 Health; the Division of 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, physical inactivity, and poor nutrition. Emerging diseases such as water and food borne illnesses, HIV, rabies, hepatitis C, 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 Annual Report: A Health Planning Resource

Healthy Maine 2010

Maine Cancer Registry Report

Annual Vital Statistics Report

Monthly Public Health Fact Sheets

Reportable Infectious Diseases in Maine, Annual Summaries

Maine Health Promoter

Maine Epi-Gram

Tracking Year 2010 Goals with BRFSS

Sexually Transmitted Disease in Maine: Annual Reports

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	11,183,567	3,538,002	2,377,251		5,268,314	
HEALTH BENEFITS	3,241,708	967,297	717,273		1,557,138	
RETIREMENTS	1,460,355	457,882	308,458		694,015	
OTHER FRINGE BENEFITS	144,451	42,580	31,521		70,350	
OTHER CONTRACT SERVICES STATE	7,007,324	437,484	1,890,510		4,679,330	
COMPUTER SERVICES STATE	5,875,518	81,213	5,014,756		779,549	
OTHER CONTRACT SERVICES	2,626,035	486,735	473,208		1,666,092	
RENTS	783,180	351,857	26,323		405,000	
COMMODITIES	4,907,643	758,767	967,446		3,181,430	
GRANTS, SUBSIDIES, PENSIONS	33,385,677	1,283,169	11,247,767		18,854,741	2,000,000
EQUIPMENT	342,330		131,637		210,693	
INTEREST-DEBT RETIREMENT	8,060	7,461	599			
TRANSFER TO OTHER FUNDS	751,946	31	295,546		456,369	
COST OF GOODS SOLD	600	184			416	
<b>TOTAL EXPENDITURES</b>	71,718,394	8,412,662	23,482,295		37,823,437	2,000,000

## DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)

### W. CLOUGH TOPPAN, P.E., DIRECTOR

*Central Office:* 161 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address:* 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0010 *FAX:* (207) 287-4172

*Established:* 1917

*Telephone:* (207) 287-5686

*Reference: Policy Area:* 03 ; *Umbrella:* 1Q Unit: 144E; *Citation:* T0022 *M.R.S.A., Sect.* 000002491

*Average Count--All Positions:* 9,000

*Legislative Count:* 9.00

#### **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

## DEPARTMENT OF HUMAN SERVICES

disposal systems, and promulgation of the Subsurface Wastewater Disposal Rules. 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 (DWP) is responsible for protecting human health by insuring that public water supplies provide safe drinking water. The DWP administers the Federal Safe Drinking Water Act and the State's rules relating to drinking water. The DWP 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 2003:** 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	289,541		289,541			
HEALTH BENEFITS	79,059		79,059			
RETIREMENTS	37,226		37,226			
OTHER FRINGE BENEFITS	3,885		3,885			
OTHER CONTRACT SERVICES STATE	14,166		14,166			
COMPUTER SERVICES STATE	24,673		24,673			
OTHER CONTRACT SERVICES	35,890		35,890			
RENTS	33,950		33,950			
COMMODITIES	51,208		51,208			
INTEREST-DEBT RETIREMENT	18		18			
TRANSFER TO OTHER FUNDS	14,171		14,171			
<b>TOTAL EXPENDITURES</b>	<b>583,787</b>		<b>583,787</b>			

## OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES) RUDOLPH NAPLES, DEPUTY COMMISSIONER

TTY: (207) 287-4479

*Central Office:* HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

*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:* 10 *Unit:* 144M; *Citation:* T0022 *M.R.S.A., Sect.* 000000003

*Average Count--All Positions:* 114.000

*Legislative Count:* 114.00

### **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, (including Equal Employment Opportunity) Information 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 MaineCare), 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, which includes receipt and distribution of child support payments.

**The Division of Human Resources:** This Division administers the Department's human resources/employee relations requirements. Responsibilities include interpreting and implementing personnel policies as they relate to approximately 2,700 employees in 315 job classifications located statewide. Plant & Office Services Unit's primary function is ensuring a continuously updated office supplies inventory and timely mail delivery. The Equal Opportunity Coordinator is responsible for 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 hiring practices; coordinates implementing the Americans with Disabilities Act, including managing accommodation requests, training, and

## DEPARTMENT OF HUMAN SERVICES

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 over 30 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 information technology to meet the Department's total needs.

The Division of Regional OMB Operations: This Division is responsible for providing Business services to all DHS program units housed in regional offices. The Division's functions fall into six categories: eligibility services, personnel services, fiscal services, reception services and plant management services. These services are provided for the benefit of the public, as well as staff. The 18 regional offices enable the public to receive vitally needed services in all areas of the state.

**FINANCES, FISCAL YEAR 2003:** 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	4,827,269	2,552,324	345,417		1,929,528	
HEALTH BENEFITS	1,272,907	524,942	83,933		664,032	
RETIREMENTS	635,313	403,025	44,659		187,629	
OTHER FRINGE BENEFITS	49,642	14,950	4,008		30,684	
OTHER CONTRACT SERVICES STATE	62,553	12,097			50,456	
COMPUTER SERVICES STATE	40,861	165,015	-55,059		-69,095	
OTHER CONTRACT SERVICES	783,249	192,439	13,299		577,511	
RENTS	98,104	42,584	6,527		48,993	
COMMODITIES	763,871	175,687	4,438		583,746	
GRANTS, SUBSIDIES, PENSIONS	1,621	680			941	
EQUIPMENT	100,464				100,464	
INTEREST-DEBT RETIREMENT	133	33			100	
TRANSFER TO OTHER FUNDS	108,475		9,679		98,796	
<b>TOTAL EXPENDITURES</b>	<b>8,744,462</b>	<b>4,083,776</b>	<b>456,901</b>		<b>4,203,785</b>	

## BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

### CHRISTINE ZUKAS-LESSARD, ACTING DIRECTOR

*Central Office:* 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

*FAX:* (207) 287-2675

*Established:* 1978

*Telephone:* (207) 287-2093

*Reference:* Policy Area: 03 ; Umbrella: 10 Unit: 144D; Citation: T0022

*M.R.S.A., Sect.* 000003470

*Average Count--All Positions:* 280.000

*Legislative Count:* 280.00

#### 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, Maine Eye Care, Maine Rx 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 facilities, intermediate care facilities for people with mental retardation, Multilevel facilities, hospices, home health care services and end stage renal disease facilities and certifies health care facilities and providers for Medicare, Medicaid and the Comprehensive Laboratory Improvement Amendments of 1988. It also operates the Maine Registry of Certified Nursing Assistants.

The Division of Research and Resource Development supports the Bureau's efforts in evaluating the health care services and programs offered to those eligible and assists the Divisions and units in improving processes for better workflow and efficiency. This Division coordinates the Bureau's research and training initiatives and acts as a liaison with the Department's information services staff.

The Division of MaineCare Policy & Provider Services develops coverage for and promotes access to a comprehensive array of health and social services with emphasis on promoting the healthy development of children and young adults.

This Division contains the Policy Unit, and the Provider Relations Unit, which includes provider enrollment training, policy interpretation and billing assistance.

The Division of Quality Improvement is responsible for implementing systems to assure the continuing improvement for the health services provided for MaineCare members. It also administers the MaineCare Managed Care benefits, Pharmacy benefits, CaseMix and Katie Beckett as well as Surveillance, Utilization and Review activities and all prior authorization activities for the Bureau.

The Division of Financial Services is the claims payment, rate setting and financing forecasting arm of the Bureau. This Division is also responsible for reviewing and making recommendations regarding proposed significant changes in the health care systems as specified in the Maine Certification of Need Act of 1978.

### **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 Centers for Medicare and Medicaid Services (CMS). In Maine, the program is called MaineCare and 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, D.H.S., 11 S.H.S., Augusta, ME. 04333-0011 (Tel. 287-9300). Hospitals, Nursing Facilities, Intermediate Care Facilities for the Mentally Retarded, Home Health Care Svcs. and Agencies, Ambulatory Surgical Ctrs., Hospices, Congregate Housing Facilities, and End State Renal Disease Facilities. Applications for Medicare/Medicaid/CLIA Certification may also be made for: Home Health Agencies, Rural Health Clinics, Renal Dialysis Ctrs., Renal Transplant Ctrs., Speech and Hearing Ctrs., Psychiatric Hospitals, Critical Access Hospitals, CLIA Labs, Hospitals, Ambulatory Surgical Ctrs., Comprehensive Out-Patient Rehab. Facilities, Hospices, Portable X-Ray Svcs., Rehab. Agencies, Rural Health Clinics, Community Health Ctrs., FQHC, Prospective payment exclusion units in hospitals.

# DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2003:** 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	8,891,088	2,639,938	245,680		6,005,470	
HEALTH BENEFITS	2,725,407	828,983	96,436		1,799,988	
RETIREMENTS	1,165,481	347,963	31,770		785,748	
OTHER FRINGE BENEFITS	125,471	33,743	2,498		89,230	
OTHER CONTRACT SERVICES STATE	12,286,034	4,562,829	53,509		7,669,696	
COMPUTER SERVICES STATE	778,616	311,159	28,081		439,376	
OTHER CONTRACT SERVICES	2,289,500	1,274,518	17,790		997,192	
RENTS	950,857	230,232	386		720,239	
COMMODITIES	13,729,109	2,397,222	1,947		11,329,940	
GRANTS, SUBSIDIES, PENSIONS	1534,918,422	353,207,963	39,566,251		1142,144,208	
EQUIPMENT	4,804,418	903,357			3,901,061	
INTEREST-DEBT RETIREMENT	258	258				
TRANSFER TO OTHER FUNDS	753,836		11,254		742,582	
<b>TOTAL EXPENDITURES</b>	<b>1583,418,497</b>	<b>366,738,165</b>	<b>40,055,602</b>		<b>1176,624,730</b>	



## PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

Annual MaineCare Report - (Free)

MaineCare Benefits Manual; All Chapters - (\$65.00)

Regulations Governing the Licensing and Functioning of Skilled Nursing Facilities and Nursing Facilities - (\$16.50)

Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for Persons with Mental Retardation - (\$14.00)

Regulations for the Licensure of General and Specialty Hospitals - (\$15.00)

Regulations Governing the Licensing and Functioning of Hospice Programs - (\$6.00)

Regulations Governing the Licensing and Functioning of Home Health Care Svcs. - (\$11.00)

Maine Certificate of Need Procedure Manual - (\$5.00)

Maine Certificate of Need Monthly Project Summary - (Free)

Health Care Facility/Agency Space and Needs Guidelines - (\$5.00)

-Book One - Acute/Hospital-Based Services - (Free)

-Book Two - Free Standing Rehabilitation & Other Facilities - (Free)

Hospital Cooperation Act Program Manual - (Free)

Regulations Governing the Licensing and Functioning of End Stage Renal Disease Units/Facilities - (\$3.50)

Regulations Governing the Licensing of Ambulatory Surgical Facilities - (\$11.50)

Rules and Regulations Governing Personal Care and Support Workers - (\$2.00)

Rules and Regulations Governing the Functioning of the Maine Registry of Certified Nursing Assistants - (\$2.50)

## DIRECTORIES:

Directory of Health facilities by County - Volume I \$12.00

Hospitals, Ambulatory Surgical Ctrs.,

Comprehensive Outpatient Rehabilitation Facilities

End State Renal Disease Facilities

Federally Qualified Health Ctrs.

Home Health Agencies, Home Health care Svcs.

Hospices, Portable X-Ray Svcs.

Rehabilitation Agencies, Rural Health Clinics,

Temporary Nurse Agencies, Personal Care Agencies

Directory of Health Facilities by County - Volume II \$12.00

Skilled Nursing Facilities

Nursing Facilities

Multilevel Facilities

Intermediate Care Facilities for People with mental Retardation

DEPARTMENT OF HUMAN SERVICES

**OFFICE OF PROGRAMS (HUMAN SERVICES)**

**GAIL YEATON, DEPUTY COMMISSIONER**

TTY: (207) 287-4479

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005

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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MAINE PUBLIC DRINKING WATER COMMISSION**

**RICHARD BERRY, CHAIRPERSON**

Central Office: 161 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0010

Established: 1993

Telephone: (207) 287-2070

Reference: Policy Area:03 ; Umbrella: 1Q Unit: 560 ; Citation: T0022 M.R.S.A., Sect. 00002660B

Average Count--All Positions: 22.000 Legislative Count: 22.00

**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.

**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. The 1996 Amendments further expanded regulatory requirements and rule complexity. More frequent water testing is required and the list of potential water contaminants has continued to increase. State rules

## DEPARTMENT OF HUMAN SERVICES

Relating to Drinking Water were adopted for the first time in 1977. These rules are updated at least once 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.

**FINANCES, FISCAL YEAR 2003:** 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	755,312		755,312			
HEALTH BENEFITS	248,897		248,897			
RETIREMENTS	97,748		97,748			
OTHER FRINGE BENEFITS	12,432		12,432			
OTHER CONTRACT SERVICES STATE	104,115		104,115			
COMPUTER SERVICES STATE	1,000		1,000			
OTHER CONTRACT SERVICES	50,482		50,482			
RENTS	47,039		47,039			
COMMODITIES	59,235		59,235			
TRANSFER TO OTHER FUNDS	11,656		11,656			
<b>TOTAL EXPENDITURES</b>	<b>1,387,916</b>		<b>1,387,916</b>			

## OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)

**NEWELL AUGER, DIRECTOR**

TTY: (207) 287-4479

Central Office: HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005

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 on all matters affecting the department; involving and to monitor legislation affecting the department and to prepare departmental information for legislative issues; to 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

## DEPARTMENT OF HUMAN SERVICES

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 1999-2000 period, the office produced news releases on department affairs, developed public awareness concerning DHS issues, and designed supporting brochures for departmental programs.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## HEALTH AND ENVIRONMENTAL TESTING LABORATORY(HUMAN SERVICES)

### JOHN A. KRUEGER, CHIEF

*Central Office:* HS BLDG, 221 STATE STREET, AUGUSTA, ME 04333

*Mail Address:* 12 STATE HOUSE STATION, AUGUSTA, ME 04333-0012 *FAX:* (207) 287-6832

*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 (HETL) is to provide comprehensive surveillance data for public health and environmental health assessment and remedial activity. The HETL primarily provides services to State Agencies (examples: Human Services, Environmental Protection, Public Safety, Agriculture), public water systems, hospitals, health care and physician office laboratories, and the general public. Fees charged for testing has reduced the cost to the general fund to about 15% of operations, with federal funds providing approximately 18%. Environmental and forensic testing is essentially entirely fee-based, while state and federal funds support emerging infectious disease testing where there is no "payer". Recent Centers for Disease Control grants in bioterrorism and chemical terrorism have provided new funds for important security renovations and other high technology analytical advances.

### ORGANIZATION:

In August of 1903, the State Laboratory of Hygiene, the forerunner of the State Public Health Laboratory, accepted its first specimens. In 1903, testing included typhoid from an epidemic due to contaminated river water, tuberculosis, diphtheria, and salmonellosis. A new Public Health Laboratory was built in 1967 and in 1991 the legislature merged the Department of Environmental Protection Laboratory with the Public Health Laboratory to create the Health and Environmental Testing Laboratory (HETL). This combined laboratory significantly strengthened the State's laboratory capabilities while increasing efficiency and reducing costs. The HETL is a State resource for monitoring: (1) public and private water supplies for chemical and micro-biological contaminants necessary for public health and regulatory compliance, (2) monitoring and diagnosing infectious diseases, (3) performing a wide range of environmental testing, including radiation and pesticides, and industrial pollutants,

(4) detecting and preventing childhood lead poisoning, (5) forensic testing for the drug enforcement agency and highway safety, and (6) providing key health alert data to support the State's emergency preparedness to chemical and biological terrorism.

The HETL is organized into the following sections: Public Health Microbiology  
Virology, Serology, Bacteriology, Parasitology, Mycobacteriology, Mycology, Rabies, Molecular Biology  
Environmental

## DEPARTMENT OF HUMAN SERVICES

Inorganics, organics, radiation, microbiology, nutrients  
Licensing, Quality Assurance, Administration, Shipping & Receiving  
Forensic Chemistry/Toxicology  
Administrative Services

Licensing, Quality Assurance, Data Processing, Shipping & Receiving In

### PROGRAM:

The Public Health Microbiology activities are the State's surveillance arm for detecting infectious diseases. Traditionally, these diseases have been tuberculosis, food-borne illness, sexually transmitted diseases, vaccine preventable diseases, and outbreaks of influenza. In the not-too-distant past, many thought infectious diseases had been permanently under control. Recent developments such as Lyme disease, SARS, West Nile Virus, food outbreaks of e coli H7 O157, 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 HETL 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.

Recent attention to Biological and Chemical Terrorism has placed the HETL in a sentinel position in the States' Public Health Emergency Preparedness. Federal and State funds have helped to renovate parts of the laboratory and to purchase new high technology capability and retain specialized scientists.

The Environmental Sections address environmental threats such as contaminated water supplies that place a direct public health risk and also more indirect threats such as degraded lake water quality that impact the environment and ultimately public health more slowly. The chemists also provide an important compliance and enforcement responsibility and represent data in court. The federal government Safe Drinking Water Act mandates that the State be capable of providing a wide array of analytical capabilities for public water systems. The HETL is able to provide these capabilities while at the same time providing testing to private parties at reasonable and public controlled prices and

providing free testing to those of limited means. Extensive use of automated instrumentation and computer interfaces provides shared analytical data to state agencies for investigations and assessment of Maine's water supplies. Maine has lead the nation in determining many natural and unnatural contamination sources, such as MTBE, Arsenic, lead, and Uranium.

The Forensic Section provides yet another aspect of public health protection through public safety related testing. The HETL is designated by statute as the agency certifying chemists for blood alcohol and OUI-drug testing; the HETL performs most of this testing in Maine. Additionally, the HETL certifies breath alcohol instruments from a position of analytical expertise and forensic neutrality. This section also performs analyses and identification of controlled substances for criminal investigations.

### LICENSES:

#### LICENSES:

Substance Abuse Testing Laboratories  
Blood Alcohol Analysts, OUI-Drug Analysts, Drug Analysts  
Water Testing Laboratories

### PUBLICATIONS:

PUBLICATIONS: (printed as funding and time permit)

HETL NEWS

Buzzword

Directory of Laboratory Services

Water Testing Guide

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF HUMAN SERVICES

**DIVISION OF REGIONAL OPERATIONS**

**REBECCA NICHOLS, DIRECTOR**

*Central Office:* 161 MARGINAL WAY, PORTLAND, ME 04101

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:*

*Reference:* Policy Area:03 ; Umbrella: 10 Unit: 144R; Citation: T0022

*Average Count--All Positions:* 1190.000

*FAX:* (207) 822-2147

*Telephone:* (207) 822-2216

*M.R.S.A., Sect.* 000000003

*Legislative Count:* 1190.00

**PROGRAM:**

The Division of Regional OMB Operations is responsible for providing Business services to all DHS program units housed in regional offices. These Business 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 focuses its efforts on providing an appropriate workplace where services can be delivered. This includes building leases, space planning, space management, janitorial services, air quality, telecommunication services, accessibility, and security for the regional office buildings which the Division manages. Also included are reception and telephone services, personnel services, fiscal services, mail, supplies, equipment, and clerical support for all DHS programs.

Offices are maintained in Portland, Biddeford, Sanford, Lewiston, Farmington, South Paris, Augusta, Rockland, Bath, Skowhegan, Bangor, Ellsworth, Machias, Calais, Dover-Foxcroft, Houlton, Caribou, and Fort Kent. There are approximately 1,530 DHS employees in these offices, serving the public.

The position counts (above) and the finances (below) include the Bureau of Family Independence and the Bureau of Child and Family Services regional operations. The Division of Regional OMB Operations staff number 279.5 and its finances are approximately \$19 million.

**FINANCES, FISCAL YEAR 2003:** 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	34,863,081	24,910,757	237,307		9,715,017	
HEALTH BENEFITS	11,613,824	8,017,989	97,349		3,498,486	
RETIREMENTS	4,494,089	3,213,402	29,213		1,251,474	
OTHER FRINGE BENEFITS	522,741	392,507	3,246		126,988	
OTHER CONTRACT SERVICES STATE	158,383	136,732			21,651	
COMPUTER SERVICES STATE	1,618	1,618				
OTHER CONTRACT SERVICES	2,420,494	1,841,150	20,963		558,381	
RENTS	5,765,697	3,305,788			2,459,909	
COMMODITIES	3,057,395	1,428,469	366		1,628,560	
GRANTS, SUBSIDIES, PENSIONS	115,401	8,195			107,206	
TRANSFER TO OTHER FUNDS	497,115		9,167		487,948	
<b>TOTAL EXPENDITURES</b>	<b>63,509,838</b>	<b>43,256,607</b>	<b>397,611</b>		<b>19,855,620</b>	

DEPARTMENT OF HUMAN SERVICES

OFFICE OF VITAL STATISTICS

N. WARREN BARTLETT, DIRECTOR & ST REGISTRAR

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9058

*Established:* 1992

*Telephone:* (207) 287-3264

*Reference:* Policy Area:03 ; Umbrella: 1Q Unit: 146 ; Citation: T0022 M.R.S.A., Sect. 000002701

**PURPOSE:**

The Office of Health Data and Program Management (OHDPM) collects, maintains, updates and disseminates population-based health data, and manages 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; The office houses the Coordinated School Health Program. 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); the Accounting Office, and the Coordinated School Health Program (established in 1997).

**PROGRAM:**

The Office of Health Data and Program Management houses a variety of programs. The major function of the Office of Data, Research and Vital Statistics is 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 for improving compliance with the rules governing the registration of vital statistics; and continued operation of the Adoption Reunion Registry. An 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 Coordinated School Health Program, with staff in the DHS and the DEB, provides an infrastructure which facilitates interagency collaboration among governmental agencies and organizations providing services to school-aged children.

The Office of Rural Health and Primary 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 and manages the Rural Medical Access program.

## DEPARTMENT OF HUMAN SERVICES

### **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  
Maine Health 2001: A Health Planning Resource

**FINANCES, FISCAL YEAR 2003:** 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**

**ROLAND D. MARTIN, 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:* 329.964

*Legislative Count:* 320.00

*Units:*

*BUREAU OF ADMINISTRATIVE SERVICES (IF&W)*

*DIVISION OF PLANNING (IF&W)*

*ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)*

*DIVISION OF PUBLIC INFORMATION AND EDUCATION*

*JUNIOR MAINE GUIDES AND TRIP LEADERS CURRICULUM*

*(IF&W)*

*ADVISORY BOARD*

*BUREAU OF RESOURCE MANAGEMENT (IF&W)*

*ADVISORY BOARD FOR THE LICENSING OF GUIDES*

*BUREAU OF WARDEN SERVICE (IF&W)*

*MAINE OUTDOOR HERITAGE FUND BOARD*

**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 focuses on the management of the State's inland fish and wildlife, 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 2003:** 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	12,361,541	9,652,583	506,171		2,202,787	
HEALTH BENEFITS	3,942,443	3,308,419	161,927		472,097	
RETIREMENTS	2,199,487	1,679,056	62,463		457,968	
OTHER FRINGE BENEFITS	180,072	171,058	7,329		1,685	
OTHER CONTRACT SERVICES STATE	1,691,544	816,414	560,350		314,780	
COMPUTER SERVICES STATE	198,282	161,477	25,929		10,876	
OTHER CONTRACT SERVICES	2,292,267	1,823,237	195,363		273,667	
RENTS	1,732,446	1,363,771	67,456		301,219	
COMMODITIES	1,584,061	1,146,424	198,209		239,428	
GRANTS, SUBSIDIES, PENSIONS	274,811		180,924		93,887	
PURCHASE OF LAND	2,145,384		1,002,724		1,087,683	54,977
BUILDING IMPROVEMENTS	12,800		12,800			
EQUIPMENT	670,259	295,384	311,077		63,798	
INTEREST-DEBT RETIREMENT	48	47			1	
TRANSFER TO OTHER FUNDS	73,858		23,143		50,715	
<b>TOTAL EXPENDITURES</b>	<b>29,359,303</b>	<b>20,417,870</b>	<b>3,315,865</b>		<b>5,570,591</b>	<b>54,977</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	605,740	534,622			71,118	
HEALTH BENEFITS	108,898	93,563			15,335	
RETIREMENTS	84,084	69,944			14,140	
OTHER FRINGE BENEFITS	2,979	2,979				
OTHER CONTRACT SERVICES STATE	3,816	1,835	1,981			
COMPUTER SERVICES STATE	6,690	6,690				
OTHER CONTRACT SERVICES	277,441	227,245	48,460		1,736	
RENTS	18,758	18,092	165		501	
COMMODITIES	117,651	19,203	96,437		2,011	
TRANSFER TO OTHER FUNDS	4,486		2,619		1,867	
<b>TOTAL EXPENDITURES</b>	<b>1,230,543</b>	<b>974,173</b>	<b>149,662</b>		<b>106,708</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:*

*Telephone:* (207) 287-5210

*Reference:* Policy Area: 05 ; Umbrella: 09 Unit: 167 ; Citation: T0012 M.R.S.A., Sect. 000007012

*Average Count--All Positions:* 40.308

*Legislative Count:* 40.00

**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 2003:** 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	1,288,203	1,227,094	35,735		25,374	
HEALTH BENEFITS	442,070	428,523	10,374		3,173	
RETIREMENTS	172,900	166,983	4,624		1,293	
OTHER FRINGE BENEFITS	16,934	15,857	637		440	
OTHER CONTRACT SERVICES STATE	455,063	424,202	26,840		4,021	
COMPUTER SERVICES STATE	7,371	2,938	4,433			
OTHER CONTRACT SERVICES	830,798	804,070	26,247		481	
RENTS	251,008	249,008	2,000			
COMMODITIES	380,191	365,545	14,646			
GRANTS, SUBSIDIES, PENSIONS	54,953		54,953			
PURCHASE OF LAND	20,000		20,000			
EQUIPMENT	11,166		11,166			
INTEREST-DEBT RETIREMENT	2	2				
TRANSFER TO OTHER FUNDS	1,496		1,238		258	
<b>TOTAL EXPENDITURES</b>	<b>3,932,155</b>	<b>3,684,222</b>	<b>212,893</b>		<b>35,040</b>	

## ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

### KEN BAILEY, CHAIRPERSON

*Central Office:* 284 STATE ST, AUGUSTA, ME

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041

*Established:* 1945

*Telephone:* (207) 287-5202

*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 10 times during FY 01.

**FINANCES, FISCAL YEAR 2003:** 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 752 permits issued and 27 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 2003:** 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 FY98. The Board passed 371 applicants and denied 226. The categories of licenses granted are as follows:

Master

Hunting (74)

Fishing (49)

Recreation (98)

Hunting/Fishing (30)

Hunting/Recreation (28)

Fishing/Recreation (49)

Sea Kayaking (24)

Tidewater Fish (10)

Recreation/Sea Kayaking (9)

Fish/Tidewater (3)

Whitewater Boards met 8 times in FY98. The Board passed 277 LEVEL I and denied 0.

Level II (326)

**LICENSES:**

Master Guides License

Hunting Guides License

Fishing Guides License

Recreational Guides License

Whitewater Guides License

Tidewater Guides License

Sea Kayaking Guides License

**FINANCES, FISCAL YEAR 2003:** 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, SECRETARIAT**

*Central Office:* 67 LEIGHTON ROAD, POWNAL, ME 04069

*Mail Address:*

*Established:* 1995

*Reference:* Policy Area: 05 ; Umbrella: 09 Unit: 585 ; Citation: T0012

*Average Count--All Positions:* 1.000

*FAX:* (207) 688-4860

*Telephone:* (207) 688-4191

*M.R.S.A., Sect.* 000007788

*Legislative Count:* 1.00

**PURPOSE:**

The Maine Outdoor Heritage Fund was established by the Legislature in 1995 after it became clear there was insufficient funding for worthwhile projects that would perpetuate Maine's outdoor heritage -- the state's endangered species, wildlife habitat and pristine lands 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 \$7.9 million to 289 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 four months.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	700		700			
OTHER CONTRACT SERVICES STATE	251,822		251,822			
COMPUTER SERVICES STATE	5,209		5,209			
OTHER CONTRACT SERVICES	21,315		21,315			
RENTS	3,960		3,960			
COMMODITIES	20,474		20,474			
GRANTS, SUBSIDIES, PENSIONS	95,682		95,682			
PURCHASE OF LAND	430,020		430,020			
EQUIPMENT	141,670		141,670			
TRANSFER TO OTHER FUNDS	5,317		5,317			
<b>TOTAL EXPENDITURES</b>	<b>976,169</b>		<b>976,169</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.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)**

### **DONALD KLEINER, 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) 287-5244

*Reference:* Policy Area:05 ; Umbrella: 09 Unit: 236 ; Citation: T0012 M.R.S.A., Sect. 000007016

*Average Count--All Positions:* 21.342

*Legislative Count:* 16.00

#### **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, now the Maine Wildlife Park, 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 are the Information Center, Media Relations, Maine Wildlife Park, Public Relations, and the Safety Division.

The Information Center, serving as the Augusta headquarters call center, provides a knowledgeable staff responding to telephone inquiries and directing calls to appropriate Department Divisions from 8-5, Monday through Friday. The call center also maintains a recorded Information Line, mails and distributes quantities of printed material, and develops and maintains the Department's web page.

Media relations provides press releases about the Department and its programs to newspapers, radio and television in both written and electronic formats as well as a media contact point. The Safety Division provides a number of programs that inform the public on how to hunt, trap and operate recreational vehicles safely.

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Maine Wildlife Park hosted over 85,000 visitors last year. A variety of wildlife and conservation school programs and tours are offered here, reaching well over 3000 of Maine's school children annually. Teacher workshops are offered statewide using Project WILD, an award-winning national wildlife and conservation education program, to assist classroom teachers and other educators to become more informed about Maine wildlife and conservation. The Division provides support for the popular Maine Conservation Camp scholarship program and the "Becoming an Outdoors-Woman" workshops.

Public relations and promotion included eleven outdoor shows last year and

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

a variety of advertising intended to promote outdoor recreation in the state, safety, and our landowner relations program. The Division also organizes the Maine Migratory Waterfowl Stamp art contest and Fur, Fin, and Feather Day at the Legislature and a Department Open House at the Maine Wildlife Park.

Maine Fish and Wildlife Magazine brings timely information to its 10,000 subscribers. The magazine focuses primarily on the Department and its projects, programs and personnel.

Public Information and Education also provides support to other divisions for video, photography, displays, presentations, and the design, development, and distribution of printed material about the department and its programs. The Department and Division were recognized by the International Association of Fish and Wildlife Agencies with the Ernest Thompson Seton award for the best program promoting the scientific management of fish and wildlife.

**FINANCES, FISCAL YEAR 2003:** 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	634,892	459,272	87,049		88,571	
HEALTH BENEFITS	196,485	144,967	36,980		14,538	
RETIREMENTS	74,663	44,443	11,264		18,956	
OTHER FRINGE BENEFITS	11,871	11,400	471			
OTHER CONTRACT SERVICES STATE	188,529	80,083	92,624		15,822	
COMPUTER SERVICES STATE	40,981	40,951			30	
OTHER CONTRACT SERVICES	287,050	164,630	46,535		75,885	
RENTS	59,570	45,178	12,942		1,450	
COMMODITIES	127,998	80,983	34,816		12,199	
BUILDING IMPROVEMENTS	12,800		12,800			
EQUIPMENT	50,105	15,570	34,535			
TRANSFER TO OTHER FUNDS	7,581		4,447		3,134	
<b>TOTAL EXPENDITURES</b>	<b>1,692,525</b>	<b>1,087,477</b>	<b>374,463</b>		<b>230,585</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:* 118.315 *Legislative Count:* 114.00

#### 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

# DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

## 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 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 2003:** 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	4,492,236	2,162,451	312,061		2,017,724	
HEALTH BENEFITS	1,411,132	867,434	104,647		439,051	
RETIREMENTS	589,458	130,907	34,972		423,579	
OTHER FRINGE BENEFITS	46,425	39,477	5,703		1,245	
OTHER CONTRACT SERVICES STATE	618,512	137,637	186,588		294,287	
COMPUTER SERVICES STATE	47,940	21,167	16,287		10,486	
OTHER CONTRACT SERVICES	508,060	280,257	50,965		176,838	
RENTS	432,885	193,932	36,533		202,420	
COMMODITIES	595,851	352,765	25,887		217,199	
GRANTS, SUBSIDIES, PENSIONS	124,176		30,289		93,887	
PURCHASE OF LAND	1,695,364		552,704		1,087,683	54,977
EQUIPMENT	241,124	110,009	67,317		63,798	
INTEREST-DEBT RETIREMENT	26	26				
TRANSFER TO OTHER FUNDS	53,760		9,048		44,712	
<b>TOTAL EXPENDITURES</b>	<b>10,856,949</b>	<b>4,296,062</b>	<b>1,433,001</b>		<b>5,072,909</b>	<b>54,977</b>

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**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:* 142.000 *Legislative Count:* 142.00

**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 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), 5 Game Lieutenants, 18 Game Warden Sergeants, 3 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 93 District Game Wardens, 1 Game Warden Wildlife Forensic Specialist, and 10 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 Division (Air Wing).

**PROGRAM:**

**Conservation Law Enforcement:** In 2002, the Maine Warden Service responded to 8,597 complaints on matters of conservation law enforcement and Inland Fisheries and Wildlife rule and regulation. During 2002, 3,960 persons were prosecuted and 2,691 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 2002 Game Wardens drove a total of 2,977,298 miles.

**Search and Rescue:** During 2002, the Maine Warden Service conducted 198 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 2002, 692 volunteer hunter safety instructors certified 6,285 students in 261 hunter safety courses across the State. During the same time, there were 614 snowmobile students certified. 150 ATV instructors taught 91 courses for 1356 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 77 boating safety instructors taught 419 students.

**Data Collection:** During 2002, Maine Warden Service was responsible for compiling the following data for management purposes: Oversaw the administration of fur tagging stations, which tagged 23,210 instate raw furs. Oversaw the administration of big game registration stations, which tagged 28,241 deer, 2,621 bears, and 1,866 moose. In addition, Warden Service assisted with 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

# DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

## PUBLICATIONS:

Fishery Law Summary-Free

Hunting Law Summary-Free

Complete Copy of All Applicable Statutes and Rules-\$8.00

**FINANCES, FISCAL YEAR 2003:** 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	5,339,770	5,269,144	70,626			
HEALTH BENEFITS	1,783,858	1,773,932	9,926			
RETIREMENTS	1,278,382	1,266,779	11,603			
OTHER FRINGE BENEFITS	101,863	101,345	518			
OTHER CONTRACT SERVICES STATE	173,802	172,657	495		650	
COMPUTER SERVICES STATE	90,091	89,731			360	
OTHER CONTRACT SERVICES	367,603	347,035	1,841		18,727	
RENTS	966,265	857,561	11,856		96,848	
COMMODITIES	341,896	327,928	5,949		8,019	
EQUIPMENT	226,194	169,805	56,389			
INTEREST-DEBT RETIREMENT	20	19			1	
TRANSFER TO OTHER FUNDS	1,218		474		744	
<b>TOTAL EXPENDITURES</b>	<b>10,670,962</b>	<b>10,375,936</b>	<b>169,677</b>		<b>125,349</b>	

## JUDICIAL DEPARTMENT

### JUDICIAL DEPARTMENT

#### HON. LEIGH I SAUFLEY, CHIEF JUSTICE

Central Office: 62 ELM STREET, PORTLAND, ME,  
Mail Address: BOX 4820, PORTLAND, ME, 04112-4820

Established: 1820

Telephone: (207) 822-0792

Reference: Policy Area:00 ; Umbrella: 4Q Unit: 274 ; Citation: T0004 M.R.S.A., Sect. 000000001

Average Count--All Positions: 475.000

Legislative Count: 475.00

Units:

ADMINISTRATIVE OFFICE OF THE COURTS  
BOARD OF BAR EXAMINERS  
STATE COURT LIBRARY COMMITTEE  
COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE  
(CADRES) COMMITTEE  
DISTRICT COURT FOR THE STATE OF MAINE

COMMITTEE ON JUDICIAL RESPONSIBILITY AND  
DISABILITY  
BOARD OF OVERSEERS OF THE BAR  
SUPERIOR COURT  
SUPREME JUDICIAL COURT

#### PURPOSE:

The purpose of the Judicial Branch 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 Administrative Court, which was created in 1978, was abolished on March 15th, 2001.

The administrative structure of the Maine Judicial Branch is similar to that of a corporation. The Supreme Judicial Court serves as the Branch "board of directors" and by statute has general administrative and supervisory authority over the Branch. 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 two trial courts has a chief justice or judge, appointed by and responsible to the chief justice, who also heads the Law Court. Several administrators assist the state court administrator in meeting the operational needs of the courts within their respective regions.

#### PROGRAM:

JUDICIAL BRANCH COMMITTEES. Efforts to improve efficiency and enhance communication are ongoing through the creation of the Judicial Resource Team, the enhanced involvement of the Trial Court Chiefs in coordinated scheduling, the solicitation of feedback from the system's users, a Judicial Branch newsletter, and a greatly expanded employee training program. The Performance Council (made up of court staff and external volunteers) continued to serve as a sounding board for the Judicial Department, overseeing key areas of change and improvement.

## JUDICIAL DEPARTMENT

**FINANCES, FISCAL YEAR 2003:** 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	19,761,623	18,097,722	331,678		1,332,223	
HEALTH BENEFITS	5,224,217	4,806,087	76,727		341,403	
RETIREMENTS	2,681,632	2,458,069	51,043		172,520	
OTHER FRINGE BENEFITS	268,731	245,644	4,870		18,217	
OTHER CONTRACT SERVICES STATE	12,706,828	12,244,857	200,097		261,874	
COMPUTER SERVICES STATE	1,554	1,508			46	
OTHER CONTRACT SERVICES	5,174,973	4,474,203	531,436		169,334	
RENTS	4,795,371	4,684,750	1,055		109,566	
COMMODITIES	2,500,867	2,154,994	114,734		231,139	
GRANTS, SUBSIDIES, PENSIONS	2,852,995	1,467,486	1,385,009		500	
BUILDING IMPROVEMENTS	7,430	7,430				
EQUIPMENT	230,734	230,734				
INTEREST-DEBT RETIREMENT	64	64				
TRANSFER TO OTHER FUNDS	24,945		8,258		16,687	
<b>TOTAL EXPENDITURES</b>	<b>56,231,964</b>	<b>50,873,548</b>	<b>2,704,907</b>		<b>2,653,509</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	19,761,623	18,097,722	331,678		1,332,223	
HEALTH BENEFITS	5,224,217	4,806,087	76,727		341,403	
RETIREMENTS	2,681,632	2,458,069	51,043		172,520	
OTHER FRINGE BENEFITS	268,731	245,644	4,870		18,217	
OTHER CONTRACT SERVICES STATE	12,706,828	12,244,857	200,097		261,874	
COMPUTER SERVICES STATE	1,554	1,508			46	
OTHER CONTRACT SERVICES	5,174,973	4,474,203	531,436		169,334	
RENTS	4,795,371	4,684,750	1,055		109,566	
COMMODITIES	2,500,867	2,154,994	114,734		231,139	
GRANTS, SUBSIDIES, PENSIONS	2,852,995	1,467,486	1,385,009		500	
BUILDING IMPROVEMENTS	7,430	7,430				
EQUIPMENT	230,734	230,734				
INTEREST-DEBT RETIREMENT	64	64				
TRANSFER TO OTHER FUNDS	24,945		8,258		16,687	
<b>TOTAL EXPENDITURES</b>	<b>56,231,964</b>	<b>50,873,548</b>	<b>2,704,907</b>		<b>2,653,509</b>	

## 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: 4Q 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 Branch operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Branch; 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

## JUDICIAL DEPARTMENT

business methods to be used in all courts; implement standards and policies set by the Chief Justice regarding court hours and the assignment of 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, technology, 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 undertaken to improve court security, upgrade court facilities, and enhance technology used in (on-line only) case processing.

### PUBLICATIONS:

"A Citizen's Guide to the Maine Courts" (out of print)  
"The Maine Judicial Branch Annual Report" (\$5.00)  
"A Guide to Small Claims Proceedings of the Maine District Court" (free)  
"Traverse Juror Handbook" (free)  
"A Guide to Protection From Abuse And Harrassment Actions" (free)

All publications are available on-line at [www.courts.me.us](http://www.courts.me.us)

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF BAR EXAMINERS

**CATHERINE R. CONNORS, CHAIR**  
**CHERYL J. CUTLIFFE,, EXECUTIVE DIRECTOR**

*Central Office:* 59 COURT STREET, AUGUSTA, ME 04330

*Mail Address:* PO BOX 140, AUGUSTA, ME 04332-0140

*Established:* 1899

*Reference: Policy Area:00 ; Umbrella: 40 Unit: 291 ; Citation: T0004 M.R.S.A., Sect. 000000801*

*FAX:* (207) 622-0059

*Telephone:* (207) 623-2464

### PURPOSE:

The purpose of the Board of Bar Examiners is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice as attorneys in the several courts of the State. 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 members expire, members of the Board are appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and 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 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 a chair and a secretary who may, but need not be, the same person, and a treasurer. The Board makes rules and regulations relative to the performance and duties of the Board and to the examinations which the Board conducts. Four members of said Board shall constitute a quorum for the transaction of business.

### 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 foreign 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE COURT LIBRARY COMMITTEE

### HON. ROBERT E. MULLEN, CHAIRMAN

*Central Office:* 97 HAMMOND STREET, BANGOR, ME 04401

*Mail Address:* 97 HAMMOND STREET, BANGOR, ME 04401

*Established:* 1981

*Telephone:* (207) 561-2329

*Reference:* Policy Area:00 ; Umbrella: 4Q Unit: 447 ; Citation: T0004 M.R.S.A., Sect. 000000191

### PURPOSE:

The State Court Library Committee serves as the governing body for Maine's 17 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 the judiciary serves as judicial liaison.

Cumberland and Penobscot serve as regional court library centers. All other law libraries receive equal services and have access to the regional court library centers for resources not available locally.

## JUDICIAL DEPARTMENT

### 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 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 computer-assisted legal research.

**FINANCES, FISCAL YEAR 2003:** 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:* 147 NEW MEADOWS ROAD, WEST BATH, ME 04530

*Mail Address:* 147 NEW MEADOWS ROAD, WEST BATH, ME 04530

*Established:* 1996

*FAX:* (207) 442-0228

*Telephone:* (207) 442-0227

*Reference: Policy Area:* 00 ; *Umbrella:* 40 *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 neutrals provide the actual mediation services as required in each of the State's 50 District and Superior court locations.

### PROGRAM:

CADRES provides alternative dispute resolution services - including mediation, arbitration and early neutral evaluation - to the citizens of Maine in all courts and all counties. CADRES selects and maintains statewide rosters of neutrals in four types of cases: small claims, domestic relations, land use/environmental and civil litigation. More than 150 neutrals are available statewide to provide ADR services under the auspices of the courts.

Referral to mediation is mandatory in small claims cases and most contested domestic relations matters. In FY 02, mediators for CADRES held over 3,500 sessions in domestic relations cases. Of the cases that had a disposition at mediation, approximately 74% were fully or partially resolved. More than 1,300 small claims cases were mediated in FY 02, and approximately 48% settled in mediation. When Rule 16B of the Maine Rules of Civil Procedure took effect on January 1, 2002, ADR became a requirement in many types of civil cases in Superior Court.

**FINANCES, FISCAL YEAR 2003:** 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. VENDEAN V. VAFIADES, CHIEF JUDGE**

*Central Office:* 65 STONE STREET, AUGUSTA, ME 04330

*Mail Address:* 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163

*Established:* 1961

*Telephone:* (207) 287-6950

*Reference:* Policy Area:00 ; Umbrella: 4Q Unit: 279 ; Citation: T0004 M.R.S.A., Sect. 000000151

**PURPOSE:**

The purpose of the District Court is to serve as the court of general jurisdiction for the State, excluding jury trials.

**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. Until March 15, 2001, the Court had concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than \$30,000. As of March 15, 2001, the monetary claim limit for civil cases was eliminated, and District Court now has exclusive jurisdiction of divorce and family cases. The District Court 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, and protection from abuse and harassment cases. In the District Court, judges are assigned by the Chief Judge to sit in any district court in the state.

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 33 judges in the District Court including the chief judge, who is designated by the Chief Justice of the Supreme Judicial Court. In March 2001, the remaining judge of the Administrative Court was transferred to the District Court, bringing the number of judges from 32 to 33. 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:**

Within the District Court, there are programs and systems designed to enable the Court achievement of its purpose. One of these programs is the COURT APPOINTED SPECIAL ADVOCATE PROGRAM (CASA), which 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, 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."

The JUVENILE DRUG TREATMENT COURT program began operation in January 2000. This system combines close supervision by the judicial system with resources available from community alcohol and drug treatment services. The court provides evaluation, coordination and support services for juveniles, including: screening offenders for substance abuse; use of case managers to coordinate full use of community rehabilitation resources; multiple court appearances by offenders; constant court monitoring of rehabilitation progress; and incentives to abandon drugs and create healthy living patterns.

## JUDICIAL DEPARTMENT

The Chief Judge of the District Court rosters all Guardians ad Litem (GAL). GAL's must attend a core training program, be a member of the legal or other recognized profession and meet continuing education requirements. Complaints regarding GAL's are processed through the Office of the Chief Judge.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## 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: 4Q 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. One member is either an active or active retired justice of the Superior Court, or an active or active retired judge of the District Court. 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.

## JUDICIAL DEPARTMENT

### **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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BOARD OF OVERSEERS OF THE BAR**

**ROBERT L. MC ARTHUR, PHD, CHAIR**  
**DAN E. CRUTCHFIELD, ADMINISTRATIVE DIRECTOR**

*Central Office:* 97 WINTHROP STREET, AUGUSTA, ME 04330

*Mail Address:* PO BOX 527, AUGUSTA, ME 04332-0527

*Established:* 1978

*Reference:* Policy Area:00 ; Umbrella: 4Q Unit: 276B; Citation: J1978

*FAX:* (207) 623-4175

*Telephone:* (207) 623-1121

*M.R.S.A., Sect.* 000004890

### **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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## JUDICIAL DEPARTMENT

### SUPERIOR COURT

#### HON. NANCY MILLS, CHIEF JUSTICE

*Central Office:* CUMBERLAND COUNTY COURT HOUSE, PORTLAND, ME

*Mail Address:* PO BOX 287, PORTLAND, ME 04112-0287

*Established:* 1930

*Telephone:* (207) 822-4174

*Reference:* Policy Area:00 ; Umbrella: 4Q Unit: 278 ; Citation: T0004 M.R.S.A., Sect. 000000101

##### **PURPOSE:**

The purpose of the Superior Court is to serve as the trial court of general jurisdiction for the State of Maine. (4 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) that are not within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court conduct de novo trials on some District Court cases, hear appeals on questions of law from the District Court and from administrative and governmental agencies. As of January 1, 2001, the appellate function of the Superior Court was limited and most civil and criminal appeals are filed directly to the Law Court.

There are 16 justices of the Superior Court who hold sessions of the court in each of the 16 counties. The justices 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 Chief Justice of the Superior Court, in coordination with the justices and clerks, prepares schedules detailing the daily work of justices.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### SUPREME JUDICIAL COURT

#### HON. LEIGH I. SAUFLEY, 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. As of January 1, 2001, the Law Court hears appeals of civil and criminal cases from District and Superior Courts; 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.

A justice of the Supreme Judicial Court may be assigned by the Chief Justice to sit in the Superior Court or the District Court to hear cases of any type, including post-conviction matters and jury trials.

## JUDICIAL DEPARTMENT

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 may be called upon to 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 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

**DEPARTMENT OF LABOR**

**LAURA FORTMAN, COMMISSIONER**

*Central Office:* 20 UNION ST, AUGUSTA, ME, 04332-0259

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME, 04333-0054

*Established:* 1971

*Telephone:* (207) 624-6400

*Reference: Policy Area:* 04 ; *Umbrella:* 12 *Unit:* 158 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001401A

*Average Count--All Positions:* 850.962

*Legislative Count:* 829.00

**Units:**

OFFICE OF THE COMMISSIONER  
DIVISION OF ADMINISTRATIVE HEARINGS  
STATE BOARD OF ARBITRATION AND CONCILIATION  
DIVISION FOR THE BLIND AND VISUALLY IMPAIRED  
DIVISION OF DEAFNESS  
ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS  
BUREAU OF EMPLOYMENT SERVICES  
BUREAU OF UNEMPLOYMENT COMPENSATION  
MAINE JOBS COUNCIL

BUREAU OF LABOR STANDARDS  
DIVISION OF LABOR MARKET INFORMATION SERVICES  
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 is responsible for effective organization of Maine human resource investment policies and resources statewide. This includes maintaining a statewide system of public employment offices and developing policy, in conjunction with the Maine Jobs Council, for the most effective organization of workforce development education and training resources; safe and fair working conditions; unemployment compensation; statewide employment policy and services for people with disabilities; and, high quality labor market information.

The Department is authorized to provide services for individuals and employers through free public employment offices; the administering of unemployment benefits; the enforcement of state laws that protect the health and safety of workers and that regulate the payment of wages and employment of minors; the enhancement of labor management relations; the provision for employment and independent living services for people with disabilities; and the analysis and distribution of labor, economic, demographic, and occupational safety data.

**ORGANIZATION:**

Effective September 24, 1971, the Department of Labor was created by State Government reorganization legislation, which 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 Services, functioning since 1974; the Bureau of Rehabilitation Services, which moved to the Department of Labor in 1996 from the Dept. of Education; the Office of Administrative Services, established in 1982; the Office of the Commissioner, established in 1983; and the Maine Jobs Council, established in 1997.

In 1996, the Department's organizational structure was revised further with the goal of reducing fragmentation of employment programs and increasing organization efficiency. The reorganization is reflected in the following Department of Labor sections.

**PROGRAM:**

The long-range goal of the Department of Labor is to promote the economic well-being of people in the labor force as well as their employers. The Department does this by attracting and retaining a wide range of employment opportunities, promoting independence and lifelong learning, providing assistance during times of unemployment, and ensuring the safe and fair treatment of all people on the job.



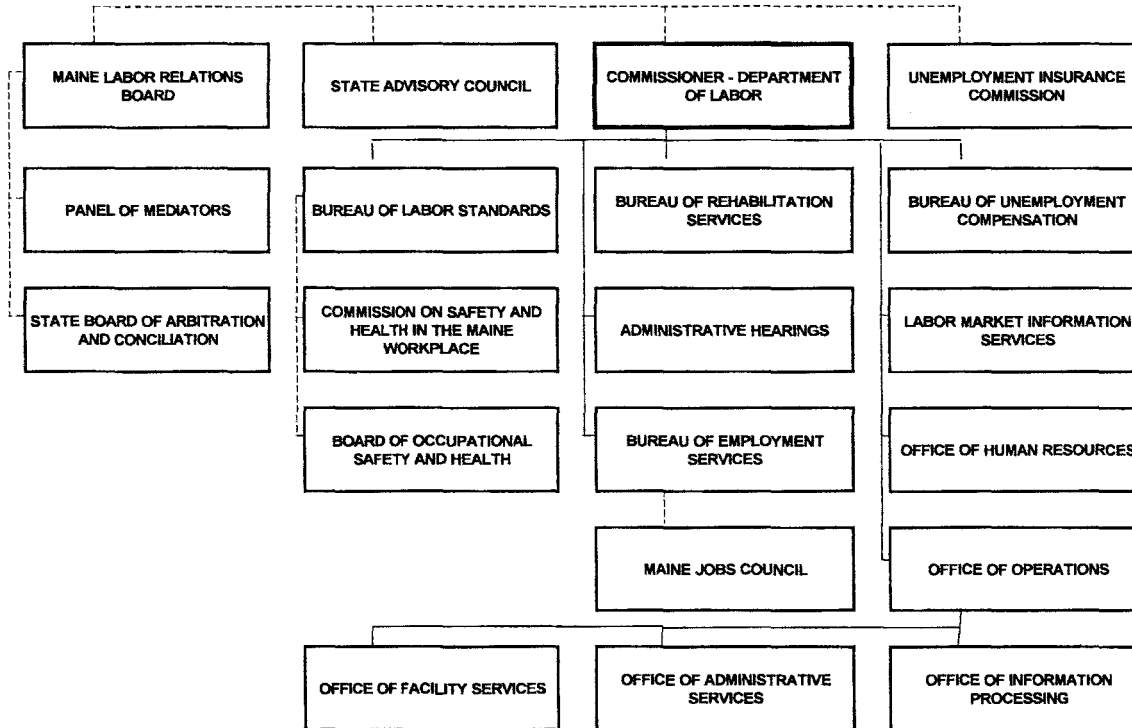
# DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2003:** 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	23,265,102	2,740,837	1,395,175		19,129,090	
HEALTH BENEFITS	6,814,555	704,672	316,672		5,793,211	
RETIREMENTS	3,031,623	421,988	244,021		2,365,614	
OTHER FRINGE BENEFITS	252,703	23,243	14,435		215,025	
OTHER CONTRACT SERVICES STATE	693,134	120,408	46,235		526,491	
COMPUTER SERVICES STATE	443,189	28,375	14,440		400,374	
OTHER CONTRACT SERVICES	2,232,018	209,387	277,100		1,745,531	
RENTS	3,261,096	143,407	133,857		2,983,832	
COMMODITIES	3,295,797	351,180	343,301		2,601,316	
GRANTS, SUBSIDIES, PENSIONS	198,609,787	15,709,944	252,896		54,450,356	128,196,591
EQUIPMENT	126,982	4,897	39,831		82,254	
TRANSFER TO OTHER FUNDS	932,840		131,330		801,510	
TOTAL EXPENDITURES	242,958,826	20,459,748	3,209,293		91,093,194	128,196,591

ORGANIZATIONAL CHART

DEPARTMENT OF LABOR



DEPARTMENT OF LABOR

OFFICE OF THE COMMISSIONER

LAURA FORTMAN, COMMISSIONER

Central Office: 20 UNION ST, AUGUSTA, ME 04332-0259

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 FAX: (207) 287-5292

Established: 1983

Telephone: (207) 624-6400

Reference: Policy Area:04 ; Umbrella: 12 Unit: 168 ; Citation: T0026 M.R.S.A., Sect. 000001401A

Average Count--All Positions: 109.500

Legislative Count: 109.50

**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, coordination and management of all Departmental functions. The Office provides primary liaison relationships with federal and state agencies, the Legislature, the press and the public.

**ORGANIZATION:**

The Office of the Commissioner consists of the Commissioner, immediate staff, the Publications Unit, the Office of Administrative Services, the Office of Human Resources, the Office of Information Processing, the Office of Facility Services, and the Office of Operations.

**PROGRAM:**

The programs of the Department are implemented through its component units.

**FINANCES, FISCAL YEAR 2003:** 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	3,595,267	176,934	183,041		3,235,292	
HEALTH BENEFITS	917,181	19,301	25,260		872,620	
RETIREMENTS	463,549	36,003	39,931		387,615	
OTHER FRINGE BENEFITS	41,361	1,961	1,934		37,466	
OTHER CONTRACT SERVICES STATE	74,678	20,663	2,045		51,970	
COMPUTER SERVICES STATE	-1,085				-1,085	
OTHER CONTRACT SERVICES	328,070	2,800	8,626		316,644	
RENTS	112,453	936	10,936		100,581	
COMMODITIES	325,891	10,228	33,784		281,879	
GRANTS, SUBSIDIES, PENSIONS	13,758				13,758	
EQUIPMENT	8,169	4,897	1,582		1,690	
TRANSFER TO OTHER FUNDS	39,174		2,142		37,032	
TOTAL EXPENDITURES	5,918,466	275,133	309,281		5,334,052	

DIVISION OF ADMINISTRATIVE HEARINGS

ALLAN A. TOUBMAN, CHIEF ADMIN HEARING OFCR

Central Office: 2 ANTHONY AVENUE, SUITE 1, AUGUSTA, ME 04330-9477

Mail Address: 2 ANTHONY AVENUE, SUITE 1, AUGUSTA, ME 04330-9477 FAX: (207) 624-5903

Established:

Telephone: (207) 624-5900

Reference: Policy Area:04 ; Umbrella: 12 Unit: 183 ; Citation: T0026 M.R.S.A., Sect. 000001082

**PURPOSE:**

The Division of Administrative Hearings provides dispute resolution primarily to the Bureau of Unemployment Compensation and additionally to other departments of State government. Most of its services are in the form of fair hearings to claimants and employers who disagree with initial decisions issued by the Bureau of Unemployment Compensation. In addition, by agreement, it provides hearing, mediation, and facilitation services to other Departments, including Behavioral and Developmental Services; Public Safety; Marine

## DEPARTMENT OF LABOR

Resources; and the Maine State Housing Authority.

### ORGANIZATION:

The Division is comprised of a Director and Chief Administrative Hearing Officer, a Senior Administrative Hearing Officer, eight Administrative Hearing Officers, and eight administrative positions. In FY2002, the Division issued over 7,000 decisions.

Hearings are held in locations throughout the State and by telephone.

### PROGRAM:

The Division provides a full and fair opportunity for parties to present facts and law regarding a dispute and to hear and decide cases in the most efficient manner possible. It provides these services to other governmental units to reduce mutual costs.

It also provides mediation services to state agencies.

### PUBLICATIONS:

The Division is responsible for educating the public prior to attending a hearing or other dispute resolution activity. A video on "How to Prepare for Your Appeals Hearing" is available to claimants, employers, and attorneys at CareerCenters, at public libraries, and through the mail. A pamphlet, "Preparing for Your Appeals Hearing" is mailed to all parties to a hearing.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE BOARD OF ARBITRATION AND CONCILIATION

*Central Office:* 242 STATE STREET, 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 originally was 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 primary positions. All primary 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 FY2003, requests for Board services were higher than in FY2002. In FY2003, 30 requests for services were received, compared with 22 requests in FY2002. 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.

## DEPARTMENT OF LABOR

In addition to the new matters filed in FY2003, there were 8 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 FY2002 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 30 filings in FY2003, 28 were grievance arbitration requests, and 2 were requests for fact finding services. 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 5 formal Decisions and Awards during FY2003.

In addition to the matters proceeding to hearing and formal Decision and Award, 1 other issue was 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 11 matters, 5 concluded by formal Decision and Award and 1 resolved at hearing, 10 less than the number of cases disposed of through the hearing process in FY2002. 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **DIVISION FOR THE BLIND AND VISUALLY IMPAIRED**

### **HAROLD J. LEWIS, DIRECTOR**

*Central Office:* 2 ANTHONY AVENUE, AUGUSTA, ME

*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

*Established:* 1994

*Telephone:* (207) 624-5959

*Reference: Policy Area:* 04 ; *Umbrella:* 12 *Unit:* 150 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001418A

*Average Count--All Positions:* 36.000

*Legislative Count:* 36.00

### **PURPOSE:**

The Division for the Blind and Visually Impaired was established to provide services to people who are blind or visually impaired. These services include: the prevention of blindness; the location and registration of people who are blind or visually impaired; the provisions of certain education services to children who are blind and visually-impaired from birth to age 21; vocational rehabilitation services to accomplish job placement; independent living services; and the provision of other social services.

### **ORGANIZATION:**

The Division was established in 1941 as the Division for the Blind in the Department of Health and Welfare. Since 1996, the Division has been part of the Bureau of Rehabilitation Services in the Department of Labor. The Division provides services in Career Centers 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 400 children per year.

## DEPARTMENT OF LABOR

The Independent Living Program provides direct skill training activities to assist older people in achieving or maintaining 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 350 adults in FY2003.

The Vocational Rehabilitation Program provides services to enable people who are blind or visually impaired to acquire or retain employment. Through vocational counseling, application of technology, and a variety of purchased and contracted services, the Vocational Rehabilitation program currently serves 900 transitioning youth and adult clients. In addition, the Business Enterprise Program (BEP) places individuals in self-employment within the food-service industry in state and federal installations.

### 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 2003:** 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	1,197,922	323,295	29,756		844,871	
HEALTH BENEFITS	349,882	81,543	11,558		256,781	
RETIREMENTS	155,004	41,827	3,851		109,326	
OTHER FRINGE BENEFITS	12,170	2,853	503		8,814	
OTHER CONTRACT SERVICES STATE	16,048		3,303		12,745	
COMPUTER SERVICES STATE	7,614	1,424	315		5,875	
OTHER CONTRACT SERVICES	153,262	17,645	29,723		105,894	
RENTS	149,030		157		148,873	
COMMODITIES	149,581	38,371	69,701		41,509	
GRANTS, SUBSIDIES, PENSIONS	3,272,065	2,000,331	20,000		1,251,734	
EQUIPMENT	38,248		38,248			
TRANSFER TO OTHER FUNDS	24,664		2,181		22,483	
<b>TOTAL EXPENDITURES</b>	<b>5,525,490</b>	<b>2,507,289</b>	<b>209,296</b>		<b>2,808,905</b>	

## DIVISION OF DEAFNESS

### JAN DEVINNEY, DIRECTOR

TTY: (888) 755-0023

Central Office: 2 ANTHONY AVENUE, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 FAX: (207) 624-5980

Established: 1994

Telephone: (207) 624-5963

Reference: Policy Area:04 ; Umbrella: 12 Unit: 160 ; Citation: T0026 M.R.S.A., Sect. 000001413

### PURPOSE:

The Division of Deafness provides programs for people who are deaf or hard of hearing. These programs include information and referral, advocacy, promotion of accessibility, and the coordination of studies on the needs of people who are deaf or hard of hearing to recommend legislation to change or improve services. Other programs include the provision of telecommunications devices for people with disabilities, legal interpreting, identification cards, hearing-ear-dog registration, and the Equal Access Program for TTY users with cell phones.

## DEPARTMENT OF LABOR

### ORGANIZATION:

The Division of Deafness was established 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.

### PROGRAM:

The Division of Deafness maintains a toll-free number and responds to approximately 300 calls per month concerning information, referral, training, advocacy and other related services for people who are deaf or hard-of hearing. The Division also administers the state's telecommunication device program, which provides financial assistance for people with any disability purchasing telecommunications equipment.

The Division administers a state-created fund to provide for interpretation services for deaf or hard-of-hearing persons who are subject to legal proceedings.

Working in collaboration with the Secretary of State, the Division provides voluntary identification cards for people who are deaf or hard-of-hearing. These cards assist people in emergency, legal or other situations. In addition, the Division certifies professionally-trained service dogs that assist people who are deaf or hard-of-hearing, and provides identification cards which allow the dog to enter public places in Maine.

### PUBLICATIONS:

1. Resources, A Guide to Deaf Services.
2. Using Your TTY Comfortably.
3. Interpreting Licensure Brouchures.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS

### DEBRA MCCRUM, CHAIR

TTY: (888) 755-0023

*Central Office:* 2 ANTHONY AVENUE, AUGUSTA, ME

*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

*Established:* 1994

*Telephone:* (207) 624-5963

*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 Deafness 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 people who are deaf or hard-of-hearing. 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:

Council activities this past year focused on community service centers for the deaf, emergency services, telecommunications devices (TTY), legislative, substance abuse, elderly, interpreting issues, updates on the State telecommunications access plans for departments and agencies, and television media access.

## DEPARTMENT OF LABOR

### **PUBLICATIONS:**

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BUREAU OF EMPLOYMENT SERVICES**

### **TIM MCLELLAN, DIRECTOR**

*Central Office:* HALLOWELL ANNEX CENTRAL BLDG, HALLOWELL, ME 04347

*Mail Address:* 55 STATE HOUSE STATION, AUGUSTA, ME 04333-0055 *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:* 227.115

*Legislative Count:* 212.50

### **PURPOSE:**

The Bureau of Employment Services delivers directly or contracts services to help people find employment. This includes job placement, career guidance, education and training, layoff assistance, and reliable workforce development. These services are available through the statewide location of CareerCenters. In addition, technical assistance is available to employers for topics such as job safety, affirmative action, licensing and job analysis. Also, occupational information and training is provided to educators, employment training program managers, and policy makers.

### **ORGANIZATION:**

As a bureau within the Maine Department of Labor, services are funded through State and Federal Workforce Investment Act funds and Federal Wagner-Peyser funds. Services are provided in each County and have been reorganized into One-Stop CareerCenters that offer comprehensive employment services.

### **PROGRAM:**

Job listings and job matching services are available free of charge to the general public. 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. In addition, the Bureau provides funds for worker 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 Bureau works with municipalities and industry groups to identify and resolve business concerns through its extensive resource network.

The Rapid Response Team of the Bureau provides special on-site information services to firms that are laying off workers or permanently closing. The 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 publishes state policy and operational guidelines for the One-Stop CareerCenter system. Planning instructions for the operation of programs are issued to Maine's four Local Workforce Investment Areas and other contracted providers. Various 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 Bureau.



## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2003:** 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	4,814,626	802,744			4,011,882	
HEALTH BENEFITS	1,464,706	182,594			1,282,112	
RETIREMENTS	602,567	154,519			448,048	
OTHER FRINGE BENEFITS	44,759	7,775			36,984	
OTHER CONTRACT SERVICES STATE	39,657	376			39,281	
COMPUTER SERVICES STATE	16,801	787			16,014	
OTHER CONTRACT SERVICES	277,200	54,602	8,503		214,095	
RENTS	858,295	131,777			726,518	
COMMODITIES	1,112,377	78,359	47,871		986,147	
GRANTS, SUBSIDIES, PENSIONS	23,286,829	3,700,318	57,097		19,529,414	
TRANSFER TO OTHER FUNDS	194,027		1,399		192,628	
<b>TOTAL EXPENDITURES</b>	<b>32,711,844</b>	<b>5,113,851</b>	<b>114,870</b>		<b>27,483,123</b>	

## BUREAU OF UNEMPLOYMENT COMPENSATION

### LAURA L. BOYETT, DIRECTOR

*Central Office:* 20 UNION ST, AUGUSTA, ME 04332-0259

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-2305

*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:* 294,846

*Legislative Count:* 287.50

#### PURPOSE:

The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is an insurance program for the benefit of qualified unemployed workers.

#### ORGANIZATION:

The Bureau of Unemployment Compensation of the Department of Labor is headed by a Bureau Director, who is responsible for the operations of three telephone Call Centers, an employer Tax Section, and a Benefit Section.

#### PROGRAM:

Unemployment compensation workloads encompassed a wide variety of activities during FY2003. Unemployment benefits were paid out of the following programs: State Unemployment Insurance (UI), Unemployment Compensation for Federal Employees (UCFE), and Unemployment Compensation for Ex-Service Members (UCX). In addition, benefits were processed by the Special Programs 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) program, 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 is responsible for collecting non-fraud overpayments and detecting claimant fraud. Information is gathered through a variety of sources, such as automatic crossmatching of employer wage files, employer protest of charges, anonymous tips, and Benefit Quality Control Program audits. In addition, a Benefit Quality Control 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 used to further improve operational procedures.

## DEPARTMENT OF LABOR

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 FY2003 was 38,404, and payroll data submitted by these employers generated a total of 2,816,792 wage items processed. Tax Field and Administrative office activities produced 9,771 employer startup determinations, of which 5,263 involved newly liable employer accounts. A total of 772 tax field audits conducted resulted in a net receipt due of \$90,795 in under-reported contributions. Net contributions received in FY2003 totaled \$98,642,937 and the Unemployment Trust Fund balance was \$421,790,316 as of April 30, 2003. The administrative expenditures of the Unemployment Compensation program amounted to approximately \$14,800,000 in FY2003.

**FINANCES, FISCAL YEAR 2003:** 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	7,661,301		288,474		7,372,827	
HEALTH BENEFITS	2,318,535		38,537		2,279,998	
RETIREMENTS	1,036,872		93,511		943,361	
OTHER FRINGE BENEFITS	87,509		2,289		85,220	
OTHER CONTRACT SERVICES STATE	285,678		2,632		283,046	
COMPUTER SERVICES STATE	353,435				353,435	
OTHER CONTRACT SERVICES	646,245		73,551		572,694	
RENTS	1,542,797		119,461		1,423,336	
COMMODITIES	1,152,643		136,997		1,015,646	
GRANTS, SUBSIDIES, PENSIONS	154,414,832		46,709		26,171,532	128,196,591
EQUIPMENT	80,565		1		80,564	
TRANSFER TO OTHER FUNDS	411,969		20,631		391,338	
<b>TOTAL EXPENDITURES</b>	<b>169,992,381</b>		<b>822,793</b>		<b>40,972,997</b>	<b>128,196,591</b>

## MAINE JOBS COUNCIL

### ALAN CARDINAL, CHAIR

*Central Office:* 20 UNION STREET, AUGUSTA, ME 04332-0259

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:* 1998

*Telephone:* (207) 624-6400

*Reference:* Policy Area:04 ; Umbrella: 12 Unit: 605 ; Citation: T0026 M.R.S.A., Sect. 000002006

#### **PURPOSE:**

The Maine Jobs Council was proposed by the Maine Department of Labor, created by the 118th Legislature, and signed into law by Governor Angus King in 1997. The Council was created out of the recognition that a more strategic, coordinated approach was needed to cultivate an educated and skilled workforce. This includes development strategies that encourage and assist the people of Maine to upgrade their education and skills; encourage employers to invest in the education and training of their workers; ensure cooperation among the State public education and training institutions; and ensure that public resources are targeted to high quality outcomes.

Investment in the education and training of Maine workers is one of the most important issues affecting the quality of economic development. This investment will have long-term impact on the quality of jobs and level of earnings that will be achieved by people living in Maine for years to come.

#### **ORGANIZATION:**

The Council is comprised of representatives from business, labor, education, community organization, and the public. Additionally, four subcommittees are established to address the workforce development issues related to: people with disabilities, women, apprenticeship, and school to work

## DEPARTMENT OF LABOR

initiatives. The Council meets once each month.

The Department of Labor and the Department of Education jointly administer the Maine Jobs Council.

### PROGRAM:

The Council provided an overall framework for all stakeholders in the implementation of the Workforce Investment Act. Through many meetings and public forums, the Council convened County Commissioners, State officials, and local service providers to redesign the existing governance system. As a result, four regional service delivery areas were created, each of which is managed by a local Workforce Development Board with oversight by County Commissioners. A State Plan under this Act was approved on June 27, 2000.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BUREAU OF LABOR STANDARDS

### MICHAEL V. FRETT, DIRECTOR

*Central Office:* HALLOWELL ANNEX CENTRAL BLDG., HALLOWELL, ME 04347

*Mail Address:* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX:* (207) 624-6449

*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:* 54.000

*Legislative Count:* 54.00

### PURPOSE:

The Bureau of Labor Standards assures that work be done in a safe and healthful environment, and that workers receive a fair wage for their endeavors.

It collects and analyzes statistics 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 injured workers, 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 operators in workshops and factories; and those enacted for the protection of working people in general, 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 Bureau's name was changed to the Bureau of Labor. In 1981, when the name of the Department of Manpower Affairs was changed to the Department of Labor, the Bureau's name changed to the Bureau of Labor Standards.

### PROGRAM:

The Outreach and Education Unit identifies training needs relating to health, safety, and wage and hour regulations; develops and coordinates training programs, administers special projects, and oversees marketing activities. Its Young Workers Project develops resources to educate young people about workplace safety, including the Summer Safety Institute for Educators, a safety certificate program for vocational students, and the Safetee kit and website. The Unit also coordinates and implements marketing for "SafetyWorks1."

The Migrant and Immigration Services Division assists migrant and immigrant workers in procuring work and assistance, and functions as the primary coordinating body for migrant and immigrant issues in the state. It insures

## DEPARTMENT OF LABOR

that workers are hired in compliance with the relevant federal regulations. The Division also operates a multi-lingual help line for Department clients.

The Technical Services Division includes two units. The Research and Statistics Unit collects and publishes statistical data concerning labor and industry, and it performs epidemiological studies to determine the prevalence and causes of occupational injuries and illnesses and to evaluate interventions towards lessening their number and effect. Regular data series prepared by this Unit include the Census of Fatal Occupational Injuries in Maine, Report on the Substance Abuse Testing Law, the Construction Wage Rate Survey, the Occupational Safety and Health Survey, and the Census of Case Characteristics. The Customer Service Unit, the Bureau's and Department's information center, assists callers, distributes brochures, maintains the video library, registers customers for classes, and processes work permits, labor complaints, and statistical surveys.

The Wage and Hour Division enforces State laws relating to child labor, equal pay, minimum wage, overtime, nonpayment of wages, and severance pay. It investigates all complaints alleging violations of these laws. In addition, the Division approves drug testing programs and work permits for minors.

The Workplace Safety and Health Division comprises a variety of programs to assist employers in improving their occupational safety and health performance. The public sector enforcement program enforces rules adopted by the Board of Occupational Safety and Health. A 21(d) consultation contract with the Federal Occupational Safety and Health Administration originally signed in October, 1978, provides free consultation services to employers whereby they can receive recommendations without penalties. Additional training and consultation are offered through the SafetyWorks! program. A grant with the Mine Safety and Health Administration supports training in mine safety.

### PUBLICATIONS:

Characteristics of Work-Related Injuries & Illnesses in Maine, annual, free.

Occupational Injuries & Illnesses in Maine, annual, free.

Maine Construction Wage Rates, annual, free.

The Report of Fatal Occupational Injuries in Maine, annual, free.

Safety Works!, quarterly, news letter maintained, free.

Report on activities under the Substance Abuse Testing Act, annual, free.

Public Sector Safety Report, quarterly, free.

Schedule of Safety Works classes, twice yearly, free.

**FINANCES, FISCAL YEAR 2003:** 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	SPECIAL			
		ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	MISC.
SALARIES & WAGES	1,850,127	575,666	844,779		429,682	
HEALTH BENEFITS	518,976	160,151	241,317		117,508	
RETIREMENTS	231,055	66,062	106,728		58,265	
OTHER FRINGE BENEFITS	15,069	-701	9,709		6,061	
OTHER CONTRACT SERVICES STATE	77,996	1,006	37,565		39,425	
COMPUTER SERVICES STATE	13,975		13,975			
OTHER CONTRACT SERVICES	321,119	80,951	138,822		101,346	
RENTS	7,469	721	3,303		3,445	
COMMODITIES	224,734	78,740	54,784		91,210	
GRANTS, SUBSIDIES, PENSIONS	46,592		22,592		24,000	
TRANSFER TO OTHER FUNDS	145,122		99,450		45,672	
<b>TOTAL EXPENDITURES</b>	<b>3,452,234</b>	<b>962,596</b>	<b>1,573,024</b>		<b>916,614</b>	

DEPARTMENT OF LABOR

**DIVISION OF LABOR MARKET INFORMATION SERVICES**

**RAYNOLD A. FONGEMIE, DIRECTOR**

*Central Office:* 20 UNION STREET, AUGUSTA, ME 04332-0259

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054      *FAX:* (207) 287-2947

*Established:* 1996

*Telephone:* (207) 287-2271

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 594 ; Citation: T0026    *M.R.S.A., Sect.* 000001401A

**PURPOSE:**

The Division of Labor Market Information Services develops and maintains State and area labor market information, and provides the Department with economic, management, and actuarial analysis for overall program planning and delivery.

**ORGANIZATION:**

The Program activities involve data collection and analysis. Demographic and economic research are conducted using social science disciplines. Results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published and used in functional analyses and studies prepared to assist policymakers and others in social, economic, career, and business planning.

**PROGRAM:**

**Labor Force, Industry Employment Statistics:** Survey results are processed and estimates developed monthly regarding employment for all workers in manufacturing and non-manufacturing by industry for Maine and the Portland and Lewiston-Auburn Metropolitan Statistical Areas. Wages by industry are estimated for production workers in manufacturing for Maine and the Portland Metropolitan Statistical Area. Civilian Labor force estimates, including the number of people employed and unemployed, are developed by month on a current basis for Maine statewide, 35 labor market areas, 16 counties, and over 500 minor civil divisions.

**Occupational Statistics:** Occupational employment and wage estimates are developed annually for nearly 800 occupations covering the state and six sub-state areas. Every two years, occupational employment projections are made for the state and six sub-state areas. In addition, wage surveys are conducted in pulpwood and logging and selected fruit and vegetables.

**Labor Market Information Services:** Information is provided concerning Maine labor markets for the state and sub-state areas. Staff are maintained at Department CareerCenters in Augusta, Lewiston, Portland, and Bangor to cover 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 are assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and business planning. Labor Market Information is provided to assist the work search efforts of Maine job seekers. Economic analyses highlighting industry trends and outlook are prepared for Maine educational communities and local workforce investment areas.

**Management Information:** Analyses and reports are provided to Department managers and staff regarding activities within the Bureau of Employment Services and the Bureau of Unemployment Compensation. Economic projections and analyses are made for workload planning and trust fund monitoring. Actuarial research is conducted for various legislative proposals and study commissions. Consumer information regarding training providers is made available to assist individuals receiving federally funded training services.

**Maine Employment Information Guide:** An interactive inquiry system has been developed that allows users access to the most current labor market and demographic information. The Guide features and lays out information on the labor markets in a user-friendly manner addressing the needs of individuals, employers, and researchers. It is accessible via the Internet on the Division's web site (<http://www.me.gov/labor/lmis/>).

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

**MAINE LABOR RELATIONS BOARD**

**MARC P. AYOTTE, EXECUTIVE DIRECTOR**

*Central Office:* 242 STATE STREET, 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

*FAX:* (207) 287-4416

*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 choosing, and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university, judicial, legislative, and certain 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. 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 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. 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 1981, to judicial department employees in July 1984, to employees of large agricultural employers on September 9, 1997, and to Legislative Branch employees on July 1, 1999.

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

## DEPARTMENT OF LABOR

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 FY2003, 23 voluntary or joint agreements relative to bargaining units were received, up from 19 in the prior fiscal year, demonstrating that organizational efforts have not yet saturated the municipal, educational and state sectors. During FY2003, 15 unit determination or clarification petitions were filed, compared with 14 such filings in FY2002.

There were 11 election requests received by the Board in FY2003. In addition to this, the Board received 3 decertification/certification requests, but no straight decertification election requests. With respect to election activities, there were 22 election requests in all requiring attention during the fiscal year; this compares with 18 requests in FY2002 and 17 in FY2001. In all, Board officials conducted 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 64, compared with 54 last year. There were 23 carry-over matters from the FY2002 filings which required mediation activity in FY2003. 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 FY2003 increased to 83 percent for mediations, including carry-overs, that were concluded in FY2002.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Fact-finding requests increased in FY2003 to 23, up from 14 requests in FY2002. The range in Fiscal Years 1998 through 2002 has been a low of 13 filings in FY2001 to a high of 22 in FY1999.

The Board received 23 prohibited practice complaints in FY2003. This compares to 17 in FY2002, 24 in FY2001, and 24 in FY2000. 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 and contains a search engine and a substantial data base of the Board's decisions. (<http://janus.state.me.us/mlrb/homemlr.htm>)

### 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

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2003:** 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	316,144	267,019	49,125			
HEALTH BENEFITS	75,659	75,659				
RETIREMENTS	46,561	46,561				
OTHER FRINGE BENEFITS	2,648	2,648				
OTHER CONTRACT SERVICES STATE	335		335			
COMPUTER SERVICES STATE	150		150			
OTHER CONTRACT SERVICES	26,887	9,533	17,354			
COMMODITIES	11,362	11,362				
TRANSFER TO OTHER FUNDS	5,508		5,508			
<b>TOTAL EXPENDITURES</b>	<b>485,254</b>	<b>412,782</b>	<b>72,472</b>			

## PANEL OF MEDIATORS

### MARC P. AYOTTE, EXECUTIVE DIRECTOR

*Central Office:* 242 STATE STREET, 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 implement the public policy of the State of Maine of providing 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 ten members on the Panel of Mediators.

#### **PROGRAM:**

This fiscal year, the number of new requests for mediation services increased from the level experienced last year. New mediation requests received during FY2003 numbered 64 (54 last year). In addition, there were 23 matters carried over from FY2002 that required mediation activity in FY2003. Thus, the number of matters filed, pending, and requiring attention in FY2003 reached a total of 86, up from 77 the previous year.

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 83% for matters concluded this year, including those carried forward from FY2002. 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 the absence of request for preventative mediation services. 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, achieving a 96% settlement rate over several years.



## DEPARTMENT OF LABOR

The most difficult issues in Maine public sector negotiations in FY2003 were those having fiscal impact. This shift in emphasis reflects the lack of sufficient fiscal resources to settle collective bargaining agreements this year as a result of weakening in the regional economy, throughout most of the year.

26 MRSA, 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF OCCUPATIONAL SAFETY AND HEALTH

*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 six times in FY2003 to review and propose regulations for adoption and otherwise assist the Bureau's enforcement activities, and held one public hearing.

Compliance officers of the Bureau of Labor Standards Workplace Safety and Health 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.

Legislation passed this year requires the Board to promulgate rules covering the safety and health of students in public school facilities. The Board has initiated a consensus rulemaking process designed to have such rules in place by July 2003.

### **PUBLICATIONS:**

Safety and Health Standards (free)

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF LABOR

**BUREAU OF REHABILITATION SERVICES**

**KATHLEEN BROGAN, DIRECTOR**  
**ARTHUR JACOBSON, ACTING DIRECTOR, DIV. OF VOCATIONAL REHAB.**

*Central Office:* 2 ANTHONY AVENUE, AUGUSTA, ME 04330

*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 624-5980

*Established:* 1994

*Telephone:* (207) 624-5950

*Reference:* Policy Area: 04 ; Umbrella: 12 Unit: 152 ; Citation: T0026 M.R.S.A., Sect. 000001412C

*Average Count--All Positions:* 123.500

*Legislative Count:* 123.50

**PURPOSE:**

The Bureau of Rehabilitation Services administers various state and federal rehabilitation services for people with disabilities. The Bureau provides a comprehensive program of rehabilitation services under the federal Rehabilitation Act and its amendments.

**ORGANIZATION:**

Vocational rehabilitation services originated in 1921 with the creation of the Vocational Rehabilitation Division under the supervision of the State Board of Education. 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 Services 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, moved the Bureau to the Department of Labor.

**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. 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 those services. Those services include diagnosis, vocational planning, physical/mental restoration, 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. 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 Americans With Disabilities Act in state government, and provides for Independent Living services.

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 an emergency, medical, social or legal situations, and identification cards for owners of hearing-ear dogs.

The Division for the Blind and Visually Impaired provides for the prevention of blindness, education services to children ages 0-21 who are blind or visually impaired, administration of vending facilities in public buildings to be operated by individuals who are blind or visually impaired and are licensed by the Division, Independent Living services, and other special services.

Please see sections further describing the Division for the Blind and Visually Impaired and the Division of Deafness under the Bureau of Rehabilitation Services

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2003:** 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	3,829,715	595,179			3,234,536	
HEALTH BENEFITS	1,169,616	185,424			984,192	
RETIREMENTS	496,015	77,016			418,999	
OTHER FRINGE BENEFITS	49,187	8,707			40,480	
OTHER CONTRACT SERVICES STATE	198,742	98,363	355		100,024	
COMPUTER SERVICES STATE	52,299	26,164			26,135	
OTHER CONTRACT SERVICES	479,235	43,856	521		434,858	
RENTS	591,052	9,973			581,079	
COMMODITIES	319,209	134,120	164		184,925	
GRANTS, SUBSIDIES, PENSIONS	17,575,711	10,009,295	106,498		7,459,918	
TRANSFER TO OTHER FUNDS	112,376		19		112,357	
<b>TOTAL EXPENDITURES</b>	<b>24,873,157</b>	<b>11,188,097</b>	<b>107,557</b>		<b>13,577,503</b>	

## MAINE UNEMPLOYMENT INSURANCE COMMISSION

### JOHN B. WLODKOWSKI, ESQUIRE, CHAIR

*Central Office:* 40 FOREST FALLS DRIVE, YARMOUTH, ME 04096-6905

*Mail Address:* 40 FOREST FALLS DRIVE, YARMOUTH, ME 04096-6905 *FAX:* (207) 846-5216

*Established:* 1936

*Telephone:* (207) 846-2000

*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 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 also 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 Governor appoints three members, subject to review by the Joint Standing Committee on 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 adjudicatory hearings, in large part by telephone in response to budgeting constraints. However, when warranted by caseload or complexity, in person hearings were held at CareerCenters in Bangor, Lewiston, and Portland, and at Commission's headquarters in Yarmouth to ensure that claimants and employers were able to pursue their rights to a fair hearing. The Commission's conducting of telephone hearings also allows for timelier 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's processing of higher authority benefit appeals exceeded the Federal timeliness standards.

## DEPARTMENT OF LABOR

The Commission also considered requests for waiver of overpayments pursuant to 26 MRSA, Section 1051(5), held hearings for tax setoffs under 36 MRSA, Section 5276(A), and considered Unemployment Tax Assessment and employer liability appeals. Also, the Commission approved training programs for participation by claimants in accordance with 26 MRSA, Subsection 1192(6) and (6-C). The Commission regularly reviews the Rules Governing the Administration of the Employment Security Law for possible revision. An expanded index for the booklet on Employment Security Law and Rules was prepared.

Looking toward FY2003, the Commission anticipates continuing to improve upon its adjudicatory function and the further refinement of its regulations in several areas.

### **LICENSES:**

None

### **PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 2003:** 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**

TTY: (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, and is an ex officio member of the State Court Library Committee.

**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 TTY, via e-mail, through the mail and in person. The shared URSUS Internet catalog gives access to the Library's collection and supports circulation functions. A computer network in the Library gives public access to Maine statutes and cases, citators, legislative bill status and the Internet. The Library Internet site includes historical tables and lists, as well as legal research links and a guide to frequently-requested Maine laws. To support legislative research the library staff search a variety of bibliographic, legal, scientific, technical and legislative databases.

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 that contain copies of written testimony. The Library staff prepares legislative histories on request and lends compiled histories. The Library participates in state and federal depository programs, receiving documents and providing access to online government information.

The URSUS system also supports new acquisitions and serials control. The Internet catalog shows items that are on order and issues that have been received for serials such as court reports, codes, journals and updates to topical works. Also accessible through URSUS is the Maine Union List of Serials, a listing of journal, magazine and newspaper subscriptions received.

**PUBLICATIONS:**

\*INTERNET SITE - <http://www.state.me.us/legis/lawlib/>

\*LLRL: Law and Legislative Reference Library, a brochure describing Library resources and services, available on request.

\*Selected New Resources at the Law Library, a list of recent acquisitions

\*Divorce and Domestic Relations, a bibliography of resources for nonlawyers (updated this year)

# LAW AND LEGISLATIVE REFERENCE LIBRARY

**FINANCES, FISCAL YEAR 2003:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS 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	745,714	745,714				
HEALTH BENEFITS	158,913	158,913				
RETIREMENTS	96,495	96,495				
OTHER FRINGE BENEFITS	7,943	7,943				
OTHER CONTRACT SERVICES STATE	980	980				
OTHER CONTRACT SERVICES	315,801	315,801				
RENTS	7	7				
COMMODITIES	17,799	17,799				
<b>TOTAL EXPENDITURES</b>	<b>1,343,652</b>	<b>1,343,652</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	745,714	745,714				
HEALTH BENEFITS	158,913	158,913				
RETIREMENTS	96,495	96,495				
OTHER FRINGE BENEFITS	7,943	7,943				
OTHER CONTRACT SERVICES STATE	980	980				
OTHER CONTRACT SERVICES	315,801	315,801				
RENTS	7	7				
COMMODITIES	17,799	17,799				
<b>TOTAL EXPENDITURES</b>	<b>1,343,652</b>	<b>1,343,652</b>				

## LEGISLATURE

### LEGISLATURE

#### **BEVERLY C. DAGGETT, PRESIDENT OF THE SENATE PATRICK COLWELL, SPEAKER OF THE HOUSE**

*Central Office:* STATE HOUSE, AUGUSTA, ME,  
*Mail Address:* 3 STATE HOUSE STATION, AUGUSTA, ME, 04333-0003

*Established:* 1820

*Reference:* Policy Area:00 ; Umbrella: 30 Unit: 260 ; Citation: C0004 M.R.S.A., Sect. 001-00001

*Average Count--All Positions:* 186.954

*Telephone:* (207) 287-1615

*Legislative Count:* 147.50

#### **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

#### **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 by the Constitution of Maine, by Maine Statutes, and by legislative rules. 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 121st Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 121st Legislature are: Agriculture, Conservation and Forestry; Appropriations and Financial Affairs; Business, Research and Economic Development; Criminal Justice and Public Safety; Education and Cultural Affairs; Health and Human Services; Inland Fisheries and Wildlife; Insurance and Financial Services; Judiciary; Labor; Legal and Veterans' Affairs; Marine Resources; Natural Resources; State and Local Government; Taxation; Transportation; Utilities and Energy.

#### **PROGRAM:**

The First Regular Session of the 121st Legislature was convened on December 4, 2002 and adjourned sine die on June 14, 2003.

In the First Regular Session, the Legislature considered 1,635 legislative instruments, including bills, resolves and constitutional resolutions. 538 bills and 98 Resolves were chaptered into law. Two bills enacted by the Legislature have not yet been signed by the Governor. The Governor vetoed 2 bills, which were sustained by the Legislature. Pursuant to Joint Order, 164 items before the Legislature were held over to the Second Regular Session.

#### **PUBLICATIONS:**

- \*INTERNET SITE - <http://www.state.me.us/legis/>
- \*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 photos.
- \*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.
- \*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)
- \*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - Summary of the Legislature's action on all legislative documents considered during legislative session. Compiled by the Legislative Information Office. Available free of

# LEGISLATURE

charge.

**FINANCES, FISCAL YEAR 2003:** 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	10,483,830	10,481,630	2,200			
HEALTH BENEFITS	3,461,023	3,461,023				
RETIREMENTS	1,099,382	1,099,382				
OTHER FRINGE BENEFITS	140,044	140,044				
OTHER CONTRACT SERVICES STATE	1,309,030	1,086,252	222,778			
OTHER CONTRACT SERVICES	3,227,619	3,218,938	8,681			
RENTS	56,618	56,392	226			
COMMODITIES	1,036,748	1,036,748				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	37,913	37,913				
INTEREST-DEBT RETIREMENT	367	367				
TRANSFER TO OTHER FUNDS	7,663		7,663			
<b>TOTAL EXPENDITURES</b>	<b>21,059,502</b>	<b>20,817,954</b>	<b>241,548</b>			



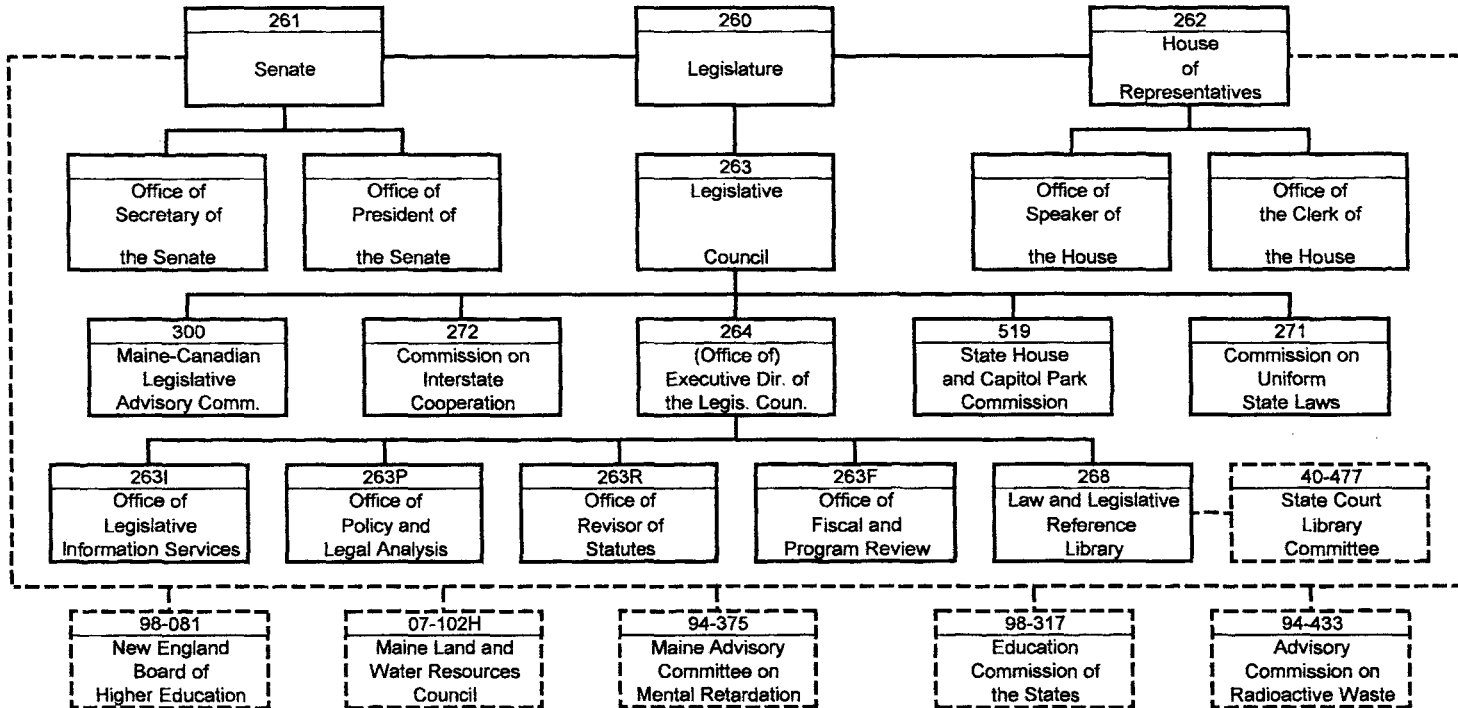


**Beverly C. Daggett**  
*President of the Senate*

**Patrick Colwell**  
*Speaker of the House  
of Representatives*



# ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



## LEGISLATURE

### SENATE

#### **BEVERLY C. DAGGETT, 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:* 1820

*Telephone:* (207) 287-1540

*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 purpose of raising revenue. It may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce new raising of revenue.

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 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 (formerly confirmed by the Executive Council). Article IV, Part Second, Section 7, empowers the Senate to try all impeachments.

#### **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 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 2003, the Maine Supreme Judicial Court apportioned the Senate.

The Senate elects a President, who presides over all its proceedings; a Secretary and Assistant Secretary, who serve as chief administrative officers. The major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 M.R.S.A., Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer. The first woman in Maine legislative history was elected to serve as Senate President by the 121st Maine Senate.

#### **PROGRAM:**

The Second Confirmation Session of the 120th Maine Legislature convened on Thursday, October 3, 2002. During this session, the Senate considered 65 Gubernatorial Nominations. The Senate convened its First Special Session of the 120th Maine Legislature on Wednesday, November 13, 2002. During this session, the Senate considered 1 Legislative Document, 1 Senate-sponsored Joint Resolution and 7 Gubernatorial Nominations. Senators submitted a total of 8 proposed amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate.

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 121st Maine Legislature convened on Wednesday, December 4, 2002. There were 1,635 Legislative Documents, 43 Senate-sponsored Joint Orders, 23 Senate-sponsored Joint Resolutions and 38 Gubernatorial Nominations considered. The Senators submitted 316 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 4:17 a.m. on Saturday, June 14, 2003, after meeting a total of 71 legislative days.

## LEGISLATURE

The Second Regular Session of the 121st Maine Legislature will convene on Wednesday, January 7, 2004.

### **PUBLICATIONS:**

- \*SENATE INTERNET SITE - <http://www.state.me.us/legis/senate/> (most information below is also available at the Legislature web site).
- \*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).
- \*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").

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## HOUSE OF REPRESENTATIVES

**PATRICK COLWELL, SPEAKER OF THE HOUSE**  
**MILLICENT M. MACFARLAND, CLERK OF THE HOUSE**

*Central Office:* STATE HOUSE, AUGUSTA, ME 04333

*Mail Address:* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

*Established:* 1820

*Telephone:* (207) 287-1400

*Reference: Policy Area:00 ; Umbrella: ; 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.

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 House Rules (Rule 104) the leadership of the House is permitted to hire its own assistants.

### **PROGRAM:**

The House convened its first regular session of the 121st Maine Legislature on Wednesday, December 4, 2002. During the first regular session, 1,635 Legislative Documents, 34 House Orders, 37 House-sponsored Joint Orders and 25 House-sponsored Joint Resolutions were considered. House members submitted 600 amendments to the Clerk for reproduction. The House adjourned "sine die" (without day) on Saturday, June 14, 2003 at 3:55 a.m., after meeting for 70

## LEGISLATURE

legislative days.

The second regular session of the 121st Maine Legislature will be convened on Wednesday, January 7, 2004.

### **PUBLICATIONS:**

\*HOUSE INTERNET SITE - <http://janus.state.me.us/legis/house>  
\*HOUSE ADVANCE JOURNAL AND CALENDAR-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 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## LEGISLATIVE COUNCIL

**BEVERLY C. DAGGETT, CHAIR**  
**DAVID E. BOULTER, EXECUTIVE DIRECTOR**

*Central Office:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115  
*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621  
*Established:* 1973 *Telephone:* (207) 287-1615  
*Reference: Policy Area:* 00 ; *Umbrella:* 3Q *Unit:* 263 ; *Citation:* T0003 *M.R.S.A., Sect.* 000000161  
*Average Count--All Positions:* 185.954 *Legislative Count:* 146.50

### **PURPOSE:**

The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in statute (3 MRSA Section 162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. They 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 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 the House and the Democratic and Republican Floor Leaders and Democratic and Republican Assistant Floor Leaders for 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 Council chair alternates every two years between the House and the Senate. Any action by the Legislative Council requires the affirmative votes of a majority

## LEGISLATURE

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 2003:** 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
EXPENDITURES						
SALARIES & WAGES	10,483,830	10,481,630	2,200			
HEALTH BENEFITS	3,461,023	3,461,023				
RETIREMENTS	1,099,382	1,099,382				
OTHER FRINGE BENEFITS	140,044	140,044				
OTHER CONTRACT SERVICES STATE	1,284,864	1,066,944	217,920			
OTHER CONTRACT SERVICES	3,004,275	2,995,594	8,681			
RENTS	56,618	56,392	226			
COMMODITIES	991,496	991,496				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	37,913	37,913				
INTEREST-DEBT RETIREMENT	367	367				
TRANSFER TO OTHER FUNDS	7,663		7,663			
TOTAL EXPENDITURES	20,766,740	20,530,050	236,690			

## (OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

### DAVID E. BOULTER, EXECUTIVE DIRECTOR

*Central Office:* STATE HOUSE, AUGUSTA, ME

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 FAX: (207) 287-1621

*Established:* Telephone: (207) 287-1615

*Reference:* Policy Area: 00 ; Umbrella: 30 Unit: 264 ; Citation: T0003 M.R.S.A., Sect. 000000162

### PURPOSE:

The statutory functions of the Executive Director include directing the activities of the nonpartisan staff offices pursuant to policy established by the Legislative Council; 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, all legislative payroll, accounting and budgeting and facilities planning and management. 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## LEGISLATURE

### OFFICE OF FISCAL AND PROGRAM REVIEW

#### GRANT T. PENNOYER, DIRECTOR

*Central Office:* STATE HOUSE - ROOM 226, AUGUSTA, ME 04333-0005

*Mail Address:* 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005 *FAX:* (207) 287-6469

*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 finances and operation of State Government. The Office prepares general fiscal background materials and monitors agency financial status, including transfers of funds. The Office analyzes the Governor's budget and all other appropriation requests. The Office reviews all bills and amendments for their fiscal impact and provides projections of revenue and expenditures.

The Office provides staff support to the Joint Standing Committee on Appropriations and Financial Affairs, Joint Standing Committee on Taxation, the Joint Standing Committee on Transportation for its review of the Highway Fund and other legislative committees as assigned. The Office also provides fiscal research upon request from legislators, legislative committees and commissions. The Office also represents the Legislature on the Revenue Forecasting Committee established in law (5 MRSA, section 1710-E) to provide policy makers with revenue projections.

#### **ORGANIZATION:**

The Office of Fiscal and Program Review is one of several nonpartisan offices operating under the direction of the Legislative Council and its Executive Director. The Office has a staff of 11 (10 full-time and one part-time), including an office director who is appointed by the Legislative Council for a 3-year term.

#### **PUBLICATIONS:**

\*INTERNET SITE - <http://www.state.me.us/legis/ofpr/>

"Compendium of State Fiscal Information", (Updated annually; Free; available upon request).

"Summary of Major State Funding Disbursed to Municipalities and Counties", (Updated annually; Free; available upon request).

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### OFFICE OF POLICY AND LEGAL ANALYSIS

#### DAVID C. ELLIOTT, DIRECTOR

*Central Office:* 2ND FLOOR, CROSS BLDG, RM 215, 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 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 the Revisor of Statutes in drafting initial bills for introduction into each

## LEGISLATURE

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. Study reports are available on the office Web site. 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 24, 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 2002.

"Enacted Law Digest," 121st Legislature, 1st Regular Session, July 2003.

"A Summary of Legislation considered by the Joint Standing Committees of the Legislature," 121st Legislature; 1st Regular Session, July 2003.

"OPLA Notes", Nonpartisan Quarterly Newsletter

\*INTERNET SITE - <http://www.maine.gov/legis/opla>

**FINANCES, FISCAL YEAR 2003:** 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: 30 Unit: 263R; Citation: T0003 M.R.S.A., Sect. 000000161

### PURPOSE:

The Office of the Revisor of Statutes was originally created by Public Law 1928, c. 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 maintenance of the statutes and the Constitution of Maine. 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.

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.



## LEGISLATURE

The office may be contacted via e-mail: [revisor.office@state.me.us](mailto:revisor.office@state.me.us)

### **PUBLICATIONS:**

\*INTERNET SITE - <http://janus.state.me.us/legis/ros/>

"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, [janus.state.me.us/legis/ros/publications.htm](http://janus.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 from the 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 2003:** 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 must be fluent in the French language.

Members serve without compensation.

### **PROGRAM:**

The Maine-Canadian Legislative Advisory Commission continues to encourage and support economic, cultural and educational exchanges between Maine and the Canadian provinces, including Franco-American Day activities.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## LEGISLATURE

### STATE HOUSE AND CAPITOL PARK COMMISSION

**DAVID E. BOULTER, EXECUTIVE DIRECTOR**  
**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 *FAX:* (207) 287-1621

*Established:* 1988

*Telephone:* (207) 287-1615

*Reference:* Policy Area: 00 ; Umbrella: 30 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 continues to oversee the implementation of the master plan for renovation, repair and restoration projects in the State House and in Capitol Park.

The complete project has involved a general upgrade of all systems including: replacement of all exterior windows and reconditioning of wood frames; installation of mechanical and electrical systems including a sprinkler system; upgrade of electrical systems, heating, ventilation and air conditioning in a manner that both achieves compliance with all relevant codes and preserves the historical and architectural character of the building; renovation of all bathrooms and relocation of the women's bathroom on the first floor; and installation of security devices in selected locations.

Selected areas, including the Senate and House Chambers, have been refinished and refurnished in a manner that is consistent with U.S. Department of Interior Standards for Historic Restoration. Some areas have been retrofitted for new uses in an effort to improve the use of space in the building overall, all rooms have been completely refurbished in a manner that is consistent with their assigned use. This work has been funded primarily through the Maine Governmental Facilities Authority.

**FINANCES, FISCAL YEAR 2003:** 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	24,166	19,308	4,858			
OTHER CONTRACT SERVICES	40,812	40,812				
COMMODITIES	45,252	45,252				
<b>TOTAL EXPENDITURES</b>	110,230	105,372	4,858			

## LEGISLATURE

### COMMISSION ON INTERSTATE COOPERATION

#### DAVID E. BOULTER, EXECUTIVE DIRECTOR

*Central Office:* STATE HOUSE, AUGUSTA, ME

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX:* (207) 287-1621

*Established:* 1939

*Telephone:* (207) 287-1615

*Reference:* Policy Area:00 ; Umbrella: 3Q Unit: 272 ; Citation: T0003 M.R.S.A., Sect. 000000201

#### PURPOSE:

The Commission on Interstate Cooperation was 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 itself was repealed by Public Law 2001, Chapter 352, effective September 21, 2001.

#### PROGRAM:

This program includes Maine's annual dues to two national organizations that serve as clearinghouses for information on State programs of national and international interest: the Council of State Governments and the National Conference of State Legislatures. The Council of State Governments provides a network for identifying and sharing ideas with state leaders and monitors activities in the federal government and their impact on state issues and programs. The National Conference of State Legislatures is 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 2003:** 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	164,166	164,166				
TOTAL EXPENDITURES	164,166	164,166				

### COMMISSION ON UNIFORM STATE LAWS

#### ROBERT C. ROBINSON, CHAIRPERSON

*Central Office:* 12 PORTLAND PIER, PORTLAND, ME 04112

*Mail Address:* P O BOX 568, PORTLAND, ME 04112

*Established:* 1955

*FAX:* (207) 772-6565

*Telephone:* (201) 772-6565

*Reference:* Policy Area:00 ; Umbrella: 3Q 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.

#### 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

## LEGISLATURE

developed and adopted by the Conference which have great value to the several states, and are among the 59 Uniform Acts adopted by the State of Maine in the last century.

The Commission, like its counterparts in other states, works through appropriate legislative committees of the Maine Bar Association and others, having an interest in the particular uniform act 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 any given Uniform Act.

### **PUBLICATIONS:**

Copies of any of the Uniform or Model Acts are available upon request.

**FINANCES, FISCAL YEAR 2003:** 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	18,366	18,366				
<b>TOTAL EXPENDITURES</b>	18,366	18,366				

## 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 2003, the Office of Legislative Information Services, under the direction of the Executive Director of the Legislative Council, implemented improvements to the State House Security System. Upgrades to legislative data backup systems were made. A project was started to provide secure remote access.

A project to reduce the cost of legislative access to the Internet while improving performance was completed. A new unique legislative e-mail address was implemented.

Implementation of the new bill drafting system continued during the period. Systems operations also continued to focus on providing reliable systems performance during the legislative session.

## LEGISLATURE

### **PUBLICATIONS:**

\*INTERNET SITE - <http://www.state.me.us/legis/lis/>

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF MARINE RESOURCES

**DEPARTMENT OF MARINE RESOURCES**

**GEORGE D. LAPOINTE, COMMISSIONER**  
**GILBERT BILODEAU, DIRECTOR**

*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:* 172.500

*Units:*

*DIVISION OF ADMINISTRATIVE SERVICES*

*ADVISORY COUNCIL (TO MARINE RESOURCES)*

*DIVISION OF COMMUNITY RESOURCE DEVELOPMENT*

*BUREAU OF MARINE PATROL*

*BUREAU OF RESOURCE MANAGEMENT*

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*M.R.S.A., Sect.* 000006021

*Legislative Count:* 166.00

**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 Commission.

**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. Advisory councils are established by statute for the Lobster, Scallop, Sea Urchin and Recreational Fisheries. In addition, seven lobster policy management councils (Zones) are established with authority to hold referendum regarding lobster fishing regulations.

**PROGRAM:**

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; this places additional strain on 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

Significant fisheries management issues have occupied large amounts of time by the commissioner and staff involving both the New England Fisheries Management Council and the Atlantic States Marine Fisheries Commission. The fisheries involved include: lobster, herring, groundfish, shrimp, striped bass, menhaden, herring, scallops, mahogany quahogs, and others. The scallop and groundfish plans as put forth by the New England council have caused significant concern with regard to the impact they would have on Maine's fishing fleet. Much energy has gone into guiding the process so that both fisheries management objectives and maintenance of the fleet could be attained. There will be continued demands on agency time to participate in development of federal and interjurisdictional fisheries management plans. The Department has specific regulation authority to place immediate restrictions on emerging new fisheries. The Department gathers both commercial and recreation fishery landings statistics.

Aquaculture continues to grow and is now a significant component of the fisheries contribution to the state's economy. Most of the finfish development is concentrated in the eastern portion of the state in the Cobscook Bay area. Shellfish is more evenly distributed with significant concentration in the Damariscotta River area. Nori, which is a variety of seaweed, is being grown in the Cobscook Bay area. This points out that as the industry develops new techniques, opportunities for economic growth of the industry will continue. For the second year in a row, Maine had the highest landings (in value and pounds) for seafood in the Northeast--a reflection of its diverse fisheries.

**FINANCES, FISCAL YEAR 2003:** 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 MARINE RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,697,145	4,823,980	945,245		927,920	
HEALTH BENEFITS	2,092,555	1,498,759	315,150		278,646	
RETIREMENTS	1,062,908	822,140	125,369		115,399	
OTHER FRINGE BENEFITS	104,883	76,507	14,683		13,693	
OTHER CONTRACT SERVICES STATE	1,043,491	171,862	598,668		272,961	
COMPUTER SERVICES STATE	19,868	18,818	600		450	
OTHER CONTRACT SERVICES	914,014	586,780	223,296		103,938	
RENTS	648,944	555,228	57,897		35,819	
COMMODITIES	1,588,146	976,932	473,218		137,996	
GRANTS, SUBSIDIES, PENSIONS	2,875,900	17,595	250,823		2,607,482	
BUILDING IMPROVEMENTS	5,078	5,078				
EQUIPMENT	389,726	216,962	157,664		15,100	
INTEREST-DEBT RETIREMENT	423	353	2		68	
TRANSFER TO OTHER FUNDS	118,784		73,446		45,338	
<b>TOTAL EXPENDITURES</b>	<b>17,561,865</b>	<b>9,770,994</b>	<b>3,236,061</b>		<b>4,554,810</b>	

## DIVISION OF ADMINISTRATIVE SERVICES

### GILBERT M. BILODEAU, DIRECTOR

*Central Office:* BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024

*Established:* 1978

*Reference:* Policy Area:01 ; Umbrella: 13 Unit: 188A; Citation: T0012 *M.R.S.A., Sect.* 000006021

*Average Count--All Positions:* 26.500

*Legislative Count:* 26.50

#### PURPOSE:

The Division of Administrative Services was established to perform the administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal

## DEPARTMENT OF MARINE RESOURCES

waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately thirty-seven types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, statistics on landings, management, special information and federal/state programs.

Duties include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; collective bargaining matters, preparation and allocation of the biennial budget and work programs, contracts, and actions taken on personnel matters; statistics; information technology; contact with central service agencies; and providing timely information to management with regard to all administrative matters.

### ORGANIZATION:

The Division of Administrative Services, established through the authority vested in the Commissioner of Marine Resources, consists of four sections: Personnel, Licensing, Information Services, and Financial Services.

The Division provides service to the Department in finance, personnel, equipment, purchasing, processing of license applications and revenues and assists in the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings & aquaculture leases. Liaison with the New England Fishery Management Council is provided by Division personnel. The Licensing section handles license sales, receptions, statistics, information processing, and inquiries from the public. The Division administers the state's financial records of the Atlantic States Marine Fisheries Commission and provides liaison with the Legislature and various types of communications for the marine fishing industry.

### PROGRAM:

The Division of Administrative Services carries out directives of the Commissioner of Marine Resources in performing his/her statutory responsibilities, complying with all state and federal laws and regulations concerning administrative matters. The Division provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing strategic plans, and manages all budgetary, fiscal, licensure, human resource and information technology processes of the Department.

**FINANCES, FISCAL YEAR 2003:** 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	1,084,180	818,486	139,215		126,479	
HEALTH BENEFITS	311,693	217,017	52,623		42,053	
RETIREMENTS	143,001	109,513	17,981		15,507	
OTHER FRINGE BENEFITS	18,482	13,717	2,487		2,278	
OTHER CONTRACT SERVICES STATE	21,587	6,587	15,000			
COMPUTER SERVICES STATE	1,140	1,140				
OTHER CONTRACT SERVICES	126,073	90,883	17,442		17,748	
RENTS	16,025	10,902	4,676		447	
COMMODITIES	610,722	482,990	84,773		42,959	
GRANTS, SUBSIDIES, PENSIONS	2,656	250			2,406	
EQUIPMENT	69,647	69,647				
INTEREST-DEBT RETIREMENT	123	55			68	
TRANSFER TO OTHER FUNDS	13,422		8,165		5,257	
<b>TOTAL EXPENDITURES</b>	<b>2,418,751</b>	<b>1,821,187</b>	<b>342,362</b>		<b>255,202</b>	



DEPARTMENT OF MARINE RESOURCES

**ADVISORY COUNCIL (TO MARINE RESOURCES)**

**BLAIR PYNE, CHAIR**

*Central Office:* BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1947

*Reference: Policy Area:* 01 ; *Umbrella:* 13 *Unit:* 190 ; *Citation:* T0012 *M.R.S.A., Sect.* 000006024

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

**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.

**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. The Advisory Council is appointed by the Governor and confirmed by the Legislature. It consists of commercial harvesters and dealers, a public member, an aquaculture member and the chairs of the Lobster and Recreation Fisheries Advisory Councils.

**PROGRAM:**

The Council meets monthly 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 performs specific duties established by law, including advice and consent on regulatory actions.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**DIVISION OF COMMUNITY RESOURCE DEVELOPMENT**

**DAVID ETNIER, DEPUTY COMMISSIONER**

*Central Office:* BAKER BLDG, 98 WINTHROP ST, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1957

*Reference: Policy Area:* 01 ; *Umbrella:* 13 *Unit:* 188D; *Citation:* T0012 *M.R.S.A., Sect.* 000006051

*Average Count--All Positions:* 9.000

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*Legislative Count:* 9.00

**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 an Area Manager (who works closely with the fishing industry), the Watershed Management group (which works with shellfish management and permit reviews), the marketing program and an aquaculture policy advisor.

**PROGRAM:**

**AREA MANAGER:** An Area Manager works 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 conflicts and to take advantage of the

## DEPARTMENT OF MARINE RESOURCES

opportunities. The area manager is poised to get department assistance in the form of expertise from throughout the agency in order to deal with any particular issue.

**WATERSHED MANAGEMENT:** Most of the effort in this group is spent with municipalities that are involved in municipal shellfish management programs. Approximately 74 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.

**DEVELOPMENT PROGRAM:** The goal of this program is to support Maine's fishing harvesting, distribution and processing industries. This is accomplished in a number of ways appropriate to state government. Direct assistance to buyers and sellers is given by answering questions, sending materials, and advising individual businesses on funding, marketing and policy issues. Infrastructure development is accomplished by initiating projects such as the Maine Seafood Industry web site and arranging display space for small seafood processors at the Boston Seafood Show. Development research is conducted to provide public information about economic impacts, market trends, industry structure and financial needs of the seafood industry. Economic development advocacy and policy is carried out through working internally with DMR staff and collaboratively with the State Planning Office, DECD, Economic Development Districts and other state and local agencies.

### **PUBLICATIONS:**

Visit a web page developed by the Department: [www.maine seafood.org](http://www.maine seafood.org)

**FINANCES, FISCAL YEAR 2003:** 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	HIIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	388,943	315,838	73,105			
HEALTH BENEFITS	120,221	95,194	25,027			
RETIREMENTS	53,112	43,652	9,460			
OTHER FRINGE BENEFITS	3,804	2,803	1,001			
OTHER CONTRACT SERVICES STATE	41,813		41,813			
COMPUTER SERVICES STATE	275	275				
OTHER CONTRACT SERVICES	21,865	21,227	638			
RENTS	16,345	16,314	31			
COMMODITIES	16,823	11,241	5,582			
GRANTS, SUBSIDIES, PENSIONS	15,000	15,000				
INTEREST-DEBT RETIREMENT	38	38				
TRANSFER TO OTHER FUNDS	3,765		3,765			
<b>TOTAL EXPENDITURES</b>	<b>682,004</b>	<b>521,582</b>	<b>160,422</b>			

## **BUREAU OF MARINE PATROL**

**JOSEPH FESSENDEN, CHIEF**  
**JOHN FETTERMAN, DEPUTY CHIEF**

*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:* 57.000

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*M.R.S.A., Sect.* 000006025

*Legislative Count:* 57.00

### **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

## DEPARTMENT OF MARINE RESOURCES

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 Warden 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.

Division 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, federal regulations under a joint enforcement agreement, homeland security, 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.

During fiscal year 2003, Bureau of Marine Patrol personnel patrolled 850,994 miles in vehicles and spent 17,775 hours on patrol boats. Patrol Officers received 997 complaints and encountered 935 violations along with 2,878 warnings of Marine Resources laws, boat laws, and related criminal laws.

### 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.

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
SALARIES & WAGES	2,142,181	1,893,609	188,303		60,269	
HEALTH BENEFITS	691,491	615,940	56,004		19,547	
RETIREMENTS	472,565	432,918	29,289		10,358	
OTHER FRINGE BENEFITS	44,985	39,195	4,424		1,366	
OTHER CONTRACT SERVICES STATE	8,930	4,635	4,155		140	
COMPUTER SERVICES STATE	9,440	9,440				
OTHER CONTRACT SERVICES	268,170	148,130	113,832		6,208	
RENTS	367,820	332,401	28,373		7,046	
COMMODITIES	443,459	82,154	344,641		16,664	
GRANTS, SUBSIDIES, PENSIONS	44,851		44,851			
EQUIPMENT	249,575	91,911	157,664			
INTEREST-DEBT RETIREMENT	30	29	1			
TRANSFER TO OTHER FUNDS	21,400		18,478		2,922	
TOTAL EXPENDITURES	4,764,897	3,650,362	990,015		124,520	

## 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: 80.000

FAX: (207) 633-9579

Telephone: (207) 633-9500

M.R.S.A., Sect. 000006021

Legislative Count: 73.50

## DEPARTMENT OF MARINE RESOURCES

### **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 and monitoring of marine resources and the marine environment, 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, monitoring of finfish aquaculture operations, oil spill response activities, restoration activities for anadromous fish resources in Maine rivers, commercial and recreational fishery monitoring, and marine education programs.

The Bureau of Resource Management 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, American eel, horseshoe crab, and winter flounder through the Atlantic States Marine Fisheries Commission. The Bureau participates in the Atlantic Coastal Cooperative Statistics Program, a coast wide initiative to improve the collection of commercial and recreational statistics. Scientific staff participates in data collection, stock assessment, and management plan development for groundfish, sea scallops, ocean quahogs, Atlantic herring, and American lobster that are managed by the New England and Mid-Atlantic Fishery Management Councils and National Marine Fisheries Service.

### **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 is comprised of five divisions: Biological Monitoring and Assessment, Ecology, Marine Education, Public Health, and Stock Enhancement. The fishery laboratory at McKown Point, a peninsula in Boothbay Harbor and home to a large and productive fishing industry at the turn of the 20th century, 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. A microbiological/biotoxin laboratory, located at Lamorne State Park, serves the eastern section of the coast.

In 2003 the Biological Monitoring and Assessment Division collected resource information for assessment and management of American lobster, Atlantic herring, northern shrimp, green sea urchin, ocean quahog, sea scallop, and sea cucumber. 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 and utilized in stock assessments and management decisions. Commercial landings data were collected from seafood dealers and provided to the National Marine Fisheries Service. Cooperative research was conducted with the fishing industry and other scientists to reduce bycatch in the northern shrimp and whiting fisheries; examine relationships between environmental factors and northern shrimp distribution; implement a fishery for rock crab; and tag halibut, Atlantic herring, and Gulf of Maine cod.

The Ecology Division conducted the third year of a spring and fall survey of marine resources along the coasts of Maine and New Hampshire; a study to characterize the distribution of juvenile fish and their habitats in Maine's coastal waters; a study on the impacts of dragging in Taunton Bay; aquaculture site reviews and monitoring; a peer review of the Finfish Aquaculture Monitoring Program; a volunteer-assisted horseshoe crab survey; and monitoring of seaweed harvesting. The Marine Recreational Fishery Statistics Survey and the Large Pelagics Survey sampled saltwater angler catches along the coast. Atmospheric and oceanographic data collection continued in Boothbay Harbor and eelgrass mapping continued to assess dragging impacts and look at change.

## DEPARTMENT OF MARINE RESOURCES

### PROGRAM:

The Stock Enhancement Division conducted surveys to evaluate spawning success of American shad, alewife, and striped bass; fishway operation and maintenance; stocking of American shad and alewives; review of hydropower projects and activities that could impact anadromous fish resources; elver monitoring; and provided technical assistance to municipalities with alewife fisheries. Fish passage projects were completed including removal of the Smelt Hill Dam on the Presumpscot River and the Guilford Dam on the Sebasticook River, and the Sebasticook Lake Outlet Fish Passage Project.

The Public Health Division evaluate shellfish growing areas and conducts a wholesale dealer evaluation and certification program to protect public health under the National Shellfish Sanitation Program. Water quality from shellfish growing areas was monitored and staff continued to identify pollution sources that may be corrected in order to increase the amount of shellfish-producing areas open to harvesting. Biotxin sampling was conducted to monitor the occurrence of Paralytic Shellfish Poisoning from "Red Tides" and close shellfish harvest areas as necessary to protect public health. Phytoplankton monitoring by volunteers continued to monitor the presence of toxin-producing algae.

The Marine Education Division operated the public aquarium at the West Boothbay Harbor laboratory from Memorial Day weekend through Columbus Day to provide visitors with the opportunity to learn about Maine's marine resources. Education programs focused on teacher workshops and coordination of the Officer SALTY program in which Marine Patrol officers teach marine science and conservation in elementary schools. The Burnt Island Living Lighthouse Program was officially opened with a dedication ceremony that included the Governor and his family and over 300 guests.

**FINANCES, FISCAL YEAR 2003:** 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,081,841	1,796,047	544,622		741,172	
HEALTH BENEFITS	969,150	570,608	181,496		217,046	
RETIREMENTS	394,230	236,057	68,639		89,534	
OTHER FRINGE BENEFITS	37,612	20,792	6,771		10,049	
OTHER CONTRACT SERVICES STATE	971,161	160,640	537,700		272,821	
COMPUTER SERVICES STATE	9,013	7,963	600		450	
OTHER CONTRACT SERVICES	497,906	326,540	91,384		79,982	
RENTS	248,754	195,611	24,817		28,326	
COMMODITIES	517,142	400,547	38,222		78,373	
GRANTS, SUBSIDIES, PENSIONS	2,813,393	2,345	205,972		2,605,076	
BUILDING IMPROVEMENTS	5,078	5,078				
EQUIPMENT	70,504	55,404			15,100	
INTEREST-DEBT RETIREMENT	232	231	1			
TRANSFER TO OTHER FUNDS	80,197		43,038		37,159	
<b>TOTAL EXPENDITURES</b>	<b>9,696,213</b>	<b>3,777,863</b>	<b>1,743,262</b>		<b>4,175,088</b>	

## MAINE MARITIME ACADEMY

### MAINE MARITIME ACADEMY

#### LEONARD H. TYLER, JR., PRESIDENT

*Central Office:* ,CASTINE, ME, 04420

*Mail Address:* ,CASTINE, ME, 04420

*Established:* 1941

*Reference: Policy Area:02 ; Umbrella: 75 Unit: 370 ; Citation: S1941*

*FAX:* (207) 326-2218

*Telephone:* (207) 326-4311

*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 the 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 740 students. Students from the State of Maine typically represent about two thirds of this total. Over 95 percent of the year's graduating class is now professionally employed in a wide range of marine and non-marine related professions.

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. Additional majors are Marine Transportation Operations, Small Vessel Operations, International Business and Logistics and Marine Sciences. The Academy has also instituted a program which will enable graduates in certain majors to earn certification as teachers of science and mathematics in Maine.

The Academy also owns and operates the historic Arctic schooner Bowdoin. She provides training for students leading to an auxilliary 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, aquaculture, and environmental protection.

# MAINE MARITIME ACADEMY

## 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 2003:** 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	<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	7,506,379	7,506,379				
<b>TOTAL EXPENDITURES</b>	7,506,379	7,506,379				

MAINE MARITIME ACADEMY	<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	7,506,379	7,506,379				
<b>TOTAL EXPENDITURES</b>	7,506,379	7,506,379				

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

**ROBERT E. MURRAY JR, COMMISSIONER**

TTY: (207) 624-8563

Central Office: GARDINER ANNEX, GARDINER, ME, 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1973

Reference: Policy Area: 01 ; Umbrella: 02 Unit: 027 ; Citation: T0010

Average Count--All Positions: 224.708

Units:

DIVISION OF ADMINISTRATIVE SERVICES

BUREAU OF FINANCIAL INSTITUTIONS

OFFICE OF CONSUMER CREDIT REGULATION

BOARD OF DENTAL EXAMINERS

STATE BOARD OF REGISTRATION FOR PROFESSIONAL

ENGINEERS

BUREAU OF INSURANCE

OFFICE OF LICENSING AND REGISTRATION

BOARD OF LICENSURE IN MEDICINE

STATE BOARD OF NURSING

STATE BOARD OF OPTOMETRY

BOARD OF OSTEOPATHIC LICENSURE

OFFICE OF SECURITIES

FAX: (207) 624-8595

Telephone: (207) 624-8500

M.R.S.A., Sect. 000008001

Legislative Count: 223.50

**PURPOSE:**

The Department serves the public by examining and overseeing state-chartered financial institutions, regulating bank holding companies, regulating insurance companies and producers, 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.MaineBusinessReg.org>

**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, and the Real Estate Commission. 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. In 1987 the name of the Department was changed to Professional and Financial Regulation.

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 Department consists of 6 agencies: The Commissioner's Office, the Bureau of Financial Institutions (formerly the Bureau of Banking), the Bureau of Insurance, the Office of Consumer Credit Regulation, the Office of Licensing and Registration and the Maine Office of Securities. Six professional licensing boards are also affiliated with the Department: Board of Licensure in Medicine, State Board of Nursing, Board of Dental Examiners, State Board of Registration of Professional Engineers, State Board of Optometry and Board of Osteopathic Licensure.



## DEPARTMENT OF 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 policy and 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.MaineBusinessReg.org>

### LICENSES:

See individual agencies.

### PUBLICATIONS:

See reports of component units.

**FINANCES, FISCAL YEAR 2003:** 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	8,732,506		8,732,506			
HEALTH BENEFITS	2,349,302		2,349,302			
RETIREMENTS	1,129,716		1,129,716			
OTHER FRINGE BENEFITS	119,329		119,329			
OTHER CONTRACT SERVICES STATE	1,008,940		1,008,940			
COMPUTER SERVICES STATE	855,418		855,418			
OTHER CONTRACT SERVICES	1,365,690		1,365,690			
RENTS	824,798		824,798			
COMMODITIES	1,612,394		1,612,394			
GRANTS, SUBSIDIES, PENSIONS	59,125		59,125			
EQUIPMENT	100,846		100,846			
TRANSFER TO OTHER FUNDS	142,160		142,160			
<b>TOTAL EXPENDITURES</b>	<b>18,300,224</b>		<b>18,300,224</b>			

## DIVISION OF ADMINISTRATIVE SERVICES

**ROBERT E MURRAY JR. COMMISSIONER**  
**FREDERICK H WINTERBERG, DIR, ADMINISTRATIVE 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: 16.000

TTY: (207) 624-8563

FAX: (207) 624-8690

Telephone: (207) 624-8500

M.R.S.A., Sect. 000008003

Legislative Count: 16.00

### PURPOSE:

The Division of Administrative Services is within the Commissioner's Office and was established to provide administrative support services for all of the

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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, Strategic Planning 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.

### **ORGANIZATION:**

Within this Division there are three functional units. The first is Financial which provides centralized accounting, strategic planning, and 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. 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, personal computer support, coordinating the acquisition of hardware and software, application 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 data communications with host systems.

Internet Address: <http://www.MaineBusinessReg.org>

### **LICENSES:**

None

### **PUBLICATIONS:**

None

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2003:** 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	693,311		693,311			
HEALTH BENEFITS	169,437		169,437			
RETIREMENTS	93,968		93,968			
OTHER FRINGE BENEFITS	8,840		8,840			
OTHER CONTRACT SERVICES STATE	222,881		222,881			
COMPUTER SERVICES STATE	6,140		6,140			
OTHER CONTRACT SERVICES	145,407		145,407			
RENTS	49,259		49,259			
COMMODITIES	1,193,414		1,193,414			
EQUIPMENT	100,846		100,846			
TRANSFER TO OTHER FUNDS	14,591		14,591			
<b>TOTAL EXPENDITURES</b>	<b>2,698,094</b>		<b>2,698,094</b>			

## BUREAU OF FINANCIAL INSTITUTIONS

### HOWARD R. GRAY, JR., SUPERINTENDENT

WATS: (207) 624-8570

*Central Office:* GARDINER ANNEX, NORTHERN AVE, GARDINER, ME 04345

*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:* 19.000      *Legislative Count:* 19.00

#### PURPOSE:

The Bureau of Financial Institutions was established to supervise all financial institutions chartered by the State 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.

The Bureau has the power and responsibility to: promulgate rules and regulations to govern the activities, operations and procedures of financial institutions; conduct an on-site examination of each financial institution supervised by the Bureau at least every 36 months; require reports and information necessary for proper supervision; summon persons and subpoena witnesses in connection with Bureau matters; order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; and 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 for enforcing Title 9-A M.R.S.A., the Maine Consumer Credit Code, in financial institutions.

#### 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, set forth procedures to guard against unsafe practices; approve mergers and new charters under a public convenience and advantage standard; and supervise and regulate credit unions. In conjunction with a 1973 state government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation. Legislation enacted during the

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

1st Regular Session of the 120th Maine Legislature changed the name of the agency to the Bureau of Financial Institutions effective January 1, 2002.

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 Examiner supervises the Bureau's field examination staff, coordinates and monitors examinations and supervision of problem institutions. The Deputy Superintendent is responsible for the development of the Bureau's data base, bank monitoring systems, legislative and rulemaking activities, financial analysis, applications processing, consumer outreach activities, and management of the office staff.

### **PROGRAM:**

The scope of the Examination Division's examination responsibility includes safety and soundness, information systems, bank holding companies, trust services and compliance review. During Fiscal Year 2003, 19 safety and soundness examinations and 27 specialized examinations (i.e., trust, compliance and information services), were completed. In addition, 3 joint examinations were conducted with the Federal Deposit Insurance Corporation. A computer based system also monitors bank performance between on-site visits.

In fiscal year 2003, the Bureau received and processed 12 bank notifications which established or closed one or more branches. One notice filing was received from a financial institution subsidiary to engage in closely related activities. Applications processed by the Bureau included a financial institution holding company to acquire an out-of-state holding company and the establishment of a non-depository trust company. One application pending at the close of fiscal year 2002, to establish a universal bank, was approved.

The Consumer Outreach Program provides a source of information for users of financial services in Maine. Through this program, the Bureau mediates disputes and interacts with the regulated community to resolve individual situations. In FY 2003, the Bureau responded to 1,025 consumer complaints and inquiries and assisted Maine consumers in obtaining \$10,782 in restitution and other projected savings. The Consumer Outreach Program produces and distributes educational booklets and videos and makes presentations to consumer groups.  
Internet Addresses: <http://www.MaineBankingReg.org>  
[Http://www.VentureintoMaine.com](http://www.VentureintoMaine.com)

### **PUBLICATIONS:**

Banking Regulations and Bulletins (\$65.00), Annual Updates (\$20.00);  
Annual Report of the Superintendent to the Legislature for 2003 (\$15.00) Back issues for 1996-2002 are available for a fee)

Consumer booklets free to Maine residents, others \$1.50:

Bureau of Financial Institution's Consumer Outreach Program,  
Understanding Mortgage Points and Other Settlement Costs,

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2003:** 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 FINANCIAL INSTITUTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	895,966		895,966			
HEALTH BENEFITS	210,078		210,078			
RETIREMENTS	110,044		110,044			
OTHER FRINGE BENEFITS	11,011		11,011			
OTHER CONTRACT SERVICES STATE	8,323		8,323			
COMPUTER SERVICES STATE	28,116		28,116			
OTHER CONTRACT SERVICES	207,047		207,047			
RENTS	58,343		58,343			
COMMODITIES	22,241		22,241			
TRANSFER TO OTHER FUNDS	12,952		12,952			
<b>TOTAL EXPENDITURES</b>	1,564,121		1,564,121			

## OFFICE OF CONSUMER CREDIT REGULATION

**WILLIAM N LUND, DIRECTOR**

WATS: (800) 332-8529  
TTY: (207) 624-8563

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATEHOUSE STA, AUGUSTA, ME 04333-0035

*Established:* 1975

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 030 ; *Citation:* T0009A.M.R.S.A., Sect. 006-00103

*Average Count--All Positions:* 10.000

*FAX:* (207) 582-7699

*Telephone:* (207) 624-8527

*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 ensure 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 laws 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, foreign currency exchangers, non-bank ATM machines and debt management companies.

### 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 Financial Institutions.

### PROGRAM:

During FY 03, 408 creditors, 36 collection agencies, 29 credit services organizations and 3 credit reporting agency were subject to compliance

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

examinations. During this period, creditors refunded \$5,685.80 to consumers as a result of violations discovered during the examination process. After reviewing 13,231 transactions, the Office cited creditors for 529 violations of Truth-in-Lending laws and 507 Consumer Credit Code violations. The agency's Complaint Division responded to approximately 3,641 consumer grievances, including 921 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 \$95,352.81 was credited or refunded to consumers.

The agency licensed or registered the following creditors and businesses in FY 03:

Supervised Lenders (347 main offices, 454 branches): 801; Other Creditors (excluding branches): 773\*; Sales Finance Companies: 90; Collection Agencies (289 main offices, 188 branches): 477; Credit Services Organizations (loan brokers): 180; Credit Reporting Agencies: 27; Money Order Issuers: 18; Non-bank ATM Machine Operators: 443; Debt Management Service Providers (credit counselors): 22. The Office, therefore, provided regulatory oversight with respect to an overall total of 2,831 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories:

Insurance Premium Finance Companies: 7; Loan Servicers: 29, Mobile Home Dealers: 29; New Car Dealers: 136; Used Car Dealers: 181; Rent-to-Own Merchants: 44; Pawnbrokers: 47; and Miscellaneous Retail Creditors: 300.

Internet Address: <http://www.MaineCreditReg.org>

### **LICENSES:**

Licenses: Collection Agencies, Supervised Lenders, Repossession Companies and Money Order Issuers.

Registrations: Consumer Credit Code Notification, Credit Services Organizations, Credit Reporting Agencies, Rent-to-Own Companies, Pawnbrokers, Non-bank ATM Machine Operators, and Debt Management Service Providers.

### **PUBLICATIONS:**

Downeaster's Pocket Credit Guide, Cut Rate Auto Financing, Downeaster Consumer Guide to Credit Bureaus and Credit Reports, and Downeaster Guide to Debt Collections and Repossession. (All of the preceding publications are free to Maine residents.)

Maine Creditor Update-Quarterly Newsletter for businesses, and "Do You Need a License? Business Guide" (both free to interested parties).

**FINANCES, FISCAL YEAR 2003:** 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	454,684		454,684			
HEALTH BENEFITS	124,398		124,398			
RETIREMENTS	62,339		62,339			
OTHER FRINGE BENEFITS	4,748		4,748			
OTHER CONTRACT SERVICES STATE	403		403			
COMPUTER SERVICES STATE	15,045		15,045			
OTHER CONTRACT SERVICES	47,383		47,383			
RENTS	32,225		32,225			
COMMODITIES	19,204		19,204			
TRANSFER TO OTHER FUNDS	6,821		6,821			
<b>TOTAL EXPENDITURES</b>	<b>767,250</b>		<b>767,250</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF DENTAL EXAMINERS**

**ROGER KAY, DDS, 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:* 2.000

*Legislative Count:* 2.00

**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 certificate to practice dentistry, dental hygiene, denturism or radiography in Maine; collect payment of specified fees to register dentists, dental hygienists and denturists biannually, 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 all licensees 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 dental hygiene member, a denturist member and one public member, all appointed by the Governor for a term of five years. Dentist members must be graduates of an accredited 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 2003, the Board of Dental Examiners met at least monthly with lengthy agendas, including interviews for licensure, consumer and dentists complaints, informal conferences, and adjudicatory hearings with dentists, consumers, and their attorneys.

Forty dentists became newly licensed in the State of Maine for a total of 901 dentists currently registered for the biennium 2002-2003. Of these, 265 list an out of state residence and/or practice. The Board issued 65 new licenses to hygienists totaling 1184 licensees, 144 of which are out-of-state. The Board issued 6 new denturist licenses this fiscal year, bringing the total number of Maine licensed denturists to 29. Registered dental radiographers now number 1020. Thirty-seven dentists hold permits to administer anesthesia/deep sedation and conscious sedation.

The Board issued 37 new local anesthesia permits to Maine-licensed hygienists this fiscal year which brings the total number to 262. The Board also employs Public Health Supervision Status for dental hygienists, which allows them to provide services in settings outside a dental office (as well as in the dental office outside the normal office hours) under the general supervision of a licensed dentist, upon application to and approval by the Board. Please note that the 121st Legislature recently passed legislation which provides that during the period of mid-September through April 30, 2004, the dental hygienist working under Public Health Supervision Status will notify the Board of activities rather than seeking approval, but will continue to submit reports of those activities.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### LICENSES:

Dentistry  
Dental Hygiene  
Denturism  
Dental Radiography  
Anesthesia/Sedation Permits (Dentists)  
Local Anesthesia Permits (Dental Hygienists)

### PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology"  
Newsletter  
Directory of Dentists, Dental Hygienists, Denturists, and Radiographers

**FINANCES, FISCAL YEAR 2003:** 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
EXPENDITURES						
SALARIES & WAGES	62,496		62,496			
HEALTH BENEFITS	19,680		19,680			
RETIREMENTS	7,389		7,389			
OTHER FRINGE BENEFITS	929		929			
OTHER CONTRACT SERVICES STATE	20,950		20,950			
COMPUTER SERVICES STATE	30,970		30,970			
OTHER CONTRACT SERVICES	44,641		44,641			
RENTS	1,354		1,354			
COMMODITIES	13,547		13,547			
GRANTS, SUBSIDIES, PENSIONS	1,625		1,625			
TRANSFER TO OTHER FUNDS	5,659		5,659			
TOTAL EXPENDITURES	209,240		209,240			

## STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

### RALPH F. SWEET, P.E., CHAIRMAN

Central Office: TERML BLDG-AUGUSTA AIRPORT, AUGUSTA, ME 04333-0092

Mail Address: 92 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 626-2309

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: 1.438

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.



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 uses the Uniform Written Examination as provided by the NCEES for both the Fundamental (FE) 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 assures minimum competence to practice.

### PROGRAM:

During FY 2003, 315 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 96 qualified through written examination, 210 by Comity with other jurisdictions, and 9 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 2003, a total of 6,131 engineers were registered. Approximately 65% reside out of state. During FY 2003, 189 applicants were examined for certification as Engineer-Interns. Of those examined, 124 passed.

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 25, 2002 for 50 Professional Engineer candidates and on October 26, 2002 for 68 Engineer-Intern candidates. Of those taking the P.E. exam, 35 passed. Of those taking the EI exam, 45 passed. Spring examinations were given at Augusta, on April 11, 2003, 66 candidates sat for the P.E. exam in Augusta. Also on April 12, 2003, 121 candidates sat for the EI exam at either Augusta or Orono. Of those taking the P.E. exam, 39 passed. Of those taking the EI exam, 79 passed. Of the 9 oral candidates who sat in FY2003 for the examination, 9 were found qualified. The Board held 4 meetings during FY 03. These were held September 4, 2002, January 22, March 27, and June 26, 2003.

The 121st Legislature passed a bill mandating that beginning with registrations that expire in December 2005, registrants seeking renewal, must show evidence that they have completed 30 continuing professional development hours during the renewal period of 2004 and 2005. The Board is developing guidelines for the program.

### LICENSES:

#### Registration:

- Professional Engineer Registration
- Engineer-Intern Certification

### PUBLICATIONS:

"Fifty-Fifth Report With Roster of Professional Engineers" as of December 31, 2001 (\$10.00)

"Supplement to the Fifty-Fifth 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 and Fall of each year

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2003:** 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	40,261		40,261			
HEALTH BENEFITS	9,886		9,886			
RETIREMENTS	4,775		4,775			
OTHER FRINGE BENEFITS	635		635			
OTHER CONTRACT SERVICES STATE	65,034		65,034			
OTHER CONTRACT SERVICES	35,057		35,057			
RENTS	9,182		9,182			
COMMODITIES	4,250		4,250			
TRANSFER TO OTHER FUNDS	3,679		3,679			
<b>TOTAL EXPENDITURES</b>	<b>172,759</b>		<b>172,759</b>			

## 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

*FAX:* (207) 624-8599

*Established:* 1970

*Telephone:* (207) 624-8475

*Reference: Policy Area:01 ; Umbrella: 02 Unit: 031 ; Citation: T0024A M.R.S.A., Sect. 000000200*

*Average Count--All Positions: 79.000*

*Legislative Count: 79.00*

#### **PURPOSE:**

To regulate all insurance companies granted authorization to transact the business of insurance 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 hospital, medical or other health service organizations, health maintenance organizations, medical utilization review entities, third-party administrators, advisory organizations, captive insurance companies, multiple employer welfare arrangements, and reinsurance intermediaries/managers. The Bureau registers preferred provider organizations, risk purchasing groups, risk retention groups, managing general agents, and employee leasing plans.

The Bureau examines domestic insurers not less than once every five years to ensure the soundness of the insurer'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, adjusters and corporations. The Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms, contracts, illustrations, and the advertising/marketing materials for several lines of business 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, or impose financial penalties 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. Such enforcement action may result from an investigation or a market conduct examination undertaken by the Bureau.

#### **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,

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 Sections provide consumer assistance, analyze and regulate policy forms and 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 and reviews all workers' compensation rate, rule, and form filings. 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. Legal assistance is provided to each section and the Superintendent by in-house attorneys who also work closely with the Department of the Attorney General. Enforcement actions undertaken by the Bureau are pursued in coordination with the relevant section.

The Life and Disability Section reviews life, disability, and annuity policy (and rates), processes consumer complaints and requests for information, and processes licenses for viatical settlement entities.

The Consumer Health Care section reviews health and long-term care policy forms, processes licensee applications for medical utilization review entities and preferred provider organizations, reviews managed care networks, and provides information to consumers regarding health care plans, assists enrollees to understand their rights and responsibilities under health care plans, and assists consumers with health care plan complaints.

The Life and Health Actuarial section reviews rates and maintains databases for and evaluates mandated health insurance benefits. The Market Conduct section examines companies for specific area of compliance where trends are noted as well as more general exams.

### LICENSES:

License: Insurance Producers (Res. & Nonres.); Insurance Adjusters (Res. & Nonres.); Insurance Consultants (Res. & Nonres.); 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; Multiple Employer Welfare Arrangements.

Authority: Self-Insurer WC; 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; Structured Settlement Transferees.

### PUBLICATIONS:

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 of Personal Automobile and Property Ins.; Consumer Guide to Day Care Liability; 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 An Employers' Guide to Workers' Compensation Insurance in Maine; Personal Auto Insurance Complaint

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Report; Homeowner Insurance Complaint Report; Health Insurance Complaint Report, How Your Health Dollar is Spent. The Bureau also provides information to the public and regulated parties through its website.

**FINANCES, FISCAL YEAR 2003:** 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,253,167		3,253,167			
HEALTH BENEFITS	844,943		844,943			
RETIREMENTS	442,999		442,999			
OTHER FRINGE BENEFITS	46,920		46,920			
OTHER CONTRACT SERVICES STATE	540,577		540,577			
COMPUTER SERVICES STATE	214,416		214,416			
OTHER CONTRACT SERVICES	276,322		276,322			
RENTS	222,721		222,721			
COMMODITIES	76,389		76,389			
TRANSFER TO OTHER FUNDS	28,584		28,584			
<b>TOTAL EXPENDITURES</b>	<b>5,947,038</b>		<b>5,947,038</b>			

## OFFICE OF LICENSING AND REGISTRATION

### ANNE HEAD, DIRECTOR

TTY: (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: 041 ; Citation: T0010

Average Count--All Positions: 65.500

FAX: (207) 624-8637

Telephone: (207) 624-8633

M.R.S.A., Sect. 000008003

Legislative Count: 65.50

#### PURPOSE:

The Office of Licensing and Registration (OLR) is the headquarters for 40 professional and occupational licensing boards and registration programs. The statutory mission of the Office of Licensing and Registration is to ensure that the public is served by competent and honest practitioners who have demonstrated a minimum level of proficiency in their field. Licensing boards implement legislatively set qualifications for licensure, set standards of practice and ethical behavior, and conduct disciplinary proceedings.

#### ORGANIZATION:

The staff of the Office consists of 62, including administrators, inspectors, and clerks, organized into administrative units. Reporting to the Director are an Administrative Secretary, the Executive Director of the Manufactured Housing Board, Director of the Real Estate Commission, staff attorney, and four administrators. These staff people are responsible to ensure that licensing programs meet their statutory mandates.

#### PROGRAM:

Licensing: The Office of Licensing and Registration is an umbrella agency consisting of 40 boards, commissions and registrations.

Complaints: During FY 03 (July 1, 2002 ? June 30, 2003), 586 new complaints were opened, 279 were dismissed, 4 were referred to the Office of the Attorney General, 426 are pending resolution, and 204 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.MaineProfessionalReg.org>

#### LICENSES:

During FY 03, the Office of Licensing and Registration maintained 94,600 licenses and registrations (including active and inactive) for occupations ranging from Accountancy to Veterinary Medicine, which are subject to the authority of boards of jurisdiction.

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

## PUBLICATIONS:

Consumer Guide to Occupational Licensing in Maine and quarterly newsletters for board members. The Office of Licensing and Registration maintains a comprehensive website that offers on-line renewal service for many professions, as well as information on license requirements, continuing education requirements and disciplinary actions taken by boards and commissions. In addition, several licensing program boards periodically issue and post newsletters on the web to convey information specific to their areas of regulation.

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,118,196		2,118,196			
HEALTH BENEFITS	635,668		635,668			
RETIREMENTS	259,988		259,988			
OTHER FRINGE BENEFITS	29,732		29,732			
OTHER CONTRACT SERVICES STATE	102,974		102,974			
COMPUTER SERVICES STATE	346,771		346,771			
OTHER CONTRACT SERVICES	431,578		431,578			
RENTS	305,431		305,431			
COMMODITIES	109,941		109,941			
TRANSFER TO OTHER FUNDS	43,573		43,573			
<b>TOTAL EXPENDITURES</b>	<b>4,383,852</b>		<b>4,383,852</b>			

OFFICE OF LICENSING AND REGISTRATION  
BOARDS/COMMISSIONS:

Board of Accountancy Cheryl Hersom, Administrator	624-8605
State Board of Alcohol and Drug Counselors Geraldine Betts, Administrator	624-8625
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
Athletic Trainers (registration) Elaine Thibodeau, Administrator	624-8617
Board of Licensing of Auctioneers Carol Leighton, Administrator	624-8520
Board of Barbering and Cosmetology Geraldine Betts, Administrator	624-8625
Board of Boiler and Pressure Vessels Cheryl Hersom, Administrator	624-8605
Charities/Professional Fund Raisers (registration) Elaine Thibodeau, Administrator	624-8617
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 Penny Vaillancourt, Administrator	624-8420
Board of Licensure of Dietetic Practice Penny Vaillancourt, Administrator	624-8420
Door-to-Door Home Repair (registration) Elaine Thibodeau, Administrator	624-8617
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 Penny Vaillancourt, Administrator	624-8420
Board of Certification for Geologists and Soil Scientists Cheryl Hersom, Administrator	624-8605
Board of Hearing Aid Dealers and Fitters Penny Vaillancourt, Administrator	624-8420
Interpreters for the Deaf & Hard-of-Hearing Elaine Thibodeau, Administrator	624-8617

Itinerant Vendors/Transient Sellers (registration) Elaine Thibodeau, Administrator	624-8617
Board of Licensure for Professional Land Surveyors Carol Leighton, Administrator	624-8520
Manufactured Housing Board Robert LeClair, Executive Director	624-8678
Massage Therapists (registration) Elaine Thibodeau, Administrator	624-8617
Nursing Home Administrators Licensing Board Penny Vaillancourt, Administrator	624-8420
Board of Occupational Therapy Practice Penny Vaillancourt, 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
Plumbers' Examining Board Cheryl Hersom, Administrator	624-8605
Board of Licensure of Podiatric Medicine Penny Vaillancourt, 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 Penny Vaillancourt, Administrator	624-8420
Board of Real Estate Appraisers Carol Leighton, Administrator	624-8520
Real Estate Commission Carol Leighton, Director	624-8520
Board of Respiratory Care Practitioners Geraldine Betts, Administrator	624-8625
State Board of Social Worker Licensure Penny Vaillancourt, Administrator	624-8420
Board of Examiners on Speech-Language Pathology and Audiology Penny Vaillancourt, Administrator	624-8420
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSURE IN MEDICINE**

**RANDAL C. MANNING, EXECUTIVE DIRECTOR**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

*Established:* 1994

*Telephone:* (207) 287-3601

*Reference:* Policy Area: 01 ; Umbrella: 02 ; Unit: 373 ; Citation: T0032 M.R.S.A., Sect. 000003263

*Average Count--All Positions:* 9.769

*Legislative Count:* 9.00

**PURPOSE:**

The Board of Licensure in Medicine was established to safeguard the lives and health of the people of Maine through regulation to maintain high professional standards and quality of medical practice. 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: 1) LICENSE-determine the qualifications of, examine, and certify candidates desiring admission to medical practice in Maine; register physician extender relationships; biennially relicense physicians and surgeons based upon documentation of standards of practice for physicians and surgeons; and promulgate rules and regulations deemed necessary; 2) EDUCATE - direct medical education programs; Notify the public of license status and disciplines taken by the Board; 3) DISCIPLINE - investigate complaints and allegations of non-compliance with the laws, rules, and regulations relating to physicians and surgeons; and hold hearings and take disciplinary action as appropriate, in the form of probation, censure or reprimand, fine, suspension or revocation.

The Board is also charged to approve training programs for Physician Assistants; to determine the qualification of, license, and biennially register physician assistants. Physician assistants must and Advanced Practice Registered Nurses may enter into a registered 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.

**ORGANIZATION:**

When established in 1895, the Board of Registration of Physicians and Surgeons consisted of 6 physicians appointed by the Governor, with the consent of the Council, for terms of 6 years. The Board began licensure in January, 1896. Today members are appointed by the Governor only. In 1975, the Legislature increased membership to 7 by authorizing the appointment of a public member. In 1983 it was enlarged by 1 physician and 1 public member to total 9. A 3rd public member position was created by the Legislature effective 1991. Legislation in 1994 changed the name to the Board of Licensure in Medicine. In 1998 the Legislature reduced membership to 9, by eliminating 1 physician member.

It also created the function of "consumer assistant" to help citizens understand the complaint/disciplinary process. Currently the Board is composed of 6 physicians and 3 public members appointed by the Governor to staggered 6 year terms.

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, plus other meetings as necessary. The Board held 11 meetings during the last 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.

The Board became an affiliate of the Dept. of Professional and Financial Regulation in 1991, while retaining operational management, and decision making autonomy.

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 5 years preceding appointment. Public members or an immediate household member may earn no income from activities related to the practice of medicine.



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

To aid in the formulation of rules and regulations governing physician assistants/physician extenders, the Board appointed a Physician Assistant Advisory Committee. 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 independent practice of Advanced Practice Nurses. This Council was dissolved by the 119th Legislature. The Board participates in the organization of Eastern Region Medical Boards, the Federation of State Medical Boards, and Administrators in Medicine.

**COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE:** The Board receives allegations of unprofessional conduct or incompetence 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 after due process public hearing suspend or revoke a 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 situations of eminent danger to the public. Actions are reported to the National Practitioner Databank, the Health Improvement Protection Act Databank and the Federation of State Medical Boards Databank.

### **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 Certificate  
 Physician 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 2003:** 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	395,154		395,154			
HEALTH BENEFITS	114,945		114,945			
RETIREMENTS	51,209		51,209			
OTHER FRINGE BENEFITS	5,194		5,194			
OTHER CONTRACT SERVICES STATE	24,828		24,828			
COMPUTER SERVICES STATE	60,694		60,694			
OTHER CONTRACT SERVICES	70,728		70,728			
RENTS	72,129		72,129			
COMMODITIES	64,152		64,152			
GRANTS, SUBSIDIES, PENSIONS	57,500		57,500			
TRANSFER TO OTHER FUNDS	7,319		7,319			
<b>TOTAL EXPENDITURES</b>	<b>923,852</b>		<b>923,852</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**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 thru 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 standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw 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 clinical 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 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 fiscal year 2003, the Board met in six regular sessions for a total of twelve days; the Board met in three subcommittee sessions for a total of three 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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 England; Univ. of Maine; and Univ. of Me. at Fort Kent. Associate degree nursing programs: Central Me. Medical Center; Univ. of Me. at Augusta; Kennebec Valley Tech Coll.; Univ. Campus of the Univ. of New England; Northern Me. Tech. Coll.; Central Me. Tech. Coll.; Eastern Me. Tech. Coll.; and Southern Me. Tech. Coll. In addition, the Univ. of Southern Maine has a generic Masters in Nursing Program for Non-Nurses. Practical nursing programs are offered at the technical colleges.

A third major 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 2003, the Board received 178 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 2003: letter of concern (27); terminated probation (7); took no action/dismissed complaint (113); warned, censured, reprimanded or fined (11); license renewal denied (4); placed license on probation (16); fined for unlicensed practice (72); accepted voluntary surrender of license (8); revocation of license (5); and denied licensure by endorsement (3); suspended license (5).

### LICENSEES:

Nurses licensed by endorsement during Fiscal Year 2003:

Registered Professional Nurses from other states: (676), from Canada: (82), from other countries with examination: (18) and without examination: (21); Licensed Practical Nurses: from other states: (90), from Canada: (2), from other countries with examination (0) and without examination (0). TOTALS: Registered Nurses licensed by: examination (571), endorsement (797), renewal (8,720), reinstatement (343), for a total of (10,431) Registered Professional Nurses; Practical Nurses by examination (15), endorsement (92), renewal (1,456), reinstatement (69), for a total of (1,632) Practical Nurses.

### 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 Assistants (\$5.00)

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	251,418		251,418			
HEALTH BENEFITS	68,045		68,045			
RETIREMENTS	34,329		34,329			
OTHER FRINGE BENEFITS	3,615		3,615			
COMPUTER SERVICES STATE	22,140					
OTHER CONTRACT SERVICES	63,602		63,602			
RENTS	28,895		28,895			
COMMODITIES	87,084		87,084			
TRANSFER TO OTHER FUNDS	6,653		6,653			
<b>TOTAL EXPENDITURES</b>	<b>565,781</b>		<b>565,781</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**STATE BOARD OF OPTOMETRY**

**KARL B. COLBATH, O.D., PRESIDENT**

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 113 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1909

*Reference: Policy Area:* 01 ; *Umbrella:* 02 *Unit:* 382 ; *Citation:* T0032

*Average Count--All Positions:* 1.000

*FAX:* (207) 624-8692

*Telephone:* (207) 624-8691

*M.R.S.A., Sect.* 000002415

*Legislative Count:* 1.00

**PURPOSE:**

The State Board of Optometry was established to protect the people of Maine through regulation to maintain high professional standards in the practice of optometry. The primary responsibilities of the Board are to examine and license qualified applicants to practice the profession of optometry, 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 optometry law and rules, and makes recommendations for disposition. It also enforces standards established by law and makes such other reasonable rules, 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 Board held 6 meetings in FY '03.

The Board administers the oral exam twice a year, in August and in February. Five optometrists passed the exam in August of 2002; and two optometrists passed the exam in February of 2003.

**LICENSES:**

The Board issued and renewed a total of 202 optometry licenses in FY '03.

There are five optometry license authorities: Basic, Diagnostic, Therapeutic, Therapeutic Advanced, and Therapeutic Advanced Glaucoma. In October of 1996, all new licensees are granted a Therapeutic Advanced license which can be upgraded to Therapeutic Advanced Glaucoma after the requirements are met.

**PUBLICATIONS:**

The Maine Optometry Law  
Rules of Practice  
Complaint Procedure

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	21,497		21,497			
HEALTH BENEFITS	9,490		9,490			
RETIREMENTS	2,650		2,650			
OTHER FRINGE BENEFITS	301		301			
OTHER CONTRACT SERVICES STATE	81		81			
OTHER CONTRACT SERVICES	3,655		3,655			
COMMODITIES	1,396		1,396			
TRANSFER TO OTHER FUNDS	1,838		1,838			
<b>TOTAL EXPENDITURES</b>	<b>40,908</b>		<b>40,908</b>			

## BOARD OF OSTEOPATHIC LICENSURE

### MARIE GUAY, D. O., CHAIR

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142

*Established:* 1916

*Reference:* Policy Area: 01 ; Umbrella: 02 Unit: 383 ; Citation: T0032 M.R.S.A., Sect. 000002561

*Average Count--All Positions:* 1.000

*Telephone:* (207) 287-2480

*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. The National Board of Osteopathic Medical Examiners (NBOME) is the exam used for licensure 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 renewal process, the Board prepares and distributes its rules relative to continuing medical education and its code of ethics to each osteopathic physician licensed to practice 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. A chair, vice-chair, 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. Currently, the Board meets monthly.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 Category 1 hours as 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: Marie Guay, D.O., Chair, Gary Palman, D. O., Vice Chair; Lonnie C. Lauer, D. O., Board Secretary

### LICENSES:

License to Practice Osteopathic Medicine  
License to Practice Osteopathic Medicine as Locum Tenens  
License to Practice as Camp Physician  
Temporary Educational Permits (Interns & Residents)  
Physician Assistant Certificate of Registration  
Physician Assistant Certificate of Qualification

### PUBLICATIONS:

"What You Should Know About the Licensing, Regulation and Discipline of Physicians in Maine" 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 and authority of both Boards in regulating each profession. It also explains the procedure for filing a complaint against a physician licensed in Maine.

**FINANCES, FISCAL YEAR 2003:** 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	34,852		34,852			
HEALTH BENEFITS	11,530		11,530			
RETIREMENTS	4,510		4,510			
OTHER FRINGE BENEFITS	477		477			
OTHER CONTRACT SERVICES STATE	17,312		17,312			
COMPUTER SERVICES STATE	46,370		46,370			
OTHER CONTRACT SERVICES	12,006		12,006			
RENTS	8,890		8,890			
COMMODITIES	4,348		4,348			
TRANSFER TO OTHER FUNDS	3,172		3,172			
<b>TOTAL EXPENDITURES</b>	<b>143,467</b>		<b>143,467</b>			

## OFFICE OF SECURITIES

### CHRISTINE A. BRUENN, SECURITIES ADMINISTRATOR

TTY: (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

Average Count--All Positions: 13.000 Legislative Count: 13.00

### PURPOSE:

The principal mission of the Office of Securities is to protect Maine investors, and toward that end, the Office administers and enforces the Revised Maine Securities Act; reviews applications to register securities for sale in Maine; reviews filings for exemptions from registration; licenses

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

broker-dealers, sales representatives, investment advisers, and investment adviser representatives doing business in Maine; suspends or revokes such licenses for misconduct, as defined in the 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 Office 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.

In 2001, the Securities Division was moved from the Bureau of Banking, becoming the Office of Securities.

### PROGRAM:

In fiscal year 2003, the Office received and processed 16,515 applications to register securities or notice filings for federally covered securities (increase of 4% over fiscal year 2002), and 284 private placement filings (no change). As of the end of the fiscal year, there were 1,287 broker-dealers licensed to do business in Maine (16% decrease from 2002), 56,239 licensed sales representatives (decrease of 6%), 698 investment adviser licenses or notice filers (increase of 10%), and 906 licensed investment adviser representatives (first year required). In connection with the Office's review of licensing applications, the Office processed 15,486 sales representative applications and 118 broker-dealer applications of which 117 sales representative applications, and 60 broker-dealer applications were withdrawn as a result of questions or objections raised by the Office.

Through its enforcement actions, the Office obtained \$2,867,883 in restitution, issued 14 orders and agreements for violations of RMSA, and obtained \$516,651 in penalties. The Office investigated and referred 3 cases resulting in civil prosecution. One pending criminal case resulted in conviction and sentence of jail time.

The Securities Administrator served as president of the North American Securities Administrators Association, the association of state and provincial securities regulators. In that capacity, she represented the states negotiating a global settlement of \$1.5 billion between the states, the federal government and nine large Wall Street firms to resolve allegations of research analysts conflicts of interest.

Internet Address: <http://www.MaineSecuritiesReg.org>

### LICENSES:

Broker-Dealer; Sales Representative; Investment Adviser; Investment Adviser Representative

### PUBLICATIONS:

Revised Maine Securities Act; Guide to Mutual Fund Investing; So You Want to Go Public?; Capitalizing Your Business With SCOR; What Every Investor Needs to Know (video, also); (All Free). Calling For Your Dollars (free video rentals).

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2003:** 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 SECURITIES	TOTAL					
	FOR		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	511,504		511,504			
HEALTH BENEFITS	131,202		131,202			
RETIREMENTS	55,516		55,516			
OTHER FRINGE BENEFITS	6,927		6,927			
OTHER CONTRACT SERVICES STATE	5,577		5,577			
COMPUTER SERVICES STATE	84,756		84,756			
OTHER CONTRACT SERVICES	28,264		28,264			
RENTS	36,369		36,369			
COMMODITIES	16,428		16,428			
TRANSFER TO OTHER FUNDS	7,319		7,319			
TOTAL EXPENDITURES	883,862		883,862			



DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

**MICHAEL P. CANTARA, COMMISSIONER**  
**ROLAND G. LEACH, DIR, ADMINISTRATIVE SVCS.**

TTY: (207) 287-3659

Central Office: 18 MEADOW ROAD, AUGUSTA, ME, 04333  
Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME, 04333-0104 FAX: (207) 287-3042  
Established: 1971 Telephone: (207) 287-3619  
Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219 ; Citation: T0025 M.R.S.A., Sect. 000002901  
Average Count--All Positions: 686.500 Legislative Count: 686.50  
Units:

BUREAU OF CAPITOL SECURITY  
MISSING CHILDREN INFORMATION CLEARINGHOUSE  
MAINE CRIMINAL JUSTICE ACADEMY  
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  
BUREAU OF HIGHWAY SAFETY  
STATE BUREAU OF IDENTIFICATION  
BUREAU OF LIQUOR ENFORCEMENT  
BUREAU OF STATE POLICE

**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, consolidating 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 1996.

# DEPARTMENT OF PUBLIC SAFETY

## PROGRAM:

Other than Administration of the Department, the activities during 1999 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, 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.

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.

Public Information Office: Serves as the spokesperson for the Department in response to major news events and advisor to the Commissioner and Bureau Heads.

**FINANCES, FISCAL YEAR 2003:** 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	30,912,620	8,608,252	5,581,538	16,457,176	265,654	
HEALTH BENEFITS	8,849,820	3,792,825	1,535,479	3,438,094	83,422	
RETIREMENTS	7,092,278	2,334,315	1,234,864	3,487,589	35,510	
OTHER FRINGE BENEFITS	751,228	311,564	108,318	327,764	3,582	
OTHER CONTRACT SERVICES STATE	9,120,552	1,232,271	7,471,170	145,660	271,451	
COMPUTER SERVICES STATE	527,008	116,570	102,183	307,481	774	
OTHER CONTRACT SERVICES	5,418,881	1,761,343	878,141	1,176,006	1,603,391	
RENTS	1,038,730	569,137	175,787	290,980	2,826	
COMMODITIES	8,222,732	964,333	1,148,644	3,566,415	2,543,340	
GRANTS, SUBSIDIES, PENSIONS	2,504,881	72,260	95,192	317,652	2,019,777	
BUILDING IMPROVEMENTS	16,000			16,000		
EQUIPMENT	3,697,315	810,959	594,585	2,214,886	76,885	
INTEREST-DEBT RETIREMENT	309	11	50	248		
TRANSFER TO OTHER FUNDS	784,074		291,874	428,806	63,394	
<b>TOTAL EXPENDITURES</b>	<b>78,936,428</b>	<b>20,573,840</b>	<b>19,217,825</b>	<b>32,174,757</b>	<b>6,970,006</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	1,220,620	498,382	178,666	392,587	150,985	
HEALTH BENEFITS	369,909	125,352	53,577	142,379	48,601	
RETIREMENTS	157,304	65,468	16,297	56,179	19,360	
OTHER FRINGE BENEFITS	16,239	7,654	2,803	3,871	1,911	
OTHER CONTRACT SERVICES STATE	894,258	637,440	91,605		165,213	
COMPUTER SERVICES STATE	15,033	12,331	119	2,502	81	
OTHER CONTRACT SERVICES	144,531	90,018	13,098	25,560	15,855	
RENTS	140,853	91,729	23,874	25,133	117	
COMMODITIES	350,073	64,937	7,844	21,391	255,901	
GRANTS, SUBSIDIES, PENSIONS	1,048,339				1,048,339	
EQUIPMENT	10,500				10,500	
TRANSFER TO OTHER FUNDS	45,000		10,034	17,265	17,701	
<b>TOTAL EXPENDITURES</b>	4,412,659	1,593,311	397,917	686,867	1,734,564	

## BUREAU OF CAPITOL SECURITY

### DONALD SUITTER, DIRECTOR

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

*Mail Address:* 68 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1977

*Telephone:* (207) 287-4357

*Reference:* Policy Area:06 ; Umbrella: 16 Unit: 219C; Citation: T0005

*M.R.S.A., Sect.* 000002904

*Average Count--All Positions:* 13.000

*Legislative Count:* 13.00

#### 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 2003, the Bureau processed over 2,000 incidents, investigated 14 automobile accidents, issued over 900 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 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	333,017	319,873	13,144			
HEALTH BENEFITS	116,784	115,810	974			
RETIREMENTS	50,164	46,926	3,238			
OTHER FRINGE BENEFITS	6,592	6,592				
COMPUTER SERVICES STATE	5,185	5,185				
OTHER CONTRACT SERVICES	12,216	12,216				
RENTS	63	63				
COMMODITIES	7,579	7,579				
<b>TOTAL EXPENDITURES</b>	531,600	514,244	17,356			

## MISSING CHILDREN INFORMATION CLEARINGHOUSE

**MICHAEL P. CANTARA, COMMISSIONER**  
**MICHAEL SPERRY, CHIEF, MAINE STATE POLICE**

*Central Office:* 18 MEADOW ROAD, AUGUSTA, ME 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 287-3042

*Established:* 1993

*Telephone:* (204) 287-3619

*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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE CRIMINAL JUSTICE ACADEMY

**JOHN ROGERS, DIRECTOR**  
**ALAN HAMMOND, TRAINING MANAGER**

*Central Office:* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Mail Address:* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*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:* 12.000

*Legislative Count:* 12.00

### PURPOSE:

The Maine Criminal Justice Academy was established to provide a central training facility for state, county and municipal law enforcement and corrections officers. The campus is located at the former Oak Grove-Coburn School in Vassalboro, Maine. From 1972 until December 28, 2000, the Academy was

## DEPARTMENT OF PUBLIC SAFETY

located at 93 Silver Street in Waterville, at the former Thomas College facility. The Academy has eleven (11) classrooms, four (4) conference rooms, a full cafeteria and can house 130 students. The building has a state of the art special training center, an indoor running track and formal parade grounds.

The mission of the Maine Criminal Justice Academy is to provide the highest level of training within given resources, to law enforcement and correctional officers in the State. By statute, the Academy is required to provide a basic training program for all full-time law enforcement officers, pre-service training for all part time law enforcement officers and basic corrections training for all county and state correctional officers. The Academy also coordinates the eight (8) Regional Training Districts across the state, which provides academy certified training to officers in remote areas.

### ORGANIZATION:

The Academy has a staff of eleven (11) full-time people and operates with an annual budget of \$1,488,942 (combination of General Funds and Special Revenues). In addition to the full-time staff, the Academy relies heavily on volunteer instructors from state, county and municipal law enforcement agencies, county and state corrections agencies and other criminal justice fields. The Academy provides many instructor development classes, in order that these students can be the future volunteer instructors. This philosophy has been supported by the Police Chiefs and Sheriffs in Maine, which results in very cost effective training to their respective agencies.

### PROGRAM:

During the year, the MCJA Board of Trustees certified 102 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 209 corrections officers who graduated from the Basic Corrections Training program, 271 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program, and 24 harbor masters who graduated from the Harbor Master Training Program. The Board waived 16 law enforcement officers from the Basic Law Enforcement Training Program and 2 corrections officers from the Basic Corrections Training Program. The Board awarded 81 Instructor Certificates, 7 Chiefs and Sheriffs Executive Certificates, and 6 Canine Handler Certificates. The Board authorized 18 new courses and during the training year, 494 Specialized and In-service courses were offered, with 11,277 students attending. The Board decertified 2 law enforcement officers.

### LICENSES:

1. Basic Law Enforcement Officer
2. Part Time Law Enforcement Officer
3. Basic Correctional Officer
4. Law Enforcement Executive Certification
5. Corrections Executive Certification
6. Instructor Certification
7. Law Enforcement Intermediate Certification
8. Law Enforcement Advanced Certification
9. Reserve Officer Intermediate Certification
10. Reserve Officer Advanced Certification
11. Correction Officer Intermediate Certification
12. Correction Officer Advanced Certification
13. Municipal Ordinance Prosecutor's Certification
14. Court Security Officer Certification
15. Accident Reconstruction Specialist Certification
16. Harbor Master Certification
17. Canine Handler Team Certification
18. Canine Trainer Certification
19. Canine / Handler Team Evaluator Certification
20. Capitol Security Officer Certification

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety  
Annual Training Catalog  
Annual Media Catalog

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2003:** 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		SPECIAL		
		ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL
EXPENDITURES		FUNDS	FUND	FUNDS	FUND	FUNDS
SALARIES & WAGES	394,753		231,281	163,946		-474
HEALTH BENEFITS	129,491		77,260	51,267		964
RETIREMENTS	52,458		30,775	20,782		901
OTHER FRINGE BENEFITS	5,482		2,832	2,602		48
OTHER CONTRACT SERVICES STATE	255,303		166,976	88,327		
COMPUTER SERVICES STATE	22,821		6,363	16,458		
OTHER CONTRACT SERVICES	68,143		45,998	22,145		
RENTS	5,738		4,476	1,262		
COMMODITIES	186,705		123,066	62,310		1,329
TRANSFER TO OTHER FUNDS	90,009			89,432		577
TOTAL EXPENDITURES	1,210,903		689,027	518,531		3,345

## BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

### BRIAN MACMASTER, CHAIRPERSON

*Central Office:* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Mail Address:* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Established:* 1969

*Reference:* Policy Area:06 ; Umbrella: 16 Unit: 227 ; Citation: T0025 M.R.S.A., Sect. 000002802

*FAX:* (207) 877-8027

*Telephone:* (207) 877-8000

#### 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 the year, the MCJA Board of Trustees certified 102 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 209 corrections officers who graduated from the Basic Corrections Training program, 271 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program, and 24 harbor masters who graduated from the Harbor Master Training Program. The Board waived 16 law enforcement officers from the Basic Law Enforcement Training Program and 2 corrections officers from the Basic Corrections Training Program. The Board awarded 81 Instructor Certificates, 7 Chiefs and Sheriffs Executive Certificates, and 6 Canine Handler Certificates. The Board authorized 18 new courses and during the training year, 494 Specialized and In-service courses

## DEPARTMENT OF PUBLIC SAFETY

were offered, with 11,277 students attending. The Board decertified 2 law enforcement officers.

### **LICENSES:**

See the Maine Criminal Justice Academy

### **PUBLICATIONS:**

See the Maine Criminal Justice Academy

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE DRUG ENFORCEMENT AGENCY

### ROY MCKINNEY, DIRECTOR

*Central Office:* 249 WESTERN AVENUE, AUGUSTA, ME 04333-0166

*Mail Address:* 166 STATE HOUSE STATION, AUGUSTA, ME 04333-0166 *FAX:* (207) 287-5472

*Established:* 1987

*Telephone:* (207) 287-8472

*Reference: Policy Area:* 06 ; *Umbrella:* 16 *Unit:* 230 ; *Citation:* T0025 *M.R.S.A., Sect.* 000002955

*Average Count--All Positions:* 3.000

*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 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: reduce the availability of drugs; protect the State's borders by stemming the flow of drugs into and through Maine; strengthen the State's drug law enforcement infrastructure; strengthen intelligence and information sharing; enhance collaboration and coordination with all law enforcement agencies; and establish effective partnerships with the State Legislature and other State agencies.

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2003:** 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	<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	135,076	132,016	3,060			
HEALTH BENEFITS	28,081	27,562	519			
RETIREMENTS	7,819	7,423	396			
OTHER FRINGE BENEFITS	1,619	1,575	44			
OTHER CONTRACT SERVICES STATE	8,921	5,795	3,024			102
COMPUTER SERVICES STATE	80,990	83,430	-3,130			690
OTHER CONTRACT SERVICES	1,913,946	266,640	84,226		1,563,080	
RENTS	328,128	313,329	14,799			
COMMODITIES	132,111	84,435	45,519			2,157
EQUIPMENT	10,470		4,730			5,740
TRANSFER TO OTHER FUNDS	9,052		784			8,268
<b>TOTAL EXPENDITURES</b>	<b>2,656,213</b>	<b>922,205</b>	<b>153,971</b>		<b>1,580,037</b>	

## 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:*

*Reference:* Policy Area:06 ; Umbrella: 16 Unit: 163 ; Citation: T0032

*FAX:* (207) 287-6251

*Telephone:* (207) 287-3953

*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 17 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 285 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 5,000 licensed EMS personnel, 37 acute care hospitals (including 3 designated Trauma Centers), 500 EMS vehicles, and 1,500 emergency physicians, nurses, vehicle operators, and dispatchers.

#### **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 responded to over 210,000 calls in 2001, a number which has increased steadily every year.

#### **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



## DEPARTMENT OF PUBLIC SAFETY

Maine EMS Prehospital Treatment Protocols  
Clinical Behavioral Objectives for EMS Education  
Maine EMS Run Report Manual  
Prehospital "Comfort Care/Do Not Resuscitate"  
Maine EMS Paramedic Interfacility Transfer Program  
Maine EMS Training Curricula (First Responder through Paramedic)  
Brochure "What To Do In An Emergency"  
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit  
Spine Injury Management

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## E-9-1-1 COUNCIL

**MICHAEL P. CANTARA, COMMISSIONER**  
**COL. EDWARD SLEEPER, CHAIRPERSON**

**WATS:** (800) 452-4664

**Central Office:** 18 MEADOW ROAD, AUGUSTA, ME 04330

**Mail Address:** 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 **FAX:** (207) 287-3042

**Established:** **Telephone:** (207) 287-3619

**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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## EMERGENCY SERVICES COMMUNICATION BUREAU

**ALBERT GERVENACK, DIRECTOR**

**WATS:** (888) 448-3803

**TTY:** (207) 877-8058

**Central Office:** 15 OAK GROVE ROAD, VASSALBORO, ME 04989

**Mail Address:** 15 OAK GROVE ROAD, VASSALBORO, ME 04989

**Established:** 1994

**FAX:** (207) 877-8060

**Telephone:** (207) 877-8010

**Reference:** Policy Area: 06 ; Umbrella: 16 Unit: 574 ; Citation: T0025 M.R.S.A., Sect. 000002926

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

**Legislative Count:** 5.00

### 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 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 four other positions. It is funded by a fifty cent per month surcharge on each telephone exchange line.

## DEPARTMENT OF PUBLIC SAFETY

### PROGRAM:

The Bureau began Public Safety Answering Point (PSAP) activations in the late 2000 and completed wireline system activations in February 2003. Currently 99% of the population of Maine has E-9-1-1 access from their home or business telephone through 48 PSAP's. Activations involved telephone networks, PSAP E-9-1-1 equipment, telephone subscriber database information, calltaker training, and 24/7 system maintenance.

The Bureau has begun PSAP wireless system activations, which will eventually provide for location information of cellular 9-1-1 calls.

Public education training for both children and adults is provided to PSAP's. Through cooperative agreements with the Maine Office of Geographic Information Systems, and Eastern Maine Development Corporation, local municipalities and counties are receiving technical assistance in the naming and numbering of all streets and road networks.

### PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Guidebook for Local Governments, Third Ed.  
Quarterly 9-1-1 News  
Web Page [www.maine911.com](http://www.maine911.com)  
Maine Enhanced 9-1-1 Addressing Officer Manual, second Edition  
PSAP Training Manual  
Brochure: "How to use Maine's new E-9-1-1 System"

**FINANCES, FISCAL YEAR 2003:** 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	254,489		254,489			
HEALTH BENEFITS	74,608		74,608			
RETIREMENTS	38,560		38,560			
OTHER FRINGE BENEFITS	4,404		4,404			
OTHER CONTRACT SERVICES STATE	7,210,886		7,210,886			
COMPUTER SERVICES STATE	22,261		22,261			
OTHER CONTRACT SERVICES	90,661		90,661			
RENTS	16,810		16,810			
COMMODITIES	749,212		749,212			
TRANSFER TO OTHER FUNDS	86,082		86,082			
<b>TOTAL EXPENDITURES</b>	<b>8,547,973</b>		<b>8,547,973</b>			

## OFFICE OF THE STATE FIRE MARSHAL

**JOHN C. DEAN, STATE FIRE MARSHAL**

**JOSEPH E. THOMAS, JR., ASST. STATE FIRE MARSHAL**

*Central Office:* 397 WATER STREET, GARDNIER, ME 04345

*Mail Address:* 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX:* (207) 624-8964

*Established:* 1973

*Telephone:* (207) 624-8957

*Reference: Policy Area:* 06 ; *Umbrella:* 16 *Unit:* 224 ; *Citation:* T0025 *M.R.S.A., Sect.* 000002396

*Average Count--All Positions:* 41.000

*Legislative Count:* 41.00

### PURPOSE:

The primary function of the State Fire Marshal is to protect lives and property from fire. It is the duty of the State Fire Marshal to enforce all laws, ordinances and rules directed toward and concerned with the prevention and containment of fire and the protection of life and property therefrom; the suppression of arson and investigation of cause, origin and circumstances of fires, the storage, sale and use of combustibles, flammables and explosives; the installation, maintenance or sale of automatic and other fire alarm systems and fire extinguishing systems; the construction, maintenance and regulation of fire

## DEPARTMENT OF PUBLIC SAFETY

escapes; the adequacy of means of egress, in case of fire, from buildings; and other such duties as may be conferred or imposed by law.

### 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.

### PROGRAM:

The programs of the State Fire Marshal have primary goals of 1) Investigation of the cause and origin of fires and explosions; 2) Arson investigation, evidence gathering and case preparation for possible prosecution; 3) Regulate, permit and inspect for the use of explosives, fireworks, and certain flammable liquids; 4) Inspect approximately 25 different types of buildings and facilities with the primary focus to enforce life safety codes and standards; 5) Review plans to issue permits for construction and alteration of public buildings, handicap accessibility, installation of fire alarm and fire sprinkler systems, installation of above ground fuel storage tanks, amusement rides, and new self-service gas stations; 6) conduct and offer specialized training for trade professionals, care givers, code enforcement officials, and fire and law enforcement professionals; 7) Coordinate efforts of specialty subject areas such as the Juvenile Firesetter Intervention Task Force.

### LICENSES:

#### Certificates:

Inspection Technician Certification  
Explosive Transportation  
Explosive Storage

#### Permits:

Construction Permit and Plan Review  
Explosive User  
Flammable Liquids, Aboveground  
Fire Sprinkler System Permit and Plan Review  
Barrier-Free Construction Permit and Plan Review

#### Licenses:

Fire Sprinkler System Contractor License  
Traveling Circus, Carnival, Amusement Show, and Mechanical Rides  
Theater and Motion Picture Houses  
Motor Vehicle Racing  
Fireworks Display  
Fireworks Competent Operator  
Dance Facilities

### PUBLICATIONS:

Rules and Regulations for Flammable and Combustible Liquids  
Rules for Manufacture, Transportation, Storage and Use of Explosives  
Laws for the Fire Service  
Rules and Regulations Governing Storage and Display of Fireworks  
Maine Safety Rules for Amusement Devices and Midways  
Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusements  
Rules and Regulations Relating to Structures Used by the Public as Spectators During Motor Vehicle Racing

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2003:** 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	1,668,293		1,668,293			
HEALTH BENEFITS	521,667		521,667			
RETIREMENTS	273,309		273,309			
OTHER FRINGE BENEFITS	28,592		28,592			
OTHER CONTRACT SERVICES STATE	41,443		41,443			
COMPUTER SERVICES STATE	12,272		12,272			
OTHER CONTRACT SERVICES	168,887		167,305		1,582	
RENTS	84,913		84,913			
COMMODITIES	120,838		95,623		25,215	
EQUIPMENT	239,336		239,336			
INTEREST-DEBT RETIREMENT	50		50			
TRANSFER TO OTHER FUNDS	21,988		21,786		202	
<b>TOTAL EXPENDITURES</b>	<b>3,181,588</b>		<b>3,154,589</b>		<b>26,999</b>	

## 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:* 6.000

*FAX:* (207) 624-8768

*Telephone:* (207) 624-8756

*M.R.S.A., Sect.* 000002902

*Legislative Count:* 6.00

#### PURPOSE:

The Bureau of Highway Safety is responsible 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.

#### 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.

#### 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, and traffic records systems. The Bureau also directs the Defensive Driving program (MDD) and administers the Fatality Analysis Reporting System (FARS) and the Child Safety Seating Fitting Station program in Maine. The Bureau provides 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 Safety Belt Law

A Guide to Understanding Maine's Liquor and Liability Laws

## DEPARTMENT OF PUBLIC SAFETY

Drugs and Driving in Maine  
Motorcycling in Maine

**FINANCES, FISCAL YEAR 2003:** 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	218,747		12,176	159,560	47,011	
HEALTH BENEFITS	65,477		3,576	43,390	18,511	
RETIREMENTS	31,347		1,465	23,450	6,432	
OTHER FRINGE BENEFITS	3,449		211	2,471	767	
OTHER CONTRACT SERVICES STATE	11,363		11,275		88	
COMPUTER SERVICES STATE	255,059		127	254,932		
OTHER CONTRACT SERVICES	63,378		24,622	20,356	18,400	
RENTS	29,838		4,903	22,226	2,709	
COMMODITIES	17,263		5,723	8,629	2,911	
GRANTS, SUBSIDIES, PENSIONS	1,014,433		95,192		919,241	
TRANSFER TO OTHER FUNDS	12,637		1,163	9,716	1,758	
<b>TOTAL EXPENDITURES</b>	<b>1,722,991</b>		<b>160,433</b>	<b>544,730</b>	<b>1,017,828</b>	

## STATE BUREAU OF IDENTIFICATION

**MICHAEL SPERRY, CHIEF, MAINE STATE POLICE**  
**JEFFREY HARMON, DEPUTY CHIEF**

*Central Office:* 36 HOSPITAL ST, AUGUSTA, ME 04330

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1937

*FAX:* (207) 624-7068

*Telephone:* (207) 624-7088

*Reference:* Policy Area:06 ; Umbrella: 16 Unit: 223 ; Citation: T0025 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 went on-line in August 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF LIQUOR ENFORCEMENT**

**LYNN CAYFORD, DIRECTOR**

*Central Office:* 397 WATER STREET, GARDINER, ME 04345

*Mail Address:* 87 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1972

*Reference: Policy Area: 06 ; Umbrella: 16 Unit: 226 ; Citation: T0025*

*Average Count--All Positions:* 28,000

*FAX:* (207) 624-8979

*Telephone:* (207) 624-8973

*M.R.S.A., Sect. 000003901*

*Legislative Count:* 28.00

**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 5,000 liquor establishments including 210 agency stores.

Liquor Enforcement Officers investigate a variety of liquor law violations, to include illegal sale (selling without a license) and furnishing (providing alcoholic beverages to underage people) and conduct numerous spot checks of all liquor licensed establishments annually. 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 1933, the Division of Liquor Enforcement was created within the State Liquor Commission, and in 1967 the licensing division was established. In 1972 the Enforcement Division was placed under the newly created Department of Public Safety and renamed the 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.

**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 fifteen approved courses with two more courses under design.

The "Officers as Agents" is a 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 minors and for intoxicated persons trying to purchase alcohol. An additional officer, in uniform, is outside the store. This program, which requires working with licensees, is well received and has become part of the Bureau's regular duties.

**LICENSES:**

B.A.S.I.C. Program Certification

A number of different types of liquor licenses, permits, and registrations.

**PUBLICATIONS:**

New Licensee Quick Reference Booklet

Retail Licensee List

Lawbook and Rules

Liquor and Tobacco Quick Reference Guide for Law Enforcement Officers

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2003:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS System

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,057,936	1,057,936				
HEALTH BENEFITS	356,301	356,301				
RETIREMENTS	190,981	190,981				
OTHER FRINGE BENEFITS	16,678	16,678				
COMPUTER SERVICES STATE	2,361	2,176	185			
OTHER CONTRACT SERVICES	80,189	74,078	6,111			
RENTS	113,034	108,588	4,446			
COMMODITIES	66,523	51,546	5,326		9,651	
TRANSFER TO OTHER FUNDS	215		134		81	
<b>TOTAL EXPENDITURES</b>	<b>1,884,218</b>	<b>1,858,284</b>	<b>16,202</b>		<b>9,732</b>	

## BUREAU OF STATE POLICE

**MICHAEL SPERRY, CHIEF, MAINE STATE POLICE**  
**JEFFREY HARMON, DEPUTY CHIEF**

WATS: (800) 452-4664

Central Office: 36 HOSPITAL ST, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-7068

Established: 1925

Telephone: (207) 624-7088

Reference: Policy Area:06 ; Umbrella: 16 Unit: 222 ; Citation: T0025

M.R.S.A., Sect. 000001501

Average Count--All Positions: 543.000

Legislative Count: 543.00

### 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.

# DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2003:** 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		SPECIAL			
	ALL	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC.
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	25,629,689	6,368,764	3,287,764	15,905,029	68,132	
HEALTH BENEFITS	7,187,502	3,090,540	829,291	3,252,325	15,346	
RETIREMENTS	6,290,336	1,992,742	880,817	3,407,960	8,817	
OTHER FRINGE BENEFITS	668,173	276,233	69,662	321,422	856	
OTHER CONTRACT SERVICES STATE	698,378	422,060	24,610	145,660	106,048	
COMPUTER SERVICES STATE	111,026	7,085	53,891	50,047	3	
OTHER CONTRACT SERVICES	2,876,930	1,272,393	469,973	1,130,090	4,474	
RENTS	319,353	50,952	24,780	243,621		
COMMODITIES	6,592,428	632,770	177,087	3,536,395	2,246,176	
GRANTS, SUBSIDIES, PENSIONS	442,109	72,260		317,652	52,197	
BUILDING IMPROVEMENTS	16,000			16,000		
EQUIPMENT	3,437,009	810,959	350,519	2,214,886	60,645	
INTEREST-DEBT RETIREMENT	259	11		248		
TRANSFER TO OTHER FUNDS	519,091		82,459	401,825	34,807	
TOTAL EXPENDITURES	54,788,283	14,996,769	6,250,853	30,943,160	2,597,501	



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: 66.000

Legislative Count: 65.50

**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 160 water utilities, 13 electric utilities, 3 gas utilities 22 local telephone utilities, 9 water carriers, 72 COCOTS, 41 competitive electricity providers and 360 competitive local and 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.

35-A M.R.S.A. Chapter 32, Electric Industry Restructuring, deregulates generation services for investor-owned electric utilities, mandated 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

## PUBLIC UTILITIES COMMISSION

still subject to PUC jurisdiction. Chapter 304 of 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 transmission and distribution companies, 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, 2003, 862 cases were filed with the Commission and 971 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 which began March 1, 2000, to include rule revisions regarding resource portfolio requirements.

Major decisions issued by the Commission during fiscal year 2001 include: approval of annual rate change pursuant to CMP rate cap plan implementation of a number of electric conservation programs with "Efficiency Maine", determination of rates for a number of Maine's water companies and districts, approval of standard offer electric rates and providers, basic rate cases for a number of incumbent local exchange carriers, implementation of the Maine Universal Service Fund, and major revisions to the Basic Service Calling Area Rule.

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 2002, CAD handled 9,651 consumer contacts, including 6,917 information requests and 2,734 complaints. The vast majority of complaints (91%) were related to the electric and telephone utilities with 65% attributable to telephone utilities and 26% attributable to electric utilities. CAD issued 762 decisions ordering over \$730,000 in abatements to customers. Finally, CAD received 375 requests from utilities to disconnect customers from service during the winter of 2001-2002.

### 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 transmission facilities; 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). \*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, others will be charged printing costs. All of Commission orders, rules and docket information can be found on the Commission's website at: [www.maine.gov/mpuc/](http://www.maine.gov/mpuc/)

# PUBLIC UTILITIES COMMISSION

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,227,326		3,227,326			
HEALTH BENEFITS	756,947		756,947			
RETIREMENTS	492,484		492,484			
OTHER FRINGE BENEFITS	40,721		40,721			
OTHER CONTRACT SERVICES STATE	1,231,866		1,222,988		8,878	
OTHER CONTRACT SERVICES	239,839		239,839			
RENTS	2,296		2,296			
COMMODITIES	229,471		229,471			
GRANTS, SUBSIDIES, PENSIONS	245,468		245,468			
TRANSFER TO OTHER FUNDS	245,525		245,525			
<b>TOTAL EXPENDITURES</b>	<b>6,711,943</b>		<b>6,703,065</b>		<b>8,878</b>	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,227,326		3,227,326			
HEALTH BENEFITS	756,947		756,947			
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DEPARTMENT OF THE SECRETARY OF STATE

**DEPARTMENT OF THE SECRETARY OF STATE**

**DAN GWADOSKY, 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: 1820

Telephone: (207) 626-8400

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250 ; Citation: T0005 M.R.S.A., Sect. 000000081

Average Count--All Positions: 442.808

Legislative Count: 442.50

Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

MAINE STATE ARCHIVES

DIVISION OF ARCHIVES SERVICES

DIVISION OF CORPORATIONS

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DIVISION OF DRIVER LICENSE SERVICES

DIVISION OF ELECTIONS AND COMMISSIONS

OFFICE OF INVESTIGATION

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

BUREAU OF MOTOR VEHICLES

DIVISION OF RECORDS MANAGEMENT SERVICES

DIVISION OF VEHICLE SERVICES

**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.

In FY99 a major reorganization of the Bureau of Motor Vehicles was completed. Similar functions were combined to streamline processes and prepare the bureau for the integration of a relational database.

## DEPARTMENT OF THE SECRETARY OF STATE

**PROGRAM:**

In FY 03, the department's Rapid Renewal program expanded considerably with 47 municipalities offering registration renewal over the Internet. The UCC Internet Search program was enhanced with the addition of filing and payment of fees and received the 2003 EGov Pioneer Award. The department offers a total of 14 web based services.

The department sponsored legislation to protect younger drivers and their passengers by introducing a graduated licensing system. The bill was unanimously supported by the Legislature's Transportation Committee and passed in the House and Senate.

In addition, the department has begun planning and implementing the Federal Help America Vote Act which introduces significant election reform.

**FINANCES, FISCAL YEAR 2003:** 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	13,402,548	1,848,568	66,029	11,467,613	20,338	
HEALTH BENEFITS	4,601,105	617,594	29,075	3,950,276	4,160	
RETIREMENTS	1,780,302	241,209	8,796	1,526,847	3,450	
OTHER FRINGE BENEFITS	208,310	21,094	984	185,965	267	
OTHER CONTRACT SERVICES STATE	1,336,313	30,304	1,574	1,304,435		
COMPUTER SERVICES STATE	124,815	5,000	4,800	115,015		
OTHER CONTRACT SERVICES	2,770,187	863,788	11,449	1,894,336	614	
RENTS	1,208,185	1,012		1,207,173		
COMMODITIES	6,888,011	215,305	144,658	6,526,050	1,998	
GRANTS, SUBSIDIES, PENSIONS	804,722	53,964	749,530		1,228	
EQUIPMENT	1,359,951	25,536	53,668	1,280,747		
INTEREST-DEBT RETIREMENT	11			11		
TRANSFER TO OTHER FUNDS	872,245		7,116	865,110	19	
<b>TOTAL EXPENDITURES</b>	<b>35,356,705</b>	<b>3,923,374</b>	<b>1,077,679</b>	<b>30,323,578</b>	<b>32,074</b>	

## ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

**PAUL POTVIN, DIRECTOR**  
**JAMES BELANGER, ASSISTANT DIRECTOR**

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9013

*Established:* 1943

*Telephone:* (207) 624-9005

*Reference:* Policy Area:00 ; Umbrella: 29 Unit: 250D; Citation: T0029A M.R.S.A., Sect. 000000051

**PURPOSE:**

The Division of Administrative Services, made up of 3 units, provides those services that are supportive to the other organizational elements of the Bureau of Motor Vehicles. The Support Services unit provides financial and management support services in the areas of audit, budgeting/payroll, personnel management, data processing, central files, microfilming, plate manufacturing, central stores and supply, mail handling, and facilities management.

The Information Services unit provides computer systems analysis, systems and applications development, computer programming, and support and maintenance of BMV computer applications, hardware, and software.

The Field Operations unit provides registration and license services to the general public through 13 motor vehicle branch offices and 2 mobile units.

## DEPARTMENT OF THE SECRETARY OF STATE

### ORGANIZATION:

The division evolved from the Financial and Administrative Bureau which had the responsibility for all of the support activities with the exception of data processing, information services, field operations, and the audit unit. Data processing came within the organizational framework in 1976. Information Services, field operations and the Audit unit came under the framework as a result of the reorganization in 1999.

### PROGRAM:

The primary functions and activities of the division were continued during the past year and highlighted by the continuation of the Bureaus migration from an antiquated mainframe database to a state-of-the-art relational database. Additional efforts were made to better align the division with the goal of increased effectiveness and better service to the division's customer base. The division continued to strengthen internal controls and make improvements in the area of fiscal management.

### PUBLICATIONS:

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## 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:* 14,000

### 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 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

## DEPARTMENT OF THE SECRETARY OF STATE

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:**

The Archives has distributed microfilm copies of frequently used records to selected repositories across the state, including, vital records (births, deaths, marriages) up to 1955 at these sites: University of Maine at Presque Isle Library, Fogler Library at the University of Maine in Orono, Maine State Library in Augusta, Portland Public Library, Maine Historical Society in Portland, Springvale Public Library and Penobscot Marine Museum in Searsport.

The Archives participates in professional associations, including the Association of Records Managers and Administrators, the Society of American Archivists, the National Association of Government Archives and Records Administrators (NAGARA), and the New England Archivists. Cooperative agreements continued with the State Library in executing a project 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, including manuals, is available to all government agencies including counties and municipalities free of charge.

A comprehensive database system encompassing both Archival and Records Center holdings continues to expand. It allows rapid retrieval of records by keyword searches. Special projects included refilming of vital records whose microfilm copies were in poor condition and deployment of searchable databases in the Research Room. These databases will be accessible via the Internet in FY 2004. Grants for archival preservation and access projects to local communities continued.

### **PUBLICATIONS:**

The Archives has a World Wide Web site, which includes information about our collections, related cultural organizations, database and e-mail contacts. Its address is <http://www.maine.gov/sos/arc/>. 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:**

Counties, Cities, Towns and Plantations of Maine - A Handbook of Incorporations, Dissolutions, and Boundary Changes.

Lands and Forests: Maine and the Nation - A Select Bibliography,  
Public Record Repositories in Maine,  
Microfilm List - Maine Town and Census Records.

Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1841-1845.

#### **Other Publications**

Dubros Times: Selected Depositories of Maine Revolutionary War Veterans.

Preserving Your Collections: A Planning and Resource Manual

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	513,711	485,539	7,834		20,338	
HEALTH BENEFITS	160,579	155,115	1,304		4,160	
RETIREMENTS	70,380	65,643	1,287		3,450	
OTHER FRINGE BENEFITS	4,076	3,710	99		267	
OTHER CONTRACT SERVICES STATE	21,280	20,550	730			
COMPUTER SERVICES STATE	9,800	5,000	4,800			
OTHER CONTRACT SERVICES	28,072	23,862	4,210			
COMMODITIES	81,024	65,726	15,298			
GRANTS, SUBSIDIES, PENSIONS	55,192	53,964			1,228	
<b>TOTAL EXPENDITURES</b>	<b>944,114</b>	<b>879,109</b>	<b>35,562</b>		<b>29,443</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:

While the number of in-person visits by customers has remained at a constant level, the volume of requests for information by e-mail, regular mail and telephone has increased substantially. The creation of finding aids in the form of computerized indexes has continued with many of these now available online. Further online access will become available in the near future, as the agency has been working to incorporate its databases into the State InforME system.

Service to Research Room patrons was significantly improved by the addition of two digital microfilm reader-printers which can enhance the readability of images, scan them onto disks, and make them available on the internet. In-house preservation microfilming of paper records has progressed and the agency has contracted with Northeast Historic Film of Bucksport to convert old motion picture films to a videotape format for preservation. These motion pictures were filmed by a variety of State agencies for educational or promotional purposes during the 1950s through the mid 1970s.

The Maine State Archives web page has continued to expand, and the agency has been cooperating with the Maine Historical Society's Maine Memory Network project - a Statewide on-line resource of archival documents, photographs and other historical materials. Elementary and secondary school teachers show an increasing interest in having students learn how to use original documents, and the Maine State Archives has facilitated this through its own web page, where there is a special section aimed at teachers and students. An increasing number



## DEPARTMENT OF THE SECRETARY OF STATE

of schools have brought groups of students directly to the Archives for hands-on study of documents, photographs and other resources. Researchers using the Archives facility reflect an increasingly broad variety of interests, which may be attributable to the promulgation of information about the agency's holdings though the internet.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF CORPORATIONS

**TIMOTHY POULIN, DIRECTOR**  
**CAROL HANKS, ASSISTANT DIRECTOR**

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

*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5874

*Established:* 1989

*Telephone:* (207) 624-7736

*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 58,000 corporate entities operating in the State and 192,000 liens filed on personal property.

Specifically, this division files all originating documents, amendments and cancellations relating to corporations, limited partnerships, limited liability companies, and limited liability partnerships, and reviews proposed entity names against those on file for availability prior to filing; files 49,000 annual reports disclosing officer information for all entities; assesses penalties for late reports; and administratively dissolves or revokes entities which fail to file. The division maintains 6,800 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 biennially files 126,000 original records and renewals of security interests in personal property under the Uniform Commercial Code and the Food Security Act.

### ORGANIZATION:

The 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 Division of Corporations is comprised of three functional sections, each reporting to the Division Director. They are: the Corporate Examining Section, the Corporate Reporting and Information Section, and the Uniform Commercial Code (UCC) Filing Section.

### PROGRAM:

The Bureau installed two 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 Secretary of State works with the business and legal community and other stakeholders to review and consider adoption of uniform and model state filing laws and procedures.

In FY 02 the bureau assisted in the development of UCC online search and filing and Corporate online Annual Report filing, two internet based programs that allow for 24/7 access to corporate and UCC information.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE SECRETARY OF STATE

**BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS**  
**JULIE FLYNN, DEPUTY SECRETARY OF STATE**

*Central Office:* BURTON CROSS STATE OFFICE BLDG, AUGUSTA, ME 04333-0101

*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5428

*Established:* 1989

*Telephone:* (207) 624-7736

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250P ; *Citation:* T0005 *M.R.S.A., Sect.* 000000081

*Average Count--All Positions:* 41.000

*Legislative Count:* 41.00

**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; commissioning of Notaries Public; and disclosure of financial information by state agency executive employees. In addition, the Bureau provides administrative support to the Maine State Archives and the Office of the Secretary of State.

**ORGANIZATION:**

The Bureau executes its responsibilities through a Divisional structure. The Deputy Secretary of State is the Administrative head of the Bureau and the Directors of the two 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 customer contact includes over 150,000 inquiries in person, over the phone and by mail, and the maintenance of over 150,000 documents requiring action. The Bureau also has two 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  
Limited Partnerships  
Marks  
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  
The Basics to Maine Marks Guide  
Maine Law on subjects under the jurisdiction of the Bureau  
Notary Public Guide  
Maine Voter Guide

## DEPARTMENT OF THE SECRETARY OF STATE

A Guide to Absentee Voting in Maine  
Registered and Enrolled Voters Listing  
World Wide Web: <http://www.maine.gov/sos/cec/>

**FINANCES, FISCAL YEAR 2003:** 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	1,421,224	1,363,029	58,195			
HEALTH BENEFITS	490,250	462,479	27,771			
RETIREMENTS	183,075	175,566	7,509			
OTHER FRINGE BENEFITS	18,269	17,384	885			
OTHER CONTRACT SERVICES STATE	10,598	9,754	844			
OTHER CONTRACT SERVICES	847,331	839,926	6,791			614
RENTS	1,012	1,012				
COMMODITIES	278,939	149,579	129,360			
EQUIPMENT	61,772	25,536	36,236			
TRANSFER TO OTHER FUNDS	7,121		7,102			19
<b>TOTAL EXPENDITURES</b>	<b>3,319,591</b>	<b>3,044,265</b>	<b>274,693</b>			<b>633</b>

## DIVISION OF DRIVER LICENSE SERVICES

**ROBERT E. O'CONNELL, JR., DIRECTOR**  
**SUSAN COOKSON, ASSISTANT DIRECTOR**

TTY: (207) 624-9105

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029

*Established:* 1920

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250L ; *Citation:* T0029 *M.R.S.A., Sect.* 000000531

*FAX:* (207) 624-9154

*Telephone:* (207) 624-9092

### PURPOSE:

The Division of Driver License Services 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 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. In 1999, as the result of Bureau reorganization, the Division came to be known as the Division of Driver License Services.

## DEPARTMENT OF THE SECRETARY OF STATE

### PROGRAM:

The primary functions and activities of the Driver License Services 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. In FY00 the Division began implementation of the new digital license program, which is still underway.

### 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

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF ELECTIONS AND COMMISSIONS

**DEBORAH CABANA, DIRECTOR**  
**MELISSA PACKARD, ASST DIRECTOR OF ELECTION**

*Central Office:* BURTON CROSS STATE OFFICE BLDG, AUGUSTA, ME 04333-0101  
*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-6545  
*Established:* 1996 *Telephone:* (207) 624-7650  
*Reference:* Policy Area:00 ; Umbrella: 29 Unit: 250M; Ciation: 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

## DEPARTMENT OF THE SECRETARY OF STATE

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 2,000 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 (NVRA) and the Help America Vote Act (HAVA), two federally mandated programs.

Additionally the Division administers the appointment, renewal and continuing education of 26,500 Notaries Public, administers the application process of Dedimus Justice candidates for the Governor's Office; records appointments to 250 boards and commissions and publishes vacancy listings; maintains records of approximately 1,800 rules filed under the Administrative Procedure Act for all State agencies and arranges for the publication of rule-making notices; files all documents relating to pardons; processes authentications, apostilles and incumbencies certifying the acts of public officials; and administers the Executive Financial Disclosure requirements for 150 State agency officials.

### ORGANIZATION:

The Director is responsible for the functions of the division, including the selection, supervision, rating and discipline of personnel. The Assistant Director of Elections reports directly to the Director who reports directly to the Deputy Secretary of State.

### PROGRAM:

The Division provides municipalities with extensive assistance in election practices, and strives for the best possible procedures to ensure fair and efficient elections. The division trains local election officials at an annual conference, and conducts regional workshops in conjunction with the Maine Town and City Clerks Association. The Secretary of State convenes groups of stakeholders, as needed, to advise the Department on election issues, including the wording of citizen initiatives and implementation of new state and federal laws and procedures.

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 continuing education for Notaries; coordinates paperwork by case for pardon hearings and tape records those hearings for public access.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## OFFICE OF INVESTIGATION

### DAVID W. GUILMETTE, DIRECTOR

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9258

*Established:* 1980

*Telephone:* (207) 624-9257

*Reference:* Policy Area:00 ; Umbrella: 29 Unit: 250E; Citation: T0029 M.R.S.A., Sect. 000000081

### PURPOSE:

The Office of Investigations was established to provide for the law enforcement functions of the Bureau. Such operations include regulation and enforcement of laws concerning various types of vehicle dealer, title fraud, odometer fraud, auto theft investigations, registration evasion, insurance

## DEPARTMENT OF THE SECRETARY OF STATE

fraud, driver license and state identification card fraud and consumer complaints.

### **ORGANIZATION:**

The office was established by the reorganization of the Bureau in 1999. Previous to the reorganization, the Investigations Unit was part of the Division of Enforcement & Regulation created in 1983 and dissolved in 1999 with its title and dealer functions being transferred to the Vehicle Services Division.

### **PROGRAM:**

The office continues to investigate and enforce violations of motor vehicle statutes, primarily in the areas of consumer protection relating to the purchase of vehicles.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

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

### **PETER KEEBLER M.D., CHAIRMAN**

TTY: (207) 624-9101

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9319

*Established:* 1981

*Telephone:* (207) 624-0985

*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 8 members on the Board.

### **PROGRAM:**

The last meeting of the Medical Advisory Board was held in Augusta in December of 2000.

### **PUBLICATIONS:**

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF THE SECRETARY OF STATE

**BUREAU OF MOTOR VEHICLES**

**PETER C. BRAZIER, DEPUTY SECRETARY OF STATE**  
**LINDA GRANT, ADMINISTRATIVE ASSISTANT**

TTY: (207) 624-9105

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029

FAX: (207) 624-9013

Established: 1905

Telephone: (207) 624-9004

Reference: Policy Area:00 ; Umbrella: 29 Unit: 250A; Citation: T0029 M.R.S.A., Sect. 000000051A

Average Count--All Positions: 387.808

Legislative Count: 387.50

**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 a main office and thirteen branch office locations 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 licenses motor vehicle and trailer dealers; conducts hearings on violations of motor vehicle laws to determine if the individual's privilege to operate or register a vehicle 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 vehicles 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 named 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 an 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.

In 1999 the Bureau of Motor Vehicles was reorganized once more into its present structure of the Office of the Deputy, three divisions; Division of Administrative Services, Division of Driver License Services, and the Division of Vehicle Services and two offices; the Office of Investigations and the Office of Planning. In FY01, the functions of the Planning Office were transferred to the Administrative Services Division.

**PROGRAM:**

The Bureau continues to provide licensing, registration and title services through 13 branch office locations, 26 outreach stations, 2 mobile photo-licensing units, the main office and 465 municipal agents.

In FY01 the Bureau continued replacing the photo license program with a new digital license program. Full implementation of the digital license system is still underway.

In FY01, the bureau assisted with the development of Rapid Renewal, a web-based program that allows for registration renewal over the Internet.

## DEPARTMENT OF THE SECRETARY OF STATE

### LICENSES:

Operators License/Learners Permit - See Division of Driver License Services  
Driver Education School & Instructor Licenses - See Division of Driver License Services  
Commercial Registrations/Permits - See Division of Vehicle Services  
All Other Registrations/Permits - See Division of Vehicle Services  
State Identification Cards - See Division of Driver License Services  
Car Dealer Licensing - See Division of Vehicle Services

### PUBLICATIONS:

Title 29A - Motor Vehicle Laws  
For copies contact: Swan Island Press  
402 Pork Point Rd  
Bowdoinham, Maine 04008  
Tel: 207-666-8291

World Wide Web: [http://www.maine.gov/sos/bmv\\_](http://www.maine.gov/sos/bmv_)

**FINANCES, FISCAL YEAR 2003:** 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 MOTOR VEHICLES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,467,613			11,467,613		
HEALTH BENEFITS	3,950,276			3,950,276		
RETIREMENTS	1,526,847			1,526,847		
OTHER FRINGE BENEFITS	185,965			185,965		
OTHER CONTRACT SERVICES STATE	1,304,435			1,304,435		
COMPUTER SERVICES STATE	115,015			115,015		
OTHER CONTRACT SERVICES	1,894,784		448	1,894,336		
RENTS	1,207,173			1,207,173		
COMMODITIES	6,528,048			6,526,050	1,998	
GRANTS, SUBSIDIES, PENSIONS	749,530		749,530			
EQUIPMENT	1,298,179		17,432	1,280,747		
INTEREST-DEBT RETIREMENT	11			11		
TRANSFER TO OTHER FUNDS	865,124		14	865,110		
<b>TOTAL EXPENDITURES</b>	<b>31,093,000</b>		<b>767,424</b>	<b>30,323,578</b>	<b>1,998</b>	

## 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.



## DEPARTMENT OF THE SECRETARY OF STATE

### PROGRAM:

Current program emphasis is on implementing a "functional" approach to records scheduling, in which an entire agency's method of carrying out its legislative mandate is looked at by the Records Analyst instead of taking a strict record series by record series approach. This enables the Archives Advisory Board to designate entire functions as having, or not having, permanent value requiring preservation.

During Fiscal Year 2003, the State Records Center provided more than 20,000 references to State agencies. The Center provides safe, cost effective, environmentally controlled storage for records (including computer media and microfilm records, as well as paper files). The Division has continued to work with the Office of Information Services to ensure the preservation of permanently, valuable electronic records throughout 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 Research Room use. During Fiscal Year 2003 the Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies filming nearly one million images, as well as direct service to the public at an established fee rate. The Photoduplication Laboratory continues to 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 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DIVISION OF VEHICLE SERVICES

### CATHERINE CURTIS, DIRECTOR

TTY: (207) 624-9085

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9204

Established: 1970

Telephone: (207) 624-9191

Reference: Policy Area: 00 ; Umbrella: 29 Unit: 250S ; Citation: T0029 M.R.S.A., Sect. 000000051A

### PURPOSE:

The purpose of the Division of Vehicle Services is to administer those motor vehicle laws of this State pertaining to the titling and registration of all classes of motor vehicles. Vehicle Services also administers the commercial vehicle laws. These include titling and 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 the fifty three foot trailer program. The division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions.

The Division of Vehicle Services also provides services in the area of dealer and salvage yard licensing.

The Division's Motor Carrier Section staffs the Motor Carrier Review Board.

In 1996, the Board developed and adopted its rules for conducting carrier reviews.

## DEPARTMENT OF THE SECRETARY OF STATE

### **ORGANIZATION:**

This division, formerly named the Division of Public Services, was established as one of four Bureaus in 1970 and reorganized into a division in 1978.

With the reorganization in 1999 this division became the Division of Vehicle Services and took on the Commercial Vehicle programs, Dealer Licensing, and the Title and Anti-Theft unit.

### **PROGRAM:**

The division continues to provide a single point of contact for the trucking industry and oversees the issuance of various commercial vehicle credentials. The effort to increase administrative efficiency and improve the database on commercial vehicles is ongoing. The division also oversees the administration of laws pertaining to vehicle dealer licensing, titling of motor vehicles and certain trailers, and the registration of all classes of motor vehicles with passenger cars being the largest class.

In FY01 the Division assisted with the implementation of Rapid Renewal, a web-based registration renewal program and also staffed and provided guidance to the Veterans' Commemorative Decal Task Force, created by the 119th Legislature.

### **LICENSES:**

- Fuel Use Identification Decals
- Highway Crossing Permits (golf carts, etc.)
- Island Use Only Registrations
- Short Term Gross Weight Permit (booster)
- Special Gross Weight Increase
- Transit Plate (allows one-way trip of unregistered vehicle)
- Vehicle Registrations (all classes)
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Boat and Snowmobile Trailer Dealer
- Heavy Trailer
- Loaner
- Transporter
- Recycler
- Vehicle Auction
- International Fuel Tax Agreement Licenses
- Long Term Trailer Registrations
- Commercial Vehicle Registrations; IRP Registrations and Trip Permits
- 100K General Permits

### **PUBLICATIONS:**

- Brochures covering registration requirements
- Rules and Regulations
- Title Manual
- Laws for the Operation of Commercial Vehicles
- International Registration Plan Manual
- Fuel Tax Licensing Procedures

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF TRANSPORTATION

DAVID A. COLE, COMM DOT

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016 FAX: (207) 624-3001

Established: 1972

Telephone: (207) 624-3000

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 229 ; Citation: T0023 M.R.S.A., Sect. 000004205

Average Count--All Positions: 2390.501

Legislative Count: 1041.50

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

MAINE PILOTAGE COMMISSION

BUREAU OF PLANNING

OFFICE OF POLICY ANALYSIS

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.

**PROGRAM:**

The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are

# DEPARTMENT OF TRANSPORTATION

individually reported in subsequent entries.

## LICENSES:

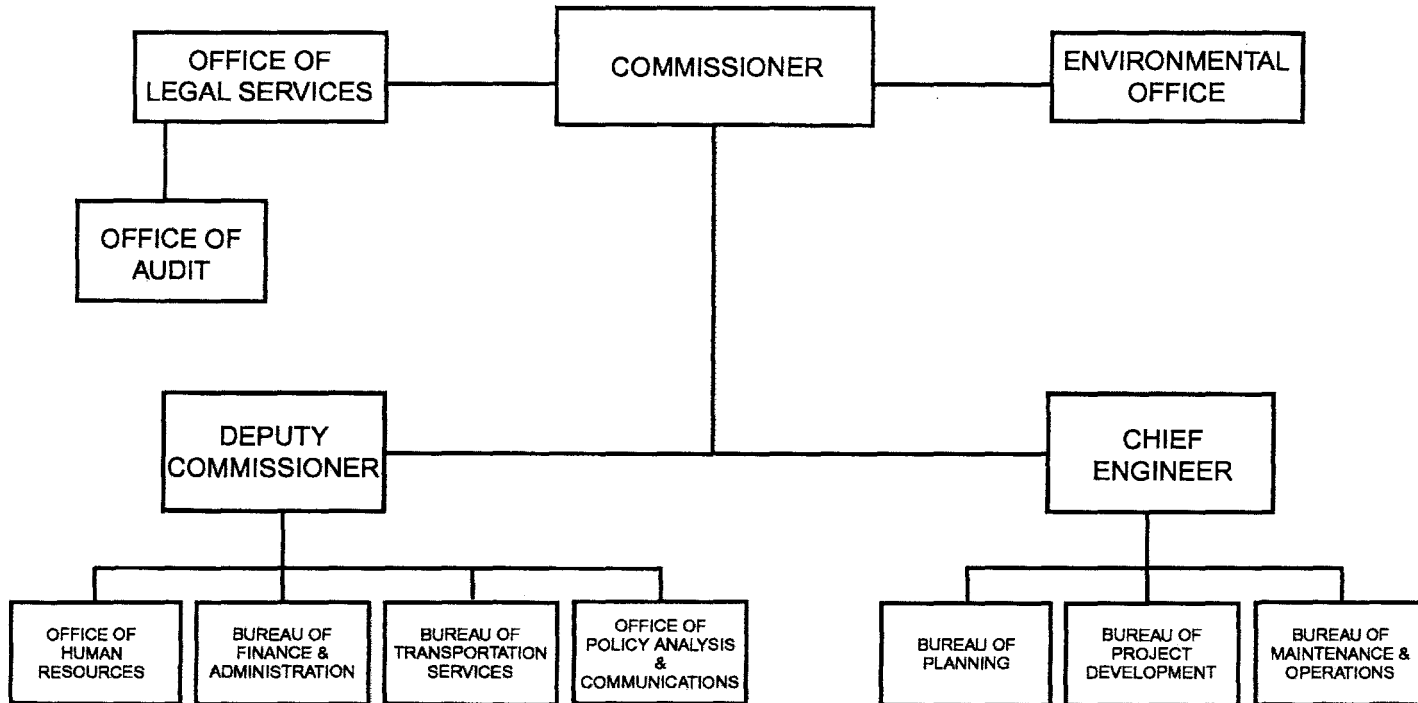
Listed under the separate units of the Department.

**FINANCES, FISCAL YEAR 2003:** 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	85,194,302	132,658	116,362	60,163,492	14,934,385	9,847,405
HEALTH BENEFITS	29,290,716	30,312	33,885	22,955,304	2,883,865	3,387,350
RETIREMENTS	10,945,070	22,435	25,830	6,593,564	3,100,690	1,202,551
OTHER FRINGE BENEFITS	1,287,087	53	1,295	1,097,767	9,988	177,984
OTHER CONTRACT SERVICES STATE	29,589,587	597,232	3,084,459	3,626,696	15,326,477	6,954,723
COMPUTER SERVICES STATE	-10,272,520		45,450	346,550	308,753	-10,973,273
OTHER CONTRACT SERVICES	26,574,597	130,792	381,754	7,026,741	1,987,295	17,048,015
RENTS	30,175,520		283,099	26,901,096	1,204,117	1,787,208
COMMODITIES	23,124,253		152,465	18,638,017	1,956,747	2,377,024
GRANTS, SUBSIDIES, PENSIONS	37,323,536	539,340	231,323	23,067,376	8,636,714	4,848,783
PURCHASE OF LAND	6,450		6,450	-6,930	6,930	
BUILDING IMPROVEMENTS	85,865			85,865		
EQUIPMENT	204,890,238		9,125,631	42,103,624	129,686,701	23,974,282
INTEREST-DEBT RETIREMENT	25,554,523			25,221,350		333,173
TRANSFER TO OTHER FUNDS	5,847,211	2,851,179	40,775	2,659,256	5,069	290,932
<b>TOTAL EXPENDITURES</b>	<b>499,616,435</b>	<b>4,304,001</b>	<b>13,528,778</b>	<b>240,479,768</b>	<b>180,047,731</b>	<b>61,256,157</b>

# Organizational Chart

## Maine 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

Reference: Policy Area: 07 ; Umbrella: 17 ; Unit: 231 ; Citation: T0023 M.R.S.A., Sect. 000004206

Average Count--All Positions: 166.544

Telephone: (207) 624-3200

M.R.S.A., Sect. 000004206

Legislative Count: 166.00

#### 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; all invoices; payroll; 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; Accounting, Administrative Services, and Information Systems.

#### 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 provides 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.

Financial information and position counts for other units are also included in this program.

**FINANCES, FISCAL YEAR 2003:** 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	6,381,781		116,362	6,265,419		
HEALTH BENEFITS	1,871,111		33,885	1,837,226		
RETIREMENTS	825,184		25,830	799,354		
OTHER FRINGE BENEFITS	78,341		1,295	77,046		
OTHER CONTRACT SERVICES STATE	469,052		267,847	201,205		
COMPUTER SERVICES STATE	9,480		2,000	7,480		
OTHER CONTRACT SERVICES	836,524		52,451	784,073		
RENTS	172,372		59,000	113,372		
COMMODITIES	2,877,004		138,561	2,738,443		
GRANTS, SUBSIDIES, PENSIONS	-4,541			-4,541		
PURCHASE OF LAND	6,450		6,450			
EQUIPMENT	412,909		43,636	369,273		
TRANSFER TO OTHER FUNDS	1,452,617		238	1,452,379		
<b>TOTAL EXPENDITURES</b>	<b>15,388,284</b>		<b>747,555</b>	<b>14,640,729</b>		

DEPARTMENT OF TRANSPORTATION

**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

*Telephone:* (207) 624-3250

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 245 ; Citation: T0006 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 an airport association in the state; one person from a pilot's association in the state; 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. 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**OFFICE OF ENVIRONMENTAL SERVICES**

**ALAN B. STEARNS, DIRECTOR**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1992

*Telephone:* (207) 624-3100

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 229E; Citation: M.R.S.A., Sect.

**PURPOSE:**

The Environmental Office leads the Department in proactively integrating transportation and environmental objectives and innovations as the Department plans, develops, operates, and maintains Maine's transportation systems.

**ORGANIZATION:**

The Environmental Office was restructured in calendar year 2000. The Office reports to the Commissioner, with functional connections to all other units and bureaus.

**PROGRAM:**

The Office provides policy and administrative leadership for the entire department on all environmental matters. Technical work by the Office supporting projects and programs of other Offices and Bureaus includes hydrology, water quality, groundwater, hazardous waste, environmental management systems, permits, historic and cultural resources, field biology, landscape,

## DEPARTMENT OF TRANSPORTATION

scenic resources, roadside vegetation management, and wetland mitigation. Air quality, noise, and NEPA are handled by the Bureau of Planning, with coordination from the Office. The Office administers three capital programs: the Scenic Byways Program, the Community Gateways Program, and the Surface Water Quality Protection Program. Each of these programs includes external nominations or applications and resulting department-administered projects.

### **PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **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) 624-3250

*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 member and one alternate member from each of the island municipalities and plantations served by the Maine State Ferry Service and three members appointed by the Commissioner of Transportation.

### **PROGRAM:**

During the year, the Board was involved in the completion of a design of a new vessel. Recommendations from the Board were incorporated in the new design.

Construction of a new terminal at Bass Harbor is complete and construction is nearly complete on a new terminal at Lincolnville. The Board reviewed items in the Strategic Plan. All have been completed or are ongoing. The Plan will now be expanded for the next 5 year period. The Board addressed various issues such as eliminating non-business charge accounts, placing driverless vehicles on vessels, reservation fee policy, etc.

**FINANCES, FISCAL YEAR 2003:** 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) 624-3050

*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 Human Resource matters including internal and external affirmative action, equal employment opportunity, labor relations, personnel, safety, wellness, staff development and training, and disadvantaged/women & minority business development activities.



## DEPARTMENT OF TRANSPORTATION

### ORGANIZATION:

This office reconfigured into its current organizational structure in August, 1998 with the first time ever inclusion of a Director of Health and Wellness.

### PROGRAM:

**PERSONNEL & EMPLOYEE RELATIONS UNIT.** This unit provides traditional personnel service support, contract administration, grievance resolution, collective bargaining, and records maintenance.

**TRAINING & STAFF DEVELOPMENT UNIT.** This unit plans, develops and provides education and training programs for a variety of managerial, supervisory, individual, career enhancing requirements in support of departmental goals.

**SAFETY, WELLNESS, AND WORKER'S COMPENSATION UNITS.** These units provide for the safety, health and wellness of the labor intensive work force. Plan, develop and deliver accident prevention, OSHA and other safety and health promotion programs. The workers compensation unit administers the return to work program and provides oversight of cost reduction efforts.

**EQUAL EMPLOYMENT OPPORTUNITY UNIT.** This unit implements programs for equal employment opportunity, affirmative action, and Title VI external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, & On-the-Job Training. The external Affirmative Action emphasis increases awareness, certification and participation of minority and women owned firms in Federal-aid contracts with MDOT, and pre-entry of women and minorities onto the construction industry.

### PUBLICATIONS:

D/WBE Program Manual (bi-annual), Free & on Website

D/WBE Directory (updated ongoingly), Free & on Website

OJT Program (Annual), Free & on Website

Contractor and Subcontractor Equal Employment Opportunity Handbook, (Annual), Free & on Website

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## OFFICE OF INTERNAL AUDIT

### RICHARD ALESSANDRO, 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) 624-3041

*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 on request 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 in the past 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.

## DEPARTMENT OF TRANSPORTATION

External audits currently provide 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 and regulations and DOT's management policies and procedures.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## OFFICE OF LEGAL SERVICES

### JAMES E. SMITH, CHIEF COUNSEL

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1972

*Telephone:* (207) 624-3020

*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, prepares title reports and provides other real estate support to many state agencies. The Office supervises financial and compliance audits of third party agreements between the Department and external organizations, and as requested, audits or other reviews of internal Department operations.

#### **ORGANIZATION:**

The Office of Legal Services originated in 1962 as part of the former State Highway Commission, which is now the Department of Transportation. The Office of Audit was added to Legal Services in August of 1999.

#### **PROGRAM:**

During this fiscal year, the Office represented the Department in eminent domain, tort, contract and administrative litigation. The Office rendered advice and counseling services, drafted contracts, leases and legislative documents, prepared deeds, conducted real estate closings, wrote opinions and performed research in connection with the activities of the Department. The Office processed 272 new State Claims Commission referrals; 16 cases were presented for hearing, 152 were settled and 60 were defaulted. The Office also completed and updated for the Department thousands of title abstracts for all real estate acquisitions by Project Development, Office of Passenger Transportation, Office of Freight Transportation, and Environment. Multiple real estate related projects were prepared for the Land for Maine's Future Board, several state agencies and the Governor's Office.

This year the office reorganized and improved its investigation procedures, provided support for the finalization and implementation of the new access management rules, worked with Project Development programs to integrate title preparation with the program process.

More specifically, the Office continued to support the Office of Freight Transportation's acquisition of a facility at Mack Point. The Chebeague Island litigation which clarified the State's right to condemn certain private property was again successfully defended on appeal and resolved. The Office also prevailed in the law court by successfully defending traffic permitting rules.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

DEPARTMENT OF TRANSPORTATION

**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) 624-3600

*Reference:* Policy Area: 07 ; Umbrella: 17 Unit: 234 ; Citation: T0023 M.R.S.A., Sect. 000004206

*Average Count--All Positions:* 1579.519

*Legislative Count:* 261.00

**PURPOSE:**

The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15, 977 lane miles of State and State Aid highway; the winter maintenance of 8,220 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 the Department's equipment fleet; 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 Transport Services, and seven regional divisions.

**PROGRAM:**

**HIGHWAY MAINTENANCE & MOTOR TRANSPORT SERVICES:** Plowing and maintaining roads remains an essential service provided. Additional road weather information stations were installed and salt brine application trailers were added for pre-treatment of major highways. A major ditching effort is underway to maintain existing roadside ditches to drain water away from highways. The access management program and traveler advisory information through 511 are provided through this unit.

**TRAFFIC ENGINEERING:** The Highway Striping Program completed 5,270 miles of centerline and 3,525 miles of edgeline. Statewide, the division maintained traffic signals, flashing beacons, dynamic signs, and street lighting. The division worked on 35 traffic movement permits, advertised projects, worked on approximately 40 other highway and bridge projects, and reviewed approximately 25 developer projects. The Division's Right of Way Control staff issued 761 permits for new Official Business Directional Signs, bringing the total to 4,010 accounts with 10,739 signs now in use. The sign shop produced highway signs and barricades as needed for field division use. The Crash Records Section processed about 36,750 highway crashes. In Traffic Monitoring, there are now 51 continuous count sites with 13 that continuously classify type of traffic.

**BRIDGE MAINTENANCE:** Routine maintenance of approximately 2800 bridges included: bridge cleaning; deck wearing surface; curb repair; painting; rehabilitation of abutments; and bridge rail. Eight moveable bridges were staffed for operation in accordance with U.S.G.S. Federal regulations. The Division utilized Correctional Facility Work Crews to supplement its activities.

The Bridge Inspection Unit inspected over 1800 public bridges in accordance with the National Bridge Inspection Standards. Maintenance of the Ferry Service facilities included 14 ferry transfer bridges & docks. Inspected and maintained 300 miles of state-owned railroad lines. Legislation realigned maintenance responsibility on town ways based on span length and traffic volume.

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2003:** 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	51,389,886			41,957,409	2,156,065	7,276,412
HEALTH BENEFITS	19,120,991			16,398,350	173,855	2,548,786
RETIREMENTS	6,271,162			5,039,268	361,887	870,007
OTHER FRINGE BENEFITS	866,313			736,077		130,236
OTHER CONTRACT SERVICES STATE	2,477,152		52,688	2,028,789	287,603	108,072
COMPUTER SERVICES STATE	-10,916,343			60,026	-2,660	-10,973,709
OTHER CONTRACT SERVICES	20,394,422		6,167	4,895,110	106,027	15,387,118
RENTS	27,961,683		215,122	25,944,350	520,385	1,281,826
COMMODITIES	17,418,809		8,045	14,004,401	1,545,680	1,860,683
GRANTS, SUBSIDIES, PENSIONS	22,385,671			22,386,175	246	-750
BUILDING IMPROVEMENTS	80,145			80,145		
EQUIPMENT	13,238,871		758,295	12,467,219	13,357	
INTEREST-DEBT RETIREMENT	335,695			2,522		333,173
TRANSFER TO OTHER FUNDS	862,937		1,591	749,118	-2	112,230
<b>TOTAL EXPENDITURES</b>	<b>171,887,394</b>		<b>1,041,908</b>	<b>146,748,959</b>	<b>5,162,443</b>	<b>18,934,084</b>

## MAINE PILOTAGE COMMISSION

### BRIAN NUTTER, ADMINISTRATOR

TTY: (207) 287-3392

Central Office: TRANSPORTATION BLDG., AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 FAX: (207) 624-3561

Established: 1969

Telephone: (207) 624-3564

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 387 ; Citation: T0038 M.R.S.A., Sect. 000000089

#### PROGRAM:

The Commission establishes the rules, policies, and procedures that govern the licensing, training, and discipline of marine pilots in the state waters under the jurisdiction of the Commission. The Commission also approves the rates, which pilots may charge for services, and generally oversees the operational and safety requirements of deep draft ship movements. Administrative responsibility for the Maine Pilotage Commission was transferred to the Department of Transportation in July 1998. Since that time the Office of Freight Transportation has served as the administrative arm of the Commission.

#### LICENSES:

During FY03, two new licenses were issued.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BUREAU OF PLANNING

### CARL A. CROCE, DIRECTOR

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 FAX: (207) 624-3301

Established: 1972

Telephone: (207) 624-3300

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 232 ; Citation: T0023 M.R.S.A., Sect. 000004206

## DEPARTMENT OF TRANSPORTATION

### PURPOSE:

The Bureau of Planning 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. In 1996, the Bureau revised its organizational structure to be consistent with the transportation planning requirements contained in federal and state laws such as the Federal Intermodal Surface Transportation Efficiency Act, the Clean Air Act Amendment and the State's Sensible Transportation Policy Act.

The Bureau of Planning is comprised of four basic operating Divisions; Plan & Program Development Division, Transportation Research Division, Community Services Division and Systems Management Division.

### PROGRAM:

The Plan and Program Development Division is primarily responsible for long-range transportation planning and capital improvement programming. In this regard, it develops the Department's 20-Year Transportation Plan, the 6-Year Transportation Improvement Plan, and Biennial Transportation Improvement Program. It also is responsible for public outreach in transportation planning through coordination with the State's Regional Transportation Advisory Committees (RTACs), Metropolitan Planning Organizations (MPOs), corridor committees, and other regional & municipal planning interests. The Division is also responsible for the preparation of project scoping and location studies consistent with the requirements of Maine's Sensible Transportation Policy Act and the National Environmental Policy Act as well as air quality conformity, analysis of traffic noise monitoring and transportation enhancements coordination.

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.

The Community Services Division is responsible for roadway system and functional classification designation, administration of the Urban/Rural Initiative Program, and the Maine Local Roads Center, a technology transfer activity, which provides information, workshops, and other forums to assist local communities in the operation and maintenance of their roadways, and the administration of the Department's municipal salt/sand storage program.

The Systems Management Division has six sections; a Pavement Management Section responsible for assessing the condition of Maine's roadway network & for the development of pavement preservation & improvement strategies; a Bridge Management Section 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 Section responsible for overseeing the Dept.'s Highway Safety Improvement Program & safety management system; a Transportation Reporting, Inventory, and Mapping Section responsible for the management of transportation systems inventory databases, TINIS, GPS, HPMS, TIDE and for the development of transportation planning GIS applications, and a Transportation Analysis Section responsible for traffic forecasting and technical studies associated with congestion management and traffic operations.

### PUBLICATIONS:

Biennial Transportation Improvement Program, Free  
Highway Safety Improvement Program, Free  
6 year Transportation Improvement Plan, Free  
20 year Statewide Transportation Plan, Free

## DEPARTMENT OF TRANSPORTATION

Working w / MDOT - A Guide for Municipal Officials, Free

Numerous publications/resources on a wide variety of technical subjects

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## OFFICE OF POLICY ANALYSIS

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1980

*Telephone:* (207) 624-3010

*Reference: Policy Area:* 07 ; *Umbrella:* 17; *Unit:* 229P ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

### PURPOSE:

To support the Commissioner of Transportation in matters of state and federal legislative liaison, public affairs, and policy analysis direction and development.

### 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. The Director reports to the Commissioner.

### 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 relations. The office is also responsible for external and internal public information programs; for providing support services for various special events; and coordinating individual bureau or office public relations efforts.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BUREAU OF PROJECT DEVELOPMENT

### WARREN T. FOSTER, DIRECTOR

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1972

*Telephone:* (207) 624-3400

*Reference: Policy Area:* 07 ; *Umbrella:* 17; *Unit:* 246 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

*Average Count--All Positions:* 569.538

*Legislative Count:* 547.00

### PURPOSE:

The Bureau of Project Development's mission is to deliver safe, cost effective, high quality transportation projects and services to Bureau customers on schedule. This entails development of transportation improvement projects from approval of funding through to construction completion, as well as delivery of certain non-project related engineering and technical services.

### ORGANIZATION:

The Bureau of Project Development was formed as a result of the Ernst & Whinney Management Study completed in the early 1980's. Its internal organization has evolved over the years to a new form that now combines functions into Programs, rather than the more traditional functional units of Survey, Design, Right-of-Way and Construction. The present Bureau is organized into 4 Programs: Bridge, Urban & Arterial Highway, Multimodal and Regional. Each Program is composed of multi-functional project teams each having full responsibility for delivery of a specified collection of projects. The Bureau's organization also includes 4 support units: Contracts & Specifications, Capital Resources, Program Support Services and Materials Testing & Exploration. Each

## DEPARTMENT OF TRANSPORTATION

of these units provides program wide assistance and support for development of projects and they provide external non-project services appropriate to their expertise.

### PROGRAM:

The Department's overall capital improvement program continues to emphasize improvement of the existing transportation network and facilities. Projects are developed through a process that is centered on minimizing and avoiding impacts during construction to the surrounding natural environment, abutting property owners and the traveling public. Available Federal funding, application of innovative financing techniques, and the willingness of the Legislature and Maine voters to provide matching dollars, have allowed our transportation improvement program to grow. This past year the Bureau continued last year's high production levels with delivery of 280 miles of roadway improvements, 57 bridge projects, and 44 other transportation improvements. The total program delivery effort had a value of \$240 million and the coming year is expected to continue at this high level.

### LICENSES:

Permit:  
Utility Location

### PUBLICATIONS:

Statewide Transportation Improvement Program (STIP)  
Standard Specifications for Construction  
Various policy & procedural Manuals  
Monthly, quarterly and annual performance/production reports

**FINANCES, FISCAL YEAR 2003:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	24,655,601	94,018		11,940,664	12,620,919	
HEALTH BENEFITS	7,412,698	16,743		4,719,728	2,676,227	
RETIREMENTS	3,478,051	18,031		754,942	2,705,078	
OTHER FRINGE BENEFITS	294,632			284,644	9,988	
OTHER CONTRACT SERVICES STATE	24,523,686		2,416,570	1,396,702	14,510,414	6,200,000
COMPUTER SERVICES STATE	634,146		43,450	279,044	311,652	
OTHER CONTRACT SERVICES	3,205,585		20,976	1,347,558	1,837,051	
RENTS	2,025,212			843,374	681,838	500,000
COMMODITIES	2,601,002			1,895,173	405,829	300,000
GRANTS, SUBSIDIES, PENSIONS	1,882,841		47,069	70,742	1,765,030	
BUILDING IMPROVEMENTS	5,720			5,720		
EQUIPMENT	179,347,370		7,774,412	29,267,132	127,305,826	15,000,000
INTEREST-DEBT RETIREMENT	25,218,828			25,218,828		
TRANSFER TO OTHER FUNDS	477,494		19,029	457,759	706	
<b>TOTAL EXPENDITURES</b>	<b>275,762,866</b>	<b>128,792</b>	<b>10,321,506</b>	<b>78,475,080</b>	<b>164,837,488</b>	<b>22,000,000</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

Established: 1981

Reference: Policy Area: 07 ; Umbrella: 17 Unit: 243 ; Citation: T0023 M.R.S.A., Sect. 000004206

Average Count--All Positions: 74.899

FAX: (207) 624-3561

Telephone: (207) 624-3560

Legislative Count: 67.50

## DEPARTMENT OF TRANSPORTATION

### **PURPOSE:**

The Office of Freight Transportation is charged with developing a free-flowing intermodal freight network that offers Maine shippers greater choice among modes, increased productivity, improved environmental and safety benefits and reduced transportation costs.

The Office of Passenger Transportation (OPT) is 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.

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 and Blue Hill Bays. Scheduled service is provided to Vinalhaven, North Haven, Islesboro, Swans Island, Frenchboro and Matinicus from mainland facilities in Rockland, Lincolnville and Bass Harbor.

### **PROGRAM:**

The OFT is responsible for maintaining and improving freight transportation on Maine's highways, railroads, ports and harbors, and in the air. OFT has representation on the NASTO Highway Transport Subcommittee, which is implementing a regional oversize-overweight permitting system. The office is involved in several initiatives with the Bureau of Motor Vehicles and the Maine State Police to utilize intelligent transportation systems technology in commercial vehicle regulation and operations. OFT works with the State's rail companies on key freight issues, provides rail inspection services, advises on state rail policy, undertakes rail rehabilitation projects and coordinates the implementation of Intermodal facilities. The OFT is also responsible for implementing the Industrial Rail Access Program (IRAP) to extend or improve rail access to businesses in an effort to reduce congestion on highways and provide transportation options.

OFT promotes maritime commerce, and has worked to secure funding and provide project oversight for developments at the state's three commercial cargo ports. The OFT manages the Small Harbors Improvement Program (SHIP) and the federally funded Boating Infrastructure Grant Program. These programs focus on improving coastal public marine facilities. The OFT provides coordination for the prioritizing of dredging needs for federally maintained navigation projects in the State, and also provides administrative support to the Maine Pilotage Commission and the Maine Port Authority. OFT works in cooperation with the State's major airports to promote the efficient movement of air freight. OFT recently updated the Integrated Freight Plan; this plan provides policy and project guidelines for the office. The OFT coordinates and develops MDOT initiatives with Canadian trade and transportation entities, including improvements to border crossings such as the one at Calais/St. Stephen.

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 DOT's strategic planning effort and to work with federal agencies to assist communities with development activities for non-highway infrastructure. Air, passenger rail, marine, high occupancy vehicle, public transportation, intelligent transportation traveler information systems, and significant trail projects fall within this category. The Transportation Program Unit's responsibilities include coordinating with communities for the administration of all air, passenger rail, marine, high occupancy vehicle, public & non-motorized transportation programs; ensuring programs are carried out consistent with applicable Federal & State rules & integrated into our 2 year capital program and 6 & 20 year planning programs.



# DEPARTMENT OF TRANSPORTATION

## PUBLICATIONS:

The Office of Passenger Transportation has the following publications available:  
 Ferry Service Strategic Plan  
 Maine Aviation Systems Plan

Many of the OPT efforts support the implementation of Explore Maine, the strategic plan to develop an intermodal transportation network to move people into, and throughout Maine without their automobiles. Explore Maine is creating integrated rail, ferry, air and motorcoach services to support tourism while reducing congestion on our highways. Through intermodal hubs, smart card and intelligent traveler information system technology, and partnering with the public and private sectors; we will build and promote a network of travel opportunities where the travel experience becomes the vacation experience.

The Office of Freight Transportation has the following publications available:  
 Integrated Freight Plan, Free  
 Intelligent Transportation Systems - Commercial Veh. Operations Business Plan,  
 Free Maine Haul Truck Network Study - Final Report 11/01

**FINANCES, FISCAL YEAR 2003:** 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	2,767,034	38,640			157,401	2,570,993
HEALTH BENEFITS	885,916	13,569			33,783	838,564
RETIREMENTS	370,673	4,404			33,725	332,544
OTHER FRINGE BENEFITS	47,801	53				47,748
OTHER CONTRACT SERVICES STATE	2,119,697	597,232	347,354		528,460	646,651
COMPUTER SERVICES STATE	197				-239	436
OTHER CONTRACT SERVICES	2,138,066	130,792	302,160		44,217	1,660,897
RENTS	16,253		8,977		1,894	5,382
COMMODITIES	227,438		5,859		5,238	216,341
GRANTS, SUBSIDIES, PENSIONS	13,059,565	539,340	184,254	615,000	6,871,438	4,849,533
EQUIPMENT	11,891,088		549,288		2,367,518	8,974,282
TRANSFER TO OTHER FUNDS	3,054,163	2,851,179	19,917		4,365	178,702
<b>TOTAL EXPENDITURES</b>	<b>36,577,891</b>	<b>4,175,209</b>	<b>1,417,809</b>	<b>615,000</b>	<b>10,047,800</b>	<b>20,322,073</b>

(OFFICE OF) TREASURER OF STATE

**(OFFICE OF) TREASURER OF STATE**

**DALE MCCORMICK, TREASURER**  
**HOLLY A MAFFEL, DEPUTY TREASURER**

TTY: (207) 624-7630

Central Office: BURTON M. CROSS BLDG, 3RD FL, AUGUSTA, ME,

Mail Address: 39 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1820

Reference: Policy Area: 00 ; Umbrella: 28 Unit: 248 ; Citation: T0005

Average Count--All Positions: 19.000

FAX: (207) 287-2367

Telephone: (207) 624-7477

M.R.S.A., Sect. 000000121

Legislative Count: 19.00

**PURPOSE:**

The Treasurer of State is charged with ten primary responsibilities: cash collection, processing and management; investing funds not needed to pay bills; investment management of tobacco settlement funds; forecasting revenues for interest income to the General Fund, Highway Fund, and Fund for a Healthy Maine, tobacco settlement receipts, and Unclaimed Property transfers to the General Fund; debt management; custodial services for bonds and letters of credit; investment management for State trust funds; unclaimed property; municipal revenue sharing; and investment oversight for NextGen, Maine's College Investing Plan.

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, Maine Health and Higher Education Facilities Authority, Maine Governmental Facilities Authority, Northern Maine Transmission Corporation, Maine Education Loan Authority, the Maine Public Utility Financing Bank, and chairs the NextGen College Investing Plan Advising Committee.

**ORGANIZATION:**

The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by both Houses of the Legislature sitting jointly. The Deputy Treasurer of State is designated by law as the chief clerk of the Office of the Treasurer and performs the duties of the Treasurer in the event of a vacancy or other absence.

**PROGRAM:**

The Office of the Treasurer processes all state agencies' Cash Receipt Statements--over 101,000 during FY 2003. 2.38 million checks were distributed, as well as more than 411,000 electronic fund payments. Banking services provided to State agencies are coordinated by the Treasurer's Office--including deposit access to 39 Maine bank accounts, check stop payments and/or reissues, wire transfer services, and more. Cashflow is monitored. Funds not needed to pay state expenses or to compensate the banks for services are invested through the Treasurer's Cash Pool in commercial paper, obligations of the U.S. Government, CD's in Maine banks, money market mutual funds, corporate bonds, and repurchase agreements. The Cash Pool includes 100+ funds, averaged more than \$534 million in FY 2003, and was managed with safety, liquidity and yield in mind. \$11.1 million in earnings from investments, including \$2.4 million to the General Fund, were distributed to participants in the Pool on a prorata basis.

The Treasurer is responsible for issuing notes and bonds to provide funds for State needs. The Treasurer of State 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 of all state economic and fiscal issues. Three long-term investments--the Governor Baxter Trust, Lands 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. The Unclaimed Property Program identified more than \$15.8 million in unclaimed property during FY 2003. 11,244 claims were paid, reuniting citizens with over \$4.16 million of lost property.

The Office of the State Treasurer distributes Municipal Revenue Sharing monthly to 493 municipalities and territories. Revenue sharing distributions consist of 5.1% of the previous month's collected sales tax, corporate tax, and personal income tax revenues. Population, State Valuation, and Tax Assessment

(OFFICE OF) TREASURER OF STATE

statistics updated annually are used to calculate the ratio due to each municipality. Approximately \$102 million was distributed during FY 2003. Keeping the Legislature and citizens of Maine aware of the State's current and long-term economic health is an important function of the Treasurer. The Office of the Treasurer publishes a newsletter and has developed a web-site that contains up-to-date economic, debt and fiscal information.

**PUBLICATIONS:**

Official Statements prior to sales of State bonds and notes; Annual list of Maine Citizen's Unclaimed Property; 2002/2003 Report Forms & Instructions for Unclaimed Property; Newsletter of the Treasurer of State "Maine Interest"; Web-site "www.state.me.us/treasurer"

**FINANCES, FISCAL YEAR 2003:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS 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	591,523	578,857	12,666			
HEALTH BENEFITS	186,466	181,883	4,583			
RETIREMENTS	83,153	81,514	1,639			
OTHER FRINGE BENEFITS	8,482	8,262	220			
OTHER CONTRACT SERVICES STATE	1,941,560					1,941,560
OTHER CONTRACT SERVICES	287,978	119,295	1,204			167,479
COMMODITIES	124,584	105,463	399			18,722
GRANTS, SUBSIDIES, PENSIONS	102,311,398		102,311,398			
INTEREST-DEBT RETIREMENT	83,320,174	83,320,174				
TRANSFER TO OTHER FUNDS	384		384			
<b>TOTAL EXPENDITURES</b>	<b>188,855,702</b>	<b>84,395,448</b>	<b>102,332,493</b>			<b>2,127,761</b>

(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	591,523	578,857	12,666			
HEALTH BENEFITS	186,466	181,883	4,583			
RETIREMENTS	83,153	81,514	1,639			
OTHER FRINGE BENEFITS	8,482	8,262	220			
OTHER CONTRACT SERVICES STATE	1,941,560					1,941,560
OTHER CONTRACT SERVICES	287,978	119,295	1,204			167,479
COMMODITIES	124,584	105,463	399			18,722
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INTEREST-DEBT RETIREMENT	83,320,174	83,320,174				
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<b>TOTAL EXPENDITURES</b>	<b>188,855,702</b>	<b>84,395,448</b>	<b>102,332,493</b>			<b>2,127,761</b>

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE  
SYSTEM**

**JOSEPH W. WESTPHAL, CHANCELLOR**  
**JAMES D. MULLEN, 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) 973-3200

*Reference: Policy Area:* 02 ; *Umbrella:* 78 *Unit:* 421 ; *Citation:* S1967 *M.R.S.A., Sect.* 000000229

*Units:*

**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-A, subsection 10902).

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 university 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 university's administrative umbrella at the time of the 1968 merger, but Portland became a separate university 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  
Office of the Chancellor and Systemwide Services  
University of Maine  
University of Southern Maine  
University of Maine at Farmington

# BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

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, 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 2002 enrollment totaled 34,089, including many part-time and adult learners, and 4,693 persons were awarded degrees in 2001/2002.

**PUBLIC SERVICE.** In addition to its instructional programs, the University System uses its university 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 at each university 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 universities 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 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES	13,333,236					13,333,236
GRANTS, SUBSIDIES, PENSIONS	174,449,838	173,336,418	1,113,420			
<b>TOTAL EXPENDITURES</b>	187,783,074	173,336,418	1,113,420			13,333,236
 BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	 TOTAL FOR ALL FUNDS	 GENERAL FUND	 SPECIAL REVENUE FUNDS	 HIGHWAY FUND	 FEDERAL FUNDS	 MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES	13,333,236					13,333,236
GRANTS, SUBSIDIES, PENSIONS	174,449,838	173,336,418	1,113,420			
<b>TOTAL EXPENDITURES</b>	187,783,074	173,336,418	1,113,420			13,333,236

## ORGANIZATIONAL UNITS

Board of Trustees	University of Maine at Farmington (UMF)
Office of the Chancellor	University of Maine at Fort Kent (UMFK)
Systemwide Services	University of Maine at Machias (UMM)
University of Maine (UM)	University of Maine at Presque Isle (UMPI)
University of Southern Maine (USM)	University of Maine at Augusta (UMA)

## UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES OCTOBER, 2002

### BY EMPLOYEE CATEGORY

Faculty	1,383
Professional and Administrative	1,530
Classified	<u>1,666</u>
Total	4,579

### BU SOURCE OF FUNDING

Educational and General	3,636
Auxiliary and Enterprise	369
Restricted	<u>576</u>
Total	4,579



## INDEPENDENT AGENCIES - REGULATORY

### STATE BOARD OF EDUCATION

#### JEAN GULLIVER, CHAIR

*Central Office:* BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME, 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 *FAX:* (207) 624-6618

*Established:* 1949

*Telephone:* (207) 624-6616

*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.

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 Cultural Affairs 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.



## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2003:** 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	<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	21,395	21,395				
OTHER CONTRACT SERVICES STATE	190,569	190,569				
OTHER CONTRACT SERVICES	50,748	50,748				
RENTS	630	630				
COMMODITIES	9,598	9,598				
<b>TOTAL EXPENDITURES</b>	<b>272,940</b>	<b>272,940</b>				

## MAINE HEALTH DATA ORGANIZATION

**ALAN M. PRYSUNKA, EXECUTIVE DIRECTOR**  
**LINDA A. ADAMS, ADMINISTRATIVE ASSISTANT**

*Central Office:* 151 CAPITOL STREET, AUGUSTA, ME, 04330

*Mail Address:* 102 STATE HOUSE STATION, AUGUSTA, ME, 04333-0102 *FAX:* (207) 287-6732

*Established:* 1996

*Telephone:* (207) 287-6722

*Reference:* Policy Area: 03 ; *Umbrella:* 9Q Unit: 590 ; *Citation:* T0022 *M.R.S.A., Sect.* 000008703

*Average Count--All Positions:* 8.000

*Legislative Count:* 8.00

### PURPOSE:

The Maine Health Data Organization (MHDO) was established by the 117th Legislature to create and maintain a useful, objective, reliable and comprehensive health information database to improve the health of Maine citizens. This database is made publicly accessible while protecting patient confidentiality and respecting providers of care.

### ORGANIZATION:

The Maine Health Data Organization was created in 1996 as an independent executive agency to maintain and expand the health information database of its predecessor agency, the Maine Health Care Finance Commission. The Organization implements policies and procedures for the collection, processing, storage, and analysis of clinical, financial, restructuring, and health claims data.

The Maine Health Data Organization is governed by a stakeholder Board of Directors comprised of 20 members representing the following interests: two members are employees of the Department of Human Services; three members represent consumers; three members represent employers, with one being a representative of a health management coalition; two members represent third-party payers; eight members represent providers (two provider members represent hospitals, two provider members are either physicians or represent physicians, one provider member is a chiropractor, one provider member represents pharmacists, one provider member represents a federally qualified health center, one provider member is a representative of a home health care organization, and one provider member represents mental health professionals).

### PROGRAM:

The Maine Health Data Organization has available for release, in accordance with its confidentiality rules, hospital discharge and outpatient data and ambulatory services data. Maine is one of the first states in the country to develop a database of hospital inpatient records which cover 100 percent of all patients discharged from its private, non-profit hospitals. Maine is the only state in the nation to collect comprehensive hospital outpatient services data, and the first to release such data.

The Maine Health Data Processing Center, a public/private non-profit organization, was established in 2001 to collect and edit an all-payer/all-provider health care claims database system for the MHDO. The Data Processing Center has begun testing the incoming data and the claims data should be available for release in early 2004.

## INDEPENDENT AGENCIES - REGULATORY

The MHDO continues to work with the National Association of Health Data Organizations to expand information on the Internet relating to emergency room procedures. The MHDO provides data to the National Center for Health Statistics for their National Hospital Discharge Survey which is a probability survey that provides information on characteristics of inpatients discharged from non-federal, short-stay hospitals in the United States. The MHDO also provides data to the Healthcare Cost and Utilization Project of the Agency for Healthcare Research and Quality for their database which provides national as well as state statistics and trends about hospital stays in the United States.

### PUBLICATIONS:

Annual Report to the Maine Joint Standing Committee on Health and Human Services (no charge)

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	286,562		286,562			
HEALTH BENEFITS	78,644		78,644			
RETIREMENTS	41,831		41,831			
OTHER FRINGE BENEFITS	3,262		3,262			
OTHER CONTRACT SERVICES STATE	263,286		263,286			
COMPUTER SERVICES STATE	35,187		35,187			
OTHER CONTRACT SERVICES	21,561		21,561			
RENTS	37,783		37,783			
COMMODITIES	191,383		181,383		10,000	
EQUIPMENT	56,793		56,793			
TRANSFER TO OTHER FUNDS	7,245		7,169		76	
<b>TOTAL EXPENDITURES</b>	<b>1,023,537</b>		<b>1,013,461</b>		<b>10,076</b>	

## WORK CENTER PURCHASES COMMITTEE

### BETTY LAMOREAU, ACTING PURCHASES DIRECTOR

*Central Office:* BURTON M CROSS BLDG, 4TH FLOOR, AUGUSTA, ME, 04333

*Mail Address:* 9 STATE HOUSE STATION, AUGUSTA, ME, 04333-0009 *FAX:* (207) 287-6578

*Established:* 1985 *Telephone:* (207) 624-7340

*Reference:* Policy Area: 03 ; Umbrella: 9Q Unit: 486 ; Citation: T0005 M.R.S.A., Sect. 000001826C

### PURPOSE:

The Committee seeks to contract for goods and services offered 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 Behavioral and Developmental Services, 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 proposed changes this year to LD 1504, "An Act To Clarify the Work Center Purchases Committee Requirements for Work Centers and Competitive Bidding". The bill was carried over to the next Legislative session. 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 areas. The thirty-three awards made under the set aside totaled \$1,657,287.72 in FY 2003. Many of these awards were for three year periods.

## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### 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

*Reference:* Policy Area: 01 ; *Umbrella:* 90 Unit: 351 ; *Citation:* T0039A M.R.S.A., Sect. 000000151

*Average Count--All Positions:* 120.500

*Telephone:* (207) 287-3751

*Legislative Count:* 120.50

#### **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 labor and management 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. The legislation also provided for tracking compliance with the statute by carriers and self insurers. These programs continue to have a very positive impact on the system.

#### **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 and to insure compliance with the Workers' Compensation laws. 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 investigation and prosecution of complaints of fraud misrepresentation. The objectives are accomplished through the dispute resolution process, the Worker Advocate Program, the Monitoring, Auditing and Enforcement (MAE) Program and support staff.

The Board meets on a bi-weekly basis to set policy pursuant to the mandates of the Act. The Board has three standing subcommittees: Budget, Personnel and Safety. The Budget Subcommittee considers all budgetary matters, performance budgeting and submits the assessment. The Personnel Subcommittee maintains the table of organization and prepares personnel policy. The Safety Committee deals with both internal and external health and safety issues. The Board has adopted standard operating procedures for all levels of dispute resolution that have eliminated backlogs and significantly reduced the length of time a case is in the system. The Board promotes the use of EDI to increase the electronic filing of data. Interpreter services are provided by the Board at its expense. Notification of the availability of services is clearly displayed in all regional offices and will soon be provided through the employee pamphlet.

## INDEPENDENT AGENCIES - REGULATORY

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 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. (Monitoring, Audit and Enforcement reports are issued quarterly and annually.) The Board's information technology projects include: board system rewrite; DHCP routing; late filed forms tracking; advocate case management module; abuse unit module; electronic data submission; NOC/MOP measurement; web based HO decision repository; ad-hoc reporting and infrastructure upgrade/maintenance.

### **PUBLICATIONS:**

Annual Report on the Status of the Maine Workers' Compensation System, February 2003 (free)

Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each  
Maine Workers' Compensation Act of 1992, updated through the Second Regular Session of the 120th Legislature, booklet, \$4.00 per copy

Medical Fee Schedule, booklet, \$25.00 each

Weekly Benefit Table, booklet, \$4.50 each

Workers' Compensation Board Rules and Regulations, booklet, \$3.00 each

Workers' Compensation Board Minutes, \$100.00 per year for minutes or \$150.00 per year for minutes and cumulative index.

Most Board publications are available at [www.state.me.us/wcb](http://www.state.me.us/wcb)

**FINANCES, FISCAL YEAR 2003:** 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	4,520,952		4,520,952			
HEALTH BENEFITS	1,245,586		1,245,586			
RETIREMENTS	617,329		617,329			
OTHER FRINGE BENEFITS	69,760		69,760			
OTHER CONTRACT SERVICES STATE	275,466		275,466			
COMPUTER SERVICES STATE	3,107		3,107			
OTHER CONTRACT SERVICES	392,935		392,935			
RENTS	339,750		339,750			
COMMODITIES	622,933		622,933			
GRANTS, SUBSIDIES, PENSIONS	32,996		32,996			
EQUIPMENT	14,955		14,955			
TRANSFER TO OTHER FUNDS	203,974		203,974			
<b>TOTAL EXPENDITURES</b>	<b>8,339,743</b>		<b>8,339,743</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 Claims Management Unit.

<u>Year</u>	<u>Lost Time First Reports</u>
1995	13,731
1996	12,253
1997	13,442
1998	12,827
1999*	15,081
2000	15,479
2001	14,648
2002	15,905

\*Reporting System Change

### Dispute Resolution Process

The agency administers 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 Claims Management Unit. A dispute is one person. More than one injury may be involved.

	<u>Troubleshooting</u>		
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
1996	9,072	9,000	2,039
1997	8,894	9,073	1,696
1998	8,521	8,825	1,244
1999	8,923	9,396	747
2000	9,442	9,426	789
2001	10,132	10,139	756
2002	9,677	9,466	967

	<u>Mediation</u>		
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
1996	5,038	4,836	1,258
1997	4,738	4,883	1,013
1998	4,295	4,483	750
1999	4,306	4,481	575
2000	3,642	3,551	666
2001	3,830	3,745	751
2002	4,214	4,362	603

	<u>Formal Hearing</u>		
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
1996	2,375	3,114	2,485
1997	2,269	2,802	2,014
1998	2,402	2,798	1,618
1999	2,377	2,901	1,094
2000	2,433	2,417	1,110
2001	2,725	2,592	1,243
2002	2,481	2,400	1,324

### Worker Advocate Division

The Worker Advocate Program has 2045 open files as of June 30, 2003. The Advocates, from July 1, 2002 to June 30, 2003, have represented injured workers in over 560 formal hearings and in over 2,320 mediations. These numbers are extraordinary and have placed great demands on the Advocates and their staff.

### Abuse Investigation Unit

The Abuse Investigation Unit investigates allegations of fraud, illegal or improper conduct, and violations of the Workers' Compensation Act. In 2002 the Abuse Investigation Unit received 3,123 complaints/requests for penalties (up from 3,023 in 2001). The Unit closed (by granting, denying, dismissing or, in the case of complaints pursuant to §360(2), forwarding to hearing) 1,840 cases (down from 2,350 in 2001).

### Forms and Data Processed by Unit in Calendar Year 2002

#### Insurance Coverage Unit

This unit 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. Requests for waivers of workers' compensation insurance are reviewed by this unit. It also processes applications for the predetermination of independent contractors.

	<u>Proof of Coverage Received</u>	<u>Waiver Applications Approved</u>	<u>Independent Contractor Applications Approved</u>
1997	11,147	4,561	845
1998	15,504	3,409	954
1999	13,160	3,882	708
2000	13,763	3,469	1,100
2001	18,879	2,939	988
2002	13,165	4,474	965

#### Claims Management Unit

This unit monitors lost time cases, reviews Hearing Officer decisions, processes First Reports of Injury, Notices of Controversy, Petitions, Wage Statements, Memoranda of Payments, Discontinuances, Interim and Final Reports, and monitors cases to ensure employer/insurer compliance with the Act. This unit processes and assigns Notices of Controversy and Petitions to Troubleshooters, Mediators, and Hearing Officers located in the Regional Offices. Numbers below include forms filed for all dates of injury, not just current year injuries.

	<u>MOPS</u>	<u>Discontinuances</u>	<u>NOC'S</u>	<u>Petitions</u>
1995	15,028	18,155	12,866	7,034
1996	13,426	18,293	11,855	9,386
1997	12,930	15,960	11,357	4,366
1998	13,122	15,746	10,359	7,870
1999	14,440	15,921	11,240	5,996
2000	14,481	16,602	12,376	7,552
2001	13,359	13,217	12,353	8,793
2002	10,200*	10,100*	11,794	6,604

\*Estimate

	<u>Interim/Final Reports</u>	<u>First Reports of Injury (combination of lost time and med only first reports)</u>
1995	26,030	19,857
1996	33,347	18,271
1997	26,045	17,582
1998	22,566	17,961
1999	19,279	17,623
2000	18,263	20,082
2001	21,186	20,748
2002	17,161	19,577

### Office of Medical/Rehabilitation Services

**Vocational Rehabilitation** – The Board regularly reviews vocational rehabilitation plan requests. In 2002 the Board received 55 vocational rehabilitation plan requests.

**Medical Fee Schedule** - The Board adopted the 2002 American Medical Association CPT codes and the 2002 Medicare RBRVS Report and will be holding public hearings on incorporating the 2003 revisions to the AMA CPT Codes and RBRVS.

**Independent Medical Examiner System** - The Board approved an additional 11 Independent Medical Examiners, for a total of 30 practitioners. In calendar year 2002, there were 591 requests for independent medical exams. Of the 591 requests, 210 were from injured workers, 340 from employers, 3 from Hearing Officers and 38 by Agreement.

### MONITORING, AUDIT AND ENFORCEMENT PROGRAM

The Mae Program is having a significant impact on compliance in the State of Maine. The 2002 Annual Compliance Report continues to suggest positive trends in the filing of First Reports of Injury, payment of initial indemnity benefits, and the filing of Memoranda of Payment (see table below). In addition to monitoring claims adjusting performance, 74 entities have been audited since 1999. Consent Decrees, as a result of board audits, generated \$59,850 in penalties paid directly to injured employees and \$91,925 in penalties paid to the Board (total penalties paid to date is \$151,775). Several insurance entities are under Corrective Action Plans (CAP) in order to improve their compliance benchmarks. Enforcement of the questionable claims-handling techniques section of the Act resulted in the successful prosecution of an insurance carrier. These positive trends will reduce the number of cases litigated and increase the number of lost-time cases that are paid timely and accurately.

#### Annual Compliance Report

#### 01/01/02-12/31/02 2002 Quarterly Compliance Reports<sup>1</sup>

	<b>First Quarter</b>		<b>Second Quarter</b>		<b>Third Quarter</b>		<b>Fourth Quarter</b>	
First Report of Injury Received within:	<b>7 Days</b>	<b>10 Days</b>	<b>7 Days</b>	<b>10 Days</b>	<b>7 Days</b>	<b>10 Days</b>	<b>7 Days</b>	<b>10 Days</b>
	81.95%	86.71%	81.50%	87.11%	78.61%	84.31%	81.77%	87.26%
Initial Indemnity Payment Made Within 14 Days	83.81%		85.87%		86.27%		85.11%	
Memoranda of Payment Received Within 17 Days	79.16%		81.46%		81.44%		81.18%	

#### Compliance Comparison

	<b>Pilot Project<sup>2</sup> 1997</b>	<b>Annual Compliance<sup>3</sup> 2001</b>	<b>Annual Compliance<sup>4</sup> 2002</b>	<b>Percent of Change Since Pilot Since 2001</b>	
First Report of Injury Received within 7 Days	36.74%	79.71%	81.73%	122.46%	2.53%
Initial Indemnity Payment Made Within 14 Days	59.39%	82.79%	85.27%	43.58%	3.00%
Memoranda of Payment Received Within 17 Days	56.78%	77.08%	80.78%	42.27%	4.80%

<sup>1</sup> Static results based upon data received by the deadline for each quarter.

<sup>2</sup> Static results based upon sample data collected for Pilot Project of 1997.

## INDEPENDENT AGENCIES - REGULATORY



## INDEPENDENT AGENCIES - ADVISORY

### MAINE HIV ADVISORY COMMITTEE

#### GENE LEVIGNE, CHAIRPERSON

*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 2003:** 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. Two members of the Board serve on the Maine State Cultural Affairs Council.

### 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

### JUDY H. WILLIAMS, DIRECTOR

*Central Office:* WHITTEN ROAD, AUGUSTA, ME, 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011 *FAX:* (207) 287-5096

*Established:* 1997 *Telephone:* (207) 287-3106

*Reference:* Policy Area:03 ; Umbrella: 92 Unit: 601 ; Citation: T0022A M.R.S.A., Sect. 000003789D

### PURPOSE:

The Maine Temporary Assistance for Needy Families 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE CRIMINAL JUSTICE COMMISSION

### PAUL K. VESTAL, CHAIR

*Central Office:* 1066 KENDUSKEAG AVE, BANGOR, ME, 04401

*Mail Address:* 1066 KENDUSKEAG AVE, BANGOR, ME, 04401

*Established:* 1991

*Reference:* Policy Area:06 ; Umbrella: 92 Unit: 549 ; Citation: T0005 M.R.S.A., Sect. 000003358

### PURPOSE:

The Maine Criminal Justice Commission was established with the intent of bringing together the various factions of the Criminal Justice System to discuss issues, educate its members and provide the Governor and the Legislature with the information needed to make informed decisions about Criminal Justice policy that will instill public confidence in the system as a whole.

## INDEPENDENT AGENCIES - ADVISORY

Through a coordinated exchange of information by the various criminal justice constituency groups represented, information about the challenges that face Maine's Criminal Justice system becomes focused and targeted for those decision makers to facilitate a coordinated approach.

### 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 carries out its mission of advocacy, education, and collaboration through the following manner. Data books have been completed on the justice system and widely distributed to the State's criminal justice decision makers. The Commission sponsors and participates in a wide variety of training events to provide cutting edge criminal justice cross training to a wide variety of practitioners and decision makers. The Commission advises the Governor and the Legislature on a wide variety of issues, policies and proposed legislation utilizing our pooled expertise and the consensus of members to provide the most up-to-date information and recommendations, the intent of which is to instill public confidence in the process. The Commission meets on the second Wednesday of each month in Augusta.

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	18,136	18,136				
<b>TOTAL EXPENDITURES</b>	18,136	18,136				

## CRIMINAL LAW ADVISORY COMMISSION

### JOHN PELLETTIER, 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 ; Cuation: 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 criminal law or experience in the prosecution or defense of criminal cases.

### PROGRAM:

The Commission meets as a body numerous times a year. In FY 2003, the Commission met seven times.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

### ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

#### REBECCA WYKE, DAFS COMMISSIONER

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME,  
*Mail Address:* 78 STATE HOUSE STATION, AUGUSTA, ME, 04333-0078      *FAX:* (207) 624-7804  
*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 Plan (the Plan) for the State is the responsibility of the Bureau of Human Resources, Division of Employee Health and Benefits staff within the Department of Administrative and Financial Services. The Advisory Council on Tax-deferred Arrangements was established to work with the Plan providers, Plan participants, and potential participants. The Council is a Labor/Management group made up of 10 members consisting of 5 from MSEA, 1 from the Maine State Troopers Association, 1 from AFSME, and 3 Management members. A Labor and Management representative serve as co-chairs of the Council, each with one vote on behalf of labor and management members. Goals of the Council include keeping the Plan document and the vendor contracts up to date, maintaining a reasonable investment policy, and increasing the Plan participation significantly. Towards these goals, Buck Consultants, an actuarial consultant, serves as a performance and educational monitor.

#### **ORGANIZATION:**

The original Plan Council was established in 1973, however, subsequent legislation created the Advisory Council on Tax-deferred Arrangements. Members include the Commissioner of Administrative and Financial Services as Chair, the Insurance Superintendent and the Superintendent of Banking or their designees, and 7 classified labor employees recommended to the Governor by their particular Unions as follows: 5 from MSEA, 1 from AFSME, and 1 from Maine State Troopers Association. Employee representatives are appointed for terms of 3 years. The Council meets as needed, but at least once each year.

#### **PROGRAM:**

Enrollment in the Plan is open at all times to permanent state employees. The Council hired Buck Consultants, an actuarial firm since 1916, to assist with modernizing all features of the Plan. They have negotiated lower provider fees, selected fewer and better performing investment options, and legally reviewed the original Plan document and provider contracts. Buck Consultants remains the performance monitor and educational source for the State's Plan. Publications by Buck Consultants help employees understand this important benefit.

In FY2001, Congress passed the Economic Growth and Tax Relief Reconciliation Act (EGTRRA). Deferred Compensation Plans nationwide benefited from positive changes like portability, the ability to contribute more money to the Plan (up to \$15,000 annually by 2006), and catch-up provisions for participants over the age of 50 years or within 3 years of retirement age.

#### **PUBLICATIONS:**

Full disclosure may be found on the Bureau of Accounts and Control web site.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

### ADVISORY COMMITTEE ON DENTAL EDUCATION

*Central Office:* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME, 04332-0949

*Mail Address:* PO BOX 949, AUGUSTA, ME, 04332-0949

*FAX:* (207) 623-3263

*Established:* 1999

*Telephone:* (207) 623-0095

*Reference:* Policy Area:02 ; Umbrella: 92 Unit: 604 ; Citation: T0020A M.R.S.A., Sect. 000012304

#### **PURPOSE:**

The Maine Dental Education Loan and Loan Repayment Program provides funds for forgivable loans to Maine residents enrolled in a school of dental education and also repayment of dental education loans for dental service providers.

The Maine Advisory Committee on Dental Education advises the Finance Authority of Maine on the development of program rules to evaluate and improve the program. At this time, a chair has not been selected.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### MAINE DEVELOPMENTAL DISABILITIES COUNCIL

#### **REBECCA WEINSTEIN, EXECUTIVE DIRECTOR**

*Central Office:* 225 WESTERN AVE, AUGUSTA, ME, 04333

*Mail Address:* #139 STATE HOUSE STATION, 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 Maine Developmental Disabilities Council works to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

As required by the Developmental Disabilities Assistance and Bill of Rights Act of 2000, the federal law that creates and funds State Councils on Developmental Disabilities, the Maine DD Council engages in advocacy, capacity building, and systemic change activities. The goals of DD Councils are to provide individuals with developmental disabilities with the information, skills, opportunities, and support to make informed choices, exercise their full rights and responsibilities as citizens, pursue meaningful and productive lives, contribute, have interdependent relationships, live free of abuse, and achieve full integration and inclusion in society.

#### **ORGANIZATION:**

The Maine DD Council is an advocacy agency, which engages in systemic change and capacity building activities with a primary focus on legislative public policy work and collaborative systems change activities.

The "Council" is comprised of 21 volunteer Board members, 60% of whom are people with disabilities or their representative family members. Membership all includes representatives from state agencies who perform direct services for people with disabilities, representatives from interested nonprofit groups or the community, and a representative from each "sister agency" also created by the DD Act, the Disability Rights Center and the Center for Community Inclusion.

The Council is staffed with four full-time staff members, and Executive Director, a Program Planner, an Information Specialist, and an Office Manager.

#### **PROGRAM:**

The Maine DD Council performs all its work around targeted areas of focus, these areas may include: ChildCare Related Activities; Early Intervention Activities; Education Activities; Employment Related Activities; Family Support Services; Health-Related Activities; Housing-Related Activities; Inclusion;

## INDEPENDENT AGENCIES - ADVISORY

Quality-Assurance Activities; Recreation-Related Activities; Self-Determination Activities; and Transportation-Related Activities.

Through the development of a five-year plan the DD Council narrows the focus areas for a given period of time and designs projects that best suit the current needs of the community. The DD Council is committed to collaboration with other concerned agencies and self-advocates and works to strengthen the disability community through technical assistance, grant allocation, and the development of joint projects. The DD Council is also actively involved in public policy work and serves as an "educator" for legislators and other interested community leaders. Members of the DD Council staff sit on many board and committees and provide information and referral services, and advocate on behalf of people with developmental disabilities.

### **PUBLICATIONS:**

Five Year State Plan

Position Papers

Various others depending on programming

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE COMMISSION ON DOMESTIC AND SEXUAL ABUSE

### **MICHAEL P. CANTARA, COMMISSIONER**

*Central Office:* 18 MEADOW ROAD, AUGUSTA, ME, 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME, 04333

*FAX:* (207) 287-3042

*Established:* 1990

*Telephone:* (204) 287-3619

*Reference:* Policy Area: 03 ; Umbrella: 92 ; Unit: 539 ; Citation: T0019A M.R.S.A., Sect. 000004013

### **PURPOSE:**

The Maine Commission on Domestic Abuse 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DOMESTIC ABUSE HOMICIDE REVIEW PANEL

### **MICHAEL P. CANTARA, COMMISSIONER**

*Central Office:* 18 MEADOW ROAD, AUGUSTA, ME, 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME, 04333

*FAX:* (207) 287-3042

*Established:* 1997

*Telephone:* (207) 287-3619

*Reference:* Policy Area: 03 ; Umbrella: 92 ; Unit: 600 ; Citation: T0019A M.R.S.A., Sect. 000004013

## INDEPENDENT AGENCIES - ADVISORY

### **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.

### **ORGANIZATION:**

The Panel is composed of approximately sixteen members appointed by the Chair, Maine Commission on Domestic Abuse.

### **PROGRAM:**

The Panel collects and compiles 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **ADVISORY COMMITTEE ON FAMILY DEVELOPMENT ACCOUNTS JUDY H. WILLIAMS,**

*Central Office:* WHITTEN ROAD, AUGUSTA, ME, 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011 *FAX:* (207) 287-5096

*Established:* 1997 *Telephone:* (207) 287-3106

*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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **ADVISORY COMMITTEE ON FAIR COMPETITION WITH PRIVATE ENTERPRISE**

### **DOMNA GIATAS, DEPUTY DAFS COMMISSIONER**

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME, 04333

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

*Established:* 2000 *Telephone:* (207) 624-7800

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 612 ; Citation: T0005 M.R.S.A., Sect. 000000055

### **PURPOSE:**

Government entities provide a wide variety of services to its constituency. From time to time, some of those functions may adversely affect private enterprise. The 119th Legislature created the Advisory Committee on Fair Competition with Private Enterprise to review complaints where competition with private enterprise is potentially unfair.

## INDEPENDENT AGENCIES - ADVISORY

### ORGANIZATION:

The Advisory Committee consists of members appointed from both government employees and private sector representatives who meet to review complaints on government competition with private enterprise.

The Committee plans quarterly meetings.

### PROGRAM:

A form has been developed to capture key pieces of information about potentially unfair competition. Once submitted to the Committee, notification of the complaint will be forwarded to the government agency identified in the complaint and additional information will be sought. Information must be presented at least two weeks prior to the committee meeting to be considered on the agenda for that date.

The Committee reviews the information and allows direct presentation by the person(s) making the complaint and the government agency. The presentations are limited to factual information by any number of persons, but the total time available is 15 minutes. The Committee then asks questions with no limit to the time for this purpose.

The Committee makes, when appropriate, recommendations to the Maine State Legislature and Governor based upon its review of a complaint. In its Report of Activities for 2002, the Committee heard three (3) complaints and found not to have jurisdiction in one case, continued its review of another, and provided a recommendation to the Maine State Legislature and the Governor on the third. A copy of the report is available upon request.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## FAMILY LAW ADVISORY COMMISSION

### HON. JOYCE A. WHEELER, CHAIR

*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: an active Superior Court Justice, an active District Court Judge, a current Probate Court Judge, two members of the family law section of the Maine State Bar Association, a representative of a legal services organization, a representative of the Department of Human Services, and 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 reports to the Legislature regarding family related legislation. The Commission operates without a budget.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



## INDEPENDENT AGENCIES - ADVISORY

### MAINE FIRE PROTECTION SERVICES COMMISSION

#### JOHN DEAN, STATE FIRE MARSHAL

*Central Office:* 397 WATER STREET, GARDINER, ME, 04345

*Mail Address:* 52 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 2000

*Reference:* Policy Area:06 ; Umbrella: 92 Unit: 609 ; Citation:

*FAX:* (207) 624-8964

*Telephone:* (207) 624-8957

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

#### PURPOSE:

The Commission is established to monitor and evaluate the State's fire protection services system on a continuing basis and to provide recommendations to the appropriate State agencies and to the Legislature regarding necessary changes in the fire protection service system.

#### ORGANIZATION:

The Commission consists of 21 members appointed as follows: two members of the Senate and three members of the House who are members of the joint standing committee of the Legislature having jurisdiction over fire protection matters; the State Fire Marshal or designee; Director of the Forest Fire Control division or designee; Director Bureau of Labor Standards or designee; one municipal fire chief who is full-time; one municipal fire chief who is on call; one municipal fire chief who is a volunteer; six firefighters (two full-time, two on call, and two volunteer); the administrator of the Maine Fire Training and Education Program; one member representing the Governor's Office; one public member; and one member representing the insurance industry.

#### PROGRAM:

The Commission has met on a regular basis and will report and propose legislation to the second session of the 120th Legislature.

**FINANCES, FISCAL YEAR 2003:** 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 FIRE PROTECTION SERVICES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
OTHER CONTRACT SERVICES STATE	6,023	6,023				
OTHER CONTRACT SERVICES	1,121	1,121				
COMMODITIES	198	198				
<b>TOTAL EXPENDITURES</b>	<b>7,342</b>	<b>7,342</b>				

### 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

*Established:*

*Reference:* Policy Area:00 ; Umbrella: 92 Unit: 533 ; Citation: GFY89 M.R.S.A., Sect. 000000007

*FAX:* (207) 287-5739

*Telephone:* (207) 287-5790

#### 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. It was established in Statute in 2002. 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

## INDEPENDENT AGENCIES - ADVISORY

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 2 year grant from the National Historical Publications and Records Commission (NHPRC) for administrative support. A grant request to continue providing small grants to Maine repositories to preserve and provide access to high priority historical records is now pending. Grants were awarded to historical societies, libraries, museums and others during the past year.

The Board reviewed several grant request proposals to the NHPRC, and, through one of its members and the State Archivist, reviewed local grant proposals for historical records preservation projects supported by the State's Communities in the New Century program. More information is available at [www.state.me.us/sos/arc/mhrab/hrabhome.htm](http://www.state.me.us/sos/arc/mhrab/hrabhome.htm).

### **LICENSES:**

Recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## DISPLACED HOMEMAKERS ADVISORY COUNCIL

### GILDA NARDONE, EXECUTIVE DIRECTOR

*Central Office:* UNIVERSITY OF MAINE AT AUGUSTA, AUGUSTA, ME, 04330-9410

*Mail Address:* STODDARD HOUSE, UMA, AUGUSTA, ME, 04330-9410 *FAX:* (201) 621-3429

*Established:* 1977

*Telephone:* (207) 621-3437

*Reference:* Policy Area: 04 ; Umbrella: 92 Unit: 390 ; Citation: T0026 M.R.S.A., Sect. 000001604

### **PURPOSE:**

To help displaced homemakers and other disadvantaged individuals achieve success in the Maine economy by providing training and individual support that lead to employment, self-employment, leadership and asset development

### **ORGANIZATION:**

The Maine Centers for Women, Work, and Community operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine System, University of Maine Augusta. A statewide Advisory Council, appointed by the Governor, works with Program staff

### **PROGRAM:**

In FY2003, the Maine Centers for Women, Work, and Community continued to offer a full range of employability, life skills, and self-employment services through a toll-free resource phone line, fifteen regional Resource Centers, and three community-based outreach sites.

919 individuals, of whom approximately 550 were displaced homemakers, were served by the MCWWC through comprehensive intake assessment, information and referral, training courses and workshops, support groups, placement assistance, and follow up services. Linkages with employers continued to focus on

## INDEPENDENT AGENCIES - ADVISORY

non-traditional occupations and information technology, while partnerships with other education and training providers continued to play a significant role. Financial management training has been added to the mix of curricula offered.

The Program worked cooperatively with a wide range of human service, education and training, employment, economic and business development, and advocacy organizations at all levels. Integrated workforce development services were provided to Temporary Assistance for Needy Families (TANF) recipients, in collaboration with the Adult Education programs throughout Maine; self-employment technical assistance and training activities included the Departments of Labor, Human Services, Transportation and Economic and Community Development the University of Maine System through the Maine Small Business Development Centers; Financial management activities are offered in partnership with Community Action Agencies and local and statewide Financial Institutions.

### **PUBLICATIONS:**

Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business"; "Women on the Job: Making It Work for You -- An Employer's Guide to Finding, Hiring, and Retaining Women in Highway and Bridge Construction"; the Program's Annual Report, and bi-annual newsletters are available free of charge.

The General Fund Budget Allocation for FY 2003 was 779,439 through a contract with the Maine Centers for Women, Work, and Community, UMA/UMS.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **INTERAGENCY TASK FORCE ON HOMELESSNESS & HOUSING OPPORTUNITIES**

### **DON GEAN, CHAIR**

*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 substantially 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.

## INDEPENDENT AGENCIES - ADVISORY

### 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INFORMATION SERVICES POLICY BOARD

### REBECCA WYKE, CHAIR

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME, 04333  
*Mail Address:* 145 STATE HOUSE STATION, AUGUSTA, ME, 04333-0145 *FAX:* (207) 624-7804  
*Established:* 1986 *Telephone:* (207) 624-7800  
*Reference:* Policy Area:00 ; Umbrella: 92 Unit: 357 ; Citation: T0005 M.R.S.A., Sect. 000001891

### PURPOSE:

The Information Services Policy Board was established to approve the written standards governing geographic information services, data processing, and telecommunications as defined in Title 5, Chapter 138. The Board is charged with assisting the Commissioner and the Chief Information Officer in investigation and establishment of priorities within the scope of the strategic and departmental planning process. The priorities are goals and objectives with associated target dates.

The Board, with the Commissioner, shall provide for a regular review of information processing and telecommunications operations in State Government and make recommendations to the Governor, Commissioner, and other affected agency heads for improving service and efficiency and for reducing costs. The Board may conduct an investigation or provide for the investigation of any issue it deems essential to the purpose and mission of this chapter.

### ORGANIZATION:

The Board consists of eleven (11) voting and eight (8) advisory members. Voting members consist of four Commissioners from the Executive Branch as well as the Secretary of State. Each of these members may appoint a single designee.

The Governor appoints four (4) additional Executive Branch members and two (2) members from the private sector recognized for their application of information technology.

### PROGRAM:

The Board meets at least quarterly to review and approve policies and the rates charged by the Bureau of Information Services, as well as to direct and monitor the strategic planning activities of State Government.

### PUBLICATIONS:

Approved ISPB Policies are available at [www.Maine.gov](http://www.Maine.gov) under Information Service Policy Board.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - ADVISORY

### LOBSTER ADVISORY COUNCIL

#### STEPHEN TRAIN, CHAIR

*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

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*M.R.S.A., Sect.* 000006462A

#### PURPOSE:

The Lobster Advisory Council advises the Commissioner on activities of the Department that relate to the lobster industry. The Council may investigate problems affecting the lobster industry and make recommendations to the Commissioner and the Marine Resources Advisory Council concerning its investigations. The Council may review research programs and make recommendations to the Commissioner. The Council may consider disputes issues brought to the Council by Lobster Zone Management Councils and make recommendations to the Commissioner. The Council provides advice to the Commissioner with regard to expenditures made from the Seed Lobster Fund.

#### ORGANIZATION:

The Lobster Advisory Council consists of: one person from each of the seven lobster Zone Councils; two persons who hold wholesale seafood licenses that are primarily dealers in lobsters; one person who is a member of the general public and three persons who hold lobster and crab licenses that are not members of any Zone Council, each of which must be from a different county. The terms on the Lobster Advisory Council of those from the Lobster Zone Councils is conterminous with terms on the latter council. Terms of other individuals are three years. The Chair of the Lobster Advisory Council is ex-officio to the Department of Marine Resources Marine Advisory Council.

#### PROGRAM:

The Lobster Advisory Council met 6 times during calendar 2002. Most were focused on developing recommendations to the legislature with regard to rules of entry into the lobster fishery.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

### OIL SPILL ADVISORY COMMITTEE

#### NORMAND LABERGE, CHAIR

#### DAVID SALT, DIRECTOR OF RESPONSE SVCS

*Central Office:* AMHI RAY BUILDING, AUGUSTA, ME, 04330

*Mail Address:* 17 STATE HOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1992

*Reference:* Policy Area:05 ; Umbrella: 92 Unit: 567 ; Citation: T0038

*Telephone:* (207) 287-2651

*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

## INDEPENDENT AGENCIES - ADVISORY

with expertise in fisheries biology appointed by the Governor; one member with expertise in coastal wildlife habitat appointed by the Governor; and one member 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, March 2001  
Maine's Marine Oil Spill Response Framework, November 2000  
Review of the Julie N Oil Spill, February 1998

**FINANCES, FISCAL YEAR 2003:** 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.

## INDEPENDENT AGENCIES - ADVISORY

### **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 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 2003:** 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**  
**BRYAN KNICELY, ASSISTANT DIRECTOR**

TTY: (207) 287-2360

Central Office: 193 STATE STREET, AUGUSTA., ME, 04333-0025

Mail Address: 25 STATE HOUSE STATION, AUGUSTA., ME, 04333-0025 FAX: (207) 287-2725

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 Baron Wormser.

### **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 State Librarian, Director of the Maine Arts Commission and their designees. The Poet Laureate must be a poet of recognized merit.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **POLLUTION PREVENTION ADVISORY COMMITTEE**

**RUTH LANE, CHAIR**  
**RON DYER, DIRECTOR**

Central Office: AMHI RAY BLDG, AUGUSTA, ME, 04330

Mail Address: 17 STATE HOUSE STATION, AUGUSTA, ME, 04333

FAX: (207) 287-2814

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

## INDEPENDENT AGENCIES - ADVISORY

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 2003, the Committee worked with the Office of Innovation and Assistance 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 to the small business assistance program.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **PRESCRIPTION DRUG ADVISORY COMMISSION**

### **JOHN MORAN, CHAIRMAN**

*Central Office:* 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME, 04333-0011

*Established:* 2000

*Telephone:* (207) 287-2674

*Reference:* Policy Area: 03 ; Umbrella: 92 Unit: 610 ; Citation: T0022 M.R.S.A., Sect. 000002692

### **PURPOSE:**

The Prescription Drug Advisory Commission was established by the cited statute to review access to and the pricing of prescription drugs for residents of the State, to advise the Commissioner on prescription drug pricing and to provide periodic reports to the Commissioner, the Governor and the Legislature.

### **ORGANIZATION:**

The Commission consists of the following 12 members:

Three members of the public appointed by the President of the Senate, one of whom must represent the interests of senior citizens. Of the initial appointees, one must be appointed for a 2-year term and two for 3-year terms;

Three members of the public, appointed by the Speaker of the House, one of whom must represent the interests of senior citizens. Of the initial appointees, one must be appointed for a 2-year term and two for 3-year terms;

Two members of the health care community who are authorized by the laws of this State to prescribe drugs, appointed by the Governor. Of the initial appointees, one must be appointed for a 2-year term and one for a 3-year term;

Two pharmacists, appointed by the Governor. Of the initial appointees, one must be appointed for a 2-year term and one for a 3-year term.

The Director of the Bureau of Medical Services and the Commissioner of Professional and Financial Regulation, or their designees, who shall serve as ex officio, non-voting members.

### **PUBLICATIONS:**

Maine Rx Program First Annual Report to the Joint Standing Committee on Health & Human Services - Free of charge.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



INDEPENDENT AGENCIES - ADVISORY

**RIVER FLOW ADVISORY COMMISSION**

**ARTHUR W. CLEAVES, MEMA - DIRECTOR**  
**ROBERT LENT, DISTRICT CHIEF, USGS-ME**

*Central Office:* CAMP KEYES, AUGUSTA, ME, 04333-0072

*Mail Address:* 72 STATE HOUSE STATION, AUGUSTA, ME, 04333-0072      *FAX:* (207) 626-4495

*Established:* 1997

*Telephone:* (207) 626-4503

*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 also facilitates 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 administers the State's hydrological monitoring program in cooperation with the USGS.

**ORGANIZATION:**

The Commission consists of the following members:

The Commissioner of Defense, Veterans and Maine Emergency Management, 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 for the public member and the representative from the major hydroelectric generators are 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.

**PROGRAM:**

The Commission facilitates communications of river flow data between dam operators, river basin managers, State agencies, the United States Geological Survey, and the National Weather Service during periods of both flood and drought. It reports on data collected from stream flow gauges jointly funded by the State and the USGS (a 50/50 match program), information gathered in an annual survey of snow pack conditions in the late winter and early spring, and other information gathered and exchanged among its members. The data is also used by the Department of Transportation in highway and bridge design as well as the Departments of Conservation and Inland Fisheries and Wildlife when assessing the impact of irrigation on aquatic habitat and monitoring river flow for recreational uses.

The origin of the Commission was the Flow Management Advisory Committee, formed by Executive Order in 1983 as a result of heavy flooding on the Kennebec River. It operated under the Land and Water Resources Council of the State Planning Office. Its mission was to evaluate whether Maine's rivers were being responsibly managed to protect health and safety of Maine citizens as well as to facilitate communications of river flow data. This committee issued a final report stating a need for information flow and mitigation measures since flood prevention on Maine's rivers is not possible.

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 provides 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.

## INDEPENDENT AGENCIES - ADVISORY

### **PUBLICATIONS:**

When The Rivers Rise: Flood Awareness for Maine Public Officials  
Annual Flood Forecast News Release

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **COMMISSION ON SAFETY AND HEALTH IN THE MAINE WORKPLACE**

### **HUGH E. FLYNN, 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 volunteers who will examine safety attitudes, programs and procedures in Maine 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. Staff is provided by the Bureau of Labor Standards.

### **PROGRAM:**

The Commission held nine meetings during the year. The group reviewed four Occupational Safety Loan requests and recommended that the Commissioner of Labor approve two; denying one. Loans totaled \$33,337. One loan request was withdrawn.

Legislation passed allowing the Commission to provide training and education grants. The Commission issued no grants during the fiscal year due to budget freezes.

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards, Department of Labor.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**SUBSTANCE ABUSE SERVICES COMMISSION**

**RICK KARGES, 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 21 members selected from the Legislature and 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. Six members are from the Legislature, at least one from the Senate and two from the Health & Human Resources Committee.

**PROGRAM:**

During Fiscal Year 2002, 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 2003:** 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.

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

## INDEPENDENT AGENCIES - ADVISORY

### **LICENSES:**

General Taxidermy License  
Mammal & Head Taxidermy License  
Bird Taxidermy License  
Fish Taxidermy License

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **TRAVEL INFORMATION ADVISORY COUNCIL**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016

*Established:* 1977

*Telephone:* (207) 624-3612

*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 garden clubs, one representing agriculture, 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 Maint. & Oper. of MDOT or the web page at <http://www.state.me.us/mdot/traffic/obds/homepage.htm>.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

**BOARD OF VISITORS - MAINE CORRECTIONAL CENTER**

**CAROL KONTOS, CHAIRMAN**

TTY: (207) 287-4472

Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME, 04333-0111

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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**BOARD OF VISITORS - MAINE STATE PRISON**

**EDWARD COURTNEY, CHAIRPERSON**  
**KAREN CARROLL, DIRECTOR OF ADMIN SERV**

Central Office: 807 CUSHING ROAD, WARREN, ME, 04864-4600

Mail Address: 807 CUSHING ROAD, WARREN, ME, 04864-4600

Established: 1982

FAX: (207) 273-5316

Telephone: (207) 273-5300

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 Edward Courtney, Jon Wilson, Steve Maxwell Thomas C. Ewell and Rita Melenday.

**PROGRAM:**

Following the legislative directive, to provide citizen oversight to the operations of the Maine State Prison, the Board actively participates in planning and is supportive in expressing concerns regarding inmate programming and productivity.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - ADVISORY

## **BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER**

### **DAN REARDON, CHAIRPERSON**

TTY: (207) 822-2600

Central Office: 675 WESTBROOK STREET, SO. PORTLAND, ME, 04106

Mail Address: 675 WESTBROOK STREET, SO. PORTLAND, ME, 04106

Established: 1982

FAX: (207) 822-2787

Telephone: (207) 822-2783

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 Long Creek Youth Development 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 Long Creek Youth Development 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 has conducted monthly meetings at the Long Creek Youth Development Center, which have included visits with both staff and residents and also regularly include the Superintendent. In the last fiscal year, the Board oversaw a review of the Long Creek Youth Development Center which was conducted by an independent consultant. The consultant found that, while the Department had plans for improvements to the Center, the implementation of these plans was lagging. The consultant made a number of specific recommendations which the Department has adopted. The Board will be monitoring the implementation of these recommendations over the next year.

**FINANCES, FISCAL YEAR 2003:** 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

Established: 1983

FAX: (207) 287-8094

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 staggered so that the term of one member in each category expires each year.

## INDEPENDENT AGENCIES - ADVISORY

### **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 2003:** 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.**  
**BRYAN KNICELY, ASSISTANT DIRECTOR**

TTY: (207) 287-2360

Central Office: 193 STATE STREET, AUGUSTA, ME, 04333-0025

Mail Address: 25 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1966

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 088 ; Citation: T0027 M.R.S.A., Sect. 000000401

Average Count--All Positions: 9.000

FAX: (207) 287-2725

Telephone: (207) 287-2724

Legislative Count: 9.00

**PURPOSE:**

The Maine Arts Commission was established by the Legislature to "encourage and stimulate public interest and participation in the cultural heritage and cultural programs of our state; to expand the state's cultural resources; and to encourage and assist freedom of artistic expression for the well being of the arts, to meet the needs and aspirations of persons in all parts of the state."

In 1996, the Commission radically changed course due to the expectation of major reductions in funding from the National Endowment for the Arts.

**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 works to advance the arts by supplying services and results-oriented funding to artists and arts organizations, and helpful resources about the arts to the general public.

Guiding Principles: The actions of the Commission are guided by the following basic principles. In all of its programs, the Commission will: (1) Value artistic quality and cultural diversity, which may be represented in many forms and achieved in many ways; (2) Engage widely and deeply the public it seeks to reach, recognizing that access and impact of the kind that changes lives are both immediate and long-term goals; (3) Act locally, because it is at the local level that access and impact are most readily achieved and sustained; and (4) Work collaboratively and promote collaboration in order to increase the impact of the Commission's resources, and to foster relationships and commitments that build infrastructure beyond the Commission's involvement.

In acting on these principles, the Commission will look for evidence that the public is a clear beneficiary; that available resources 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:**

Arts in Education includes a variety of education-related arts activities from school based artists-in-residence, to professional development for teachers and artists, to alliances with human service and health organizations. The Commission provides funding for two program areas: Partners in Arts & Learning, and Professional Development in Arts Education. Contemporary Arts Development provides services and resources for Maine's artists.

Community Arts is a statewide program encouraging cultural assessment and planning in local communities through direct support and technical assistance. Funding is available for 3 programs: Discovery Research, Local Cultural Initiatives, and Local Arts Infrastructure grants.

Organizational Development provides funding to assist institutions or groups of institutions in assessing, planning or implementing strategic development projects.

Maine Artist Registry is a collection of slides, portfolios and video/audio tapes maintained by the Commission which provides representation and contact information for artists who have work available to sell or who will create work on a commission basis. The Registry also includes two juried categories: Studio Art and Public Art.

Maine Artist Roster is a juried listing of artists available for a variety of public activities including performances, exhibits, demonstrations, workshops and residencies.



## INDEPENDENT AGENCIES - OTHER

Individual Artist Fellowship program rewards artistic excellence, advances the careers of Maine artists, and promotes public awareness of their accomplishments.

Traditional Arts Apprenticeship program provides an opportunity for master traditional artists to pass on their skills to qualified apprentices.

Arts in the Capitol includes visual arts exhibits in the Blaine House, Governor's State House Gallery and the Commission offices, and includes special events such as readings, performances, lectures and conferences.

Percent for Art provides funds for the acquisition of works of art for newly constructed or renovated state-funded buildings.

### **PUBLICATIONS:**

Newsletter: A summary of the important issues facing the arts in Maine, published three time a year (one annual report revision)

Guidelines for Communities, Arts Organizations, and Individual Artists:

Program guidelines published annually.

Partners in Arts & Learning Planning Manual: (1999) A guide for Arts Education planning.

Discovery Research Workbook: (1999) A guide to conducting a cultural inventory.

Partners in Arts & Learning Manual: A Guide for Arts Education Planning and Advocacy Teams.

Audience Matters.

The Maine Outdoor Sculpture Guide (\$3.00 fee payable to: Maine Arts Commission).

Discovery Research Workbook.

A Wabanaki Guide to Maine (\$10 fee payable to Maine Indian Basketmakers

Alliance, P.O. Box 3253, Old Town, Maine 04468.

**FINANCES, FISCAL YEAR 2003:** 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	386,058	276,167			109,891	
HEALTH BENEFITS	100,080	71,220			28,860	
RETIREMENTS	56,067	39,245			16,822	
OTHER FRINGE BENEFITS	6,774	4,899			1,875	
OTHER CONTRACT SERVICES STATE	114,944	75,155	15,021		24,768	
COMPUTER SERVICES STATE	1,290	1,080			210	
OTHER CONTRACT SERVICES	122,699	85,080	1,588		36,031	
RENTS	732	732				
COMMODITIES	84,558	35,719	328		48,511	
GRANTS, SUBSIDIES, PENSIONS	585,293	321,894			263,399	
TRANSFER TO OTHER FUNDS	20,137		1,201		18,936	
<b>TOTAL EXPENDITURES</b>	<b>1,478,632</b>	<b>911,191</b>	<b>18,138</b>		<b>549,303</b>	

## ATLANTIC SALMON COMMISSION

### JOAN TRIAL, ACTING EXECUTIVE DIRECTOR

Central Office: HEDIN HALL, BMHI, BANGOR, ME, 04401-5654

Mail Address: 650 STATE ST, BANGOR, ME, 04401-5654

Established: 1995

Reference: Policy Area: 05 ; Umbrella: 94 Unit: 289 ; Citation: T0012

Average Count--All Positions: 20.00

FAX: (207) 941-4443

Telephone: (207) 941-4449

M.R.S.A., Sect. 000009901

Legislative Count: 16.00

## INDEPENDENT AGENCIES - OTHER

### PURPOSE:

The Atlantic Salmon Commission was established in 1999, replacing the Atlantic Salmon Authority (1995-1999) and the Maine Atlantic Sea-Run Salmon Commission (1947-1995). The Commission 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. In addition, the Commission has administrative responsibility for the Atlantic Salmon Conservation Plan.

### ORGANIZATION:

The Authority is governed by a three-member board comprised of the Commissioner of the Department of Inland Fish and Wildlife, The Commissioner of the Department of Marine Resources, and a third, at-large, member appointed by the Governor, subject to Senate confirmation. The board chooses a chair and appoints an Executive Director to manage the administrative and financial matters of the Commission.

### PROGRAM:

The Commission 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 Commission 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:

In 2000, sport fisheries for Atlantic Salmon were closed, thus, licenses are not available.

**FINANCES, FISCAL YEAR 2003:** 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 COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	681,870	327,758	13,780		340,332	
HEALTH BENEFITS	205,130	96,017	5,295		103,818	
RETIREMENTS	91,003	45,340	1,899		43,764	
OTHER FRINGE BENEFITS	9,023	4,435	228		4,360	
OTHER CONTRACT SERVICES STATE	509,678	161,510	83		348,085	
COMPUTER SERVICES STATE	34,725	23,618	56		11,051	
OTHER CONTRACT SERVICES	56,705	16,697	4,001		36,007	
RENTS	70,239	25,400	4,795		40,044	
COMMODITIES	115,247	22,027	7,325		85,895	
GRANTS, SUBSIDIES, PENSIONS	302,315	271,144			31,171	
EQUIPMENT	98,579				98,579	
TRANSFER TO OTHER FUNDS	15,268		544		14,724	
<b>TOTAL EXPENDITURES</b>	<b>2,189,782</b>	<b>993,946</b>	<b>38,006</b>		<b>1,157,830</b>	

INDEPENDENT AGENCIES - OTHER

**BAXTER STATE PARK AUTHORITY**

**STEVEN ROWE, 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

*Average Count--All Positions:* 39.885

*Telephone:* (207) 723-9616

*M.R.S.A., Sect.* 000000901

*Legislative Count:* 22.00

**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 protect the wildlife, fauna and flora within the Park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 204,733 acre Park; to conduct exemplary forest management operations on the 29,537 acre Scientific Forest Management Area; 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 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. Trust funds left by Percival Baxter provides funds for the purchase of additional lands to be used for scientific forestry, recreation, and scenic value and as a sanctuary for wildlife. 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.

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 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. Responsibility for the operation and management of Baxter State Park is delegated from the Baxter State Park Authority to the Park Director who supervises: Chief Ranger (Operations); Resource Manager (Scientific Forest Management); Park Naturalist (Information and Education); and the Business Manager.

Approximately 40% of the cost of Park operations are financed from a combination of use fees, entrance fees and wood products revenues with the remaining 60% provided by revenues from trusts established by Percival Baxter in 1945 and again through his will after his death in 1969 to provide funds for the care and maintenance of Baxter State Park. The larger of the two trusts is administered by the Boston Safe Deposit and Trust Company.

**PROGRAM:**

Both the forever wild and forest management portions of Baxter State Park are managed according to the wishes of the donor, Percival Baxter, as expressed in the Trust Deed Communications. As a large wilderness area, Baxter State Park faces many issues unique to the management of such an area. In all policy issues, the preservation and protection of Park resources is considered above recreational needs. The process of policy and decision making of the Authority is assisted by Park staff and two Advisory Committees.

## INDEPENDENT AGENCIES - OTHER

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. All campground and many day-use facilities include disability friendly sites. 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, Septic and Janitorial
  2. Road Maintenance
  3. Firewood Bundle Preparations
  4. 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) - fee ; (Steve Clark) - fee  
 Legacy of a Lifetime - History of Baxter State Park - fee  
 Numerous books and guides on Nature, Recreation, Ecology, ect - available  
 at Baxter State Park Headquarters - various fees

**FINANCES, FISCAL YEAR 2003:** 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>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	1,164,531		1,164,531			
HEALTH BENEFITS	340,180		340,180			
RETIREMENTS	172,515		172,515			
OTHER FRINGE BENEFITS	16,616		16,616			
OTHER CONTRACT SERVICES STATE	248,867		248,867			
COMPUTER SERVICES STATE	96		96			
OTHER CONTRACT SERVICES	289,776		289,776			
RENTS	4,179		4,179			
COMMODITIES	186,704		186,704			
PURCHASE OF LAND	1,230		1,230			
EQUIPMENT	29,025		29,025			
TRANSFER TO OTHER FUNDS	20,889		20,889			
<b>TOTAL EXPENDITURES</b>	<b>2,474,608</b>		<b>2,474,608</b>			

# STATISTICAL USE INFORMATION

## SUMMER SEASON (5/15 - 10/15)

	2002	2001	2000	1999	1998
USE BY TYPE					
Day Use	48613	49256	47723	50513	48900
Transient	731	1600	3748	3324	4141
Campers	22217	21858	23005	23269	23689
Walk/bicycle	93	201	250	177	333
TOTAL PEOPLE	71654	72915	74726	77283	77063
MISCELLANEOUS					
Camper Days	59353	59803	61385	64656	62495
Average Stay (Days)	2.67	2.67	2.67	2.78	2.64
Number of Vehicles	26604	26883	27024	2905	32042
Recreation Visitor Days	133090	134838	138006	141196	141719

## WINTER SEASON (12/1 - 4/1)

USE BY TYPE					
Campers	2083	2220	1900	1900	2161

INDEPENDENT AGENCIES - OTHER

**STATE CIVIL SERVICE APPEALS BOARD**

**REBECCA WYKE, COMMISSIONER**

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME, 04333

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

*Established:* 1986

*Telephone:* (207) 624-7800

*Reference:* Policy Area:00 ; Umbrella: 94 Unit: 388 ; Citation: T0005 M.R.S.A., Sect. 000007081

**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 and Local Government with confirmation by the Legislature. One member of the Board is designated by the Board as a chair. Each appointment is for a term of four years until a successor has been appointed and qualified.

**PROGRAM:**

The Board meets as required to hear appeals.

**PUBLICATIONS:**

State Civil Service Appeals Board Procedures for Appeal - Free  
May be obtained through the Office of the Commissioner.

**FINANCES, FISCAL YEAR 2003:** 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) 287-3261

*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 in 1994 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. In November, 2002 the Commission entered a partnership with the Maine Emergency Management Agency to implement FEMA's Citizen Corps initiative.

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 AmeriCorps State 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

## INDEPENDENT AGENCIES - OTHER

school-based Learn & Serve America, and the regional office of the Corporation for National Service, which handles AmeriCorps, VISTA, Senior Companions, Foster Grandparents, and Retired Senior Volunteer Programs (RSVP). Together the three agencies oversaw just over \$3.1 million of Corporation for National Service funds invested in Maine's local community service activities.

### 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 the Maine Department 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:

The Commission's statutes direct it to develop a three-year comprehensive state plan for community service and National Service programs. More than 9,000 people of all ages and backgrounds are involved in projects throughout Maine through 35 national service projects. Serving in programs funded by grants to local nonprofits, schools, religious organizations, and other groups, volunteers tutor and mentor children, coordinate after-school programs, build homes, organize neighborhood watch groups, clean parks, as well as recruit other volunteers. During 2002, the Commission managed just under \$1.75 million in funding from the Corporation for National Service.

The Commission administered five AmeriCorps programs throughout the State in 2002. As reported in the Annual Report for the Maine Commission for Community Service, 212 AmeriCorps members worked with five programs and recruited 8,323 volunteers who contributed 32,805 hours of service. Projects included: Maine Conservation Corps, Maine Response Team, Maine Service Corps, Project GO@ls, and Teach Maine AmeriCorps. AmeriCorps members receive an education award of up to \$4,725 when they complete their service. This aid for higher education may be used to attend college or to help pay back college loans. In FY2002, the 212 AmeriCorps members qualified for education awards worth just over \$642,000.

A new federal initiative launched by President Bush during 2002. Citizen Corps aims to help communities be safer, more resilient, and better prepared to respond to any kind of emergency. This is accomplished through local coordinating councils that unite the first responder agencies with mainstream volunteer organizations to ensure all public health, public safety, and emergency preparedness issues are augmented by citizen volunteer efforts. In 2002, the Commission and the Maine Emergency Management Agency conducted public meetings to learn what value Citizen Corps could add to local volunteer work. A state Citizen Corps Council was formed within the Commission and the work to establish local councils across the state began.

### PUBLICATIONS:

These reports and more are located on the Maine Commission for Community Web site at: <http://www.state.me.us/communityservice/>

Annual Report

Calculating the In-Kind Value of Volunteer Service

Achieving Mission

Conversations in the Field: The Status of Maine Community Service and Volunteer Programs

2000/01 National Service Programs in Maine

Advancing the Vision: the 2002-2005 Strategic Plan of the Maine Commission for Community Service

AmeriCorps: A Successful Social Service Investment Strategy

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

**MAINE STATE CULTURAL AFFAIRS COUNCIL**

**RENNY STACKPOLE, CHAIRMAN**

*Central Office:* C/O MAINE STATE LIBRARY, AUGUSTA, ME, 04333

*Mail Address:* 64 STATE HOUSE STATION, AUGUSTA, ME, 04333

*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 resource 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 consists of the chairman 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, the Maine State Museum Commission, Maine State Archives Advisory Board, Maine Humanities Council, and the Maine Historical Society. Nonvoting members include a staff member of the Office of the Governor and the directors of the seven cultural agencies.

**PROGRAM:**

The Cultural Affairs Council continues 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 useful information concerning statewide cultural issues.

In FY 2003, worked in coordination with Maine's locally based organizations to implement the third year of the New Century Community Program including the distribution of New Century Grants.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MAINE ECONOMIC GROWTH COUNCIL**

**LEROY BARRY, CO-CHAIR**

**REPRESENTATIVE PAUL TESSIER, CO-CHAIR**

TTY: (207) 287-2656

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

*Mail Address:* 59 STATE HOUSE STATION, AUGUSTA, ME, 04333-0059 FAX: (207) 287-8461

*Established:* 1993

*Telephone:* (207) 624-9800

*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



## INDEPENDENT AGENCIES - OTHER

appointed to the Council are four members of the Legislature having a demonstrated interest in economic development.

The Council is staffed by the Maine Development Foundation, and is currently co-chaired by Representative Paul Tessier and Leroy Barry, Madison Paper 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 has been updated annually.

In January, 2002, "Measures of Growth 2002" was restructured to retain 40 of the Council's original measures and add 20 new measures, in order to better align the report with Maine's economy. "Measures of Growth 2003" was published in January, 2003.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE EDUCATIONAL LOAN AUTHORITY

### **SHIRLEY M ERICKSON, EXEC DIR**

*Central Office:* ONE CITY CENTER, PORTLAND, ME, 04101

*Mail Address:* ONE CITY CENTER, PORTLAND, ME, 04101

*Established:* 1988

*FAX:* (207) 791-3616

*Telephone:* (207) 791-3600

*Reference: Policy Area:02 ; Umbrella: 94 Unit: 434 ; Citation: T0020A M.R.S.A., Sect. 000011414*

### **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, \$10 million, \$14 million and \$10 million of tax exempt bonds were issued in June of 1996, July of 1997, January 1999 and September of 2000, respectively. In November of 2002, MELA issued a \$26.9 million bond, which included \$16.9 million to refund the 1992 series bonds.

The MELA Loan Program, consisting of 'The Maine Loan' and 'The Maine Medical Loan', 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

## INDEPENDENT AGENCIES - OTHER

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 variable and principal and interest may be deferred while the student is in school. Borrowers may take up to 25 years to repay the loan. Undergraduate and graduate students are both eligible.

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 (Student Loan Revenue

Bonds - Series 1992A-1, 1992A-2, 1992A-3, 1992A-4, 1996A, 1997A, 1999A, 2000A and 2002A-1)

MELA (Maine Educational Loan Authority) 2002 Annual Report

The Maine Loan and The Maine Medical Loan Information Brochures - Free

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF EMERGENCY MUNICIPAL FINANCE

### JEROME GERARD, ACTING STATE TAX ASSESSOR

WATS: ( ) -

*Central Office:* 26 EDISON DRIVE, AUGUSTA, ME,

*Mail Address:* 24 STATE HOUSE STATION, AUGUSTA, ME, 04333-0024 *FAX:* (207) 624-9694

*Established:* 1954

*Telephone:* (207) 624-7854

*Reference:* Policy Area:00 ; Umbrella: 94 Unit: 319 ; Citation: T0030A M.R.S.A., Sect. 000006101

### **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.

### **ORGANIZATION:**

The Commissioner of the Department of Administrative and Financial Services, the Treasurer of State and the State Tax Assessor compose The Board of Emergency Municipal Finance.

### **PROGRAM:**

Any municipality that is financially unable to provide for its direct relief and work programs or its contributory share of public assistance programs of any nature, may apply to the Department of Human Services for funds from the State for that purpose. The municipal officers must apply in writing and send a copy of the application to the Board.

If a municipality defaults on any bond issue or payment of interest due, or neglects to pay school and other salaries due and has received funds from the State in support of its poor the board may audit or investigate the financial condition of the municipality. If after the audit or investigation the Board finds it necessary it may, by a majority vote, take over local government.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

**STATE EMERGENCY RESPONSE COMMISSION**

**ARTHUR W. CLEAVES, CHAIRPERSON**

*Central Office:* CAMP KEYES, AUGUSTA, ME, 04333-0072

*Mail Address:* 72 STATE HOUSE STATION, AUGUSTA, ME, 04333-0072      *FAX:* (207) 626-4495

*Established:* 1987

*Telephone:* (207) 626-4503

*Reference:* Policy Area: 06 ; Umbrella: 94 Unit: 410 ; Citation: T0037B M.R.S.A., Sect. 000000792

**PURPOSE:**

This Commission oversees the implementation of a comprehensive program of planning and training for effective emergency response to releases of hazardous materials.

**ORGANIZATION:**

The Commission is composed of 14 members. The Director of the Maine Emergency Management Agency serves as the chair. Other members include the Commissioners of Environmental Protection, Human Services, Labor and Transportation or designees, the Director of the Office of Emergency Medical Services or designee, the Chief of the State Police or designee, 4 gubernatorial appointees, 2 appointed by the Speaker of the House of Representatives and an environmental organization representative of the general public appointed by the President of the Senate.

**PUBLICATIONS:**

LEPC Guidance

Model Plans

Emergency Planning Guidance

Emergency Response Guidebooks

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD**

**PETER DYER, CHAIR**

*WATS:* ( ) -

*TTY:* (207) 626-2717

*Central Office:* C/O FAME 5 COMMUNITY DR., AUGUSTA, ME,

*Mail Address:* PO BOX 949, AUGUSTA, ME, 04332-0949

*Established:* 1988

*FAX:* (207) 623-0095

*Telephone:* (207) 623-3263

*Reference:* Policy Area: 03 ; Umbrella: 94 Unit: 178 ; Citation: T0010 M.R.S.A., Sect. 000000373

**PURPOSE:**

To help persons with disabilities become more independent and more productive members of the community. 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 ("Fund") to help make businesses accessible to disabled individuals and more suitable for employing individuals with disabilities.

**ORGANIZATION:**

The Adaptive Equipment Loan Board ("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 Director of the Bureau of Rehabilitation Services or the Director's designee and the Treasurer of the State or the Treasurer's designee also serve on the Board.

The Board currently 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 Board currently contracts with the Finance

## INDEPENDENT AGENCIES - OTHER

Authority of Maine to provide administrative assistance, financial analysis and management, and legal counsel.

### PROGRAM:

The program provides low interest loans to assist disabled persons in becoming more productive members of the community. Businesses may also borrow from the Fund to make their facilities more accessible to physically challenged individuals. 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 may be for up to \$100,000 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.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

**JONATHAN WAYNE, EXECUTIVE DIRECTOR**  
**ANDREW KETTERER, CHAIR**

*Central Office:* 135 SHS, AUGUSTA, ME, 04333

*Mail Address:* 135 STATE HOUSE STATION, AUGUSTA, ME, 04333-0135 *FAX:* (207) 287-6775

*Established:* 1976

*Telephone:* (207) 287-6219

*Reference: Policy Area:* 00 ; *Umbrella:* 94 *Unit:* 270 ; *Citation:* T0001 *M.R.S.A., Sect.* 000001002

*Average Count--All Positions:* 7.000

*Legislative Count:* 7.00

### 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 misconduct 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; 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 laws, and to administer and ensure effective implementation of the Maine Clean Election Act.

### ORGANIZATION:

The Commission on Governmental Ethics and Election Practices, established by Title 5, section 12004-G, subsection 33, consists of 5 members appointed by the Governor from nominee lists submitted by Legislative Leadership. Appointees are subject to review by the joint standing committee of the Legislature having jurisdiction over legal affairs and confirmation by the Legislature.

No more than two members may be enrolled in the same political party. Each member serves a three-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 two 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 on the Attorney General, Secretary of State, Department of Audit, or any law enforcement agency in Maine.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

**Advisory Opinion, Notices, Report Audits:** During FY 2003, the Commission conducted regular public meetings, issued informal advisory opinions, and its staff rendered oral advice regarding the interpretation of the statutes administered by the Commission. The staff distributed filing notices to all candidates, political action committees, and lobbyists with reporting or disclosure obligations and processed reports filed by those reporting entities. Additionally, the staff conducted limited audits of the reports of candidates, political action committees, and lobbyists.

**Complaints, Late Filings, Penalties:** During FY 2003, the Commission investigated complaints concerning candidate campaigns, lobbyists, and legislative ethics. The Commission also ruled on the lateness of the filings of candidates, political action committees, and lobbyists. The Commission referred cases to the Attorney General for appropriate action regarding the failure to pay penalties for the late filing of reports or the failure to file reports. The Commission publishes a Biennial Report containing statistical data regarding its activities and annual financial activities of candidates, lobbyists, and political action committees.

**Opinions, Lawsuits, Fees:** The Commission considered requests for the waiver of certain statutory requirements by candidates, lobbyists, political action committees, and political party committees and issued guidance on the interpretation of statutes and rules subject to the Commission's jurisdiction. The Commission issued legislative ethics (conflict of interest) opinions.

### PUBLICATIONS:

The Commission distributes copies of the governmental and legislative ethics laws, lobbyist disclosure procedures, campaign reports and finance laws for candidates, the laws 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
- Biennial Report of the Commission's activities
- Candidate compliance manuals
- Summaries of campaign contributions/expenditures
- Annual report of lobbyist compensation

**FINANCES, FISCAL YEAR 2003:** 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	193,863	88,401	105,462			
HEALTH BENEFITS	65,043	24,830	40,213			
RETIREMENTS	26,532	11,878	14,654			
OTHER FRINGE BENEFITS	3,258	1,560	1,698			
OTHER CONTRACT SERVICES STATE	10,320	2,977	7,343			
OTHER CONTRACT SERVICES	18,444	11,910	6,534			
COMMODITIES	76,823	16,633	60,190			
GRANTS, SUBSIDIES, PENSIONS	892,394		892,394			
TRANSFER TO OTHER FUNDS	9,236		9,236			
<b>TOTAL EXPENDITURES</b>	<b>1,295,913</b>	<b>158,189</b>	<b>1,137,724</b>			

## INDEPENDENT AGENCIES - OTHER

### FINANCE AUTHORITY OF MAINE

#### CHARLES J. SPIES, III, CHIEF EXECUTIVE OFFICER

*Central Office:* 5 COMMUNITY DRIVE, AUGUSTA, ME, 04330

*Mail Address:* PO BOX 949, AUGUSTA, ME, 04332-0949

*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 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 and outreach programs. Through loans, grants and other scholarship programs, FAME helps students and their families to meet the costs associated with higher education. The Authority administers Maine's 529 College Savings Program and oversees outreach activities that are 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 enterprises;
- two veterans;
- one Certified Public Accountant;
- one commercial lender;
- one attorney;
- one member with expertise in student financial aid;
- one member knowledgeable in the field of higher education;
- 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 two broad divisions: Business Assistance Division and the Education Assistance Division. These divisions are supported by a Division of Communications, Division of Finance and Administration and Legal Division.

#### **PROGRAM:**

**BUSINESS ASSISTANCE DIVISION:** This division supports statutory mandates by administering 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
- Economic Recovery Loan Program
- Underground Oil Storage Tank Removal & Replacement Program
- Overboard Discharge Replacement Program
- Waste Reduction and Recycling Loan Program
- Waste Oil Furnace Loan Program

## INDEPENDENT AGENCIES - OTHER

Revenue Obligation Securities Program  
Electric Rate Stabilization Program  
Regional Economic Development Revolving Loan Program  
SMART-E Bond Program  
SMART Bond Program  
Linked Investment Program for Agriculture and Small Business Export  
Financing Services  
Maine Seed Capital Tax Credit Program

Clean Fuel Vehicle Program  
Energy Conservation Loan Program  
Major Business Expansion Program  
Venture Capital Revolving Investment Program  
Dairy Farm Relief Loan Insurance  
Katahdin Loan Insurance Program  
Linked Investment for Commercial Enterprises

The following programs are administered in conjunction with other state departments or agencies:

Small Enterprise Growth Program  
Occupational Safety Loan Program  
Potato Marketing Improvement Fund Program  
Agricultural Marketing Loan Program  
Kim Wallace Adaptive Equipment Loan Fund Program  
Nutrient Management Loan Program

EDUCATION ASSISTANCE DIVISION: FAME maintains and administers the following higher education finance and outreach programs:

Maine State Grant Program  
Federal Family Education Loan Program  
Robert C. Byrd Scholarship Program  
Educators for Maine Program  
Access to Medical Education Program  
Maine College Savings Program  
Dental Education Loan and Loan Repayment Program  
Medical Education Program  
Outreach Programs  
Quality Child Care Education Scholarship  
Tuition Waiver Programs  
Maine College Savings Program  
Health Professions Loan Program

### PUBLICATIONS:

Capital Access Programs - Innovative Financial Solutions for Maine Businesses  
Financing Bright Ideas - A Primer on Venture Capital in Maine  
A Study of the Availability and Sources of Venture Capital in Maine  
Capital Availability for High Technology Businesses in Maine  
Financial Aid Toolbelt - Maine's Guide to Higher Education  
Paying for College - Jump Start for Juniors  
Home Schoolers Guide - Academic Preparation for Post Secondary Education  
Opportunities  
Where They Go and Why - Finding Maine's Future Workforce  
A Fresh Look at College Going Rates

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2003:** 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	21,574,474	13,031,304	543,170			8,000,000
TOTAL EXPENDITURES	21,574,474	13,031,304	543,170			8,000,000

## ADVISORY COMMITTEE ON MEDICAL EDUCATION

### JOHN LACASSE, CHAIRMAN

*Central Office:* C/O FAME, 5 COMMUNITY DRIVE, AUGUSTA, ME 04332-0949

*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949

*FAX:* (207) 623-3263

*Established:* 1992

*Telephone:* (207) 623-0095

*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 initiatives which address the medical education needs of the State of Maine. The committee provides guidance for the administration of the program including, but not limited to: 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; 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 2003:** 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

*FAX:* (207) 623-5359

*Established:* 1971

*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.

#### 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.



## INDEPENDENT AGENCIES - OTHER

### **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 FY03, the Authority issued \$64,215,000 in bonds on behalf of eight hospitals and two institutions of higher education.

### **PUBLICATIONS:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 2003:** 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

TTY: (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: 19.000

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.

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.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

During FY 2003 the Commission expanded the National Register of Historic Places by 27 individual sites and two districts. 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).

Shettleworth, Earle G., Jr. and Beard, Frank A., A Guide to the Maine State House (1981).

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	538,996	166,115	172,876		200,005	
HEALTH BENEFITS	149,431	40,636	49,334		59,461	
RETIREMENTS	73,988	25,112	20,687		28,189	
OTHER FRINGE BENEFITS	6,724	558	2,665		3,501	
OTHER CONTRACT SERVICES STATE	42,364	1,500	27,206		13,658	
COMPUTER SERVICES STATE	5,306		4,834		472	
OTHER CONTRACT SERVICES	91,646	195	33,631		57,820	
RENTS	1,649	118			1,531	
COMMODITIES	133,829	17,717	14,001		102,111	
GRANTS, SUBSIDIES, PENSIONS	298,893	91,500	-4,000		211,393	
TRANSFER TO OTHER FUNDS	37,002		15,419		21,583	
<b>TOTAL EXPENDITURES</b>	<b>1,379,828</b>	<b>343,451</b>	<b>336,653</b>		<b>699,724</b>	

INDEPENDENT AGENCIES - OTHER

**MAINE HUMAN RIGHTS COMMISSION**

**PATRICIA RYAN, EXEC DIR**

TTY: (207) 624-6064

Central Office: STEVENS SCHOOL CLEVELAND, HALLOWELL, ME,

Mail Address: 51 STATE HOUSE STATION, AUGUSTA, ME, 04333

Established: 1971

FAX: (207) 624-6063

Telephone: (207) 624-6050

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 348 ; Citation: T0005

M.R.S.A., Sect. 000004561

Average Count--All Positions: 12.000

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 genetic pre-disposition; 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 2003, 708 new complaints were filed with the Maine Human Rights Commission. In addition, 777 complaints were carried over from the previous fiscal year. The Commission closed 793 cases, leaving a total of 692 cases active at year end.

**LITIGATION.** The Commission is represented in the courts of the State of Maine by the Commission Counsel.

**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

Procedural Regulations

Employment Regulations & Poster

Sexual Harassment Poster; Sexual Harassment Brochure

Housing Regulations of the Maine Human Rights Commission; Housing Procedural Rule

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

Accessibility Requirements of the Maine Human Rights Commission

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2003:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MPASIS 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	481,777	337,030			144,747	
HEALTH BENEFITS	123,634	81,518			42,116	
RETIREMENTS	63,990	43,983			20,007	
OTHER FRINGE BENEFITS	3,346	2,488			858	
OTHER CONTRACT SERVICES STATE	1,341	642			699	
COMPUTER SERVICES STATE	630	630				
OTHER CONTRACT SERVICES	37,626	25,034	115		12,477	
RENTS	2,094	1,431			663	
COMMODITIES	33,061	19,052			14,009	
TRANSFER TO OTHER FUNDS	21,936		11		21,925	
<b>TOTAL EXPENDITURES</b>	<b>769,435</b>	<b>511,808</b>	<b>126</b>		<b>257,501</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.

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"

## INDEPENDENT AGENCIES - OTHER

"At Loggerheads: State of Maine and the Wabanaki"

"Proposal to Drop 'Squaw' from Place Names in Maine: Summary of Issues and Views"

" 'Year In Review' Reports"

**FINANCES, FISCAL YEAR 2003:** 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	38,384	38,384				
TOTAL EXPENDITURES	38,384	38,384				

## MAINE STATE LIBRARY

### J. GARY NICHOLS, ST LIBRARIAN

TTY: (207) 287-5620

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: 59,000

FAX: (207) 287-5615

Telephone: (207) 287-5600

M.R.S.A., Sect. 000000001

Legislative Count: 59,000

#### 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 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.

## INDEPENDENT AGENCIES - OTHER

The Maine Library commission held 5 meetings during FY 2003. Areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate allocations and technology planning, allocation of New Century Community Grants funds, the implementation of the Maine Info Net network, the sharing of resources among Maine libraries, including the development of a statewide interlibrary loan van delivery service, reviewing the allocation of state and federal funds, reviewing statewide interlibrary loan policies and reviewing emerging technologies and their impact on library services statewide, including electronic reference service and computer training courses.

### 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 2003:** 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	1,864,981	1,535,277			329,704	
HEALTH BENEFITS	534,715	428,400			106,315	
RETIREMENTS	253,804	208,549			45,255	
OTHER FRINGE BENEFITS	18,583	13,453			5,130	
OTHER CONTRACT SERVICES STATE	590,950	261,364			1,946	327,640
COMPUTER SERVICES STATE	1,848	380	- 142		1,610	
OTHER CONTRACT SERVICES	328,548	138,075	10,394		161,309	18,770
RENTS	9,253	4,092			5,161	
COMMODITIES	702,350	458,417	75,017		83,045	85,871
GRANTS, SUBSIDIES, PENSIONS	811,927	573,435	57,207		96,100	85,185
EQUIPMENT	16,811				16,811	
TRANSFER TO OTHER FUNDS	41,343		4,274		37,069	
<b>TOTAL EXPENDITURES</b>	<b>5,175,113</b>	<b>3,621,442</b>	<b>146,750</b>		<b>889,455</b>	<b>517,466</b>

## 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

INDEPENDENT AGENCIES - OTHER

**LOBSTER PROMOTION COUNCIL**

**SUSAN BARBER, EXECUTIVE DIRECTOR**

*Central Office:* 382 HARLOW STREET, BANGOR, ME, 04401

*Mail Address:* 382 HARLOW STREET, BANGOR, ME, 04401

*Established:* 1991

*Reference:* Policy Area:01 ; Umbrella: 94 Unit: 097 ; Citation: T0012 M.R.S.A., Sect. 000006455

*FAX:* (207) 947-3191

*Telephone:* (207) 947-2966

**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. Dispelling the myths and misinformation about lobster is a key role of the Maine Lobster Promotion Council.

**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:**

Representation at key domestic and international trade shows provide high visibility to buyers on behalf of the entire lobster industry. Maine Lobster Month in August was celebrated for the eighth year culminating with a culinary competition for chefs. MLPC's public relations efforts included media publicity, feature stories, national press releases, and an enhanced Internet homepage. The "Lobster from Maine is Eco-Friendly" public awareness campaign was launched and included a press conference; a nationwide news release; distribution of restaurant kits; >11,000 confirmed broadcasts of the eco-PSA airing in 34 states to 46.9 million listeners; video news release; and eco-tank stickers for promotion partners. MLPC received the Environmental Stewardship Award in November, 2002 for the campaign. MLPC continued airport ad campaigns at both Bangor International Airport and Portland International Jetport. Key promotions included New Shell, Maine Lobster Month, Fall, Holiday, and a Lenten promotion.

In its efforts to increase services to members of the lobster industry, the MLPC seeks sources of outside funding. The MLPC participated in the Market Access Program (MAP). Funds were allocated to promote lobster in Europe and Asia. The MLPC conducted hotel and restaurant promotions in Japan, participated in international trade shows, and conducted reverse missions for buyers from central Europe and Japan. An application was developed and submitted to continue export promotional efforts into FY04. The new lobster specialty license plate to promote lobster and generate revenue for lobster research, education and development became available on May 1.

Meeting with lobster industry associations, zone councils, attending the Fisherman's Forum, and monthly communications with each industry organization help keep industry members informed. A dealer's workshop and issues management meeting were held. The MLPC responded to requests for information as follows: 307 SASE's, and 761 requests for general information. Hits at [www.mainerlobsterpromo.com](http://www.mainerlobsterpromo.com) for July 1, 2002 through June 30, 2003: 2,641,400.

# INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2003:** 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</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>
GRANTS, SUBSIDIES, PENSIONS	422,480		422,480			
TOTAL EXPENDITURES	422,480		422,480			



## **PUBLICATIONS:**

Consumer Brochure\*  
Dipping Sauce Brochure\*  
Lobster Cutout Brochure\*  
New Shell Brochure\*  
Holiday Recipe Brochure\*  
Grilled Lobster Brochure\*  
Stovetop Lobster Bake Recipe Card\*  
Value Added Brochure\*  
New Shell Tabloid - Lobster Tales Special Edition\*  
Press Kit (For Media Distribution Only)  
Directory of Dealers & Processors (Updated Annually)  
List of Direct Shippers to Consumers\*  
List of Promotional Materials\*  
Promotion Calendar\*  
Menu Ideas\*  
Restaurant kit  
Retail Sell More\*  
Retail Demo Brochure\*  
Trade Show Piece\*  
Maine Lobster Recipes Cookbooklet - \$2.00 includes postage  
Best of the Best Lobster Recipes Cookbooklet - \$2.00 includes postage  
Cooking Maine Lobster... full color cookbook - \$6.99 plus shipping  
Full Color Signature Poster—\$1.00 plus shipping  
Lent Poster — \$1.00 plus shipping  
Lobster for all Seasons Poster — \$1.00 plus shipping  
Quality Poster  
Lobster Bake Kit—\$2.00  
Supermarket & Restaurant training videos - \$7.95 each plus shipping  
PSA—nutrition  
Annual Report, available for on location review at MLPC office  
Lobster Fact Sheet\*  
Choice Sheet\*  
Whale Fact Sheet\*  
Pounded Lobster Fact Sheet  
Lobster Health Fact Sheet\*  
Conservation Fact Sheet\*  
Nutrition Fact Sheet\*  
Activity booklet for children\*

\*Single copy free, include a self addressed stamped envelope with your request.

INDEPENDENT AGENCIES - OTHER

## MAINE ADVISORY COMMITTEE ON MENTAL RETARDATION

*Central Office:* MARQUARDT BUILDING, 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MOTOR CARRIER REVIEW BOARD

### MARK HUTCHINS, CHAIRMAN

*TTY:* (207) 624-9085

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME, 04333-0029

*Mail Address:* 29 SHS, AUGUSTA, ME, 04333-0029

*Established:* 1995

*FAX:* (207) 622-5332

*Telephone:* (207) 624-9000

*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 the Federal Motor Carrier Safety Administration reviews and ratings.

The Motor Carrier Review Board's principal data source is adjudicated violations. In 1996, the Board developed and adopted its rules, which were amended in 1998, for conducting carrier review. In FY02, the Board reviewed 16 motor carriers and 3 motor carriers were suspended.

### ORGANIZATION:

The Board consists of seven members appointed by the Governor. The members represent the motor carrier industry, forest products industry, professional drivers, the commercial insurance industry, and the public.

The Board is staffed by the Bureau of Motor Vehicle's Motor Carrier Services.

## INDEPENDENT AGENCIES - OTHER

### **PUBLICATIONS:**

www.state.me.us.maine.gov

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **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's General Bond Resolution program. 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, 2002, the Bond Bank issued \$32,720,000 that assisted 20 governmental units to finance their capital needs. This issuance was rated Aa1/AAA/AAA by Moody's, Standard & Poor's and Fitch Ratings, respectively. In May of 2003 a second bond sale was issued in the amount of \$17,920,000 that assisted 18 governmental units finance their capital projects. This issue was rated Aa1/AAA/AAA by Moody's Standard and Poor's and Fitch Rating respectively. The Bond Bank also issued two refunding bond offerings in fiscal year 2003, 2002 Series D and 2003 Series A, that allowed for the Bond Bank to pass along to participating municipalities the savings realized by refunding certain previous Bond Bank issues. The Bond Bank gave a total of \$3,066,859 to the various participating municipalities with the 2002 Series D Issue and with the 2003 Series A Issue the savings given back totaled \$11,989,555.

In 1998, the Maine Legislature established the Maine School Revolving Renovation Fund to promote efficient capital financing activities for the construction, renovation and maintenance of school facilities. The Bond Bank administers this Fund. The Bond Bank receives allocations from the State for deposit into the Fund. In fiscal year 2003, the School Revolving Renovation program provided 30 loans totaling \$8,684,009 to finance qualified school renovation projects.

The Bond Bank established a lease purchase program in 1998 to provide a means of quickly and effectively financing real and personal property transactions. During this fiscal year, the Bond Bank assisted governmental entities with \$3,792,835 in lease purchase transactions.

## INDEPENDENT AGENCIES - OTHER

The State of Maine designated the Bond Bank to serve as the administrator and financial manager of the Drinking Water and Clean Water State Revolving Loan Fund programs. Loans are funded through a combination of tax exempt revenue bond dollars, federal funds and state matching funds to create an interest rate 2% below the Bond Bank's cost of funds. In fiscal year 2003, the Clean Water State Revolving Loan Fund program provided 45 loans totaling \$58,525,007.41 to finance wastewater construction projects. \$16,880,000 of refunding bonds was also issued to refund \$16,330,000 of outstanding bonds. This refunding provided \$1.6 million in savings to 13 borrowers. The Drinking Water State Revolving Loan Fund program provided 12 loans totaling \$2,401,267.15 to public water systems.

### PUBLICATIONS:

Annual Report

**FINANCES, FISCAL YEAR 2003:** 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	<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>
GRANTS, SUBSIDIES, PENSIONS	95,396	95,396				
<b>TOTAL EXPENDITURES</b>	<b>95,396</b>	<b>95,396</b>				

## MAINE STATE MUSEUM

**JOSEPH R. PHILLIPS, MUSEUM DIRECTOR**  
**SHIRLENE H. GOSLINE, CHAIRMAN**

WATS: ( ) -  
 TTY: (207) 287-6740

Central Office: CULTURAL BUILDING, AUGUSTA, ME, 04333-0083

Mail Address: 83 STATEHOUSE STATION, AUGUSTA, ME, 04333-0083

Established: 1966

Reference: Policy Area: 02 ; Umbrella: 94 Unit: 073 ; Citation: T0027

Average Count--All Positions: 24.192

FAX: (207) 287-6633

Telephone: (207) 287-2301

M.R.S.A., Sect. 00000085A

Legislative Count: 23.50

### PURPOSE:

The mission of the Maine State Museum is to educate and inspire Maine's people and visitors by collecting, preserving, researching and exhibiting objects of Maine's natural and cultural heritage. We do this to promote an understanding of, and respect for the past, which is essential for Maine's future.

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 to improve the functions of the Museum; and to delegate powers to a Museum Director for administration of the Museum.

The Maine State Museum and its collections are a unique source of information on Maine's natural and cultural history. Collections are exhibited in the Museum, State House, and Blaine House as well as loaned to other museums for special displays.

### ORGANIZATION:

The basic concept of a State Museum was approved and funded by the Legislature in 1836 and the first exhibition established in 1837. 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 15 members, appointed by successive Governors to terms of 4 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, and wildlife dioramas; Blaine House Historical Collection; and management of state owned archaeological resources including historic ship wrecks.

## INDEPENDENT AGENCIES - OTHER

In 1990, the Maine State Cultural Affairs Council was established to coordinate the resources, programs and projects of the Maine State Museum and other cultural agencies with state-wide responsibilities. This Council has a chairman appointed by the Governor and now has voting members from seven agencies.

### PROGRAM:

**EDUCATION:** In FY 2003, the Museum hosted 81,624 visitors. Of this number, 29,046 came in 955 groups from 252 Maine communities. Museum educators offered 28 different formal education programs and tours to scheduled groups of children and adults, and presented special programming during Archaeology Month, Coastweek and Earth Science Week. Some of the highlights of the year included a two-day Maine craft show, basket making workshops, an insect display and demonstration, exhibits and talks presented by museum staff and various state and private organizations on Earth Science Day, archaeological field schools in Brooklin and Popham, a spring lecture series featuring the historic flag collection with the final special event being the opening of the flag exhibit, "To the Highest Standard."

**COLLECTIONS:** the Museum acquired 97 groups of historic artifacts and scientific specimens consisting of 2,967 objects. Artifacts from 56 archaeological sites were also accessioned. Examples include: portraits of Governor Samuel E. Smith and First Lady Louisa F. Smith, rare Indian trade musket made in France around 1740, bank cheque signed by Joshua L. Chamberlain, 1890's Passamaquoddy canoe made by the Maine's Civil Defense director in the 1960s.

**EXHIBITS:** "To the Highest Standard: Maine's Civil War Flags", opened with the first of a rotating series of conserved flags. A "Whats New" exhibit case in the Museum's entry was changed five times and a small classroom/theater was added to the "Made in Maine" exhibit. In the State House a 7 by 10 foot portrait of George Washington, in storage since the early 1960's was restored and rehung, as was over 30 other portraits. Wildlife Dioramas were installed in their new underground gallery and carefully restored.

**OUTREACH:** Through the New Century Community Program small grants were given to small museums and historical societies. The Cultural Resources Information Center provided technical assistance to collecting institutions state wide.

### LICENSES:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land (including 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 (approval will also include 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 dimensions of any object in the Museum's collection for any purpose shall submit a written application to the Museum Director.

### PUBLICATIONS:

**THE TURNER FARM FAUNA: 5000 YEARS OF HUNTING AND FISHING IN PENOBSCOT BAY,** MAINE by Arthur E. Spiess and Robert A. Lewis. Published 2001 by Maine State Museum, Maine Historic Preservation Commission, and Maine Archaeological Society.

**TWELVE THOUSAND YEARS: AMERICAN INDIANS IN MAINE** by Bruce J. Bourque. Published 2001 by the University of Nebraska Press.

**FLY ROD CROSBY: THE WOMAN WHO MARKETING MAINE** by Julia A. Hunter and Earle G. Shettleworth, Jr. Published 2000 by Tilbury House and Maine State Museum.

**TO KATAHDIN: THE 1876 ADVENTURES OF FOUR YOUNG MEN AND A BOAT** by George T. Sewall. Published 2000 by Tilbury House and Friends of the Maine State Museum.

**SIMPLE FORMS AND VIVID COLORS** by Edwin A. Churchill. Reprinted 1997 by Maine State Museum.

**MAINE MADE GUNS AND THEIR MAKERS** by Dwight B. Demeritt, Jr. Published 1997 by

## INDEPENDENT AGENCIES - OTHER

Friends of the Maine State Museum.

**FINANCES, FISCAL YEAR 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	898,199	898,199				
HEALTH BENEFITS	220,133	220,133				
RETIREMENTS	119,364	119,364				
OTHER FRINGE BENEFITS	8,516	8,516				
OTHER CONTRACT SERVICES STATE	144,736	133,966	10,770			
COMPUTER SERVICES STATE	660	650	10			
OTHER CONTRACT SERVICES	59,176	53,929	5,247			
RENTS	35,084	34,999	85			
COMMODITIES	208,242	205,040	3,202			
GRANTS, SUBSIDIES, PENSIONS	233,093	42,209	60,418		130,466	
TRANSFER TO OTHER FUNDS	81,750	6	81,744			
<b>TOTAL EXPENDITURES</b>	<b>2,008,953</b>	<b>1,717,011</b>	<b>161,476</b>		<b>130,466</b>	

## MAINE STATE MUSEUM COMMISSION

### SHIRLENE GOSLINE, CHAIRMAN

*Central Office:* CULTURAL 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:* 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY

### JOHN C. ENGLERT, EXECUTIVE DIRECTOR/SEC.

*Central Office:* 58 FORE STREET, BUILDING 30, PORTLAND, ME, 04101

*Mail Address:* 58 FORE STREET, BUILDING 30, PORTLAND, ME, 04101

*Established:* 1995

*Telephone:* (207) 780-1000

*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.

## INDEPENDENT AGENCIES - OTHER

### 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 appointed members as chair of NNEPRA.

### PROGRAM:

Pursuant to its mandate, NNEPRA is currently providing intercity passenger rail service between Portland and Boston's North Station, and is working toward the expansion of service north of Portland.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## STATE BOARD OF PROPERTY TAX REVIEW

### ERIC WRIGHT, CHAIR

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME, 04333

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

*Established:* 1986

*Telephone:* (207) 624-7410

*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:

Information relating to Fiscal Year 2003:

Petitions Received: 11

Written Decisions Issued: 6

Cases Stayed: 3

Two fiscal year 2003 cases remain ongoing. In addition, the administrative staff received numerous inquiries which are resolved by telephone and/or correspondence.

### PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2003:** 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>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>					
SALARIES & WAGES	19,991	19,991			
HEALTH BENEFITS	4,736	4,736			
RETIREMENTS	1,859	1,859			
OTHER FRINGE BENEFITS	231	231			
OTHER CONTRACT SERVICES STATE	2,899	2,899			
COMPUTER SERVICES STATE	54,800	54,800			
OTHER CONTRACT SERVICES	5,558	5,558			
RENTS	628	628			
COMMODITIES	4,808	4,808			
<b>TOTAL EXPENDITURES</b>	<b>95,510</b>	<b>95,510</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 Financing 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.

In October of 2000 the Maine Public Utility Financing Bank issued \$9,000,000 on behalf of Maine Public Service Company to finance various capital improvements.

This issue was rated AA-/A1 by Standard and Poors.

#### **PUBLICATIONS:**

Audit Report

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit



INDEPENDENT AGENCIES - OTHER

**(BOARD OF TRUSTEES OF THE) ME STATE RETIREMENT SYSTEM**

**KAY R. H. EVANS, EXECUTIVE DIRECTOR**

WATS: ( ) -  
TTY: (207) 512-3102

Central Office: 2 CENTRAL PLAZA, AUGUSTA, ME, 04330

Mail Address: 46 STATE HOUSE STATION, AUGUSTA, ME, 04333-0046 FAX: (207) 512-3101  
Established: 1942 Telephone: (207) 512-3100

Reference: Policy Area:00 ; Umbrella: 94 Unit: 411 ; Citation: T0005 M.R.S.A., Sect. 000017101

**PURPOSE:**

The Maine State Retirement System administers retirement plans that cover 1) state employees, 2) all of the State's public school teachers and administrators, 3) the State's judges, 4) the State's legislators, and 5) the separate retirement plans covering employees of various public entities 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 234 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 retirement plans, the MSRS is 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 of the Board. The seven other trustee seats 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 trustee seats are held by persons 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/or PLD retirees. These seven trustee appointments are subject to legislative confirmation.

The Board contracts with qualified professional actuaries for the actuarial services necessary for its oversight of plan funding and the discharge of those of its other responsibilities that involve actuarial information and/or analysis. 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 investment manager selection and evaluation, and for allotment of investment funds to investment managers. The Board employs the firm of Ennis 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, statutorily created Medical Boards provide 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. The staff is organized into the Departments of Services Programs, Internal Services, Human Resources and Organizational Development and Investments.

**PROGRAM:**

Covered members of 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, 2003,

## INDEPENDENT AGENCIES - OTHER

there are approximately 57,506 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, 2003, there are approximately 83,161 inactive members in the MSRS.

The MSRS benefits payroll comprises benefits paid to service retirees, beneficiaries of service retirees, disability retirees and survivors of members dying prior to retirement. At June 30, 2003, a total of 30,711 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2003, was \$34,380,889. While this number fluctuates month to month, as does the number of benefit recipients, fluctuations are relatively small. Thus the June 30 numbers can be viewed as an approximate monthly average for FY2003.

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  
"Maine State Retirement System Annual Report" - free  
"Maine State Retirement News for Members, Retirees and Employers" - free  
"MSRS Benefits for State Employees" - free  
"MSRS Benefits for Teachers" - free  
"MSRS Benefits for Members in the Participating Local District (PLD)  
Consolidated Plan" - free  
"Preliminary Benefit Program" - free  
"An Overview of Disability Benefits" - free

**FINANCES, FISCAL YEAR 2003:** 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	197,655	197,655				
<b>TOTAL EXPENDITURES</b>	197,655	197,655				

## 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

Reference: Policy Area:05 ; Umbrella: 94 Unit: 412 ; Citation: T0038

FAX: (207) 625-7050

Telephone: (207) 625-8123

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, an Administrative Assistant, and an Environmental Compliance Evaluator 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 2 public hearings and 10 regular meetings. Members considered a total of 110 applications for permits or variances for development activities within the Corridor and also considered 43 amendments to permits previously granted. Commission staff traveled 11,800 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 and/or the Department of Environmental Protection. 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" - \$5.00
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. - \$4.00
3. "The Saco River: A Survey of Recreational Use" - 1977 - \$3.00
4. Informational pamphlet - free
5. "The Saco River: A History & Canoeing Guide" By: Viola Sheehan - 1976 - \$6.50

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2003:** 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	87,194	53,272	33,922			
TOTAL EXPENDITURES	87,194	53,272	33,922			

## MAINE TECHNOLOGY INSTITUTE

### JANET YANCEY-WRONA, DIRECTOR

*Central Office:* 2E MECHANIC STREET, GARDINER, ME, 04345

*Mail Address:* 2E MECHANIC STREET, GARDINER, ME, 04345

*Established:* 1999

*FAX:* (207) 582-4772

*Telephone:* (207) 582-4790

*Reference:* Policy Area:01 ; Umbrella: 94 Unit: 611 ; Citation: T0005 M.R.S.A., Sect. 000015302

#### PURPOSE:

The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activity leading to the commercialization of new products and services in the State's technology-intensive industrial sectors to enhance the competitive position of those sectors and increase the likelihood that one or more of the sectors will support clusters of industrial activity and to create new jobs for Maine people.

The MTI is one element of the State's economic development strategy and will contribute to the long-term development of a statewide research, development and product deployment infrastructure.

#### ORGANIZATION:

MTI is organized as a nonprofit corporation, consistent with the provisions of the federal Internal Revenue Code, Section 501(c)(3). By-laws were drafted and corporation documents filed in September of 1999.

A Board of Directors consisting of 12 voting members and 3 non-voting members governs MTI. The Governor appoints nine directors; seven represent the targeted technologies and two have demonstrated finance, lending or venture capital experience. The Commissioner of Economic and Community Development and the Chancellor of the University of Maine System are ex officio voting members. Two ex officio non-voting members are the President of the Maine Science and Technology Foundation and the Director of the State Planning Office. The MTI Director is a non-voting director.

Seven subsidiary boards, each representing a targeted technology sector, were formed and function to advise and support the MTI Board.

MTI operates from one office. The staff is comprised of three technology specialists, a communications specialist, and an administrative staff person working under the Director. The Director is employed by the Maine Department of Economic and Community Development.

#### PROGRAM:

MTI meets its purpose through direct investments in promising technologies.

All awards are directed at Maine's technology-related businesses to support research and development leading to the commercialization of new products and services in the State's targeted technology sectors. All MTI programs require a 1:1 cash match and are awarded based on scientific or technical merit, commercial feasibility and potential for economic impact to the State.

MTI offers three awards programs:

Development Awards are competitive awards of up to \$500,000 per project and are awarded twice a year. As of June 2003, 235 proposals have been received, and 74 projects have been approved for funding, totaling approximately \$12,000,000 (matched by over \$15,000,000).

## INDEPENDENT AGENCIES - OTHER

Seed Grants, awarded six times per year, are competitive grants of up to \$10,000 per project to support very early activities for product development, commercialization, or business planning and development.

As of June 2003, MTI has received 869 Seed Grant proposals, and 266 projects have been approved for funding, totaling over \$2,500,000 (matched by over \$3,000,000).

Cluster Enhancement Awards are competitive grants up to \$500,000 for collaborative projects that will stimulate and support the formation and growth of technology businesses and their infrastructure. These awards are considered on an ongoing basis. As of June 2003, MTI has approved funding for eleven Cluster Enhancement Awards totaling over \$700,000 (matched by over \$3,400,000).

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGEMENT AUTHORITY

### PAUL DEST, MANAGER

*Central Office:* LAUDHOLM FARM, WELLS, ME, 04090

*Mail Address:* 342 LAUDHOLM FARM ROAD, WELLS, ME, 04090

*Established:* 1986

*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 1986 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.

Partial program funding is provided by the Estuarine Reserves Division/Office of Coastal Resource Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a non-profit organization with 2,500 members, provides match funds for federal grants and further program funding.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

**OPERATIONS AND MANAGEMENT:** Headquarters and visitor center are located at the historic Laudholm Farm. The Reserve is open 365 days a year. Seven miles of interpretive trails are open daily, from 8 a.m. to 8 p.m., May 1 through September 30, and 8 a.m. to 5 p.m. October 1 through April 30. The Reserve has a visitor center with exhibits, a gift shop, and a library. Another feature of the Reserve is the Maine Coastal Ecology Center, a 6,000-square-foot building that houses two research labs, interpretive exhibits, a GIS lab, and offices. Annual visitation is approximately 45,000.

**COASTAL TRAINING AND INFORMATION PROGRAM (CTIP):** In 2003, the Reserve initiated the Coastal Training and Information Program that provides vital science-based information and technology to decisionmakers whose work impacts the coastal environment. CTIP also sponsors workshops and conferences on coastal resource topics.

**RESEARCH AND MONITORING.** Estuaries and salt marshes, where fresh and salt water meet, are critical in protecting marine resources from pollution that filters toward the ocean. Estuaries are vital links to the Gulf of Maine, and support one of the most important fisheries in the world. Our field and laboratory research, aided by volunteers, town/state officials, students and visiting investigators support such projects as: Softshell Clam Enhancement-understanding factors that determine clam productivity; Estuarine Fish Distribution-quantify value of marsh dominated estuaries and watersheds for the survival, growth/reproduction of Gulf fishes; Estuarine Water Quality-long term monitoring of water quality to detect improvements/decline in water resources as result of land use and human activities; Salt Marsh Restoration-identify/measure damaging effects of tidal restriction. Coastal Mosaic Project-collaborating with local partners using technology to coordinate habitat protection strategies.

**EDUCATION.** The educational programs of the Wells Reserve are designed to inform the public and coastal management decision-makers about the significance of coastal environments and watersheds. The Education Program has a popular spring and fall guided program for school groups called Exploring Estuaries. The Reserve has several summer programs for children. The Junior Researcher Day Camp allows children ages 9-11 to assist scientists with ongoing research and to learn about the varied habitats of the Reserve. In the Advanced Junior Researchers Camp (ages 11 to 13), participants have the opportunity to design their own coastal research experiments and present their findings in a public forum. The Reserve also offers one-day exploration sessions introducing children ages 6 to 11 to science and nature. The Education Program also offers the following: guided walks, events, and lectures; internships and fields studies for high school and college students; exhibits and self-guided interpretive tours.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**WELLS NATIONAL ESTUARINE RESEARCH  
RESERVE MANAGEMENT AUTHORITY**

***Schedule of Functional Expenses***

***Six Months Ended June 30, 2002***

	<u>Program Services</u>		<u>Supporting Services</u> General and Administrative	<u>Year Ended December 31, 2001 Total (Memorandum Only)</u>	
	<u>Education</u>	<u>Research</u>		<u>Total</u>	
EXPENSES					
Salaries	\$ 24,809	\$ 104,721	\$ 101,943	\$ 231,473	\$ 325,661
Payroll taxes and benefits	6,881	42,022	24,293	73,196	87,321
Contracted services	21,318	90,669	6,106	118,093	88,739
Docent and volunteer expenses	134	-	306	440	6,613
Insurance	-	-	1,254	1,254	5,342
Miscellaneous	1,439	288	4,657	6,384	9,356
Monitoring materials	-	-	-	-	7,108
Postage	-	-	1,284	1,284	1,934
Printing	388	-	505	893	3,219
Professional fees	-	-	9,290	9,290	13,725
Repairs and maintenance	33	-	7,144	7,177	12,547
Staff development	56	267	200	523	588
Subscriptions and memberships	38	-	902	940	2,379
Supplies	473	49,198	6,516	56,187	22,361
Travel	-	3,639	2,192	5,831	11,915
Utilities and telephone	-	-	18,470	18,470	39,837
GPAC/Piping Plover/GIS	-	-	-	-	5,051
Total Expenses	<u>\$ 55,569</u>	<u>\$ 290,804</u>	<u>\$ 185,062</u>	<u>\$ 531,435</u>	<u>\$ 643,696</u>

## INDEPENDENT AGENCIES - OTHER



INDEPENDENT AGENCIES - OTHER

**MAINE HUMANITIES COUNCIL**

**DOROTHY SCHWARTZ, EXECUTIVE DIRECTOR**

*Central Office:* 674 BRIGHTON AVENUE, PORTLAND, ME, 04102

*Mail Address:* 674 BRIGHTON AVENUE, PORTLAND, ME, 04102

*Established:* 2001

*Reference:* Policy Area: 02 ; Umbrella: 95 Unit: 621 ; Citation:

*FAX:* (270) 773-2416

*Telephone:* (207) 773-5051

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

**PURPOSE:**

Maine Humanities Council is an independent state-wide nonprofit committed to helping Maine people of all ages and educational levels deepen their understanding of themselves, their communities, and the world. Through programs that convene conversations around books, and grants supporting local projects in community history and other educational programs, the Council works to build communities, and make Maine a more literate, thoughtful and deeply humane place in which to live. The Council is an independent nonprofit agency. At present its only funding from State Government is for the New Century Program grants, and 100% of this appropriation is returned to Maine communities as grants, with no money being retained for administration or overhead.

**ORGANIZATION:**

Maine Humanities Council was founded in 1975 as a private nonprofit affiliate of the National Endowment for the Humanities (NEH) and is overseen by a statewide board of trustees. The budget is \$1.25 million (FY '02), two-thirds of which the Council raises from individuals, foundations, corporations, and state and federal agencies. The Maine Humanities Council has been recognized nationally for its innovative and exemplary programming.

The Harriet P. Henry Center for the Book is the programming arm of the Council. The designation was awarded to the Council by the Library of Congress Center for the Book. Projects such as the Council's annual Letters About Literature contest for students are undertaken in cooperation with the national Center for the Book.

**PROGRAM:**

MHC programs use written texts to bring Mainers together in discussions that cross social, economic, and cultural barriers.

**CHILDREN, YOUTH AND FAMILIES:** 'Born to Read' promotes importance of reading aloud to babies and young children, providing training, books, and support to childcare providers, parents, home visitors, and volunteers from partner organizations. 'Born to Read' staff are currently developing new book collections, activity guides and trainings on themes of diversity, conflict resolution, and nature. 'Youth-at-risk programs' use the humanities and the arts to enrich the lives of young men and women who are incarcerated, in group homes, or on probation.

**TEACHERS:** 'Teachers as Scholars' provides a variety of programs on content and new scholarship, offering K-12 teachers a way to refresh and enrich their professional lives. Recent offerings include 'Views of the East: China and Japan in Maine Schools'; 'Modern Poets, Ancient Texts'; and 'Islam: Religion, Culture & Politics'.

**GENERAL AUDIENCES:** 'Let's Talk About It', a free, facilitated book discussion program for adults, has been hosted by local libraries in more than 130 Maine communities. This program is undertaken with the Maine State Library. 'Winter Weekends' focus on great works of literature, for example Mary Shelley's 'Frankenstein', Seamus Heaney's translation of 'Beowulf', 'Moby Dick', and the 'Odyssey'. We also offer occasional programs on music and other topics. 'Community Seminars' engage dedicated readers in scholar-led book discussion programs in four Maine locations. Community Seminars is one of the oldest civic discussion programs in the country.

**SPECIALIZED ADULT AUDIENCES:** 'New Books, New Readers' is a free facilitated book discussion program for adults who are learning to read or are infrequent readers. Participants are given copies of the books, the first many of them

## INDEPENDENT AGENCIES - OTHER

ever owned. 'New Books, New Readers' serves approximately 500 Mainers each year in towns and prisons throughout the state.

'Stories for Life' offers probationers and probation officers the opportunity to meet with a scholar to discuss readings (such as short stories Carver, Proulx, and Hemingway) and reflect on the lives and choices of the characters. Stories for Life is offered in cooperation with Department of Corrections. 'Let's Talk About It' is also offered in prisons. 'Literature & Medicine' brings doctors, nurses, hospital trustees, and support staff together monthly for facilitated discussions of literature that illuminates issues central to caring for people. This program has taken place in 25 hospitals in Maine since 1997. A recent grant from the Nat'l Endowment for the Humanities will allow the Council to expand this program to eight other states. 'New Century Program Humanities Grants', from \$500-\$5,000, support community organizations in developing and presenting local public humanities programs. \$4.6 million has been awarded since 1976. Since 1999, these grants have been funded by the Legislature.

### LICENSES:

The Maine Humanities Council publishes a free newsletter, 'Maine Humanities' three times per year. Circulation - 9,000

**FINANCES, FISCAL YEAR 2003:** 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 HUMANITIES COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	75,501	75,501				
TOTAL EXPENDITURES	75,501	75,501				

## CENTERS FOR INNOVATION

### MICHAEL HASTINGS, ME AQUACULTURE INNOV CNTR CHERYL TIMBERLAKE, CTR INNOV BIOTECHNOLOGY

Central Office: 5717 CORBETT HALL, RM 438, ORONO, ME, 04469-5717

Mail Address: 5717 CORBETT HALL, RM 438, ORONO, ME, 04469-5717 FAX: (207) 581-1479

Established: 1999

Telephone: (207) 581-2263

Reference: Policy Area:00 ; Umbrella: 95 Unit: 606 ; Citation: P1999 M.R.S.A., Sect. CHAP 420

### PROGRAM:

The State of Maine supports two innovation centers, one in biotechnology and one in aquaculture.

The Maine Aquaculture Innovation Center (MAIC) sponsors and facilitates innovative research and development projects involving food, pharmaceuticals and other products from sustainable aquatic systems. MAIC invests in the enhancement of aquaculture capacity in Maine, serves as a clearinghouse of educational information, and encourages strategic alliances that promote research, technology transfer, and research commercialization. MAIC manages the Aquaculture Applied Technology Development Center, facilitated by the Department of Economic and Community Development. The goal of the center is to accelerate the early stage development of aquaculture and marine science technology based companies through continual and focused business assistance, information exchange, technical relationships, shared services and reduced overhead.

The Center for Innovation in Biotechnology (CIB) promotes the interaction of scientific excellence, commercial innovation, and business development. CIB carries out activities that pursue the following goals: 1) Expand the quality and amount of collaborative research and development initiatives among members of the biotechnology community in Maine; 2) Increase the capacity of the industry to transfer biologically derived technology from the laboratory to commercial opportunity; 3) Facilitate the formation and growth of biotechnology enterprises in Maine; 4) Enhance communications and interaction among members of the biotechnology community re: opportunities for research, job creation,

## INDEPENDENT AGENCIES - OTHER

and investment in their work; 5) Increase understanding in state government and the public at large of the economic contribution and the potential of Maine's biotechnology community; and, 6) Improve the competitive position of the community at the regional, national and international levels.

**FINANCES, FISCAL YEAR 2003:** 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

CENTERS FOR INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	263,732	263,732				
TOTAL EXPENDITURES	263,732	263,732				

## MAINE RURAL DEVELOPMENT COUNCIL

### ROBERT HO, DIRECTOR

*Central Office:* 5717 CORBETT, U OF M, ORONO, ME, 04469-5717

*Mail Address:* 5717 CORBETT, U OF M, ORONO, ME, 04469-5717

*Established:* 2000

*Reference:* Policy Area:01 ; Umbrella: 95 Unit: 608 ; Citation:

*FAX:* (207) 581-3212

*Telephone:* (207) 581-3192

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

#### PURPOSE:

An affiliate of University of Maine Cooperative Extension, Maine Rural Development Council is committed by its mission to the building of vibrant rural communities in all parts of the state by supporting local strategic thinking and action; public policy education for all citizens; and public/private sector collaboration and partnerships.

#### ORGANIZATION:

The Council was established in 1991 by Executive Order of the Governor and later, by a memorandum of understanding, it became an affiliate of the University of Maine Cooperative Extension. Council members are federal and state agencies, as well as regional and community based organizations, with rural development focus in their mission areas. A 24-member board provides policy guidance to the work of the Council.

#### PROGRAM:

The Maine Council undertook seven major capacity building projects during fiscal year 2001. These are summarized below:

Sponsored Rural-Urban Institute to provide training and technical assistance to four multi-community teams on strategic, long term solutions to regional growth and development issues.

Held two state-wide rural entrepreneurship policy academies for service providers and small business representatives; produced policy report.

Helped Conduct five regional focus groups of seniors and care givers on aging issues; produced policy report.

Supported the capacity building efforts of Hancock County Planning Commission and Schoodic area communities in the formulation of local strategies for growth management and regional development.

Supported the efforts of Piscataquis County's "rural workforce and entrepreneurship development" (RWED) coalition.

Inaugurated the island community outreach initiative.

Supported the tribal "Housing Circle" project in its aspiration for on-reservation ownership of affordable housing.

## INDEPENDENT AGENCIES - OTHER

### **PUBLICATIONS:**

"Entrepreneurship as a Rural Development Strategy - Defining a Policy Framework for Maine," a Report of the Maine Rural Development Council, January 2001.

"Getting Old in Maine," a Coalition for a Maine Aging Initiative (CMAI) Policy Report, January 2001.

"Where Community, Nature, and the Economy Meet: the Future of the Schoodic Region, " Workshop Proceedings, May 2001.

"Building Community Capacity and Providing Advocacy for Social and Economic Needs in Rural Maine (2000-2001)," an Interim Report of the Maine Rural Development Council to the 120th Maine Legislature.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION**

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*Central Office:* AMHI RAY BLDG, AUGUSTA, ME, 04330

*Mail Address:* 17 STATEHOUSE STATION, AUGUSTA, ME, 04333

*Established:* 1947

*FAX:* (207) 287-7191

*Telephone:* (207) 287-3901

*Reference:* Policy Area:05 ; Umbrella: 95 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 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 located in the Portland area. 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 - OTHER

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

# ATLANTIC STATES MARINE FISHERIES COMMISSION

## VINCENT O'SHEA, 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 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 the Presiding Officers of the Legislature, 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 2003:** 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	31,500	31,500				
TOTAL EXPENDITURES	31,500	31,500				

## EDUCATION COMMISSION OF THE STATES

### J. DUKE ALBANESE, COMMISSIONER OF EDUCATION

TTY: (287) 255-0  
Central Office: BURTON M. CROSS BLDG - 5TH FLR, AUGUSTA, ME, 04333-0023  
Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 FAX: (207) 624-6601  
Established: 1966 Telephone: (207) 624-6620  
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:

ECS 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

### ALEC GIFFEN, DIRECTOR, FORESTRY

TTY: (207) 287-2213

Central Office: 286 WATER ST. KEY TOWER, AUGUSTA, ME, 04330

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; a legislator appointed by the Governor and 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 01 included the annual Commission meeting in Pictou, Nova Scotia. A summer training academy was held in June at the New Hampshire Fire Academy in Concord, NH with a total of 187 trainees. During the months of October and November, the Fire Weather and Aviation working teams each held their inaugural meeting.

**FINANCES, FISCAL YEAR 2003:** 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**

**DAVID A. COLE, 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) 624-3000

*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 2003:** 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:* BURTON M. CROSS BLDG, 5TH FLR, AUGUSTA, ME, 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME, 04333-0023 *FAX:* (207) 624-6601

*Established:* 1955

*Telephone:* (207) 624-6620

*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; to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education; and to serve as the agent for the Regional Students Program.

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. Recent initiatives include the New England: Public Policy Collaborative, Excellence Through Diversity Program, Technology Partnership, and Telecommunications and Distance Learning Program.

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 '03 is as follows: Representative Jonathan Thomas, Education and Cultural Affairs, Chairperson of the Maine Delegation, Orono; Senator Mary R. Catheart, Vice Chair of NEBHE Board, Orono; John Fitzsimmons, President, Maine Community College System; Christina L. Baker, former legislator, Donna Foring, Penobscot Nation; James C. Q. Weggler, Principal, Carrabec High School, North Anson; Joseph Westphal, Chancellor, University of Maine System; Susan Gendron, Commissioner, Maine Department of Ed.

### 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  
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 2003:** 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, NB, CANADA, ,

*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 the State of Maine and the Province of New Brunswick to coordinate the transboundary management of natural resources, recreation and development along the 110-mile international St. Croix River corridor. A plan defining the goals of this initiative was adopted by Maine and New Brunswick in 1994.

The corridor includes two of the state's largest lakes, a 30-mile Outstanding River segment, twelve communities and the site of the first French settlement in North America.

**ORGANIZATION:**

The Commission is an independent, international body with eight members, four from the State of Maine and four from the Province of New Brunswick. State and provincial Liaisons and federal Observers also serve on the Commission. The Commission operates with a part-time staff, supplementing this as warranted with contract personnel and working groups of government, user and resident interests. The majority of its programs are funded by solicited grants.

**PROGRAM:**

Each year, the Commission carries out activities under all of the themes of the St. Croix international management plan. Of particular note in FY 2002-2003 were:

**HERITAGE RECOGNITION.** The Commission is active in the development of a \$6 million Downeast Heritage Center at Calais and in the planning for the 400th anniversary of the French settlement of St. Croix Island, in 2004. It hosted the Gulf of Maine Expedition for the international portion of its 1200 mile kayak trip to promote the Gulf's natural and cultural heritage.

**ENVIRONMENTAL QUALITY.** The Commission hosted a workshop on St. Croix transboundary pollution spill communications. It also coordinated the region's volunteer lake monitoring program, collected water samples for Maine and New Brunswick agencies and provided information to governments, the media and the public on water quality and management issues.

**RESOURCE MANAGEMENT.** The Commission continued to deliver the St. Croix's Atlantic salmon restoration program, including research into new restoration techniques for Maine's endangered salmon stocks and continued to monitor anadromous fish runs in the St. Croix. It issued an international recreational fishing guide for the St Croix boundary waters.

**CONSERVATION & RECREATION.** Two major land conservation projects involving the Commission concluded successfully: the state purchase of 40 miles of shoreland on Spednic Lake and the Upper St. Croix River, and City of Calais acquisition of 315 acres at Devil's Head on the estuary. Both initiatives support future public access and resource conservation. The Commission manages eight Maine St. Croix campsites and 40 New Brunswick recreation sites along the waterway corridor.

**ECONOMIC DEVELOPMENT.** The Commission supplied input into transportation, power transmission and wastewater treatment plant projects affecting the St. Croix.

**WATERWAY MANAGEMENT.** The Commission has worked closely with the agencies, municipalities and landowners to maintain natural and recreational values along the water corridor. It continues to work closely with fisheries and water

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

agencies in both countries to improve transboundary management of these mobile resources. During the year, it responded to more than 1300 technical and general inquiries and delivered presentations on a variety of St. Croix and international management topics.

Further information is available in the Commission's 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 2001 Annual Report." 2001. 4p.
3. "St. Croix International Waterway: A Heritage to Experience" (brochure/map). 1995
4. Clam resource poster. 1997

The Commission has also produced a number of technical publications on water quality, fisheries, recreation and development topics.

**FINANCES, FISCAL YEAR 2003:** 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	<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	24,918	24,918				
TOTAL EXPENDITURES	24,918	24,918				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**BAXTER COMPENSATION AUTHORITY**

**JOHN SHATTUCK, PROGRAM DIRECTOR**

*Central Office:* 69 SEWALL STREET, AUGUSTA, ME, 04333

*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME, 04333-0042      *FAX:* (207) 287-6717

*Established:*

*Telephone:* (207) 287-6711

*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 618 ; Citation: T0005      *M.R.S.A., Sect.* 000022002

*Average Count--All Positions:* 6.000

*Legislative Count:* 6.00

**PURPOSE:**

The Baxter Compensation Authority exists to administer the Baxter Compensation Program. The Baxter Compensation Program is established to: 1. provide compensation to former students who suffered abuse by a state employee or as a result of state action or inaction while students at either the Maine School for the Deaf or the Governor Baxter School for the Deaf; 2. assist in the victims' healing process by admitting the State's responsibility for not protecting students from abuse by a state employee or as a result of action or inaction while the victims were attending the Maine School for the Deaf or the Governor Baxter School for the Deaf; and 3. apologize to the students who were abused and to their families.

**ORGANIZATION:**

The Baxter Compensation Authority was established in PL 2001, Chapter 439, Part T. The authority board consists of five members to be appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over judiciary matters and confirmation by the Legislature. Collectively, the members must have knowledge and experience in deaf culture; abuse and its effects; the legal system; and, redress and compensation principles. The members of the Board shall select a chair from among the members. Three members constitute a quorum. The Board will hear appeals of the compensation panel.

The authority establishes the Baxter Compensation Program that is overseen by a program director, as appointed by the authority, who is to serve as staff to the authority and who directs the program. The program director is responsible for hiring, supervising, and firing all employees authorized by the authority, to include one administrative secretary position, two claims consultant positions, and two certified interpreter positions (although it is more likely that interpreting services will be contracted for rather than these two positions filled).

The Board also establishes the compensation panel. The panel consists of three persons who make decisions about the eligibility of claimants and the appropriate compensation payments to be made. The authority establishes criteria for use by the compensation panel for three tiers of compensation based on the severity of abuse suffered by the former students using well-established legal principles governing awarding damages. The three tiers of compensation are \$25,000, \$60,000, and \$100,000.

As outlined in the above law, the duties of the authority and of the program end June 30, 2007.

**PROGRAM:**

The claims consultants will work closely with claimants by collecting and corroborating information, explaining the compensation process, assembling the materials necessary, and other reasonable duties as assigned by the program director. The compensation panel must first determine eligibility of each claimant, and second determine compensation amount (if applicable). The compensation panel must complete its decision within 9 months of the closing of the record before the panel. The program will pay compensation within 30 days of the final compensation panel decision and receipt of a release from the claimant, or as soon as possible thereafter. The claimant may appeal the compensation panel decision within 60 days of the communication of the final decision to the claimant. The claimant is responsible for appeal costs if the appeal board upholds the compensation panel decision.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2003:** 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 COMPENSATION AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	163,751		163,751			
HEALTH BENEFITS	38,167		38,167			
RETIREMENTS	23,047		23,047			
OTHER FRINGE BENEFITS	2,256		2,256			
OTHER CONTRACT SERVICES STATE	52,813		52,813			
COMPUTER SERVICES STATE	750		750			
OTHER CONTRACT SERVICES	35,546		35,546			
RENTS	17,473		17,473			
COMMODITIES	11,322		11,322			
GRANTS, SUBSIDIES, PENSIONS	1,840,000		1,840,000			
INTEREST-DEBT RETIREMENT	175		175			
<b>TOTAL EXPENDITURES</b>	<b>2,185,300</b>		<b>2,185,300</b>			

## WILD BLUEBERRY COMMISSION OF MAINE

### ROY ALLEN, 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: 99 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 wild blueberries. The Wild Blueberry Commission has the responsibility for the allocation and administration of wild blueberry tax funds. Currently the tax is at the rate of 3/4 cent per pound from growers and 3/4 cent per pound from processors or shippers for a total of 1.5 cents 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 wild 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 wild 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 wild blueberries in Maine has approximately quadrupled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 75.5 million pounds in 2002. The wild blueberry

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

industry in Maine contributed approximately \$75 million to Maine's economy.

Market development and promotion activities are carried out primarily through the allocation of funds to The Wild Blueberry Association of North America (WBANA) promotion program. This organization conducts wild 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, export markets and, more recently, consumer 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.

**FINANCES, FISCAL YEAR 2003:** 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	964,347		964,347			
<b>TOTAL EXPENDITURES</b>	964,347		964,347			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

### LINCOLN SENNETT, CHAIRPERSON

*Central Office:* 5715 COBURN HALL UMO, ORONO, ME 04469-5715

*Mail Address:* 5715 COBURN HALL UMO, ORONO, ME 04469-5715

*Established:* 1945

*Reference:* Policy Area:01 ; Umbrella: 99 Unit: 426 ; Citation: T0036 M.R.S.A., Sect. 000004312

*Telephone:* (207) 581-1475

### 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PROGRAM:**

Activities and programs are included with the report of the Wild Blueberry Commission of Maine.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED**

### **JAN CLARKIN, EXECUTIVE DIRECTOR**

*Central Office:* 8 MULLIKEN COURT, AGUSTA, ME, 04330

*Mail Address:* 8 MULLIKEN COURT, AGUSTA, ME, 04330

*Established:* 1994

*Telephone:* (207) 623-5120

*Reference: Policy Area: 03 ; Umbrella: 99 Unit: 576 ; Citation: T0022 M.R.S.A., Sect. 000003883*

### **PURPOSE:**

The Maine Children's Trust, Inc. is established to provide a mechanism for voluntary contribution 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 used to support statewide child abuse and neglect prevention activities and are allocated to interested parties who respond to and annual request for proposals.

### **ORGANIZATION:**

Established on July 1, 1994, the Board is comprised of at least 17 members appointed as follows: 1 Maine State Senator, 1 Maine State Representative, 4 members from 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) Create public awareness in both the public and private sectors regarding prevention programs and prevention policies.
- b) Encourage active financial and in-kind participation from the public and private sectors carrying out our purposes.
- c) 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.
- d) 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.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2003:** 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 THE MAINE CHILDREN'S TRUST INCORPORATED	<b>TOTAL FOR ALL FUNDS</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC. FUNDS</b>
<b>EXPENDITURES</b>					
GRANTS, SUBSIDIES, PENSIONS	25,000	25,000			
<b>TOTAL EXPENDITURES</b>	25,000	25,000			

### CIVIL AIR PATROL

### COLONEL MITCHELL P. SAMMONS, WING COMMANDER

*Central Office:* BUILDING 8, CAMP KEYES, AUGUSTA, ME, 04332-5006

*Mail Address:* PO BOX 5006, AUGUSTA, ME, 04332-5006

*FAX:* (207) 626-7831

*Established:* 1941

*Telephone:* (207) 626-7830

*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.

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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE DAIRY AND NUTRITION COUNCIL

### CHERYL L. BEYELER, EXECUTIVE DIRECTOR

*Central Office:* 333 CONY RD, AUGUSTA, ME, 04330

*Mail Address:* 333 CONY ROAD, AUGUSTA, ME, 04330

*Established:* 1975

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 016 ; Citation: T0007

*FAX:* (207) 287-7161

*Telephone:* (207) 287-3621

*M.R.S.A., Sect.* 000002998B

### PURPOSE:

The Maine Dairy and Nutrition Council, an affiliate of National Dairy Council is a non-profit nutrition education and research organization whose mission is to contribute to optimal health of Maine citizens by providing leadership in nutrition research and education by encouraging food selection patterns that include dairy foods and other major food categories in accordance with scientific recommendations.

### ORGANIZATION:

The Council was established in 1949 as the Maine Milk Advisory Committee and was later named the Maine Dairy Council. In 1975 the Council was renamed the Maine Dairy and Nutrition Council. In 1996 it became an unincorporated instrumentality of the State of Maine. The law provides for Council board appointments along marketing lines and limits the number of consecutive terms of

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

service for the board members.

The Council is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers and by the dealers fee paid by companies selling milk in Maine.

### PROGRAM:

The Maine Dairy and Nutrition Council utilizes a sequential nutrition education program for children and educators developed by the National Dairy Council. The early childhood nutrition education activities in "Chef Combo" are used by Head Start, daycare centers and daycare providers. "Pyramid Cafe" and "Pyramid Explorations", the elementary nutrition activities, were developed for second and fourth grade students. A few of the other education programs and materials include: Milk From Cow To You, Eat the Five Food Group Way, Guide to Good Eating; with programming focused on creating a healthy school environment.

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. In addition, the Council also provides nutrition education materials, research findings and reports, exhibits at conferences, and offers a free video lending library service. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by National Dairy Council in Rosemont, Illinois and have been reviewed and/or endorsed by such organizations as the 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 well being of the citizens of Maine.

### PUBLICATIONS:

A catalog and order form for nutrition education materials, posters, and brochures; a listing of videos available through the video lending library, complete with brief descriptions of each video and suggested grade level/age group appropriate for viewing.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE DAIRY PROMOTION BOARD

### CHERYL L. BEYELER, EXECUTIVE DIRECTOR

*Central Office:* 333 CONY RD, AUGUSTA, ME, 04330

*Mail Address:* 333 CONY ROAD, AUGUSTA, ME, 04330

*Established:* 1953

*Reference:* Policy Area:01 ; Umbrella: 99 Unit: 024 ; Citation: T0007

*FAX:* (207) 287-7161

*Telephone:* (207) 287-3621

*M.R.S.A., Sect.* 000002992A

### PURPOSE:

The Maine Dairy Promotion Board, an affiliate member of United Dairy Industry Association, a federation of state/regional dairy products promotional groups and Dairy Council units throughout the United States as well as Dairy Management Inc., was established to promote the consumption of dairy products by conducting public relations, education, advertising and research programs. The Board's goals are to promote Maine's dairy industry, fluid milk and other dairy products.

### ORGANIZATION:

The Board was established in 1953 as the Maine Milk Tax Committee, later renamed the Maine Dairy Promotion Board, and in 1996 became an unincorporated public instrumentality of the State. The law provides for Board appointments along marketing lines and Board members term limits. The Board is funded by the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

National Dairy Promotion and Research Order assessment paid by Maine dairy farmers.

### **PROGRAM:**

The Maine Dairy Promotion Board is an affiliated member of the United Dairy Industry Association, National Dairy Council<sup>10</sup>, as well as Dairy Management, Inc. in Rosemont, Illinois.

Television and radio are nationally considered to be two of the most effective communication vehicles for promoting the use of milk and dairy products to consumers. The major part of the promotion budget is devoted to television and radio advertising, supplemented by special promotions designed to call attention to the dairy industry and encourage the consumption of milk and dairy products. Promotional events include consumer displays, conference exhibits, trade shows, dairy industry events, and school cafeteria programs. Print advertising supplements television and radio advertising and public relations programs.

The Maine Dairy Promotion Board 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 programs.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE DEVELOPMENT FOUNDATION

### DANIEL D'ENTREMONT, CHAIRMAN

*Central Office:* 45 MEMORIAL CIRCLE, SUITE 302, AUGUSTA, ME, 04330

*Mail Address:* 45 MEMORIAL CIRCLE, AUGUSTA, ME, 04330

*Established:* 1977

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 399 ; Citation: T0010

*FAX:* (207) 622-6346

*Telephone:* (207) 622-6345

*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 champions sustainable, long-term growth for Maine. The Foundation is a catalyst for new ideas and provides common ground for solving problems and advancing issues.

### **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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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.

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 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.

The COMPACT FOR HIGHER EDUCATION is a commitment of Maine citizens that we will be among the best educated in America. The Compact's first year priority is to prepare a Higher Education Action Plan for Maine. The Compact is a partnership of MDF and the Maine Community Foundation and serves as a permanent and unified voice supporting higher education.

The MAINE DOWNTOWN CENTER builds community capacity to revitalize downtowns. The Center provides training and technical help to six Main Street Maine communities: Bath, Eastport, Gardiner, Norway, Saco and Waterville.

### PUBLICATIONS:

Annual Program Report  
"Measures of Growth," Maine Economic Growth Council  
Leadership Maine Alumni Directory  
Higher Education Achievement in Maine

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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 2002, DRC represented individuals with disabilities by providing information and referral, individual representation, legal representation, rights training and through systemic advocacy.

### PUBLICATIONS:

"Parents as Advocates: A Guide to Special Education in Maine"  
"Questions and Answers on Your Rights under the AMHI Settlement Agreement"  
"Advance Health Care Directives"  
"Involuntary Hospitalization Laws"

**FINANCES, FISCAL YEAR 2003:** 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

DISABILITY RIGHTS CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	79,739	79,739				
TOTAL EXPENDITURES	79,739	79,739				

## FOUNDATION FOR BLOOD RESEARCH

### DR. ROBERT RITCHIE, PRESIDENT

*Central Office:* 69 U.S. ROUTE 1, SCARBOROUGH, ME, 04074

*Mail Address:* P.O. BOX 190, SCARBOROUGH, ME, 04070-0190

*Established:* 1999

*Reference: Policy Area:* 03 ; *Umbrella:* 99 *Unit:* 603 ; *Citation:* P1999 M.R.S.A., Sect. 00000401TT

### PURPOSE:

The Foundation for Blood Research (FBR) is a non-profit organization that finds more effective ways to identify, manage and treat human disease through clinical and laboratory investigation, epidemiology, education, and clinical testing.

### ORGANIZATION:

The Foundation is governed by a board of trustees representing the biotechnology and professional communities, education, and business. The board consists of at least 11 trustees, but not more than 21.

### PROGRAM:

FBR's scientific mission focuses on preventive medicine. The professional staff develops alliances with other organizations for carrying out collaborative clinical research studies and takes a leadership role in developing educational activities for health professionals, pre-college science teachers, and the public. The FBR senior scientific staff also has a role in public health policy-making at a national level.

ScienceWorks, FBR's outreach education program for Maine's precollege science teachers provides access for these teachers to the most current research and knowledge in biomedical science, and since the 1970s, Maine high school science teachers have been collaborators to convey biologically-based information to the community through their classes.

ScienceWorks has maintained a relationship with biology teachers from about 60% of the secondary schools throughout the state. The program includes teacher professional development (through content-specific institutes), a scientific equipment and distribution project (through which several million dollars worth of donated used or surplus laboratory equipment has been collected and

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

distributed to 90% of Maine's secondary schools), and an interactive learning laboratory that allows teachers to bring classes to our research facility for hands-on laboratory experience as a supplement to classroom teaching. All activities are aligned with the National Science Education Standards and Maine's Learning Results.

### PUBLICATIONS:

Key concepts in introducing human genetics to the high school student. The American Biology Teacher, 1988  
Screening for hypothyroidism in adults: supporting data from two population studies. Journal of Medical Screening, 2000  
Relation of severity of maternal hypothyroidism to cognitive development of offspring. Journal of Medical Screening, 2001

**FINANCES, FISCAL YEAR 2003:** 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

FOUNDATION FOR BLOOD RESEARCH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	73,775	73,775				
TOTAL EXPENDITURES	73,775	73,775				

## GOVERNOR BAXTER SCHOOL FOR THE DEAF

### LARRY S. TAUB, SUPERINTENDENT

WATS: ( ) -

Central Office: MACKWORTH ISLAND, FALMOUTH, ME, 04105

Mail Address: MACKWORTH ISLAND, FALMOUTH, ME, 04105

Established:

FAX: (207) 781-6319

Telephone: (207) 781-3165

Reference: Policy Area:02 ; Umbrella: 99 Unit: 613 ; Citation: T0020A M.R.S.A., Sect. 0007401

### 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 deaf and hard of hearing individuals. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide quality services for the deaf and hard of hearing infants, children, adults and families.

### 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. From 1982 through 1996 Department's Office of Federal-State-Local Relations 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 the construction of a new 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. In 1997, the Governor appointed a separate School Board to oversee the operations of GBSD.

### PROGRAM:

GBSD provides a wide range of services for students, families and professionals in the state. Comprehensive programming includes four departments, including the Academic School Program (K-8), coordinates high

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

school services with Portland High School, Statewide Educational and Consulting Services, Residential Life and Community Relations.

### LICENSES:

K - 8 School Diplomas.

### PUBLICATIONS:

"Watch Tower" Yearbook (\$15.00)

**FINANCES, FISCAL YEAR 2003:** 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>						
OTHER CONTRACT SERVICES STATE	27,452	27,452				
GRANTS, SUBSIDIES, PENSIONS	5,930,351	5,780,525	145,297		4,529	
TOTAL EXPENDITURES	5,957,803	5,807,977	145,297		4,529	

## MAINE GOVERNMENTAL FACILITIES AUTHORITY

### ROBERT O. LENNA, EXECUTIVE DIRECTOR

*Central Office:* 3 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:

During FY03, the Authority issued \$10,860,000 in bonds for a various state facilities in Augusta and Falmouth and a District Court facility project in Rockland.

### PUBLICATIONS:

Annual Report - Audit

**FINANCES, FISCAL YEAR 2003:** 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**

**BARRY NORRIS, CHAIR**

*Central Office:* PO BOX 432, BELGRADE, ME, 04917

*Mail Address:* PO BOX 432, BELGRADE, ME, 04917

*Established:* 1997

*Telephone:* (207) 465-3062

*Reference:* Policy Area:01 ; Umbrella: 99 Unit: 599 ; Citation: T0008 M.R.S.A., Sect. 000000285

**PURPOSE:**

The Harness Racing Promotion Board was created in 1993 Public Law Chapter 388 to promote harness racing activities in the State of Maine and encourage increased participation in racing and wagering.

**ORGANIZATION:**

1997 Public Law Chapter 528 changed the make up of the Board and removed the oversight from the Department of Agriculture, Food and Rural Resources to the Joint Standing Committee having jurisdiction of harness racing matters, the Legal and Veteran Affairs Committee. The Board was also permitted to hire an Executive Director to over see the day to day operations and carry out the policies and programs of the Board. The Board now consists of one representative from each commercial track, one representing agricultural fairs, one representing the off track betting facilities, two representing the Maine Standardbred Breeders and Owners Association, two representing the general public and one representing the horsemen's association. The members are appointed by the Commissioner of the Department of Agriculture, Food and Rural Resources.

**PROGRAM:**

The Board has implemented various promotional activities in accordance with its mission. The activities are focused on promoting a positive image of the industry, enlarging the fan base, educating the public on the importance of harness racing to the agricultural industry in Maine, including the breeding farms, the hay and grain farmers, the owners, trainers and drivers of the animals. The Board has maintained educational booths at equine shows, the Maine Association of Agricultural Fairs and Agriculture Day at the State Legislature.

During fiscal year 2003, the Board again produced a promotional calendar and provided statewide television advertisements to promote live harness racing at the two commercial tracks and the fairs. Numerous articles on people and places were submitted to newspapers and periodicals, and a Maine racing video was made available to the public. Changes are underway to improve the website at 'www.maine harness racing.com'.

**FINANCES, FISCAL YEAR 2003:** 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	317,818		317,818			
<b>TOTAL EXPENDITURES</b>	317,818		317,818			

**HEALTH STATION**

**REBECCA WYKE, COMMISSIONER**

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME, 04333

*Mail Address:* 103 STATE HOUSE STATION, AUGUSTA, ME, 04333-0103 *FAX:* (207) 287-9062

*Established:*

*Telephone:* (207) 287-4034

*Reference:* Policy Area:03 ; Umbrella: 99 Unit: 903 ; Citation:

M.R.S.A., Sect.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PURPOSE:**

The State Health Station is responsible for coordinating occupational health and safety policies and programs; organizing and delivering health education and risk reduction programs; and overseeing health station services to include 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. Coordinates quarterly blood drives with the American Red Cross; is available for departmental health fairs; participates with departmental Health and Safety Committee; provides medication and immunization reviews; assists with the arrangement of the annual Flu Campaign; provides respirator reviews for Departments of Labor and Public Safety. Also, implements occasional grant funds for cardio-vascular health programs. Submits health topic articles to department newsletters upon request.

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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **MAINE HISTORICAL SOCIETY**

### **RICHARD D'ABATE, EXECUTIVE DIRECTOR**

*Central Office:* 489 CONGRESS ST, PORTLAND, ME,

*Mail Address:* 489 CONGRESS ST, PORTLAND, ME, 04101

*Established:* 1822

*FAX:* (207) 775-4301

*Telephone:* (207) 774-1822

*Reference: Policy Area:02 ; Umbrella: 99 Unit: 176 ; Citation: S1822 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 promotes the understanding and enjoyment of Maine history. To carry out this mission the Society collects, preserves and exhibits important historical resources and treasures; facilitates research into family, local, regional, and national history; and provides educational opportunities that engage the public and make history accessible and meaningful. The Society is organized into three major areas: The Research Library, Wadsworth-Longfellow House and Center for Maine History Museum Gallery, and the Maine Memory Network. A Board of Trustees, fourteen standing committees and seven subcommittees advise and support the Society staff of twelve full-time and nineteen part-time in its work.

### **ORGANIZATION:**

Two years after Maine achieved statehood, the Legislature passed a bill in 1822 incorporating the Maine Historical Society, charging it to collect and preserve Maine's history. Governor Albion K. Parris presided over the first meeting in Maine's first State House in Portland. The Society housed its collections at Bowdoin College until 1881 and coincided its Annual Meetings with the College's commencement into the early 20th century. Through the efforts of civic leader, philanthropist and scholar James Phinney Baxter, the Society moved

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 Museum, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, became Maine's first historic house museum. During 1907, the Society finished its new library at 485 Congress Street, adjacent to the Wadsworth-Longfellow House. The Wadsworth-Longfellow House is currently completing restoration thanks to a campaign launched in June 2000. The Society's capital campaign and 1992 purchase of 489 Congress Street allowed expansion of collections storage, exhibition and program space, and creation of the Center for Maine History. By July 1998 the campaign met its \$3.1 million goal. In 1999 the Society built its 115-seat Earle G. Shettleworth, Jr. Lecture Hall.

Throughout the 19th century, special state appropriations have supported a variety of publication projects, including the "Documentary History of Maine." The Society has received an annual appropriation in support of the Society's historical and educational endeavors since 1940. The Editorial Office for 'Maine History' is at the University of Maine, Orono. Beginning in 1999, a special State appropriation helped MHS start development of the Maine Memory Network, an on-line museum of our collections networked to other museums and archives across the state. Staff members participate in collaborative efforts throughout Maine and New England 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 USM, the Academic and Cultural Collaborative of Maine, and the New England Museum Association.

### PROGRAM:

**LIBRARY.** The Society maintains a research library of 125,000 books, 100,000 photographs and 2 million archival items spanning the 15th to 21st centuries. The Library is widely held to be the most comprehensive resource for studying Maine's past with all aspects of the state's social, economic, political, and cultural history 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. A retrospective conversion project has been started to computerize the Library's card catalogues, making them accessible via the Internet. The Library is open five days per week and serves over 11,000 researchers each year.

**MUSEUMS & COLLECTIONS.** Open to the public since 1901, the Wadsworth-Longfellow House Museum, poet Henry Wadsworth Longfellow's boyhood home, is one of the oldest house museums in the country. Open year-round, the Center for Maine History Gallery houses temporary interpretive exhibitions from our 8,200 artifacts documenting Maine's material culture. The most recent exhibitions were: "From Dairy to Doorstep" exploring the history of the dairy industry and milk consumption, and "The Shape of Maine: Drawing Boundaries, Mapping History" tracing the development of Maine's borders. Guided tours of the Wadsworth-Longfellow House were offered May through October. A Longfellow's Portland walking tour was developed. In 2002, about 16,000 visitors including nearly 4,000 school children visited the House, and Gallery or took the Longfellow walking tour. For information see the MHS website: [www.mainehistory.org](http://www.mainehistory.org).

**OTHER EDUCATIONAL SERVICES.** Launched in December, 2001, Maine Memory Network provides Internet links to digitized historical and cultural primary materials from both MHS and contributing organizations from across the state. Now on-line at [www.maine-memory.com](http://www.maine-memory.com), this web-based, virtual museum and educational resource serves Maine libraries, schools, museums, and every Internet-ready home. The Maine Historical Society offers on-site and out-reach programs throughout Maine. 2002 brought programs and lectures focusing on the life, legends and legacy of renowned poet, Henry Wadsworth Longfellow. MHS hosted its annual Longfellow Birthday Poetry Program, the Maine Longfellow Forum. Children's programs focused on tours of the Wadsworth-Longfellow House and hands-on activities for children 5 to 12.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PUBLICATIONS:

- \*"First Light", exhibition catalog, Nan Cummings.
- \*"The Indians of Maine: A Bibliographic Guide", Edited by Roger Ray and Gretchen Faulker (\$9).
- \*"The Maine Bicentennial Atlas", (\$6) and various bibliographic guides, (\$4).
- \*"A Maine Hamlet", Lura Beam, 1999, (\$14.95).
- \*"Maine History", quarterly journal, (\$4).
- \*"Maine in Revolutionary Times: The British Attach on Falmouth, 1775", teachers' manual, Kathleen Shea (\$14.95).
- \*"Mirror of Maine", Edited by Laura Fecych Sprague, 2000 (\$14.95).
- \*"Rum, Riot and Reform: Maine and the History of American Drinking", exhibition catalog, Bill Barry and Nan Cumming, (\$7.95).
- \*"Spirits in the Wood", exhibition catalog, Joyce Butler, (\$13.95).
- \*"The Wadsworth-Longfellow House", Edward Allen, 1995 (\$3.50).

**FINANCES, FISCAL YEAR 2003:** 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	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES					
GRANTS, SUBSIDIES, PENSIONS	61,201	61,201			
TOTAL EXPENDITURES	61,201	61,201			

## MAINE HOSPICE COUNCIL

### KANDYCE POWELL, EXECUTIVE DIRECTOR

*Central Office:* 693 WESTERN AVE., MANCHESTER, ME, 04351

*Mail Address:* P.O. BOX 2239, AUGUSTA, ME, 04338-2239

*Established:* 1984

*Reference: Policy Area:03 ; Umbrella: 99 Unit: 516 ; Citation: T0022*

*FAX:* (207) 622-1274

*Telephone:* (207) 626-0651

*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 throughout the state regarding quality-of-life issues.

### 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 19 members.

The full council is represented by members of 27 Hospices and the Board of Directors as well as an Advisory Committee. The Council is routinely staffed by one full-time director, one full-time administrative assistant and one part-time administrative assistant.

### PROGRAM:

The Maine Hospice Council remains focused on education and program development. Examples of education are: Technical workshops; inservices for Hospices and other health care organizations; collaborative, statewide educational programs; ITV classes at academic institutions; legislative hearings; annual events, such as the Blaine House Tea and Annual Pain Symposium; National Cancer Pain Initiative conference; and television interviews; as well as other academic presentations and grant writing. The Council has taken a leadership role in social policy issues and continues to offer internships for both graduate and undergraduate students. Universal access to Hospice remains a priority.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**DEVELOPMENT:** In September 1994, the Maine Cancer Pain Initiative became a committee of the Council and in 2003 its name changed to the Maine Pain Initiative. The Executive Director participates on national boards and commissions 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 December, 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.

In 1999, on behalf of MCPCH, MHC was awarded a three-year Robert Wood Johnson Community/State Partnership grant, "Care at the End of Life: A Public/Private Partnership".

In 2001, the Bureau of Health formally offered the Maine Hospice Council the opportunity to develop the Maine Center for End-of-Life Care.

### **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:**

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  
 "Maine Consortium for Palliative Care & Hospice" - booklet

**FINANCES, FISCAL YEAR 2003:** 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	<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>
GRANTS, SUBSIDIES, PENSIONS	73,779	73,779				
TOTAL EXPENDITURES	73,779	73,779				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

## MAINE STATE HOUSING AUTHORITY

### MICHAEL FINNEGAN, 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 first-time home buyers; low income homeowners; renters needing assistance; people with special needs; and people who are homeless. 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 bond 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. 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 the year the Maine State Housing Authority continued its position as one of the leading housing lenders in Maine. It provided \$114 million in mortgages to help 1,474 Maine families purchase their first home. During the year it also financed the development of over 750 rental units for low income renters, and 85 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 provide over 243,000 bednights for the homeless. The agency in 2002 secured more than \$26 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 2002 the agency received \$68 million from HUD to provide rental assistance to tenants living in about 7,800 Section 8 units developed with Housing Authority or federal financing, plus another 4,000 units of existing privately owned apartments. MSHA has financed more than 500 affordable rental units under various other rental housing programs. The Housing Authority oversees the management in about 15,900 units of rental housing it has financed.

MSHA has also assumed contract administration for 2,500 units formerly managed by the federal Department of Housing and Urban Development (HUD).

At the end of calendar year 2002 the Housing Authority had combined assets of \$1,733,831,000 and fund balances of \$247,994,000. The agency's financial strength has been recognized by the nation's two leading bond rating agencies, Moody's and Standard & Poor's.

#### PUBLICATIONS:

Maine State Housing Authority Annual Reports (1973-2002 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds - 1972

Series A, through 2002 Series A and Series G.

Home Front - Newsletter

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Guide to Finding and Financing Your Home  
Maine Rental Housing Guide  
Various program brochures  
www.mainehousing.org - Web site

**FINANCES, FISCAL YEAR 2003:** 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	8,789,801	500,000	8,289,801			
TOTAL EXPENDITURES	8,789,801	500,000	8,289,801			

## MAINE INSURANCE GUARANTY ASSOCIATION

### PAUL M. GULKO, EXECUTIVE SECRETARY

WATS: ( ) -

Central Office: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA, 02114-2916

Established: 1970

Telephone: (800) 852-2003

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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE INTERNATIONAL TRADE CENTER

### RICHARD COYLE, PRESIDENT

WATS: ( ) -

Central Office: 511 CONGRESS STREET, PORTLAND, ME, 04101-3428

Mail Address: 511 CONGRESS STREET, PORTLAND, ME, 04101-3428

Established: 1996

FAX: (207) 541-7420

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 purpose of the Trade Center, through its private and public board, is to provide and enhance international trade 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.

#### ORGANIZATION:

The Trade Center operates at three full-service locations in Portland, Bangor and Lewiston. The staff is comprised of a Controller, a Manager of Programs and Membership Development, four Senior Trade Advisors, and one International Trade Specialist, 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(c)(3) non-profit corporation, the Center links the private sector with government efforts to grow Maine's economy through international commerce.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **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 to assist international businesses in making effective decisions concerning international trade.

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.

The Trade Center maintains an international commerce data base to assist in making program decisions.

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## **MAINE MILITARY AUTHORITY**

### **GARY P. CLEAVES, GENERAL MANAGER**

*Central Office:* 32 CONNECTICUT RD, LIMESTONE, ME, 04750

*Mail Address:* 32 CONNECTICUT RD, LIMESTONE, ME, 04750

*Established:* 2001

*Reference:* Policy Area:06 ; Umbrella: 99 Unit: 620 ; Ciation: T0037B M.R.S.A., Sect. 000000391

*FAX:* (207) 328-4251

*Telephone:* (207) 328-4873

### **PURPOSE:**

The Maine Military Authority was established in State law by the 2d session of the 120th Legislature as a body corporate and politic and a public instrumentality of the State consisting of the Maine Readiness Sustainment Maintenance Center (MRS MC) and reporting to the Adjutant General. The Authority exists to operate the MRS MC and to maintain, rebuild, repair and store equipment for the State, for the US Departments of the Army, Air Force, Navy and Treasury and foreign governments in conjunction with the Foreign Military Sales Program of the US Department of Defense.

### **ORGANIZATION:**

The Authority was implemented on January 1, 2003.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2003:** 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 MILITARY AUTHORITY	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>		<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>
<b>EXPENDITURES</b>	<b>ALL</b>	<b>FUND</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>
	<b>FUNDS</b>					<b>MISC.</b>
						<b>FUNDS</b>
SALARIES & WAGES	2,350,834					2,350,834
HEALTH BENEFITS	1,006,631					1,006,631
RETIREMENTS	303,076					303,076
OTHER FRINGE BENEFITS	38,319					38,319
OTHER CONTRACT SERVICES STATE	12,773					12,773
COMPUTER SERVICES STATE	7,099					7,099
OTHER CONTRACT SERVICES	1,247,429					1,247,429
RENTS	236,636					236,636
COMMODITIES	687,728					687,728
GRANTS, SUBSIDIES, PENSIONS	197					197
<b>TOTAL EXPENDITURES</b>	<b>5,890,722</b>					<b>5,890,722</b>

## 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 by low income organizations. The program is administered by an Executive Director and Assistant 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 (784-1558) and Machias (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 \$3.5 million in calendar 2003, 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 eligible citizens and estimates a client eligible population of 200,000 persons or 19% of the state's population.

PTLA provides direct legal services to eligible clients throughout the state. In 2002 its area offices and special units (including Volunteer Lawyers Project) closed 14,265 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 5,578 eligible clients received legal assessment or simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. In addition, substantial legal representation was provided in 1,540 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 served approximately 6,600 callers. Of those calls, 480 cases were referred to volunteer lawyers for

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

representation. A total of 4,430 cases were closed by the VLP in 2002.

Because staffing shortages prevent PTLA from representing all eligible clients with legal needs, PTLA accepts cases based on a case acceptance priority plan. Of all cases closed by PTLA's local service offices in 2002, 34% were in the housing area; 8% were in the government benefits area; 35% were in the family law area; 10% were in the consumer law area; and the remaining 13% 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 2002, 60% were in the family law area; 20% were in the consumer law area; 4% 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.

**FINANCES, FISCAL YEAR 2003:** 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

	TOTAL FOR ALL FUNDS	GENERAL REVENUE FUND	SPECIAL HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
PINE TREE LEGAL ASSISTANCE					
EXPENDITURES					
GRANTS, SUBSIDIES, PENSIONS	140,994	140,994			
TOTAL EXPENDITURES	140,994	140,994			

## MAINE POTATO BOARD

### DONALD E. FLANNERY, EXEC DIR

*Central Office:* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME, 04769

*Mail Address:* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME, 04769

*Established:* 1986

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 330 ; Citation: T0036

*FAX:* (207) 764-4148

*Telephone:* (207) 769-5061

*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 and Director of Development/Grower Relations to administer programs and policies established by the Board.

### PROGRAM:

Potato tax revenue for the twelve-month period ending June 30, 2003 was \$678,504. Maine growers harvested 64,500 acres, producing 18 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 10% table stock varieties and 23% seed varieties. Approximately 16,335 acres were entered for seed certification.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The tax revenues of the Maine Potato Board in 2002-2003 were used as follows: 13% for Administration (Board), 17% Advertising/Marketing, 59% Research, 11% Other. The Board was represented with exhibits at trade shows.

The Maine Potato Board financed research through the Maine Agricultural Experiment Station and the Cooperative Extension. Other projects including educational, also benefited from the Maine Potato Board grants.

### PUBLICATIONS:

Maine Potato Recipe booklets (printed--free)  
Maine Potato News (free)

**FINANCES, FISCAL YEAR 2003:** 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	668,556		668,556			
TOTAL EXPENDITURES	668,556		668,556			

## MAINE PORT AUTHORITY

### BRIAN NUTTER, ADMINISTRATOR

WATS: ( ) -

Central Office: TRANSPORTATION BLDG, AUGUSTA, ME, 04333-0016

Mail Address: 16 STATE HOUSE STATION, AUGUSTA, ME, 04333-0016

Established: 1951

Telephone: (207) 624-3564

Reference: Policy Area:07 ; Umbrella: 99 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 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. The Authority conducts marketing efforts to support cargo movement using the State's port and rail systems, promotion of cruise ship tourism through its CruiseMaine program, seeks opportunities to encourage new industrial development, and promotes international trade initiatives.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2003:** 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 PORT AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	24,436	24,436				
TOTAL EXPENDITURES	24,436	24,436				

## MAINE POTATO QUALITY CONTROL BOARD

*Central Office:* 744 MAIN ST., PRESQUE ISLE, ME, 04769

*Mail Address:* 744 MAIN ST, PRESQUE ISLE, ME, 04769

*Established:* 1981

*FAX:* (207) 764-4148

*Telephone:* (207) 769-5061

*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 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 quality of Maine potatoes. 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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## MAINE PUBLIC BROADCASTING CORPORATION

### MARY ANNE ALHADEFF, PRESIDENT & CEO

*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 the 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:

Maine Public Broadcasting Corporation (MPBC) consists of Maine PBS and Maine Public Radio. Producing stations and administrative offices are located in Lewiston, Bangor, Augusta and Portland. Transmitters and translators are located throughout the state delivering programs to nearly all Maine citizens. MPBC is administered by a board of trustees consisting of appointees from its founding organizations-University of Maine System, Colby College, Bates College and Bowdoin College-appointees from the governor as well as public members elected to the board.

The board meets five times a year. Board meetings are open to the public. MPBC has a community advisory board (CAB) with members appointed by the board of trustees. The CAB reflects the diversity of the state and viewing/listening audience. The purpose of the CAB is to advise the board of trustees and MPBC staff as to whether the programming and other policies of MPBC are meeting the specialized educational and cultural needs of the communities served.

### PROGRAM:

Maine Public Broadcasting delivers television and radio programs, and educational services. Maine PBS has 36,696 television members. Maine Public Radio has 24,295 radio members. For the first time, Maine PBS added Class A boys and girls games to its schedule with the 2003 edition of the Maine Principals' Association Invitational High School Basketball Tournament. The season marked exclusive statewide coverage of all four classes. MPBC launched its fifth and final digital signal-WMED DT Calais- in 2003, completing a five year build up of its digital infrastructure. At the start of the Iraqi crisis, Maine Public Radio provided continuous special coverage by adding more news and special programming. Maine Public Radio offered live coverage and Web streaming of the swearing in of John Baldacci as Maine's newest governor. The inauguration was also simulcast on Maine PBS. For the past 19 years, Maine Public Radio has broadcast concerts held all over the state through its banner program "Maine Stage."

In addition to its thrice daily news shows, radio also provides weekly afternoon local call-ins with guests including Maine's political leaders, state commissioners and business professionals. Maine Public Broadcasting has made education a core service. Television offerings include "Teaching with ME," a program that profiles the state's Teacher of the Year nominees. For the third year, Maine Public Broadcasting has trained master teachers as part of a National Teacher Training Institute project. More than 560 teachers have received technology instruction since its inception, with more than 1,000 additional educators reached indirectly across the state. For the second year, "Career and Learning Connections" will be available on Maine PBS. The program assists Maine citizens with work place skills and GEDs.

Maine PBS also continues with community educational outreach initiatives such as Ready to Learn, a child development service. Maine Public Broadcasting sponsored the Ninth Annual Reading Rainbow Young Writers and Illustrators Contest with 478 entries from children in Maine, New Hampshire and New Brunswick, Canada.

"QUEST: Investigating Our World" returned to Maine PBS. This was the first regional public television science and nature series ever funded by the National Science Foundation. We are collaborating with both public television stations in Vermont and New Hampshire to focus on issues that are specific to northern New England.

"HOME: The Story of Maine" television series continues for a third season with six new programs. For the second consecutive season, Maine PBS produced local "ZOOM Into Action." segments featuring Maine kids who volunteer.

### PUBLICATIONS:

Viewfinder : Monthly Program guide, Maine PBS. Membership fee, \$35.

Airplay :Quarterly Program guide, Maine Public Radio. Membership fee, \$35.

Radio Listings: Monthly Program Listings for Maine Public Radio. Membership fee, \$35.

PTV Families : Periodic newsletter to families, teachers, librarians and childcare providers with educational information for children. Free

Annual Report :Free

Website: [www.mpbc.org](http://www.mpbc.org), [www.maineabc.org](http://www.maineabc.org) and [www.mainepublicradio.org](http://www.mainepublicradio.org)

# INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2003:** 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	2,801,219	2,301,219				500,000
TOTAL EXPENDITURES	2,801,219	2,301,219				500,000

Maine Public Broadcasting Corporation - Fiscal Year Ending June 30, 2003

	Operations	Investment and Endowment	Plant	DTV	Capital Campaign	Total
<b>REVENUE AND GAINS</b>						
State of Maine	\$ 2,301,219	\$ -	\$ -	\$ -	\$ -	\$ 2,301,219
Auction	556,187					556,187
Corporation for Public Broadcasting	1,429,086					1,429,086
Membership	4,550,244					4,550,244
Contributions	984,580				10,000	994,580
Interest on short-term investments	15,118			28,104		43,222
Investment income (loss)		25,399			41,741	67,140
Government grants	713,747			438,988		1,152,735
State bond issue				500,000		500,000
Underwriting	1,036,795					1,036,795
Capital Campaign					157,711	157,711
Other	484,218					484,218
<b>TOTAL REVENUES AND GAINS</b>	<b>12,071,194</b>	<b>25,399</b>		<b>967,092</b>	<b>209,452</b>	<b>13,273,137</b>
<b>EXPENSES</b>						
Program service						
Technical	2,672,633		589,767			3,262,400
Programming and production	4,621,773		115,172			4,736,945
Public information	1,237,883		41,407			1,279,290
Digital television				393,955		393,955
	<u>8,532,289</u>		<u>746,346</u>	<u>393,955</u>		<u>9,672,590</u>
Support service						
Development	1,605,680		59,177			1,664,857
Administration	1,164,150		49,180			1,213,330
Capital campaign					143,555	143,555
	<u>2,769,830</u>		<u>108,357</u>		<u>143,555</u>	<u>3,021,742</u>
<b>TOTAL EXPENSES</b>	<b>11,302,119</b>		<b>854,703</b>	<b>393,955</b>	<b>143,555</b>	<b>12,694,332</b>
<b>INCREASE (DECREASE) IN NET ASSET</b>	<b>769,075</b>	<b>25,399</b>	<b>(854,703)</b>	<b>573,137</b>	<b>65,897</b>	<b>578,805</b>

Prepared by MacDonald Page Schatz and Fletcher L.L.C.  
Draft Statement Prior to Trustee Acceptance  
Chris F. Amann, Treasurer MPBC

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION**

**EDGAR L. ANDERSON, CHAIRPERSON**

*Central Office:* 10 FREE ST, PORTLAND, ME, 04101

*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 has entered into a Program Administration Agreement with Coastal Enterprises, Inc. ("CEI") pursuant to which CEI manages and administers the Commission's loans to Elizabeth Ross d/b/a Executive Pass, Lionel Plante Associates, Medicworks, LLC and New England Transmission, Inc. The Commission continues to monitor its investments and commitments related to the Narrow Gauge Railroad, North Atlantic Venture Fund II, Morpheus Technologies and Center for Environmental Enterprise.

**PUBLICATIONS:**

Brochure describing the activities of the Commission. (No fee)

**FINANCES, FISCAL YEAR 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

**MAINE RURAL DEVELOPMENT AUTHORITY**

**RICHARD KELSO, CHAIRMAN**

*Central Office:* STATE HOUSE STATION 59, AUGUSTA, ME, 04333-0059

*Mail Address:* STATE HOUSE STATION 59, AUGUSTA, ME, 04333-0059 *FAX:* (207) 624-9800

*Established:*

*Telephone:* (207) 624-9800

*Reference:* Policy Area:01 ; Umbrella: 99 Unit: 626 ; Citation: 5 *M.R.S.A., Sect. 13120-A*

**PURPOSE:**

The Maine Rural Development Authority (MRDA) was established to provide loans to communities for the development of commercial facilities on a speculative basis and for serving as lender or investor in the acquisition, development, redevelopment and sale of commercial facilities in areas where economic needs are not supported by private investment.

MRDA's primary purpose is to re-capitalize areas of the state hard hit by the loss of a substantial number of jobs or the loss of a large employer. The authority works with private investors, banks, and municipalities to help develop buildings to attract businesses and employers and to redevelop existing properties for commercial or industrial use that would otherwise remain vacant.

**ORGANIZATION:**

MRDA is a public instrumentality of the state. A seven-member board of trustees, five of whom are appointed by the Governor, governs the authority.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The CEO of the Finance Authority of Maine and the Commissioner of the Department of Economic and Community Development serve as ex-officio voting members. Beginning in FY2004, the Commissioner is statutorily designated as chair of the board. By-laws were adopted in the fall of 2002.

MRDA contracts for staff and project support, and the Department of Economic and Community Development provides administrative services.

### PROGRAM:

MRDA meets its purpose through two specific programs, the Community Industrial Building Program and the Commercial Facilities Development program. Both programs are governed by statute and by rules adopted by the MRDA. In both programs, MRDA acts as the stimulus to private and public investment in these facilities to create greater job opportunities in rural economically depressed communities.

The Community Industrial Facilities Program (Chapter 99-626-01) provides loans to communities to develop commercial or industrial facilities on a speculative basis. This program was developed in 1973, and was housed in the State Development Office, and later the Department of Economic and Community Development before being transferred to the MRDA.

The Commercial Facilities Development program (Chapter 99-626-02) allows the authority to serve as the principal, partner or investor to initiate the redevelopment of existing facilities that are suitable for commercial or industrial use for subsequent sale or lease. This program requires the municipalities to provide at least 25% match for the project, which the MRDA can waive in cases of severe economic distress.

**FINANCES, FISCAL YEAR 2003:** 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 RURAL DEVELOPMENT AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	6,000,000					6,000,000
<b>TOTAL EXPENDITURES</b>	6,000,000					6,000,000

## BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

### JANA LAPOINT, CHAIRMAN

WATS: ( ) -

Central Office: 323 STATE STREET, AUGUSTA, ME, 04330

Mail Address: 131 STATE HOUSE STATION, AUGUSTA, ME, 04333-0131

Established: 1985

Telephone: (207) 629-4000

Reference: Policy Area: 02 ; Umbrella: 99 Unit: 480 ; Citation: T0020A M.R.S.A., Sect. 000012702

### PURPOSE:

The Board of Trustees of the Maine Community 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 Community College System consists of 16 members. Twelve are from the fields of business, industry, labor, education, and the general public, and one is a student from one of the community colleges.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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.

In 2003, the 121st Maine Legislature changed the name of the Maine Technical College System to the Maine Community College System to reflect its broad mission of providing career and liberal arts transfer programs for Maine college students. The names of the seven colleges were all changed on July 1, 2003.

The Maine Community College System (MCCS) 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 Community 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 MCCS as follows: "to create an educated, skilled, and adaptable labor force which is 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 Community College, was established by the 116th Legislature in 1994.

### **PROGRAM:**

The MCCS offers over 230 certificate, diploma, and associate degree programs designed to prepare students for careers and/or transfer to four-year colleges. Credentials are awarded in the following program areas - allied health and nursing, business, library studies, computers, graphic design & printing, hospitality, marine & natural resources, public & occupational safety, education, automotive and mechanical technologies, architectural engineering & construction, electrical & electronics, heating, plumbing, air conditioning, refrigeration, metals fabrication, bioscience, video and multi-media, early childhood education and others.

The MCCS 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 Community College in Auburn, Eastern Maine Community College in Bangor, Kennebec Valley Community College in Fairfield, Northern Maine Community College in Presque Isle, Southern Maine Community College in South Portland, Washington County Community College in Calais and Eastport, and York County Community College in Wells. Off-campus centers are located in East Millinocket, Ellsworth, Belfast, South Paris, Caribou, Houlton, Dover-Foxcroft, and Bath.

The Maine Community College System operates the Maine Quality Centers Program, an economic development program established by the Legislature in 1994 that provides new or expanding Maine firms with customized education and training, free of charge to the employers and trainees.

### **PUBLICATIONS:**

Annual Report of the Maine Community College System - free  
Maine Community College System Viewbook  
Maine Community College System Brochure - free  
Course catalogs for each campus - free  
Maine Community College System Newsletter (issued electronically) - free

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**  
Maine Community College System Facts - free

**FINANCES, FISCAL YEAR 2003:** 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	<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	47,172,259	41,725,422	869,234			4,577,603
INTEREST-DEBT RETIREMENT	104,090					104,090
<b>TOTAL EXPENDITURES</b>	<b>47,276,349</b>	<b>41,725,422</b>	<b>869,234</b>			<b>4,681,693</b>

## MAINE TURNPIKE AUTHORITY

**SAMUEL M. ZAITLIN, CHAIRMAN**  
**PAUL VIOLETTE, EXECUTIVE DIRECTOR**

*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

**PURPOSE:**

The Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

**ORGANIZATION:**

The Authority consists of 5 members plus the commissioner of the Department of Transportation who is an ex-officio member. These 5 members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from this group of 5. 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 enhanced, maintained and operated the Turnpike through its collection of tolls.

**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 2003:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit

## BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

**TIMOTHY J. POLITIS, CLU, EXEC DIRECTOR AND CEO**

*Central Office:* 5 COMMUNITY DRIVE, AUGUSTA, ME, 04330  
*Mail Address:* 5 COMMUNITY DRIVE, AUGUSTA, ME, 04330  
*Established:* 1977  
*Reference:* Policy Area: 06 ; Umbrella: 99 Unit: 397 ; Citation: T0037B *FAX:* (207) 623-3093  
*M.R.S.A., Sect.* 000000603 *Telephone:* (207) 622-0075

**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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

currently five State Veterans Homes with a total of 550 beds. Currently, construction of 30 bed residential care additions are in progress at two of the five Homes: Caribou and Augusta. Upon completion in 2003, the total number of beds in the system will be 610.

### ORGANIZATION:

The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of 11 members appointed by the Governor for overlapping terms of three years under limitations provided by statute. One member must be a female veteran.

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 150-bed nursing home in Scarborough, a 150-bed nursing home at Bangor (70 beds of which are for special care residents), and a 90-bed nursing home at South Paris with a 30-bed special care unit and 28 beds for residential care. All are Medicaid and Medicare certified facilities. The Homes accept for admission Veterans and the spouse, widow or widower of such veteran, and Gold Star Parents, in need of nursing home care and residential care.

The Veterans Home in Augusta is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice Medicine at the University of New England. The Maine Veterans Home in 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 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 2003:** 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC. FUNDS
<b>EXPENDITURES</b>						
INTEREST-DEBT RETIREMENT	11,250					11,250
TOTAL EXPENDITURES	11,250					11,250



## INDEX

Accounts and Control, Bureau of	2
ACE Service Center	140
Adaptive Equipment Loan Program Fund Board	380
Administration Services, Division of (Mar)	248
Administrative and Financial Services, Department of	1
Administrative Hearings, Division of	212
Administrative Services (IF&W ), Bureau of	188
Administrative Services Division (Motor Vehicles)	302
Administrative Services, Division of (Prs)	258
Advisory Council (Inland Fisheries & Wildlife)	189
Advisory Council, (To Marine Resources)	250
Advocacy (BDS), Office of	58
Advocacy (Corrections), Office of	91
Aeronautical Advisory Board, Maine	320
Agricultural Bargaining Board, State	28
Agricultural, Natural and Rural Resources, Office of	26
Agriculture, Food and Rural Resources, Department of	25
Air Quality, Bureau of	140
Alcoholic Beverages and Lottery Operations, Bureau of	3
Animal Health and Industry, Division of	29
Applied Technology Development Center System	119
Arbitration and Conciliation, State Board of	213
Archives Advisory Board	346
Archives Services, Division of	305
Archives, Maine State	303
Aroostook Residential Center	60
Aroostook Water and Soil Management Board	30
Arts Commission, Maine	369
Atlantic Salmon Commission	370
Atlantic States Marine Fisheries Commission	415
Attorney General, Department of The	48
Audit, Department of	53
Augusta Mental Health Institute	61
Bangor Mental Health Institute	63
Bar Examiners, Board of	201
Bar, Board of Overseers of The	206
Baxter Compensation Authority	422
Baxter State Park Authority	372
Behavioral and Developmental Services, Department of	57
Blind and Visually Impaired, Division For The	214
Blood Research, Foundation For	431
Blueberry Advisory Committee, University of Maine System Wild	424
Blueberry Commission of Maine, Wild	423
Budget, Bureau of The	5
Business Development, Office of	120
Capitol Planning Commission	6
Capitol Security, Bureau of	284

## INDEX

Central Motor Pool	7
Charleston Correctional Facility	92
Chief Information Officer, Office of	8
Child and Family Services, Bureau of	162
Children's Services	65
Children's Trust Incorporated, Board of the Maine	425
Civil Air Patrol	426
Civil Service Appeals Board, State	375
Claims Commission, State	9
Coastal Island Registry	76
Commissioner, Office of the (Dep)	142
Commissioner, Office of the (Labor)	212
Community & Family (Human Services), Division of	163
Community College System, Board of Trustees of the Maine	450
Community Resource Development, Division of	250
Community Service, Maine Commission On	375
Community Services Center	164
Conservation, Department of	73
Consumer Credit Regulation, Office of	262
Corporations, Division of	306
Corporations, Elections and Commissions, Bureau of	307
Correctional Center, Board of Visitors - Maine	366
Correctional Center, Maine	94
Corrections, Department of	90
Court Alternative Dispute Resolution Service (CADRES) Committee	203
Court Library Committee, State	202
Courts, Administrative Office of The	200
Criminal Justice Academy, Board of Trustees of the Maine	287
Criminal Justice Academy, Maine	285
Criminal Justice Commission, Maine	347
Criminal Law Advisory Commission	348
Cultural Affairs Council, Maine State	377
Dairy and Nutrition Council, Maine	427
Dairy Promotions Board, Maine	428
Deafness, Advisory Council For the Division of	216
Deafness, Division of	215
Defense, Veterans and Emergency Management, Department of	108
Dental Education, Advisory Committee On	350
Dental Examiners, Board of	264
Departmental Bureau (Audit)	54
Development Foundation, Maine	429
Developmental Disabilities Council, Maine	350
Developmental Disabilities Office BDS	66
Disability Determination Services, Division of	165
Disability Rights Center	430
Disease Control (Human Services), Division of	166
Displaced Homemakers Advisory Council	355

## INDEX

District Attorneys	50
District Court For the State of Maine	204
Domestic and Sexual Abuse, Maine Commission On	351
Domestic Abuse Homicide Review Panel	351
Downeast Correctional Facility	96
Driver License Services, Division of	308
Drug Enforcement Agency, Maine	288
E-9-1-1 Council	290
Economic and Community Development, Department of	116
Economic Growth Council, Maine	377
Education Commission of the States	416
Education Unorganized Territory	134
Education, Department of	125
Education, State Board of	337
Educational Loan Authority, Maine	378
Elder and Adult Services, Bureau of	167
Elections and Commissions, Division of	309
Elizabeth Levinson Center	67
Emergency Management Agency, Maine	111
Emergency Medical Services Board	289
Emergency Municipal Finance, Board of	379
Emergency Response Commission, Maine	380
Emergency Services Communication Bureau	290
Employee Health Commission, State	10
Employee Relations, Bureau of	12
Employment Services, Bureau of	217
Environmental Protection, Board of	143
Environmental Protection, Department of	136
Environmental Services, Office of	320
Ethics and Election Practices, Commission On Governmental	381
Executive Clemency, Governor's Board On	152
Fair Competition With Private Enterprise, Advisory Committee On	352
Family Development Accounts, Advisory Committee On	352
Family Independence, Bureau of	169
Family Law Advisory Commission	353
Ferry Advisory Board, Maine State	321
Finance and Administration (Transportation), Bureau of	319
Finance Authority of Maine	383
Financial and Personnel Services, Division of	13
Financial Institutions, Bureau of	260
Fire Marshal, Office of the State	291
Fire Protection Services Commission, Maine	354
Fiscal and Program Review, Office of	240
Forest Health and Monitoring, Division of	76
Forest Policy and Management, Division of	80
Forest Protection, Division of	79
Forestry, Bureau of (aka Maine Forest Service)	78



## INDEX

General Services (Conservation)	82
General Services, Bureau of	14
Geology and Natural Areas, Bureau of	85
Governmental Facilities Authority, Maine	433
Governor Baxter School For the Deaf	432
Governor, (Office of)	151
Guides, Advisory Board For the Licensing of	191
Harness Racing Commission, State	31
Harness Racing Promotion Board	434
Health and Environmental Testing Laboratory(Human Services)	181
Health and Higher Educational Facilities Authority, Maine	385
Health Data Organization, Maine	338
Health Engineering (Human Services), Division of	171
Health Station	434
Health, Bureau of	171
Higher Education, New England Board of	418
Highway Safety, Bureau of	293
Historian, (Office of) State	126
Historic Preservation Commission, Maine	386
Historical Records Advisory Board, Maine	354
Historical Society, Maine	435
HIV Advisory Committee, Maine	346
Homelessness & Housing Opportunities, Interagency Task Force On	356
Hospice Council, Maine	437
House of Representatives	237
Housing Authority, Maine State	439
Human Resources, Bureau of	15
Human Resources, Office of	321
Human Rights Commission, Maine	388
Human Services, Department of	160
Humanities Council, Maine	410
Identification, State Bureau of	294
Indian Tribal-State Commission, Maine	389
Information Services Policy Board	357
Information Services, Bureau of	17
InforME	19
Inland Fisheries and Wildlife, Department of	186
Innovation, Centers For	411
Insurance Guaranty Association, Maine	440
Insurance, Bureau of	267
Internal Audit, Office of	322
International Trade Center, Maine	440
Interstate Cooperation, Commission On	244
Investigation, Office of	310
Judicial Appointments, Governor's Select Committee On	153
Judicial Department	199
Judicial Responsibility and Disability, Committee On	205

## INDEX

Junior Maine Guides and Trip Leaders Curriculum Advisory Board	190
Juvenile Community Corrections	98
Juvenile Justice Advisory Group	97
Labor Market Information Services, Division of	222
Labor Relations Board, Maine	223
Labor Standards, Bureau of	220
Labor, Department of	209
Land and Water Quality, Bureau of	145
Land and Water Resources Council, Maine	155
Land For Maine's Future Board	153
Land Use Regulation Commission, Maine	83
Law and Legislative Reference Library	230
Leadership Team	128
Learning Systems Team	127
Legal Services, Office of	323
Legislative Council	238
Legislative Council, (Office of) Executive Director of The	239
Legislative Information Services, Office of	245
Legislature	232
Library Commission, Maine	391
Library, Maine State	390
Licensing and Registration, Office of	269
Liquor & Lottery Commission, State	20
Liquor Enforcement, Bureau of	295
Lobster Advisory Council	358
Lobster Promotion Council	392
Long Creek Youth Development Center	99
Long Creek Youth Development Center, Board of Visitors	367
Maine Jobs Council	219
Maine State Prison, Board of Visitors	366
Maine-Canadian Legislative Advisory Commission	242
Maine-New Hampshire Interstate Bridge Authority	418
Maintenance and Operations, Bureau of	324
Management and Budget (Human Services), Office of	174
Management Information, Division of	130
Marine Patrol, Bureau of	251
Marine Resources, Department of	247
Maritime Academy, Maine	255
Market and Production Development, Division of	34
Mediators, Panel of	225
Medical Advisory Board (Re: Licensing of Drivers)	311
Medical Education, Advisory Committee On	385
Medical Examiner For the State, Office of the Chief	50
Medical Services (Human Services), Bureau of	175
Medicine, Board of Licensure In	273
Mental Health, Division of	68
Mental Retardation, Division of	70

## INDEX

Mental Retardation, Maine Advisory Committee On	395
Military Authority, Maine	441
Military Bureau	113
Milk Commission, Maine	36
Missing Children Information Clearinghouse	285
Motor Carrier Review Board	395
Motor Vehicles, Division of	312
Mountain View Youth Development Center	101
Municipal Bond Bank, Maine	396
Museum Commission, Maine State	399
Museum, Maine State	397
Northeastern Interstate Forest Fire Protection Commission	417
Nursing, State Board of	275
Occupational Safety and Health, Board of	226
Oil Spill Advisory Committee	358
Optometry, State Board of	277
Osteopathic Licensure, Board of	278
Outdoor Heritage Fund Board, Maine	192
Parks and Lands, Bureau of	86
Parole Board, State	102
Pesticides Control, Board of	38
Petroleum Advisory Committee	359
Pilotage Commission, Maine	325
Pine Tree Legal Assistance	442
Planning (IF&W ), Division of	193
Planning office, State	156
Planning, Bureau of	325
Plant Industry, Division of	39
Poet Laureate Selection Advisory Panel, State	360
Policy Analysis, Office of	327
Policy and Legal Analysis, Office of	240
Pollution Prevention Advisory Committee	360
Pollution Prevention, Office of	147
Port Authority, Maine	444
Portland Public Development Commission, Greater	449
Potato Board, Maine	443
Potato Marketing Improvement Committee	43
Potato Quality Control Board, Maine	445
Prescription Drug Advisory Commission	361
Prison, State	103
Probation and Parole, Division of	105
Professional and Financial Regulation, Department of	257
Professional Engineers, State Board of Registration For	265
Programs (Human Services), Office of	179
Project Development, Bureau of	327
Property Tax Review, State Board of	400
Public & Legislative Affairs (Human Svcs), Office of	180

## INDEX

Public Advocate, (Office of)	158
Public Broadcasting Corporation, Maine	445
Public Drinking Water Commission, Maine	179
Public Information and Education (IF&W ), Division of	194
Public Safety, Department of	282
Public Utilities Commission	298
Public Utility Financing Bank, Maine	401
Pull Events Commission	44
Quality Assurance and Regulation, Division of	44
Rail Authority, Northern New England Passenger	399
Records Management Services, Division of	313
Regional Operations, Division of	183
Regional Services Team	131
Rehabilitation Services, Office of	227
Remediation and Waste Management, Bureau of	147
Resource Management (IF&W ), Bureau of	195
Resource Management, Bureau of (Mar)	252
Retirement System, (Brd of Trustees of The) Me State	402
Revenue Services, Bureau of	21
Revisor of Statutes, Office of The	241
Risk Management, Division of	23
River Flow Advisory Commission	362
Rural Development Authority, Maine	449
Rural Development Council, Maine	412
Saco River Corridor Commission	403
Safety and Health In the Maine Workplace, Commission On	363
Sealer of Weights and Measures, (Office of)	46
Secretary of State, Department of The	301
Securities, Office of	279
Seed Potato Board	42
Senate	236
Small Business Commission, Maine	121
St. Croix International Waterway Commission	420
State Horticulturist, (Office of)	33
State House and Capitol Park Commission	243
State Police, Bureau of	296
Substance Abuse Services Commission	364
Substance Abuse, Office of	71
Superior Court	207
Support Systems Team	133
Supreme Judicial Court	207
Tax Deffered Arrangements, Advisory Council On	349
Taxidermists, Advisory Board For the Licensing of	364
Technology Institute, Maine	405
Temporary Assistance For Needy Families Advisory Council, Maine	347
Tourism and Community Development, Office of	122
Transportation Services, Bureau of	328

Transportation, Department of	316
Travel Information Advisory Council	365
Treasurer of State, (Office of)	331
Turnpike Authority, Maine	452
Underground Storage Tank Installers, Board of	149
Unemployment Compensation, Bureau of	218
Unemployment Insurance Commission, Maine	228
Uniform State Laws, Commission On	244
University of Maine System, Board of Trustees of The	333
Unorganized Territory (Audit)	55
Vehicle Services, Division of	314
Veterans' Homes, Board of Trustees of the Maine	452
Veterans' Services, Division of	114
Victim Services, Office of	106
Victims' Compensation Board	51
Vital Statistics, Office of	184
Warden Service (IF&W ), Bureau of	197
Water Pollution Control Commission, New England Interstate	413
Wells National Estuarine Research Reserve Management Authority	406
Whitewater Safety Committee	367
Work Center Purchases Committee	339
Workers' Compensation Board	340