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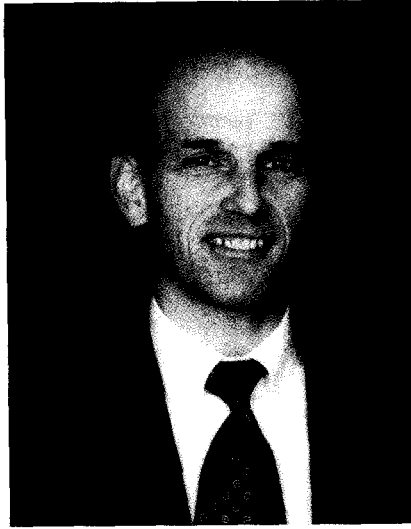
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# **MAINE STATE GOVERNMENT ANNUAL REPORT 2004-2005**



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

*Published at*  
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2005**



**John Elias Baldacci  
Governor of Maine**

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

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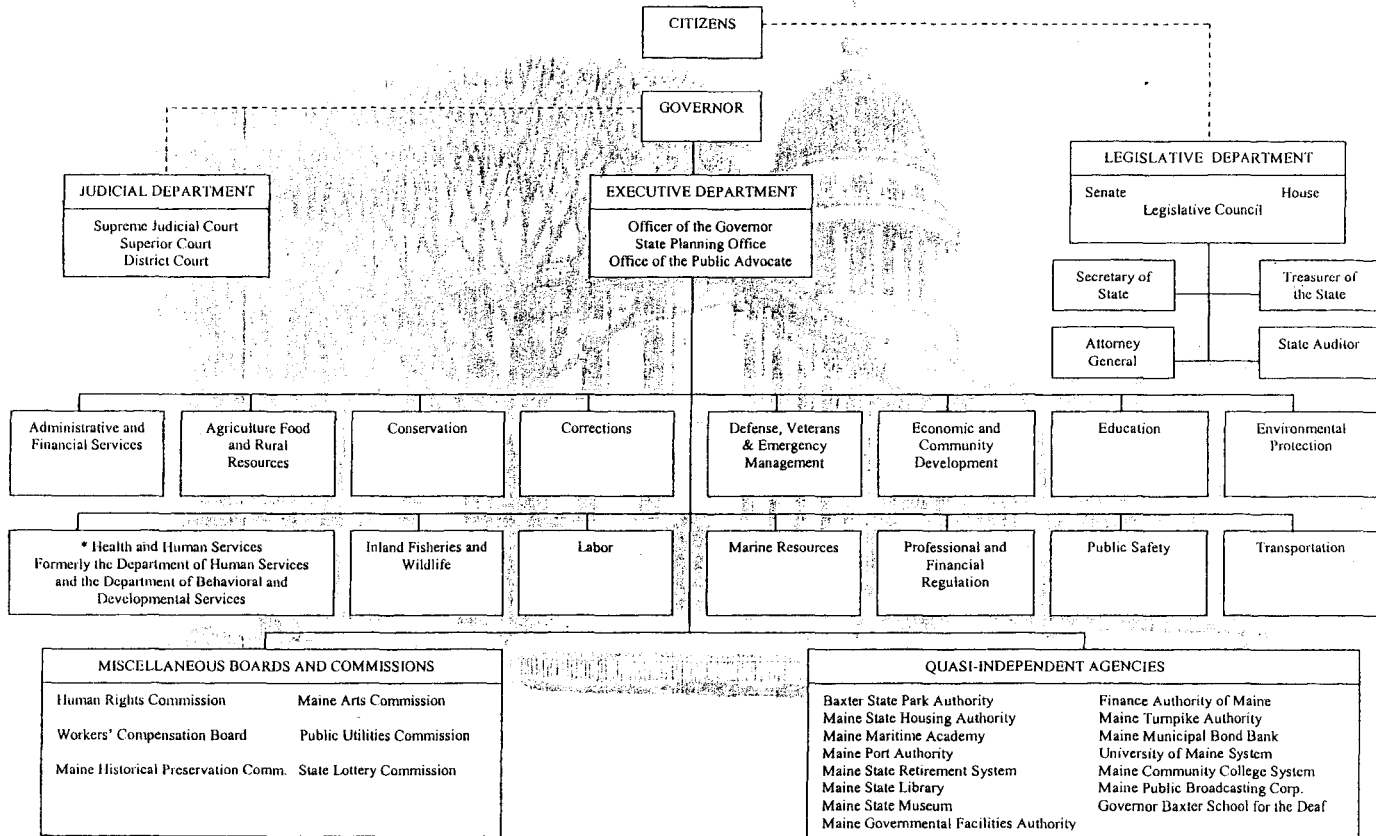
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

# ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



\* Public Law Chapter 689 as passed at the 2<sup>nd</sup> Special Session of the 121<sup>st</sup> Legislative established the Department of Health and Human Services on July 1, 2004. This change will be reflected in the Annual Report for 2007-2008.





# 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.

**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 reflects the year in which the organizational unit was created as a statutory or administrative entity, despite a subsequent change of name. If, at some point in time, the department or agency experienced a major reorganization in terms of administrative structure, purpose or function, the year in which the change occurred is considered the year it was established.

**Reference:**

**Policy Area.** There are 9 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the *Maine State Government Annual Report* is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation. Each of the 9 Policy Areas has been assigned a name and a 2-digit number as follows:

- 00 Governmental Support and Operations
- 01 Economic Development and Workforce Training
- 02 Education
- 03 Arts, Heritage and Cultural Enrichment
- 04 Natural Resources Development and Protection
- 05 Health and Human Services
- 06 Justice and Protection
- 07 Business Licensing and Regulation
- 08 Transportation Safety and Development

**Umbrella.** In order to make the list of organizational units manageable, they have been classified based on 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 Office of Treasurer of State
- 29 Department of the Secretary of State
- 30 Legislative Department
- 31 Law and Legislative Reference Library
- 32 Reserve Fund for State House Preservation and Maintenance
- 33 Office of Program Evaluation and Government Accountability
- 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* followed by 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.** The *Average Count - All Positions* represents the full-time equivalent of all positions authorized by the Legislature for the time frame covered by this report. The *Legislative Count*, where applicable, represents the count associated with only positions that have been authorized for 52 weeks per year.

**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. The organizational background is based upon that contained in the *Maine Revised Statutes Annotated*, as amended, and the *Public Laws of the State of Maine*.

**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 Budget and Financial Management System (BFMS) 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 BFMS 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

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DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**

**REBECCA WYKE, COMMISSIONER**

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*Established:* 1992

*Telephone:* (207) 624-7800

*Reference: Policy Area:* 00 ; *Umbrella:* 18 *Unit:* 106 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000281

*Average Count--All Positions:* 925.960

*Legislative Count:* 924.00

*Units:*

*OFFICE OF THE STATE CONTROLLER  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY  
OPERATIONS  
BUREAU OF THE BUDGET  
CAPITOL PLANNING COMMISSION  
CENTRAL FLEET MANAGEMENT DIVISION  
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  
OFFICE OF INFORMATION TECHNOLOGY  
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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	34,998,485	20,546,706	980,566	891,145		12,580,068
HEALTH BENEFITS	11,871,094	7,059,974	346,994	252,635		4,211,491
RETIREMENTS	5,014,891	2,955,599	149,203	81,552		1,828,537
OTHER FRINGE BENEFITS	483,393	279,592	14,405	13,335		176,061
COMPUTER SERVICES	11,467,581	8,439,504	378,773	21,302	- 137	2,628,139
CONTRACTUAL SERVICES	75,350,448	9,320,072	4,111,225	729,897	113,934	61,075,320
RENTS	3,663,763	1,268,334	19,975	12,431		2,363,023
COMMODITIES	3,366,430	2,445,659	92,590	183,201		644,980
GRANTS, SUBSIDIES, PENSIONS	131,389,262	113,044,076	8,513,717		5,803	9,825,666
EQUIPMENT	1,823,645	214,962	67,983			1,540,700
INTEREST-DEBT RETIREMENT	6,878,421	6,376,049	1	186,916		315,455
TRANSFER TO OTHER FUNDS	361,889,206	121	417,851	1,983	1,078	361,468,173
COST OF GOODS SOLD	18,972,741	8,407,261		604,969		9,960,511
<b>TOTAL EXPENDITURES</b>	<b>667,169,360</b>	<b>180,357,909</b>	<b>15,093,283</b>	<b>2,979,366</b>	<b>120,678</b>	<b>468,618,124</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	1,720,901	1,393,238		327,663		
HEALTH BENEFITS	54,033	54,033				
RETIREMENTS	91,883	91,883				
OTHER FRINGE BENEFITS	22,891	18,268		4,623		
COMPUTER SERVICES	8,877	8,627				250
CONTRACTUAL SERVICES	505,143	13,332				491,811
RENTS	208	208				
COMMODITIES	9,166	3,136				6,030
GRANTS, SUBSIDIES, PENSIONS	74,694,637	74,694,637				
<b>TOTAL EXPENDITURES</b>	<b>77,107,739</b>	<b>76,277,362</b>		<b>332,286</b>		<b>498,091</b>

## OFFICE OF THE STATE CONTROLLER

### EWARD KARASS, STATE CONTROLLER

*Central Office:* 4TH FLOOR CROSS OFFICE BLDNG, 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:* 25.000 *Legislative Count:* 25.00

#### PURPOSE:

The Office of the State Controller 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 was renamed to be the Office of the State Controller during the second special session of the 121st Legislature. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 (OIT) MFASIS team and state agencies 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 budget, accounting, human resources and payroll data. 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 2.5 million payables and another 250,000 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 80% 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). Currently, MS-TAMS is used by more than 8,700 employees.

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2005:** The 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 CONTROLLER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,061,357	1,061,357				
HEALTH BENEFITS	324,385	324,385				
RETIREMENTS	185,390	185,390				
OTHER FRINGE BENEFITS	15,985	15,985				
COMPUTER SERVICES	3,389,415	3,389,415				
CONTRACTUAL SERVICES	192,603	192,603				
RENTS	60	60				
COMMODITIES	33,787	33,787				
<b>TOTAL EXPENDITURES</b>	<b>5,202,982</b>	<b>5,202,982</b>				

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS**

**DAN GWADOSKY, DIRECTOR**

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

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

*FAX:* (207) 287-6769

*Established:* 1992

*Telephone:* (207) 287-3721

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

*Average Count--All Positions:* 29.000

*Legislative Count:* 29.00

**PURPOSE:**

The purpose of the Bureau of Alcoholic Beverages and Lottery Operations purpose is to provide exceptional public service for the complete distribution and sales of Powerball, Tri-State Pick 3 and Pick 4, Tri-State Triple Play, Tri-State Megabucks, Instant lottery tickets, and the pricing, listing and delisting of spirits and fortified wines. 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, the administration of the laws relating to the sale of spirits and fortified wines to the public and 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 and to have control of liquors kept and sold for medicinal and manufacturing purposes. 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 the State's General Fund and the first State Lottery Commission was appointed in January 1974. In 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become The Bureau of Alcoholic Beverages and Lottery Operations and in 1993, the Maine State Liquor Commission and State Lottery Commission merged into a single, combined Commission of five members. In 2004, the State signed a 10-year contract with a private company to lease the State's wholesale liquor activities associated with distributing and selling spirits and fortified wines. The Bureau is administered by the Liquor and Lottery Commission and the Bureau's 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.

Public Law 2003, Chapter 20, mandated the closure of the remaining 13 State liquor stores to be completed by November 30, 2003 and authorized the privatization of the Wholesale Liquor Business.

**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 includes Liquor auditing and taxation.)

Licenses (Lottery):

Lottery Sales Agency Licensing.

**PUBLICATIONS:**

1. Annual Report - Free
2. 25th Anniversary Factbook

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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	<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	987,981					987,981
HEALTH BENEFITS	359,323					359,323
RETIREMENTS	143,730					143,730
OTHER FRINGE BENEFITS	9,864					9,864
COMPUTER SERVICES	47,245					47,245
CONTRACTUAL SERVICES	2,242,513					2,242,513
RENTS	427,024					427,024
COMMODITIES	43,208					43,208
TRANSFER TO OTHER FUNDS	157,571,103					157,571,103
<b>TOTAL EXPENDITURES</b>	<b>161,831,991</b>					<b>161,831,991</b>

## BUREAU OF THE BUDGET

### RYAN LOW, STATE BUDGET OFFICER

*Central Office:* BURTON M CROSS BLDG, 3RD FLOOR, AUGUSTA, ME 04333-0058

*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:* 13.000      *Legislative Count:* 13.00

#### PURPOSE:

The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments and agencies become available for expenditure; to examine and recommend for approval any changes in these work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of the departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Administrative and Financial Services, for carrying out State budget laws.

#### ORGANIZATION:

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

#### PROGRAM:

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

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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	678,597	637,523		41,074		
HEALTH BENEFITS	181,999	169,051		12,948		
RETIREMENTS	119,871	112,176		7,695		
OTHER FRINGE BENEFITS	7,199	6,489		710		
COMPUTER SERVICES	116,126	113,013		3,113		
CONTRACTUAL SERVICES	54,874	53,274		1,600		
RENTS	50	50				
COMMODITIES	3,073	2,876		197		
<b>TOTAL EXPENDITURES</b>	1,161,789	1,094,452		67,337		

## CAPITOL PLANNING COMMISSION

### ELAINE CLARK, SECRETARIAT

*Central Office:* MUSKIE BUILDING, 2ND FLOOR, AUGUSTA, ME 04333

*Mail Address:* 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077

*Established:* 1967

*FAX:* (207) 287-4008

*Telephone:* (207) 624-7344

*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, and amended in 2005 through Chapter 123. 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: one resident of the Capitol Planning District; two residents of the City of Augusta; and four Maine citizens. In 2005, terms of Commission members were extended to five years. 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 6 times during fiscal year 2005. The Commission discussed the following:

Capitol Complex:

Kennebec Valley YMCA

Cultural Building Signage, Greenspace, and Solar Panel Placement

Proposed Site Work for the 2006-2007 Biennial Capital Budget

Streetscape Improvements along State Street

Bicycle Bollards between the State House and Cross Building

Blaine House Security Gate

Procedures regarding establishment of a Maine Women Veterans Memorial, and Emergency Medical Services Personnel Memorial, and a Memorial Park

East Campus:

MDOT Road Improvements on Route 9/Hospital Street

Williams Pavilion Renovation Project

Fencing at the Wellness Center

Kennebec Arsenal Renovation Project

### LICENSES:

Special or Temporary Use Permits

Sign Permits

Approvals for Large and Small Projects

### PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## CENTRAL FLEET MANAGEMENT DIVISION

### 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.* 000001830

*Average Count--All Positions:* 15.000 *Legislative Count:* 15.00

### PURPOSE:

Central Fleet Management was established to centrally procure, distribute, provide detailed usage and cost analysis, 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. Public Law 2005, Chapter 386, Part H, Section 1830 was passed by the 1st special session of the 122nd Legislature to clarify responsibilities among the bureau of General Service's divisions. The name Central Motor Pool was changed to Central Fleet Management.

### PROGRAM:

The lease line provides over 1,400 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.

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.

Central Fleet Management works with all using agencies to assure they have the appropriate type and number of vehicles in their fleet. Fuel efficiency and

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

emission rating are part of the life cycle costing of all replacement vehicles.

**FINANCES, FISCAL YEAR 2005:** The 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 FLEET MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	448,277					448,277
HEALTH BENEFITS	185,149					185,149
RETIREMENTS	67,415					67,415
OTHER FRINGE BENEFITS	7,711					7,711
COMPUTER SERVICES	17,770					17,770
CONTRACTUAL SERVICES	3,900,758					3,900,758
RENTS	6,101					6,101
COMMODITIES	38,178					38,178
INTEREST-DEBT RETIREMENT	242,280					242,280
TRANSFER TO OTHER FUNDS	28,456					28,456
<b>TOTAL EXPENDITURES</b>	<b>4,942,095</b>					<b>4,942,095</b>

## STATE CLAIMS COMMISSION

### SIDNEY GELLER, CHAIRMAN

*Central Office:* 3RD FLOOR STATE OFFICE BLDNG, AUGUSTA, ME 04333

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

*Established:* 1961 *Telephone:* (207) 624-7400

*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 of the State Claims Commission.

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**FINANCES, FISCAL YEAR 2005:** The 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	21,284			21,284		
HEALTH BENEFITS	5,711			5,711		
RETIREMENTS	2,124			2,124		
OTHER FRINGE BENEFITS	243			243		
COMPUTER SERVICES	3,090			3,090		
CONTRACTUAL SERVICES	9,314			9,314		
COMMODITIES	596			596		
TRANSFER TO OTHER FUNDS	1,186			1,186		
<b>TOTAL EXPENDITURES</b>	<b>43,548</b>			<b>43,548</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:* 15.360

*Legislative Count:* 15.00

#### **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.

#### **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, 2005. 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



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 FY2007.

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 encourage consumers to make informed, prudent decisions about healthcare; to provide incentives for plan members to seek care from high quality providers; and to reward providers who demonstrate superior performance.

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 2005:** The 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	338,258					338,258
HEALTH BENEFITS	139,665					139,665
RETIREMENTS	56,178					56,178
OTHER FRINGE BENEFITS	4,313					4,313
COMPUTER SERVICES	152,047				- 137	152,184
CONTRACTUAL SERVICES	48,857,631					48,857,631
RENTS	37,873					37,873
COMMODITIES	48,300					48,300
TRANSFER TO OTHER FUNDS	143,200,735		393,945		- 1	142,806,791
<b>TOTAL EXPENDITURES</b>	<b>192,835,000</b>		<b>393,945</b>		<b>- 138</b>	<b>192,441,193</b>

## 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

Established: 1986

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

Average Count--All Positions: 7.000

FAX: (207) 287-4452

Telephone: (207) 287-4447

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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 seven bargaining units and successfully completed negotiations for six of the seven bargaining units for new contracts to be effective from July 1, 2005 through July 30, 2007. 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.

**FINANCES, FISCAL YEAR 2005:** The 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	413,552	413,552				
HEALTH BENEFITS	114,211	114,211				
RETIREMENTS	71,224	71,224				
OTHER FRINGE BENEFITS	3,914	3,914				
COMPUTER SERVICES	22,186	22,186				
CONTRACTUAL SERVICES	43,398	43,398				
RENTS	48,545	48,545				
COMMODITIES	8,505	8,505				
<b>TOTAL EXPENDITURES</b>	<b>725,535</b>	<b>725,535</b>				

## DIVISION OF FINANCIAL AND PERSONNEL SERVICES

### KAREN DOYLE, ACTING DIRECTOR

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

Mail Address: 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074

Established: 1992

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

Average Count--All Positions: 42,000

FAX: (207) 287-4032

Telephone: (207) 624-7413

Legislative Count: 42,00

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### 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)

**FINANCES, FISCAL YEAR 2005:** The 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	1,335,552	553,577	781,975			
HEALTH BENEFITS	498,364	202,944	295,420			
RETIREMENTS	206,241	86,424	119,817			
OTHER FRINGE BENEFITS	20,574	8,613	11,961			
COMPUTER SERVICES	197,976	54,106	143,870			
CONTRACTUAL SERVICES	926,471	122,774	803,697			
RENTS	200		200			
COMMODITIES	19,370	6,950	12,420			
GRANTS, SUBSIDIES, PENSIONS	5,803				5,803	
INTEREST-DEBT RETIREMENT	6,350,970	6,350,970				
COST OF GOODS SOLD	8,142,222	8,142,222				
<b>TOTAL EXPENDITURES</b>	<b>17,703,743</b>	<b>15,528,580</b>	<b>2,169,360</b>		<b>5,803</b>	

## BUREAU OF GENERAL SERVICES

### ELAINE CLARK, DIRECTOR

Central Office: 4TH FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333

Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077

Established: 1991

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

Average Count--All Positions: 200.375

FAX: (207) 287-4008

Telephone: (207) 624-7344

Legislative Count: 200.00

### PURPOSE:

General Services was established to provide one centralized bureau to manage and oversee the state's procurement process; provide insurance advice and services for all agencies; supervise, control and maintain land and buildings in the State Capitol Complex and greater Augusta area; manage and record the leasing of all grounds, buildings, facilities and office space required by all departments and agencies of state government; record, manage, and remediate asbestos and other hazardous materials in state-owned and leased buildings and

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

advise public schools on matters pertaining to hazardous materials; maintain a central fleet of vehicles for use by government agencies; provide central services including postal, printing, surplus property, and warehousing of supplies; and plan and oversee the construction of public improvements, including schools. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs. It advises on and approves engineering and architectural services, proposals, plans, specifications and contracts for public improvements to state facilities and public school construction.

### ORGANIZATION:

In 1991 the Bureau of Public Improvements and the Bureau of Purchases merged to create the Bureau of General Services. It consists of seven major divisions; Professional Services; Property Management (including Operations and Maintenance and Custodial Services); Purchases (including Procurement and State Purchases Review Committee); Central Fleet Management and Central Services; Risk Management; Safety and Environmental Services; and Leased Space. The organization also participates on the State House and Capitol Park Commission, the Capitol Planning Commission, the Blaine House Commission, and the Capitol Riverfront Improvement District.

### PROGRAM:

The Professional Services staff oversees renovations, maintenance and repairs of roughly 2,000 state buildings and state funded school projects and prepares the biennial capital and repair budgets for all state agencies. Property Management has responsibility for operations and maintenance, including housekeeping services, of over 83 buildings in the various Capitol Complex (East and West Campuses), the Hallowell Annex, the Maine Criminal Justice Academy, and other buildings in the Greater Augusta area. The Division of Purchases is responsible for procurement of goods and services for State Government. Central Fleet Management and Central Services manage not only the State fleet, but also Postal Services, Warehousing, Printing, Photography, and State Surplus and 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. The Leased Space Division locates State agencies either in state facilities, or in privately leased facilities throughout the State.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

BUREAU OF GENERAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,912,886	3,708,969	112,475	418,240		1,673,202
HEALTH BENEFITS	2,471,934	1,513,601	32,932	203,929		721,472
RETIREMENTS	851,841	533,972	16,050	59,961		241,858
OTHER FRINGE BENEFITS	90,318	58,458	1,052	6,312		24,496
COMPUTER SERVICES	281,088	148,299	8,378	3,840		120,571
CONTRACTUAL SERVICES	5,318,653	3,823,467	260,263	707,514		527,409
RENTS	1,014,149	167,817	1,636	12,431		832,265
COMMODITIES	2,410,150	2,166,770	21,082	182,407		39,891
GRANTS, SUBSIDIES, PENSIONS	5,000	5,000				
EQUIPMENT	1,640,112	31,429	67,983			1,540,700
INTEREST-DEBT RETIREMENT	211,997	25,080	1	186,916		
TRANSFER TO OTHER FUNDS	59,223,440					59,223,440
COST OF GOODS SOLD	870,008	265,039		604,969		
<b>TOTAL EXPENDITURES</b>	80,301,576	12,447,901	521,852	2,386,519		64,945,304

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF HUMAN RESOURCES**

**FRANK A. JOHNSON, ACTING DIRECTOR**

*Central Office:* 161 CAPITOL STREET, AUGUSTA, ME 04333

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

*FAX:* (207) 287-4414

*Established:* 1987

*Telephone:* (207) 624-7761

*Reference: Policy Area:00 ; Umbrella: 18 Unit: 389 ; Citation: T0005 M.R.S.A., Sect. 000007033*

*Average Count--All Positions:* 40.500

*Legislative Count:* 40.50

**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 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 appellate body. In January 1981, the Governor placed the Office of Employee Relations under the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

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

**PROGRAM:**

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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 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)

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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	<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>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,643,746	982,115	86,116			575,515
HEALTH BENEFITS	528,266	274,996	18,642			234,628
RETIREMENTS	278,946	164,874	13,336			100,736
OTHER FRINGE BENEFITS	18,537	11,159	1,392			5,986
COMPUTER SERVICES	212,730	56,576	45,687			110,467
CONTRACTUAL SERVICES	1,634,309	94,385	191,925			1,347,999
RENTS	77,842	526	6,541			70,775
COMMODITIES	133,232	20,821	34,870			77,541
GRANTS, SUBSIDIES, PENSIONS	9,825,666					9,825,666
INTEREST-DEBT RETIREMENT	9,766					9,766
TRANSFER TO OTHER FUNDS	64,567	121	8,946			55,500
<b>TOTAL EXPENDITURES</b>	<b>14,427,607</b>	<b>1,605,573</b>	<b>407,455</b>			<b>12,414,579</b>

## OFFICE OF INFORMATION TECHNOLOGY

### 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.* 000001981

*Average Count--All Positions:* 182.956

*Legislative Count:* 182.50

#### PURPOSE:

The Office of Information Technology provides enterprise 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.

In addition, the Office of Information Technology provides information technology, telecommunications, and data processing services to Maine State Government, ensuring coordination in the use of technology. This includes a wide range of services for state agencies, including managing the State's telecommunications network, operating the State's major data center, and developing and supporting custom application programs.

#### 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.

Legislation enacted during the 120th First Regular Session established the Office of the Chief Information Officer (CIO). Statutory responsibilities include 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.

Most recently, legislation enacted during the 122nd Second Session merged the Office of the Chief Information Officer and the Bureau of Information Services into the Office of Information Technology (OIT), led by the CIO. The creation of OIT was effective July 1, 2005, establishing an organization that has an

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

enterprise focus on the delivery of information technology services.

### **PROGRAM:**

The Office of Information Technology provides leadership to information technology management and governance within Maine State Government through four mutually supporting components. The State Strategic IT Plan component incorporates a single vision, with supporting strategies and principles, that drives the second component. IT Investment Management includes 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, identifying specific tools and vendor solutions while integrating emerging trends with current and planned support requirements. This component is updated and improved by IT Performance which includes 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.

OIT also offers project management, application development, database, data warehouse, and geographic information services to State agencies on a fee for service basis. The Office supports the MFASIS family of systems (accounting, human resources, budgeting, time reporting) and the Human Services child support enforcement system. OIT also provides systems solutions for agencies that have limited or no IT staff. OIT includes the Office of GIS (OGIS) which coordinates activities statewide to promote effective use of geographic information in Maine, including working with municipalities on E911 projects.

OIT offers enterprise-wide services for telecommunications. The data network supports more than 17,000 devices at 550 locations and has been improved by migrating to a routed architecture, improving performance and reducing downtime. Voice communications continue to grow with over 16,000 full service phones deployed statewide, including a complement of Voice over Internet Protocol telephone switches. OIT provides e-mail services to more than 4,700 employees with work underway to include all agencies under an enterprise email approach.

OIT operates a data center and a backup data center for customer agencies. The data center, staffed 24 hours/day, provides hosting services for mainframe and shared database applications, housing over 200 servers for enterprise services such as email, network security, and applications of individual State agencies. The data center also provides forms design and high-speed laser printing and finishing. OIT provides leadership in coordinating Business Continuity Planning for executive branch agencies. All servers are backed up nightly and tapes sent each day to a secure off-site location. OIT has now established a second data center at another location to facilitate business continuity.

During this past year the CIO led the development of an Information Technology Management Plan. This widely-supported Plan led to the creation of OIT through the merger of the OCIO and BIS. In the next year, OIT will work with all departments to provide a more effective, unified, enterprise approach to the application of information technologies.

### **PUBLICATIONS:**

Maine IS Technology (MIST) Newsletter



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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 INFORMATION TECHNOLOGY	<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	8,345,287					8,345,287
HEALTH BENEFITS	2,507,112					2,507,112
RETIREMENTS	1,183,780					1,183,780
OTHER FRINGE BENEFITS	120,032					120,032
COMPUTER SERVICES	2,170,389					2,170,389
CONTRACTUAL SERVICES	2,450,626				112,213	2,338,413
RENTS	987,921					987,921
COMMODITIES	390,078					390,078
INTEREST-DEBT RETIREMENT	63,410					63,410
TRANSFER TO OTHER FUNDS	1,626,626				1,070	1,625,556
COST OF GOODS SOLD	9,960,511					9,960,511
<b>TOTAL EXPENDITURES</b>	<b>29,805,772</b>				<b>113,283</b>	<b>29,692,489</b>

## INFORME

### DAN GWADOSKY, CHAIR

*Central Office:* 26 EDISON DRIVE, AUGUSTA, ME 04333-0045

*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 and data custodians' databases; providing links to other information sources; conducting electronic business and payment transactions; 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. InforME explores and, where appropriate, implements ways to: A. Expand the amount and kind of public information available free of charge; B. Increase the utility of the public information

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

provided and the form in which it is provided; C. Expand the base of users who access the public information; and, D. Improve 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.

In FY05, InforME launched 40 new services, including professional license renewal services for more than 20 professions, E911 Website, Overlimit Trucking Permits, and several tools for use by Maine webmasters and local governments. As a result of InforME's efforts, the [www.maine.gov](http://www.maine.gov) portal placed 1st in the annual Best of the Web competition sponsored by the Center for Digital Government, and 2nd in the annual Brown University study of state government websites.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE LIQUOR AND LOTTERY COMMISSION

### PAT DAMON, ACTING 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 exceptional 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 pricing, listing and delisting of spirits and fortified wines 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 Legislature raised the membership to 5. In November 1973, a public referendum approved a State Lottery and the first State Lottery Commission was appointed in January 1974. In July 1993, the Maine State Liquor and Lottery Commission were merged into a single, combined Commission of five (5) members.

#### **PROGRAM:**

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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### **LICENSES:**

(See Department of Public Safety Annual Report).

### **PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2005:** 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) 287-4028

*Established:* 1931

*Telephone:* (207) 287-6965

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

*Average Count--All Positions:* 346.769

*Legislative Count:* 346.00

### **PURPOSE:**

The Bureau of Revenue Services, also known as Maine Revenue Services (MRS), 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 (Executive Director), 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. It also exercises general supervision of local property tax assessing officials.

Additionally, the Bureau administers the Real Estate Transfer Tax, the Maine Residents Property Tax & Rent Refund Program and property tax reimbursements relating to the: Maine Homestead Exemption, Business Equipment Tax Reimbursement, Tree Growth Valuations, Veterans' Exemption, and Animal Waste Facilities Exemption.

### **ORGANIZATION:**

The Bureau of Revenue Services has evolved over time. In 1891 a three-member Board of State Assessors was created 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.

In 1969, the Board was abolished and its duties were assigned to the State Tax Assessor. At the same time, the Municipal Valuation Appeals Board was established to adjudicate State Valuation appeals. 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 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 taxes (individual, corporate, pass-through entities and withholding), estate tax law, the franchise tax on financial institutions and the insurance premiums tax, Maine Residents Property Tax Program, and Business Equipment Tax Reimbursement Program. Sales, Fuel and Special Tax Division, Administrative Unit - Administers sales/use, service provider, healthcare provider, hospital and fuel taxes, along with various special excise taxes and tax refund programs. Property Tax Division - Oversees municipal tax administration, administers the Commercial Forestry Excise Tax, Controlling Interest & Real Estate Transfer Tax, Telecommunications Business Tax, Homestead Exemption Program, Elderly Tax Deferral Program, determines the Annual State Valuation, administers property and excise taxation in the Unorganized Territories, the Tree Growth Tax Law, the Veteran's Exemption statute. It also provides training and certification programs for municipal assessors. Appellate Division - Makes final agency action decisions on administrative tax appeals (reconsiderations), subject to the direction of the Executive Director. Appellate staff acts as hearing officers, making findings of fact, researching and applying the relevant tax law, and conducting required taxpayer conferences. General Counsel/Legal Division - Provides the Bureau with legal research and advisory services with respect to all aspects of tax administration; acts as agency liaison with the Office of the Attorney General; reviews and coordinates agency advisory opinions, rulemaking, and offer in compromise negotiation of selected cases; reviews draft reconsideration decisions; assists with legislative analysis, drafting and communications. Tax Policy & Analysis Division - Conducts and coordinates the Bureau's tax policy research, analysis, drafting and communications with respect to state and federal tax legislation and regulations. The Division assists with rulemaking, advisory opinions and review of Bureau tax guidance publications.

**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, and provides bureau-wide business services.

**COMPLIANCE:** Sales, Fuel & Special Tax Division, Audit Unit - Conducts field audits of various businesses and individuals to determine their tax liability and assists taxpayers in the understanding necessary to comply with Maine tax law. Compliance Division - Collects delinquent taxes, pursues tax returns that are not filed in a timely fashion, performs office audits relative to items of income and use tax reporting to insure compliance with the law. Criminal Investigation Unit - Performs criminal investigations/audits of cases referred by Criminal Tax Referral Committee. Completed cases are reviewed by the Attorney General's Office to determine those that are to be prosecuted criminally.

### LICENSES:

Sales Tax Retailer Certificate  
Sales Tax Annual Resale 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  
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:  
Maine Revenue Services - Web Site ([www.state.me.us/revenue](http://www.state.me.us/revenue))  
Maine Tax Alert

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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

**FINANCES, FISCAL YEAR 2005:** The 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	11,879,259	11,796,375		82,884		
HEALTH BENEFITS	4,436,800	4,406,753		30,047		
RETIREMENTS	1,721,427	1,709,655		11,772		
OTHER FRINGE BENEFITS	158,155	156,708		1,447		
COMPUTER SERVICES	4,839,380	4,647,283	180,838	11,259		
CONTRACTUAL SERVICES	7,845,369	4,976,839	2,855,340	11,469	1,721	
RENTS	1,062,727	1,051,129	11,598			
COMMODITIES	227,033	202,815	24,218			
GRANTS, SUBSIDIES, PENSIONS	46,858,156	38,344,439	8,513,717			
EQUIPMENT	183,534	183,534				
TRANSFER TO OTHER FUNDS	15,765		14,960	797	8	
<b>TOTAL EXPENDITURES</b>	<b>79,227,605</b>	<b>67,475,530</b>	<b>11,600,671</b>	<b>149,675</b>	<b>1,729</b>	

## DIVISION OF RISK MANAGEMENT

### DAVID FITTS, DIRECTOR

*Central Office:* 3RD FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333

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

*Established:* 1991 *Telephone:* (207) 624-7423

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

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

#### PURPOSE:

The objective of the Risk Management Division is to provide insurance advice to the state government and administer all state insurance and self-funded plans and programs excepting Workers Compensation and employee benefits. The Division annually reviews the entire subject of insurance as it applies to all state property and activities; develops and maintains accurate records of all buildings and contents, state-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverage; recommends to the Commissioner of Administrative and Financial Services such protection as deemed necessary or desirable for the protection of all state property and activities; recommends a limit of self-insurance on state-owned buildings, contents, furniture, fixtures, and activities consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverage for unusual or unique situations and conditions, as deemed necessary.

# DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## ORGANIZATION:

The Division exists under the Bureau of General Services. The staff consists of 4 insurance professionals and one clerical support person. The Division in one form or another has existed since the 1920's.

## PROGRAM:

Insurance services are offered as separate lines of insurance including but not limited to property, general liability, ocean marine, bonding, vehicular liability, police professional liability and the like. Insurance rates are based on the cost of commercial insurance where applicable plus the projected cost of claims based on actuarial studies of past claims. Loss control is a significant part of the Divisions services.

## LICENSES:

Licenses: not allowed by statute

Publications: annual compilation of property values

## PUBLICATIONS:

Publications: annual compilation of property values

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	211,547					211,547
HEALTH BENEFITS	64,141					64,141
RETIREMENTS	34,840					34,840
OTHER FRINGE BENEFITS	3,658					3,658
COMPUTER SERVICES	9,264					9,264
CONTRACTUAL SERVICES	1,368,788					1,368,788
RENTS	1,064					1,064
COMMODITIES	1,754					1,754
TRANSFER TO OTHER FUNDS	157,326					157,326
<b>TOTAL EXPENDITURES</b>	<b>1,852,382</b>					<b>1,852,382</b>

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

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

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

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

*FAX:* (207) 287-7548

*Established:* 1852

*Telephone:* (207) 287-3871

*Reference: Policy Area:* 04 ; *Umbrella:* 01; *Unit:* 001 ; *Citation:* T0007 *M.R.S.A., Sect.* 000000001

*Average Count--All Positions:* 199.611

*Legislative Count:* 148.00

**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  
OFFICE OF POLICY, PLANNING, LEGISLATION AND  
INFORMATION SERV  
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 FY04 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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,801,283	2,975,589	1,917,865		648,485	259,344
HEALTH BENEFITS	2,150,357	1,022,735	744,495		270,501	112,626
RETIREMENTS	853,650	452,614	274,447		90,131	36,458
OTHER FRINGE BENEFITS	78,210	39,766	25,086		9,514	3,844
COMPUTER SERVICES	188,355	166,758	4,665		15,923	1,009
CONTRACTUAL SERVICES	3,881,300	2,176,630	1,170,761		465,634	68,275
RENTS	640,048	358,065	235,066		30,676	16,241
COMMODITIES	366,865	109,743	90,611		60,000	106,511
GRANTS, SUBSIDIES, PENSIONS	10,212,526	662,059	5,991,659		1,199,711	2,359,097
PURCHASE OF LAND	4,529		4,529			
EQUIPMENT	194,273	11,440	28,788		154,045	
TRANSFER TO OTHER FUNDS	538,296	303,987	188,311		38,403	7,595
<b>TOTAL EXPENDITURES</b>	<b>24,909,692</b>	<b>8,279,386</b>	<b>10,676,283</b>		<b>2,983,023</b>	<b>2,971,000</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: 04 ; Umbrella: 01; Unit: 001B; Citation: T0007 M.R.S.A., Sect. 000000003

Average Count--All Positions: 17.452

Legislative Count: 16.50

### 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 its 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.

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



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### 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), the staff of the Animal Welfare Program (currently 8 full-time and 1 part-time employees) and the following specialist positions: Soil Scientist, Natural Resource Specialist, Entomologist, two Agricultural Compliance Officers and a Secretary. An Agronomist leads this team. 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 responds 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 2005:** The 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	624,689	309,507	315,182			
HEALTH BENEFITS	239,656	111,128	128,528			
RETIREMENTS	96,217	49,750	46,467			
OTHER FRINGE BENEFITS	8,708	3,109	5,599			
COMPUTER SERVICES	14,369	10,737	3,632			
CONTRACTUAL SERVICES	344,698	42,008	278,751		23,500	439
RENTS	105,838	21,233	84,605			
COMMODITIES	30,765	4,043	26,722			
GRANTS, SUBSIDIES, PENSIONS	2,171,181	337,205			201,624	1,632,352
TRANSFER TO OTHER FUNDS	49,493		48,219		1,274	
<b>TOTAL EXPENDITURES</b>	<b>3,685,614</b>	<b>888,720</b>	<b>937,705</b>		<b>226,398</b>	<b>1,632,791</b>

## MAINE AGRICULTURAL BARGAINING BOARD

### JOHN HANSON, CHAIRMAN

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

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

*Established:* 1973

*Telephone:* (207) 287-3871

*Reference:* Policy Area:04 ; 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.

#### LICENSES:

Certification of qualified associations.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES  
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:* 04 ; *Umbrella:* 01; *Unit:* 001P ; *Citation:* T0007 *M.R.S.A., Sect.* 000000003

*Average Count--All Positions:* 9.500

*Legislative Count:* 9.50

#### **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.

#### **ORGANIZATION:**

Professional staff is comprised of one Chemist, two Lab Technicians, two Dairy Inspectors, one State Veterinarian, one Livestock Specialist, one Poultry Health Technician, one Planning and Research Associate 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 of Animal Health and Industry is dedicated to protecting and improving the health of agricultural animals and the citizens of Maine. The Division is responsible for a variety of programs pertaining to animal health, production and quality, as well as human health; works to prevent the introduction and spread of contagious, infectious, and parasitic disease among poultry and livestock, especially those diseases transmitted to people either directly or indirectly; tests all milk and milk products produced and sold in Maine for compliance with state and federal law; and works with farmers to resolve problems and to improve milk quality and production. Inspection, testing and certification programs seek to improve quality and production that add value to the final product, animal health and welfare, food safety, public health and environmental stewardship. The Division is responsible for planning, preparing and responding to all natural disasters and disease outbreaks through its State of Maine Animal Response Team.

#### **LICENSES:**

##### **License:**

Large Game Shooting Areas

Deer and Elk Farms

Swine Garbage Feeders

Livestock and Poultry Dealers

Livestock Auctions

Drivers, Tanker Trucks, Bulk Tanks and Milk and Milk Product Processing

##### **Plants**

##### **Permits:**

Livestock and Poultry Importations

Laboratory Evaluation Officers; Biologics

Dairy Farms

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 2005:** The 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	<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	447,167	401,027	19,427		26,713	
HEALTH BENEFITS	155,849	139,795	8,702		7,352	
RETIREMENTS	69,243	62,702	2,745		3,796	
OTHER FRINGE BENEFITS	5,680	5,379	72		229	
COMPUTER SERVICES	8,766				8,766	
CONTRACTUAL SERVICES	232,731	51,159	4,712		176,860	
RENTS	48,487	45,281			3,206	
COMMODITIES	88,662	28,250	14,687		45,725	
GRANTS, SUBSIDIES, PENSIONS	20,561				20,561	
EQUIPMENT	14,045				14,045	
TRANSFER TO OTHER FUNDS	17,509		2,729		14,780	
<b>TOTAL EXPENDITURES</b>	1,108,700	733,593	53,074		322,033	

## AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

### JOHN HARKER, STAFF TO THE BOARD

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

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

*Established:* 1987

*FAX:* (207) 287-5576

*Telephone:* (207) 287-7620

*Reference:* Policy Area: 04 ; 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.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

The Board completed the study in 1996 and submitted its final report. In 1999, the 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 2005:** 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) 287-5576

*Established:* 1935

*Telephone:* (207) 287-3221

*Reference: Policy Area:* 04 ; *Umbrella:* 01 ; *Unit:* 017 ; *Citation:* T0008 *M.R.S.A., Sect.* 000000261

*Average Count--All Positions:* 7.578

*Legislative Count:* 5.00

### **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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

management for the Commission's daily activities. Pursuant to 1997 PL Ch. 528, the Department of Agriculture shall have the administrative responsibilities of the Commission budget and the hiring and contracting for services on behalf of the Commission. The Commission shall have the responsibilities of rule-making, enforcement and adjudicatory hearings. 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 2005:** The 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	307,863	307,863				
HEALTH BENEFITS	91,751	91,751				
RETIREMENTS	44,316	44,316				
OTHER FRINGE BENEFITS	3,601	3,601				
COMPUTER SERVICES	3,794	3,794				
CONTRACTUAL SERVICES	431,035	335,578	95,457			
RENTS	24,401	24,401				
COMMODITIES	28,387	17,196	11,191			
GRANTS, SUBSIDIES, PENSIONS	4,196,345	307,255	3,889,090			
TRANSFER TO OTHER FUNDS	838		838			
<b>TOTAL EXPENDITURES</b>	<b>5,132,331</b>	<b>1,135,755</b>	<b>3,996,576</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:04 ; Umbrella: 01; Unit: 010 ; Citation: T0007 M.R.S.A., Sect. 000002212

**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.

**PROGRAM:**

Major responsibilities of this unit included nursery, greenhouse and plant dealer inspections; licensing of plant sales outlets and providing assistance to industry and the general public on horticulture issues; and managing the arborist licensing program.

Nearly 1,300 inspections were made at businesses selling plants in 2004. A variety of plant pests have been the focus for the program. Hemlock woolly adelgid was found at one landscaped site in 2004. Imported hemlock shipped to nurseries, continue to be inspected before being sold to the public. Surveys were conducted in nurseries for a number of exotic pests not currently found in Maine including; sudden oak death, emerald ash borer and chrysanthemum white rust, with negative results.

In 2004, 982 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, feed barley and wheat. Twenty-nine growers were licensed under the ginseng certification program in 2004. Outreach information and assistance is provided on controlling the spread of invasive plants, particularly purple loosestrife and giant hogweed.

In 2004, 587 arborists were licensed to do work in the state. Approximately 60 new applicants were tested during 2004. Additionally, unit staff present educationally programs, judge fair exhibits, attends commodity meetings and represent the department in various capacities on plant related issues.

**LICENSES:**

License:

Arborist

Nursery

Ginseng

Certificate:

Phytosanitary

Permit:

Maine Permit Certificate (interstate)

**PUBLICATIONS:**

List of Licensed Producers and Dealers of Nursery Stock--annual (free)

The Maine Leaf--periodically.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

*Average Count--All Positions:* 10.000 *Legislative Count:* 10.00

**PURPOSE:**

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

The Division helps to promote the sale of Maine products domestically and internationally and to increase awareness of quality Maine products in the marketplace through the "Get Real Get Maine!" promotional program. 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. The Division's Information Officer also handles other public relations and communications activities.

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. 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 three Project Development Officers, one Agricultural Events Coordinator, one Agricultural Promotion Coordinator, one Policy Development Specialist, one Information Officer, two Planning and Research Associates 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



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 identifies 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

Farmland Protection Series

Finding funds for Farmers

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.

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**FINANCES, FISCAL YEAR 2005:** The 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	442,816	342,287	100,529			
HEALTH BENEFITS	142,482	107,862	34,620			
RETIREMENTS	66,951	52,698	14,253			
OTHER FRINGE BENEFITS	7,312	5,582	1,730			
COMPUTER SERVICES	4,278	3,801	477			
CONTRACTUAL SERVICES	325,305	189,377	127,961		7,967	
RENTS	16,508	4,241	12,267			
COMMODITIES	12,447	5,049	7,398			
GRANTS, SUBSIDIES, PENSIONS	1,566,593		37,173		802,675	726,745
EQUIPMENT	140,000				140,000	
TRANSFER TO OTHER FUNDS	16,653		16,221		432	
<b>TOTAL EXPENDITURES</b>	2,741,345	710,897	352,629		951,074	726,745

## 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:* 04 ; *Umbrella:* 01 ; *Unit:* 015 ; *Citation:* T0007 *M.R.S.A., Sect.* 000002952

*Average Count--All Positions:* 2.000

*Legislative Count:* 2.00

#### 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.

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### 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)

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 2005:** The 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	79,734		79,734			
HEALTH BENEFITS	25,851		25,851			
RETIREMENTS	14,322		14,322			
OTHER FRINGE BENEFITS	605		605			
COMPUTER SERVICES	82		82			
CONTRACTUAL SERVICES	1,032,804	935,901	96,903			
RENTS	3,891		3,891			
COMMODITIES	553		553			
GRANTS, SUBSIDIES, PENSIONS	2,008,067		2,008,067			
TRANSFER TO OTHER FUNDS	3,973		3,973			
<b>TOTAL EXPENDITURES</b>	<b>3,169,882</b>	<b>935,901</b>	<b>2,233,981</b>			

## BOARD OF PESTICIDES CONTROL

### ROBERT BATTEESE, DIR PESTICIDES CONTROL

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

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

Established: 1965

Reference: Policy Area: 04 ; Umbrella: 01 ; Unit: 026 ; Citation: T0022 M.R.S.A., Sect. 000001471B

Average Count--All Positions: 19.420

FAX: (207) 287-7548

Telephone: (207) 287-2731

Legislative Count: 14.50

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### **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 includes 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 the Director provides supervision of the staff.

### **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 2004, the Board registered 7,672 products, which represents a 6.1% increase over 2003. 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. Additional \$10.00 fee increases were approved in 2002 and 2003.

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 2004, there were 1,480 private applicators licensed for a three-year period; and 1,441 commercial applicators, 55 restricted and 756 general use pesticide dealers licensed on an annual basis. The Board monitors the sale and application of pesticides and investigates complaints of misuse. This includes inspection of personal protection and application equipment, storage and mixing areas, actual applications and records. Violations of the Board's statutes and regulations are subject to enforcement action, which could include suspension or revocation of license and imposition of fines.

The Board's other major program is public education because the members feel it is the most efficient and effective means to minimize both problems and concerns with pesticide use in the state. Information is disseminated through a website, newsletters, 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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 Statute, Free  
Board of Pesticides Control Regulations, Free  
Maine Pesticide Control Act of 1975, Free  
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 2005:** The 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	705,940		571,777		134,163	
HEALTH BENEFITS	268,564		212,927		55,637	
RETIREMENTS	99,467		80,663		18,804	
OTHER FRINGE BENEFITS	8,540		6,995		1,545	
CONTRACTUAL SERVICES	171,894		86,174		85,720	
RENTS	17,637		9,960		7,677	
COMMODITIES	7,634		2,189		5,445	
GRANTS, SUBSIDIES, PENSIONS	53,465		38,465		15,000	
TRANSFER TO OTHER FUNDS	13,001		9,862		3,139	
<b>TOTAL EXPENDITURES</b>	<b>1,346,142</b>		<b>1,019,012</b>		<b>327,130</b>	

## DIVISION OF PLANT INDUSTRY

### TERRY L. BOURGOIN, DIRECTOR

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

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

*Established:* 1980

*Reference:* Policy Area: 04 ; Umbrella: 01 Unit: 001R; Citation: T0007

*Average Count--All Positions:* 23.712

*FAX:* (207) 287-7548

*Telephone:* (207) 287-3891

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

*Legislative Count:* 16.50

### PURPOSE:

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

The Division enforces regulations dealing with the quarantine, seizure,

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disinfections, destruction or other disposition of diseased or insect infested plant material or bees. Division staff also survey for insects and diseases, which could cause economic damage to Maine's agricultural and forest industries.

The Division licenses arborists and enforces the statutes and rules, which govern this occupation. 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.

The Division's professional staff is 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, the manager of the Porter Nuclear Seed Production Facility and a State Survey Coordinator. Funding for this position is provided through a cooperative agreement with USDA to survey for plant pests of economic concern to Maine agriculture.

### PROGRAM:

A major activity of the Division is the certification of seed potatoes, which is primarily funded through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected approximately 13,682 acres of potatoes in 2004, a 10% decline compared to 2003. Of this total, 13,513 acres were certified by 153 seed growers. The certification staff also inspected 450 acres of grain, of which only 35 acres was certified. Barley comprised the majority of this acreage, replacing oats as the major grain certified by the Division.

The State Apiarist licensed 409 beekeepers who registered 6,296 colonies in the state. Approximately 2,230 colonies were inspected for regulated diseases and mites. Additionally, approximately 45,600 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. This represents an increase of 14% in the use of bees for crop pollination. Inspections showed an decrease in American Foulbrood (0.8% of the hives inspected.) South African Hive Beetle was found in several migratory operations. Some evidence of Africanization of honey bees was found through inspection of 9 migratory operations. Division staff also surveyed for several pests of importance to Maine's agriculture and forest industries through the federally funded Cooperative Agricultural Pest Survey Program. Two of the target pests, Daylilly Rust and Soybean Aphidi were found during these survey efforts. These pests are not expected to have major economic impacts to Maine Producers.

Pine Shoot Beetle, an insect that impacts the growth of pine species, continued to consume the time of Division staff. Federal regulatory authorities notified the Division that they would strengthen their enforcement of federal Pine Shoot Beetle regulations, which would restrict the ability of Maine mills to obtain logs for processing. The Division worked with state forestry officials and federal agriculture officials to develop a protocol to allow the movement of logs and pine bark from the quarantine areas, thereby maintaining trade in these valuable agricultural commodity. Additionally, the Division

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

worked with local and national potato industry officials and the U.S.D.A. to develop a management plan for Potato Mop Top Virus to minimize the impact of this pathogen to the North American potato industry. Mop Top was first discovered in the US on a farm in northern Maine in 2002, but was subsequently discovered in other state and provinces in the US and Canada.

### LICENSES:

#### License:

- Nursery
- Beekeepers
- Ginseng

#### Certificate:

- Phyosanitary
- 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 2005:** The 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	542,609	134,971	371,464		36,174	
HEALTH BENEFITS	207,071	50,014	144,247		12,810	
RETIREMENTS	78,147	22,169	50,847		5,131	
OTHER FRINGE BENEFITS	6,044	1,395	4,006		643	
COMPUTER SERVICES	9,129	1,972			7,157	
CONTRACTUAL SERVICES	241,490	28,834	92,466		120,190	
RENTS	115,999	15,907	97,411		2,681	
COMMODITIES	33,986	480	24,891		8,615	
GRANTS, SUBSIDIES, PENSIONS	7,000		7,000			
TRANSFER TO OTHER FUNDS	53,046		42,562		10,484	
<b>TOTAL EXPENDITURES</b>	<b>1,294,521</b>	<b>255,742</b>	<b>834,894</b>		<b>203,885</b>	

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

### VACANT, 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

Reference: Policy Area: 04 ; Umbrella: 01; Unit: 001C; Citation: T0007 M.R.S.A., Sect. 000000003 Telephone: (207) 287-3219

Average Count--All Positions: 1.000

Legislative Count: 1.00

### PURPOSE:

The Office of Planning, Policy, Legislation and Information Services works closely with the Commissioner and others on policy matters that affect agriculture or Department operations. The unit provides department-wide support in the areas of information system management, financial planning and budgeting,

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

accounting, review of legislative proposals for financial impact and provision of statistical agricultural information. In addition, the unit oversees the administration of the Temporary Emergency Food Assistance Program (TEFAP).

### ORGANIZATION:

The Office of Planning, Policy, Legislation and Information Services was established in 1996 and is headed by a director. Other staff members include: a Departmental Information Systems Manager, an Accountant II, a Planning & Research Associate II, a Clerk Typist II, a Senior Planner and a Departmental Finance and Legislation Specialist.

2000 Public Law Chapter 731, effective in August 2000, combined this office with the Office of the Commissioner. The reorganization resulted in the elimination of one high-level position and created a more streamlined structure.

### PROGRAM:

Please see the Office of the Commissioner for a discussion of activities formerly handled by this unit.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

OFFICE OF POLICY, PLANNING, LEGISLATION AND INFORMATION SERV	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	54,855				54,855	
HEALTH BENEFITS	23,469				23,469	
RETIREMENTS	7,739				7,739	
OTHER FRINGE BENEFITS	471				471	
CONTRACTUAL SERVICES	19,442	15,643			3,799	
RENTS	117,151	100,040			17,111	
COMMODITIES	3,602	3,602				
GRANTS, SUBSIDIES, PENSIONS	95,973				95,973	
TRANSFER TO OTHER FUNDS	5,824				5,824	
<b>TOTAL EXPENDITURES</b>	<b>328,526</b>	<b>119,285</b>			<b>209,241</b>	

## SEED POTATO BOARD

### TERRY L. BOURGOIN, SECRETARY

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

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

Established: 1945

Reference: Policy Area: 04 ; Umbrella: 01 ; Unit: 014 ; Citation: T0007

Average Count--All Positions: 23.456

FAX: (207) 287-3871

Telephone: (207) 287-3891

M.R.S.A., Sect. 000002151

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



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 table stock 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 Board carries out its mission through the operation of a foundation seed potato production facility, the Porter Farm, in Masardis, Maine. The quality and disease content of the Board's seed potato crop in 2004 was very good. Due to good growing conditions, 15,414 yields at the Porter Seed Farm were above normal. Approximately 15,414 hundredweight of seed potatoes was produced, with 12,623 hundredweight sold to Maine producers. Additionally, contract requests for 9,336 hundredweight have been received for the 2005 crop, an increase of 3% from 2004. Contract requests for over 9,000 hundredweight, indicates strong support for Porter Farm seed by Maine producers. The increase in sales in 2004 allowed the Board to purchase some used equipment to replace some of the outdated equipment at the Porter Farm, while still maintaining a positive ending cash balance for the Seed Board.

Nearly 1,200 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% of the samples had a total virus disease content of less than 0.5 percent and 96.5% 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 2003, indicating generally low disease levels in Maine seed potatoes.

The new Porter Farm Program Manager, who was hired in February 2002, has generated many new ideas for improving the program at the Porter Farm. The Program Manager has developed a plan to replace outdated equipment, and is seeking grants and outside funds to undertake applied research to increase efficiency in the greenhouse operation. One research project, to evaluate hydroponic greenhouse production of potato minitubers, was funded by the Maine Technology Institute and the Maine Potato Board. Construction of a seasonal screen house and the purchase of supplies for the hydroponic system was underway as the fiscal year came to a close.

### PUBLICATIONS:

The Maine Seed Potato Board (free)

**FINANCES, FISCAL YEAR 2005:** The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	259,344					259,344
HEALTH BENEFITS	112,626					112,626
RETIREMENTS	36,458					36,458
OTHER FRINGE BENEFITS	3,844					3,844
COMPUTER SERVICES	1,009					1,009
CONTRACTUAL SERVICES	67,836					67,836
RENTS	16,241					16,241
COMMODITIES	106,511					106,511
TRANSFER TO OTHER FUNDS	259,051	251,456				7,595
<b>TOTAL EXPENDITURES</b>	<b>862,920</b>	<b>251,456</b>				<b>611,464</b>

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**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: 04 ; 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**PULL EVENTS COMMISSION**

**FRED LUNT, FAIR COORDINATOR**

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

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

*Established:* 1988

*Telephone:* (207) 287-7634

*Reference:* Policy Area: 04 ; Umbrella: 01 ; Unit: 303 ; Citation: T0007 M.R.S.A., Sect. 00000075A

**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.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### **LICENSES:**

Pull Superintendent License  
Pull Event License

**FINANCES, FISCAL YEAR 2005:** 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: 04 ; Umbrella: 01; Unit: 001M; Citation: T0007 M.R.S.A., Sect. 000000003

*Average Count--All Positions:* 71.493

*Legislative Count:* 49.50

### **PURPOSE:**

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

### **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.

### **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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 Protection 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

### **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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 2005:** The 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	1,806,423	989,957	419,886		396,580	
HEALTH BENEFITS	724,361	375,205	177,923		171,233	
RETIREMENTS	254,596	140,400	59,535		54,661	
OTHER FRINGE BENEFITS	25,361	13,336	5,400		6,625	
COMPUTER SERVICES	2,224	2,224				
CONTRACTUAL SERVICES	828,885	456,751	370,096		2,038	
RENTS	149,409	135,792	13,617			
COMMODITIES	30,231	29,880	136		215	
TRANSFER TO OTHER FUNDS	111,412	52,531	58,881			
<b>TOTAL EXPENDITURES</b>	3,932,902	2,196,076	1,105,474		631,352	

### (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:04 ; 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 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.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**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 2005:** 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: 06 ; Umbrella: 26 Unit: 239 ; Citation: T0005

Average Count--All Positions: 278.000

Units:

DISTRICT ATTORNEYS

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE

FAX: (207) 287-3145

Telephone: (207) 626-8800

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

Legislative Count: 278.00

SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD  
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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	15,282,527	8,674,399	4,424,485		2,183,643	
HEALTH BENEFITS	4,147,990	2,353,717	1,171,147		623,126	
RETIREMENTS	2,374,183	1,385,740	676,731		311,712	
OTHER FRINGE BENEFITS	235,852	127,904	68,128		39,820	
COMPUTER SERVICES	234,532	125,861	64,994		43,677	
CONTRACTUAL SERVICES	1,602,254	855,057	533,435		213,762	
RENTS	282,370	85,432	38,007		158,931	
COMMODITIES	144,099	104,065	15,407		24,627	
GRANTS, SUBSIDIES, PENSIONS	48,950	48,950				
EQUIPMENT	34,834	19,922			14,912	
TRANSFER TO OTHER FUNDS	534,410		360,962		173,448	
<b>TOTAL EXPENDITURES</b>	<b>24,922,001</b>	<b>13,781,047</b>	<b>7,353,296</b>		<b>3,787,658</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	14,627,640	8,133,559	4,310,438		2,183,643	
HEALTH BENEFITS	3,976,615	2,217,053	1,136,436		623,126	
RETIREMENTS	2,277,803	1,305,391	660,700		311,712	
OTHER FRINGE BENEFITS	224,424	118,455	66,149		39,820	
COMPUTER SERVICES	199,272	95,450	60,145		43,677	
CONTRACTUAL SERVICES	697,715	532,536	89,416		75,763	
RENTS	280,443	83,576	37,936		158,931	
COMMODITIES	119,964	82,455	12,882		24,627	
GRANTS, SUBSIDIES, PENSIONS	48,950	48,950				
EQUIPMENT	34,834	19,922			14,912	
TRANSFER TO OTHER FUNDS	507,564		339,015		168,549	
<b>TOTAL EXPENDITURES</b>	<b>22,995,224</b>	<b>12,637,347</b>	<b>6,713,117</b>		<b>3,644,760</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:06 ; 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 2005:** 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

*Telephone:* (207) 624-7180

*Reference: Policy Area:06 ; 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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	540,840	540,840				
HEALTH BENEFITS	136,663	136,663				
RETIREMENTS	80,350	80,350				
OTHER FRINGE BENEFITS	9,449	9,449				
COMPUTER SERVICES	30,412	30,412				
CONTRACTUAL SERVICES	322,521	322,521				
RENTS	1,856	1,856				
COMMODITIES	21,610	21,610				
TOTAL EXPENDITURES	1,143,701	1,143,701				

## SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD

### MELISSA O'DEA, CHAIR

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

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

*FAX:* (207) 287-3145

*Established:*

*Telephone:* (207) 626-8800

*Reference:* Policy Area:06 ; Umbrella: 26 Unit: 616 ; Citation: T0005 M.R.S.A., Sect. 000003360N

#### PURPOSE:

To advise and assist the State in promoting and supporting the statewide creation, growth and sustainability of sexual assault forensic examiner programs.

#### ORGANIZATION:

The Commission is composed of 13 members appointed by the Attorney General for a 3 year term. Membership is set in statute- one physician, one sexual assault nurse examiner, one survivor of sexual assault, two public members, and one member from each of the following: State Board of Nursing, Office of the Attorney General, Maine State Police Crime Lab, statewide association of prosecutors, statewide association of hospitals, statewide coalition against sexual assault, sexual assault center, forensic pediatric health care provider.

#### PROGRAM:

The Board provides advice and assistance regarding training, technical assistance, standards and resources to the sexual assault forensic examiner programs.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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:06 ; 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.

# DEPARTMENT OF THE ATTORNEY GENERAL

## ORGANIZATION:

The Victims' Compensation Board is composed of three members appointed by the Attorney General. One must be a physican 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 2005 the Board received 225 new compensation cases. Additionally, 227 forensic billing requests were made in the same period. Payments during the period for both forensic and compensation cases equal \$567,184.

## PUBLICATIONS:

An informational pamphlet - free

**FINANCES, FISCAL YEAR 2005:** The 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 ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	114,047		114,047			
HEALTH BENEFITS	34,711		34,711			
RETIREMENTS	16,031		16,031			
OTHER FRINGE BENEFITS	1,978		1,978			
COMPUTER SERVICES	4,849		4,849			
CONTRACTUAL SERVICES	582,018		444,019		137,999	
RENTS	71		71			
COMMODITIES	2,525		2,525			
TRANSFER TO OTHER FUNDS	26,846		21,947		4,899	
<b>TOTAL EXPENDITURES</b>	<b>783,076</b>		<b>640,178</b>		<b>142,898</b>	

DEPARTMENT OF AUDIT

DEPARTMENT OF AUDIT

**NERIA R. DOUGLASS, JD, CIA, STATE AUDITOR**  
**RICHARD FOOTE, CPA, DEPUTY STATE AUDITOR**

*Central Office:* 9 BEECH STREET, HALLOWELL, ME 04333-0066

*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, including the judiciary, 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 the financial and compliance audits for all State agencies subject to the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507 (1998) and in accordance with generally accepted governmental auditing standards. 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 immediately of any improper transactions, unacceptable practices in keeping accounts or handling funds, or any other improper practice of financial administration. The State Auditor has access to all information required to perform the above duties including confidential records that the Department protects as provided by law.

**ORGANIZATION:**

The Department of Audit originated in 1883 with the establishment of a three-member Committee to examine accounts of the State Treasurer. In 1907, the Committee was replaced by a State Auditor who examined all accounts and demands against the State, including all matters requiring payment from the State Treasury. In 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, the position of Deputy Auditor was established, and the continuous post-audit of the department books and records was eliminated.

In 1987, the Department assumed responsibility for conducting the State of Maine's annual Single Audit in accordance with the Single Audit Act. The audit is conducted in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing standards, issued by the Comptroller General of the United States.

In 1992 the position of Fiscal Administrator of the Unorganized Territory was officially added following the Department's performance of this function for several years.

Authorized personnel in the Department of Audit total 37 including the State Auditor, Deputy State Auditor, 1 Deputy-Single Audit, 1 Director of Audit and Administration, 2 Senior Audit Managers, 6 Audit Managers, 10 Auditor IIIs, 8 Auditor IIs, 3 Auditor Is, 1 Business Manager, 1 Administrative Secretary, 1 Clerk Typist III, and the Fiscal Administrator of the Unorganized Territory.

## DEPARTMENT OF AUDIT

### PROGRAM:

The programs of the Department are implemented through its Bureaus.

### PUBLICATIONS:

State Auditor's Annual Report  
Single Audit Report for Completed Fiscal Years  
Reports on Random Audits of State Programs  
Annual Financial Report on the Unorganized Territory

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,671,505	990,170	681,335			
HEALTH BENEFITS	512,340	290,781	221,559			
RETIREMENTS	256,571	156,670	99,901			
OTHER FRINGE BENEFITS	23,742	11,911	11,831			
COMPUTER SERVICES	42,942	6,048	36,894			
CONTRACTUAL SERVICES	150,344	33,191	117,153			
COMMODITIES	22,266	5,221	17,045			
GRANTS, SUBSIDIES, PENSIONS	8,707		8,707			
TRANSFER TO OTHER FUNDS	1,908		1,908			
<b>TOTAL EXPENDITURES</b>	<b>2,690,325</b>	<b>1,493,992</b>	<b>1,196,333</b>			

## DEPARTMENTAL BUREAU (AUDIT)

**CAROL LEHTO, CPA, CIA, DEPUTY SINGLE AUDIT**  
**MICHAEL J. POULIN, CIA, DIRECTOR OF AUDIT & ADMIN**

*Central Office:* 9 BEECH STREET, HALLOWELL, ME 04333-0066

*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 including the State's Single Audit 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 auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. 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 safeguarding assets, verifying accounts and identifying costs savings or additional revenues to the General Fund.

### ORGANIZATION:

Authorized personnel in the Department of Audit total 35 including the State Auditor, Deputy State Auditor, 1 Deputy-Single Audit, 1 Director of Audit and Administration, 2 Senior Audit Managers, 6 Audit Managers, 10 Auditor IIIs,

## DEPARTMENT OF AUDIT

8 Auditor IIs, 3 Auditor Is, 1 Business Manager, 1 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." The audit addresses financial and compliance audit issues of the various state agencies of state government and is a condition for the State receiving in excess of \$2.6 billion in federal financial assistance, in fiscal year 2005.

**FINANCES, FISCAL YEAR 2005:** The 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	1,592,950	990,170	602,780			
HEALTH BENEFITS	484,280	290,781	193,499			
RETIREMENTS	245,361	156,670	88,691			
OTHER FRINGE BENEFITS	22,466	11,911	10,555			
COMPUTER SERVICES	39,708	6,048	33,660			
CONTRACTUAL SERVICES	119,305	33,191	86,114			
COMMODITIES	20,373	5,221	15,152			
TRANSFER TO OTHER FUNDS	1,908		1,908			
<b>TOTAL EXPENDITURES</b>	<b>2,526,351</b>	<b>1,493,992</b>	<b>1,032,359</b>			

## UNORGANIZED TERRITORY (AUDIT)

### DOREEN L. SHEIVE, FISCAL ADMINISTRATOR

*Central Office:* 9 BEECH STREET, 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 Tax District.

### 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 analysis submitted to the Legislature. 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 Municipal Deorganization.

# DEPARTMENT OF AUDIT

**FINANCES, FISCAL YEAR 2005:** The 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)	<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>ALL</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>					
SALARIES & WAGES	78,554		78,554			
HEALTH BENEFITS	28,060		28,060			
RETIREMENTS	11,210		11,210			
OTHER FRINGE BENEFITS	1,276		1,276			
COMPUTER SERVICES	3,234		3,234			
CONTRACTUAL SERVICES	31,038		31,038			
COMMODITIES	1,894		1,894			
GRANTS, SUBSIDIES, PENSIONS	8,707		8,707			
<b>TOTAL EXPENDITURES</b>	163,973		163,973			

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES**

**GEOFFREY GREEN, ASSOC. COMM. ADMINSTR.**

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) 287-6613

Reference: Policy Area: 05 ; Umbrella: 14 Unit: 191 ; Citation: T0034B M.R.S.A., Sect. 000001201

Average Count--All Positions: 1283.035

Legislative Count: 1280.00

Units:

OFFICE OF ADVOCACY (BDS)  
AUGUSTA MENTAL HEALTH INSTITUTE  
BANGOR MENTAL HEALTH INSTITUTE  
BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)  
DEVELOPMENTAL DISABILITIES OFFICE (BDS)

ELIZABETH LEVINSON CENTER  
DIVISION OF MENTAL HEALTH  
DIVISION OF MENTAL RETARDATION  
OFFICE OF SUBSTANCE ABUSE

**PURPOSE:**

The former Department of Behavioral and Developmental Services (now merged with the Department of Human Services to form the Department of Health and Human 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 is included in separate reports prepared by the department's program areas.



# DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

## LICENSES:

Mental Health Agency  
Alcohol and Drug Treatment Program

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	49,682,805	33,181,662	15,952,403		548,740	
HEALTH BENEFITS	18,657,969	12,462,008	5,993,031		202,930	
RETIREMENTS	7,683,935	5,068,140	2,538,031		77,764	
OTHER FRINGE BENEFITS	676,825	448,996	222,452		5,377	
COMPUTER SERVICES	2,462,232	1,138,458	142,773		1,181,001	
CONTRACTUAL SERVICES	18,948,132	10,874,331	5,651,830		2,421,971	
RENTS	1,092,045	949,426	141,672		947	
COMMODITIES	2,990,308	2,094,158	893,948		2,202	
GRANTS, SUBSIDIES, PENSIONS	225,746,965	195,836,844	10,268,438		19,641,683	
EQUIPMENT	59,196	43,224	15,972			
TRANSFER TO OTHER FUNDS	327,647	662	173,739		153,246	
<b>TOTAL EXPENDITURES</b>	<b>328,328,059</b>	<b>262,097,909</b>	<b>41,994,289</b>		<b>24,235,861</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	5,024,002	5,024,002				
HEALTH BENEFITS	1,797,818	1,797,818				
RETIREMENTS	764,213	764,213				
OTHER FRINGE BENEFITS	62,885	62,885				
COMPUTER SERVICES	609,506	609,506				
CONTRACTUAL SERVICES	1,950,172	1,950,172				
RENTS	665,324	665,324				
COMMODITIES	202,621	202,621				
GRANTS, SUBSIDIES, PENSIONS	1,919,810	10,478	1,909,332			
EQUIPMENT	34,836	34,836				
<b>TOTAL EXPENDITURES</b>	<b>13,031,187</b>	<b>11,121,855</b>	<b>1,909,332</b>			

## OFFICE OF ADVOCACY (BDS)

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

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

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

Established: 1975

Reference: Policy Area: 05 ; Umbrella: 14 Unit: 207 ; Citation: T0034B M.R.S.A., Sect. 000001205

Average Count--All Positions: 13.500

Telephone: (207) 287-4228

Legislative Count: 13.50

#### PURPOSE:

The Office of Advocacy is established within the Department of Health and Human Services to investigate the claims and grievances of clients of the department and to monitor compliance with all laws, rules and 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. The

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

Office of Advocacy is the designated investigatory agent for alleged violations of the rights of persons with mental retardation under 34-B M.R.S.A. S 5606.

### ORGANIZATION:

Presently, BMHI (Dorthea Dix) has one full time advocate. There are six and one half community advocate positions for persons with mental retardation. One community advocate also serves persons at the Elizabeth Levinson Center. One chief advocate supervises all of the advocates.

The community advocates: (1) investigate allegations of alleged violations of rights 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 advocate based at BMHI (Dorthea Dix) (1) investigates allegations of abuse, exploitation and neglect; (2) assists in the investigation, prosecution and resolution of patient grievances; (3) attends treatment team meetings to aid in having the patient's treatment desires met; and (4) reviews and suggests policies and practices which encourage humane care. 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 #11, 3rd Floor Greenlaw Building, Augusta, ME 04333, or the advocate in BMHI (Dorthea Dix). (2) Copies of the AMHI Consent Decree and the Community Consent Decree, free, from Chief Advocate, SHS 60, Augusta, ME 04333; (3) Mental Retardation Services Grievance and Appeal Process, free from the Chief Advocate. (4) Adult Guardianship and Conservatorship Questions & Answers, 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 2005:** The 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	536,799	536,799				
HEALTH BENEFITS	212,691	212,691				
RETIREMENTS	79,310	79,310				
OTHER FRINGE BENEFITS	6,483	6,483				
COMPUTER SERVICES	1,023	1,023				
CONTRACTUAL SERVICES	47,178	47,178				
RENTS	4,206	4,206				
COMMODITIES	323	323				
GRANTS, SUBSIDIES, PENSIONS	11	11				
<b>TOTAL EXPENDITURES</b>	<b>888,024</b>	<b>888,024</b>				

## RIVERVIEW PSYCHIATRIC CENTER

### DAVID PROFFITT, SUPERINTENDENT

TTY: (207) 287-7429

Central Office: 250 ARSENAL STREET, AUGUSTA, ME 04333

Mail Address: "

Established: 1934

Telephone: (207) 287-7200

Reference: Policy Area: 05 ; Umbrella: 14 Unit: 194 ; Citation: T0034B M.R.S.A., Sect. 000003201

Average Count--All Positions: 315.496

Legislative Count: 314.50

#### PURPOSE:

The Riverview Psychiatric Center (RPC) is mandated to treat adults who require intensive 24-hour psychiatric services statewide. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

RPC is a psychiatric hospital fully operated by the State of Maine and is mandated and equipped to provide care and treatment to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended 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 RPC accept acute patients on a voluntary basis. RPC also operates two clinics: the Capital Community Clinic in Augusta and Clinical Services in Portland.

#### ORGANIZATION:

Riverview Psychiatric Center was built in 2003 and occupied in June 2004. Prior to Riverview, state inpatient psychiatric care for the southern part of the state was provided by the Augusta Mental Health Institute (AMHI). The AMHI was established in 1840 as the Maine Insane Hospital and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history, the institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

AMHI had a licensed capacity of 103 beds divided into four patient care units. Riverview has a bed/licensed capacity of 92 beds: 48 of which are for clients who are civil commitments and 44 are designated forensic beds. These beds are distributed on 4 distinct units. There are five major clinical departments which provide direct client care: medical, nursing, psychology and therapeutic recreation and continuity of care managers. The hospital also provides dietetic services, medical laboratory services (contract), radiology services, dental and pharmaceutical services. There is also an active treatment mall, client clothing store, work program.

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. A Program Service Director and a Nurse IV organize daily care of clients and oversee professional practice of nursing staff, including the practice of mental health workers. A continuity of care manager (formally social workers) is assigned to each client/each unit and is responsible to facilitate the patient's transition to community life. A PhD level psychologist is also assigned to each unit for client 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/her care. The Program Service Director (PSD) is the administrative leader to the entire multi-disciplinary team and is responsible for the functioning of the therapeutic program. The PSD is also 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.

RPC functions as an important teaching resource for physicians, community social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas. RPC has affiliated with Dartmouth Medical School, Department of Psychiatry for the provision of psychiatric leadership and care, and for the development as a center for education and research. RPC 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. RPC also has a client based Human Rights Commission, and a Peer Support Program in which a peer specialist is assigned to each unit and available for clients at all levels/steps in the clients' stay at the hospital.

### **LICENSES:**

JCAHO  
DHHS  
MEDICAID/MEDICARE

### **PUBLICATIONS:**

Guide  
Program description Brochure  
Mission Vision Values pamphlet  
Client Handbook  
WEB site with links to several hospital publication

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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	11,811,231	4,112,646	7,698,585			
HEALTH BENEFITS	4,471,342	1,558,135	2,913,207			
RETIREMENTS	1,898,167	661,328	1,236,839			
OTHER FRINGE BENEFITS	169,125	58,927	110,198			
COMPUTER SERVICES	158,615	51,323	107,292			
CONTRACTUAL SERVICES	8,172,958	3,264,793	4,908,165			
RENTS	165,081	50,591	114,490			
COMMODITIES	738,464	173,814	564,650			
GRANTS, SUBSIDIES, PENSIONS	226,294	61,764	164,530			
EQUIPMENT	20,234	6,951	13,283			
TRANSFER TO OTHER FUNDS	82,622		82,622			
<b>TOTAL EXPENDITURES</b>	<b>27,914,133</b>	<b>10,000,272</b>	<b>17,913,861</b>			

### BANGOR MENTAL HEALTH INSTITUTE MARYLOUISE MCEWEN, SUPERINTENDENT

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

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

*Established:* 1985

*Reference: Policy Area: 05 ; Umbrella: 14 Unit: 195 ; Citation: T0034B M.R.S.A., Sect. 000003201*

*Average Count--All Positions:* 331.240

*Telephone:* (207) 941-4000

*Legislative Count:* 330.50

#### **PURPOSE:**

Dorothea Dix Psychiatric Center operates under laws established by the Maine Legislature to provide care and treatment for both voluntary and court committed 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 Health and Human 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 DHHS through its regional office.

DDPC 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, DDPC provides outpatient services for clients who require such support in order to transition to, or remain in, the community.

**MISSION AND VALUES:** DDPC provides the highest quality acute psychiatric treatment and rehabilitation services to people with serious mental illnesses in inpatient and outpatient programs. DDPC will provide the leadership to assure that the following values permeate the entire organization: a) We will treat the people we serve with respect; b) We will protect the rights, dignity and privacy of the people we serve; c) We will address the needs of the whole person and will provide high quality treatment and rehabilitation in an integrated, compassionate manner; d) We will promote and develop a treatment environment that recognizes personal responsibility, individual choice, safety, comfort, normal daily activities, and community orientation; e) We will support and educate families, peers, caregivers, and others as to the needs of the people we serve to help them return to community settings as soon as possible; f) We will support and encourage staff in career growth and personal development.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

### ORGANIZATION:

The Dorothea Dix Psychiatric Center 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 Health and Human Services. In 1973, its name was changed to Bangor Mental Health Institute. Its present name was established by the Legislature in 2005.

DDPC is a 74 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, 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 Health and Human Services and is certified by the Centers for Medicare and Medicaid Services (CMS) to provide acute psychiatric care.

### PROGRAM:

DDPC has four inpatient treatment units, admitting approximately 350 people per year. All four coed units provide an acute level of care. DU and DI units focus on rapid assessment and stabilization of patients. K1 and K2 units focus on psychiatric rehabilitation skill building for patients requiring a lengthier stay.

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

### PUBLICATIONS:

- DDPC-Overview (free to citizens, patients and staff)
- Patient's Handbook-DDPC (free to citizens, patients)
- Staff Handbook (free to staff)
- Patients' Rights Manual (free to citizens, patients)
- Employee Benefits (free to staff)
- Bi-Weekly Newsletter (free to citizens, patients and staff)

**FINANCES, FISCAL YEAR 2005:** The 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,657,924	4,404,106	8,253,818			
HEALTH BENEFITS	4,728,410	1,648,586	3,079,824			
RETIREMENTS	1,997,444	696,252	1,301,192			
OTHER FRINGE BENEFITS	172,284	60,031	112,253			
COMPUTER SERVICES	154,281	130,650	23,631			
CONTRACTUAL SERVICES	2,310,868	1,808,875	501,882			
RENTS	127,243	106,088	21,155			
COMMODITIES	1,737,581	1,436,936	300,645			
GRANTS, SUBSIDIES, PENSIONS	3,446	1,526	1,920			
EQUIPMENT	4,127	1,437	2,690			
TRANSFER TO OTHER FUNDS	69,809	617	69,191			1
<b>TOTAL EXPENDITURES</b>	<b>23,963,417</b>	<b>10,295,104</b>	<b>13,668,201</b>			<b>112</b>

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)**

**JOAN SMYRSKI, CH SERVICES DIRECTOR**

*Central Office:* MARQUARDT BUILDING, AUGUSTA, ME 04333  
*Mail Address:* 40 STATE HOUSE STATION, AUGUSTA, ME 04333  
*Established:* 1985  
*Reference: Policy Area:* 05 ; *Umbrella:* 14 *Unit:* 472 ; *Citation:* T0034B *M.R.S.A., Sect.* 000006204  
*Average Count--All Positions:* 69.000

*TTY:* (207) 287-2000  
*FAX:* (207) 287-9915  
*Telephone:* (207) 287-4251  
*Legislative Count:* 69.00

**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 needs. 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. In 1998 the Maine Legislature established the Children's Mental Health Program to identify children with mental health needs and to improve the provision of mental health care to children and supportive services for their families. The program is intended to create a structure for the coordination of children's mental health care provided by the 3 child-serving departments (Corrections, Education, Health & Human Services). The program is under the supervision of the commissioner and a director of children's mental health services, who has lead responsibility for implementation, monitoring and oversight of the program.

**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 Education and the Department of Corrections at both the state and local level.

**PROGRAM:**

In FY04, the department provided contracted services to approximately 20,000 Maine children and their families. Services are geared to address four populations: (A) Early Childhood Intervention Services for children ages 0-5. The department contracts for for early intervention/prevention services that include diagnosis, developmental evaluation, crisis services, family support/outreach, infant/toddler group services, case management and 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 for children and youth up to 20 years of age who have 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 recreational programs, medication monitoring, intensive temporary out of home residential treatment services, and individualized wraparound services purchased through non-categorical, flexible funds.

(C) Habilitation Services for children and adolescents up to 20 years of age with mental retardation or autism. Services include case management, in home supports, crisis services, 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

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

includes contract services providing for parent support groups, family mediation services, toll free parent information and referral, and therapeutic 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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,535,000	2,535,000				
HEALTH BENEFITS	934,299	934,299				
RETIREMENTS	362,867	362,867				
OTHER FRINGE BENEFITS	36,691	36,691				
CONTRACTUAL SERVICES	868,852	675,475			193,377	
RENTS	511	511				
COMMODITIES	4,171	4,171				
GRANTS, SUBSIDIES, PENSIONS	42,741,724	41,286,005			1,455,719	
TRANSFER TO OTHER FUNDS	2,214				2,214	
<b>TOTAL EXPENDITURES</b>	<b>47,486,329</b>	<b>45,835,019</b>			<b>1,651,310</b>	

## DEVELOPMENTAL DISABILITIES OFFICE (BDS)

### LINDA HUFF,

*Central Office:* TOGUS CENTER, BUILDING 205, AUGUSTA, ME 04333

*Mail Address:* #139 STATE HOUSE STATION, AUGUSTA, ME 04333-0139

*Established:* 1971

*Telephone:* (207) 287-4213

*Reference:* Policy Area:05 ; Umbrella: 14 Unit: 191D; Citation: T0034B M.R.S.A., Sect. 000001211

### PURPOSE:

The Developmental Disabilities Office provides staff support to the Maine Developmental Disabilities Council. The Developmental Disabilities Act assures 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 paragraph 4.



## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

DEVELOPMENTAL DISABILITIES OFFICE (BDS)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	437,000				437,000	
TOTAL EXPENDITURES	437,000				437,000	

## ELIZABETH LEVINSON CENTER

### JOEL DUTTON, DIRECTOR

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

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

Established: 1970

Reference: Policy Area:05 ; Umbrella: 14 Unit: 200 ; Citation: T0034B M.R.S.A., Sect. 000006252

Average Count--All Positions: 45.299

TTY: (287) 941-4409

FAX: (207) 941-4412

Telephone: (207) 941-4400

Legislative Count: 44.00

### 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.

### 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 Health and Human 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

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

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 2005:** The 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	1,393,579	1,393,579				
HEALTH BENEFITS	598,784	598,784				
RETIREMENTS	227,777	227,777				
OTHER FRINGE BENEFITS	19,797	19,797				
COMPUTER SERVICES	433	433				
CONTRACTUAL SERVICES	223,133	223,133				
RENTS	9,853	9,853				
COMMODITIES	156,392	156,392				
GRANTS, SUBSIDIES, PENSIONS	203,430	203,430				
<b>TOTAL EXPENDITURES</b>	<b>2,833,178</b>	<b>2,833,178</b>				

## DIVISION OF MENTAL HEALTH

### MARYA FAUST, DIRECTOR, ADULT MH SERV

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

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

Established: 1959

Reference: Policy Area:05 ; Umbrella: 14 Unit: 193 ; Citation: T0034B M.R.S.A., Sect. 000003001

Average Count--All Positions: 111.000

TTY: (207) 287-2000

FAX: (207) 287-1022

Telephone: (207) 287-4271

Legislative Count: 111.00

### PURPOSE:

Adult Mental Health Services (AMHS) has primary responsibility for developing and maintaining a system of mental health services and supports, including community based mental health services and psychiatric inpatient services for persons age 18 years and older who have serious mental illness. Several primary functions are identified in statute: 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].

AMHS 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. Currently, AMHS is organized with a central team which has a

# DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

programmatic relationship with regionally based staff.

## PROGRAM:

The mission of the department is to support, empower and enable individuals with mental illness and families to enjoy an improved quality of life through effective stewardship of public resources. In this capacity, and guided by consumer-centered values and strategies, AMHS 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.

In FY05, AMHS continued its focus on the implementation of the AMHI Consent Decree, consideration of strategies to manage MaineCare expenditures and on 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 through the Mental Health Team Leaders and through development and implementation of quality improvement, standards, programs and similar activities to further the Department's MH objectives. Collaboration with other state agencies, consumers, community MH providers and hospitals are an integral part of the program.

## PUBLICATIONS:

-Adult Mental Health Services Plan-Consent Decree Plan Pursuant to Paragraphs 36, 37, 38, and 279 of the Settlement Agreement in Bates v. DHHS, Revised June 2005  
 -Annual Application for Federal Community Mental Health Services Block Grant  
 -Biennial Report to Maine Legislature on Mental Health Services to Deaf Persons  
 -Department of Corrections/Department of Health and Human Services Joint Plan of Action, Submitted to the Commission to Improve Sentencing, Supervision, and Management of Prisoners, 2005  
 -Grievance Process Guide for Recipients of Mental Health Services  
 -Guide for Assessing Changes in Behavior of Long Term Care Facilities and...Getting Help when Needed, 2001  
 -Hospital and Crisis Services Initiative-The Past, the Present, and Some Considerations for the Future, 2004  
 -In Their own Words, Maine Trauma Advisory Groups Report, 1997  
 -Individualized Support Plan Training Manual, 2002  
 -Intentional Peer Support, Recovering, Learning and Growing Together, 2005  
 -Mental health Support Specialist Curriculum, 2005

**FINANCES, FISCAL YEAR 2005:** The 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	4,453,074	4,410,135			42,939	
HEALTH BENEFITS	1,580,702	1,565,294			15,408	
RETIREMENTS	658,518	652,601			5,917	
OTHER FRINGE BENEFITS	66,831	66,389			442	
COMPUTER SERVICES	865,333	502	70		864,761	
CONTRACTUAL SERVICES	2,861,953	1,013,951	5,092		1,842,910	
RENTS	8,160	8,138			22	
COMMODITIES	29,220	27,079	2,141			
GRANTS, SUBSIDIES, PENSIONS	65,832,003	59,245,746	1,685,281		4,900,976	
TRANSFER TO OTHER FUNDS	23,624	25	62		23,537	
<b>TOTAL EXPENDITURES</b>	<b>76,379,418</b>	<b>66,989,860</b>	<b>1,692,646</b>		<b>7,696,912</b>	

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**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: 05 ; Umbrella: 14 Unit: 197 ; Citation: T0034B M.R.S.A., Sect. 000005201

Average Count--All Positions: 231.500

Legislative Count: 231.50

**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 as close to the the consumer and family as possible.

**PROGRAM:**

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 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

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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	9,134,615	9,134,615				
HEALTH BENEFITS	3,502,616	3,502,616				
RETIREMENTS	1,362,404	1,362,404				
OTHER FRINGE BENEFITS	117,383	117,383				
COMPUTER SERVICES	1,594	1,594				
CONTRACTUAL SERVICES	923,405	861,133	1,750		60,522	
RENTS	85,773	85,773				
COMMODITIES	17,881	17,881				
GRANTS, SUBSIDIES, PENSIONS	91,817,011	89,814,636	710,623		1,291,752	
TRANSFER TO OTHER FUNDS	1,139		32		1,107	
<b>TOTAL EXPENDITURES</b>	106,963,821	104,898,035	712,405		1,353,381	

## 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: 05 ; 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 establish a single administrative unit responsible for creating 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. 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, subsequently called the Department of Behavioral and Developmental Services and now the Department of Health and Human Services. OSA continues its responsibility for planning, developing, implementing, coordinating and evaluating all of the State's alcohol and other drug abuse prevention and treatment activities.

#### ORGANIZATION:

OSA is composed of six divisions: Prevention/Information 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.

# DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

## 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. In 2005 published reports include the Maine Youth Drug and Alcohol Use Survey, Evaluations of Maine's Statewide Drug Treatment Court, Inhalent abuse in Maine, One Maine Evaluation. The IRC may be contacted directly for these publications, videos and other materials (telephone 1-800-499-0027). The are available online at [222.maine.gov/dhhs/bds/osa](http://222.maine.gov/dhhs/bds/osa)

**FINANCES, FISCAL YEAR 2005:** The 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	1,414,727	908,926			505,801	
HEALTH BENEFITS	549,486	361,963			187,523	
RETIREMENTS	199,238	127,391			71,847	
OTHER FRINGE BENEFITS	19,581	14,646			4,935	
COMPUTER SERVICES	671,448	343,427	11,780		316,241	
CONTRACTUAL SERVICES	1,517,720	970,028	222,642		325,050	
RENTS	4,861	3,785	150		926	
COMMODITIES	49,734	47,532			2,202	
GRANTS, SUBSIDIES, PENSIONS	22,536,287	5,186,883	5,793,169		11,556,235	
TRANSFER TO OTHER FUNDS	147,366	20	20,959		126,387	
<b>TOTAL EXPENDITURES</b>	<b>27,110,448</b>	<b>7,964,601</b>	<b>6,048,700</b>		<b>13,097,147</b>	

DEPARTMENT OF CONSERVATION

**DEPARTMENT OF CONSERVATION**

**PATRICK K. MCGOWAN, COMMISSIONER**  
**KARIN TILBERG, DEPUTY COMMISSIONER**

TTY: (207) 287-2213

*Central Office:* HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330

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

*FAX:* (207) 287-2400

*Established:* 1973

*Telephone:* (207) 287-2211

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

*Average Count--All Positions:* 413.643

*Legislative Count:* 300.50

*Units:*

*COASTAL ISLAND REGISTRY*

*DIVISION OF FOREST HEALTH AND MONITORING*

*BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)*

*DIVISION OF FOREST PROTECTION*

*DIVISION OF FOREST POLICY AND MANAGEMENT*

*BUREAU OF GEOLOGY AND NATURAL AREAS*

*GENERAL SERVICES (CONSERVATION)*

*MAINE LAND USE REGULATION COMMISSION*

*BUREAU OF PARKS AND LANDS*

**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.

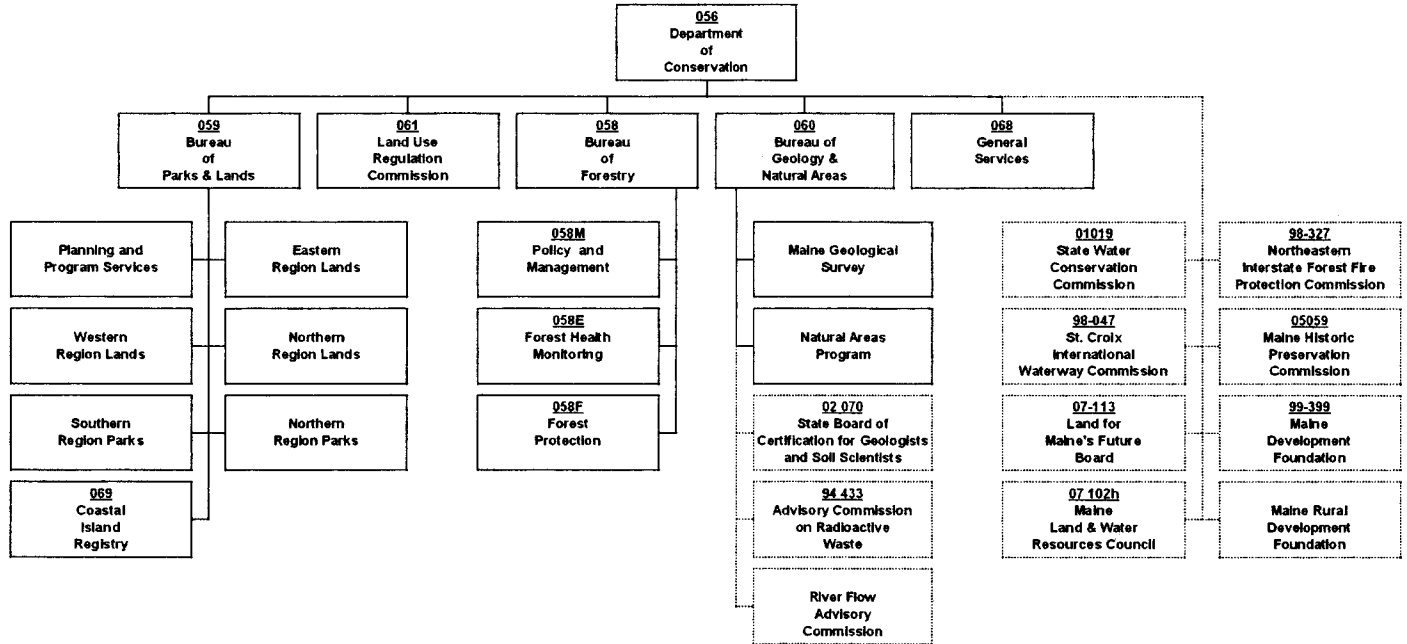
# DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,988,423	11,340,018	2,842,536		805,869	
HEALTH BENEFITS	5,433,854	4,030,627	1,085,942		317,285	
RETIREMENTS	2,359,628	1,835,409	408,077		116,142	
OTHER FRINGE BENEFITS	231,085	173,687	45,711		11,687	
COMPUTER SERVICES	325,330	219,647	99,465		6,218	
CONTRACTUAL SERVICES	4,604,199	1,517,098	1,932,619		1,154,482	
RENTS	1,888,999	1,379,686	349,188		160,125	
COMMODITIES	1,017,619	492,337	447,552		77,730	
GRANTS, SUBSIDIES, PENSIONS	5,005,874	27,652	3,615,795		1,362,427	
PURCHASE OF LAND	1,985,532		515,532		1,470,000	
BUILDING IMPROVEMENTS	146,146	10,868	135,278			
EQUIPMENT	494,881	-8,250	503,131			
TRANSFER TO OTHER FUNDS	200,389		151,934		48,455	
<b>TOTAL EXPENDITURES</b>	<b>38,681,959</b>	<b>21,018,779</b>	<b>12,132,760</b>		<b>5,530,420</b>	



Organization Chart  
DEPARTMENT OF CONSERVATION



DEPARTMENT OF CONSERVATION

COASTAL ISLAND REGISTRY

RALPH KNOLL, DEP DIR BUR PARKS & LANDS

TTY: (207) 287-2213

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-6170

Established: 1973 Telephone: (207) 287-3821

Reference: Policy Area: 04 ; 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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

COASTAL ISLAND REGISTRY	TOTAL FOR ALL FUNDS	GENERAL REVENUE FUND	SPECIAL REVENUE FUND	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	7		7			
<b>TOTAL EXPENDITURES</b>	7		7			

DIVISION OF FOREST HEALTH AND MONITORING

DAVID STRUBLE, STATE ENTOMOLOGIST

TTY: (207) 287-2213

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

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

Established: 1921 Telephone: (207) 287-2791

Reference: Policy Area: 04 ; 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,

## DEPARTMENT OF CONSERVATION

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.

### ORGANIZATION:

The Division of Forest Health & Monitoring (FHM) originated in 1921 as the Division of Entomology for the purpose of protecting Maine's forestland 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 the Division is organized into two Work Units (Insect & Disease Management and Forest Inventory & Monitoring), which have primary responsibility for discrete functions, activities are coordinated and 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 Management Work Unit- The IDM unit is centered at the IDM Lab in Augusta and is primarily responsible to: 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; develop and 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; provide information, technical advice and assistance to individuals, municipalities, and other state and federal agencies on identification, significance and control of any forest and shade tree insects and diseases; and (if requested) provide, to the extent possible, similar information for non-forest insects on non-agricultural crops.

This unit is responsible for developing and championing use of best management practices for pest management and forest resource damage prevention, and has responsibility 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 also has specific responsibility for overseeing and enforcing State and Federal quarantine laws for those 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.

This unit also administers the insect and disease reference collection and library which serves FHM and other cooperating agencies.

Forest Inventory and Health Monitoring Work Unit- The FIM unit is primarily responsible to maintain the Maine Forest Service's statewide forest health and sustainability monitoring surveillance system; conducting and reporting on the annualized 5-year cyclical inventory of the condition/extent of Maine's forest resources. This unit also provides field staff support to conduct specific

## DEPARTMENT OF CONSERVATION

projects initiated in the IDM units.

### **LICENSES:**

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

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

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

Hemlock Woolly Adelgid Quarantine Compliance Agreements - issued to allow import of hemlock logs and pulp from outside Maine while forestalling introduction of Hemlock Woolly Adelgid.

Pine Shoot Beetle 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 to date

Integrated Crop Management Schedule for Softwood Timber Plantations and Conifer Seed Orchards.

Reports of the Annual Inventory of Maine's Forests: 1999; 2000; 2001; 2002

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

### **R ALEC GIFFEN, DIRECTOR**

TTY: (207) 287-2213

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

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

Established: 1991

FAX: (207) 287-8422

Telephone: (207) 287-2791

Reference: Policy Area: 04 ; Umbrella: 04 Unit: 058 ; Citation: T0012 M.R.S.A., Sect. 000008001

Average Count--All Positions: 146.327

Legislative Count: 130.00

### **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

## DEPARTMENT OF CONSERVATION

social benefits to be derived from multiple use of forest lands.

### ORGANIZATION:

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.

**FINANCES, FISCAL YEAR 2005:** The 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	5,894,198	5,083,761	5,549		804,888	
HEALTH BENEFITS	2,299,280	1,978,326	1,886		319,068	
RETIREMENTS	1,078,114	960,594	1,042		116,478	
OTHER FRINGE BENEFITS	104,029	92,209	95		11,725	
COMPUTER SERVICES	82,975	76,757			6,218	
CONTRACTUAL SERVICES	1,289,595	913,585	4,667		371,343	
RENTS	1,128,041	982,080			145,961	
COMMODITIES	343,796	294,970	398		48,428	
GRANTS, SUBSIDIES, PENSIONS	517,436	25,652	41,069		450,715	
BUILDING IMPROVEMENTS	10,868	10,868				
EQUIPMENT	-8,250	-8,250				
TRANSFER TO OTHER FUNDS	25,782		191		25,591	
<b>TOTAL EXPENDITURES</b>	<b>12,765,864</b>	<b>10,410,552</b>	<b>54,897</b>		<b>2,300,415</b>	

## DIVISION OF FOREST PROTECTION

### BILL WILLIAMS, STATE SUPERVISOR

TTY: (207) 287-2213

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

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

FAX: (207) 287-8422

Established: 1973

Telephone: (207) 287-4990

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

### PURPOSE:

The Forest Protection Division's primary objective 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: (1) prevention - 25% to 30% of time and funds are expended in this effort; (2) detection - utilizing 9 contracted detection aircraft; (3) presuppression - training of municipal, forest industry, and Division employees and maintenance and development of specialized equipment; (4) suppression - extinguishing fires that do occur; and, (5) law enforcement.

## DEPARTMENT OF CONSERVATION

### ORGANIZATION:

In 1891, the Legislature established the Office of Forest Commissioner and a Forest Commission to oversee the protection of Maine's forests. Before then, this office was known as the Land Office and the Land Agent. In 1909, the Legislature created the Maine Forestry District to provide forest fire protection throughout the "unorganized Towns" and some plantations. The disastrous forest fires of 1947 led to statutory changes in 1949 that made the Forest Commissioner responsible for forest fire control across 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 within Conservation. Fire Control was assigned to the Bureau as the Division of Forest Fire Control with a subsequent name change to Forest Protection in 1999. The Division operates by staffing a state office that includes the Director, the Planning and Training coordinator, Fire Prevention Specialist, and Federal Excess Property Specialist. Operational units are divided into 3 regional offices, which are further broken down into 9 district field offices. The Division also operates an aircraft operations and maintenance unit.

### PROGRAM:

The Division's primary goal is to keep annual acreage burned to less than .02% (3500 acres) of the total acreage of the State and hold annual fire occurrence to 59 fires per million acres protected (1,000 fires). During 2004, 534 fires burned 983 acres. Another major goal of the Division is to enforce all laws dealing with forest and forest preservation. These 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, the Wildland Urban Interface Program, law enforcement, and spark arrester inspections on chainsaws, skidders, and other forestry equipment.

Presuppression or preparedness is another key to a successful forest fire control program. Fire planning is a critical component in preparing for and executing forest fire suppression tactics. Many hours of training, both in-service and with volunteer and municipal groups, are conducted annually throughout the state, including advanced fire fighting courses at 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 are 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 including 15 credit hours of natural science courses; Physical Fitness requirements meet national standards. A Forest Ranger and Law Enforcement Academy is conducted for new hires. The National Interagency Management System is used to manage emergency incidents worldwide. The Forest Protection Division spends many hours training other agencies, and fire departments in the use of this global incident management system.

### LICENSES:

Permits:  
Burning Permits  
Appointments:  
Town Wardens  
General Deputies

### PUBLICATIONS:

Forest Fire Prevention Materials - varies according to annual theme  
Posters  
Pamphlets including Wildland Urban Interface information  
Smokey Bear Kits

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF CONSERVATION

**DIVISION OF FOREST POLICY AND MANAGEMENT**

**DONALD J MANSIUS, DIRECTOR**

TTY: (207) 287-2213

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

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

FAX: (207) 287-8422

Established: 1947

Telephone: (207) 287-2791

Reference: Policy Area: 04 ; 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. Division staff provide technical assistance, information and education services to a wide variety of publics. Staff also provides outreach and enforcement services on timber harvesting rules. The division anticipates and responds to forest policy issues and reports on the state of Maine's forests.

The division provides assistance through education workshops, field demonstrations, media presentations, and one-on-one contact between District Foresters and landowners. Statute limits technical assistance to individual landowners.

**ORGANIZATION:**

The Division has four components: District Foresters who work directly with landowners and others; policy, planning and education specialists; program specialists who oversee water quality, stewardship, community forestry, utilization and marketing programs; and shared responsibility for enforcement of timber harvesting rules. The Division Director reports to the State Forester.

**PROGRAM:**

During FY 2005, staff provided assistance on forest management and conservation laws to over 7,000 private forest landowners and numerous municipalities, civic organizations, consultants, educational institutions, state and federal agencies. The successful "Be Woods Wise" outreach campaign to promote wise decisions by the owners of small woodland acreages continued. Project Canopy, a program to enhance community forestry in towns, continued to build support in Maine's communities.

The division's regulatory program focuses on preventing violations through educational outreach and field intervention. Regional Enforcement Coordinators continue to improve enforcement policy and procedures and deliver customized compliance training. All staff deliver educational programming, including water quality best management practices and participation in numerous education workshops and training sessions, including Envirothon, teacher tours, and Project Learning Tree. Staff continues to focus on reaching new audiences, including small woodland owners and non-traditional, underserved groups, such as women woodland owners.

MFS adopted statewide standards for timber harvesting in shoreland areas in FY 2005. Municipal outreach efforts continue. The division participates in the Atlantic Salmon Conservation Plan. The division's policy team acquires, analyzes, and publishes information about the forest resource to fulfill statutory requirements and report to the public information about trends in Maine's forests.

**PUBLICATIONS:**

(Most current listed; free unless noted otherwise)

Be Woods Wise! (video/brochure information kit for landowner)

Annual Reports: Stumpage Prices; Silvicultural Practices; Wood Processor report

MFS Chapter 20 Rule: Forest Regeneration and Clearcutting Standards

MFS Chapter 21 Rule: Statewide Standards for Timber Harvesting and Related Activities in Shoreland Areas

MFS Chapter 23 Rule: Timber Harvesting Standards to Substantially Eliminate Liquidation Harvesting

Best Management Practices for Forestry: Protecting Maine's Water Quality (\$3.00)

Forest Trees of Maine, 1995 (\$5.00)

## DEPARTMENT OF CONSERVATION

What Do Trees Have To Do With It? A Forestry Guide for Communities  
The Woods in Your Backyard: A Homeowners guide  
Report of the 2003 Annual Inventory of Maine's Forests

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF GEOLOGY AND NATURAL AREAS

### ROBERT G MARVINNEY, DIRECTOR

TTY: (207) 287-2213

Central Office: RAY BLDG, 28 TYSON DR, AUGUSTA, ME 04330

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

FAX: (207) 287-2353

Established: 2000

Telephone: (207) 287-2801

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

Average Count--All Positions: 19.000

Legislative Count: 19.00

#### PURPOSE:

The Bureau of Geology and Natural Areas hosts the Maine Geological Survey and the Maine Natural Areas Program. The Bureau's mission 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. The Bureau assesses Maine's geology and ecology by conducting field inventories, mapping natural features, and proving data, maps, and reports to landowners, conservation groups, local officials, and state and federal agencies to guide land use decisions.

#### ORGANIZATION:

The Maine Geological Survey was originally established in 1957 in DECD and moved to DOC in 1973. In 1995, the Maine Geological Survey and the Maine Natural Areas Program were combined to form the current Bureau, with the State Geologist as the Bureau Director.

#### PROGRAM:

The Bureau has three divisions as follows:

1) Applied Geology is comprised of three programs: A) 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. B) The Hydrogeology Program assesses ground and surface water conditions, emphasizing ground water supply and the prevention of ground water pollution. C) 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.

2) Resources Data Services Division prepares and publishes the results of Geology's field investigations and research projects. The Division operates a map production facility that includes a GIS. Digital map datasets generated by this Division are made available to the public through the Maine Office of GIS.

3) The Natural Areas Program serves Maine citizens as the most comprehensive source of information on the State's rare natural features. With landowner permission, the Program inventories lands that support rare and endangered plants and animals, rare natural communities, and outstanding examples of common natural communities. The Program works closely with landowners, local officials, foresters, conservation groups, and state and federal agencies to provide objective and comprehensive information to help them make informed and responsible decisions regarding conservation of these natural features.

2005 Accomplishments: Aquifer mapping - completed mapping of significant sand and gravel aquifers in central coastal Maine. Water Use data collection - Collected, organized and analyzed data from Maine's largest water users. Nearshore Marine Survey System - Collected and analyzed profile information of the nearshore environment on some southern Maine beaches. Geologic Mapping - completed geologic maps in the Augusta and Belfast areas that provide the



## DEPARTMENT OF CONSERVATION

framework for assessing water quality and quantity. Publication sales - 5300 maps and publications sold in FY 2005. Landowner Incentive Program - Awarded \$550,000 to private landowners and secured an additional \$655,000 to implement Maine's Landowner Incentive Program to address long-term protection of at-risk species and habitats. Forest Certification - Conducted training programs on managing biodiversity for large and small landowners across Maine. Natural Resource Inventory - Completed ecological inventory on private lands in northern Maine, public lands of DOC and DIFW, and lands recently purchased by the Land for Maine's Future Board. Completed baseline inventory of Nahmakanta Ecological Reserve. Invasives - Conducted an outreach program on the identification and management of terrestrial invasive plants in Maine. Monitored over 20 lakes for the presence of invasive and rare plants. Beginning with Habitat - Developed 5 year strategic plan to enhance land use planning by municipalities and land trusts statewide.

### 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 2005. 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  
 The Geology of Mt. Desert Island - price \$8.00

**FINANCES, FISCAL YEAR 2005:** The 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 GEOLOGY AND NATURAL AREAS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	891,439	650,291	240,167		981	
HEALTH BENEFITS	297,803	203,154	96,432		-1,783	
RETIREMENTS	132,706	98,321	34,721		-336	
OTHER FRINGE BENEFITS	10,701	6,586	4,153		-38	
COMPUTER SERVICES	34,592	12,485	22,107			
CONTRACTUAL SERVICES	381,585	65,667	148,993		166,925	
RENTS	45,045	13,096	17,856		14,093	
COMMODITIES	35,175	12,648	11,524		11,003	
GRANTS, SUBSIDIES, PENSIONS	30,163		30,163			
TRANSFER TO OTHER FUNDS	50,156		37,673		12,483	
<b>TOTAL EXPENDITURES</b>	<b>1,909,365</b>	<b>1,062,248</b>	<b>643,789</b>		<b>203,328</b>	

# DEPARTMENT OF CONSERVATION

## GENERAL SERVICES (CONSERVATION)

**WILLARD HARRIS, DIRECTOR**

TTY: (207) 287-2213

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-2216

Established: 1973 Telephone: (207) 287-2211

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

Average Count--All Positions: 19.000 Legislative Count: 19.00

### 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 radio communications.

### 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. The Commissioner's office also provides coordination and direction for the department's legislative program, the department's public information effort, fall foliage program, and long range department planning. The 1995 Productivity Realization Plan reorganized and consolidated the radio and information systems into General Services and realigned payroll, accounting and human resource functions..

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 resources including organization and staff development, AA/EEO compliance, labor relations, and training, coordinating the department's safety program; 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 and interoperability between departments.

**FINANCES, FISCAL YEAR 2005:** The 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	926,812	758,418	168,394			
HEALTH BENEFITS	285,427	225,664	59,763			
RETIREMENTS	125,188	105,952	19,236			
OTHER FRINGE BENEFITS	15,365	13,041	2,324			
COMPUTER SERVICES	53,604	30,916	22,688			
CONTRACTUAL SERVICES	172,292	93,895	78,397			
RENTS	96,045	69,828	26,217			
COMMODITIES	34,064	14,506	19,558			
TRANSFER TO OTHER FUNDS	2,224		2,224			
<b>TOTAL EXPENDITURES</b>	<b>1,711,021</b>	<b>1,312,220</b>	<b>398,801</b>			

DEPARTMENT OF CONSERVATION

**MAINE LAND USE REGULATION COMMISSION**

**CATHERINE CARROLL, DIRECTOR**

TTY: (207) 287-2213

Central Office: HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330

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

FAX: (207) 287-7439

Established: 1969

Telephone: (207) 287-2631

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

Average Count--All Positions: 22.500

Legislative Count: 22.50

**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. Appointees to the commission must be familiar with the needs and issues affecting the commission's jurisdiction. All appointees must reside in the commission's jurisdiction; work in the commission's jurisdiction; be a former resident or be retired after working within the commission's jurisdiction for a minimum of 5 years; or have expertise in commerce and industry, fisheries and wildlife, forestry or conservation issues as they affect the commission's jurisdiction. Two members must be residents of the Commission's Jurisdiction. Commissioners serve 4- year staggered terms. The Commission has a staff of 23, 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 conducts Public Hearings and informational meetings as is needed.

**PROGRAM:**

The commission adopted a lake concept plan for a portion of Kingsbury Plantation, and redrafted Land Use Guidance Maps for the the Somerset, Piscataquis, and Downeast Regions to reflect the National Wetlands Inventory wetlands in digital format. This later action enabled the Commission to begin making the zoning for its entire jurisdiction available in digital format. 1033 Permit applications were accepted for processing, and 1136 permit applications were processed. There were 132 permit applications pending at the end of the fiscal year. Staff reached resolution on 94 enforcement cases within the fiscal year. Commission staff made numerous site inspections, including public assistance visits and compliance inspections. In addition, Commission staff is available in 5 regional field offices to assist customers firsthand for permitting, education, compliance, and enforcement needs.

Rulemaking included changes to the Commission's floodplain, dock, clearing and property line setback standards. Further improvements were made to a new

## DEPARTMENT OF CONSERVATION

GIS-Based action tracking application linking the agencies permitting, enforcement and planning records with geographic data such as zoning maps, digital taxation parcels, water bodies and other natural resources.

### 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:

No charge for individual copies, nominal fees for multiple copies  
Statutes Administered by LURC  
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine, 1997  
Prospective Zoning for the Rangeley Lakes Region  
Land Use Districts and Standards  
Subdividing in the Wildlands of Maine  
A Guide to Creative Site Planning in the Unorganized Areas of Maine  
Erosion Control on Logging Jobs  
Guidance Document on Lake Concept Plans  
Clarifying the Rezoning Criterion of "Demonstrated Need"  
Guidance for Selecting Easement Holders Model Conservation Easement  
Commission Enforcement and Response Policy Guidance on Receiving Public Comment  
Wetland Compensation Guidelines  
A Guide to Clearing Standards

**FINANCES, FISCAL YEAR 2005:** The 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	908,893	908,893				
HEALTH BENEFITS	316,735	316,735				
RETIREMENTS	132,903	132,903				
OTHER FRINGE BENEFITS	13,657	13,657				
COMPUTER SERVICES	88,742	88,742				
CONTRACTUAL SERVICES	199,346	199,346				
RENTS	62,453	62,453				
COMMODITIES	24,973	24,973				
TOTAL EXPENDITURES	1,747,702	1,747,702				

## BUREAU OF PARKS AND LANDS

**DAVID SOUCY, DIRECTOR**  
**RALPH KNOLL, DEPUTY DIRECTOR**

TTY: (207) 287-2213

Central Office: HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330

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

Established: 1935

FAX: (207) 287-6170  
Telephone: (207) 287-3821

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

Average Count--All Positions: 206.816

Legislative Count: 110.00

## DEPARTMENT OF CONSERVATION

### 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 575,000 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 142 miles of abandoned rail bed managed as 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 and director of operations and maintenance. The Deputy Director's primary responsibility is to manage the Planning, Acquisition, and Special Services Division and the Grants and Community Recreation Division. 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, and three central office programs: engineering and realty, silviculture, and admin services all report to the Director of Operations and Maintenance. The central office includes three divisions that in addition to the Deputy Director and the Director of Operations, report to the director including off-road vehicles; boating facilities; submerged lands divisions.

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 trails on public & private land, and provides extensive grants to clubs, municipalities and counties for the development and maintenance of snowmobile and ATV trails. The Division has also coordinated, funded and managed the acquisition of 200 miles of multi-use rail trails throughout the state. 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 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, historic sites and 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.

## DEPARTMENT OF CONSERVATION

### PROGRAM:

Parks & historic sites provided recreation & education opportunities to more than 2,198,909 visitors, contributing \$2,986,623 in user fees and other revenue to the general fund and \$421,238 to municipalities in fee sharing in calendar year 2004. Capital projects initiated during FY2004-05 include: Two Lights State Park Comfort Station, accessible paths, sanitary disposal system & underground power line \$400,000; Campground improvements at Sebago Lake State Park and Camden Hills State Park, \$300,000, Capital Improvements Inventory and Plan \$121,800, Lake St. George Barn Siding, \$30,500. Funding came from various state, federal & private sources, e.g. BGS Repair Funds, federal LAWCON, Loon Plates, and private donation.

In calendar year 2004, the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 9,983 acres of the Bureau's 349,414 acres of operable timberland yielding 91,369 cords of wood. They also constructed and maintained an extensive network of roads, trails, and bridges to facilitate public access. The Bureau's Grants and Community Recreation Division administered \$701,604 in federal grants for 40 Recreational Trail Program projects, managed \$900,649 for 16 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 2 sites and improved public boat access at 7 other sites. The Navigational Aids Program maintained buoys on 24 waterbodies and worked with lake associations and municipalities to mark 17 other waterbodies.

The Planning, Acquisition, & Special Services Division conducted surveys of users of Bureau lands and facilities, completed several Parks and Reserved Land brochures; completed 8 land transactions totaling approx 54,000 acres in fee and 16,000 acres in easement. The Off-Road Vehicle Division approved 386 snowmobile grants, totaling \$2,555,224 and managed five trail systems. The ATV Program awarded 89 club & municipal grants (\$327,328) and continued to develop abandoned railroad rights-of-way for a total of 3171 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances, and campsite reservation system. In 2004, the submerged lands program reviewed 303 applications, resulting in 117 new leases, 3 dredging leases, 77 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; MSCORP

# DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 2005:** The 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	<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>ALL</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>					
SALARIES & WAGES	6,367,081	3,938,655	2,428,426			
HEALTH BENEFITS	2,234,609	1,306,748	927,861			
RETIREMENTS	890,717	537,638	353,079			
OTHER FRINGE BENEFITS	87,334	48,194	39,140			
COMPUTER SERVICES	65,418	10,747	54,671			
CONTRACTUAL SERVICES	2,561,374	244,605	1,700,555		616,214	
RENTS	557,414	252,228	305,116		70	
COMMODITIES	579,610	145,240	416,071		18,299	
GRANTS, SUBSIDIES, PENSIONS	4,458,276	2,000	3,544,564		911,712	
PURCHASE OF LAND	1,985,532		515,532		1,470,000	
BUILDING IMPROVEMENTS	135,278		135,278			
EQUIPMENT	503,131		503,131			
TRANSFER TO OTHER FUNDS	122,228		111,846		10,382	
<b>TOTAL EXPENDITURES</b>	<b>20,548,002</b>	<b>6,486,055</b>	<b>11,035,270</b>		<b>3,026,677</b>	

DEPARTMENT OF CORRECTIONS

**DEPARTMENT OF CORRECTIONS**

**MARTIN MAGNUSSON, COMMISSIONER**

TTY: (207) 287-4472

Central Office: 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111

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

Established: 1981

Telephone: (207) 287-4360

Reference: Policy Area: 06 ; Umbrella: 03 Unit: 201 ; Citation: T0034A M.R.S.A., Sect. 000001202

Average Count--All Positions: 1418.201

Legislative Count: 1412.50

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 planning, direction and management of adult and juvenile correctional facilities, community corrections 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 administration of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, Long Creek Youth Development Center, Mountain View Youth Development Center, the Downeast Correctional Facility, and Central Maine PreRelease Center. The Department also administers community corrections programs for adult and juvenile probationers.

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 community corrections. The Division of Probation and Parole was eliminated and the community corrections functions are now included in the juvenile or adult divisions.

In 1998, the department embarked upon a major capital facilities plan that resulted in the construction of a new prison, two new juvenile correctional facilities, and a women's unit at the Maine Correctional Center. The capital plan created additional bed space in both adult and juvenile corrections. The construction of the new Maine State Prison also resulted in operational efficiencies in the per capita costs of operating the new facility and the staffing levels.

In 2002, the new Maine State Prison opened and prisoners were transferred from the old prison facility in Thomaston. In the same year, both new juvenile facilities and the women's center opened.

**PROGRAM:**

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

**JAIL INSPECTIONS.** The department has the statutory responsibility to establish, inspect, and enforce standards for county jails, municipal holding facilities, juvenile detention areas, correctional community residential, and



## DEPARTMENT OF CORRECTIONS

electronic monitoring. These standards are based on established and emerging professional practices and case law requirements. Additionally the department provides technical assistance to all entities in establishing and maintaining compliance programs..

**MANAGEMENT INFORMATION SERVICES.** The department is expanding its information management system for adult and juvenile offenders. CORIS (Corrections Information System) is a fully integrated, web based offender information system built from the ground up using Microsoft.NET technology. The result is an industry leading, enterprise class system that, being fully scalable, effectively supports the needs of all state correctional functions. CORIS also supports case management, offender financial management, restitution collection, and central office information reports. The department is developing a customized Inmate Phone System which would be integrated with CORIS. The proposed phone system will use Voice over Internet Protocol, voice recognition, CORIS's inmate trust accounts, and the telecom industry's new prepaid flat rates.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	55,792,921	54,739,309	316,878		579,075	157,659
HEALTH BENEFITS	20,316,029	19,950,839	119,821		183,195	62,174
RETIREMENTS	10,502,963	10,325,080	61,187		93,676	23,020
OTHER FRINGE BENEFITS	870,492	855,437	3,809		8,689	2,557
COMPUTER SERVICES	4,037,434	3,915,775	30,145		85,617	5,897
CONTRACTUAL SERVICES	21,698,824	20,441,704	287,632		582,502	386,986
RENTS	1,134,047	1,124,303	2,663		4,081	3,000
COMMODITIES	8,296,712	7,678,395	449,737		32,668	135,912
GRANTS, SUBSIDIES, PENSIONS	11,380,941	8,815,543	431,466		2,133,932	
EQUIPMENT	172,451	142,064	20,438		9,949	
INTEREST-DEBT RETIREMENT	3	3				
TRANSFER TO OTHER FUNDS	67,304		21,236		40,924	5,144
<b>TOTAL EXPENDITURES</b>	<b>134,270,121</b>	<b>127,988,452</b>	<b>1,745,012</b>		<b>3,754,308</b>	<b>782,349</b>

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,509,170	2,027,487	142,033		339,650	
HEALTH BENEFITS	695,458	543,997	50,038		101,423	
RETIREMENTS	378,891	302,678	24,552		51,661	
OTHER FRINGE BENEFITS	34,679	29,039	1,249		4,391	
COMPUTER SERVICES	2,710,639	2,674,433	13,629		22,577	
CONTRACTUAL SERVICES	14,242,425	13,743,107	17,152		482,166	
RENTS	12,890	9,758			3,132	
COMMODITIES	50,156	40,462	1,184		8,510	
GRANTS, SUBSIDIES, PENSIONS	7,573,119	5,334,856	249,331		1,988,932	
EQUIPMENT	5,595		5,595			
TRANSFER TO OTHER FUNDS	45,265		8,994		36,271	
<b>TOTAL EXPENDITURES</b>	<b>28,258,287</b>	<b>24,705,817</b>	<b>513,757</b>		<b>3,038,713</b>	

# DEPARTMENT OF CORRECTIONS

## OFFICE OF ADVOCACY (CORRECTIONS)

### WESLEY ANDRENYAK, CHIEF ADVOCATE

TTY: (207) 287-4472

Central Office: 25 TYSON DRIVE, 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:06 ; Umbrella: 03 Unit: 473 ; Citation: T0034A.M.R.S.A., Sect. 000001203

Average Count--All Positions: 2.500

Legislative Count: 2.50

#### PURPOSE:

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

#### ORGANIZATION:

There is a full-time Chief Advocate located at the Department of Corrections-Central Office who reports directly to the Commissioner of Corrections. At the present time there are 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 2005:** The 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		SPECIAL REVENUE HIGHWAY FEDERAL MISC			
	GENERAL FUND	FUNDS	FUND	FUNDS	FUNDS	FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	113,620	113,620				
HEALTH BENEFITS	46,835	46,835				
RETIREMENTS	18,270	18,270				
OTHER FRINGE BENEFITS	1,194	1,194				
COMPUTER SERVICES	4,421	4,421				
CONTRACTUAL SERVICES	22,282	22,282				
RENTS	647	647				
COMMODITIES	1,743	1,743				
<b>TOTAL EXPENDITURES</b>	209,012	209,012				

DEPARTMENT OF CORRECTIONS

**CHARLESTON CORRECTIONAL FACILITY**

**ERIC HANSEN, SUPERINTENDENT**  
**DAVID LOVEJOY, DIRECTOR OF SUPPORT SERVI**

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

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

*Established:* 1980

*Reference:* Policy Area:06 ; Umbrella: 03 Unit: 211 ; Citation: T0034A.M.R.S.A., Sect. 000003601

*Average Count--All Positions:* 32.000

*FAX:* (207) 285-0825

*Telephone:* (207) 285-0880

*Legislative Count:* 32.00

**PURPOSE:**

The primary purpose 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 based 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 Radar 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 administrative oversight of the Chief Administrative Officer of Mountain View Youth Development Center.

**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, NOVA Net college courses and basic computer skills. Parenting skills, life skills, and employment skills training are available. Vocational 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 2004 - 2005 the wood-harvesting program produced over 600 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 approximately 270,000 board feet of lumber.

The 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 29,000 hours were expended on community restitution projects. Many hours were expended on the weekly maintenance of the Mountain View Youth Development Center which abuts our facility. There are over 20 prisoners trained and ready to be utilized to fight forest fires and 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 2005:** The 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	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,214,599	1,098,800	88,294		27,505	
HEALTH BENEFITS	491,286	440,834	37,597		12,855	
RETIREMENTS	239,571	215,515	18,366		5,690	
OTHER FRINGE BENEFITS	17,320	15,848	1,002		470	
COMPUTER SERVICES	3,970	3,970				
CONTRACTUAL SERVICES	188,248	140,363	47,885			
RENTS	20,929	20,929				
COMMODITIES	319,289	235,653	82,485		1,151	
EQUIPMENT	4,700	4,700				
TRANSFER TO OTHER FUNDS	68		58		10	
<b>TOTAL EXPENDITURES</b>	<b>2,499,980</b>	<b>2,176,612</b>	<b>275,687</b>		<b>47,681</b>	

## MAINE CORRECTIONAL CENTER

### SCOTT 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: 06 ; Umbrella: 03 Unit: 205 ; Citation: T0034A.M.R.S.A., Sect. 000003401

*Average Count--All Positions:* 262.976

*FAX:* (207) 893-7001

*Telephone:* (207) 893-7000

*Legislative Count:* 262.00

#### 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 Segregation and Protective Custody for both male and female prisoners. In

## DEPARTMENT OF CORRECTIONS

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. 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 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 Department's 36 month long intensive sex offender project is now housed in on of the Maine Correctional Center's 30 bed dorms. Another dorm houses a transition program that prepares low risk prisoners for early return to the Community under the supervision of Probation and Parole.

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 2005:** The 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	10,554,950	10,495,112	35,631		24,207	
HEALTH BENEFITS	3,855,596	3,839,990	11,901		3,705	
RETIREMENTS	2,032,982	2,021,731	7,390		3,861	
OTHER FRINGE BENEFITS	163,593	162,524	633		436	
COMPUTER SERVICES	97,472	70,597	3,735		23,140	
CONTRACTUAL SERVICES	854,089	776,332	73,325		4,432	
RENTS	162,815	160,302	2,513			
COMMODITIES	2,250,450	1,973,974	274,908		1,568	
EQUIPMENT	84,537	70,945	3,643		9,949	
TRANSFER TO OTHER FUNDS	10,815		9,407		1,408	
<b>TOTAL EXPENDITURES</b>	20,067,299	19,571,507	423,086		72,706	

DEPARTMENT OF CORRECTIONS

**DOWNEAST CORRECTIONAL FACILITY**

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

*Central Office:* 64 BASE ROAD, MACHIASPORT, ME 04655

*Mail Address:* 64 BASE ROAD, MACHIASPORT, ME 04655

*Established:* 1984

*Telephone:* (207) 255-1100

*Reference:* Policy Area: 06 ; 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 2005, the Industries program was employing 10 prisoners and has provided over 14,025 pairs of jeans.

The Community Restitution Program provides other State Agencies, local municipalities and non-profit organizations with assistance in maintaining their facilities.

**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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,713,085	2,710,301	2,784			
HEALTH BENEFITS	1,064,603	1,063,923	680			
RETIREMENTS	512,193	512,193				
OTHER FRINGE BENEFITS	41,775	41,775				
COMPUTER SERVICES	10,466	10,466				
CONTRACTUAL SERVICES	240,955	219,169	20,991		795	
RENTS	36,835	36,835				
COMMODITIES	515,856	475,775	38,765		1,316	
EQUIPMENT	5,800	5,800				
TRANSFER TO OTHER FUNDS	510		494		16	
<b>TOTAL EXPENDITURES</b>	5,142,078	5,076,237	63,714		2,127	

## JUVENILE JUSTICE ADVISORY GROUP

### PAUL VESTAL, CHAIRPERSON

TTY: (207) 287-4472

*Central Office:* 25 TYSON DRIVE, 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:06 ; 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

## DEPARTMENT OF CORRECTIONS

competency in addressing the problem of school violence, vandalism, and learning disabilities.

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

### **PROGRAM:**

The 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 2005 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.

The JJAG further supports community prevention efforts with the pass-through of federal funds from the Title V Local Delinquency Prevention Program. The FY2005 allocation of \$100,000 will be distributed by a competitive process with eligibility restricted to general units of local government.

The Juvenile Accountability Block Grant is administered by the JJAG. The Juvenile Accountability Block Grants (JABG) program is administered by the State Relations and Assistance Division of the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, U.S. Department of Justice. Through the JABG program, funds are provided as block grants to states for programs promoting greater accountability in the juvenile justice system. Maine supports juvenile judges, prosecutors and a juvenile Drug Treatment Court with the \$357,000 award.

### **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  
2005 Amendments to Three Year Plan  
Maine Juvenile Justice Advisory Group's 2004 Annual Report to the Governor and the 122nd Legislature.  
School Expulsion / Suspension Report (January 2003)  
What Can We Do to Reduce the Number of Youth in Secure Detention in Maine?

### **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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF CORRECTIONS

**JUVENILE COMMUNITY CORRECTIONS**

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

TTY: (207) 287-4472

Central Office: 19 ELKINS LANE, AMHI COMPLEX, AUGUSTA, ME 04333-0111

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

Established: Telephone: (207) 287-4365

Reference: Policy Area: 06 ; Umbrella: 03 Unit: 237A; Citation: 005401 M.R.S.A., Sect. T00034A

Average Count--All Positions: 71.500 Legislative Count: 71.50

**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, collaborate with other State agencies and public and private providers to ensure appropriate interventions are provided, and monitor progress of the case plan. This approach targets dynamic risk factors that lead to continued criminal behavior, provides and directs appropriate interventions that will mitigate those risk factors, which ultimately assists the juvenile to remain crime free. Concurrently, the JCCO will divert youth from the correctional system, supervise those on probation or aftercare status, and manage those youth detained or incarcerated to protect public safety.

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 region. Juvenile Community Corrections Officers (JCCO) accept referrals from law enforcement officers and supervise and case manage 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 assists 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. Utilizing a risk management and risk focused intervention approach, the JCCO's supervise and case manage youth placed on probation or on aftercare from one of the juvenile facilities. JCCO's also serve as the primary case managers of youth in juvenile facilities.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,601,020	2,587,818	13,202			
HEALTH BENEFITS	1,031,485	1,027,767	3,718			
RETIREMENTS	526,938	525,054	1,884			
OTHER FRINGE BENEFITS	49,283	49,056	227			
COMPUTER SERVICES	583,217	583,217				
CONTRACTUAL SERVICES	732,096	622,150	109,946			
RENTS	286,930	286,780	150			
COMMODITIES	81,943	79,484	2,459			
GRANTS, SUBSIDIES, PENSIONS	3,767,532	3,440,397	182,135		145,000	
EQUIPMENT	12,000	12,000				
TRANSFER TO OTHER FUNDS	1,356		1,356			
<b>TOTAL EXPENDITURES</b>	<b>9,673,800</b>	<b>9,213,723</b>	<b>315,077</b>		<b>145,000</b>	

## LONG CREEK YOUTH DEVELOPMENT CENTER

### RODNEY BOUFFARD, SUPERINTENDENT

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

*Mail Address:* 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 *FAX:* (207) 822-2773

*Established:* 1853

*Telephone:* (207) 822-2617

*Reference:* Policy Area: 06 ; Umbrella: 03 Unit: 204 ; Citation: T0034A.M.R.S.A., Sect. 000003801

*Average Count--All Positions:* 205.457

*Legislative Count:* 201.00

#### 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 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 its name to Long Creek Youth Development Center.

## DEPARTMENT OF CORRECTIONS

### PROGRAM:

Long Creek Youth Development Center functions as the correctional facility for the juveniles from the southern part of the state. The purpose of the center is to provide for the detention, diagnostic evaluation and confinement of juvenile offenders. In addition, the center promotes public safety by ensuring that juvenile offenders are provided with education, treatment, and other services that teach skills and competencies; strengthen pro-social behaviors and require accountability to victims and communities.

**FINANCES, FISCAL YEAR 2005:** The 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	7,654,118	7,581,887			72,231	
HEALTH BENEFITS	2,695,095	2,667,942			27,153	
RETIREMENTS	1,373,581	1,362,456			11,125	
OTHER FRINGE BENEFITS	110,860	109,706			1,154	
COMPUTER SERVICES	108,010	63,676	12,770		31,564	
CONTRACTUAL SERVICES	1,055,533	987,594	2,574		65,365	
RENTS	49,497	48,590			907	
COMMODITIES	738,498	705,295	22,398		10,805	
GRANTS, SUBSIDIES, PENSIONS	50	50				
TRANSFER TO OTHER FUNDS	1,303		191		1,112	
<b>TOTAL EXPENDITURES</b>	<b>13,786,545</b>	<b>13,527,196</b>	<b>37,933</b>		<b>221,416</b>	

## MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

**ERIC HANSEN, SUPERINTENDENT**  
**DAVID LOVEJOY, DIRECTOR OF SUPPORT SERVI**

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

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

*Established:* 1991

*Reference:* Policy Area:06 ; Umbrella: 03 Unit: 225 ; Citation: T0034A M.R.S.A., Sect. 000004101

*Average Count--All Positions:* 178.268

*FAX:* (207) 285-0825

*Telephone:* (207) 285-0880

*Legislative Count:* 178.00

### PURPOSE:

The purposes of the Mountain View Youth Development Center 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 The 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

## DEPARTMENT OF CORRECTIONS

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 effective 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 practitioners 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.

**FINANCES, FISCAL YEAR 2005:** The 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	6,731,733	6,687,333			44,400	
HEALTH BENEFITS	2,608,353	2,596,248			12,105	
RETIREMENTS	1,254,644	1,247,504			7,140	
OTHER FRINGE BENEFITS	110,427	109,632			795	
COMPUTER SERVICES	60,678	52,424			8,254	
CONTRACTUAL SERVICES	886,023	876,223			9,800	
RENTS	45,818	45,818				
COMMODITIES	870,055	860,415	709		8,931	
INTEREST-DEBT RETIREMENT	3	3				
TRANSFER TO OTHER FUNDS	792		6		786	
<b>TOTAL EXPENDITURES</b>	<b>12,568,526</b>	<b>12,475,600</b>	<b>715</b>		<b>92,211</b>	

## STATE PAROLE BOARD

### MARTIN MAGNUSSON, COMMISSIONER

TTY: (207) 287-4472

Central Office: 25 TYSON DRIVE, AMHI COMPLEX,, 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:06 ; Umbrella: 03 Unit: 208 ; Citation: T0034A M.R.S.A., Sect. 000005201

### PURPOSE:

The State Parole Board was established to evaluate and adjudicate applications for parole as well as to provide oversight and management of offenders already admitted to parole. The two primary responsibilities of the Board are to determine the eligibility for access to parole or to sanction parolee's 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.

## DEPARTMENT OF CORRECTIONS

### 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.

### 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

### PUBLICATIONS:

Parole Board Rules and Policy--Free

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	440	440				
OTHER FRINGE BENEFITS	55	55				
CONTRACTUAL SERVICES	3,599	3,599				
<b>TOTAL EXPENDITURES</b>	<b>4,094</b>	<b>4,094</b>				

## STATE PRISON

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

Central Office: 807 CUSHING ROAD, WARREN, ME 04864-5316

Mail Address: 807 CUSHING ROAD, WARREN, ME 04864-5316

Established: 1823

Reference: Policy Area:06 ; Umbrella: 03 Unit: 206 ; Citation: T0034A M.R.S.A., Sect.

Average Count--All Positions: 438.500

FAX: (207) 273-5316

Telephone: (207) 273-5300

000003201

Legislative Count: 438.50

### 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

## DEPARTMENT OF CORRECTIONS

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 13, 2002 a new Maine State Prison was completed in Warren and received its first prisoners. The Thomaston facility was demolished in June, 2002. 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.

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, and meditation. 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

## DEPARTMENT OF CORRECTIONS

their missions. The farm continues to provide potatoes and in season fresh produce and community restitution and continues to be a significant activity. Vocational programs include auto body, auto mechanics, electrical, plumbing, building trades and culinary.

**FINANCES, FISCAL YEAR 2005:** The 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	17,982,996	17,790,402	34,935			157,659
HEALTH BENEFITS	6,451,277	6,373,215	15,888			62,174
RETIREMENTS	3,422,224	3,390,209	8,995			23,020
OTHER FRINGE BENEFITS	285,887	282,632	698			2,557
COMPUTER SERVICES	132,553	126,644	12			5,897
CONTRACTUAL SERVICES	2,892,171	2,477,044	14,266		13,875	386,986
RENTS	179,620	176,620				3,000
COMMODITIES	3,357,211	3,201,868	19,042		389	135,912
GRANTS, SUBSIDIES, PENSIONS	40,240	40,240				
EQUIPMENT	59,819	48,619	11,200			
TRANSFER TO OTHER FUNDS	5,859		621		94	5,144
<b>TOTAL EXPENDITURES</b>	<b>34,809,857</b>	<b>33,907,493</b>	<b>105,657</b>		<b>14,358</b>	<b>782,349</b>

## DIVISION OF PROBATION AND PAROLE

### HAROLD DOUGHTY, ASSOC COMM ADULT SERVICES

TTY: (207) 287-4472

Central Office: 25 TYSON DRIVE, 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: 06 ; Umbrella: 03 Unit: 237 ; Citation: T0034A M.R.S.A., Sect. 000005401

Average Count--All Positions: 98.00 Legislative Count: 98.00

#### PURPOSE:

The Division of Adult Community Services (formerly the Division of Adult Community Corrections though more commonly referred to as Probation and Parole) was established to provide community based supervision and related services to convicted offenders sentenced to probation or parole. The Division's primary role is the enhancement of public safety. Over the years the role of the probation officer has changed dramatically. Where at one time their activities were exclusively directed at monitoring and supervision now they perform many activities directed at assisting offenders to break the cycle of crime and punishment. Thus while monitoring and supervision are still activities performed by probation officers they are also actively involved in risk and need assessment, interventions, case management, treatment and program referrals, etc. Traditional duties such as 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 remain a part of the job. Activities relating to educating and monitoring offenders subject to sex offender registration, restitution/fine collection, DNA and substance abuse testing, data collection, community notification and supervision of adult probationers under the interstate compact are also some of the newer duties that have had to be assumed by probation officers as new laws and court cases impact their duties and responsibilities constantly. The demands on probation officers continue to escalate and therefore the need for ongoing training has never been greater in the history of this department.

#### ORGANIZATION:

When the Division of Probation and Parole was created in 1967 it included adult and juvenile offenders. In 1976 Parole was abolished in the State of Maine and

## DEPARTMENT OF CORRECTIONS

the only available post-release supervision was probation ordered by the Courts (that said the State of Maine still maintains a parole supervision function for offenders sentenced to parole before 1976 and more importantly for all offenders on parole who come to Maine through the Interstate Compact for Adult Offender Supervision). In 1984 the juvenile intake function was developed and incorporated as part of the Division's mission. 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.

In 1996 the Division was reorganized and all adult services were consolidated into the newly formed Division of Adult Community Corrections headed by a newly authorized Associate Commissioner. At the same time juvenile services were similarly reorganized. Adult Community Corrections consists of 4 regional offices, 20 sub offices and numerous reporting sites. Each regional office is administered by a Regional Correctional Administrator (RCA), some recently with the assistance of an Assistant RCA. In addition to regular Probation Officers, there are other specialty officers known as Supervised Community Confinement Officers, Sex Offender Specialists and Domestic Violence Specialists.

### PROGRAM:

The Division of Adult Community 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 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.

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2005:** The 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	3,617,050	3,545,969			71,081	
HEALTH BENEFITS	1,342,644	1,316,690			25,954	
RETIREMENTS	728,560	714,361			14,199	
OTHER FRINGE BENEFITS	53,554	52,111			1,443	
COMPUTER SERVICES	325,146	325,064			82	
CONTRACTUAL SERVICES	566,404	559,121	1,215		6,068	
RENTS	337,932	337,890			42	
COMMODITIES	108,897	101,256	7,641			
TRANSFER TO OTHER FUNDS	1,316		91		1,225	
<b>TOTAL EXPENDITURES</b>	<b>7,081,503</b>	<b>6,952,462</b>	<b>8,947</b>		<b>120,094</b>	



DEPARTMENT OF CORRECTIONS

**OFFICE OF VICTIM SERVICES**

**DENISE GILES, CHIEF VICTIM SERVICES ADV**

Central Office: 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111 TTY: (207) 287-4472  
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370  
Established: Telephone: (207) 287-4385  
Reference: Policy Area:06 ; Umbrella: 03 Unit: 615 ; Citation: T0034A.M.R.S.A., Sect. 000001214  
Average Count--All Positions: 3.000 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 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:**

After the Sentencing: A Handbook for Victims about Offenders Time in Prison  
(Informational Pamphlets)

**PUBLICATIONS:**

(Informational Pamphlets)

# DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2005:** The 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	<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	100,139	100,139				
HEALTH BENEFITS	33,398	33,398				
RETIREMENTS	15,109	15,109				
OTHER FRINGE BENEFITS	1,865	1,865				
COMPUTER SERVICES	863	863				
CONTRACTUAL SERVICES	14,997	14,719	278			
RENTS	134	134				
COMMODITIES	2,615	2,469	146			
TRANSFER TO OTHER FUNDS	18		18			
<b>TOTAL EXPENDITURES</b>	<b>169,138</b>	<b>168,696</b>	<b>442</b>			

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**MG JOHN W. LIBBY, COMMISSIONER/ADJ GENERAL**  
**HUGH T. CORBETT, DEPUTY COMMISSIONER**

*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:* 744.000

*Legislative Count:* 742.00

*Units:*

*ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS &  
EMERG MANA  
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 re-designated 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 re-designated the department as the Department of Defense, Veterans and Emergency Management, re-designated 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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

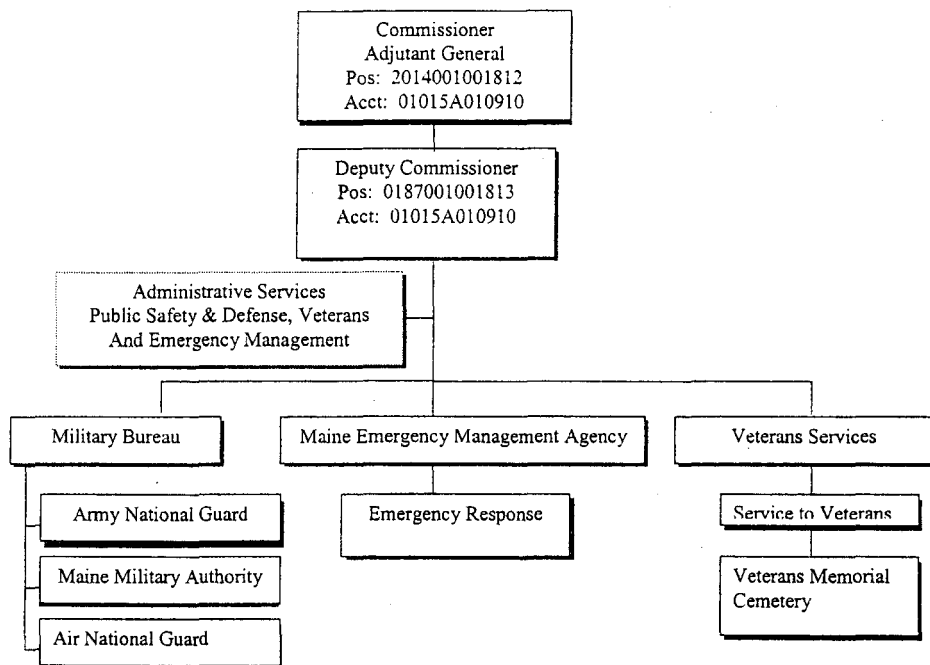
## DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	19,149,370	2,067,647	412,051		4,370,112	12,299,560
HEALTH BENEFITS	6,741,858	779,480	73,522		1,334,870	4,553,986
RETIREMENTS	2,621,967	268,607	22,942		574,525	1,755,893
OTHER FRINGE BENEFITS	370,768	38,832	23,156		99,080	209,700
COMPUTER SERVICES	154,934	5,990	169		67,256	81,519
CONTRACTUAL SERVICES	74,915,271	870,757	483,168		47,863,152	25,698,194
RENTS	946,146	7,812	9,904		197,819	730,611
COMMODITIES	6,188,860	404,338	63,057		1,190,306	4,531,159
GRANTS, SUBSIDIES, PENSIONS	19,927,772	468,540	241,583		19,217,521	128
BUILDING IMPROVEMENTS	128,980				128,980	
EQUIPMENT	3,771,241		381,033		3,390,208	
TRANSFER TO OTHER FUNDS	21,048		8,297		12,751	
<b>TOTAL EXPENDITURES</b>	<b>134,938,215</b>	<b>4,912,003</b>	<b>1,718,882</b>		<b>78,446,580</b>	<b>49,860,750</b>

## 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>						
CONTRACTUAL SERVICES	43,550,625				43,550,625	
<b>TOTAL EXPENDITURES</b>	<b>43,550,625</b>				<b>43,550,625</b>	

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



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERG MANA**

**MG JOHN W. LIBBY, ADJ. GEN. & COMR.**  
**HUGH T CORBETT, DEPUTY COMR**

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: 210A; Citation: T0037B M.R.S.A., Sect. 000000003

Average Count--All Positions: 3.000

Legislative Count: 3.00

**PURPOSE:**

The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

**ORGANIZATION:**

The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973, as a result of reorganization, consolidation of State Agencies. Part of this action included the Bureaus of Veterans Services and Civil Defense.

**PROGRAM:**

In carrying out its staff function of assisting the Commissioner, Bureau and Division Directors/Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: developing biennial budget requests, annual work programs, and preparing financial and budget orders; initiating purchase requisitions/orders when appropriate; processing invoice and contract payments; participating in workers' compensation activities; billing for federal service contracts, and other funds due the State; maintaining revenue/expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records; processing personnel actions, including labor related activities; maintaining Agency personnel and time records; providing training and orientation sessions for supervisory personnel and new employees; conducting internal audit reviews and providing other administrative services as required.

Additionally, staff members offer a centrally coordinated information base to Program Managers to assist them in their daily operational decision-making process thereby enhancing management effectiveness through a much higher degree of control by those delegated that responsibility.

**PUBLICATIONS:**

Departmental Affirmative Action Plan.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERG MANA	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	169,683	133,024			36,659	
HEALTH BENEFITS	25,812	13,810			12,002	
RETIREMENTS	5,176				5,176	
OTHER FRINGE BENEFITS	7,622	6,966			656	
CONTRACTUAL SERVICES	7,773	7,553			220	
COMMODITIES	303	303				
GRANTS, SUBSIDIES, PENSIONS	25,000	25,000				
TRANSFER TO OTHER FUNDS	81				81	
<b>TOTAL EXPENDITURES</b>	<b>241,450</b>	<b>186,656</b>			<b>54,794</b>	

## MAINE EMERGENCY MANAGEMENT AGENCY

### ARTHUR CLEAVES, DIRECTOR, MEMA

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

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

*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:* 26.000

*Legislative Count:* 26.00

#### PURPOSE:

The Maine Emergency Management Agency (MEMA) statutory mission is "to lessen the effects of disaster on the lives and property of the people of the State through leadership, coordination and support, in the four phases of emergency management: mitigation, preparedness, response and recovery." 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, re-titled the Maine Civil Defense Act, caused the agency to be re-designated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was re-designated 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, re-designated 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, through 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 Agency coordinates state government operations with county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. During an emergency, the Agency's effectiveness is dependent upon representatives from numerous state agencies staffing the State Emergency Operations Center. In addition, the Agency relies upon the county and local organizations throughout the state which are comprised of 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 30 years. The Emergency Management Performance Grant (EMPG) has been the

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

instrument of FEMA/State Agreement since 1998. Amounts have been stable. 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 Agency receives funding from FEMA for administration and administrative services. In addition, the Agency distributes FEMA funds to 16 counties to reimburse 50% of the daily operating costs of their emergency management agencies. The Agency also distributes the following grants from FEMA; Emergency Management Performance Grants, Emergency Planning, Emergency Operations Center Assessment, Citizen Corps and Citizen Emergency Response Team training (CERT). Since 1999 the Agency has also administered Department of Homeland Security grants.

### 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 2005:** The 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	935,848	266,075	95,104		574,669	
HEALTH BENEFITS	292,885	91,255	33,572		168,058	
RETIREMENTS	132,277	38,899	14,889		78,489	
OTHER FRINGE BENEFITS	13,036	3,060	2,442		7,534	
COMPUTER SERVICES	1,478		89		1,389	
CONTRACTUAL SERVICES	1,060,962	55,251	93,992		911,719	
RENTS	133,443	4,763	4,500		124,180	
COMMODITIES	451,679	3,427	2,011		446,241	
GRANTS, SUBSIDIES, PENSIONS	19,843,396	384,292	241,583		19,217,521	
EQUIPMENT	1,065,448				1,065,448	
TRANSFER TO OTHER FUNDS	11,897		1,146		10,751	
<b>TOTAL EXPENDITURES</b>	<b>23,942,349</b>	<b>847,022</b>	<b>489,328</b>		<b>22,605,999</b>	

## MILITARY BUREAU

**MG JOHN W. LIBBY, COMMISSIONER/ADJ GENERAL  
 DONOVAN LAJOIE, DIR. OF FACILITIES ENG.**

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

Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033

Established: 1972

Reference: Policy Area: 06 ; Umbrella: 15 Unit: 213 ; Citation: T0037B M.R.S.A., Sect.

Average Count--All Positions: 687.000

FAX: (207) 626-4509

Telephone: (207) 626-4205

000000002

Legislative Count: 687.00



## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

### PURPOSE:

The Military 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, designated National Guard personnel 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 the Maine State Guard.

The Military Bureau was created in July, 1972, under State Government reorganization legislation. It 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).

### ORGANIZATION:

The Military Bureau's two components, the Army National Guard and the Air National Guard, both report to the Adjutant General. The Maine National Guard, as a professional military institution, performs a dual role. One role 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.

### PROGRAM:

The Maine Army National Guard's authorized strength exceeds 2,200 soldiers. These soldiers are trained in a wide range of skills, including carpentry, plumbing, electrical, maintenance, medical, heavy equipment operations and combat arms.

The Directorate of Facilities Engineering under the Military Bureau is responsible for operating, constructing, maintaining, and repairing over 90 Maine Army National Guard facilities to include Armories, Field Maintenance Shops, Barracks, Dining Halls, Billeets, Hangars, an Army Aviation Support Facility, Armed Forces Reserve Centers, Warehouses, Storage and Administrative buildings statewide. The Directorate is also responsible to ensure that 13 Training Centers are maintained to support troop training and to ensure all environmental impacts and safety requirements are properly managed.

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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	17,201,178	848,569	316,948		3,736,101	12,299,560
HEALTH BENEFITS	6,078,132	346,223	39,950		1,137,973	4,553,986
RETIREMENTS	2,372,441	120,873	8,052		487,623	1,755,893
OTHER FRINGE BENEFITS	333,117	12,093	20,714		90,610	209,700
COMPUTER SERVICES	147,533	66	80		65,868	81,519
CONTRACTUAL SERVICES	29,962,755	618,141	389,107		3,257,313	25,698,194
RENTS	811,432	1,778	5,404		73,639	730,611
COMMODITIES	5,667,781	340,039	61,045		735,538	4,531,159
GRANTS, SUBSIDIES, PENSIONS	128					128
BUILDING IMPROVEMENTS	128,980				128,980	
EQUIPMENT	2,705,792		381,033		2,324,759	
TRANSFER TO OTHER FUNDS	7,142		7,150		-8	
<b>TOTAL EXPENDITURES</b>	<b>65,416,411</b>	<b>2,287,782</b>	<b>1,229,483</b>		<b>12,038,396</b>	<b>49,860,750</b>

## BUREAU OF MAINE VETERANS' SERVICES

### PETER OGDEN, DIRECTOR, VETERANS' SERV

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

*Mail Address:* 117 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1947

*Telephone:* (207) 626-4464

*Reference:* Policy Area: 06 ; Umbrella: 15 Unit: 215 ; Citation: T0037B M.R.S.A., Sect. 000000501

*Average Count--All Positions:* 28.000

*Legislative Count:* 26.00

#### PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine's 150,000 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 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

# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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 34,121 clients during the past Fiscal Year. These offices also received 2,235 requests to represent them to the USDVA. The Claims Office at Togus, acting as the veterans advocate, filed 1,356 Powers of Attorney on the behalf of veterans or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of \$31,377,653 by USDVA. Federal dollars totaling \$490,000,000 were expended by the USDVA for benefits to Maine's veterans during the federal fiscal year 2004. The Bureau also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 500,000 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 669 students enrolled in the program at a value of \$1,287,87. VETERANS' FINANCIAL ASSISTANCE: The Bureau authorized 73 grants of Veterans Financial Assistance, which resulted in \$50,000 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, 745 burials were made and a total 15,608 persons have been buried in the cemetery system since its inception. Two hundred and ninety-nine reservations for burial were made. At the end of the year there were 5,232 reservations for future burials on file. There were 567 Certificates of Eligibility issued with a total of over 10,000 certificates on file.

**FINANCES, FISCAL YEAR 2005:** The 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	842,662	819,979			22,683	
HEALTH BENEFITS	345,029	328,192			16,837	
RETIREMENTS	112,072	108,835			3,237	
OTHER FRINGE BENEFITS	16,994	16,713			281	
COMPUTER SERVICES	5,924	5,924				
CONTRACTUAL SERVICES	333,158	189,813	70		143,275	
RENTS	1,271	1,271				
COMMODITIES	69,095	60,568			8,527	
GRANTS, SUBSIDIES, PENSIONS	59,248	59,248				
TRANSFER TO OTHER FUNDS	1,928		1		1,927	
<b>TOTAL EXPENDITURES</b>	<b>1,787,381</b>	<b>1,590,543</b>	<b>71</b>		<b>196,767</b>	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**JACK CASHMAN, COMMISSIONER**  
**JEFFREY SOSNAUD, DEPUTY COMMISSIONER**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04330

*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:* 45,000

*Legislative Count:* 45.00

*Units:*

*OFFICE OF BUSINESS DEVELOPMENT*

*MAINE STATE FILM COMMISSION*

*MAINE STATE FILM OFFICE*

*OFFICE OF INNOVATION*

*MAINE SMALL BUSINESS COMMISSION*

*OFFICE OF TOURISM*

*MAINE TOURISM COMMISSION*

*OFFICE OF COMMUNITY DEVELOPMENT*

**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 seven functional areas contained within four divisions: the Office of the Commissioner, the Office of Business Development, the Office of Tourism, the Office of Community Development and the Office of Innovation. 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 the Commissioner 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 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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

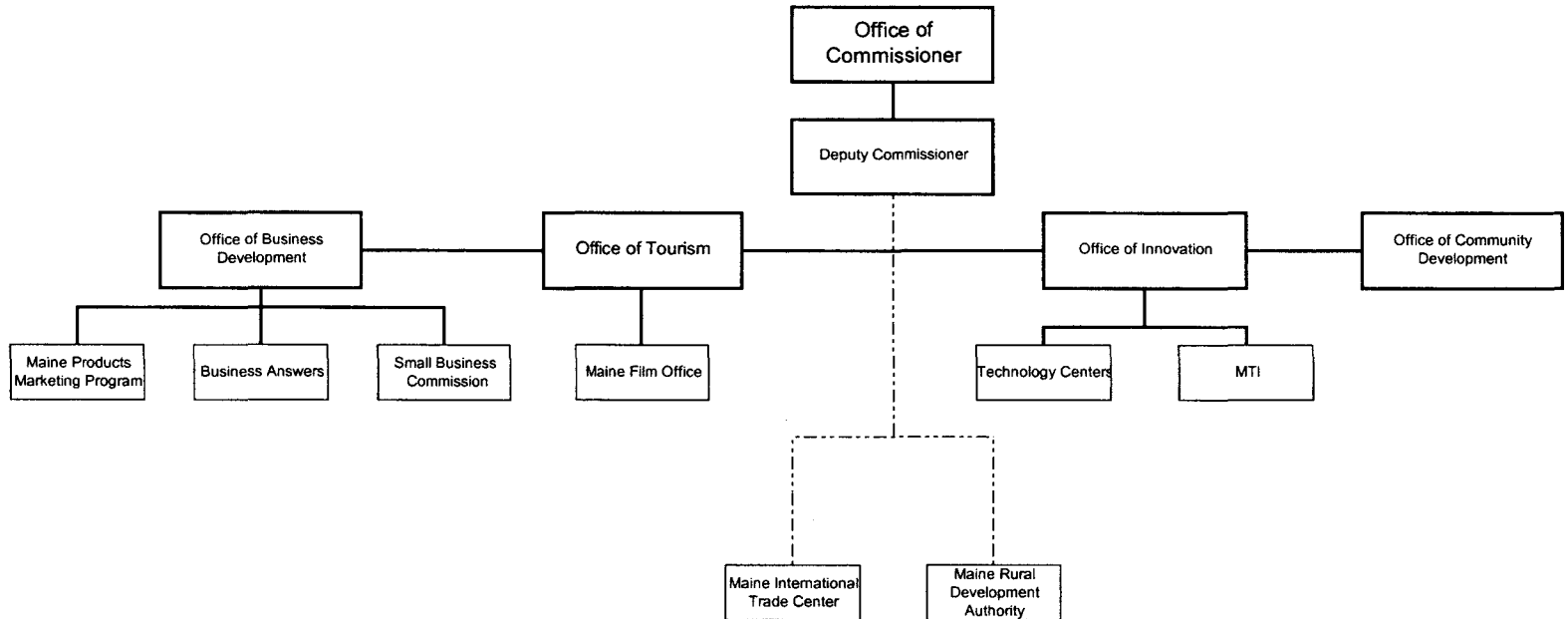
### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,236,375	1,533,824	329,997		372,554	
HEALTH BENEFITS	623,990	401,358	98,545		124,087	
RETIREMENTS	283,312	174,068	53,637		55,607	
OTHER FRINGE BENEFITS	34,176	22,839	5,620		5,717	
COMPUTER SERVICES	280,062	92,867	186,582		613	
CONTRACTUAL SERVICES	7,725,546	1,629,739	6,073,781		22,026	
RENTS	49,777	35,886	11,017		2,874	
COMMODITIES	34,918	25,389	9,181		348	
GRANTS, SUBSIDIES, PENSIONS	48,162,942	8,680,952	861,260		18,470,730	20,150,000
TRANSFER TO OTHER FUNDS	104,450		96,446		8,004	
<b>TOTAL EXPENDITURES</b>	<b>59,535,548</b>	<b>12,596,922</b>	<b>7,726,066</b>		<b>19,062,560</b>	<b>20,150,000</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	473,873	473,873				
HEALTH BENEFITS	114,114	114,114				
RETIREMENTS	49,485	49,485				
OTHER FRINGE BENEFITS	7,183	7,183				
COMPUTER SERVICES	26,726	26,726				
CONTRACTUAL SERVICES	245,022	134,770	110,252			
RENTS	8,440	7,565	875			
COMMODITIES	6,557	6,329	228			
GRANTS, SUBSIDIES, PENSIONS	21,996,941	2,445,291	51,650			19,500,000
TRANSFER TO OTHER FUNDS	5,179		5,179			
<b>TOTAL EXPENDITURES</b>	<b>22,933,520</b>	<b>3,265,336</b>	<b>168,184</b>			<b>19,500,000</b>

ORGANIZATION CHART  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**OFFICE OF BUSINESS DEVELOPMENT**

**THAXTER TRAFTON, DIRECTOR**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

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

*FAX:* (207) 287-5701

*Established:* 1987

*Telephone:* (207) 624-9804

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

*Average Count--All Positions:* 15.000

*Legislative Count:* 15.00

**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 1,100 telephone inquiries per month regarding doing business in Maine. This includes a One-Stop Business License Center, and the on-line Business Licensing Assistant at [www.maine.gov/businessanswers](http://www.maine.gov/businessanswers).
- 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.com](http://www.mainemade.com) 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.

**PUBLICATIONS:**

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

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2005:** The 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	<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	702,830	702,830				
HEALTH BENEFITS	195,076	195,076				
RETIREMENTS	90,326	90,326				
OTHER FRINGE BENEFITS	9,962	9,962				
COMPUTER SERVICES	45,069	45,069				
CONTRACTUAL SERVICES	621,055	621,055				
RENTS	19,300	19,300				
COMMODITIES	6,874	6,874				
GRANTS, SUBSIDIES, PENSIONS	631,418	240,500			390,918	
<b>TOTAL EXPENDITURES</b>	2,321,910	1,930,992			390,918	

## MAINE STATE FILM COMMISSION

### D. LEA GIRARDIN, DIRECTOR

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*Mail Address:* STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-5701

*Established:* 1987 *Telephone:* (207) 624-9828

*Reference:* Policy Area:01 ; Umbrella: 19 Unit: 505 ; Citation: T0005 M.R.S.A., Sect. 000013090H

#### **PURPOSE:**

The Maine Film Commission is an eleven member board appointed by the Governor, which supports the Maine Film Office through advisory fundraising and legislative liaison activities. The Film Commission is a volunteer organization.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE STATE FILM OFFICE

### D. LEA GIRARDIN, DIRECTOR

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*Mail Address:* STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070

*Established:* 1996 *Telephone:* (207) 624-9828

*Reference:* Policy Area:01 ; Umbrella: 19 Unit: 588 ; Citation: T0005 M.R.S.A., Sect. 000013090I

#### **PURPOSE:**

The Maine Film Office was created by law to serve as the official liaison between the film and video production communities in the State of Maine. The Office has three major goals: to bring more film, television and other media projects to Maine; to enlarge and improve Maine's indigenous film and television industry; and to help all projects in Maine succeed.

#### **ORGANIZATION:**

The Maine Film Office is comprised of two professional staff and is part of the Office of Tourism. An eleven member commission appointed by the Governor serves an advisory capacity to the Film Office.

#### **PROGRAM:**

To accomplish its objectives, the Film Office responds to a wide variety of production related requests, supplying in-depth location information and assisting with crew, equipment and accommodation contacts. The Film Office



## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

provides a number of resources for production professionals including online resources such as the Maine Production Guide and an extensive web site of location photographs. The Film Office also maintains an extensive library of digital location photographs that can be printed or disseminated internationally via e-mail. The Film Office web sites attract at least 6,000 hits per month from members of the film industry. Projects working with the Maine Film Office provide Maine with an average of approximately \$10 Million in economic impact per year.

### **PUBLICATIONS:**

The Maine Film Office Online Production Guide, the Maine Film Office Locations Web Site, the Maine Film Office Homepage, the Maine Film Office Production News Homepage, the Maine Film Office E--News.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF INNOVATION**

### **JANET YANCEY-WRONA, DIRECTOR**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*Mail Address:* 59 SHS, AUGUSTA, ME 04333-0059

*Established:*

*Reference: Policy Area:01 ; Umbrella: 19 Unit: 631 ; Citation: T0005 M.R.S.A., Sect. 000013105*

*Average Count--All Positions: 3.000*

*FAX: (207) 287-2861*

*Telephone: (207) 624-9800*

*Legislative Count: 3.00*

### **PURPOSE:**

The Office of Innovation encourages and coordinates the State's research and development activities to foster collaboration among the State's higher education and nonprofit research institutions and the business community. The Office promotes, evaluates and supports research and development relevant to the State including:

- o Technology transfer activities to increase the competitiveness of businesses and public institutions of higher education in the State;
- o The development of new commercial products and the fabrication of such products in the State through the Maine Technology Institute and the Technology Centers;
- o Research opportunities that create sustained, inter-institutional multidisciplinary efforts; and
- o Coordinating cooperative efforts among government agencies, the private sector and universities and colleges on research and development relevant to Maine.

### **ORGANIZATION:**

The Office manages the Maine Experimental Program to Stimulate Competitive Research (EPSCOR) (5 MRSA 13109), prepares the biennial science and technology plan (5 MRSA 13106), annual Innovation Index (5 MRSA 13106), coordinates the Technology Centers (5 MRSA 15321) and oversees the Comprehensive Research and Development Evaluation (5 MRSA 13107).

The Technology Centers seek to accelerate the early stage development of technology-based businesses through focused business assistance, information exchange, established technical relationships, shared business services and reduced overhead expenses at seven centers statewide that deliver business incubator services. The centers are designed to complement the State's other research, development and commercialization investments by providing a supportive environment to incubate new technology intensive businesses.

The Office Director serves as the State Science Advisor, advising the Legislature, Governor and others on science and technology policy and research and development investments. The Director works with the Maine Science and Technology Advisory Board and its executive committee (Executive Order 14 FY 02/03) to develop and implement the Science and Technology Plan.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2005:** The 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 INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	146,694	146,694				
HEALTH BENEFITS	20,164	20,164				
RETIREMENTS	4,230	4,230				
OTHER FRINGE BENEFITS	2,592	2,592				
COMPUTER SERVICES	1,311	1,311				
CONTRACTUAL SERVICES	31,611	31,611				
RENTS	962	962				
COMMODITIES	1,553	1,553				
GRANTS, SUBSIDIES, PENSIONS	6,642,311	5,992,311				650,000
<b>TOTAL EXPENDITURES</b>	6,851,428	6,201,428				650,000

## MAINE SMALL BUSINESS COMMISSION

**THAXTER TRAFTON, DIRECTOR**  
**BRIAN DANCAUSE, CONTRACT ADMINISTRATOR**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

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

*Established:* 1990

*FAX:* (207) 287-5701

*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, approves 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, three public members appointed by the Commissioner of the Department of Economic and Community Development, the chair of the Maine SBDC Advisory Council and the House and Senate chairs of the Joint Standing Committee of the Legislature having jurisdiction over Business, Research and Economic Development matters.

### 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 Business Development Centers (Maine SBDC) network headquartered at the University of Southern Maine. The Maine SBDC program receives the majority of its funding through the Maine Small Business Commission with the balance provided by the US SBA, the USM School of Business, and local sponsoring organizations. The Maine SBDC also generates income via registration fees for its training events.

Operating through a state-wide network of eleven service centers and more than twenty outreach offices, Maine SBDC 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 (Maine SBDC) program budget for FY2005 was \$2,170,116, of which \$729,670 was provided by the State. During FY2005, the Maine Small Business Development Centers provided

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

approximately 11,786 hours of business counseling to over 3,436 clients. In addition to its business counseling services, the Maine SBDC program conducted more than 188 workshops and seminars covering a wide range of business topics, with over 2,497 attendees. For more information, call the Maine SBDC's State Administrative Office, at (207) 780-4420.

**FINANCES, FISCAL YEAR 2005:** The 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	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
CONTRACTUAL SERVICES	730,426	730,426			
RENTS	53	53			
COMMODITIES	30	30			
<b>TOTAL EXPENDITURES</b>	<b>730,509</b>	<b>730,509</b>			

## OFFICE OF TOURISM

### DANN LEWIS, DIRECTOR

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*Mail Address:* 59 SHS, AUGUSTA, ME 04333-0059

*Established:* 2003

*Reference: Policy Area:01 ; Umbrella: 19 Unit: 501 ; Citation: T0005*

*Average Count--All Positions:* 9.000

*FAX:* (207) 287-8070

*Telephone:* (207) 624-7483

*M.R.S.A., Sect. 13090C*

*Legislative Count:* 9.00

#### 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; implement public relations and promotional programs designed to market Maine's travel-product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to regional tourism agencies.

#### ORGANIZATION:

The Office is supervised by the Director of Tourism, who oversees the activities of five professional and one support staff, and the two staff of the Maine Film Office. Overall supervision of the Office of Tourism is provided by the Commissioner of Economic & Community Development.

#### PROGRAM:

**TOURISM:** During the past year the Office engaged in promotional efforts that included print and electronic media advertising, research based 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 annual report can be found separately under Unit 588.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2005:** The 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	<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	428,360	98,363	329,997			
HEALTH BENEFITS	132,075	33,530	98,545			
RETIREMENTS	67,674	14,037	53,637			
OTHER FRINGE BENEFITS	7,299	1,679	5,620			
COMPUTER SERVICES	192,920	6,338	186,582			
CONTRACTUAL SERVICES	6,025,200	66,675	5,958,525			
RENTS	12,046	1,904	10,142			
COMMODITIES	13,170	4,217	8,953			
GRANTS, SUBSIDIES, PENSIONS	662,288	2,850	659,438			
TRANSFER TO OTHER FUNDS	91,199		91,199			
<b>TOTAL EXPENDITURES</b>	<b>7,632,231</b>	<b>229,593</b>	<b>7,402,638</b>			

## MAINE TOURISM COMMISSION

### DANN LEWIS, DIR OFF OF TOURISM

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

*Mail Address:* STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX:* (207) 287-8070

*Established:* 1983 *Telephone:* (207) 624-7483

*Reference:* Policy Area: 01 ; Umbrella: 19 Unit: 461 ; Citation: T0005 M.R.S.A., Sect. 000013090F

#### **PURPOSE:**

The purpose of the Maine Tourism Commission is to advise the Director of the Office of Tourism and Community Development on matters relating to the marketing and management of the tourism industry. The Commission also has the responsibility of recognizing and informing the Office of Tourism of immediate or long term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that affect the balanced growth and quality of this industry and its impact on life in Maine.

#### **ORGANIZATION:**

Commission members are appointed by the Governor for staggered four year terms. The Commission consists of seventeen representatives of various segments of the tourism industry and the eight regions of Maine. Additional ex-officio members represent the Department of Transportation, the Bureau of Parks and Land, the Department of Inland Fisheries and Wildlife, the Department of Education and the Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

#### **PROGRAM:**

The Maine Tourism Commission has served as an advisory group to both the Department of Economic & Community Development and the Governor in the last year. In addition to its ongoing responsibility to monitor opportunities and problems relating to tourism, the Commission undertook a number of specific projects to assist in promoting travel within Maine.

The Commission sponsored the Annual Governor's Conference on Tourism and a consumer travel show in conjunction with the Maine Innkeepers Association, the Maine Campground Owners Association, the Ski Maine Association and the Maine Restaurant Association.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**OFFICE OF COMMUNITY DEVELOPMENT**

**ORMAN WHITCOMB, DIRECTOR**

*Central Office:* 111 SEWALL STREET, AUGUSTA, ME 04333-0059

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

*FAX:* (207) 287-8070

*Established:* 1987

*Telephone:* (207) 624-7484

*Reference: Policy Area: 01 ; Umbrella: 19 Unit: 498 ; Citation: T0005 M.R.S.A., Sect. 000013090C*

*Average Count--All Positions:* 10.000

*Legislative Count:* 10.00

**PURPOSE:**

The Office of Community Development (OCD) provides financial assistance to municipalities for community revitalization, enhancing economic growth and planning. The OCD accomplishes this by providing technical assistance and grant funds (through a competitive application process) to municipalities to assist with economic development initiatives, to develop, repair and establish public facilities, services and infrastructure, create and/or to rehabilitate affordable housing units and plan for future growth.

**ORGANIZATION:**

The Department of Economic and Community Development assumed responsibility for administration of 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:**

The Community Development Block Grant (CDBG) Program distributes funds to municipalities in three general areas; Community Development, Economic Development, and Planning. The primary focus is to benefit low and moderate-income persons, but may also be used to address slums and/or blighting conditions, or for the purpose of addressing conditions having a particular urgency because of serious health/safety conditions affecting the community. CDBG funded programs include Public Infrastructure, Public Facility, Housing Assistance, Community Enterprise Program, Public Service, Downtown Revitalization, Economic Development, Urgent Need and the Community Planning Grant program. The OCD also offers technical assistance to communities that want to access the program and to provide information on other available funding resources. The State program is not available to the communities of Auburn, Bangor, Biddeford, Lewiston, Portland and South Portland. These are entitlement communities, which receive an annual allocation directly from the U.S. Department of Housing and Urban Development.

**PUBLICATIONS:**

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

# DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2005:** The 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 COMMUNITY DEVELOPMENT	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	484,618	112,064			372,554	
HEALTH BENEFITS	162,561	38,474			124,087	
RETIREMENTS	71,598	15,991			55,607	
OTHER FRINGE BENEFITS	7,140	1,423			5,717	
COMPUTER SERVICES	14,035	13,422			613	
CONTRACTUAL SERVICES	72,232	45,202	5,004		22,026	
RENTS	8,977	6,103			2,874	
COMMODITIES	6,734	6,386			348	
GRANTS, SUBSIDIES, PENSIONS	18,229,984		150,172		18,079,812	
TRANSFER TO OTHER FUNDS	8,073		69		8,004	
<b>TOTAL EXPENDITURES</b>	<b>19,065,952</b>	<b>239,065</b>	<b>155,245</b>		<b>18,671,642</b>	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

SUSAN GENDRON, COMMISSIONER OF EDUCATION

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

FAX: (207) 624-6601

Established: 1931

Telephone: (207) 624-6600

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

Average Count--All Positions: 220.024

Legislative Count: 182.50

Units:

GOVERNOR BAXTER SCHOOL FOR THE DEAF

(OFFICE OF) STATE HISTORIAN

LEARNING SYSTEMS TEAM

LEADERSHIP TEAM

MANAGEMENT INFORMATION SYSTEMS TEAM

REGIONAL SERVICES TEAM

SUPPORT SYSTEMS TEAM

TEACHER RETIREMENT

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

# DEPARTMENT OF EDUCATION

Joint Standing Committee on Education and confirmation by the Legislature.

## PROGRAM:

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

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,715,154	4,397,952	275,804		3,041,398	
HEALTH BENEFITS	2,458,140	1,390,798	80,595		986,747	
RETIREMENTS	1,105,670	630,076	40,952		434,642	
OTHER FRINGE BENEFITS	107,927	63,658	4,848		39,421	
COMPUTER SERVICES	1,916,405	740,606	10,275		575,467	590,057
CONTRACTUAL SERVICES	27,763,580	15,851,307	1,320,527		10,550,729	41,017
RENTS	149,955	29,235	41,738		78,982	
COMMODITIES	1,307,340	326,914	12,453		142,430	825,543
GRANTS, SUBSIDIES, PENSIONS	1111,114,290	944,921,072	677,171		159,516,047	6,000,000
EQUIPMENT	485,207	170,431				314,776
INTEREST-DEBT RETIREMENT	502,801	502,801				
TRANSFER TO OTHER FUNDS	11,340,879	2,389,176	8,174,345		777,358	
<b>TOTAL EXPENDITURES</b>	<b>1165,967,348</b>	<b>971,414,026</b>	<b>10,638,708</b>		<b>176,143,221</b>	<b>7,771,393</b>



DEPARTMENT OF EDUCATION

(OFFICE OF) STATE HISTORIAN

EARLE SHETTLEWORTH, STATE HISTORIAN

Central Office: 55 CAPITOL STREET, AUGUSTA, ME 04333

Mail Address: ,,

Established: 1907

FAX: (207) 287-2335

Telephone: (207) 287-2132

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 2004-05, the State Historian participated in many of the same activities as in past years, including 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.

In addition, the State Historian prepared an exhibit of historic campaign pins entitled, A Century of Maine Gubernatorial Campaign Buttons, 1900-2002, which went on view in the Maine State House in December 2004. This exhibit will be replaced by a similar one in December, 2005, illustrating the history of Maine Senatorial races of the last century.

The State Historian also worked closely with Mrs. Robert M. York of Orr's Island, widow of the previous State Historian, to place Dr. York's library and research materials with state institutions where they would be available for public use.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEARNING SYSTEMS TEAM

JACQUELINE SOYCHAK, TEAM LEADER

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

Established: 1996

FAX: (207) 624-6731

Telephone: (207) 624-6730

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

Average Count--All Positions: 78.961

Legislative Count: 78.00

## DEPARTMENT OF EDUCATION

### **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 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

## DEPARTMENT OF EDUCATION

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

LEARNING SYSTEMS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,823,204	578,314	93,815		2,151,075	
HEALTH BENEFITS	886,486	167,195	27,098		692,193	
RETIREMENTS	394,780	77,951	13,586		303,243	
OTHER FRINGE BENEFITS	40,572	10,836	1,700		28,036	
COMPUTER SERVICES	62,598	12,788			49,810	
CONTRACTUAL SERVICES	8,482,000	4,891,807	3,096		3,587,097	
RENTS	79,383	13,707	486		65,190	
COMMODITIES	172,547	67,284	326		104,937	
GRANTS, SUBSIDIES, PENSIONS	138,601,731	25,861,198	30,000		112,710,533	
TRANSFER TO OTHER FUNDS	353,264		6,581		346,683	
<b>TOTAL EXPENDITURES</b>	<b>151,896,565</b>	<b>31,681,080</b>	<b>176,688</b>		<b>120,038,797</b>	

## LEADERSHIP TEAM

### SUSAN GENDRON, COMMISSIONER OF EDUCATION

*Central Office:* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

*FAX:* (207) 624-6601

*Established:* 1996

*Telephone:* (207) 624-6600

*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 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

## DEPARTMENT OF EDUCATION

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.

**FINANCES, FISCAL YEAR 2005:** The 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	669,438	427,521	83,316		158,601	
HEALTH BENEFITS	204,073	127,298	24,390		52,385	
RETIREMENTS	101,155	65,180	13,286		22,689	
OTHER FRINGE BENEFITS	9,301	5,874	1,486		1,941	
COMPUTER SERVICES	598,030	3,486	2,110		2,377	590,057
CONTRACTUAL SERVICES	1,844,363	141,847	817,582		843,917	41,017
RENTS	6,227	1,049	2,094			3,084
COMMODITIES	853,929	21,266	1,307		5,813	825,543
GRANTS, SUBSIDIES, PENSIONS	5,845,785	1,975,088	215,511		3,655,186	
EQUIPMENT	314,776					314,776
TRANSFER TO OTHER FUNDS	7,796,402		7,743,838		52,564	
<b>TOTAL EXPENDITURES</b>	<b>18,243,479</b>	<b>2,768,609</b>	<b>8,904,920</b>		<b>4,798,557</b>	<b>1,771,393</b>

DEPARTMENT OF EDUCATION

**MANAGEMENT INFORMATION SYSTEMS TEAM**

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

*Central Office:* CROSS OFFICE BLDG, 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:* 16.000

*Legislative Count:* 16.00

**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 school units, 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 Support Services, the Data Processing and Computer Services, and the Title V and Internal Technology Support.

During 2005, 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 Support Services, the actual distribution of the 2003-04 school subsidies was processed and analysis and information were prepared and distributed for the 2004-05 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

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

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2005:** The 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	<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	726,259	530,374			195,885	
HEALTH BENEFITS	237,889	174,359			63,530	
RETIREMENTS	105,366	77,703			27,663	
OTHER FRINGE BENEFITS	8,272	5,654			2,618	
COMPUTER SERVICES	615,699	615,619			80	
CONTRACTUAL SERVICES	3,730,166	3,366,680			363,486	
RENTS	3,260	2,775			485	
COMMODITIES	39,207	39,058			149	
GRANTS, SUBSIDIES, PENSIONS	741,923,438	732,542,776			3,380,662	6,000,000
EQUIPMENT	17,598	17,598				
INTEREST-DEBT RETIREMENT	502,801	502,801				
TRANSFER TO OTHER FUNDS	2,421,936	2,389,176			32,760	
<b>TOTAL EXPENDITURES</b>	<b>750,331,891</b>	<b>740,264,573</b>			<b>4,067,318</b>	<b>6,000,000</b>

## REGIONAL SERVICES TEAM

### VALERIE SEABERG, TEAM LEADER/POLICY DIRECTOR

*Central Office:* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

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

*Established:* 1996

*Telephone:* (207) 624-6820

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

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

*Average Count--All Positions:* 16.000

*Legislative Count:* 16.00

#### **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. Nine team members are assigned to represent and serve one of nine regions which comprise 20-24 school administrative units: York, Cumberland, Western Maine, Kennebec Valley, Midcoast Maine, Penquis Valley, Washington, Hancock, and Aroostook.

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

## DEPARTMENT OF EDUCATION

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 Educational Transformation (CET) supports research, policy, local and state initiatives and other activities to implement reform in all middle and secondary schools and to advance a seamless system of education PreK-16. 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 2005:** The 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	571,032	520,076			50,956	
HEALTH BENEFITS	152,514	139,103			13,411	
RETIREMENTS	81,199	73,928			7,271	
OTHER FRINGE BENEFITS	8,372	7,468			904	
COMPUTER SERVICES	496,466	7,099			489,367	
CONTRACTUAL SERVICES	5,185,134	94,417			5,090,717	
RENTS	18,403	8,963			9,440	
COMMODITIES	20,380	10,600			9,780	
GRANTS, SUBSIDIES, PENSIONS	12,909,919	1,220			12,908,699	
TRANSFER TO OTHER FUNDS	281,604				281,604	
<b>TOTAL EXPENDITURES</b>	<b>19,725,023</b>	<b>862,874</b>			<b>18,862,149</b>	

## SUPPORT SYSTEMS TEAM

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

Central Office: CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

Mail Address: 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

Established: 1996

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

Average Count--All Positions: 28.000

FAX: (207) 624-6841

Telephone: (207) 624-6842

Legislative Count: 28.00

## DEPARTMENT OF EDUCATION

### **PURPOSE:**

This Team is comprised of five Sub-Teams, the Certification Sub-Team certifies and approves educational personnel to be employed in Maine's schools and administers the teacher quality provisions of the Federal No Child Left Behind Act of 2001. The Finance Sub-Team provides centralized control over audit and budget for 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 provides leadership to the State School Bus Purchase and Replacement programs and provides oversight and support to pupil transportation training/program capability development, vehicle inspection and clean school bus emission reduction programs.

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 checks on educational personnel under Title 20-A, Section 6103. The Finance Sub-Team consists of two sections: the Budget section with one position and the Audit section with two positions. The Higher Education Sub-Team consists of one position to provide direct services to all Maine postsecondary educational institutions, 14 teacher preparation 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 facilities construction, renovations, and maintenance and provides oversight of all school bus purchases and related pupil transportation regulations.

The Child Nutrition Sub-Team consists of eight 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, working with other states for interstate compact agreements, and administer a troops to teachers grant. 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 36 degree-granting institutions, 53 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 2005 fiscal year, there were 5 construction projects approved for final funding at a total cost of \$84,450,619. There were approximately 149 new school buses purchased or lease-purchased in fiscal year 2005 with 143 (96%) purchased through the state school bus purchasing program. Seven regional school bus safety conferences were held during the year with over 1,900 drivers, mechanics, and supervisors attending. In collaboration with the BMV, the conferences provided an opportunity for licensed bus drivers to take the federally required "S" endorsement test, thus allowing Maine to be one of the first states to complete



## DEPARTMENT OF EDUCATION

this process. Maine was one of 17 states to be awarded a Clean School bus grant. Over 300 buses were retrofitted with clean diesel, emissions reduction technology using the Clean School Bus USA grant monies.

The Child Nutrition Sub-Team reimbursed \$26,700,468 in Federal and State funds to schools and other food service sponsors for serving nutritious meals to school children. Meals subsidized in whole or part during the 2005 School Year included 18,329,841 school lunches, 5,314,473 school breakfasts; 253,406 after school snacks, and 358,061 half pints of milk. The Summer Food Service Program made available \$725,682 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 342,524. USDA commodity foods valued at \$3,412,924 were allocated and distributed.

**FINANCES, FISCAL YEAR 2005:** The 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	1,097,701	684,136	98,673		314,892	
HEALTH BENEFITS	360,838	236,121	29,106		95,611	
RETIREMENTS	169,188	107,465	14,080		47,643	
OTHER FRINGE BENEFITS	16,131	10,690	1,663		3,778	
COMPUTER SERVICES	106,213	87,864	8,165		10,184	
CONTRACTUAL SERVICES	1,288,160	235,349	499,849		552,962	
RENTS	41,150	1,210	39,158		782	
COMMODITIES	16,384	4,395	10,820		1,169	
GRANTS, SUBSIDIES, PENSIONS	28,514,844	1,222,219	431,659		26,860,966	
TRANSFER TO OTHER FUNDS	466,397		423,925		42,472	
<b>TOTAL EXPENDITURES</b>	<b>32,077,006</b>	<b>2,589,449</b>	<b>1,557,098</b>		<b>27,930,459</b>	

## TEACHER RETIREMENT

*Central Office:* EDUCATION BLDG, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023      *FAX:* (207) 287-5894

*Established:* 1996

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

### PURPOSE:

Act of 1994 (P.L. 103-239).

### PUBLICATIONS:

School/Work 2000-Planned Uses of Federal Support for Applied Tech Ed;  
Planning Instructions for Local Applications for Assistance Under Perkins Title II, Part C; Uniform Guidelines for Local Applications for Assistance to Eligible Recipients; Quality Control and Accountability in Applied Tech Ed; Education for Work: Applied Tech Ed Handbook, State of Maine; Outlook '95-Occupational Supply/Demand Analysis Notebook for the State of Maine.

Career Opportunities 2000-State of Maine Plan for a Statewide STWO System  
Gender Equity in Education and the Workplace-A Competency Profile for Achieving Equity

Maine's Challenge: An Action Agenda for Systemic Change, 3/26/93

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

TEACHER RETIREMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	181,698,128	181,698,128				
TOTAL EXPENDITURES	181,698,128	181,698,128				

## EDUCATION UNORGANIZED TERRITORY

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

*Central Office:* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023

*FAX:* (207) 624-6891

*Established:* 1993

*Telephone:* (207) 624-6892

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

*Average Count--All Positions:* 68.563

*Legislative Count:* 32.00

#### 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 Administrative Secretary, and a part-time Account Clerk. All positions except the Director of Special Education, are located at the central office in Augusta.

#### PROGRAM:

Education in the Unorganized 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 14 buses. In addition, 1,000 pupils are tuitioned to local school systems, with transportation provided through the operation of 12 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.

# DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2005:** The 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	1,827,519	1,657,531			169,988	
HEALTH BENEFITS	616,339	546,722			69,617	
RETIREMENTS	253,982	227,849			26,133	
OTHER FRINGE BENEFITS	25,279	23,135			2,144	
COMPUTER SERVICES	37,398	13,750			23,648	
CONTRACTUAL SERVICES	7,233,756	7,121,206			112,550	
RENTS	1,531	1,531				
COMMODITIES	204,893	184,311			20,582	
EQUIPMENT	152,833	152,833				
TRANSFER TO OTHER FUNDS	21,276				21,276	
<b>TOTAL EXPENDITURES</b>	<b>10,374,806</b>	<b>9,928,868</b>			<b>445,938</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**DAWN GALLAGHER, COMMISSIONER**  
**DAVID LITTELL, DEPUTY COMMISSIONER**

WATS: (800) 452-1942

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

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

Established: 1972

FAX: (207) 287-2814

Telephone: (207) 287-2812

Reference: Policy Area: 04 ; Umbrella: 06 Unit: 096 ; Citation: T0038 M.R.S.A., Sect. 000000341

Average Count--All Positions: 459.028

Legislative Count: 453.50

Units:

ACE SERVICE CENTER

BUREAU OF AIR QUALITY

OFFICE OF THE COMMISSIONER

BOARD OF ENVIRONMENTAL PROTECTION

BUREAU OF LAND AND WATER QUALITY

OFFICE OF POLLUTION PREVENTION

BUREAU OF REMEDIATION AND WASTE MANAGEMENT

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

**PURPOSE:**

The Department of Environmental Protection is charged by statute with protecting and improving the quality of our natural environment and the resources which constitute it, and with enhancing the public's opportunity to enjoy the environment by directing growth and development in a sustainable fashion. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution, grants, licenses and initiates enforcement actions. Department staff negotiate agreements with federal, state and municipal agencies, administer laws relating to the environment and educate 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. The Office of Management Services provides support services in the areas of Budget and Finance, Human Resources, Computer Services, and Training to the Department.

The Office of the Commissioner provides day to day support for the chief executives and coordinates intra-agency programs and initiatives. The Office of the Commissioner coordinates legislation, department-wide initiatives, multi media enforcement, broad education and outreach, environmental innovation, technical assistance and policy development and implementation.

**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 modeling, 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.

The Bureau of Land and Water Quality is responsible for regulating large-scale land development, reviewing activities which affect critical

# DEPARTMENT OF ENVIRONMENTAL PROTECTION

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:

Licenses: 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, Maine Pollution Elimination System, Waste Water & Experimental Discharge. Permits: Log Storage, Mining Rehabilitation of Land, Site Location of Development, Small Hydro, Sludge Utilization, and Natural Resources Protection. Certifications: Underground Oil & Hazardous Substance Storage Tank Installer, Asbestos Abatement Contractor, Design Consultant & Worker, Asbestos Evaluation Specialist & Project Supervisor, Water Quality, Waste Water Treatment Facility Operator, Servicing & Repairing Sanitary Waste Treatment Facilities, FAME, Water Pollution Control Facilities, Tax Exemption for Pollution Control Facilities.

## PUBLICATIONS:

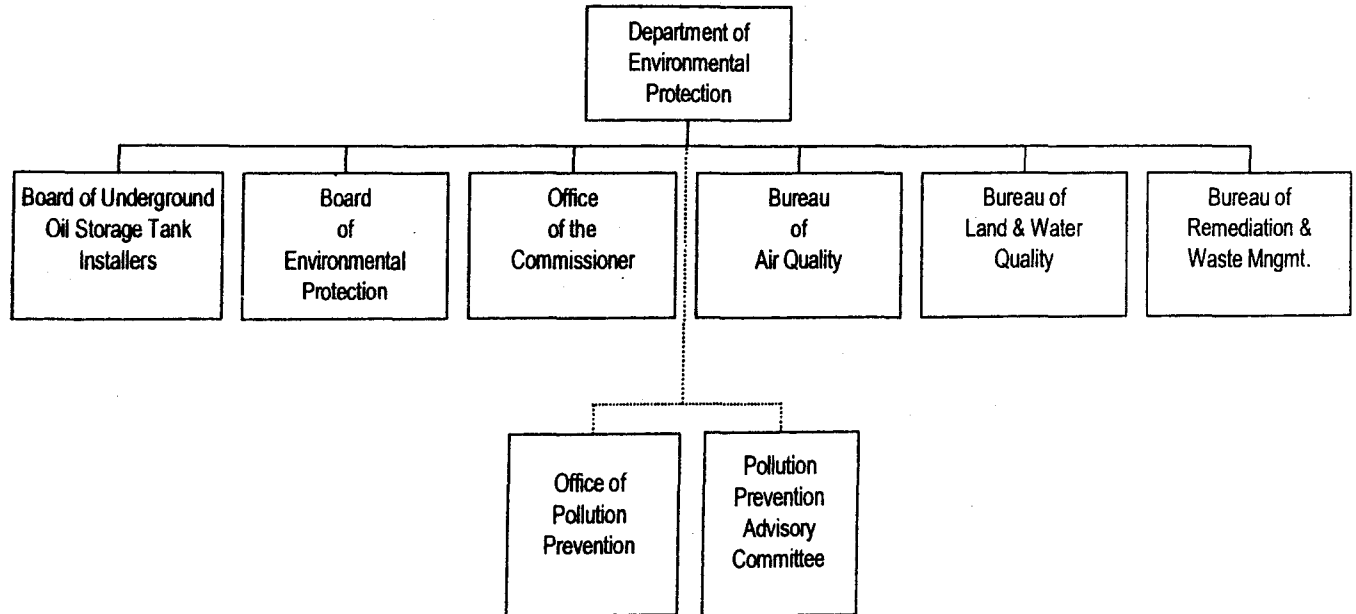
DEP Issue Profiles, short documents on a variety of laws, programs and environmental issues. DEP Fact Sheets and DEP Information Sheets, periodic publications, on timely topics of relatively narrow focus.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	19,640,989	3,540,198	11,538,480		4,562,311	
HEALTH BENEFITS	7,198,701	1,294,605	4,229,142		1,674,954	
RETIREMENTS	2,914,401	540,215	1,719,729		654,457	
OTHER FRINGE BENEFITS	292,150	45,581	179,143		67,426	
COMPUTER SERVICES	879,713	15,523	738,205	1,283	124,702	
CONTRACTUAL SERVICES	18,039,504	666,079	13,657,152	23,987	1,702,647	1,989,639
RENTS	1,303,663	109,513	1,108,879	78	69,817	15,376
COMMODITIES	642,433	67,636	459,012	4,192	104,946	6,647
GRANTS, SUBSIDIES, PENSIONS	10,759,368	13,577	1,660,316		1,980,485	7,104,990
EQUIPMENT	459,251		443,851		15,400	
TRANSFER TO OTHER FUNDS	1,041,455		842,943	652	197,860	
<b>TOTAL EXPENDITURES</b>	63,171,628	6,292,927	36,576,852	30,192	11,155,005	9,116,652

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,857,996		2,818,715		3,039,281	
HEALTH BENEFITS	2,163,108		1,065,842		1,097,266	
RETIREMENTS	840,187		406,028		434,159	
OTHER FRINGE BENEFITS	87,420		43,198		44,222	
COMPUTER SERVICES	137,966		20,304		117,662	
CONTRACTUAL SERVICES	1,371,113		628,975		742,138	
RENTS	158,891		118,946		39,945	
COMMODITIES	93,262		23,615		69,647	
GRANTS, SUBSIDIES, PENSIONS	1,543,875		63,791		1,480,084	
EQUIPMENT	24,449		24,449			
TRANSFER TO OTHER FUNDS	236,471		113,172		123,299	
<b>TOTAL EXPENDITURES</b>	12,514,738		5,327,035		7,187,703	

Organizational Chart  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
UMB 06



DEPARTMENT OF ENVIRONMENTAL PROTECTION

**ACE SERVICE CENTER**

**GEORGE VILES, DIR MANAGMENT SERVICES  
TERRY ARBOUR, RESOURCE ADMINISTRATOR**

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

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

*Established:* 1995

*Reference: Policy Area:* 04 ; *Umbrella:* 06 *Unit:* 586 ; *Citation:* T0038

*Average Count--All Positions:* 17.000

*FAX:* (207) 287-2814

*Telephone:* (207) 287-7832

*M.R.S.A., Sect.* 000002451

*Legislative Count:* 17.00

**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. The Center's purpose is to provide administrative services in an efficient and cost-effective manner to the departments.

**ORGANIZATION:**

Chapter 673 of Public Laws of 2003 provided that the Center is under the authority of the Commissioner of Environmental Protection who provides for its administration. Center service teams support each of the three departments, provide mutual back up coverage, and provide core shared services for select functions such as workers' compensation management, courier services and inventory management.

**PROGRAM:**

The Center provides assistance in human resource, payroll, accounting, financial, and inventory to the departments of Agriculture, Food and Rural Resources; Conservation, and Environmental Protection.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

ACE SERVICE CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	501,895		501,895			
HEALTH BENEFITS	230,191		230,191			
RETIREMENTS	76,186		76,186			
OTHER FRINGE BENEFITS	11,301		11,301			
COMPUTER SERVICES	20,504		20,504			
CONTRACTUAL SERVICES	42,582		42,582			
COMMODITIES	10,499		10,499			
TRANSFER TO OTHER FUNDS	116,295		116,295			
<b>TOTAL EXPENDITURES</b>	1,009,453		1,009,453			

**BUREAU OF AIR QUALITY**

**JAMES P. BROOKS, DIRECTOR  
BRYCE J. SPROUL, ENV ENG SVCS MANAGER**

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

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

*Established:* 1972

*Reference: Policy Area:* 04 ; *Umbrella:* 06 *Unit:* 096A; *Citation:* T0038

*Average Count--All Positions:* 17.000

*FAX:* (207) 287-7641

*Telephone:* (207) 287-2437

*M.R.S.A., Sect.* 000000581

*Legislative Count:* 17.00

## 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 69 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 Licensing, Meteorology, and Enforcement Units. The Licensing Unit reviews and processes applications for air emission licenses, license transfers, license renewals, and/or license modifications. The Meteorological Unit uses a variety of meteorological models to evaluate ambient air quality impacts from stationary sources to support air emission license applications, submit federal air quality attainment demonstrations, and perform season ozone forecasting. 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 responsible for regulatory and program development, education and outreach, mobile source issues, air toxics, as well as the maintenance and analysis of 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 33 monitoring sites, 29 of which require weekly visits. The Laboratory and Quality Assurance Unit of the Monitoring Section is responsible for providing analytical and QA support to all the various ambient air monitoring programs operated by the Monitoring Section. This section analyzes air toxics and ozone precursor samples for VOCs, certifies calibration standards, during FY 2005 conducted 163 performance audits statewide of DEP and tribal instruments collecting air quality data.

The Compliance Unit conducts inspection of air emission sources to determine their compliance status. In FY2005, approximately 500 inspections were conducted on 318 regulated facilities. This unit also inspected approximately 100 gas stations.

The Licensing and Enforcement 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 FY2005, the unit processed 228 licenses, renewals and/or transfers. The Enforcement Unit issued 20 notices of violations and resolved 12 Consent Agreements. The unit also continued to administer the Bureau's emission testing and monitoring program, observing or coordinating the observation 59 emission tests and 15 relative accuracy audits of emission monitors with the compliance staff of the Field Services Division.

The Program Planning Division develops and implements strategies to reduce the contribution of industrial, mobile, and area sources to Maine's air quality.

The Division continues to implement the heavy-duty diesel-testing program in Cumberland County and to address issues relating to hazardous air pollutants in Maine. Program Planning also participates in the development of regional strategies to reduce the transport of pollutants into the state,

### **PUBLICATIONS:**

Bureau of Air Quality Annual Report  
Issue Profile and Fact sheets on a variety of air issues  
OFC Compliance Informational Resource Guide  
State II Gasoline Vapor Recovery  
Open Burning Guidelines  
Global Energy Game  
Climate Change Action Plan Brochure  
Changing Earth Times (Mercury, Acid Rain)  
Onboard Diagnostic Brochure



## DEPARTMENT OF ENVIRONMENTAL PROTECTION

Drivers Guide to Env-Components of Maine's Safety Inspection Program  
 Maine's Bad Air Days Brochure  
 Air Quality Issues Brochure  
 Diesel Exhaust in NE  
 Truck Engine Idling  
 Drive Green, Save Money  
 Maine Green Schools  
 Burn Wood Efficiently  
 Env Resourch Guide Air Quality (Curricula-K-2, 3-5, 6-8, 9-12)

**FINANCES, FISCAL YEAR 2005:** The 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	873,628	753,779			119,849	
HEALTH BENEFITS	310,976	269,427			41,549	
RETIREMENTS	136,742	119,680			17,062	
OTHER FRINGE BENEFITS	10,205	8,569			1,636	
COMPUTER SERVICES	5,380	1,480		1,283	2,617	
CONTRACTUAL SERVICES	85,833	33,341		23,987	28,505	
RENTS	4,417	4,339		78		
COMMODITIES	38,209	30,319		4,192	3,698	
GRANTS, SUBSIDIES, PENSIONS	397,713				397,713	
EQUIPMENT	15,400				15,400	
TRANSFER TO OTHER FUNDS	5,397			652	4,745	
<b>TOTAL EXPENDITURES</b>	1,883,900	1,220,934		30,192	632,774	

## OFFICE OF THE COMMISSIONER

**DAWN GALLAGHER, COMMISSIONER**  
**DAVID LITTELL, DEPUTY COMMISSIONER**

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

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

*Established:*

*Reference: Policy Area: 04 ; Umbrella: 06 Unit: 096F ; Citation: T0038*

*Average Count--All Positions: 47.000*

*FAX: (207) 287-2814*

*Telephone: (207) 287-2812*

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

*Legislative Count: 47.00*

### 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, Office of Policy Development and Implementation and the ACE Service Center.

### 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 microcomputer support. The Financial Management Unit provides financial management services and is responsible for managing, controlling and reporting fiscal activities of the Department. The Human

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

Resources Unit is responsible for labor relations and coordinating all human resource functions. 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 handles 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.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,146,837	253,053	1,893,784			
HEALTH BENEFITS	699,832	68,213	631,619			
RETIREMENTS	340,256	47,498	292,758			
OTHER FRINGE BENEFITS	31,348	4,539	26,809			
COMPUTER SERVICES	232,158	30	232,128			
CONTRACTUAL SERVICES	564,580	5,802	558,778			
RENTS	372,632	9,718	362,914			
COMMODITIES	69,155	3,472	65,683			
GRANTS, SUBSIDIES, PENSIONS	18,105		18,105			
EQUIPMENT	162,923		162,923			
TRANSFER TO OTHER FUNDS	94,814		94,814			
<b>TOTAL EXPENDITURES</b>	<b>4,732,640</b>	<b>392,325</b>	<b>4,340,315</b>			

## BOARD OF ENVIRONMENTAL PROTECTION

**RICHARD WARDWELL, CHAIRMAN**  
**CYNTHIA 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: 04 ; Umbrella: 06 Unit: 101 ; Citation: T0038*

*Average Count--All Positions:* 2.000

*FAX:* (207) 287-2814

*Telephone:* (207) 287-2811

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

*Legislative Count:* 2.00

### PURPOSE:

The Board of Environmental Protection exists to provide informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection and to provide for credible, fair and responsible public participation in department decisions. The Board fulfills its purpose through rulemaking, decisions on selected permit applications, review of the Commissioner's licensing and enforcement actions and recommending changes in the law to the Legislature.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### 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 two: an Executive Analyst 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:

The majority of license applications are processed at the staff level and decided by the Commissioner, however, the Board assumes jurisdiction and decides each application for a license that involves a major policy decision or that has generated substantial public interest.

**FINANCES, FISCAL YEAR 2005:** The 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 REVENUE FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	120,920		120,920			
HEALTH BENEFITS	36,952		36,952			
RETIREMENTS	20,301		20,301			
OTHER FRINGE BENEFITS	958		958			
COMPUTER SERVICES	20,602		20,602			
CONTRACTUAL SERVICES	31,304		31,304			
RENTS	11,588		11,588			
COMMODITIES	265		265			
TRANSFER TO OTHER FUNDS	4,129		4,129			
<b>TOTAL EXPENDITURES</b>	<b>247,019</b>		<b>247,019</b>			

## BUREAU OF LAND AND WATER QUALITY

### ANDREW C. FISK, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333

Established: 1994

Reference: Policy Area: 04 ; Umbrella: 06 Unit: 096B; Citation: T0038

Average Count--All Positions: 72.308

FAX: (207) 287-7191

Telephone: (207) 287-3901

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

Legislative Count: 72.00

### 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.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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; Stormwater Management Law; Erosion and Sedimentation Control Law; Performance Standards for Excavations for Borrow, Clay, Topsoil, or Silt; Performance Standards for Quarries; and the Water Quality laws, including the federal National Pollutant Discharge Elimination System (NPDES) program.

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 implementation of the Shoreland Zoning Law. Enforcement and Field Services staff is 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 and the Federal Clean Water Act. 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 Environmental 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 it does quality assurance and 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 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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

IRS Certification for five year amortization and for tax exempt bonding  
FAME certification for loan applicants compliance with environmental laws

### PUBLICATIONS:

Maine Erosion and Sedimentation Control BMP's (2003)  
The Buffer Handbook (1998)  
Maine Shoreland Zoning - A Handbook for Shoreland Owners (1999)  
Maine Stormwater BMP Manual (being revised in 2005)  
Small Community Grant Program - Municipal Handbook (Revised 2004)  
A Homeowner's Guide to Environmental Laws Affecting Shorefront Property (Revised 2003)  
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)  
2004 Integrated Water Quality Monitoring and Assessment Report  
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 2003)

**FINANCES, FISCAL YEAR 2005:** The 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	3,252,724	2,277,521	531,929		443,274	
HEALTH BENEFITS	1,214,884	866,455	183,417		165,012	
RETIREMENTS	477,484	336,106	78,512		62,866	
OTHER FRINGE BENEFITS	42,075	29,628	6,241		6,206	
COMPUTER SERVICES	14,291	14,014	277			
CONTRACTUAL SERVICES	1,016,841	607,810	342,989		66,042	
RENTS	127,508	95,456	6,838		25,214	
COMMODITIES	60,996	33,844	25,681		1,471	
GRANTS, SUBSIDIES, PENSIONS	7,186,274	13,577	39,633		102,689	7,030,375
TRANSFER TO OTHER FUNDS	42,966		25,963		17,003	
TOTAL EXPENDITURES	13,436,043	4,274,411	1,241,480		889,777	7,030,375

## 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

FAX: (207) 287-2814

Telephone: (207) 287-2811

Reference: Policy Area: 04 ; Umbrella: 06 Unit: 558 ; Citation: T0038 M.R.S.A., Sect. 000000342

### PURPOSE:

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

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF REMEDIATION AND WASTE MANAGEMENT**

**STEPHEN K. DAVIS, PG, DIRECTOR**  
**DAVID W. MAXWELL, DEPUTY DIRECTOR**

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

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

*Established:* 1980

*FAX:* (207) 287-7826

*Telephone:* (207) 287-7890

*Reference: Policy Area:04 ; Umbrella: 06 Unit: 096D; Citation: T0038 M.R.S.A., Sect. 000000541*

*Average Count--All Positions:* 153.924

*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; development of natural resource damage assessment claims resulting from oil & hazardous substances; 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.

**ORGANIZATION:**

The Bureau consists of the Divisions of Remediation, Response Services, Technical Services, Oil and Hazardous Waste Facilities Regulation, Solid Waste Facilities Regulation, and Program Services. The Bureau has offices in Augusta, Bangor, Portland and Presque Isle.

**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. This Division prepared the State of Maine Marine Oil Spill Contingency Plan and Emergency Response Plan and is responsible for updating those plans annually. This Division 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 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. Staff in this Division review/process license applications and track waste oil/hazardous waste generation and shipments. This Division 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, and beneficial use sites. This Division is also responsible for septage and land application of sludge and residuals, administration of asbestos and lead abatement programs, including certification of asbestos and lead abatement workers, and for managing various mercury reduction programs. The Division of Program Services is

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

responsible for grants and loans 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; Bureau cost recovery efforts 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.

**FINANCES, FISCAL YEAR 2005:** The 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	6,886,990	255,845	5,671,238		959,907	
HEALTH BENEFITS	2,542,758	90,510	2,081,121		371,127	
RETIREMENTS	1,023,244	36,931	845,944		140,369	
OTHER FRINGE BENEFITS	108,843	2,846	90,635		15,362	
COMPUTER SERVICES	448,813		444,390		4,423	
CONTRACTUAL SERVICES	14,927,250	19,125	12,052,524		865,962	1,989,639
RENTS	628,626		608,593		4,657	15,376
COMMODITIES	370,045		333,268		30,130	6,647
GRANTS, SUBSIDIES, PENSIONS	1,613,401		1,538,786			74,615
EQUIPMENT	256,479		256,479			
TRANSFER TO OTHER FUNDS	541,383		488,571		52,812	
<b>TOTAL EXPENDITURES</b>	<b>29,347,832</b>	<b>405,257</b>	<b>24,411,549</b>		<b>2,444,749</b>	<b>2,086,277</b>

## 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) 287-2651

*Established:* 1985

*Telephone:* (207) 287-2651

*Reference: Policy Area: 04 ; 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; one from the Maine Chamber of Commerce and Industry or an 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 12/31/06;

George Seel (DEP)-term expires 12/31/05;

Lawrence Winchester (certified installer)-term expired 12/31/04;(he serves until he or a replacement is appointed)

Alison Smith (public member) - term expires 12/31/05;

Clifford Buuck (public member)-term expired 12/31/04; (he serves until he or a replacement is appointed)

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

Vacant (Maine Chamber of Commerce, certified installer or certified inspector)-term expires 12/31/07;  
Kenneth Dixon (Maine Fire Chiefs Association)-term expires 12/31/05.  
The DEP provides staff support to the board.

### **PROGRAM:**

Examinations offered include initial and final exams for Class 2 and 3 underground oil tank installers, underground tank inspectors as well as underground gasoline tank removers.

A total of 400 certificates for underground oil storage tank installers or inspectors and 99 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 84, while the current number of inspectors is 29.

The Board sponsored or approved a continuing education workshop totaling four available credit hours for installers to meet continuing education requirements. The Board approved eight other programs offered by others that totaled sixteen available credit hours. Two complaints against installers, apprentices or applicants were received and investigated in FY 05. One complaint was resolved while two remained unresolved.

### **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 semi-annual newsletter available free to certified installers and removers.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



EXECUTIVE DEPARTMENT

**(OFFICE OF) GOVERNOR**

**JOHN BALDACCI, GOVERNOR**

*Central Office:* STATE HOUSE, AUGUSTA, ME 04333

*Mail Address:* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001

*FAX:* (207) 287-1034

*Established:* 1920

*Telephone:* (207) 287-3531

*Reference: Policy Area: 00 ; Umbrella: 07 ; Unit: 102 ; Citation: T0002 M.R.S.A., Sect. 000000001*

*Average Count--All Positions:* 104.684

*Legislative Count:* 104.00

*Units:*

*GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY*

*MAINE LAND AND WATER RESOURCES COUNCIL*

*GOVERNOR'S SELECT COMMITTEE ON JUDICIAL*

*STATE PLANNING OFFICE*

*APPOINTMENTS*

*(OFFICE OF) PUBLIC ADVOCATE*

*LAND FOR MAINE'S FUTURE BOARD*

**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.

**The Governor's Office of Health Policy and Finance** serves as a clearinghouse to assure consistent health policy and finance for Maine. It is responsible for the effective implementation of the Dirigo Health Reform Act. Specifically, the Office must produce the State Health Plan and assure its implementation. Additionally, the Office is also responsible for leading Maine's efforts to reduce prescription drug costs for Maine citizens.

**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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,731,999	2,563,205	1,168,734		1,000,060	
HEALTH BENEFITS	1,229,902	618,699	317,913		293,290	
RETIREMENTS	556,889	268,381	166,778		121,730	
OTHER FRINGE BENEFITS	67,499	34,887	13,685		18,927	
COMPUTER SERVICES	182,683	169,747	4,818		8,118	
CONTRACTUAL SERVICES	2,780,526	711,436	1,142,979		919,111	7,000
RENTS	97,320	35,842	52,367		9,111	
COMMODITIES	165,489	126,051	15,944		23,494	
GRANTS, SUBSIDIES, PENSIONS	3,014,838	492,968	354,890		1,648,919	518,061
PURCHASE OF LAND	6,416,118		3,905			6,412,213
TRANSFER TO OTHER FUNDS	138,983		50,418		88,565	
<b>TOTAL EXPENDITURES</b>	<b>19,382,246</b>	<b>5,021,216</b>	<b>3,292,431</b>		<b>4,131,325</b>	<b>6,937,274</b>

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,691,405	1,640,450			50,955	
HEALTH BENEFITS	382,360	373,205			9,155	
RETIREMENTS	152,277	148,414			3,863	
OTHER FRINGE BENEFITS	27,418	26,570			848	
COMPUTER SERVICES	80,657	80,657				
CONTRACTUAL SERVICES	893,330	344,411	310,487		238,432	
RENTS	21,648	21,648				
COMMODITIES	72,380	72,380				
GRANTS, SUBSIDIES, PENSIONS	63,500	63,500				
TRANSFER TO OTHER FUNDS	11,993		6,067		5,926	
<b>TOTAL EXPENDITURES</b>	<b>3,396,968</b>	<b>2,771,235</b>	<b>316,554</b>		<b>309,179</b>	

## GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

### ANNE H. JORDAN, CHAIR

*Central Office:* 1 STATEHOUSE STATION, AUGUSTA, ME 04333

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

*Established:* 1987

*Telephone:* (207) 287-3531

*Reference:* Policy Area:00 ; Umbrella: 07 Unit: 102J ; Citation: GFY95 M.R.S.A., Sect. 000000008

#### PURPOSE:

As established by Executive Order 8 FY94/95 on January 27, 1995, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than once every four months.

#### ORGANIZATION:

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

The members of the Board are appointed by the Governor to serve at his

## EXECUTIVE DEPARTMENT

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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS**

### **WARREN SILVER, CHAIR**

*Central Office:* STATE HOUSE, AUGUSTA, ME

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

*Established:* 1988

*Telephone:* (207) 287-3531

*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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **LAND FOR MAINE'S FUTURE BOARD**

### **MARTHA E. FREEMAN, DIRECTOR**

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

*Mail Address:* 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038

*FAX:* (207) 287-6489

*Established:* 1987

*Telephone:* (207) 287-6077

*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."

Since the creation of the fund in 1987, over 240,000 acres have been acquired entirely from willing sellers, including about 50,000 acres in

## EXECUTIVE DEPARTMENT

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 more than \$70 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 M.R.S.A. 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.

Funding has been drawn from 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; virtually all of which is now committed for ongoing land protection projects. Until new funding is approved, no new commitments can be made.

### 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.

In November 2005, Maine voters will consider creation of a new pilot program to protect working water fronts for the commercial marine fishing industry. If approved the LMF Board will administer the program in cooperation with the Department of Marine Resources.

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 more than four times 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 regular Board meetings or via the State Planning Office's web site at [www.maine.gov/spo/lmf](http://www.maine.gov/spo/lmf).

## EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2005:** The 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	47,590		47,590			
HEALTH BENEFITS	13,494		13,494			
RETIREMENTS	6,791		6,791			
CONTRACTUAL SERVICES	2,353		2,353			
PURCHASE OF LAND	6,416,118		3,905			6,412,213
TRANSFER TO OTHER FUNDS	3,504		3,504			
<b>TOTAL EXPENDITURES</b>	<b>6,489,850</b>		<b>77,637</b>			<b>6,412,213</b>

## MAINE LAND AND WATER RESOURCES COUNCIL

### TODD BURROWES, COUNCIL STAFF

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

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

*Established:* 1976

*Telephone:* (207) 287-3261

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

#### PURPOSE:

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

## EXECUTIVE DEPARTMENT

### **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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **STATE PLANNING OFFICE**

**MARTHA E. FREEMAN, DIRECTOR**

**RALPH VAN DEN BOSSCHE, DIRECTOR OF FINANCE**

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

*Mail Address:* 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038

*FAX:* (207) 287-6489

*Established:* 1968

*Telephone:* (207) 287-6077

*Reference: Policy Area:* 00 ; *Umbrella:* 07 ; *Unit:* 105 ; *Citation:* T0005 *M.R.S.A., Sect.* 000003303

*Average Count--All Positions:* 55.000

*Legislative Count:* 55.00

### **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 on hydropower relicensing; serve as Governor's liaison with Legislative

## EXECUTIVE DEPARTMENT

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 the Governor; and assist with tax policy development for the 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); 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, 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 2005:** The 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	2,288,658	922,755	416,798		949,105	
HEALTH BENEFITS	676,905	245,494	147,277		284,134	
RETIREMENTS	300,740	119,967	62,906		117,867	
OTHER FRINGE BENEFITS	32,732	8,317	6,336		18,079	
COMPUTER SERVICES	99,488	89,091	2,279		8,118	
CONTRACTUAL SERVICES	1,240,494	367,024	185,790		680,680	7,000
RENTS	29,872	14,194	6,567		9,111	
COMMODITIES	84,795	53,672	7,629		23,494	
GRANTS, SUBSIDIES, PENSIONS	2,951,338	429,468	354,890		1,648,919	518,061
TRANSFER TO OTHER FUNDS	115,670		33,030		82,640	
<b>TOTAL EXPENDITURES</b>	<b>7,820,692</b>	<b>2,249,982</b>	<b>1,223,502</b>		<b>3,822,147</b>	<b>525,061</b>

EXECUTIVE DEPARTMENT

**(OFFICE OF) PUBLIC ADVOCATE**

**STEPHEN G WARD, PUBLIC ADVOCATE**  
**PATTY J 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: 07 ; Umbrella: 07 Unit: 413 ; Citation: T0035A M.R.S.A., Sect. 000001701

Average Count--All Positions: 11.000

Legislative Count: 11.00

**PURPOSE:**

The fundamental goal of the Public Advocate office is 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-third 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. Beginning in 1988 the Public Advocate also represented the Governor's Office in negotiations for access to disposal facilities capable of accepting shipments of low-level radioactive waste from generators of this waste in Maine, such as the Texas Low-Level Radioactive Waste Compact.

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 eight staff people including three 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 in the administration of Governor Baldacci since 2003.

**PUBLICATIONS:**

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

Electricity Shopping Guide (Volume 9, Nov. 2004, Vol. 10, April 2005 - no charge)

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

Ratewatchers Phone Guide (Volume 14, July 2004, Vol 15, Jan. 2005 -no charge)



# EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2005:** The 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	<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	704,345		704,345			
HEALTH BENEFITS	157,142		157,142			
RETIREMENTS	97,080		97,080			
OTHER FRINGE BENEFITS	7,349		7,349			
COMPUTER SERVICES	2,539		2,539			
CONTRACTUAL SERVICES	644,349		644,349			
RENTS	45,800		45,800			
COMMODITIES	8,316		8,316			
TRANSFER TO OTHER FUNDS	7,818		7,818			
<b>TOTAL EXPENDITURES</b>	1,674,738		1,674,738			

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES

JOHN R. NICHOLAS, COMMISSIONER

TTY: (207) 287-4479

Central Office: 221 STATE STREET, AUGUSTA, ME 04333-0011

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

FAX: (207) 287-3005

Established: 1975

Telephone: (207) 287-2736

Reference: Policy Area:05 ; Umbrella: 1Q Unit: 144 ; Citation: T0022 M.R.S.A., Sect. 000000001

Average Count--All Positions: 2716.000

Legislative Count: 2714.50

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

OFFICE OF HEALTH DATA AND PROGRAM MANAGEMENT

BUREAU OF HEALTH

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)

OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

OFFICE OF PROGRAMS (HUMAN SERVICES)

MAINE PUBLIC DRINKING WATER COMMISSION

OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN

SVCS)

HEALTH AND ENVIRONMENTAL TESTING LABORATORY (HUMAN

SERVICES)

DIVISION OF REGIONAL OPERATIONS

**PURPOSE:**

The mission of the Maine Department of Health and Human Services is to provide health and human services to the people of Maine so that all persons may achieve and maintain their optimal level of health and their full potential for economic independence and personal development. Within available funds, the department shall provide supportive, preventive, protective, public health and intervention services to children, families and adults, including the elderly and adults with disabilities. The department shall endeavor to assist individuals in meeting their needs and families in providing for the developmental, health and safety needs of their children, while respecting the rights and preferences of the individual or family (22-A MRSA §202 (1)).

The guiding principles of the Department of Health and Human Services are to: A. Improve the health and well-being of Maine residents, with this goal guiding all decisions, programs and services of the department; B. Treat consumers with respect and dignity; C. Treat service providers with professionalism and collegiality; D. Value and support department staff as the critical connection to the consumer; E. Involve consumers, providers, advocates and staff in long-term planning; F. Use relevant, meaningful data and objective analyses of population-based needs in program planning, decision making and quality assurance; and G. Deliver services that are individualized, family-centered, easily accessible, preventive, independence-oriented, interdisciplinary, collaborative, evidence-based and consistent with best practices. (22-A MRSA §202 (2))

**ORGANIZATION:**

The present department originated in 1885 as the Department of Health and Welfare overseen by the State Board of Health. In 1917 these precursors formed a new Department of Health, under the direction of a Commissioner, and a new Public Health Council. Social welfare functions were added to the department's mandate in 1913 with the creation of the State Board of Charities and Corrections, which was designated as the Department of Public Welfare in 1927.

In a major reorganization of state government in 1931, a Department of Health and Welfare was created from these precursors, consisting of the Bureau of Health, Bureau of Social Welfare, and Bureau of Institutional Services.. In 1939, the Bureau of Institutional Services was designated as a separate Department of Institutional Services, of which subsequently was divided into the Department of Behavioral and Developmental Services and the Department of Corrections.

In 1975, the old Department of Health and Welfare was renamed the Department of Human Services, consisting of five bureaus: Health, Child and Family Services, Family Independence, Medical Services, and Elder and Adult Services. Effective July 1, 2004, the Governor and the Legislature created a new Department of Health and Human Services (DHHS) by combining and reorganizing the

## DEPARTMENT OF HUMAN SERVICES

former Department of Human Services (DHS) and the former Department of Behavioral and Developmental Services (BDS). The organizational framework for the new department was established the following year by Public Law 2005, Ch. 412.

The creation of the new Department provides an unprecedented opportunity to improve the health and well being of all Maine citizens through more coordinated and responsive systems. The intent of the new Department is to deliver services that are both more effective and efficient.

This new structure enables the delivery of consistent, effective high-quality services from both legacy departments, based on standardized, evidence-based, best-practices parameters with uniform oversight. The new system will also bring increased strength-based collaboration with all programs which are involved with an individual and his or her family - from primary prevention all the way to long-term care. In addition, the new system:

? Supports, strengthens, and integrates primary prevention efforts for all programs across the Department;

? Integrates mental health and physical health with social services throughout the entire department;

? Recognizes the value and importance of population-based public health efforts in making Maine people healthier and in reducing health-care costs; and

? Eliminates the "silo" approach to services by breaking down barriers to a holistic approach to these services.

### **PROGRAM:**

As an overview, the department's statutory mandate requires it to provide the following programs and services to adults, children and families:

- A. Economic assistance and employment support services;
- B. Mental health and behavioral health services;
- C. Mental retardation and developmental disability services;
- D. Physical health services;
- E. Public health services; and
- F. Substance abuse prevention and treatment services.

Services targeted specifically for children and families include:

- A. Child welfare services;
- B. Head Start and child care services;
- C. Maternal and child health services, including home visiting programs;
- D. Paternity establishment and child support enforcement services; and
- E. Residential and long-term care services for children with disabilities.

Services targeted specifically for adults, the elderly and persons with disabilities, include:

- A. Adult protective services; and
- B. Long-term care services for the elderly and adults with disabilities.

More information about the Department of Health and Human Services may be found at <http://www.maine.gov/dhhs>.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	88,699,643	43,794,179	5,826,863		39,078,601	
HEALTH BENEFITS	33,058,034	15,497,471	2,197,913		15,362,650	
RETIREMENTS	12,677,441	5,934,889	855,838		5,886,714	
OTHER FRINGE BENEFITS	1,209,700	581,319	86,738		541,643	
COMPUTER SERVICES	25,227,204	7,437,795	2,007,797		15,781,612	
CONTRACTUAL SERVICES	61,761,885	20,257,168	12,405,633		29,099,084	
RENTS	9,431,711	4,732,965	215,307		4,483,439	
COMMODITIES	4,602,639	1,119,349	1,963,336		1,519,954	
GRANTS, SUBSIDIES, PENSIONS	2296,092,447	530,255,564	245,559,399		1519,677,484	600,000
EQUIPMENT	5,798,946	571,974	40,128		5,186,844	
TRANSFER TO OTHER FUNDS	5,260,959	29,509	765,706		4,465,744	
COST OF GOODS SOLD	929	666			263	
<b>TOTAL EXPENDITURES</b>	<b>2543,821,538</b>	<b>630,212,848</b>	<b>271,924,658</b>		<b>1641,084,032</b>	<b>600,000</b>

DEPARTMENT OF HUMAN SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	204,373				204,373	
COMMODITIES	22	22				
GRANTS, SUBSIDIES, PENSIONS	32,519	32,519				
TRANSFER TO OTHER FUNDS	6,031				6,031	
<b>TOTAL EXPENDITURES</b>	<b>242,945</b>	<b>32,541</b>			<b>210,404</b>	

## BUREAU OF CHILD AND FAMILY SERVICES

### JAMES BEOUGHER, DIRECTOR

*Central Office:* 221 STATE STREET, AUGUSTA, ME 04333-0011

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

*Established:* 1974

*Reference:* Policy Area: 05 ; Umbrella: 10 Unit: 148 ; Citation: T0022

*Average Count--All Positions:* 73.000

*FAX:* (207) 287-5282

*Telephone:* (207) 287-5060

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

*Legislative Count:* 73.00

#### 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 Health and 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.

## DEPARTMENT OF HUMAN SERVICES

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 homes. 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 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  
 A Guide to Child Protective Services  
 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 2005:** The 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	2,675,085	1,313,195	201,154		1,160,736	
HEALTH BENEFITS	872,272	412,612	68,315		391,345	
RETIREMENTS	374,981	181,311	30,412		163,258	
OTHER FRINGE BENEFITS	33,968	17,489	3,458		13,021	
COMPUTER SERVICES	1,873,354	558,688	753,244		561,422	
CONTRACTUAL SERVICES	8,038,659	7,040,172	288,218		710,269	
RENTS	12,737	11,715			1,022	
COMMODITIES	193,412	183,137	1,030		9,245	
GRANTS, SUBSIDIES, PENSIONS	116,519,875	55,244,032	5,215,212		56,060,631	
TRANSFER TO OTHER FUNDS	154,242		49,236		105,006	
<b>TOTAL EXPENDITURES</b>	<b>130,748,585</b>	<b>64,962,351</b>	<b>6,610,279</b>		<b>59,175,955</b>	

DEPARTMENT OF HUMAN SERVICES

**DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)**

**VALERIE RICKER, CO-DIRECTOR**  
**BARBARA LEONARD, CO-DIRECTOR**

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333-0011

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

*FAX:* (207) 287-5355

*Established:* 1937

*Telephone:* (207) 287-5396

*Reference: Policy Area:* 05 ; *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.

**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, 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, maternal and child health, tobacco, diabetes, cardiovascular health, breast and cervical health and safety; newsletters; resource lists and fact sheets.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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	1,330,776				1,330,776	
HEALTH BENEFITS	459,438				459,438	
RETIREMENTS	193,009				193,009	
OTHER FRINGE BENEFITS	20,089				20,089	
COMPUTER SERVICES	15,781				15,781	
CONTRACTUAL SERVICES	723,755				723,755	
RENTS	7,502				7,502	
COMMODITIES	6,051				6,051	
GRANTS, SUBSIDIES, PENSIONS	34,026	5,082			28,944	
EQUIPMENT	30,000				30,000	
TRANSFER TO OTHER FUNDS	81,339				81,339	
COST OF GOODS SOLD	4				4	
<b>TOTAL EXPENDITURES</b>	2,901,770	5,082			2,896,688	

## COMMUNITY SERVICES CENTER

### DAVID G. STAUFFER, ACTING DIRECTOR

*Central Office:* 221 STATE STREET, AUGUSTA, ME 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011      *FAX:* (207) 287-5031

*Established:* 1996

*Telephone:* (207) 287-5072

*Reference: Policy Area:* 05 ; *Umbrella:* 10 *Unit:* 182 ; *Citation:* T0022      *M.R.S.A., Sect.* 000000006C

*Average Count--All Positions:* 83.000

*Legislative Count:* 83.00

#### **PURPOSE:**

The Community Services Center provides consolidated auditing and licensing services for the department. The service center also is the coordinating body for administration policy, and procedures relating to the purchase of services for the department and institutional abuse investigations.

The Community 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 department.

#### **ORGANIZATION:**

The Audit, Contracting and Licensing Service Center was established by Chapter 665, PL 1996, Part CC, Sections CC-1 through CC-7.

#### **PROGRAM:**

The contracting unit of the service center shall provide technical assistance to the bureaus of the Department of Health and Human Services in procuring, distributing and monitoring all state and federal funds.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2005:** The 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	3,146,231	1,134,126	354,969		1,657,136	
HEALTH BENEFITS	1,091,428	375,017	132,751		583,660	
RETIREMENTS	460,929	170,525	50,654		239,750	
OTHER FRINGE BENEFITS	32,142	10,011	4,179		17,952	
COMPUTER SERVICES	22,919	1,769	3,207		17,943	
CONTRACTUAL SERVICES	318,303	54,394	124,020		139,889	
RENTS	129,713	42,852			86,861	
COMMODITIES	9,522	6,052	1,046		2,424	
GRANTS, SUBSIDIES, PENSIONS	99,993		99,993			
TRANSFER TO OTHER FUNDS	21,493	80	3,297		18,116	
<b>TOTAL EXPENDITURES</b>	5,332,673	1,794,826	774,116		2,763,731	

## DIVISION OF DISABILITY DETERMINATION SERVICES

### SCOTT MACK, DIRECTOR

*Central Office:* CARLTON MILLS, 1705 US RTE 202, WINTHROP, ME 04364

*Mail Address:* 116 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 377-9589

*Established:* 1956

*Telephone:* (207) 377-9500

*Reference: Policy Area:* 05 ; *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.

**FINANCES, FISCAL YEAR 2005:** The 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	2,519,129				2,519,129	
HEALTH BENEFITS	941,017				941,017	
RETIREMENTS	355,439				355,439	
OTHER FRINGE BENEFITS	32,629				32,629	
COMPUTER SERVICES	104,024				104,024	
CONTRACTUAL SERVICES	1,426,260				1,426,260	
RENTS	264,379				264,379	
COMMODITIES	35,614				35,614	
GRANTS, SUBSIDIES, PENSIONS	2,058,645				2,058,645	
EQUIPMENT	3,463				3,463	
TRANSFER TO OTHER FUNDS	167,572				167,572	
<b>TOTAL EXPENDITURES</b>	7,908,171				7,908,171	



DEPARTMENT OF HUMAN SERVICES

**DIVISION OF DISEASE CONTROL (HUMAN SERVICES)**

**PAUL L. KUEHNERT, RN, MSN, DIRECTOR**

WATS: (800) 821-5821

Central Office: 286 WATER STREET, AUGUSTA, ME 04333-0011

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-6865

Established: 1972

Telephone: (207) 287-3591

Reference: Policy Area: 05 ; 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: Acute and Infectious Epidemiology, 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 program 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.

Early and Periodic Screening, Diagnosis, and Treatment, providing outreach and follow-up case 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF HUMAN SERVICES

**BUREAU OF ELDER AND ADULT SERVICES**

**CATHERINE COBB, ACTING DIRECTOR**

*Central Office:* 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333-0011

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

*Established:* 1974

*Reference:* Policy Area:05 ; Umbrella: 1Q Unit: 149 ; Citation: T0022

*Average Count--All Positions:* 106.500

*FAX:* (207) 287-9229

*Telephone:* (207) 287-9200

*M.R.S.A., Sect.* 000005105

*Legislative Count:* 106.50

**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 Health and 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 by statute as a separate and distinct organizational unit of the department, called the Bureau of Elder and Adult Services.

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 Division of Disability Determination Services was transferred to the bureau in 1996. It is currently one of five bureaus of the State Department of Health and Human Services. The bureau operates from a central office in Augusta and from the regional offices of the Department of Health and 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 funds from the Older Americans Act 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 90,000 persons are served annually, benefiting from programs valued at just over \$30 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 nearly 20,000 requests annually for disability benefits under Social Security.

Long-term care programs prevent or delay nursing home placement. Services include, long-term care assessment conducted by a nurse at the person's home; home care services to assist with daily activities, consumer-directed attendant

## DEPARTMENT OF HUMAN SERVICES

services, homemaker services; respite for caregivers of persons with dementia, adult day programs, long-term care ombudsman services, Certificate of Need for nursing homes and development of residential alternatives to nursing homes, such as assisted living and independent housing programs.

Adult Protective and Public Guardianship services receive nearly 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 (9/04)
- \* 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 (9/03)
- \* Adult Guardianship Conservatorship Questions and Answers (1/02)
- \* Prescription Drug Assistance Guide for Maine Elders & Adults with Disabilities (7/04)
- \* 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
- \* Medicare & You 2004
- \* 2004 Choosing A Medigap Policy
- \* Medicare Savings Program brochure (2004). "Help to Pay Medicare Part B Premium"
- \* \$600 help from Medicare for prescription drugs (6/04)

**FINANCES, FISCAL YEAR 2005:** The 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	4,208,963	3,397,959	49,920		761,084	
HEALTH BENEFITS	1,489,187	1,189,438	16,420		283,329	
RETIREMENTS	600,380	476,224	7,124		117,032	
OTHER FRINGE BENEFITS	49,330	41,020	882		7,428	
COMPUTER SERVICES	50,055	48,099	717		1,239	
CONTRACTUAL SERVICES	903,843	642,810	9,250		251,783	
RENTS	159,983	143,991			15,992	
COMMODITIES	19,136	14,347	4,486		303	
GRANTS, SUBSIDIES, PENSIONS	12,218,823	5,328,538	51,635		6,838,650	
TRANSFER TO OTHER FUNDS	13,406		780		12,626	
COST OF GOODS SOLD	210				210	
<b>TOTAL EXPENDITURES</b>	<b>19,713,316</b>	<b>11,282,426</b>	<b>141,214</b>		<b>8,289,676</b>	

## BUREAU OF FAMILY INDEPENDENCE

### BARBARA J. VAN BURGEL, ACTING DIRECTOR

Central Office: WHITTEN ROAD, HALLOWELL, ME 04333-0011

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-5096

Established: 1913

Telephone: (207) 287-3106

Reference: Policy Area:05 ; Umbrella: 1Q Unit: 144B; Citation: T0022 M.R.S.A., Sect. 000003101

Average Count--All Positions: 414.000

Legislative Count: 414.00

## DEPARTMENT OF HUMAN SERVICES

### **PURPOSE:**

The primary responsibility of the Bureau of Family Independence is 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, Parents as Scholars, Food Stamps, Additional Support for People in Re-training and Employment (ASPIRE), Refugee Cash Assistance, Alternative Aid, Emergency Assistance, State Supplemental Income, Transitional Services (Child Care and Transportation), General Assistance, and Medical/Cub Care eligibility programs. 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 Health and Human Services. Its internal structure and functions are subject to the discretion of the Commissioner of Health and Human Services. Funding for 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; Refugee Cash Assistance, which provides a monthly cash benefit to Refugees and their families for a period of eight months; Alternating Aid, which provides voucher payments for services to help parents retain or obtain employment and to help them remain self-supporting; Emergency Assistance, which provides payment of services to children and their families who are threatened by destitution or homelessness because of emergency situations; State Supplemental Income, provides a monthly cash benefit to recipients of federal SSI; and transitional services, which provides post-TANF assistance (child care subsidy and reimbursement of transportation costs) to families who have become 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

## DEPARTMENT OF HUMAN SERVICES

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 2005:** The 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	13,481,916	3,038,499	1,854,865		8,588,552	
HEALTH BENEFITS	4,985,163	1,090,137	643,198		3,251,828	
RETIREMENTS	1,926,375	437,803	262,497		1,226,075	
OTHER FRINGE BENEFITS	165,994	29,889	25,378		110,727	
COMPUTER SERVICES	7,957,662	2,912,687	1,102,487		3,942,488	
CONTRACTUAL SERVICES	9,480,818	2,793,250	2,679,027		4,008,541	
RENTS	354,313	207,484	10,388		136,441	
COMMODITIES	190,204	74,093	5,533		110,578	
GRANTS, SUBSIDIES, PENSIONS	215,365,388	43,819,815	88,889,543		82,656,030	
EQUIPMENT	125,960	125,960				
TRANSFER TO OTHER FUNDS	824,984		194,205		630,779	
<b>TOTAL EXPENDITURES</b>	<b>254,858,777</b>	<b>54,529,617</b>	<b>95,667,121</b>		<b>104,662,039</b>	

## OFFICE OF HEALTH DATA AND PROGRAM MANAGEMENT VACANT , 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:05 ; 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

## DEPARTMENT OF HUMAN SERVICES

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 DHHS and the DED, 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.

### **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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF HEALTH**

### **DR. DORA ANNE MILLS, MD, MPH, DIRECTOR**

*Central Office:* 286 WATER STREET, AUGUSTA, ME 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-9058

*Established:* 1935

*Telephone:* (207) 287-3266

*Reference: Policy Area: 05 ; Umbrella: 10 Unit: 144A; Citation: T0022 M.R.S.A., Sect. 000000251*

*Average Count--All Positions:* 338.500 *Legislative Count:* 337.00

### **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.

## DEPARTMENT OF HUMAN SERVICES

### 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 and the Department of Health and Human Services in 2005.

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, Maine's 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. 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 2005:** The 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	12,624,293	3,651,663	2,156,720		6,815,910	
HEALTH BENEFITS	4,427,782	1,230,615	855,583		2,341,584	
RETIREMENTS	1,795,189	517,619	333,594		943,976	
OTHER FRINGE BENEFITS	175,788	44,639	34,280		96,869	
COMPUTER SERVICES	1,579,031	20,159	77,916		1,480,956	
CONTRACTUAL SERVICES	19,695,667	774,046	7,875,452		11,046,169	
RENTS	1,078,265	336,191	129,343		612,731	
COMMODITIES	3,286,353	399,438	1,896,856		990,059	
GRANTS, SUBSIDIES, PENSIONS	34,611,692	773,795	12,377,912		20,859,985	600,000
EQUIPMENT	276,828		40,128		236,700	
TRANSFER TO OTHER FUNDS	2,370,263		407,930		1,962,333	
COST OF GOODS SOLD	49				49	
<b>TOTAL EXPENDITURES</b>	81,921,200	7,748,165	26,185,714		47,387,321	600,000

## DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)

### W. CLOUGH TOPPAN, P.E., DIRECTOR

*Central Office:* 161 CAPITOL STREET, AUGUSTA, ME 04333-0011

*Mail Address:* 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4172

*Established:* 1917

*Telephone:* (207) 287-5338

*Reference: Policy Area:* 05 ; *Umbrella:* 1Q *Unit:* 144E; *Citation:* T0022 *M.R.S.A., Sect.* 000002491

*Average Count--All Positions:* 8.000

*Legislative Count:* 8.00

#### **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 foodhandlers, plumbing, occupational health and the registration of x-ray machines and radioactive materials. The name was changed to Division of Health Engineering in 1972. The division's responsibilities lie primarily in the areas of inspection and enforcement of public health codes established through departmental regulations. The four major programs are Drinking Water Program, Radiological Health Program, Community Health and Plumbing Control Program and the Eating and Lodging Program.

#### **PROGRAM:**

The WASTEWATER CONTROL PROGRAM is responsible to minimize health and safety hazards associated with improperly installed subsurface wastewater disposal systems to include the licensing of soil evaluators for subsurface wastewater disposal systems, and promulgation of the Subsurface Wastewater Disposal Rules. The Wastewater Control Program also collects internal and external plumbing



## DEPARTMENT OF HUMAN SERVICES

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 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 and Food Code  
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 2005:** The 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	302,587		302,587			
HEALTH BENEFITS	99,106		99,106			
RETIREMENTS	42,879		42,879			
OTHER FRINGE BENEFITS	4,184		4,184			
COMPUTER SERVICES	2,533		2,533			
CONTRACTUAL SERVICES	108,690		108,690			
RENTS	28,682		28,682			
COMMODITIES	5,699		5,699			
GRANTS, SUBSIDIES, PENSIONS	13		13			
TRANSFER TO OTHER FUNDS	16,154		16,154			
<b>TOTAL EXPENDITURES</b>	610,527		610,527			

## OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES) GILBERT M. BILODEAU, DEPUTY COMMISSIONER

TTY: (207) 287-4479

*Central Office:* 221 STATE STREET, AUGUSTA, ME 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-3005

*Established:* 1975

*Reference:* Policy Area: 05 ; Umbrella: 10 Unit: 144M; Citation: T0022 *Telephone:* (207) 287-1921

*Average Count--All Positions:* 114.500 *M.R.S.A., Sect.* 000000003

*Legislative Count:* 114.50

### PURPOSE:

The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

### ORGANIZATION:

Financial Services is composed of the Division of Accounting and Cash Management and the Division of Budget and Financial Analysis.

### PROGRAM:

Financial Services 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, for preparation of all federal financial reports, and for providing budgetary, accounting, and analytical reports to departmental program managers.

### 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)

## DEPARTMENT OF HUMAN SERVICES

Hospital Cooperation Act Program Manual (Free)  
Regulations Governing the Licensing and Functioning of End State 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 Centers  
Comprehensive Outpatient Rehabilitation Facilities  
End State Renal Disease Facilities  
Home Health Agencies, Home Health Care Services  
Hospices, Portable X-Ray Services  
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

**FINANCES, FISCAL YEAR 2005:** The 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	5,000,671	2,719,562	197,291		2,083,818	
HEALTH BENEFITS	1,573,585	578,850	78,705		916,030	
RETIREMENTS	731,144	251,582	28,023		451,539	
OTHER FRINGE BENEFITS	65,784	21,703	2,985		41,096	
COMPUTER SERVICES	259,342	25,978	5,864		227,500	
CONTRACTUAL SERVICES	2,023,378	462,004	10,129		1,551,245	
RENTS	89,270	27,782	4,206		57,282	
COMMODITIES	246,331	69,155	10,714		166,462	
GRANTS, SUBSIDIES, PENSIONS	1,652	620			1,032	
EQUIPMENT	3,388				3,388	
TRANSFER TO OTHER FUNDS	172,427		9,972		162,455	
<b>TOTAL EXPENDITURES</b>	<b>10,166,972</b>	<b>4,157,236</b>	<b>347,889</b>		<b>5,661,847</b>	

## BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

### CHRISTINE GIANOPOULOS, ACTING DIRECTOR

Central Office: 442 CIVIC CENTER DRIVE, AUGUSTA, ME 04333-0011

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

Established: 1978

Reference: Policy Area: 05 ; Umbrella: 10 Unit: 144D; Citation: T0022

Average Count--All Positions: 279.000

FAX: (207) 287-2675

Telephone: (207) 287-2093

M.R.S.A., Sect. 000003470

Legislative Count: 279.00

### PURPOSE:

The Bureau of Medical Services was created by the Commissioner of the Department of Human Services (now Health and 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: MaineCare Services, Maine Eye Care, Maine Rx and the licensure and certification of hospitals,

## DEPARTMENT OF HUMAN SERVICES

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 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 Health Care Management and Member Services 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, 263,232 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 Health and 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.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 Stage 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.

### PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:  
Annual MaineCare Report - (Free)  
MaineCare Benefits Manual; All Chapters - (\$65.00)

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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

**FINANCES, FISCAL YEAR 2005:** The 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	9,242,028	3,935,621	326,401		4,980,006	
HEALTH BENEFITS	3,423,988	1,028,314	136,558		2,259,116	
RETIREMENTS	1,343,534	392,877	46,578		904,079	
OTHER FRINGE BENEFITS	125,619	35,204	4,020		86,395	
COMPUTER SERVICES	13,936,395	3,843,654	55,382		10,037,359	
CONTRACTUAL SERVICES	13,957,421	5,387,313	1,195,977		7,374,131	
RENTS	895,680	398,087			497,593	
COMMODITIES	207,936	114,709	25,997		67,230	
GRANTS, SUBSIDIES, PENSIONS	1914,958,326	424,882,169	138,925,092		1351,151,065	
EQUIPMENT	5,359,307	446,014			4,913,293	
TRANSFER TO OTHER FUNDS	826,320		52,849		773,471	
<b>TOTAL EXPENDITURES</b>	<b>1964,276,554</b>	<b>440,463,962</b>	<b>140,768,854</b>		<b>1383,043,738</b>	

DEPARTMENT OF HUMAN SERVICES

**OFFICE OF PROGRAMS (HUMAN SERVICES)**

**BRENDA HARVEY, DEPUTY COMMISSIONER**

TTY: (207) 287-4479

Central Office: 221 STATE STREET, AUGUSTA, ME 04333-0011

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

FAX: (207) 287-3005

Established:

Telephone: (207) 287-4205

Reference: Policy Area:05 ; Umbrella: 1Q Unit: 144S ; Citation: T0022 M.R.S.A., Sect. 000000003

**PURPOSE:**

n/a

**ORGANIZATION:**

Integrated Services (Health and Human Services) includes the Office of Child and Family Services, Office of Elder Services, Office of Adult Mental Health Services, Office of Adults with Cognitive and Physical Disability Services, Office of Substance Abuse Services, Office of Advocacy, Office of Quality Improvement, State Forensic Services, and Regional Services. Under the direction of the Commissioner, the Deputy Commissioner has overall responsibility for the management of these Offices and for the delivery of regional services.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE PUBLIC DRINKING WATER COMMISSION**

**STEVEN LEVY, CHAIRPERSON**

Central Office: 161 CAPITOL STREET, AUGUSTA, ME 04333-0011

Mail Address: 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0011

Established: 1993

Telephone: (207) 287-5685

Reference: Policy Area:05 ; Umbrella: 1Q Unit: 560 ; Citation: T0022 M.R.S.A., Sect. 00002660B

Average Count--All Positions: 5.000

Legislative Count: 5.00

**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 Health and 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.

## DEPARTMENT OF HUMAN SERVICES

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 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 Health and Human Services to assess drinking water fees (alternative funding) and created the Maine Public Drinking Water Commission to serve as an oversight 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 2005:** The 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	142,304		142,304			
HEALTH BENEFITS	58,572		58,572			
RETIREMENTS	20,447		20,447			
OTHER FRINGE BENEFITS	1,980		1,980			
COMPUTER SERVICES	6,447		6,447			
CONTRACTUAL SERVICES	110,990		110,990			
RENTS	42,689		42,689			
COMMODITIES	5,296		5,296			
GRANTS, SUBSIDIES, PENSIONS	110,000	110,000				
TRANSFER TO OTHER FUNDS	3,059		3,059			
<b>TOTAL EXPENDITURES</b>	<b>501,784</b>	<b>110,000</b>	<b>391,784</b>			

## OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)

**LUCKY HOLLANDER, DIRECTOR OF LEG. RELATION**  
**MICHAEL NORTON, DIR. OF PUBLIC & EMP COMM**

TTY: (207) 287-4479

Central Office: 221 STATE STREET, AUGUSTA, ME 04333-0011

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

Established: 1966

FAX: (207) 287-3005

Telephone: (207) 287-3707

Reference: Policy Area:05 ; Umbrella: 1Q Unit: 144C; Citation: T0022 M.R.S.A., Sect. 000000003

### PURPOSE:

The purpose of the Office of Legislative Relations is to coordinate legislative and policy matters between DHHS, the Governor's Office, the Legislature, and the community. Additionally, the director is responsible for monitoring legislation affecting the department, assuring that all bureaus are aware of legislation affecting their areas and that they develop positions when appropriate that are

## DEPARTMENT OF HUMAN SERVICES

in keeping with the governor's philosophy and vision; preparing information on legislative issues; providing legislators with information regarding department initiatives, and being certain that appropriate staff are present at all legislative public hearing, work sessions and briefings. The purpose of the Public and Employee Communication is to plan, coordinate and execute communications for the department and its management team. This includes responding to media inquiries and developing strategies to communicate with employees and constituents about the department's mission and initiatives. The office supports the Commissioner and management team in communication about department initiatives, inclusive of communication with both employees and the public. The office also develops strategies to enhance communication in all channels, including web site, published materials, speeches and presentations to employees and external constituents.

### ORGANIZATION:

The unit was re-organized a few times from its inception in 1972 until January, 2005, when the Office of Public Affairs and Communication was divided in to two entities: Legislative Relations and Public and Employee Communications. The staff consists of the director and an administrative assistant position which is shared with the Deputy Commissioner of Operations and Support. Each bureau in DHHS has a legislative liaison who works closely with the Director, Legislative Relations in coordinating legislative action.

The office liaisons and coordinates with positions within major programs that have substantial communication responsibility, inclusive of office directors and program managers that have responsibility for public information campaigns or intensive communication with constituents. The office gathers information from all personnel within the department as needed and reviews data and reports maintained by the department as needed to respond to constituent, employee and media inquiries and to support department communications initiatives and coordinates and collaborates with other departments of state government on major communications initiatives.

### PROGRAM:

During 2005, the office monitored about 600 bills, and 3 different budget documents. Of those bills, 102 resulted in a charge to DHHS to produce a report, convene a work group, task force, or committee, and/or promulgate regulations. An additional 35 bills changed existing statutory responsibilities or practice, and about 20 more impacted fees, licensure, or other matters under DHHS jurisdiction.

In 2005, the office responded to an average of 25 media inquiries a week, worked with all programs on communication at major public events, developed speeches and background materials for Commissioner and management team members, developed written communication and recognition communication for employees, reviewed program communication, program advertising and human resources communication, and developed content and strategies to revise content on web site to be consistent with department changes.

**FINANCES, FISCAL YEAR 2005:** 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, DIRECTOR

*Central Office:* 221 STATE STREET, AUGUSTA, ME 04333-0011

*Mail Address:* 12 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-6832

*Established:* 1902

*Telephone:* (207) 287-2727

*Reference:* Policy Area: 05 ; Umbrella: 10 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: Health and Human Services,



## DEPARTMENT OF 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 have 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 sections

Virology, Serology, Bacteriology, Parasitology, Mycobacteriology, Mycology, Rabies, Molecular Biology

Environmental sections

Inorganics, organics, radiation, microbiology, nutrients

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 poses 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. Chemical terrorism preparedness is also supporting the expansion of biomonitoring beyond the existing blood lead program. Future work may include additional metals and organics, in concert with the State Environmental Health Unit.

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

## DEPARTMENT OF HUMAN SERVICES

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 led 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. The HETL seeks to be accredited or certified in all its activities and to provide a "gold" standard in high quality analytical testing.

### **LICENSES:**

#### **LICENSES:**

Substance Abuse Testing Laboratories

Blood Alcohol Analysts, OUI-Drug Analysts, Drug Analysts

Water Testing Laboratories Certifications are managed in conjunction with the Bureau of Health Director's office.

### **PUBLICATIONS:**

PUBLICATIONS: (printed as funding and time permit)

HETL NEWS

Buzzword

Directory of Laboratory Services

Water Testing Guide

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF REGIONAL OPERATIONS**

### **REBECCA NICHOLS, DIRECTOR**

*Central Office:* 161 MARGINAL WAY, PORTLAND, ME 04101

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

*FAX:* (207) 822-2147

*Established:*

*Telephone:* (207) 822-2216

*Reference:* Policy Area:05 ; Umbrella: 10 Unit: 144R; Citation: T0022 M.R.S.A., Sect. 000000003

*Average Count--All Positions:* 1190.000

*Legislative Count:* 1190.00

### **PURPOSE:**

n/a

### **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,

## DEPARTMENT OF HUMAN SERVICES

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 277.5 and its finances are approximately \$21.5 million.

**FINANCES, FISCAL YEAR 2005:** The 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	<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	34,025,661	24,603,555	240,652		9,181,454	
HEALTH BENEFITS	13,636,496	9,592,489	108,704		3,935,303	
RETIREMENTS	4,833,136	3,506,949	33,630		1,292,557	
OTHER FRINGE BENEFITS	502,192	381,365	5,391		115,436	
COMPUTER SERVICES	-580,341	26,762			-607,103	
CONTRACTUAL SERVICES	4,769,724	3,103,177	3,879		1,662,668	
RENTS	6,368,497	3,564,861			2,803,636	
COMMODITIES	397,063	258,395	6,679		131,989	
GRANTS, SUBSIDIES, PENSIONS	81,494	58,992			22,502	
TRANSFER TO OTHER FUNDS	603,670	29,429	28,224		546,017	
COST OF GOODS SOLD	666	666				
<b>TOTAL EXPENDITURES</b>	<b>64,638,258</b>	<b>45,126,640</b>	<b>427,159</b>		<b>19,084,459</b>	

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: 04 ; Umbrella: 09 Unit: 137 ; Citation: T0012 M.R.S.A., Sect. 000007011*

*Average Count--All Positions:* 313.448

*Legislative Count:* 304.50

**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 & 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 2005:** The 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 SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,038,633	11,134,571	992,071		1,911,991	
HEALTH BENEFITS	4,894,878	3,765,275	402,130		727,473	
RETIREMENTS	2,972,967	2,523,601	167,675		281,691	
OTHER FRINGE BENEFITS	207,371	166,985	17,679		22,707	
COMPUTER SERVICES	530,335	361,962	21,388		146,985	
CONTRACTUAL SERVICES	5,137,287	2,774,881	911,393		1,451,013	
RENTS	1,950,414	1,512,482	83,109		354,823	
COMMODITIES	1,195,779	595,825	284,448		315,506	
GRANTS, SUBSIDIES, PENSIONS	187,761		87,769		99,992	
PURCHASE OF LAND	759,435		332,477		245,370	181,588
EQUIPMENT	4,976,065	133,121	326,767		124,460	4,391,717
TRANSFER TO OTHER FUNDS	73,580		28,741		44,839	
<b>TOTAL EXPENDITURES</b>	<b>36,924,505</b>	<b>22,968,703</b>	<b>3,655,647</b>		<b>5,726,850</b>	<b>4,573,305</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	457,747	455,514	2,233			
HEALTH BENEFITS	129,491	129,008	483			
RETIREMENTS	87,658	87,358	300			
OTHER FRINGE BENEFITS	5,898	5,858	40			
COMPUTER SERVICES	147,448	147,205	243			
CONTRACTUAL SERVICES	363,124	316,593	46,531			
RENTS	136,709	129,212	7,497			
COMMODITIES	84,286	18,116	66,170			
EQUIPMENT	4,500		4,500			
TRANSFER TO OTHER FUNDS	1,695		1,695			
<b>TOTAL EXPENDITURES</b>	<b>1,418,556</b>	<b>1,288,864</b>	<b>129,692</b>			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**BUREAU OF ADMINISTRATIVE SERVICES (IF&W)**

**RICHARD E. RECORD, JR., DIR., ADMIN. SERVICES**

*Central Office:* 284 STATE ST, AUGUSTA, ME

*Mail Address:* 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041

*Established:*

*Reference:* Policy Area:04 ; Umbrella: 09 Unit: 167 ; Citation: T0012 M.R.S.A., Sect. 000007012

*Average Count--All Positions:* 37.308

*Telephone:* (207) 287-5210

*Legislative Count:* 37.00

**PURPOSE:**

The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

**ORGANIZATION:**

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Accounting Section-headed by a Chief Accountant; Division of Engineering and Realty-headed by a Supervisor; Division of Licensing and Registration-headed by a Director; Personnel Section-headed by a Personnel Officer; Central Purchasing and Supply Section-headed by a Property Officer.

**PROGRAM:**

The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required. The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and All-Terrain vehicles. The operation of these machines is regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. The Storehouse 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 2005:** The 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)	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,407,887	1,319,086	47,156		41,645	
HEALTH BENEFITS	512,427	479,354	21,884		11,189	
RETIREMENTS	211,929	197,552	6,729		7,648	
OTHER FRINGE BENEFITS	19,490	17,901	812		777	
COMPUTER SERVICES	177,382	177,382				
CONTRACTUAL SERVICES	1,425,552	1,146,381	166,263		112,908	
RENTS	322,280	321,451	829			
COMMODITIES	116,660	100,785	15,875			
EQUIPMENT	127,330		57,955		69,375	
TRANSFER TO OTHER FUNDS	2,710		1,622		1,088	
<b>TOTAL EXPENDITURES</b>	<b>4,323,647</b>	<b>3,759,892</b>	<b>319,125</b>		<b>244,630</b>	

## ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

### DAVID WARDWELL, CHAIR

*Central Office:* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041

*Established:* 1945

*Telephone:* (207) 287-5202

*Reference:* Policy Area: 04 ; 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 and other department matters 10 times during FY 05.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**JUNIOR MAINE GUIDES & TRIP LEADERS CURRICULUM  
ADVISORY BOARD**

**THOMAS SANTAGUIDA, 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: 04 ; 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.

**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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ADVISORY BOARD FOR THE LICENSING OF GUIDES**

**THOMAS SANTAGUIDA, 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: 04 ; Umbrella: 09 Unit: 142 ; Citation: T0012 M.R.S.A., Sect. 000007320



## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

### **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 categories of licenses granted by the Advisory Board for the Licensing of Guides are as follows:

Master  
Hunting  
Fishing  
Recreation  
Hunting/Fishing  
Hunting/Recreation  
Fishing/Recreation  
Sea Kayaking  
Tidewater Fish  
Recreation/Sea Kayaking  
Fish/Tidewater

### **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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE OUTDOOR HERITAGE FUND BOARD**

### **RICHARD ANDERSON, CHAIR**

*Central Office:* 284 STATE ST., AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

*Established:* 1995

*Reference:* Policy Area: 04 ; Umbrella: 09 Unit: 585 ; Citation: T0012 *M.R.S.A., Sect.* 000007788

*Average Count--All Positions:* 1.000

*Legislative Count:* 1.00

### **PURPOSE:**

The Maine Outdoor Heritage Fund was established by the Legislature in 1995 after it became clear there was 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.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

### 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.

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.

**FINANCES, FISCAL YEAR 2005:** The 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	350		350			
COMPUTER SERVICES	39		39			
CONTRACTUAL SERVICES	144,499		144,499			
RENTS	12,625		12,625			
COMMODITIES	32,553		32,553			
GRANTS, SUBSIDIES, PENSIONS	59,184		59,184			
PURCHASE OF LAND	78,094		78,094			
EQUIPMENT	7,055		7,055			
TRANSFER TO OTHER FUNDS	2,094		2,094			
<b>TOTAL EXPENDITURES</b>	<b>336,493</b>		<b>336,493</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

Established:

FAX: (207) 287-6395

Telephone: (207) 287-5252

Reference: Policy Area: 04 ; Umbrella: 09 Unit: 235 ; Citation: T0012 M.R.S.A., Sect. 00007015

### 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.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

### 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, 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)

### MARC MICHAUD, 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:04 ; Umbrella: 09 Unit: 236 ; Citation: T0012 M.R.S.A., Sect. 000007016

*Average Count--All Positions:* 20.341

*Legislative Count:* 15.00

### 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.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

### PROGRAM:

The major programs of the Public Information and Education Division are the Information Center, Media Relations, Maine Wildlife Park, Public Relations, Safety Division, and youth activities.

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. They provide instruction for the state mandated safety courses for hunters and ATV operation.  
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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 15 outdoor shows last year and 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, Governor's Cup Charity Bass Tournament, 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.

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 Seaton award for the best program promoting the scientific management of fish and wildlife. The youth activities program hosts field days, clinics and outings designed to expose young people to a variety of outdoor activities. The program director also coordinates becoming an outdoor woman program (BOW). Finally, the division produces six law books covering the rules and regulations for hunting and trapping, snowmobiling, ice fishing, open water fishing, boating and ATV's.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2005:** The 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	637,801	389,959	161,168		86,674	
HEALTH BENEFITS	230,485	132,850	71,779		25,856	
RETIREMENTS	82,863	46,674	22,679		13,510	
OTHER FRINGE BENEFITS	12,084	9,137	1,645		1,302	
COMPUTER SERVICES	19,868	10,364	3,373		6,131	
CONTRACTUAL SERVICES	498,584	226,213	175,065		97,306	
RENTS	60,811	37,148	21,761		1,902	
COMMODITIES	154,380	36,228	111,845		6,307	
EQUIPMENT	26,832		26,832			
TRANSFER TO OTHER FUNDS	14,327		10,236		4,091	
<b>TOTAL EXPENDITURES</b>	1,738,035	888,573	606,383		243,079	

## 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) 287-5261

*Reference:* Policy Area: 04 ; Umbrella: 09 Unit: 189 ; Citation: T0012 M.R.S.A., Sect. 000007013

*Average Count--All Positions:* 116.799 *Legislative Count:* 113.50

#### 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

#### 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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 2005:** The 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	4,842,917	2,544,155	515,090		1,783,672	
HEALTH BENEFITS	1,796,755	902,200	204,127		690,428	
RETIREMENTS	699,307	367,912	70,863		260,532	
OTHER FRINGE BENEFITS	53,517	25,316	7,573		20,628	
COMPUTER SERVICES	176,573	17,986	17,733		140,854	
CONTRACTUAL SERVICES	1,826,959	359,775	373,467		1,093,717	
RENTS	350,828	189,809	34,112		126,907	
COMMODITIES	444,744	197,747	53,920		193,077	
GRANTS, SUBSIDIES, PENSIONS	128,576		28,584		99,992	
PURCHASE OF LAND	681,342		254,384		245,370	181,588
EQUIPMENT	4,668,227	82,720	138,705		55,085	4,391,717
TRANSFER TO OTHER FUNDS	48,526		11,044		37,482	
<b>TOTAL EXPENDITURES</b>	<b>15,718,271</b>	<b>4,687,620</b>	<b>1,709,602</b>		<b>4,747,744</b>	<b>4,573,305</b>

## BUREAU OF WARDEN SERVICE (IF&W)

### THOMAS SANTAGUIDA, 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: 04 ; Umbrella: 09 Unit: 218 ; Citation: T0012 M.R.S.A., Sect. 000007014

*Average Count--All Positions:* 129.000

*Legislative Count:* 129.00

#### 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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), 2 Game Lieutenants, 17 Game Warden Sergeants, 3 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 94 District Game Wardens, 1 Game Warden Wildlife Forensic Specialist, and 1 Deputy Game Warden. 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 FY 2005, the Maine Warden Service responded to over 8,000 complaints on matters of conservation law enforcement and Inland Fisheries and Wildlife rule and regulation. During 2005, nearly 4,000 persons were prosecuted and approximately 2,500 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 2005 Game Wardens drove a total of 3,000,000 miles.

**Search and Rescue:** During 2005, the Maine Warden Service conducted 200 searches for persons lost in the fields and forests of Maine or presumed to be drowned on the inland waters of the State.

**Data Collection:** During 2005, Maine Warden Service was responsible for compiling the following data for management purposes: Oversaw the administration of fur tagging stations and the administration of big game registration stations. 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  
License to hold field trials for sporting dogs  
Snowmobile race permit  
Import permit (fish and wildlife)  
Eel permit for licensed trappers (20 lbs. of eels)  
Permit to stock rabbit  
Sale of wildlife permit

### PUBLICATIONS:

Fishery Law Summary-Free  
Hunting Law Summary-Free  
Complete Copy of All Applicable Statutes and Rules

**FINANCES, FISCAL YEAR 2005:** The 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	6,691,931	6,425,856	266,075			
HEALTH BENEFITS	2,225,721	2,121,863	103,858			
RETIREMENTS	1,891,210	1,824,105	67,105			
OTHER FRINGE BENEFITS	116,382	108,772	7,610			
COMPUTER SERVICES	9,024	9,024				
CONTRACTUAL SERVICES	878,568	725,919	5,568		147,081	
RENTS	1,067,158	834,861	6,284			226,013
COMMODITIES	363,157	242,949	4,085			116,123
EQUIPMENT	142,121	50,401	91,720			
TRANSFER TO OTHER FUNDS	4,226		2,049			2,177
<b>TOTAL EXPENDITURES</b>	<b>13,389,498</b>	<b>12,343,750</b>	<b>554,354</b>		<b>491,394</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

*Reference: Policy Area:* 06 ; *Umbrella:* 4Q *Unit:* 274 ; *Citation:* T0004

*Telephone:* (207) 822-0792

*M.R.S.A., Sect.* 000000001

*Average Count--All Positions:* 484.000

*Legislative Count:* 484.00

*Units:*

*ADMINISTRATIVE OFFICE OF THE COURTS*

*BOARD OF BAR EXAMINERS*

*STATE COURT LIBRARY COMMITTEE*

*COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE*

*(CADRES) COMMIT*

*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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,141,003	18,663,750	201,158		1,276,095	
HEALTH BENEFITS	6,383,420	5,844,370	56,043		483,007	
RETIREMENTS	3,045,014	2,802,420	34,218		208,376	
OTHER FRINGE BENEFITS	293,693	268,693	3,582		21,418	
COMPUTER SERVICES	1,089,460	920,609	26		165,321	3,504
CONTRACTUAL SERVICES	19,445,320	17,813,619	737,435		850,244	44,022
RENTS	4,999,724	4,852,376	533		146,815	
COMMODITIES	997,008	824,805	3,040		36,238	132,925
GRANTS, SUBSIDIES, PENSIONS	2,481,081	1,247,230	1,233,851			
EQUIPMENT	435,195	435,195				
TRANSFER TO OTHER FUNDS	23,693		5,812		17,881	
<b>TOTAL EXPENDITURES</b>	<b>59,334,611</b>	<b>53,673,067</b>	<b>2,275,698</b>		<b>3,205,395</b>	<b>180,451</b>

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,141,003	18,663,750	201,158		1,276,095	
HEALTH BENEFITS	6,383,420	5,844,370	56,043		483,007	
RETIREMENTS	3,045,014	2,802,420	34,218		208,376	
OTHER FRINGE BENEFITS	293,693	268,693	3,582		21,418	
COMPUTER SERVICES	1,089,460	920,609	26		165,321	3,504
CONTRACTUAL SERVICES	19,445,320	17,813,619	737,435		850,244	44,022
RENTS	4,999,724	4,852,376	533		146,815	
COMMODITIES	997,008	824,805	3,040		36,238	132,925
GRANTS, SUBSIDIES, PENSIONS	2,481,081	1,247,230	1,233,851			
EQUIPMENT	435,195	435,195				
TRANSFER TO OTHER FUNDS	23,693		5,812		17,881	
<b>TOTAL EXPENDITURES</b>	<b>59,334,611</b>	<b>53,673,067</b>	<b>2,275,698</b>		<b>3,205,395</b>	<b>180,451</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:06 ; 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 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

## JUDICIAL DEPARTMENT

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, enhance case processing technology, increase the availability and quality of interpretation services, and adapt court operations to meet the needs of Maine's citizens.

### 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF BAR EXAMINERS

**LEIGH MCCARTHY, ESQ., CHAIR**  
**CHERYL J. CUTLIFFE, EXECUTIVE DIRECTOR**

*Central Office:* 74 WINTHROP STREET, AUGUSTA, ME 04330

*Mail Address:* PO BOX 140, AUGUSTA, ME 04332-0140

*Established:* 1899

*FAX:* (207) 622-0059

*Telephone:* (207) 623-2464

*Reference: Policy Area:06 ; Umbrella: 4Q Unit: 291 ; Citation: T0004 M.R.S.A., Sect. 000000801*

### 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.

### 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

## JUDICIAL DEPARTMENT

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. Five 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE COURT LIBRARY COMMITTEE

### HON. ROBERT E. MULLEN, CHAIR

*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:06 ; 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.

### 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

## JUDICIAL DEPARTMENT

allocation of state monies for collection development; and the utilization of computer-assisted legal research.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE (CADRES) COMMIT**

#### **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

*Reference: Policy Area:* 06 ; *Umbrella:* 4Q *Unit:* 589 ; *Citation:* T0004 *M.R.S.A., Sect.* 000000018B

*FAX:* (207) 442-0228

*Telephone:* (207) 442-0227

#### **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.

In District Court referral to mediation is mandatory in small claims cases and most contested domestic relations matters. Since Rule 16B of the Maine Rules of Civil Procedure took effect in 2002, ADR has been required in many types of civil cases in the Superior Court. Parties are permitted to choose the type of ADR process, i.e., mediation, arbitration or early neutral evaluation, in which they are then required to participate. The Rule calls for an ADR session to be held within 120 days from the date of the scheduling order. This time period falls approximately half way through the "discovery" phase of the case, long before a trial is scheduled.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **DISTRICT COURT FOR THE STATE OF MAINE**

#### **HON. JOHN C. NIVISON, CHIEF JUDGE**

*Central Office:* 65 STONE STREET, AUGUSTA, ME

*Mail Address:* 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163

*Established:* 1961

*Reference: Policy Area:* 06 ; *Umbrella:* 4Q *Unit:* 279 ; *Citation:* T0004 *M.R.S.A., Sect.* 000000151

*Telephone:* (207) 287-6950

## JUDICIAL DEPARTMENT

### PURPOSE:

The purpose of the District Court is to serve as the court of general jurisdiction in law and equity 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 may conduct initial appearance, probable cause and bail hearings in felony cases. Until March 15, 2001, the Court had concurrent jurisdiction with the Superior Court in divorce and 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 the 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 protections 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 the 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 to achieve its purpose.

The Family Division of the District Court was established by the Second Session of the 118th Legislature, which enacted 4 M.R.S.A. § 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, renamed Family Law Magistrates in 2005, 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 as 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.

The Family Treatment Drug Court is operating in the midcoast area and is expanding to central Maine. This federally funded court works with families in child protection proceedings when substance abuse is a major problem in the family. Like juvenile and adult drug courts, the family treatment drug court combines frequent judicial supervision of participants with intensive substance abuse treatment and other rehabilitative services.

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 in completed cases. They are referred to the presiding judge in cases where

## JUDICIAL DEPARTMENT

matters are pending.

**FINANCES, FISCAL YEAR 2005:** 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:06 ; Umbrella: 40 Unit: 276J ; Citation: J1978 M.R.S.A., Sect. SJ-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.

#### 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.

## JUDICIAL DEPARTMENT

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### BOARD OF OVERSEERS OF THE BAR

**MARVIN H. GLAZIER, CHAIR**

**JACQUELINE M. ROGERS, ADMINISTRATIVE DIRECTOR**

*Central Office:* 97 WINTHROP STREET, AUGUSTA, ME 04330

*Mail Address:* PO BOX 527, AUGUSTA, ME 04332-0527

*Established:* 1978

*Reference: Policy Area:* 06 ; *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)

"The Grievance Process" (free)

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### SUPERIOR COURT

**HON. THOMAS E. HUMPHREY, CHIEF JUSTICE**

*Central Office:* 142 FEDERAL STREET, PORTLAND, ME

*Mail Address:* PO BOX 287, PORTLAND, ME 04112-0287

*Established:* 1930

*Reference: Policy Area:* 06 ; *Umbrella:* 4Q *Unit:* 278 ; *Citation:* T0004

*Telephone:* (207) 822-4174

*M.R.S.A., Sect.* 000000101

## JUDICIAL DEPARTMENT

### **PURPOSE:**

The purpose of the Superior Court is to serve as the jury trial court of civil and criminal 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 a few types of District Court cases 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 2005:** 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:06 ; 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.

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



## JUDICIAL DEPARTMENT

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 2005:** 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: 19 UNION ST, AUGUSTA, ME 04332-0259

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

Established: 1971

Reference: Policy Area: 01 ; Umbrella: 12 Unit: 158 ; Citation: T0026 M.R.S.A., Sect. 000001401A

Average Count--All Positions: 845.460

Legislative Count: 826.50

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 mission of the Department of Labor is to promote the economic well-being of people in the labor force and employers by attracting and retaining a wide range of employment opportunities; by promoting independence and lifelong learning; by fostering economic stability; and, by ensuring the safe and fair treatment of all people on the job. The Department's purpose (as stated in 26 MRSA 71401-A) is "... to achieve the most effective utilization of the employment and training resources in the State by developing and maintaining an accountable state employment and training policy, by ensuring safe working conditions and protection against loss of income and by enhancing the opportunities of individuals to improve their economic status."

**ORGANIZATION:**

In September 1971, the Department of Labor was through State Government reorganization legislation, which consolidated various employment and training related agencies. These agencies included: the Bureau of Labor Standards, functioning since 1873; the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Maine Labor Relations Board, established in 1972; the Bureau of Employment Services, functioning since 1974; the Maine Occupational Information Coordinating Committee, originally established in 1979; the Office of Administrative Services, established in 1982; the Office of the Commissioner, established in 1983; the Bureau of Rehabilitation Services, which moved to the Department of Labor in 1996 from the Department of Education; 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 goals of the Department of Labor are to: provide accurate and timely benefits to unemployed workers and facilitate their reemployment; increase employment opportunities for Maine residents; improve knowledge, skills and abilities, promote lifelong learning and support the independence of Maine residents; ensure safe and fair treatment of all people on the job; supply Maine businesses and industries with information and resources and connect them with a qualified workforce; and, ensure efficient and effective management of Departmental systems and resources by providing leadership and supplying relevant information that drives policy and facilitates goal attainment.

In order to improve services and reduce operating costs, the Department embarked on a new initiative called Bend the Curve, based on the principles of Lean Government. Development of the initiative began in June 2005, with the official launch in October 2005. Since that time, approximately 20% of the Department employees have become involved in a systematic review of Department processes.

## DEPARTMENT OF LABOR

Services are being improved and savings are beginning to be identified as a result of eliminating redundant process steps, making information more readily available, and by simplifying the delivery of services. Work on this initiative will continue in to 2006.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	23,807,551	2,984,618	1,470,334		19,352,599	
HEALTH BENEFITS	8,172,276	879,426	482,706		6,810,144	
RETIREMENTS	3,437,079	509,394	194,973		2,732,712	
OTHER FRINGE BENEFITS	294,924	27,254	18,038		249,632	
COMPUTER SERVICES	1,958,055	58,202	240,238		1,659,615	
CONTRACTUAL SERVICES	4,478,116	464,309	413,224		3,600,583	
RENTS	3,316,790	175,851	93,729		3,047,210	
COMMODITIES	570,354	24,574	113,075		432,705	
GRANTS, SUBSIDIES, PENSIONS	160,109,464	10,857,871	595,288		33,410,614	115,245,691
EQUIPMENT	257,049	2,180	9,348		245,521	
TRANSFER TO OTHER FUNDS	750,408		187,797		562,611	
<b>TOTAL EXPENDITURES</b>	<b>207,152,066</b>	<b>15,983,679</b>	<b>3,818,750</b>		<b>72,103,946</b>	<b>115,245,691</b>

## OFFICE OF THE COMMISSIONER

### LAURA FORTMAN, COMMISSIONER

*Central Office:* 19 UNION ST, AUGUSTA, ME

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:* 1983

*FAX:* (207) 287-5292

*Telephone:* (207) 287-3787

*Reference: Policy Area:* 01 ; *Umbrella:* 12 ; *Unit:* 168 ; *Citation:* T0026

*Average Count--All Positions:* 109.500

*M.R.S.A., Sect.* 000001401A

*Legislative Count:* 109.50

#### **PURPOSE:**

The Office of the Commissioner provides leadership for the Department and serves as a liaison between the Department and its customers.

#### **ORGANIZATION:**

Within the Office of the Commissioner, the Commissioner and Deputy Commissioner lead the Department. They are supported by an operations manager, legislative liaison, communications manager, a publications coordinator and an administrative assistant. The Office of the Commissioner, along with the other units of the Department, are also supported by the staff within the Office of Operations, which provides services such as financial analysis, accounting, human resources, information technology and facilities management.

#### **PROGRAM:**

The Office of the Commissioner provides guidance and works closely with unit managers to ensure that program services are in line with the State's and the Department's strategic vision, and that customers' needs are met.

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**FINANCES, FISCAL YEAR 2005:** The 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	<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	4,250,951	145,762	327,045		3,778,144	
HEALTH BENEFITS	1,257,184	18,644	88,401		1,150,139	
RETIREMENTS	594,408	53,043	39,193		502,172	
OTHER FRINGE BENEFITS	54,991	605	4,117		50,269	
COMPUTER SERVICES	183,998	1,432	18,531		164,035	
CONTRACTUAL SERVICES	1,030,040	29,361	63,198		937,481	
RENTS	162,990	-2,638	23,276		142,352	
COMMODITIES	93,463	6,028	6,797		80,638	
GRANTS, SUBSIDIES, PENSIONS	351		4		347	
EQUIPMENT	9,484	2,180	54		7,250	
TRANSFER TO OTHER FUNDS	38,279		2,961		35,318	
<b>TOTAL EXPENDITURES</b>	<b>7,676,139</b>	<b>254,417</b>	<b>573,577</b>		<b>6,848,145</b>	

## 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:01 ; 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 the Health and Human Services, Public Safety, and the Maine State Housing Authority.

#### **ORGANIZATION:**

The Division is a unit within the Maine Department of Labor, Bureau of Unemployment Compensation.

#### **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.

#### **LICENSES:**

None.

#### **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 Career Centers, at public libraries, on the Internet and through the mail. A pamphlet, "Preparing for Your Appeals Hearing" is mailed to all parties to a hearing.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

STATE BOARD OF ARBITRATION AND CONCILIATION

MARC AYOTTE, EXECUTIVE DIRECTOR, MLRB

Central Office: 2ND FLOOR, ELKINS BLDG, AUGUSTA, ME

Mail Address: 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 FAX: (207) 287-4416

Established: 1909

Telephone: (207) 287-2015

Reference: Policy Area:01 ; 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. 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.

Legislation enacted in FY2004 year created a special panel of the Board authorized to set rates for the harvesting and hauling of forest products. The rate-setting process affects forest landowners who own, possess, or acquire economic control over more than 400,000 acres in any given labor market area and whose acreage constitutes more than 30 percent of the total land in that labor market area. This year, the Board engaged in formal rule-making to develop procedural rules for both its traditional labor and employment activities and for the forest products rate-setting panel. The Board anticipates issuing its final rules early in FY2006.

**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.

**PROGRAM:**

In FY2005, requests for Board services were lower than in FY2004. In FY2005, 21 requests for services were received, compared with 24 requests in FY2004. The variety of employee and employer units requesting service in the past few years reflects the growing perception in the public sector labor relations community of the Board's stature in providing quality and professional arbitration and conciliation services.

In addition to the new matters filed in FY2005, there were 11 cases carried over from the prior year which required hearing and disposition by the Board or other action. All but one of the matters carried over from FY2004 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 21 filings in FY2005, all were grievance arbitration requests; there were no 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 10 formal Decisions and Awards during FY2005.

In addition to the matters proceeding to hearing and formal Decision and Award, two other issues were conciliated with the assistance of Board panel members or were settled at the hearing. The Board (or one of its members) convened to hear 12 matters, 10 concluded by formal Decision and Award and two resolved at hearing, two more than the number of cases disposed of through the hearing process in FY2004. 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.

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### **LICENSES:**

None.

### **PUBLICATIONS:**

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation Uniform Arbitration Act.

**FINANCES, FISCAL YEAR 2005:** 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:* 01 ; *Umbrella:* 12 *Unit:* 150 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001418A

*Average Count--All Positions:* 36.000

*Legislative Count:* 36.00

### **PURPOSE:**

The Bureau of Rehabilitation Services, 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.

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 FY2005.

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 800 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.

### **LICENSES:**

None.

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### 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 2005:** The 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	1,226,233	410,335	31,512		784,386	
HEALTH BENEFITS	430,644	86,000	22,915		321,729	
RETIREMENTS	175,465	49,133	4,497		121,835	
OTHER FRINGE BENEFITS	13,080	2,742	522		9,816	
COMPUTER SERVICES	31,453		40		31,413	
CONTRACTUAL SERVICES	258,118	41,807	47,983		168,328	
RENTS	162,714		92		162,622	
COMMODITIES	44,827		32,844		11,983	
GRANTS, SUBSIDIES, PENSIONS	3,454,367	2,219,514			1,234,853	
EQUIPMENT	9,294		9,294			
TRANSFER TO OTHER FUNDS	16,384		1,311		15,073	
<b>TOTAL EXPENDITURES</b>	<b>5,822,579</b>	<b>2,809,531</b>	<b>151,010</b>		<b>2,862,038</b>	

## DIVISION OF DEAFNESS

**JAN DEVINNEY, DIRECTOR**  
**NANCY MELANSON, ASST TO THE 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:01 ; 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, and implementation of new technology systems in the department and other state departments for communication with and between deaf, hard of hearing and hearing persons.

### 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 100-150 calls per month concerning information, referral, training, advocacy and other related services for people who are deaf or hard-of

## DEPARTMENT OF LABOR

hearing. The Division also administers the state's telecommunication device program, which provides telecommunications equipment for people with any disability on either a cost-share or loan basis depending on the individuals' income. This program was expanded by Public Law Chapter 553 (26 MRSA subsect. 1419) to include equipment that provides or assists in providing emergency alert notification to deaf and hard of hearing persons.

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 when meeting with an attorney or advocate.

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.

### **LICENSES:**

None.

### **PUBLICATIONS:**

1. Resources, A Guide to Deaf Services.
2. Using Your TTY Comfortably.
3. Interpreting Licensure Brochures.
4. Maine-Lines Quarterly Newsletter

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS**

**LARRY TAUB, CHAIR**  
**KRISTINE DACH, VICE 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:01 ; 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 Legislation, emergency services, emergency alert notification equipment, legal interpreting, adult education for the deaf, hard of hearing issues, updates on the State telecommunications access technology and plans for departments and agencies, and television media access.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



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**BUREAU OF EMPLOYMENT SERVICES**

**LARINDA L. MEADE, DIRECTOR**

*Central Office:* HALLOWELL OFFICE COMPLEX, HALLOWELL, ME

*Mail Address:* 55 SHS HALLOWELL ANNEX, AUGUSTA, ME 04333

*Established:* 1996

*Reference:* Policy Area:01 ; Umbrella: 12 Unit: 597 ; Citation: T0026

*Average Count--All Positions:* 224.115

*FAX:* (207) 624-6499

*Telephone:* (207) 624-6390

*M.R.S.A., Sect.* 000001401A

*Legislative Count:* 212.50

**PURPOSE:**

The Bureau of Employment Services' purpose is to enhance economic success through workforce development. This includes partnering with businesses to build a competitively skilled workforce and increasing access to quality employment opportunities for workers. This is accomplished through self directed and consultative worker services including job placement, career guidance, education and training, and layoff assistance. Workforce consultation, worker recruitment, direct referral to business resources, layoff assistance, and access to training resources are among services available to businesses. Occupational information and training is provided to educators, employment training program managers, and policy makers. These services are available through the statewide location of CareerCenters.

**ORGANIZATION:**

As a bureau within the Maine Department of Labor, services are funded through State General Fund, Federal Workforce Investment Act, Federal Wagner-Peyser, and Trade Act funds. Services are provided by a network of CareerCenter partners including Maine Department of Labor, Local Area Workforce Investment Boards, and local service providers.

**PROGRAM:**

The Bureau of Employment Services provides many services aimed at building the workforce of the state and connecting workers with employers. Through the CareerCenter network, individuals have access to a library of resources designed to help individuals explore career options, learn about the labor market, search for employment, interview for jobs, explore self employment possibilities, and much more. They may use a variety of electronic equipment to write, copy, and fax resumes and cover letters, search the CareerCenter job bank as well as use internet job boards and telephone employers. They may also use a variety of software to make career decisions, prepare job search materials, write business plans, and research the internet for employment and training opportunities. A variety of workshops related to employment and training topics are available to interested parties. For individuals meeting eligibility criteria, assessment services, job counseling, employability enhancement, and occupational skills training are available.

Businesses have access to a library of resources on topics relating to human resources, safety, business incentives, ADA, labor laws, labor market information, licensing, and more. They may attend free seminars on safety, labor laws, labor market information, employee retention and training options. CareerCenter rooms are available at no charge for businesses to use for recruiting and interviewing. CareerCenter staff trained in workforce consultation are available for on-site services including developing service strategies, packaging of services, referral, development of job descriptions, etc.. Training assistance is available in the form of apprenticeships as well as new hire and incumbent worker training resources. 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.

When there is an inadequate supply of U.S. agricultural and other types of workers, The Bureau of Employment Services sister Bureau, Labor Standards, authorizes businesses to hire foreign workers. A full-time advocate for migrant and seasonal farm workers ensures that employers pay prevailing wages and afford adequate housing where required.

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### LICENSES:

None.

### 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.

**FINANCES, FISCAL YEAR 2005:** The 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	4,750,515	909,906	98,844		3,741,765	
HEALTH BENEFITS	1,651,821	313,612	37,731		1,300,478	
RETIREMENTS	692,788	138,129	13,494		541,165	
OTHER FRINGE BENEFITS	57,371	9,130	919		47,322	
COMPUTER SERVICES	563,011	43,981	88,744		430,286	
CONTRACTUAL SERVICES	505,820	107,542	32,610		365,668	
RENTS	1,651,104	177,389	24,568		1,449,147	
COMMODITIES	198,490	10,409	38,731		149,350	
GRANTS, SUBSIDIES, PENSIONS	20,737,777	3,009,882	448,907		17,278,988	
TRANSFER TO OTHER FUNDS	366,160		14,483		351,677	
<b>TOTAL EXPENDITURES</b>	<b>31,174,857</b>	<b>4,719,980</b>	<b>799,031</b>		<b>25,655,846</b>	

## BUREAU OF UNEMPLOYMENT COMPENSATION

### LAURA BOYETT, DIRECTOR

*Central Office:* 19 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:01 ; Umbrella: 12 Unit: 169 ; Citation: T0026 *M.R.S.A., Sect.* 000001082

*Average Count--All Positions:* 293.845 *Legislative Count:* 286.50

### PURPOSE:

The purpose of the Unemployment Compensation Program is to provide an economic safety net for individuals who are out of work through no fault of their own. It is an insurance program that provides a temporary financial bridge from one job to another and promotes economic stability for the state during periods of high unemployment.

### ORGANIZATION:

The Bureau of Unemployment Compensation of the Department of Labor is organized into five divisions that report to a bureau director. The largest of the five divisions is the Field Operations which is responsible for delivering unemployment claim services out of three telephone claim centers. The Tax Division collects employer-paid, unemployment taxes used to pay benefits, conducts audits to ensure workers are properly covered for unemployment purposes and provides technical assistance to employers. The Central Benefits Division is responsible for all processes associated with banking and the issuance of benefit checks, record keeping and delivery of claim services through special unemployment programs. The Financial and Administrative Support Services division is responsible for the federal funding reporting, bureau budget and financial management activities, program performance monitoring and support to the divisions and bureau director in program-related matters. The Division of Administrative Hearings provides dispute resolution primarily to the Bureau of

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Unemployment Compensation when either an employer or individual disagrees with a benefit eligibility decision. Additionally, this division provides some limited dispute resolution to other departments within State government.

### **PROGRAM:**

Unemployment compensation workloads encompassed a wide variety of claim processing activities during FY2005. Financial benefits were paid out to Maine workers who lost their jobs through no fault of their own from the following state and federal unemployment insurance programs: State Unemployment Insurance (UI), Unemployment Compensation for Federal Employees (UCFE), Unemployment Compensation for Ex-Service Members (UCX), the Dislocated Workers Benefit (DWB) program, and from the federal Trade Readjustment Allowances (TRA) program.

The Reemployment Eligibility & Assessment Review program, which is a collaborative initiative between the Unemployment Compensation and Employment Services Bureaus, provided special eligibility review and strategic job search planning to aid unemployed workers in finding employment quickly. The Benefit Payment Control Program was responsible for collecting non-fraud overpayments and detecting claimant fraud through a variety of sources, such as automatic cross-matching of employer wage files, employer protest of charges, anonymous tips, and Benefit Quality Control Program audits. In addition, a Benefit Quality Control Program conducted post reviews of benefit claim performance through a random selection of active claims. The audit is designed to detect any claims that were improperly filed and processed. The results of these audits are used to further improve operational procedures. A similar program evaluated the quality of the functions performed in the UC Tax Division.

The UC Tax Division worked in collaboration with the Maine Revenue Services to collect Unemployment and State withholding taxes from employers and to collect and maintain wage information for all workers in covered employment. Additionally, UC Field Tax personnel audited approximately 2% of all employer businesses in Maine to ensure that workers were being properly reported and covered under the Maine Unemployment Insurance Program. Particularly emphasis was placed on auditing the construction industry to address worker misclassification issues identified in a recent study conducted by the Harvard Business School.

During FY 2005, the Unemployment Compensation Bureau focused on reducing administrative costs by over \$2,000,000.00 in response to decreases in federal funding while at the same time working to reengineer work processes to improve efficiency and services delivered to Maine employers and unemployed workers. Service access and availability was expanded for the program's customers with the implementation of an Internet Initial Claim application and an automated weekly telephone system. Both applications provide customers the ability to file initial and weekly unemployment claims through automated systems 24 hours a day, 7 days a week.

The benefit costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers. The monies collected are placed in an Unemployment Insurance Trust Fund and used solely to pay unemployment benefits, they are not used to fund the administration of this program. During FY 2005, Maine's Unemployment trust fund was the 5th most stable in the country while maintaining one of the lowest unemployment insurance tax rates nationally.

### **LICENSES:**

None.

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**FINANCES, FISCAL YEAR 2005:** The 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	7,448,892		50,697		7,398,195	
HEALTH BENEFITS	2,714,769		17,083		2,697,686	
RETIREMENTS	1,088,114		9,229		1,078,885	
OTHER FRINGE BENEFITS	95,329		553		94,776	
COMPUTER SERVICES	1,022,491		95,821		926,670	
CONTRACTUAL SERVICES	1,602,974		73,216		1,529,758	
RENTS	732,364		35,599		696,765	
COMMODITIES	147,603		15,805		131,798	
GRANTS, SUBSIDIES, PENSIONS	124,795,697				9,550,006	115,245,691
EQUIPMENT	238,221				238,221	
<b>TOTAL EXPENDITURES</b>	139,886,454		298,003		24,342,760	115,245,691

## MAINE JOBS COUNCIL

### PHIL DIONNE, CHAIR

*Central Office:* 19 UNION STREET, AUGUSTA, ME 04332-0259

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:* 1998

*Telephone:* (207) 287-3788

*Reference:* Policy Area: 01 ; 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.

#### **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 initiatives. The Department of Labor, the Department of Education and the Department of Economic and Community Development jointly administers the Maine Jobs Council.

#### **PROGRAM:**

The MJC strategies 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.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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**BUREAU OF LABOR STANDARDS**

**WILLIAM PEABODY, DIRECTOR**  
**LESLIE MANNING, DEPUTY 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:* 01 ; *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 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, starting safety, and website. The Unit also coordinates and implements marketing for "SafetyWorks!."

The Migrant and Immigrant Services Division assists migrant and immigrant workers in procuring work and functions as the primary coordinating body for migrant and immigrant issues in the state. It insures that workers are hired in compliance with the relevant federal regulations and provides foreign labor certification for employers who have a need to hire foreign workers. The Division also operates a bilingual 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 Survey of Occupational Injuries and Illnesses, the OSHA Data Initiative, 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.

## DEPARTMENT OF LABOR

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 conducts a variety of programs to assist employers in improving their occupational safety and health performance. Training and on-site consultation are offered through the SafetyWorks! program. State-funded activities are augmented by two federal grants. Under a grant with the federal Occupational Safety and Health Administration the Division provides free consultation services to employers whereby they can receive recommendations without penalties. A grant with the Mine Safety and Health Administration supports training in mine safety. The Division also has a public sector enforcement program which enforces rules adopted by the Board of Occupational Safety and Health.

### 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, newsletter maintained, free.  
Report on activities under the Substance Abuse Testing Act, annual, free.  
Public Sector Safety Report, quarterly, free.  
Schedule of SafetyWorks! classes, twice yearly, free.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,855,624	536,504	927,736		391,384	
HEALTH BENEFITS	617,362	169,248	316,576		131,538	
RETIREMENTS	265,655	82,245	128,560		54,850	
OTHER FRINGE BENEFITS	20,362	3,253	11,627		5,482	
COMPUTER SERVICES	46,662	7,036	37,103		2,523	
CONTRACTUAL SERVICES	409,693	120,380	183,255		106,058	
RENTS	11,080	178	10,195		707	
COMMODITIES	39,865	5,835	18,898		15,132	
GRANTS, SUBSIDIES, PENSIONS	35,345	1,995	33,957		-607	
TRANSFER TO OTHER FUNDS	234,490		163,624		70,866	
<b>TOTAL EXPENDITURES</b>	<b>3,536,138</b>	<b>926,674</b>	<b>1,831,531</b>		<b>777,933</b>	

## DIVISION OF LABOR MARKET INFORMATION SERVICES

### JOHN DORRER, DIRECTOR

Central Office: 19 UNION STREET, AUGUSTA, ME 04332-0259

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

Established: 1996

Telephone: (207) 287-2271

Reference: Policy Area:01 ; Umbrella: 12 Unit: 594 ; Citation: T0026 M.R.S.A., Sect. 000001401A

### PURPOSE:

The Division of Labor Market Information Services collects, analyzes and reports on the state and direction of the labor market to assist Maine jobseekers, employers, policymakers, economic developers, education and training planners and career guidance experts make key decisions and plans for the future. We provide the Department with economic, management, actuarial and strategic analysis to guide program planning and delivery for unemployment insurance systems and employment and training programs.

## DEPARTMENT OF LABOR

### **ORGANIZATION:**

The Program activities involve data collection, sophisticated research techniques and analysis. Demographic and economic research activities 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 that support decisions of Maine workers, students, and employers.

### **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, 31 labor market areas, 16 counties, and over 500 minor civil divisions.

**Occupational Statistics:** Occupational employment and wage estimates are developed twice annually for nearly 800 occupations covering the state, four metropolitan areas, two other sub-state regions and 16 counties. 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. Staffs are located at Department Career Centers 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 31 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/>).

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2005:** 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:* 01 ; *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, community college, 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, they are created 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 also 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. The University of Maine Labor Relations Act was enacted, effective July 1, 1976, and was amended to cover 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 Board consists of three primary members, one representing each of the



## DEPARTMENT OF LABOR

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 (two for each of the primary positions), 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 FY2005, 21 voluntary or joint agreements relative to bargaining units were received, down from 24 in the prior fiscal year, demonstrating that organizational efforts may be close to saturating the municipal, educational and state sectors. During FY2005, 8 unit determination or clarification petitions were filed, compared with 10 such filings in FY2004.

There were 9 election requests received by the Board in FY2005. In addition to this, the Board received 2 decertification/certification requests and 3 straight decertification election requests. With respect to election activities, there were 20 election requests in all requiring attention during the fiscal year; this compares with 23 requests in FY2004 and 22 in FY2003. In all, Board officials conducted 9 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. The number of new mediation requests this fiscal year was 55, compared with 65 last year. There were 23 carry-over matters from the FY2004 filings which required mediation activity in FY2005. 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 FY2005 increased to 88 percent for mediations, including carry-overs, that were concluded in FY2005.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Thirteen (13) fact-finding requests were filed in FY2005, the same as in FY2004. The range in Fiscal Years 1999 through 2003 has been a low of 13 filings in FY2001 to a high of 23 in FY2003.

The Board received 12 prohibited practice complaints in FY2005. This compares to 16 in FY2004. 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, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

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/homemlrb.htm>)

### **LICENSES:**

None.

### **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 Representatio  
Appeals Decisions, 1973-88

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**FINANCES, FISCAL YEAR 2005:** The 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	307,814	273,314	34,500			
HEALTH BENEFITS	92,128	92,128				
RETIREMENTS	51,284	51,284				
OTHER FRINGE BENEFITS	3,042	2,742	300			
COMPUTER SERVICES	5,753	5,753				
CONTRACTUAL SERVICES	32,611	19,649	12,962			
COMMODITIES	2,301	2,301				
TRANSFER TO OTHER FUNDS	5,419		5,419			
<b>TOTAL EXPENDITURES</b>	500,352	447,171	53,181			

## 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

*FAX:* (207) 287-4416

*Telephone:* (207) 287-2015

*Reference:* Policy Area: 01 ; 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 nominated by the Maine Labor Relations Board and 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 declined from the level experienced last year. New mediation requests received during FY2005 numbered 55 (65 last year). In addition, there were 23 matters carried over from FY2004 that required mediation activity in FY2005. Thus, the number of matters filed, pending, and requiring attention in FY2005 reached a total of 78, down significantly from 97 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 88% for matters concluded this year, including those carried forward from FY2004. The settlement rate for the past several fiscal years has exceeded 70% of the matters mediated.

A significant development this year was that, despite achieving a 96% settlement rate over several years, no requests for preventive mediation services were received. There were 4 such requests in FY2004. Upon the joint request of the parties, members of the Panel train bargaining team members at the outset of

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negotiations and then facilitate collaborative, problem-solving bargaining for our client community.

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.

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF OCCUPATIONAL SAFETY AND HEALTH**

**RICK BEYLER, CHAIR**  
**WILLIAM PEABODY, DIRECTOR, LABOR STANDARDS**

*Central Office:* HALLOWELL ANNEX, CENTRAL BLDG., HALLOWELL, ME 04347

*Mail Address:* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045

*Established:* 1975

*Telephone:* (207) 624-6498

*Reference: Policy Area:* 01 ; *Umbrella:* 12 *Unit:* 179 ; *Citation:* T0026 *M.R.S.A., Sect.* 000000564

### **PURPOSE:**

The Board was established to formulate and adopt reasonable rules for safe and healthful working conditions in places of public employment provided by the State, county, municipal corporation, school district or other public corporation or political subdivision. The rules must conform as far as practicable with nationally recognized standards of occupational safety and health.

### **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. Appointed members include management and labor representatives from the state, county, and local levels, two public members, and one member from the insurance industry. The Bureau of Labor Standards enforces the rules adopted by the Board.

### **PROGRAM:**

The Board met to review and propose regulations for adoption and otherwise assist the Bureau's enforcement activities, and held one public hearing.

### **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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF REHABILITATION SERVICES**

**JILL DUSON, DIRECTOR**  
**NANCY LABBE, ADMINISTRATIVE ASSISTANT**

*TTY:* (800) 749-5356

*Central Office:* 2 ANTHONY AVENUE, AUGUSTA, ME

*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150

*FAX:* (207) 624-5950

*Established:* 1994

*Telephone:* (207) 624-5950

*Reference: Policy Area:* 01 ; *Umbrella:* 12 *Unit:* 152 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001412C

*Average Count--All Positions:* 122.000

*Legislative Count:* 122.00

## DEPARTMENT OF LABOR

### PURPOSE:

The purpose of the Bureau of Rehabilitation Services (BRS) is to help Maine people with disabilities to find employment and achieve full participation in the community through case management, referrals, sponsored training and independent living services

The Bureau provides a comprehensive program of rehabilitation and employment services focused on persons with disabilities. Working with its partners in the Maine Department of Labor and the rehabilitation services community, the Bureau administers state and federal rehabilitation services for people with disabilities through three primary service divisions. Through the Bureau, Maine residents can access information about general services for persons with disabilities, services for the blind and visually impaired, and services for persons who are deaf and hard of hearing.

### ORGANIZATION:

State administered 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 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 within 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 includes three primary service divisions: 1) the Division of Vocational Rehabilitation (DVR); 2) the Division for the Blind and Visually Impaired (DBVI), and 3) the Division of Deafness (DOD).

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2005:** The 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	3,967,521	708,797			3,258,724	
HEALTH BENEFITS	1,408,369	199,795			1,208,574	
RETIREMENTS	569,365	135,560			433,805	
OTHER FRINGE BENEFITS	50,747	8,781			41,966	
COMPUTER SERVICES	104,689				104,689	
CONTRACTUAL SERVICES	638,860	145,569			493,291	
RENTS	596,539	921			595,618	
COMMODITIES	43,804				43,804	
GRANTS, SUBSIDIES, PENSIONS	11,085,927	5,626,480	112,420		5,347,027	
EQUIPMENT	50				50	
TRANSFER TO OTHER FUNDS	89,678				89,678	
<b>TOTAL EXPENDITURES</b>	<b>18,555,549</b>	<b>6,825,903</b>	<b>112,420</b>		<b>11,617,226</b>	

DEPARTMENT OF LABOR

**MAINE UNEMPLOYMENT INSURANCE COMMISSION**

**TONY PEVERADA, CHAIR**

*Central Office:* 323 STATE STREET, SUITE 2, AUGUSTA, ME

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04332-0054

*FAX:* ( ) -

*Established:* 1936

*Telephone:* (207) 287-4543

*Reference: Policy Area:* 01 ; *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 Call Centers in Orono and Lewiston 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 continue to exceed the Federal timeliness standards.

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.

**LICENSES:**

None.

**PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 2005:** 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 (<http://ursus.maine.edu>) 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, the Internet and a comprehensive legal research service. 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 research the library staff search a variety of print and electronic resources.

The Library collects all state statutes, selected legal treatises, and resources for non-lawyers. 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 by libraries throughout Maine.

**PUBLICATIONS:**

\*INTERNET SITE - <http://www.state.me.us/legis/lawlib/>

\*Divorce and Domestic Relations, a bibliography of resources for nonlawyers (updated this year)

\*Where to Find Our Library Website, a brochure to help people find and use the library website

\*Maine Education Finance Studies in the Collection of the Maine State Law and Legislative Reference Library

\*Maine Tax Studies and Reports in the Collection of the Maine State Law and Legislative Reference Library

# LAW AND LEGISLATIVE REFERENCE LIBRARY

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	690,873	690,873				
HEALTH BENEFITS	188,790	188,790				
RETIREMENTS	97,594	97,594				
OTHER FRINGE BENEFITS	8,263	8,263				
COMPUTER SERVICES	14,348	14,348				
CONTRACTUAL SERVICES	328,837	328,837				
COMMODITIES	10,001	10,001				
<b>TOTAL EXPENDITURES</b>	<b>1,338,706</b>	<b>1,338,706</b>				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	690,873	690,873				
HEALTH BENEFITS	188,790	188,790				
RETIREMENTS	97,594	97,594				
OTHER FRINGE BENEFITS	8,263	8,263				
COMPUTER SERVICES	14,348	14,348				
CONTRACTUAL SERVICES	328,837	328,837				
COMMODITIES	10,001	10,001				
<b>TOTAL EXPENDITURES</b>	<b>1,338,706</b>	<b>1,338,706</b>				

## LEGISLATIVE DEPARTMENT

### LEGISLATURE

#### **BETH EDMONDS, PRESIDENT OF THE SENATE JOHN RICHARDSON, SPEAKER OF THE HOUSE**

*Central Office:* STATE HOUSE, AUGUSTA, ME

*Mail Address:* 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003

*Established:* 1820

*Telephone:* (207) 287-1615

*Reference:* Policy Area:00 ; Umbrella: 3Q Unit: 260 ; Citation: C0004 M.R.S.A., Sect. 001-00001

*Average Count--All Positions:* 180.877

*Legislative Count:* 143.50

#### **Units:**

*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*

*SENATE*

*HOUSE OF REPRESENTATIVES*

*LEGISLATIVE COUNCIL*

*(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL*

#### **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 122nd Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 122nd 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. Also, by Joint Rule, the Legislature established the Joint Select Committee on Property Tax Reform and the Government Oversight Committee.

#### **PROGRAM:**

The First Regular Session of the 122nd Legislature was convened on December 1, 2004 and adjourned sine die on March 30, 2005.

In the First Regular Session, the Legislature considered 1,518 legislative instruments, including bills, resolves and constitutional resolutions. 12 bills, 3 Resolves and 1 Constitutional Resolution were chaptered into law.

The First Special Session of the 122nd Legislature was convened on April 4, 2005 and adjourned sine die on June 18, 2005.

In the First Special Session, the Legislature considered 476 legislative instruments, including bills, resolves and constitutional resolutions. 174 bills and 125 Resolves were chaptered into law. The Governor vetoed 1 bill, which was sustained by the Legislature. Pursuant to Joint Order, 233 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).



# LEGISLATIVE DEPARTMENT

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 charge.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,210,103	11,209,168	935			
HEALTH BENEFITS	4,213,140	4,213,140				
RETIREMENTS	1,206,534	1,206,534				
OTHER FRINGE BENEFITS	151,437	151,437				
COMPUTER SERVICES	704,736	704,736				
CONTRACTUAL SERVICES	3,882,000	3,878,008	3,992			
RENTS	43,105	43,105				
COMMODITIES	308,974	308,974				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	60,004	60,004				
TRANSFER TO OTHER FUNDS	181		181			
<b>TOTAL EXPENDITURES</b>	<b>21,979,479</b>	<b>21,974,371</b>	<b>5,108</b>			



**Beth Edmonds**  
*President of the Senate*

**John Richardson**  
*Speaker of the House  
of Representatives*



LEGISLATIVE DEPARTMENT

**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 2005:** 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 04333-0013

*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: analysis of legislation, preparation of research documents, facilitation of committee-decision-making and drafting of committee amendments. The Office also assists the Office of the Revisor of Statutes in drafting initial bills for introduction into each legislative session.

When the Legislature is not in session, the Office provides staff support

## LEGISLATIVE DEPARTMENT

for legislative studies authorized by the Legislative Council or established by law or joint order. This support to study committees and commissions includes providing policy and legal research and analysis, and preparing final reports and accompanying legislation. The Office also assists the joint standing committees in fulfilling their legislative responsibilities relating to oversight of executive agency rule-making and the periodic review of agency programs and operations.

### ORGANIZATION:

The Office of Policy and Legal Analysis is one of several nonpartisan offices operating under the direction of the Legislative Council and its executive director. The office has a staff of 23, including an office director who is appointed by the Legislative Council for a 3-year term.

### PUBLICATIONS:

The following general reference publications are available for no or nominal charge and are available on the office website:

"Legislators' Handbook; A Guide for Maine Legislators," updated at the beginning of each legislative biennium.

"Enacted Law Digest," published for each legislative session.

"A Summary of Legislation considered by the Joint Standing Committees of the Legislature," published for each legislative session.

"OPLA Notes", Nonpartisan Quarterly Newsletter

\*Legislative Study Reports on various topics, published each year

\*INTERNET SITE - <http://www.maine.gov/legis/opla>

**FINANCES, FISCAL YEAR 2005:** 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.

The office may be contacted via e-mail:

## LEGISLATIVE DEPARTMENT

revisor.office@legislature.maine.gov

### **PUBLICATIONS:**

\*INTERNET SITE - <http://janus.state.me.us/legis/ros/>

"Maine Revised Statutes Annotated" - Available to the public from Thomson/West, 610 Opperman Drive, Eagan, MN 55123, at current price.

"Maine Revised Statutes" - Available at the office's website, <http://janus.state.me.us/legis/statutes/>

"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 287-1324.

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 2005:** 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:* 3Q *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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

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 2005:** The 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>						
CONTRACTUAL SERVICES	123,789	123,789				
TOTAL EXPENDITURES	123,789	123,789				

LEGISLATIVE DEPARTMENT

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 2005:** The 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	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
CONTRACTUAL SERVICES	170,105	170,105			
<b>TOTAL EXPENDITURES</b>	170,105	170,105			

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

FAX: (207) 772-6565

Established: 1955

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

## LEGISLATIVE DEPARTMENT

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 2005:** The 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>						
CONTRACTUAL SERVICES	4,990	4,990				
TOTAL EXPENDITURES	4,990	4,990				

## 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: 30 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 2005, the Office of Legislative Information Services, under the direction of the Executive Director of the Legislative Council, updated the Legislature's Internet Home Page to improve the page's appearance and to significantly simplify the process of accessing data for the public.

The Legislature standardized all of its internal users on one uniform office suite software package and the most current operating system software available. A number of mission critical production servers were replaced under the Legislature's equipment lifecycle replacement program. The older servers were recycled into non-critical uses.

Implementation of the Legislature's new bill drafting system focused on project completion in early FY 2006 and moving into production for the 2nd Regular Session of the 122nd Legislature.

User focused application development provided legislative users with a "Special Studies" tracking and reporting application and an automated legislator expense processing system. A new "Helpdesk" tracking system was fully



## LEGISLATIVE DEPARTMENT

implemented to help improve customer service.

### **PUBLICATIONS:**

\*INTERNET SITE - <http://www.state.me.us/legis/lto/>

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SENATE**

### **BETH EDMONDS, 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) 287-1500

*Reference:* Policy Area:00 ; Umbrella: 30 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 MRSA, Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

### **PROGRAM:**

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 122nd Maine Legislature convened on Wednesday, December 1, 2004 and met for 30 legislative days. The First Special Session of the 122nd Maine Legislature convened on Monday, April 4, 2005 and met for 39 legislative days.

During these two sessions, the Senate considered 1,692 Legislative Documents, 37 Senate-sponsored Joint Resolutions/Orders and 27 Gubernatorial Nominations. The Senators submitted 150 proposed amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. After

## LEGISLATIVE DEPARTMENT

completing all its business, the Senate adjourned sine die at 3:10 a.m. on Saturday, June 18, 2005.

The Second Regular Session of the 122nd Maine Legislature will convene on Wednesday, January 4, 2006.

### **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 -

<http://www.state.me.us/legis/senate/Documents/calendar/htframe.htm> (available daily, free of charge, when the Senate is in session).

\*LEGISLATIVE PUBLIC HEARING SCHEDULES -

<http://www.state.me.us/legis/senate/Documents/hearing/ANPHFrame.htm> (available weekly, free of charge, during regular sessions).

\*SENATE AND HOUSE REGISTER - (see listing under "Legislature").

\*HOUSE AND SENATE ROSTER AND SEATING ARRANGEMENT - (also see listing under "Legislature").

\*LEGISLATIVE RECORD -

<http://www.state.me.us/legis/senate/Records/record122nd.htm> (also see listing under "Legislature").

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## HOUSE OF REPRESENTATIVES

**JOHN RICHARDSON, SPEAKER OF THE HOUSE**  
**MILLCENT 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) 287-1300

*Reference:* Policy Area:00 ; Umbrella: 3Q Unit: 262 ; Citation: C0004 M.R.S.A., Sect. 001-00002

### **PURPOSE:**

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

## LEGISLATIVE DEPARTMENT

House is permitted to hire its own assistants.

### PROGRAM:

The House convened its first regular session of the 122nd Maine Legislature on December 1, 2004 and adjourned from its first special session on June 18, 2005 at 3:03 a.m. During the first regular and special sessions, there were 1,149 House-sponsored Legislative Documents, 45 House Orders, 32 House-sponsored Joint Orders and 22 House-sponsored Joint Resolutions considered. House members submitted 171 amendments to the Clerk for reproduction.

The second regular session of the 122nd Maine Legislature will be convened on Wednesday, January 4, 2006.

### PUBLICATIONS:

\*HOUSE INTERNET SITE - <http://janus.state.me.us/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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE COUNCIL

**JOHN RICHARDSON, 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:* 180.877

*Legislative Count:* 143.50

### 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. In addition, the Council appoints the nonpartisan director of the Office of Program Evaluation and Government Accountability. The Council has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA Section 162-B.

## LEGISLATIVE DEPARTMENT

### 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 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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,210,103	11,209,168	935			
HEALTH BENEFITS	4,213,140	4,213,140				
RETIREMENTS	1,206,534	1,206,534				
OTHER FRINGE BENEFITS	151,437	151,437				
COMPUTER SERVICES	704,736	704,736				
CONTRACTUAL SERVICES	3,583,116	3,579,124	3,992			
RENTS	43,105	43,105				
COMMODITIES	308,974	308,974				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	60,004	60,004				
TRANSFER TO OTHER FUNDS	181		181			
<b>TOTAL EXPENDITURES</b>	<b>21,680,595</b>	<b>21,675,487</b>	<b>5,108</b>			

## (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

## LEGISLATIVE DEPARTMENT

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 2005:** 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**  
**DAVID ETNIER, DEPUTY COMMISSIONER**

*Central Office:* BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME 04347

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024

*Established:* 1967

*Telephone:* (207) 624-6550

*Reference: Policy Area:* 04 ; *Umbrella:* 13 ; *Unit:* 188 ; *Citation:* T0012 *M.R.S.A., Sect.* 000006021

*Average Count--All Positions:* 171.500

*Legislative Count:* 165.50

*Units:*

*DIVISION OF ADMINISTRATIVE SERVICES*

*BUREAU OF MARINE PATROL*

*ADVISORY COUNCIL (TO MARINE RESOURCES)*

*BUREAU OF RESOURCE MANAGEMENT*

*DIVISION OF COMMUNITY RESOURCE DEVELOPMENT*

**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, as well as Commerical Fishing Vessel Safety and Aquaculture. 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, and marine education.

Significant fisheries management issues have occupied large amounts of time by the commissioner and staff involving both the New England Fisheries

## DEPARTMENT OF MARINE RESOURCES

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 is 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. As the industry develops new techniques, opportunities for economic growth of the industry will continue. From 2001-2003, Maine had the second highest landings (in value and pounds) for seafood in the Northeast--a reflection of its diverse fisheries.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,022,940	4,765,697	1,252,680		1,004,563	
HEALTH BENEFITS	2,421,293	1,622,201	455,445		343,647	
RETIREMENTS	1,302,510	960,035	202,790		139,685	
OTHER FRINGE BENEFITS	111,176	75,523	19,288		16,365	
COMPUTER SERVICES	347,635	241,518	14,773		91,344	
CONTRACTUAL SERVICES	2,121,210	1,019,223	729,432		372,555	
RENTS	644,304	546,884	60,628		36,792	
COMMODITIES	710,708	283,276	367,443		59,989	
GRANTS, SUBSIDIES, PENSIONS	438,353		31,573		406,780	
EQUIPMENT	1,028,982	45,437	19,490		964,055	
TRANSFER TO OTHER FUNDS	161,542		103,605		57,937	
<b>TOTAL EXPENDITURES</b>	16,310,653	9,559,794	3,257,147		3,493,712	

## DIVISION OF ADMINISTRATIVE SERVICES

### JUDY MOODY, INTERIM DIRECTOR

*Central Office:* BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021

*Established:* 1978

*Reference:* Policy Area: 04 ; Umbrella: 13 Unit: 188A; Citation: T0012

*Average Count--All Positions:* 26.500

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6566

*M.R.S.A., Sect.* 000006021

*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 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

## DEPARTMENT OF MARINE RESOURCES

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 2005:** The 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	1,101,777	832,060	104,131		165,586	
HEALTH BENEFITS	365,208	262,086	47,328		55,794	
RETIREMENTS	152,553	115,400	14,859		22,294	
OTHER FRINGE BENEFITS	21,433	15,981	2,633		2,819	
COMPUTER SERVICES	210,230	210,216	14			
CONTRACTUAL SERVICES	315,458	210,468	75,339		29,651	
RENTS	19,747	19,067	680			
COMMODITIES	63,536	18,262	45,166		108	
EQUIPMENT	8,705	8,705				
TRANSFER TO OTHER FUNDS	23,482		10,929		12,553	
<b>TOTAL EXPENDITURES</b>	<b>2,282,129</b>	<b>1,692,245</b>	<b>301,079</b>		<b>288,805</b>	



DEPARTMENT OF MARINE RESOURCES

**ADVISORY COUNCIL (TO MARINE RESOURCES)**

**DANA RICE, SR, CHAIRMAN**

**LAURICE CHURCHILL, REGULATION INFORM OFFICER**

*Central Office:* BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021

*FAX:* (207) 624-6024

*Established:* 1947

*Telephone:* (207) 624-6550

*Reference:* Policy Area:04 ; Umbrella: 13 Unit: 190 ; Citation: T0012 M.R.S.A., Sect. 000006024

**PURPOSE:**

The Marine Resources Advisory Council, established by Title 5, section 12004-G, consists of fifteen members and provides advice to the commissioner on policy matters affecting the fishing industry, and outlines 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 2005:** 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, 2 BEECH STREET, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021

*FAX:* (207) 624-6024

*Established:* 1957

*Telephone:* (207) 624-6550

*Reference:* Policy Area:04 ; Umbrella: 13 Unit: 188D; Citation: T0012 M.R.S.A., Sect. 000006051

*Average Count--All Positions:* 9.000

*Legislative Count:* 9.00

**PURPOSE:**

The purpose of 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), 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 opportunities.

## DEPARTMENT OF MARINE RESOURCES

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 71 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.

**AQUACULTURE POLICY:** The coordinator manages the aquaculture leasing and pathology programs for both shellfish and finfish. The coordinator also works closely with industry groups, federal and state officials, and the public, and anticipates and responds to policy issues, legislation, and requests for information or public presentations.

### **PUBLICATIONS:**

Visit a web page developed by the Department: [www.maine-seafood.org](http://www.maine-seafood.org)

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

DIVISION OF COMMUNITY RESOURCE DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	351,231	179,853	171,378			
HEALTH BENEFITS	121,675	63,319	58,356			
RETIREMENTS	52,112	27,672	24,440			
OTHER FRINGE BENEFITS	3,921	2,247	1,674			
COMPUTER SERVICES	1,361	1,361				
CONTRACTUAL SERVICES	60,985	40,219	20,766			
RENTS	16,405	16,405				
COMMODITIES	2,797	2,761	36			
TRANSFER TO OTHER FUNDS	7,763		7,763			
<b>TOTAL EXPENDITURES</b>	<b>618,250</b>	<b>333,837</b>	<b>284,413</b>			

## **BUREAU OF MARINE PATROL**

**JOSEPH FESSENDEN, CHIEF**  
**JOHN FETTERMAN, DEPUTY CHIEF**

*Central Office:* BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021

*Established:* 1978

*Reference:* Policy Area: 04 ; Umbrella: 13 Unit: 188P ; Citation: T0012

*Average Count--All Positions:* 58.000

*FAX:* (207) 624-6024

*Telephone:* (207) 624-6550

*M.R.S.A., Sect.* 000006025

*Legislative Count:* 58.00

### **PURPOSE:**

The Bureau of Marine Patrol is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the state of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

### **ORGANIZATION:**

The 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

## DEPARTMENT OF MARINE RESOURCES

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 July 1, 2004 through June 30, 2005, Bureau of Marine Patrol personnel patrolled 771,177 miles in vehicles and spent 13,424 hours on patrol boats. Patrol Officers received 803 complaints and encountered 993 violations along with 1,527 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 2005:** The 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,518,939	2,185,064	266,181		67,694	
HEALTH BENEFITS	822,440	708,682	95,016		18,742	
RETIREMENTS	669,742	591,152	62,224		16,366	
OTHER FRINGE BENEFITS	48,463	39,687	6,250		2,526	
COMPUTER SERVICES	1,365	528	837			
CONTRACTUAL SERVICES	454,518	132,024	245,029		77,465	
RENTS	387,443	344,224	38,696		4,523	
COMMODITIES	350,088	42,988	297,171		9,929	
GRANTS, SUBSIDIES, PENSIONS	5,738		5,738			
EQUIPMENT	995,744	22,764	19,490		953,490	
TRANSFER TO OTHER FUNDS	30,385		24,850		5,535	
<b>TOTAL EXPENDITURES</b>	<b>6,284,865</b>	<b>4,067,113</b>	<b>1,061,482</b>		<b>1,156,270</b>	

## 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:04 ; Umbrella: 13 Unit: 188S; Citation: T0012

Average Count--All Positions: 78.000

FAX: (207) 633-9579

Telephone: (207) 633-9500

M.R.S.A., Sect. 000006021

Legislative Count: 72.00

### PURPOSE:

The Bureau of Resource Management conducts scientific research and monitoring to conserve, restore, and manage the marine, estuarine, and diadromous fishery resources of the State of Maine; assures sanitation of shellfish harvesting areas, harvesting, and processing, and distribution under the National Shellfish Sanitation Program standards; and conducts educational programs on marine resources. Long-term monitoring programs and research are conducted to provide information on stock levels and environments of commercially and recreationally valuable marine organisms, and to provide

## DEPARTMENT OF MARINE RESOURCES

scientific information, services and assistance to the public, industry and governments. The Bureau conducts water quality monitoring for the classification of shellfish growing areas and biotoxin monitoring to ensure shellfish are safe for human consumption, oil spill response activities, restoration programs for diadromous fish resources in Maine rivers, and marine education programs for students and the general public.

The Bureau of Resource Management is engaged 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, monkfish, sea scallops, ocean quahogs, and Atlantic herring 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 in Boothbay Harbor 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, microbiology 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 microbiology and biotoxin laboratory located at Lamaine State Park serves the eastern section of the coast.

### PROGRAM:

In 2005 the Biological Monitoring and Assessment Division collected detailed catch, effort, and biological data on American lobster, Atlantic herring, northern shrimp, and green sea urchin from fishermen along the entire Maine coast. Samples were processed for length, weight, sex, state of maturity, gonad weight, and age composition (Atlantic herring only), and utilized in stock assessments and management. Fishery-independent surveys were conducted for sea urchin, juvenile lobster, ocean quahog, green crab, and sea cucumber for assessment and management decisions. Commercial landings data were collected from seafood dealers and provided to the National Marine Fisheries Service. Mandatory reporting for lobster dealers was instituted and a program was initiated to develop mandatory reporting for all commercial species. Cooperative research was conducted with the fishing industry and other scientists to reduce bycatch in the northern shrimp; 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 completed the fifth year of spring and fall surveys of marine resources along the coasts of Maine and New Hampshire; characterized the distribution of juvenile fish and their habitats in the coastal waters of eastern Maine; and conducted aquaculture site reviews, a volunteer-assisted horseshoe crab spawning area survey and a study of worm harvest areas and worm landings. The recreational fisheries project sampled saltwater angler catches along the coast for the National Marine Fisheries Service Marine Recreational Fishery Statistics and Large Pelagics surveys. Long-term monitoring of atmospheric and oceanographic conditions in Boothbay Harbor and eelgrass mapping assessments continued. Oversight was provided to pilot bay management projects in Muscongus Bay and Taunton Bay.

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; reviews of hydropower projects and activities that could impact anadromous fish resources; and elver monitoring. Video and telemetry studies were conducted to assess the upstream movements of American shad. Scientists participated in interstate management meetings for striped bass, shad and river herring, and eel. Technical

# DEPARTMENT OF MARINE RESOURCES

assistance was provided to municipalities with alewife fisheries. Fish passage projects in the Saco, Presumpscot, Kennebec, and Penobscot river drainages were negotiated.

The Public Health Division evaluated shellfish growing areas and conducted 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 conducted shoreline surveys to identify pollution sources that, if corrected, could increase the amount of shellfish-producing areas open to harvesting. A dye study was completed in the Harraseeket River to determine appropriate pollution closures around a sewage treatment plant outfall. Biotoxin 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. Volunteers continue to monitor phytoplankton in coastal waters for the presence

**FINANCES, FISCAL YEAR 2005:** The 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	3,050,994	1,568,721	710,990		771,283	
HEALTH BENEFITS	1,111,969	588,114	254,745		269,110	
RETIREMENTS	428,104	225,811	101,267		101,026	
OTHER FRINGE BENEFITS	37,358	17,607	8,731		11,020	
COMPUTER SERVICES	134,680	29,413	13,923		91,344	
CONTRACTUAL SERVICES	1,290,248	636,513	388,296		265,439	
RENTS	220,710	167,188	21,253		32,269	
COMMODITIES	294,288	219,265	25,070		49,953	
GRANTS, SUBSIDIES, PENSIONS	432,615		25,835		406,780	
EQUIPMENT	24,533	13,968			10,565	
TRANSFER TO OTHER FUNDS	99,913		60,063		39,850	
<b>TOTAL EXPENDITURES</b>	<b>7,125,412</b>	<b>3,466,600</b>	<b>1,610,173</b>		<b>2,048,639</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; and 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 \$10,000,000 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 800 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.

#### LICENSES:

Bachelor of Science degree.

Master of Science degree.

Associate in Science degree.

# MAINE MARITIME ACADEMY

## PUBLICATIONS:

Maine Maritime Academy Catalog  
Maine Maritime Academy View Book

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	7,457,281	7,457,281				
TOTAL EXPENDITURES	7,457,281	7,457,281				

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	7,457,281	7,457,281				
TOTAL EXPENDITURES	7,457,281	7,457,281				

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

**CHRISTINE A. BRUENN, COMMISSIONER**

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX:* (207) 624-8599

*Established:* 1973

*Telephone:* (207) 624-8511

*Reference: Policy Area:* 07 ; *Umbrella:* 02 *Unit:* 027 ; *Citation:* T0010 *M.R.S.A., Sect.* 000008001

*Average Count--All Positions:* 227.208

*Legislative Count:* 226.00

*Units:*

*DIVISION OF ADMINISTRATIVE SERVICES*

*OFFICE OF CONSUMER CREDIT REGULATION*

*BOARD OF DENTAL EXAMINERS*

*STATE BOARD OF REGISTRATION FOR PROFESSIONAL*

*ENGINEERS*

*BUREAU OF FINANCIAL INSTITUTIONS*

*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*

**PURPOSE:**

The Department serves the public by examining and overseeing state-chartered financial institutions, regulating bank holding companies, regulating insurance companies, agencies 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. It conducts programs aimed at increasing voluntary compliance with State laws, investigates possible violations of law and undertakes 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 Web site at [www.MaineBusinessReg.org](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 (OLR). Since that time, a number of new boards have been created and placed within OLR. License programs have also been transferred to OLR from other departments, and existing independent agencies have been moved into OLR. Today, the Office oversees 35 professional and occupational licensing boards and five registration programs.

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. In addition to the 40 licensing boards and registration programs directly overseen by OLR, 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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,258,992		9,258,992			
HEALTH BENEFITS	2,970,841		2,970,841			
RETIREMENTS	1,320,577		1,320,577			
OTHER FRINGE BENEFITS	132,301		132,301			
COMPUTER SERVICES	716,287		716,287			
CONTRACTUAL SERVICES	5,354,024		5,328,329		25,695	
RENTS	883,594		874,980		8,614	
COMMODITIES	126,073		126,073			
GRANTS, SUBSIDIES, PENSIONS	65,625		65,625			
EQUIPMENT	30,225		30,225			
TRANSFER TO OTHER FUNDS	133,685		133,395		290	
<b>TOTAL EXPENDITURES</b>	<b>20,992,224</b>		<b>20,957,625</b>		<b>34,599</b>	

## DIVISION OF ADMINISTRATIVE SERVICES

**CHRISTINE A. BRUENN, COMMISSIONER**  
**FREDERICK H. WINTERBERG, DIR OF ADMIN SERVICES**

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 FAX: (207) 624-8599

Established: 1974

Telephone: (207) 624-8511

Reference: Policy Area: 07 ; Umbrella: 02 Unit: 028 ; Citation: T0010 M.R.S.A., Sect. 000008003

Average Count--All Positions: 16.000

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 bureaus, boards and commissions within the Department and for the Department itself.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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, technical support for imaging and document management applications, and facilitating the sharing of resources. 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 2005:** The 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	<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	653,351	653,351			
HEALTH BENEFITS	195,752	195,752			
RETIREMENTS	96,767	96,767			
OTHER FRINGE BENEFITS	9,788	9,788			
COMPUTER SERVICES	411,458	411,458			
CONTRACTUAL SERVICES	1,488,918	1,488,918			
RENTS	46,116	46,116			
COMMODITIES	11,507	11,507			
EQUIPMENT	30,225	30,225			
TRANSFER TO OTHER FUNDS	11,537	11,537			
<b>TOTAL EXPENDITURES</b>	<b>2,955,419</b>	<b>2,955,419</b>			

## 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

FAX: (207) 582-7699

Telephone: (207) 624-8527

*Reference: Policy Area: 07 ; Umbrella: 02 ; Unit: 030 ; Citation: T0009A.M.R.S.A., Sect. 006-00103*

*Average Count--All Positions:* 12.000

*Legislative Count:* 12.00

### **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 (loan brokers), rent-to-own companies, pawnbrokers, mortgage companies, personal finance companies, money order issuers, check cashers, foreign currency exchangers, non-bank ATM operators, debt management companies and payroll processors.

### **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 05, 336 creditors, 78 collection agencies, 32 credit services organizations, 4 credit reporting agencies and 14 payroll processors were subject to compliance examinations. During this period, creditors refunded

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

\$4,433.92 to consumers as a result of violations discovered during the examination process. After reviewing 10,763 transactions, the Office cited creditors for 317 violations of Truth-in-Lending laws and 644 Consumer Credit Code violations. The agency's Complaint Division responded to approximately 3,992 consumer grievances, including 931 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 \$150,444 was credited or refunded to consumers.

The agency licensed or registered the following creditors and businesses in FY 05:

Supervised Lenders (409 main offices, 582 branches): 991; Other Creditors (excluding branches): 736\*; Sales Finance Companies: 106; Collection Agencies (343 main offices, 237 branches): 580; Credit Services Organizations (loan brokers): 386; Credit Reporting Agencies: 29; Money Order Issuers: 24; Non-bank ATM Machine Operators: 561; Debt Management Service Providers (credit counselors): 30; Check Cashers: 2. The Office, therefore, provided regulatory oversight with respect to an overall total of 3,445 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: Insurance Premium Finance Companies: 9; Loan Servicers: 38; Mobile Home Dealers: 11; New Car Dealers: 135; Used Car Dealers: 175; Rent-to-Own Merchants: 45; Pawnbrokers: 43; and Miscellaneous Retail Creditors: 280.

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 Operators, Debt Management Service Providers and, Check Cashers and Foreign Currency Exchangers.

### 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 2005:** The 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	<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	568,439		568,439			
HEALTH BENEFITS	181,959		181,959			
RETIREMENTS	83,127		83,127			
OTHER FRINGE BENEFITS	6,447		6,447			
CONTRACTUAL SERVICES	89,046		89,046			
RENTS	32,254		32,254			
COMMODITIES	9,557		9,557			
TRANSFER TO OTHER FUNDS	6,786		6,786			
<b>TOTAL EXPENDITURES</b>	<b>977,615</b>		<b>977,615</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF DENTAL EXAMINERS**

**JERROLD H. COHEN, DMD, PRESIDENT**

*Central Office:* 161 CAPITAL STREET, AUGUSTA, ME 04330

*Mail Address:* 143 STATEHOUSE STATION, AUGUSTA, ME 04333-0143

*Established:* 1891

*Reference: Policy Area:* 07 ; *Umbrella:* 02 *Unit:* 313 ; *Citation:* T0032 *M.R.S.A., Sect.* 000001071

*Average Count--All Positions:* 3.000

*Telephone:* (207) 287-3333

*Legislative Count:* 3.00

**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, two dental hygiene members, 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. Dental hygienist members must be graduates of an accredited dental hygiene college and have been practicing dental hygiene in the State for at least 6 years immediately preceding appointment. Likewise, the denturist member must also be a graduate of a program approved by the Board. 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 2005, 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.

Thirty-six dentists became newly licensed in the State of Maine for a total of 894 dentists currently registered for the biennium 2004-2005. Of these, 236 list an out of state residence and/or practice. The Board issued 45 new licenses to hygienists totaling 1235 licensees, 137 of which are out-of-state. The Board issued 12 new denturist licenses this fiscal year, bringing the total number of Maine licensed denturists to 50. Registered dental radiographers now number 1127. Forty-two dentists hold permits to administer anesthesia/deep sedation and conscious sedation.

The Board issued 31 new local anesthesia permits to Maine-licensed hygienists this fiscal year which brings the total number to 316. 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 notification to the Board.

**LICENSES:**

Dentistry

Dental Hygiene

Denturism

Dental Radiography

Anesthesia/Sedation Permits and Conscious Sedation Permits (Dentists)

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	85,373		85,373			
HEALTH BENEFITS	31,123		31,123			
RETIREMENTS	11,037		11,037			
OTHER FRINGE BENEFITS	1,355		1,355			
COMPUTER SERVICES	8,116		8,116			
CONTRACTUAL SERVICES	104,662		104,662			
RENTS	8,754		8,754			
COMMODITIES	5,486		5,486			
GRANTS, SUBSIDIES, PENSIONS	8,125		8,125			
TRANSFER TO OTHER FUNDS	3,657		3,657			
<b>TOTAL EXPENDITURES</b>	<b>267,688</b>		<b>267,688</b>			

## 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: 07 ; 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 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 chair, vice-chair and an Executive Director. The latter may or may not be a member of the Board.

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 chair 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2005, 250 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 55 qualified through written examination, 192 by Comity with other jurisdictions, and 3 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 2005, a total of 6,160 engineers were registered. Approximately 65% reside out of state. During FY 2005, 186 applicants were examined for certification as Engineer-Interns. Of those examined, 106 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 29, 2004 for 47 Professional Engineer candidates and on October 30, 2004 for 55 Engineer-Intern candidates. Of those taking the P.E. exam, 23 passed. Of those taking the FE exam, 31 passed. Spring examinations were given at Augusta, on April 15, 2005, 65 candidates sat for the P.E. exam in Augusta. Also on April 16, 2005, 131 candidates sat for the FE exam Orono. Of those taking the P.E. exam, 35 passed. Of those taking the FE exam, 75 passed. Of the 4 oral candidates who sat in FY2005 for the examination, 3 were found qualified. The Board held 4 meetings during FY 05. These were held September 23, 2004, January 20, March 24, and June 16, 2005.

### LICENSES:

Registration:  
Professional Engineer Registration  
Engineer-Intern Certification

### PUBLICATIONS:

"Fifty-Sixth Report With Roster of Professional Engineers" as of December 31, 2003 (\$10.00)  
"Supplement to the Fifty-Sixth Report with Roster of Professional Engineers" (\$10.00)  
"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules of the State Board of Registration For Professional Engineers"  
"Newsletter" - Spring and Fall of each year

**FINANCES, FISCAL YEAR 2005:** The 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	42,125		42,125			
HEALTH BENEFITS	12,114		12,114			
RETIREMENTS	5,525		5,525			
OTHER FRINGE BENEFITS	695		695			
COMPUTER SERVICES	7,468		7,468			
CONTRACTUAL SERVICES	107,575		107,575			
RENTS	7,987		7,987			
COMMODITIES	1,848		1,848			
TRANSFER TO OTHER FUNDS	3,251		3,251			
<b>TOTAL EXPENDITURES</b>	<b>188,588</b>		<b>188,588</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BUREAU OF FINANCIAL INSTITUTIONS**

**LLOYD P. LAFOUNTAIN III, 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: 07 ; 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. In 2004, the Bureau assumed the responsibility for licensing payroll processors that are financial institutions or subsidiaries of 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 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 for 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 Examination Division is responsible for examining in the area of safety and soundness, information systems, bank holding companies, trust services and compliance. During Fiscal Year 2005, 19 safety and soundness examinations and 26 specialized examinations (i.e., trust, compliance and information services), were completed. In addition, 5 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 2005, the Bureau received and processed 12 notifications to establish or close one or more branches. Two notifications were received from an



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

out-of-state financial institution to establish branches in Maine. One application was filed by an out-of-state holding company to acquire control of an in-state holding company. In addition, the Bureau processed five other applications by in-state financial institutions. At the close of the fiscal year, the Bureau had pending one application to establish a nondepository trust company.

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 2005, the Bureau responded to 930 consumer complaints and inquiries and assisted Maine consumers in obtaining \$22,257 in restitution and other projected savings. In November, 2004, the Bureau launched its new Consumer Information Web site, an Internet based resource where consumers can learn about identity theft, computer scams, and a variety of other topics related to financial products and services. In addition, Bureau Outreach Staff makes presentations to consumer groups.

Internet Addresses: <http://www.MaineBankingReg.org>

[Http://www.VentureintoMaine.com](http://www.VentureintoMaine.com)

### LICENSES:

Payroll Processors

### PUBLICATIONS:

Annual Report of the Superintendent to the Legislature for 2005(\$15.00) Back issues 1996-2004 available.

Consumer booklets free to Maine residents, others \$1.50:

Bureau of Financial Institution's Consumer Outreach Program,

Business Person's Guide to Banking in Maine

Consumer's Guide to Banking and Personal Money Management

**FINANCES, FISCAL YEAR 2005:** The 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	948,803		948,803			
HEALTH BENEFITS	274,874		274,874			
RETIREMENTS	135,802		135,802			
OTHER FRINGE BENEFITS	11,765		11,765			
CONTRACTUAL SERVICES	232,258		232,258			
RENTS	58,395		58,395			
COMMODITIES	5,454		5,454			
TRANSFER TO OTHER FUNDS	5,235		5,235			
TOTAL EXPENDITURES	1,672,586		1,672,586			

## BUREAU OF INSURANCE

### ALESSANDRO A IUPPA, SUPERINTENDENT

Central Office: GARDINER ANNEX, GARDINER,, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1970

Reference: Policy Area: 07 ; Umbrella: 02 Unit: 031 ; Citation: T0024A M.R.S.A., Sect. 000000200

Average Count--All Positions: 81.000

WATS: (800) 300-5000

FAX: (207) 624-8599

Telephone: (207) 624-8475

Legislative Count: 81.00

### PURPOSE:

To regulate all insurance entities and persons authorized to transact the business of insurance in Maine for the purpose of protecting the public interest. To accomplish this purpose the Bureau is empowered to license insurance companies , non-profit hospital, medical or other health service

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 assess the soundness of the insurer's financial position. In addition, the Bureau has certain limited responsibilities for the examination of foreign insurers authorized to do business in the state. The Bureau also reviews the annual financial 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, 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 work units. The Property and Casualty Actuarial Unit and Property and Casualty Unit provide consumer assistance, analyze and regulate policy forms and rates for property and casualty insurance, and evaluate reserve levels for workers' compensation self insured trust plans. The Property and Casualty Unit also receives and resolves complaints and disputes involving workers' compensation rating and reviews all workers' compensation rate, rule, and form filings. Alternative Risk Markets Unit 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 Unit processes licenses for producers, adjusters, consultants and agencies; the Examination Unit audits domestic insurance companies; the Financial Analysis Unit performs financial reviews of insurance companies and licenses companies seeking to do business in Maine. Legal assistance is provided to each unit and the Superintendent through in-house attorneys who 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 Unit within the Consumer Health Care Division 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 Division reviews health and long-term care policy forms, processes license 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

assists consumers with health care plan complaints.

The Life and Health Actuarial Unit reviews rates and maintains databases for and evaluates mandated health insurance benefits. The Market Conduct Unit 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 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 2005:** The 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	3,440,345		3,440,345			
HEALTH BENEFITS	1,071,192		1,071,192			
RETIREMENTS	507,912		507,912			
OTHER FRINGE BENEFITS	50,096		50,096			
COMPUTER SERVICES	202,285		202,285			
CONTRACTUAL SERVICES	1,410,954		1,410,954			
RENTS	223,978		223,978			
COMMODITIES	26,370		26,370			
TRANSFER TO OTHER FUNDS	39,586		39,586			
<b>TOTAL EXPENDITURES</b>	<b>6,972,718</b>		<b>6,972,718</b>			

## OFFICE OF LICENSING AND REGISTRATION

### ANNE L. HEAD, DIRECTOR

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1976

Reference: Policy Area: 07 ; Umbrella: 02 Unit: 041 ; Citation: T0010

Average Count--All Positions: 63.000

TTY: (888) 577-6690

FAX: (207) 624-8637

Telephone: (207) 624-8603

M.R.S.A., Sect. 000008003

Legislative Count: 63.00

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### 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 05 (July 1, 2004 - June 30, 2005), 444 complaints were opened, 531 complaints were closed of these, 251 were resolved by consent agreement, 86 were resolved by board decision and order.

Internet Address: <http://www.MaineProfessionalReg.org>

### LICENSES:

During FY 05, the Office of Licensing and Registration maintained 100,054 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.

### 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 2005:** The 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	2,245,647		2,245,647			
HEALTH BENEFITS	783,906		783,906			
RETIREMENTS	303,444		303,444			
OTHER FRINGE BENEFITS	35,122		35,122			
COMPUTER SERVICES	2,268		2,268			
CONTRACTUAL SERVICES	1,283,880		1,258,185		25,695	
RENTS	343,398		334,784		8,614	
COMMODITIES	42,326		42,326			
TRANSFER TO OTHER FUNDS	42,584		42,294		290	
<b>TOTAL EXPENDITURES</b>	<b>5,082,575</b>		<b>5,047,976</b>		<b>34,599</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
Electricians' Examining Board Cheryl Hersom, Administrator	624-8605
Board of Elevator and Tramway Safety Cheryl Hersom, Administrator	624-8605
Board of Licensure of 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
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
Transient Sellers Elaine Thibodeau, Administrator	624-8617
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSURE IN MEDICINE**

**EDWARD DAVID, M.D., CHAIRMAN**  
**RANDAL MANNING, EXECUTIVE DIRECTOR**

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137

*Established:* 1995

*Telephone:* (207) 287-3601

*Reference: Policy Area:* 07 ; *Umbrella:* 02 ; *Unit:* 373 ; *Citation:* T0032 *M.R.S.A., Sect.* 000003263

*Average Count--All Positions:* 9.770

*Legislative Count:* 9.00

**PURPOSE:**

The Board of Licensure in Medicine was established in 1895 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 supervision and delegation relationships; biennially re-license 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 and to determine the qualification of, license, and biennially register Physician Assistants. Physician Assistants must, and Advanced Practice Registered Nurses may, enter into a registered delegated relationship with a Maine physician, allowing the physician to significantly extend his or her span of practice, and 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 the Board was enlarged by 1 physician and 1 public member to total of 9. A third public member position was created by the Legislature effective in 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 and disciplinary process. Currently the Board is composed of 6 physicians and 3 public members appointed by the Governor to staggered 6 year terms.

In July of odd-numbered years the Board meets and elects a chairman and a secretary-treasurer. Regular meetings as required by law are held each March, July, and November. Other meetings are held as necessary. The Board held 11 meetings during the last year. Meetings are open to the public and are announced in newspapers and in the "Weekly Legislative Calendar." Any person may receive a public 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 to the Board must be graduates of legally chartered colleges or universities which confer allopathic medicine degrees and must have actively engaged in the licensed practice of medicine in Maine for at least 5

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

years preceding appointment. Public members or an immediate household member may earn no income from activities related to the practice of medicine.

To aid in the formulation of rules and regulations governing Physician Assistants and Nurse Practitioners under delegation, the Board appointed a Physician Assistant Advisory Committee, and participates in a Joint Conference Committee with the Maine Board of Nursing to exchange views regarding overlaps in the practice of medicine and nursing. The 1995 Legislature created the Advanced Practice Nursing Joint Advisory Council, on which the Board had 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. Organizations in which the Board participates include the Eastern Region Medical Boards, the Federation of State Medical Boards, and Administrators in Medicine.

### **PROGRAM:**

**LICENSURE:** The Board uses the nationally recognized United States Medical Licensing Examination, a series of three exams to evaluate basic science, clinical knowledge, and practice skills. A written examination of Maine laws and Board rules, policies and guidelines must be passed by every applicant before permanent licensure is granted.

**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 holding a due-process public hearing, suspend or revoke a license, or for less serious offenses issue warnings, censures or reprimands, or impose fines. The Board may order license suspensions of up to 90 days in situations of imminent danger to the public. Disciplines are reported to the National Practitioner Databank, the Health Improvement Protection Act Databank and the Federation of State Medical Boards Databank.

License and discipline information is available at no cost at the Board office, by telephone, and at the Board's Internet Address: <http://www.docboard.org>.

### **LICENSES:**

License to Practice Medicine and Surgery  
Physician Assistant License  
Physician Assistant Certificate of Registration  
Advanced Practice Registered Nurse Certificate of Registration  
License to Practice Medicine and Surgery as a Camp Physician  
License to Practice Medicine and Surgery as a Locum Tenens  
Temporary License to Practice Medicine and Surgery  
Temporary Educational Certificate

### **PUBLICATIONS:**

"What You Should Know about the Licensing, Regulation, and Discipline of Physicians in Maine" is a free brochure co-produced with the Maine Board of Osteopathic Licensure which explains to the public the authority and procedures of the two Boards in regulating the practice of medicine by physicians and also describes how to register a complaint.



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2005:** The 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	413,555		413,555			
HEALTH BENEFITS	145,196		145,196			
RETIREMENTS	58,356		58,356			
OTHER FRINGE BENEFITS	5,472		5,472			
COMPUTER SERVICES	38,619		38,619			
CONTRACTUAL SERVICES	309,901		309,901			
RENTS	87,463		87,463			
COMMODITIES	15,173		15,173			
GRANTS, SUBSIDIES, PENSIONS	57,500		57,500			
TRANSFER TO OTHER FUNDS	9,223		9,223			
<b>TOTAL EXPENDITURES</b>	1,140,458		1,140,458			

## 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: 07 ; Umbrella: 02 Unit: 380 ; Citation: T0032 M.R.S.A., Sect. 000002151

*Average Count--All Positions:* 7.000

*Legislative Count:* 7.00

#### **PURPOSE:**

"The State Board of Nursing was established to protect the public through regulation of nursing practice in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered nurses or as licensed practical nurses; to renew the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to approve programs of training that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered nurse.

"

"Additional responsibilities of the Board are to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered nurses or as licensed practical nurses; to approve nursing educational programs in the State as meet the requirements of law and the 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2005, the Board met in four regular sessions for a total of eight days; the Board met in six subcommittee sessions for a total of six days; the Board met in two adjudicatory hearing sessions for a total of two 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. On July 1, 2001 Maine implemented the Interstate Compact which allows for recognition of the registered professional nurse's license and licensed practical (or vocational) nurse's license if the nurse is from another Compact state.

"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 Comm. Coll.; Univ. Campus of the Univ. of New England; Northern Me. Comm. Coll.; Central Me. Comm. Coll.; Eastern Me. Comm. Coll.; and Southern Me. Comm. 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 community colleges."

A third major responsibility of the Board of Nursing is to impose sanctions on licensees who violate the law through the exercise of its legal, investigative and disciplinary program. During fiscal year 2005, the Board received 169 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 2005: revocation of license (4); suspended license (8); accepted voluntary surrender of license (17); placed license on probation (21); warned, censured, reprimanded or fined (18); terminated probation (5); letter of concern (23); took no action/dismissed complaint (85); license renewal denied (2); fined for unlicensed practice (90); denied licensure by endorsement (2); denied licensure by examination (1); denied reinstatement (4).

### LICENSES:

Nurses licensed by endorsement during Fiscal Year 2005:

Registered Professional Nurses from other states: (661), from Canada: (33), from other countries with examination: (11) and without examination: (19); Licensed Practical Nurses: from other states: (74), from Canada: (2), from other countries with examination (0) and without examination (1). TOTALS: Registered Nurses licensed by: examination (558), endorsement (724), renewal (8,939), reinstatement (364), for a total of (10,585) Registered Professional Nurses; Practical Nurses by examination (33), endorsement (77), renewal (1,408), reinstatement (69), for a total of (1,587) Practical Nurses.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PUBLICATIONS:

Law Regulating the Practice of Nursing (available on website)  
Rules and Regulations of the Maine State Board of Nursing (available on website)  
Prescribed Curriculum for Nursing Assistant Training Programs (\$10.00)  
Standardized Medication Course for Certified Nursing Assistants (\$10.00)

**FINANCES, FISCAL YEAR 2005:** The 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	249,462		249,462			
HEALTH BENEFITS	81,991		81,991			
RETIREMENTS	37,526		37,526			
OTHER FRINGE BENEFITS	3,602		3,602			
COMPUTER SERVICES	46,072		46,072			
CONTRACTUAL SERVICES	103,773		103,773			
RENTS	28,915		28,915			
COMMODITIES	1,345		1,345			
TRANSFER TO OTHER FUNDS	4,720		4,720			
<b>TOTAL EXPENDITURES</b>	<b>557,406</b>		<b>557,406</b>			

## STATE BOARD OF OPTOMETRY

### NICOLE C. SHIPP, O.D., PRESIDENT

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 113 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1909

*Reference: Policy Area:* 07 ; *Umbrella:* 02 *Unit:* 382 ; *Citation:* T0032

*Average Count--All Positions:* 1.00

*FAX:* (207) 624-8692

*Telephone:* (207) 624-8691

*M.R.S.A., Sect.* 000002415

*Legislative Count:* 1.00

### PURPOSE:

The Maine 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. Annually, the Board elects a president, secretary-treasurer, and complaint officer from its members.

### PROGRAM:

The Board meets six times a year.

The Board administers the oral exam twice a year, in August and February.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### LICENSES:

Licenses are renewed annually. Before a license can be renewed, the licensee must submit to the Board the renewal application, renewal fee and 25 hours of continuing education.

All new applicants are granted a Therapeutic Advanced License. Licensees holding a Therapeutic Advanced License may upgrade their license to the highest level of licensure which is a Therapeutic Advanced Glaucoma License.

### PUBLICATIONS:

The Maine Optometry Law  
Rules of Practice  
Complaint Procedure

**FINANCES, FISCAL YEAR 2005:** The 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	18,190		18,190			
HEALTH BENEFITS	10,644		10,644			
RETIREMENTS	2,476		2,476			
OTHER FRINGE BENEFITS	244		244			
CONTRACTUAL SERVICES	7,510		7,510			
COMMODITIES	144		144			
TRANSFER TO OTHER FUNDS	2,035		2,035			
TOTAL EXPENDITURES	41,243		41,243			

## BOARD OF OSTEOPATHIC LICENSURE

### GARY PALMAN, D.O., CHAIR

*Central Office:* 2 BANGOR STREET, AUGUSTA, ME 04330

*Mail Address:* 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142

*Established:* 1916

*Telephone:* (207) 287-2480

*Reference: Policy Area:* 07 ; *Umbrella:* 02 *Unit:* 383 ; *Citation:* T0032 *M.R.S.A., Sect.* 000002561

*Average Count--All Positions:* 1.000

*Legislative Count:* 1.00

### PURPOSE:

The Board of Osteopathic Licensure was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to determine the eligibility of, certify and license qualified applicants 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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. 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: Gary E. Palman, D.O., Chair, Scott A. Thomas, 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 and 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 2005:** The 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	39,166		39,166			
HEALTH BENEFITS	14,198		14,198			
RETIREMENTS	5,181		5,181			
OTHER FRINGE BENEFITS	493		493			
CONTRACTUAL SERVICES	77,952		77,952			
RENTS	9,934		9,934			
COMMODITIES	1,702		1,702			
TRANSFER TO OTHER FUNDS	1,986		1,986			
<b>TOTAL EXPENDITURES</b>	<b>150,612</b>		<b>150,612</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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: 07 ; Umbrella: 02 Unit: 032 ; Citation: T00032 M.R.S.A., Sect. 000010102

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 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.

In 2005, the Legislature approved the Maine Uniform Securities Act (MUSA) effective December 31, 2005. MUSA represents the first major overhaul of the state's securities laws since 1985. Maine adopted the Act as part of a national effort to increase uniformity in state securities law, and thus decrease unnecessary burdens on the regulated industry, while still maintaining strong investor protection provisions.

**PROGRAM:**

In fiscal year 2005, the Office received and processed 17,330 applications to register securities or notice filings for federally covered securities (increase of 6.5% over fiscal year 2004), and 418 private placement filings (an increase of 19%). As of the end of the fiscal year, there were 1,281 broker-dealers licensed to do business in Maine (0% change from 2004), 61,356 licensed sales representatives (increase of 2%), 790 investment adviser licenses or notice filers (increase of 5%), and 1,212 licensed investment adviser representatives (8% increase). In connection with the Office's review of licensing applications, the Office processed 19,303 sales representative applications (3% increase) and 133 broker-dealer applications (23% increase), of which 236 sales representative applications, and 93 broker-dealer applications were withdrawn as a result of questions or objections raised by the Office.

Through its enforcement actions, the Office obtained \$274,154.95 in restitution, issued 26 orders and agreements for violations of RMSA, and obtained \$440,458.99 in penalties. The Office investigated and referred 2 cases resulting in civil prosecution. The Office also investigated and referred one case in fiscal year 2005 that resulted in criminal prosecution in early July of 2005. That case involved a \$4.4 million dollar scheme to sell unregistered promissory notes secured by real property without disclosing that the property already was so

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

heavily mortgaged that it provided no security.  
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).

**FINANCES, FISCAL YEAR 2005:** The 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		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC
	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES	FUNDS					
SALARIES & WAGES	554,534		554,534			
HEALTH BENEFITS	167,891		167,891			
RETIREMENTS	73,423		73,423			
OTHER FRINGE BENEFITS	7,222		7,222			
CONTRACTUAL SERVICES	137,594		137,594			
RENTS	36,401		36,401			
COMMODITIES	5,163		5,163			
TRANSFER TO OTHER FUNDS	3,084		3,084			
TOTAL EXPENDITURES	985,312		985,312			

## OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

### BETH ASHCROFT, DIRECTOR

*Central Office:* RM 107, CROSS STATE OFF. BLDG, AUGUSTA, ME 04333-0082

*Mail Address:* 82 STATE HOUSE STATION, AUGUSTA, ME 04333-0082 *FAX:* (207) 287-1906

*Established:* 2002

*Telephone:* (207) 287-1901

*Reference: Policy Area:* 00 ; *Umbrella:* 33 *Unit:* 628 ; *Citation:* T0003 *M.R.S.A., Sect.* 000000991

*Average Count--All Positions:* 3.000

*Legislative Count:* 3.00

#### PURPOSE:

The Office of Program Evaluation and Government Accountability assists the joint legislative Government Oversight Committee in ensuring that public funds are expended in the most effective, efficient and economical manner possible. It also aids the Committee in ensuring that such funds are used to support activities and functions that produce satisfactory results and comply with State and Federal mandates.

#### ORGANIZATION:

The Legislature created this non-partisan office by statute, PL 2001, chapter 702, with an effective date of July 25, 2002, but the start-up of the office did not occur until the Director was hired in January 2005. The Director is appointed by the Legislative Council for a term of 5 years. By Joint Rule, the Legislature established the 12-member, bi-partisan and bi-cameral Government Oversight Committee which oversees the activities of the office.

#### PROGRAM:

The Office of Program Evaluation and Government Accountability conducts independent and objective reviews of state agencies, programs and functions. As necessary, OPEGA also conducts reviews of other entities receiving public funds administered by the State, or which expend private monies for public purposes. Such other entities include: local and county governments, special districts, utility districts, regional development agencies, municipal or nonprofit corporations, state contractors and any public official or public employee.

The topics to be reviewed are selected by the Government Oversight Committee according to an established process. The Office defines the scope of each review in conjunction with the Committee, but then performs the review without any further direction from the Committee. The Office normally conducts the review according to GAO Government Auditing Standards using an established process that provides for on-going communication with the entity under review.

The Office produces a final report on each review discussing the work performed, the conclusions reached, and any identified areas for improvement with related recommendations. The report is released and orally-presented to the Committee during a public meeting and is then distributed as a public record.

#### PUBLICATIONS:

Internet Site - <http://www.maine.gov/legis/opega/>

FAQ - General Information about the Government Oversight Committee and OPEGA



# OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	52,871	52,871				
HEALTH BENEFITS	10,545	10,545				
RETIREMENTS	7,388	7,388				
OTHER FRINGE BENEFITS	864	864				
COMPUTER SERVICES	19,267	19,267				
CONTRACTUAL SERVICES	33,137	33,137				
COMMODITIES	5,403	5,403				
<b>TOTAL EXPENDITURES</b>	<b>129,475</b>	<b>129,475</b>				

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	52,871	52,871				
HEALTH BENEFITS	10,545	10,545				
RETIREMENTS	7,388	7,388				
OTHER FRINGE BENEFITS	864	864				
COMPUTER SERVICES	19,267	19,267				
CONTRACTUAL SERVICES	33,137	33,137				
COMMODITIES	5,403	5,403				
<b>TOTAL EXPENDITURES</b>	<b>129,475</b>	<b>129,475</b>				

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

MICHAEL P. CANTARA, COMMISSIONER

WATS: (800) 452-4664  
TTY: (207) 287-3659

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX: (207) 287-3042

Established: 1971

Telephone: (207) 626-3803

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219 ; Citation: T0025 M.R.S.A., Sect. 000002901

Average Count--All Positions: 648.500

Legislative Count: 648.50

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  
OFFICE OF THE STATE FIRE MARSHAL  
GAMBLING CONTROL BOARD  
BUREAU OF HIGHWAY SAFETY  
STATE BUREAU OF IDENTIFICATION  
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. In 2004, the Emergency Services Communications Bureau was transferred to the Maine Public Utilities Commission by the Legislature. 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. In 2003, The Maine Bureau of Liquor Enforcement was abolished by the Legislature. Public Safety now has jurisdiction over liquor licensing and liquor administrative matters.

**PROGRAM:**

Other than Administration of the Department, the activities during 2005 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: The Department formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to

## DEPARTMENT OF PUBLIC SAFETY

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. This Office also provides a full range of services to the Department of Defense and Veterans' Services.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	31,037,403	8,421,456	5,538,504	16,346,825	730,618	
HEALTH BENEFITS	10,270,147	3,068,014	1,817,571	5,201,126	183,436	
RETIREMENTS	7,205,516	2,127,375	1,203,198	3,722,701	152,242	
OTHER FRINGE BENEFITS	768,416	235,715	110,441	416,436	5,824	
COMPUTER SERVICES	2,609,826	358,891	159,343	1,889,938	201,654	
CONTRACTUAL SERVICES	9,027,651	2,814,285	1,446,771	2,548,602	2,217,993	
RENTS	1,547,637	719,223	222,824	559,105	46,485	
COMMODITIES	2,105,751	545,890	269,466	719,747	570,648	
GRANTS, SUBSIDIES, PENSIONS	2,906,286	11,272	96,635	341,673	2,401,706	55,000
EQUIPMENT	2,025,120	254,864	398,599	333,596	1,038,061	
INTEREST-DEBT RETIREMENT	33,650	12,439		21,211		
TRANSFER TO OTHER FUNDS	638,382	4,506	241,238	359,248	33,390	
<b>TOTAL EXPENDITURES</b>	<b>70,175,785</b>	<b>18,573,930</b>	<b>11,504,590</b>	<b>32,460,208</b>	<b>7,582,057</b>	<b>55,000</b>

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,131,675	412,366	186,975	425,430	106,904	
HEALTH BENEFITS	399,755	119,850	65,736	174,562	39,607	
RETIREMENTS	177,107	65,870	29,281	66,709	15,247	
OTHER FRINGE BENEFITS	16,614	7,387	2,371	5,596	1,260	
COMPUTER SERVICES	30,659	16,044	1,259	5,332	8,024	
CONTRACTUAL SERVICES	1,179,263	719,122	148,688	36,625	274,828	
RENTS	129,019	76,810	22,091	21,159	8,959	
COMMODITIES	215,939	13,437	32,051	8,250	162,201	
GRANTS, SUBSIDIES, PENSIONS	1,394,328		162		1,339,166	55,000
TRANSFER TO OTHER FUNDS	35,198		8,686	14,573	11,939	
<b>TOTAL EXPENDITURES</b>	<b>4,709,557</b>	<b>1,430,886</b>	<b>497,300</b>	<b>758,236</b>	<b>1,968,135</b>	<b>55,000</b>

## BUREAU OF CAPITOL SECURITY

### DONALD SUITTER, DIRECTOR

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333

Mail Address: 68 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1977

Reference: Policy Area:06 ; Umbrella: 16 Unit: 219C; Citation: T0025

Average Count--All Positions: 9.500

Telephone: (207) 287-4357

M.R.S.A., Sect. 000002904

Legislative Count: 9.50

## DEPARTMENT OF PUBLIC SAFETY

### 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 2005, the Bureau processed over 2,300 incidents, investigated 5 automobile accidents, issued over 1,300 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

**FINANCES, FISCAL YEAR 2005:** The 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	303,748	303,748				
HEALTH BENEFITS	117,134	117,134				
RETIREMENTS	50,033	50,033				
OTHER FRINGE BENEFITS	6,909	6,909				
CONTRACTUAL SERVICES	18,985	18,985				
RENTS	105	105				
COMMODITIES	2,439	2,439				
TOTAL EXPENDITURES	499,353	499,353				

## MISSING CHILDREN INFORMATION CLEARINGHOUSE

**MICHAEL P. CANTARA, COMMISSIONER**  
**CRAIG POULIN, CHIEF, MAINE STATE POLICE**

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX: (207) 287-3042

Established: 1993

Telephone: (204) 626-3803

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,

## DEPARTMENT OF PUBLIC SAFETY

guardians, legal custodians, or by a law enforcement agency, and to provide a centralized file for missing children within the state.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE CRIMINAL JUSTICE ACADEMY

### JOHN ROGERS, DIRECTOR

*Central Office:* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Mail Address:* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Established:* 1973

*Reference: Policy Area:06 ; Umbrella: 16 Unit: 228 ; Citation: T0025*

*Average Count--All Positions:* 11.000

*FAX:* (207) 877-8027

*Telephone:* (207) 877-8000

*M.R.S.A., Sect. 000002801A*

*Legislative Count:* 11.00

#### 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 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, basic court security, harbor master training, capitol security 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 \$1,611,210 of 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 66 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 174 corrections officers who graduated from the Basic Corrections Training program, 232 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program, and 25 harbor masters who graduated from the Harbor Master Training Program. The Board waived 9 law enforcement officers from the Basic Law Enforcement Training Program and 4 corrections officers from the Basic Corrections Training Program. The Board awarded 75 Instructor Certificates, 9 Chiefs and Sheriffs Executive Certificates, and 6 Canine Handler Certificates. The Board authorized 21 new courses. During the training year, 440 Specialized and In-service courses were offered, with 11,227 students attending. The Board decertified 3 law enforcement officers.

#### LICENSES:

1. Basic Law Enforcement Officer
2. Part Time Law Enforcement Officer
3. Basic Correctional Officer

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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
21. Drug Recognition Expert Certification
22. Drug Abuse Resistance Education Certification
23. Immigration and Naturalization Service / U.S. Customs Limited Authority Certification

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety  
 Annual Training Catalog  
 Annual Media Catalog

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	425,796	129,471	296,325			
HEALTH BENEFITS	156,390	45,852	110,538			
RETIREMENTS	63,627	21,201	42,426			
OTHER FRINGE BENEFITS	7,492	1,958	5,534			
COMPUTER SERVICES	27,828		27,828			
CONTRACTUAL SERVICES	428,373		405,059		23,314	
RENTS	27,245		26,645		600	
COMMODITIES	102,643		91,931		10,712	
GRANTS, SUBSIDIES, PENSIONS	85,000				85,000	
TRANSFER TO OTHER FUNDS	150,158		150,158			
<b>TOTAL EXPENDITURES</b>	1,474,552	198,482	1,156,444		119,626	

## 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 of 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

## DEPARTMENT OF PUBLIC SAFETY

enforcement officers, corrections officers, court security and capitol security 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 66 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 174 corrections officers who graduated from the Basic Corrections Training program, 232 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program, and 25 harbor masters who graduated from the Harbor Master Training Program. The Board waived 9 law enforcement officers from the Basic Law Enforcement Training Program and 4 corrections officers from the Basic Corrections Training Program. The Board awarded 75 Instructor Certificates, 9 Chiefs and Sheriffs Executive Certificates, and 6 Canine Handler Certificates. The Board authorized 21 new courses. During the training year, 440 Specialized and In-service courses were offered, with 11,227 students attending. The Board decertified 3 law enforcement officers.

### LICENSES:

See the Maine Criminal Justice Academy

### PUBLICATIONS:

See the Maine Criminal Justice Academy

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE DRUG ENFORCEMENT AGENCY

### ROY MCKINNEY, DIRECTOR

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-104

*Established:* 1987

*Reference:* Policy Area: 06 ; Umbrella: 16 Unit: 230 ; Citation: T0025 M.R.S.A., Sect. 000002955

*Average Count--All Positions:* 3.000

*FAX:* (207) 287-3042

*Telephone:* (207) 626-3850

*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

## DEPARTMENT OF PUBLIC SAFETY

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.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE DRUG ENFORCEMENT AGENCY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	134,761	134,761				
HEALTH BENEFITS	30,839	30,839				
RETIREMENTS	8,449	8,449				
OTHER FRINGE BENEFITS	1,618	1,618				
COMPUTER SERVICES	32,675	5,666	27,009			
CONTRACTUAL SERVICES	2,150,771	351,046	97,165		1,702,560	
RENTS	360,970	304,975	30,003		25,992	
COMMODITIES	59,004	20,015	38,390		599	
EQUIPMENT	28,715		28,715			
TRANSFER TO OTHER FUNDS	3,555		453		3,102	
<b>TOTAL EXPENDITURES</b>	<b>2,811,357</b>	<b>857,369</b>	<b>221,735</b>		<b>1,732,253</b>	

## EMERGENCY MEDICAL SERVICES BOARD

### JOHN BRADSHAW, JR., DIRECTOR

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 152 STATE HOUSE STATION, AUGUSTA, ME 04333-0152 *FAX:* (207) 287-6251

*Established:* *Telephone:* (207) 626-3860

*Reference: Policy Area: 06 ; Umbrella: 16 Unit: 163 ; Citation: T0032 M.R.S.A., Sect. 000000088*

### PURPOSE:

Maine Emergency Medical Services is responsible for the training, licensing and 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 290 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 5,300 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 230,000 calls in 2004, a number which has increased steadily every year.



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### **LICENSES:**

Ambulance Vehicle Licenses  
Emergency Medical Service Vehicle Authorization  
Ambulance and First Responder Service Licenses and Permits  
First Responder, Emergency Medical Technician, EMT-Intermediate, EMT-Critical Care, and Paramedic Licensure  
EMS Instructor-Coordinator Certification  
EMS Training Facility Authorization  
Air Ambulance Licenses

### **PUBLICATIONS:**

Laws and Regulations - Maine EMS System  
Maine EMS Trauma System Plan  
Maine EMS Health & Safety Manual  
Journal of Maine EMS  
Maine EMS Prehospital Treatment Protocols  
Clinical Behavioral Objectives for EMS Education  
Maine EMS 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF THE STATE FIRE MARSHAL**

**JOHN C. DEAN, STATE FIRE MARSHAL**  
**JOSEPH THOMAS, ASST. STATE FIRE MARSHAL**

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052

*FAX:* (207) 287-6251

*Established:* 1973

*Telephone:* (207) 626-3870

*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 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

## DEPARTMENT OF PUBLIC SAFETY

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

**FINANCES, FISCAL YEAR 2005:** The 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	1,830,503		1,825,771		4,732	
HEALTH BENEFITS	650,857		650,857			
RETIREMENTS	329,469		329,059		410	
OTHER FRINGE BENEFITS	31,727		31,727			
COMPUTER SERVICES	10,820		10,820			
CONTRACTUAL SERVICES	315,485		315,485			
RENTS	89,155		89,155			
COMMODITIES	45,193		45,193			
EQUIPMENT	133,263		100,608		32,655	
TRANSFER TO OTHER FUNDS	19,946		19,915		31	
<b>TOTAL EXPENDITURES</b>	<b>3,456,418</b>		<b>3,418,590</b>		<b>37,828</b>	

DEPARTMENT OF PUBLIC SAFETY

**GAMBLING CONTROL BOARD**

**ROBERT WELCH, EXECUTIVE DIRECTOR**

*Central Office:* 45 COMMERCE DRIVE SUITE 3, AUGUSTA, ME 04330

*Mail Address:* 87 STATE HOUSE STATION, AUGUSTA, ME 04333-0087

*FAX:* (207) 287-4356

*Established:*

*Telephone:* (207) 626-3901

*Reference: Policy Area:06 ; Umbrella: 16 Unit: 633 ; Citation: T0008 M.R.S.A., Sect. 000001001*

*Average Count--All Positions: 10.000*

*Legislative Count: 10.00*

**PURPOSE:**

The Gambling Control Unit of the Department of Public Safety was founded following the passage of the November 2003 Referendum that removed prior restrictions on the use of slot machines. The law allows the machines to be placed at harness racing tracks that raced more than 25 days in 2002.

The Gambling Control Unit is responsible for the licensing, registration, inspection, and monitoring of any slot facilities opening in Maine. At this time, there is only one harness track that has local approval to install slot machines - Bangor Historic Track. When this facility is open, now projected to be June of 2006, there will be up to 1500 slot machines on sight.

**ORGANIZATION:**

The Gambling Control Unit is comprised of civilian (non-sworn) employees and members of the Maine State Police, including the executive director and a clerk-typist III. When the Unit is fully staffed, there will be 6 new employees added. There will be an assistant attorney general, 2 public safety inspectors, an auditor and another clerk-typist III. These positions will be added as the Unit prepares for the opening in Bangor. A State Police sergeant has also been added to the investigation group.

Maine State Police personnel are responsible for performing background and criminal investigations necessary to insure the integrity of the people and companies that wish to run a slot machine business in Maine.

The Gambling Unit is housed at the Department of Public Safety Building, and will be setting up a field office at Bangor Historic Track when the facility is available.

**PROGRAM:**

The Gambling Unit has assisted the Gambling Control Board with writing and finalizing the rules necessary to slot machines to be used in Maine. These initial rules have been adopted will be used as the Bangor Track facility moves toward opening.

The Gambling Board decided that a central sight monitoring system is essential to gather data and insure the complete accounting of the slot machine facility. The Gambling Unit has helped write the request for proposals and will be reviewing vendors through a demonstration of machines and programs, and by utilizing an independent testing lab to physically test the proposed systems.

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**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

GAMBLING CONTROL BOARD	<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	148,365	148,365			
HEALTH BENEFITS	46,113	46,113			
RETIREMENTS	32,542	32,542			
OTHER FRINGE BENEFITS	3,593	3,593			
COMPUTER SERVICES	21,649	21,649			
CONTRACTUAL SERVICES	98,368	98,368			
RENTS	25,145	25,145			
COMMODITIES	47,676	47,676			
EQUIPMENT	5,387	5,387			
<b>TOTAL EXPENDITURES</b>	<b>428,838</b>	<b>428,838</b>			

## BUREAU OF HIGHWAY SAFETY

### LAUREN V. STEWART, DIRECTOR

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 *FAX:* (207) 287-3430

*Established:* 1980

*Telephone:* (207) 626-3840

*Reference:* Policy Area:06 ; Umbrella: 16 Unit: 221 ; Citation: T0025 *M.R.S.A., Sect.* 000002902

*Average Count--All Positions:* 6.000 *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.

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2005:** The 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	211,351		15,798	75,805	119,748	
HEALTH BENEFITS	76,496		6,499	25,714	44,283	
RETIREMENTS	31,869		2,256	11,498	18,115	
OTHER FRINGE BENEFITS	3,692		296	1,319	2,077	
COMPUTER SERVICES	14,060		6,689	2,036	5,335	
CONTRACTUAL SERVICES	343,516		21,007	235,003	87,506	
RENTS	25,057			24,737	320	
COMMODITIES	7,098			4,959	2,139	
GRANTS, SUBSIDIES, PENSIONS	1,028,783		96,473		932,310	
TRANSFER TO OTHER FUNDS	5,675		418	3,033	2,224	
<b>TOTAL EXPENDITURES</b>	1,747,597		149,436	384,104	1,214,057	

## STATE BUREAU OF IDENTIFICATION

**CRAIG POULIN, CHIEF, MAINE STATE POLICE**  
**JOHN DYER, DEPUTY CHIEF**

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address:* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX:* (207) 287-3042  
*Established:* 1937 *Telephone:* (207) 624-7240  
*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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF STATE POLICE**

**CRAIG POULIN, CHIEF, MAINE STATE POLICE**  
**JOHN DYER, DEPUTY CHIEF**

WATS: (800) 452-4664

Central Office: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

Mail Address: 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042

FAX: (207) 287-3042

Established: 1925

Telephone: (207) 624-7200

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 222 ; Citation: T0025 M.R.S.A., Sect. 000001501

Average Count--All Positions: 528.000

Legislative Count: 528.00

**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 several times during the 1950s and 1960s. In 1971 the Legislature incorporated the State Police into the Department of Public Safety.

**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, licensing, and enforcement services.

# DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

## BUREAU OF STATE POLICE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	26,501,669	6,943,211	3,213,634	15,845,591	499,233	
HEALTH BENEFITS	8,642,842	2,558,507	983,940	5,000,849	99,546	
RETIREMENTS	6,462,542	1,899,402	800,176	3,644,494	118,470	
OTHER FRINGE BENEFITS	692,072	209,551	70,513	409,521	2,487	
COMPUTER SERVICES	2,471,129	314,525	85,739	1,882,569	188,296	
CONTRACTUAL SERVICES	4,454,582	1,589,165	458,659	2,276,974	129,784	
RENTS	809,445	234,183	51,437	513,210	10,615	
COMMODITIES	1,619,230	455,794	61,901	706,538	394,997	
GRANTS, SUBSIDIES, PENSIONS	398,175	11,272		341,673	45,230	
EQUIPMENT	1,857,755	249,477	269,276	333,596	1,005,406	
INTEREST-DEBT RETIREMENT	33,650	12,439		21,211		
TRANSFER TO OTHER FUNDS	419,460	37	61,687	341,642	16,094	
<b>TOTAL EXPENDITURES</b>	<b>54,362,551</b>	<b>14,477,563</b>	<b>6,056,962</b>	<b>31,317,868</b>	<b>2,510,158</b>	

PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**PATRICK DAMON, ADMIN DIR PUC**  
**NANCY GOODWIN, ASST ADMIN DIR PUC**

WATS: (800) 452-4699

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: 07 ; Umbrella: 65 Unit: 407 ; Citation: T0035A.M.R.S.A., Sect. 000000103

Average Count--All Positions: 75.000

Legislative Count: 74.50

Units:

EMERGENCY SERVICES COMMUNICATION BUREAU

E-9-1-1 COUNCIL

**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 approximately 150 water utilities, 13 electric utilities, 3 gas utilities, 23 local telephone utilities, 1 water carrier, 55 competitive electricity providers, and 300 competitive local and interchange carriers. The Commission is divided into six 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 also advises the Commission on such matters as rate base, revenues, expenses, depreciation and cost-of-capital issues. 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. The ENERGY PROGRAMS DIVISION administers "Efficiency Maine" and the State Energy Program. Efficiency Maine is the set of statewide, ratepayer funded, electric energy efficiency programs. The State Energy Program is the federally funded set of programs that promote energy efficiency and renewable energy.

**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. The Commission also acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motorbuses or trucks transporting passengers or freight for-hire over any street or highway in Maine. 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



## PUBLIC UTILITIES COMMISSION

jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. PL 1987, ch. 141 conferred to the Commission jurisdiction over cable television systems providing service like telephone companies and pole attachment charges for cable television systems. 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. PL 2001, ch. 624 required the Commission to develop and administer conservation programs funded through assessments on Transmission and Distribution utilities became effective on April 5, 2002. PL 2003, ch. 20 moved the federally funded State Energy Program from Department of Economic and Community Development to the Commission. PL 2003, ch. 359 moved the Emergency Services Communication Bureau to the Commission giving it oversight responsibility for the E-911 program.

The present Public Utilities Commission consists of three Commissioners 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. The Governor designates one Commissioner as Chairman and all three Commissioners 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 that are just and reasonable to customers and public utilities. During the 12 months ending June 30, 2005, 821 cases were filed with the Commission and the Commission closed 791 cases.

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 2004, CAD handled 8,660 consumer contacts, including 5,932 information requests and 2,121 complaints. The vast majority of complaints (92%) were related to the electric and telephone utilities with 66% attributable to telephone utilities and 26% attributable to electric utilities, 4% attributable to gas utilities, and 4% attributable to water utilities. The remaining 4% were attributable to cramming complaints against non-utilities. In addition, the CAD ordered \$1,187,000 be abated to 3,622 customers. Finally, CAD received 607 requests from utilities to disconnect customers from service during the winter of 2003-2004.

### LICENSES:

LICENSES, PERMITS ETC: The Commission issues orders approving schedules of rates, terms and conditions; certificates of public convenience and necessity to construct, own, or contract for major transmission facilities or to rebuild or relocate major transmission facilities; applications by providers of telephone, electric or gas utility services 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; and issues certificates of convenience and necessity to provide service to carriers of passengers and freight by water in Casco.

### 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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,771,397		3,659,786		111,611	
HEALTH BENEFITS	1,056,600		1,016,354		40,246	
RETIREMENTS	617,676		601,749		15,927	
OTHER FRINGE BENEFITS	51,688		49,741		1,947	
COMPUTER SERVICES	176,627		171,846		4,781	
CONTRACTUAL SERVICES	12,467,382		12,381,817		85,565	
RENTS	57,809		46,548		11,261	
COMMODITIES	69,418		63,780		5,638	
GRANTS, SUBSIDIES, PENSIONS	2,138,445		1,731,559		406,886	
TRANSFER TO OTHER FUNDS	623,121		610,056		13,065	
<b>TOTAL EXPENDITURES</b>	<b>21,030,163</b>		<b>20,333,236</b>		<b>696,927</b>	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,515,582		3,403,971		111,611	
HEALTH BENEFITS	969,671		929,425		40,246	
RETIREMENTS	575,471		559,544		15,927	
OTHER FRINGE BENEFITS	47,278		45,331		1,947	
COMPUTER SERVICES	165,983		161,202		4,781	
CONTRACTUAL SERVICES	6,097,809		6,012,244		85,565	
RENTS	44,839		33,578		11,261	
COMMODITIES	58,804		53,166		5,638	
GRANTS, SUBSIDIES, PENSIONS	2,138,445		1,731,559		406,886	
TRANSFER TO OTHER FUNDS	559,198		546,133		13,065	
<b>TOTAL EXPENDITURES</b>	<b>14,173,080</b>		<b>13,476,153</b>		<b>696,927</b>	

## EMERGENCY SERVICES COMMUNICATION BUREAU

**PATRICK DAMON, ADMIN DIR PUC**  
**ALBERT GERVENACK, DIR EMERGENCY SVCS COMMUN**

*Central Office:* 242 STATE STREET, AUGUSTA, ME 04333

*Mail Address:* 18 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:*

*Reference: Policy Area:* 07 ; *Umbrella:* 65 *Unit:* 625 ; *Citation:* T0025

*Average Count--All Positions:* 5.000

*FAX:* (207) 287-1039

*Telephone:* (207) 287-3831

*M.R.S.A., Sect.* 000002926

*Legislative Count:* 5.00

### PURPOSE:

The Emergency Services Communication Bureau, established in 1994, was transferred to the Maine Public Utilities Commission from the Department of Public Safety on September 13, 2003 to continue implementing and managing the Enhanced 9-1-1 system. The Bureau, in consultation with the E9-1-1 Council, will develop all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E9-1-1 system.

### PROGRAM:

The Bureau began Public Safety Answering Point (PSAP) activations in the late 2000 and completed wireline system activations in February 2003. Currently 99.6% of the population of Maine has E9-1-1 access from their home or business

## PUBLIC UTILITIES COMMISSION

telephone through 48 PSAPs. Activations involved telephone network, PSAP E9-1-1 equipment, telephone subscriber database information, calltaker training, and 24/7 system maintenance.

In late 2003, the Bureau started 9-1-1 wireless system activations. Phase I activation provides the PSAP with the cell phones telephone number and tower address. One wireless carrier's Phase II provides the PSAP with mapping location coordinates of the 9-1-1 caller. Six other wireless carriers are currently installing location technology. Completion of Phase II by all carriers is expected by mid 2006.

The Bureau trained 140 new PSAP call-takers in the proper operation of the technology and policies along with numerous administrative refresher classes. PSAPs receive approximately 500,000 emergency calls per year.

Public education training for both children and adults is provided to PSAPs. Training also includes proper use of the 9-1-1 mascot, Red-E-Fox.

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 and ongoing road updates. Statewide, 95% of addresses are numbered within the 9-1-1 database.

### PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Guidebook for Local Governments, third edition.

Maine Enhanced 9-1-1 addressing Officers Manual, third edition

Web Page [www.maine911.com](http://www.maine911.com)

PSAP Training Manual

Brochure: "How to use Maine's new Enhanced 9-1-1 System"

**FINANCES, FISCAL YEAR 2005:** The 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	255,815		255,815			
HEALTH BENEFITS	86,929		86,929			
RETIREMENTS	42,205		42,205			
OTHER FRINGE BENEFITS	4,409		4,409			
COMPUTER SERVICES	10,644		10,644			
CONTRACTUAL SERVICES	6,369,573		6,369,573			
RENTS	12,969		12,969			
COMMODITIES	10,615		10,615			
TRANSFER TO OTHER FUNDS	63,923		63,923			
<b>TOTAL EXPENDITURES</b>	<b>6,857,082</b>		<b>6,857,082</b>			

## E-9-1-1 COUNCIL

### KURT ADAMS, CHAIRMAN - PUC

Central Office: 242 STATE ST., AUGUSTA, ME 04333

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME 04333

Established:

Reference: Policy Area: 07 ; Umbrella: 65 Unit: 634 ; Citation: T0025

WATS: (800) 452-4699

FAX: (207) 287-1039

Telephone: (207) 287-1361

M.R.S.A., Sect. 000002925

### PURPOSE:

The E9-1-1 Council is composed of 17 members and was established to advise the Emergency Services Communication Bureau on the activities relating to the

## PUBLIC UTILITIES COMMISSION

establishment of an E9-1-1 system, review and comment on rules proposed by the Bureau, and assist the Bureau in providing public information about implementation and operation of the E9-1-1 system.

### **ORGANIZATION:**

The membership of the council is: one person appointed by the Public Utilities Commission, one person appointed by the Commissioner of Public Safety, and 15 persons appointed by the Governor from nominations as detailed in 25 MRSA, Section 2925.

### **PROGRAM:**

The Council shall advise and assist the Emergency Services Communication Bureau in the implementation of the E9-1-1 system.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DEPARTMENT OF THE SECRETARY OF STATE**

**MATTHEW DUNLAP, SECRETARY OF STATE**

*Central Office:* NASH SCHOOL, FLOOR 2, AUGUSTA, ME 04333-0148

*Mail Address:* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX:* (207) 287-8598

*Established:* 1920

*Telephone:* (207) 626-8400

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000081

*Average Count--All Positions:* 442.808

*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 (address confidentiality program, 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 05, the department's Rapid Renewal program expanded to 87 municipalities offering registration renewal over the Internet and more than 100,000 registrations have been renewed online. Enhancements were made to the Corporate Online Service to allow the public greater access to corporate documents and three new services were launched: online driving records, vehicle insurance reporting and verification and the Maine Civilian Conservation Corp. The department offers more than 20 on-line services. See [www.maine.gov/sos/](http://www.maine.gov/sos/) for more information.

The department continued its efforts to provide training for the Address Confidentiality Program and 108 application assistants, representing 16 counties, have been certified to enroll citizens in the program..

The department continues to work toward the full implementation of the requirements of the Help America Vote Act.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,482,596	1,578,200	121,923	11,733,353	49,120	
HEALTH BENEFITS	5,337,779	619,476	50,258	4,650,788	17,257	
RETIREMENTS	1,934,050	229,745	19,438	1,677,566	7,301	
OTHER FRINGE BENEFITS	207,070	16,794	2,109	187,353	814	
COMPUTER SERVICES	3,881,125	147,466	36,745	3,330,671	364,744	1,499
CONTRACTUAL SERVICES	4,779,620	585,508	38,694	3,745,830	404,289	5,299
RENTS	1,386,216	3,031	589	1,379,090	3,506	
COMMODITIES	1,475,766	56,328	10,150	1,409,288		
GRANTS, SUBSIDIES, PENSIONS	847,962		822,824		25,138	
EQUIPMENT	699,401		3,600	246,185	436,339	13,277
INTEREST-DEBT RETIREMENT	185,075			185,075		
TRANSFER TO OTHER FUNDS	2,761,466		13,219	2,714,026	34,221	
<b>TOTAL EXPENDITURES</b>	<b>36,978,126</b>	<b>3,236,548</b>	<b>1,119,549</b>	<b>31,259,225</b>	<b>1,342,729</b>	<b>20,075</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) 624-9004

*Reference: Policy Area:* 00 ; *Umbrella:* 29 Unit: 250D; *Citation:* T0029 *M.R.S.A., Sect.* 000000051

### PURPOSE:

The Division of Administrative Services, made up of 3 units, provides those services that support 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 vehicle and license services to the general public through 13 branch offices and 2 mobile units that visit 26 Maine

## DEPARTMENT OF THE SECRETARY OF STATE

communities monthly.

### 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 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 relational database utilizing current technology. Additionally the Division began a comprehensive review of its branch operations as part of an effort to better identify and support its customer needs. Significant efforts were also made in the areas of improving internal controls and implementing a more comprehensive internal Audit program.

### PUBLICATIONS:

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2005:** 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

*Established:* 1965

*Reference: Policy Area:* 00 ; *Umbrella:* 29 ; *Unit:* 255 ; *Citation:* T0005 *M.R.S.A., Sect.* 000000094

*Average Count--All Positions:* 15.000

*FAX:* (207) 287-5739

*Telephone:* (207) 287-5790

*Legislative Count:* 15.00

### PURPOSE:

The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government, and county and municipal governments, in making their operations more efficient and economical through the application of modern records management techniques, including 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, and centralized storage and retrieval 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 having permanent value, 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; creation 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 or e-mail requests, publication by microfilm, printing of selected records having a high public demand; and posting of databases and electronic documents on the Internet.

The Division of Records Management Services audits State microfilm and other imaging applications for feasibility and economy with the Imaging Center serving as a standard resource to ensure that all State imaging of records meets standards of quality established by Maine State Archives rules.

### ORGANIZATION:

The State Archives was created in 1965 and established in statute in 1973 with its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was

## DEPARTMENT OF THE SECRETARY OF STATE

established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive branch. By Joint Order, the 107th Legislature, in 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 composed of two operating divisions: the Division of Records Management Services, and the Division of Archives Services. The Office of the State Archivist supervises overall administration and programming, and exercises general control over publications, and agency participation in intergovernmental and public activities.

Together with the State Archivist, the Archives Advisory Board is responsible for authorizing the destruction of government records.

The Archives works closely with the Maine Historical Records Advisory Board to serve historical records repositories across that state. The State Archivist serves as its chair.

### PROGRAM:

The Archives has distributed microfilm copies of frequently used records, including, vital records (births, deaths, marriages) up to 1955, to selected repositories across the State: 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 Society of American Archivists, the National Association of Government Archives and Records Administrators, and the New England Archivists. Cooperative agreements continued with the State Library 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 tracking our 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. A series of databases are now also accessible via the Internet and in our Research Room. State grants for preservation and access projects to local communities has ended, since the New Century Community Program was not funded.

A grant from the National Historical Publications and Records Commission provides support for the GeoArchives project. Working with the GeoLibrary Board and the Maine Office of GIS, the project will develop a system to retain "unneeded" GIS records and to provide access to them, thus allowing time-series analysis and preventing the current loss of these records..

### PUBLICATIONS:

The Archives has a Web site, which includes information about our collections, related cultural organizations, databases 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 Depositions of Maine Revolutionary War Veterans.

Preserving Your Collections: A Planning and Resource Manual



## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2005:** The 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	518,546	497,357	3,435		17,754	
HEALTH BENEFITS	197,586	190,890	474		6,222	
RETIREMENTS	77,461	74,146	490		2,825	
OTHER FRINGE BENEFITS	3,632	3,196	50		386	
COMPUTER SERVICES	62,415	22,415	6,226		32,275	1,499
CONTRACTUAL SERVICES	55,643	34,016	16,119		209	5,299
RENTS	2,956	2,770	186			
COMMODITIES	21,498	15,260	6,238			
GRANTS, SUBSIDIES, PENSIONS	25,138				25,138	
EQUIPMENT	13,277					13,277
<b>TOTAL EXPENDITURES</b>	978,152	840,050	33,218		84,809	20,075

## 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 and further on line access has become available as the agency's databases have been incorporated into the State InformE system.

Service to Research Room patrons is 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 public access. 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 website 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 website, where there is a special section aimed at teachers and students. Participation in

## DEPARTMENT OF THE SECRETARY OF STATE

the University of Maine "Windows on Maine" project has involved the identification of scores of records, which have been digitized and made available to teachers and students.

An increasing number 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 through the internet.

Archives Services division staff have also been involved in the agencies cooperative effort with the Maine Office of Geographic Information Systems to identify and permanently retain digitized maps that have archival value.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF CORPORATIONS

### TIMOTHY POULIN, DIRECTOR

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

*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5428

*Established:* 1989

*Telephone:* (207) 624-7734

*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 over 74,000 business entities and non profit corporations operating in the State and over 221,000 liens filed on personal property under the Uniform Commercial Code.

Specifically, this division files all originating documents, amendments and cancellations relating to business and non profit 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 over 65,000 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 over 7,900 service and trade marks on file, and reviews the design and text of proposed marks against those on file for availability prior to filing. The division also annually files 69,000 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 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. In FY 05 enhancements were made to the Corporate Online Service to allow the public greater access to corporate documents.

**FINANCES, FISCAL YEAR 2005:** 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:* CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101

*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX:* (207) 287-5428

*Established:* 1989

*Telephone:* (207) 624-7734

*Reference:* Policy Area:00 ; Umbrella: 29 Unit: 250P ; Citation: T0005 *M.R.S.A., Sect.* 000000081

*Average Count--All Positions:* 41.50

*Legislative Count:* 41.50

**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  
Notary Public Commissions  
Uniform Commercial Code Liens

**PUBLICATIONS:**

A Guide to Absentee Voting in Maine  
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

# DEPARTMENT OF THE SECRETARY OF STATE

Maine Marks Guide  
Maine Voter Guide  
Notary Public Guide  
Registered and Enrolled Voters Listing  
World Wide Web: <http://www.maine.gov/sos/cec/>

**FINANCES, FISCAL YEAR 2005:** The 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	1,179,539	1,080,843	67,331		31,365	
HEALTH BENEFITS	470,062	428,586	30,442		11,034	
RETIREMENTS	169,421	155,599	9,346		4,476	
OTHER FRINGE BENEFITS	15,234	13,597	1,210		427	
COMPUTER SERVICES	332,414	125,051	30,519		176,844	
CONTRACTUAL SERVICES	973,385	551,493	17,812		404,080	
RENTS	4,171	262	403		3,506	
COMMODITIES	41,068	41,068				
EQUIPMENT	439,939		3,600		436,339	
TRANSFER TO OTHER FUNDS	42,729		8,508		34,221	
<b>TOTAL EXPENDITURES</b>	<b>3,667,962</b>	<b>2,396,499</b>	<b>169,171</b>		<b>1,102,292</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

## DEPARTMENT OF THE SECRETARY OF STATE

1999, as the result of Bureau reorganization, the Division came to be known as the Division of Driver License Services.

### PROGRAM:

The primary functions and activities of the Driver License Services Division are ensuring that motor vehicles are properly insured, 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.

In FY04 the Bureau expanded its online services to include driver license and ID card renewals and replacement.

### LICENSES:

Driver Education School & Instructors Licenses  
Motor Vehicle Operator's License; Class A, B, & C  
Motor Vehicle Learner's Permits

### PUBLICATIONS:

All Rules are provided at no fee.

#### Rules & Regulation

The Maine Point System and Administrative License Suspension

Rules for Hearings

Driver License Examination Rules

Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle

Rules for the Suspension of Commercial Drivers License

Rules for the Suspension of Licenses for Failure to Comply with Child Support Orders

Rules Governing Motorcycle Rider Education

Rules Governing Driver Education

Rules Governing Driver License Restrictions

Rules Governing The Sale of Records and Database Related to Driver History, Driver Licensing and Motor Vehicles

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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**DIVISION OF ELECTIONS AND COMMISSIONS**

**MELISSA PACKARD, DIRECTOR**

*Central Office:* CROSS OFFICE BUILDING, 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; Citation:*

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

**PURPOSE:**

The purpose of this Division is to supervise and administer all elections for federal, state and county offices and statewide referenda, and in that capacity advise election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conduct training sessions for municipal election officials; prepare, proofread and distribute 2,000 separate ballot types and other election materials; tabulate official election results; supervise recounts of contested races; oversee the application of the State's laws pertaining to candidate and citizen initiative petitions; and coordinate 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 on the Division's website. 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**OFFICE OF INVESTIGATION**

**DAVID 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 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 2005:** 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. 000001258*

**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 licensed, 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 November 2004.

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### **PUBLICATIONS:**

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF MOTOR VEHICLES**

**M. F. CHIP GAVIN, DEPUTY SECRETARY OF STATE**  
**ANNETTE ANDREWS, 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:* 386.308

*Legislative Count:* 386.00

### **PURPOSE:**

The Bureau of Motor Vehicles was established to provide public safety and better regulation of traffic through administration of the laws of the State relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Bureau provides the general public with 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, The Office of Investigations and three divisions; Division of Administrative Services, Division of Driver License Services, and the Division of Vehicle Services. 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, 25 outreach stations, 2 mobile photo-licensing units, the main office and 465 municipal agents.



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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.

In FY 04 the Bureau expanded its online services to include driver license and ID card renewals and replacements.

### 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 2005:** The 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	11,784,510		51,157	11,733,353		
HEALTH BENEFITS	4,670,130		19,342	4,650,788		
RETIREMENTS	1,687,168		9,602	1,677,566		
OTHER FRINGE BENEFITS	188,202		849	187,353		
COMPUTER SERVICES	3,486,296			3,330,671	155,625	
CONTRACTUAL SERVICES	3,750,594		4,764	3,745,830		
RENTS	1,379,090			1,379,090		
COMMODITIES	1,413,200		3,912	1,409,288		
GRANTS, SUBSIDIES, PENSIONS	822,824		822,824			
EQUIPMENT	246,185			246,185		
INTEREST-DEBT RETIREMENT	185,075			185,075		
TRANSFER TO OTHER FUNDS	2,718,737		4,711	2,714,026		
<b>TOTAL EXPENDITURES</b>	<b>32,332,011</b>		<b>917,161</b>	<b>31,259,225</b>	<b>155,625</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 less frequently accessed records by means of retention-disposition schedules, by technical assistance to improve procedures for maintaining, storing and servicing records, and by provision of preservation imaging and centralized microfilming services.

## DEPARTMENT OF THE SECRETARY OF STATE

### 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 Imaging Center.

### 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 2005, the State Records Center provided nearly 40,000 records to State agencies, above the three-year moving average of 20,000. 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 Technology 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 Imaging Center, 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 2005 the Imaging Center provided extensive centralized microfilm, photographic and preservation scanning services for government records at the request of State agencies, producing nearly one million images, as well as direct service to the public at an established fee rate. The Imaging Center continues to duplicate and preserve on archival quality microfilm 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 2005:** 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. 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.

## DEPARTMENT OF THE SECRETARY OF STATE

In 1996, the Board developed and adopted its rules for conducting carrier reviews.

### 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.

Also in FY01 the online service to check vanity plate availability was introduced. In FY05 on-line over dimensional permits became available.

### 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
- Operating Authority Permits, including SSRS Receipts
- Overdimensional Permits
- 53 Foot Trailer 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF TRANSPORTATION

DAVID A. COLE, COMMISSIONER

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:08 ; Umbrella: 17 Unit: 229 ; Citation: T0023 M.R.S.A., Sect. 000004205

Average Count--All Positions: 2390.492

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

BUREAU OF PROJECT DEVELOPMENT

BUREAU OF TRANSPORTATION SERVICES

**PURPOSE:**

The Maine 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 a highway system developed to promote safety, personal mobility, economic considerations, community values, and environmental conservation; port and water transportation facilities that support development of coastal resources; freight- and passenger-rail facilities to serve commerce and provide transportation alternatives; transit services for inter- and intra-city travel, and for elderly and disabled populations; and an aviation infrastructure developed with the assistance of the department. The department, on behalf of the state, also administers all federal or other monies intended for transportation uses.

**ORGANIZATION:**

Maine 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 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 (M&O). During fiscal year 2004, significant reorganization of the Bureau of Maintenance and Operations and other work units was planned and has been implemented in fiscal year 2005.

During 2005, changes recommended by the Maintenance and Operations Unit Review have been implemented. The Department reduced the number of Divisions from

## DEPARTMENT OF TRANSPORTATION

seven to five and renamed them Regions. Maintenance Crews were combined and regional boundaries were redefined. The Bureau of M&O is also in the process of reducing the workforce by 112 employees over several years and will be accomplished through attrition. The Department also initiated change within the executive management structure by adding a Deputy Commissioner for Policy Planning and Communications. Reporting to the Deputy Commissioner is the Bureau of Planning, the Office of Communications and the Offices of Freight and Passenger Transportation. Reporting to Deputy Commissioner of Operations and Budget is the Bureau of Finance and Administration, Bureau of Project Development, Bureau of Maintenance and Operations, and the Office of Human Resources, the Environmental Office and Office of the Chief Engineer which includes the Office's of Safety, and Engineering Quality and Oversight. Another major change during 2004 the Agreement Coordination Office was moved to the Bureau of Finance and Administration and is called the Procurement Contracts Office. The Department also initiated a Unit Review of the Bureau of Finance and Administration. The review was completed in January of 2005 with implementation of the recommended changes currently on-going.

### PROGRAM:

The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

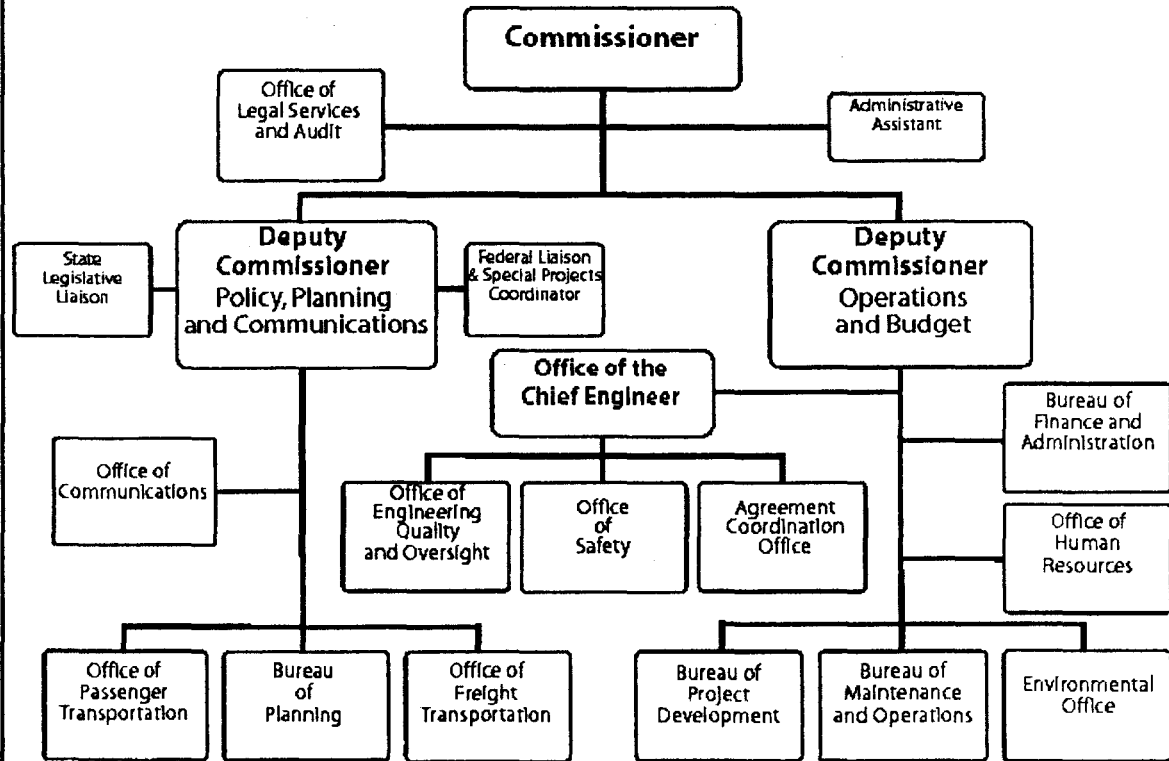
### LICENSES:

Listed under the separate units of the Department.

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	85,043,114	132,749	418,280	59,140,973	15,276,591	10,074,521
HEALTH BENEFITS	33,491,000	51,009	171,369	24,397,811	4,815,873	4,054,938
RETIREMENTS	12,279,530	17,209	65,341	8,398,336	2,378,992	1,419,652
OTHER FRINGE BENEFITS	1,322,720	1,114	4,873	987,865	136,044	192,824
COMPUTER SERVICES	1,671,531		54,592	1,442,583	15,118	159,238
CONTRACTUAL SERVICES	52,270,710	139,819	4,867,272	15,596,830	18,088,038	13,578,751
RENTS	33,161,849		348,991	30,348,195	1,233,517	1,231,146
COMMODITIES	21,030,740	566	429,327	15,820,774	2,926,524	1,853,549
GRANTS, SUBSIDIES, PENSIONS	41,153,275	503,246	103,553	26,530,979	8,367,864	5,647,633
PURCHASE OF LAND	25,000		25,000			
EQUIPMENT	218,378,805		30,598,935	31,763,841	133,737,196	22,278,833
INTEREST-DEBT RETIREMENT	16,313,048			15,757,535	366,480	189,033
TRANSFER TO OTHER FUNDS	5,654,468	2,738,188	93,564	2,682,258	52,738	87,720
<b>TOTAL EXPENDITURES</b>	<b>521,795,790</b>	<b>3,583,900</b>	<b>37,181,097</b>	<b>232,867,980</b>	<b>187,394,975</b>	<b>60,767,838</b>

## Maine Department of Transportation - Organizational Chart



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 *FAX:* (207) 624-3201  
*Established:* 1972 *Telephone:* (207) 624-3200  
*Reference: Policy Area:* 08 ; *Umbrella:* 17 *Unit:* 231 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206  
*Average Count--All Positions:* 166.544 *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; accounting and budgetary processes; financial planning and analysis; and library, stockroom, and reprographics.

**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. During calendar year 2004, the Bureau of Finance and Administration was the subject of a year long intensive unit review. The results of the unit review were published in January of 2005. Significant organizational changes were recommended and have been implemented. One being that Financial Services Division was formed to include Processing, Financial Analysis, Fund Accounting, Budget, Contracts and Internal Controls. It was also recommended that the Division of Administrative Services continue with minimal change and that a new unit called Document Management be formed. The most significant change was the relocation of the Payroll section to the Office of Human Resources. Since the F&A unit review was published, the Division of Information Services (ISD) now reports to the Chief Information Officer within the Department of Finance and Administrative Services per Governor Baldacci's executive order. ISD still maintains a close working relationship with MaineDOT through the Director of the Bureau of Finance and Administration.

**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.

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2005:** The 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	6,621,039		96,920	6,524,119		
HEALTH BENEFITS	2,424,544		72,417	2,352,127		
RETIREMENTS	948,764		22,414	926,350		
OTHER FRINGE BENEFITS	81,856		2,068	79,788		
COMPUTER SERVICES	980,032			980,032		
CONTRACTUAL SERVICES	2,954,445		444,017	2,510,428		
RENTS	112,088		67,462	44,626		
COMMODITIES	930,560		178,256	752,304		
GRANTS, SUBSIDIES, PENSIONS	1,712			1,712		
PURCHASE OF LAND	25,000		25,000			
EQUIPMENT	261,476		66,125	195,351		
TRANSFER TO OTHER FUNDS	977,361		1,701	975,660		
<b>TOTAL EXPENDITURES</b>	16,318,877		976,380	15,342,497		

## 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 *FAX:* (207) 624-3251

*Established:* 1978

*Telephone:* (207) 624-3250

*Reference: Policy Area:* 08 ; *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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF TRANSPORTATION

**OFFICE OF ENVIRONMENTAL SERVICES**

**KATHLEEN B. FULLER, DIRECTOR**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3101

*Established:* 1992

*Telephone:* (207) 624-3100

*Reference:* Policy Area: 08 ; Umbrella: 17 Unit: 229E; Citation:

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

**PURPOSE:**

The Environmental Office leads the Department in integrating transportation objectives with the Environment.

**ORGANIZATION:**

The Environmental Office was restructured in calendar year 2000 with refinements being implemented at this time. The Office reports to the Deputy Commissioner, with functional connections to all other units and bureaus.

**PROGRAM:**

The Office provides policy and administrative leadership for the entire department on all land use and 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, endangered species, wildlife and fisheries biology, historic and cultural resources, landscape, scenic resources, roadside vegetation management, and wetland mitigation. Air quality, noise, and NEPA matters are lead by the Bureau of Planning, in coordination with 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 2005:** 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 *FAX:* (207) 624-3250

*Established:* 1975

*Telephone:* (207) 624-3250

*Reference:* Policy Area: 08 ; 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:**

Throughout the year, the Board met bimonthly and dealt with a number of challenging issues. In FY 2005 the Board advised MSFS management on the following; the Maritime Traditions Group Dock proposal adjacent to the MSFS pier in Rockland; the finalization of Homeland Security plans & requirements;

## DEPARTMENT OF TRANSPORTATION

studying the continuation of MSFS charge accounts; trucking policies; the re-sale of MSFS reservations; re-design of the Curtis replacement ferry; change in statute to provide for complimentary transportation of island-based school students on a year round basis; the repairs on the Swan's Island Pen; the monopolization of truck & vehicle reservations. The Board serves a critical role in providing sound, well-reasoned advice to the Department.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF HUMAN RESOURCES

### ALICIA KELLOGG, DIRECTOR, HUMAN RESOURCES

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3051

*Established:*

*Telephone:* (207) 624-3050

*Reference:* Policy Area:08 ; 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 affirmative action and equal employment opportunity, labor relations, personnel, wellness, payroll, and staff development and training.

#### **ORGANIZATION:**

The two external civil rights employees from HR have joined forces with three employees from Project Development to create the External Civil Rights Office here at MaineDOT. This new office is supervised by the Directors of Project Development and Human Resources. MaineDOT created an Office of Safety this year to address not only traveling public safety issues but also occupational safety issues as well. This new office reports to the Chief Engineer. As a result of the F & A Unit Review, the payroll function was transferred to Human Resources.

#### **PROGRAM:**

**PERSONNEL & EMPLOYEE RELATIONS UNIT.** This unit provides traditional personnel service support, contract administration, grievance resolution, collective bargaining, and records maintenance.

**STAFF AND ORGANIZATIONAL DEVELOPMENT UNIT.** This unit develops and provides education and training programs for all levels of employees. In addition, the Director provides Organizational Development services to management in support of the agency strategic plan.

**WELLNESS, AND WORKER'S COMPENSATION UNITS.** These units provide for the health and wellness of the work force. The Wellness Program develops and delivers health promotion activities and coordinates the agency Wellness Committees. The workers compensation unit administers the return to work program and provides oversight of cost reduction efforts.

**EQUAL EMPLOYMENT OPPORTUNITY UNIT.** This function manages the internal civil rights program.

**PAYROLL UNIT.** This unit is responsible for the timely and accurate payment of employee wages and expense reimbursements.

#### **PUBLICATIONS:**

Annual Affirmative Action Report

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF TRANSPORTATION

**OFFICE OF INTERNAL AUDIT**

**DONNA M. FERENC, MANAGER, OFFICE OF AUDIT**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016  
*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3021  
*Established:* 1981 *Telephone:* (207) 624-3020  
*Reference:* Policy Area:08 ; Umbrella: 17 Unit: 229A; Citation: T0023 M.R.S.A., Sect. 000004206

**PURPOSE:**

To advise the Commissioner on audit matters, to provide internal audit services covering the Department's operations to ensure internal controls are in place to safeguard MaineDOT's resources, and to provide external audit services over the Department's third party agreements with public and private organizations in order to ensure compliance with applicable federal and state laws, regulations, contractual language and MaineDOT's management policies and procedures.

**ORGANIZATION:**

The Office of Audit was established in June, 1981, in response to one of the Ernst & Whitney Management Study recommendations.

**PROGRAM:**

Internal audits are conducted over Department operations and internal controls to provide reasonable assurance that: (1) accountability is provided over MaineDOT's programs through adequate controls and operational procedures; (2) existing controls and operational procedures are functioning properly and being complied with; and (3) federal and state laws and regulations and MaineDOT policies and procedures are being complied with.

External audits currently provide financial and compliance audits covering MaineDOT's agreements with consultants, railroads, utilities and public transportation agencies, in order to ensure compliance with applicable federal and state laws and regulations, contractual language and MaineDOT's management policies and procedures.

**FINANCES, FISCAL YEAR 2005:** 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 *FAX:* (207) 624-3021  
*Established:* 1972 *Telephone:* (207) 624-3020  
*Reference:* Policy Area:08 ; Umbrella: 17 Unit: 229L; Citation: T0023 M.R.S.A., Sect. 000004206

**PURPOSE:**

The primary purpose of the Office of Legal Services is to provide legal services 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 reviews 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 Fiscal Year 2005, the Office represented the Department in eminent domain, tort, contract and court/administrative litigation including appeals in the Maine Law Court. The Office rendered legal advice and counsel, drafted and

## DEPARTMENT OF TRANSPORTATION

reviewed contracts, leases, legislative and other legal documents, prepared deeds, conducted real estate closings, wrote opinions and performed research in connection with the Department's various transportation activities. The Office processed 238 new State Claims Commission referrals; 4 cases were presented for hearing; 149 were settled; and 28 were defaulted. The Office also completed and updated for the Department thousands of title abstracts of all real estate acquisitions by the Bureau of Project Development, the Offices of Passenger Transportation and Freight Transportation, Maintenance and Operations, and Environment. Multiple real estate projects were prepared for the Land for Maine's Future Board, several other state agencies, and the Governor's Office.

The Office's Investigations' Unit continued to provide investigative support on both internal and external Department matters and processed/investigated 34 claims of alleged tort violations. Civil enforcement and recovery actions were brought in several cases resulting in the recovery of approximately \$200,000. The Office played a role in the development of the newly created Property Office to modernize and streamline the Department's right of way acquisition process and continued to render advice concerning the legal implications of implementation and enforcement of the new access management rules.

The Office provided legal advice and support on a number of major Department projects, such as the Penobscot River Bridge, the Ocean Gate Project in Portland; the I-295 Connector next to the Fore River in Portland; the construction of the 3rd Bridge in Augusta; the Camden road improvement project and the development of the Third Bridge and border crossing project in Calais.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MAINTENANCE AND OPERATIONS

### MICHAEL BURNS, DIRECTOR, MAINT & OPER

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016

*Established:* 1980

*Reference:* Policy Area: 08 ; Umbrella: 17 Unit: 234 ; Citation: T0023

*Average Count--All Positions:* 1579.519

*FAX:* (207) 623-2526

*Telephone:* (207) 624-3600

*M.R.S.A., Sect.* 000004206

*Legislative Count:* 261.00

#### **PURPOSE:**

The responsibilities of the Bureau of Maintenance and Operations include the summer maintenance of 15,977 lane miles of State and State Aid highway; the winter maintenance of 8,300 lane miles of State highways; the maintenance of approximately 2,800 bridges on State, State-aid and town highways; 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 the Maine State Ferry Service transfer bridges, piers and buildings.

#### **ORGANIZATION:**

The Bureau of Maintenance and Operations consists of five geographic regions and a headquarters unit.

#### **PROGRAM:**

Within each region, highway, bridge, fleet and traffic functions are represented and are responsible for planning, and undertaking maintenance activities and maintaining the fleet in support of the Department's mission. Headquarters provides support and direction. The Traffic function at headquarters stripes, installs and replaces signs, maintains traffic lights and highway lighting

## DEPARTMENT OF TRANSPORTATION

systems.

Other major activities include, operating 9 moveable bridges, reviewing driveway and entrance applications, developer projects, traffic counting, crash reporting and weigh-in-motion. An emerging area is in operating and maintaining traveler information and intelligent transportation systems.

**FINANCES, FISCAL YEAR 2005:** The 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	50,691,854			41,477,598	1,962,239	7,252,017
HEALTH BENEFITS	21,472,234			18,082,838	409,645	2,979,751
RETIREMENTS	7,053,088			5,748,288	287,460	1,017,340
OTHER FRINGE BENEFITS	882,172			735,301	11,521	135,350
COMPUTER SERVICES	314,836			157,370	1,120	156,346
CONTRACTUAL SERVICES	16,477,120			9,954,413	57,346	6,465,361
RENTS	30,661,960		279,817	28,838,210	528,955	1,014,978
COMMODITIES	17,525,568		245,771	13,245,795	2,462,315	1,571,687
GRANTS, SUBSIDIES, PENSIONS	23,399,715			23,399,715		
EQUIPMENT	12,464,922		27,477	12,378,352	59,093	
INTEREST-DEBT RETIREMENT	189,033					189,033
TRANSFER TO OTHER FUNDS	627,457		2,195	534,948	2,594	87,720
<b>TOTAL EXPENDITURES</b>	<b>181,759,959</b>		<b>555,260</b>	<b>154,552,828</b>	<b>5,782,288</b>	<b>20,869,583</b>

## MAINE PILOTAGE COMMISSION

### BRIAN NUTTER, ADMINISTRATOR

*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:08 ; Umbrella: 17 Unit: 387 ; Citation: T0038 M.R.S.A., Sect. 000000089

#### PURPOSE:

The Maine Pilotage Commission was established to provide for a system of state pilotage in order to maintain a state pilotage system devoted to the preservation and protection of lives, property, the environment and vessels entering or leaving state waters at the highest standard of efficiency and to insure the availability of pilots well qualified for the discharge of their duties in aid of commerce and navigation.

#### 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 Fiscal Year 2005, two licenses were renewed.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF TRANSPORTATION

**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:08 ; Umbrella: 17 Unit: 232 ; Citation: T0023 M.R.S.A., Sect. 000004206

**PURPOSE:**

The Bureau of Planning is responsible for conducting systematic and comprehensive transportation planning and policy development, capital improvement program development and management, 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 transportation planning and research from State and regional agencies, municipalities, and the general public, the Bureau provides guidance to the Department's 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 five basic operating Divisions; Program Development and Management, Policy Development and Statewide Planning, Transportation Research, Community Services and Systems Management.

**PROGRAM:**

The Program Development and Management Division is primarily responsible for capital improvement programming. In this regard, it develops the Department's Six-Year Transportation Improvement Plan and Biennial Capital Work Plan. 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 and analysis of traffic noise monitoring.

The Policy Development and Statewide Planning Division is responsible for the coordination of Department policy development, strategic and long-range transportation planning, regional and corridor planning, public outreach, and coordination with regional and metropolitan transportation planning organizations (RPOs and MPOs). The Division also is responsible for municipal comprehensive planning program review and management of the Department's Transportation Enhancement Program.

The Transportation Research Division has responsibility for the administration of the Department's research programs, developing and monitoring experimental construction methods, problem solving, new product evaluation, and operation of various pavement testing devices. The Division is also responsible for Intelligent Transportation Systems planning and architecture development.

The Community Services Division is responsible for roadway system and functional classification and designation, the administration of the Department's municipal salt/sand storage program, 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.

The Systems Management Division has five 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 Transportation Reporting,

## DEPARTMENT OF TRANSPORTATION

Inventory, and Mapping Section responsible for the management of transportation systems inventory databases such as, 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 Capital Work Plan, Free  
State of the System Report, Free  
Six-Year Transportation Improvement Plan, Free  
20-Year Statewide Transportation Plan, Free  
Working w / MDOT - A Guide for Municipal Officials, Free  
Numerous publications/resources on a wide variety of technical subjects

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF PROJECT DEVELOPMENT**

### **KENNETH L. SWEENEY, P.E., DIRECTOR**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016  
*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3401  
*Established:* 1972 *Telephone:* (207) 624-3400  
*Reference: Policy Area:* 08 ; *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 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 3 support units: Capital Resources, Property Office and Materials Testing & Exploration. Each of these units provides program wide assistance and support for development of projects, as well as external non-project services appropriate to their expertise.

### **PROGRAM:**

The Department's overall transportation improvement program continues to emphasize improvement of the existing transportation network and facilities. Projects are developed through an inclusive process that is centered on minimizing and avoiding impacts during construction to the surrounding natural environment, to abutting property owners and to 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 high production levels with delivery of roadway improvements, bridge projects, and other transportation improvements. The total program delivery effort had a value of \$256 million, including funding for replacement of the Waldo-Hancock Bridge between Prospect and Verona.

### **PUBLICATIONS:**

Statewide Transportation Improvement Program (STIP)  
Standard Specifications for Construction  
Various policy & procedural Manuals  
Monthly, quarterly and annual performance/production reports

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2005:** The 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	<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	24,712,553	92,489	321,360	11,139,257	13,159,447	
HEALTH BENEFITS	8,449,491	34,613	98,953	3,962,846	4,353,079	
RETIREMENTS	3,849,117	12,052	42,927	1,723,698	2,070,440	
OTHER FRINGE BENEFITS	299,264	981	2,805	172,775	122,703	
COMPUTER SERVICES	373,369		54,592	305,181	13,596	
CONTRACTUAL SERVICES	27,674,888		4,040,247	3,131,989	17,548,675	2,953,977
RENTS	2,384,869		1,712	1,465,359	703,676	214,122
COMMODITIES	2,400,125		5,301	1,822,675	464,209	107,940
GRANTS, SUBSIDIES, PENSIONS	3,495,663		33,523	2,489,706	815,359	157,075
EQUIPMENT	201,546,212		30,405,541	19,190,138	132,950,533	19,000,000
INTEREST-DEBT RETIREMENT	16,124,015			15,757,535	366,480	
TRANSFER TO OTHER FUNDS	1,311,462		89,668	1,171,650	50,144	
<b>TOTAL EXPENDITURES</b>	<b>292,621,028</b>	<b>140,135</b>	<b>35,096,629</b>	<b>62,332,809</b>	<b>172,618,341</b>	<b>22,433,114</b>

## BUREAU OF TRANSPORTATION SERVICES

**ROBERT D ELDER, DIRECTOR, FREIGHT TRANS.**  
**RONALD L ROY, DIRECTOR, PASSENGER TRANS**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3251

*Established:* 1981 *Telephone:* (207) 624-3560

*Reference: Policy Area:* 08 ; *Umbrella:* 17 *Unit:* 243 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

*Average Count--All Positions:* 74.891 *Legislative Count:* 67.50

### 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 OPT is responsible for maintaining and improving freight transportation on Maine's highways, railroads, ports and harbors, and in the air. OPT has representation on the NASTO Highway Transport Subcommittee, which is implementing a regional oversize-overweight permitting system. The office is



## DEPARTMENT OF TRANSPORTATION

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's planning document, the Integrated Freight 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.

### **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 Heavy Haul Truck Network Study, Free.

# DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2005:** The 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	<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	3,017,669	40,260			154,905	2,822,504
HEALTH BENEFITS	1,144,732	16,395			53,149	1,075,188
RETIREMENTS	428,560	5,157			21,091	402,312
OTHER FRINGE BENEFITS	59,426	133			1,820	57,473
COMPUTER SERVICES	3,294				402	2,892
CONTRACTUAL SERVICES	5,164,259	139,819	383,008		482,018	4,159,414
RENTS	2,933				886	2,047
COMMODITIES	174,488	566				173,922
GRANTS, SUBSIDIES, PENSIONS	14,256,186	503,246	70,031	639,846	7,552,505	5,490,558
EQUIPMENT	4,106,195		99,792		727,570	3,278,833
TRANSFER TO OTHER FUNDS	2,738,188	2,738,188				
<b>TOTAL EXPENDITURES</b>	<b>31,095,930</b>	<b>3,443,764</b>	<b>552,831</b>	<b>639,846</b>	<b>8,994,346</b>	<b>17,465,143</b>

TREASURY DEPARTMENT

**(OFFICE OF) TREASURER OF STATE**

**DAVID G. LEMOINE, TREASURER OF STATE**  
**HOLLY A. MAFFEI, DEPUTY TREASURER**

*Central Office:* , 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:* 18.000

*FAX:* (207) 287-2367

*Telephone:* (207) 624-7477

*M.R.S.A., Sect.* 000000121

*Legislative Count:* 18.00

**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--nearly 95,000 during FY 2005. More than 2 million checks were distributed, as well as 600,665 electronic fund payments. Banking services provided to State agencies are coordinated by the Treasurer's Office--including deposit access to 37 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 99 funds, averaged more than \$695.5 million in FY 2005, and was managed with safety, liquidity and yield in mind. Nearly \$17 million in earnings from investments, including \$5.9 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 \$19.6 million in unclaimed property during FY 2005. 14,794 claims were paid, reuniting citizens with over \$8.9 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

## TREASURY DEPARTMENT

statistics updated annually are used to calculate the ratio due to each municipality. Approximately \$116.5 million was distributed during FY 2005. Keeping the Legislature and citizens of Maine aware of the State's current and long-term debt is an important function of the Treasurer.

### 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 2005:** The 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 SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	663,354	583,427			24,765	55,162
HEALTH BENEFITS	250,058	226,618			10,022	13,418
RETIREMENTS	101,711	90,355			3,485	7,871
OTHER FRINGE BENEFITS	12,024	11,382			441	201
COMPUTER SERVICES	60,922	23,595			1,553	35,774
CONTRACTUAL SERVICES	223,795	135,952	1,619		1,131	85,093
RENTS	970					970
COMMODITIES	58,566	54,563				4,003
GRANTS, SUBSIDIES, PENSIONS	117,609,820		117,609,820			
INTEREST-DEBT RETIREMENT	74,628,744	74,628,744				
TRANSFER TO OTHER FUNDS	840		-26		866	
<b>TOTAL EXPENDITURES</b>	<b>193,610,804</b>	<b>75,754,636</b>	<b>117,611,413</b>		<b>42,263</b>	<b>202,492</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	663,354	583,427			24,765	55,162
HEALTH BENEFITS	250,058	226,618			10,022	13,418
RETIREMENTS	101,711	90,355			3,485	7,871
OTHER FRINGE BENEFITS	12,024	11,382			441	201
COMPUTER SERVICES	60,922	23,595			1,553	35,774
CONTRACTUAL SERVICES	223,795	135,952	1,619		1,131	85,093
RENTS	970					970
COMMODITIES	58,566	54,563				4,003
GRANTS, SUBSIDIES, PENSIONS	117,609,820		117,609,820			
INTEREST-DEBT RETIREMENT	74,628,744	74,628,744				
TRANSFER TO OTHER FUNDS	840		-26		866	
<b>TOTAL EXPENDITURES</b>	<b>193,610,804</b>	<b>75,754,636</b>	<b>117,611,413</b>		<b>42,263</b>	<b>202,492</b>

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE  
SYSTEM**

**JOSEPH W. WESTPHAL, CHANCELLOR**  
**CHARLES L. JOHNSON, III, CHAIR OF THE BOARD**

*Central Office:* 107 MAINE AVE U OF M SYSTEM, BANGOR, ME 04401

*Mail Address:* 107 MAINE AVE U OF M SYSTEM, BANGOR, ME 04401

*Established:* 1965

*Telephone:* (207) 973-3220

*Reference: Policy Area:02 ; Umbrella: 78 Unit: 421 ; Citation: S1967 M.R.S.A., Sect. 000000229*

*Units:*

*BOARD OF AGRICULTURE*

*BUREAU OF PUBLIC ADMINISTRATION*

**PURPOSE:**

The University of Maine System is the coordinating, policy, and planning entity for Maine's seven public universities and eleven educational outreach centers. In that role, 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 combined university was renamed the University of Maine System, reflecting its structure as a confederation of universities operating under one governance system. At the same time, the University of Maine at Orono's name was changed back to the University of Maine, the name it held at the time the university system

The University System is organized into the following units:

- > Board of Trustees
- > Office of the Chancellor and Systemwide Services (i.e., centralized statewide

## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

administrative operations as well as University College, which consists of 11 academic outreach centers located around the state)

- > University of Maine
- > University of Maine at Augusta
- > University of Maine at Farmington
- > University of Maine at Fort Kent
- > University of Maine at Machias
- > University of Maine at Presque Isle
- > University of Southern Maine

### PROGRAM:

**INSTRUCTION.** The universities of the University of Maine System offer 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 2004 enrollment totaled 34,253, including many part-time and adult learners. Maine's seven public universities awarded 4,956 degrees in 2003/04.

**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. As the result of recent State investment in university-based research, over \$42 million in federal and private grants and contracts were received by UMaine and USM in FY04, creating 707 jobs that were funded in part or in total by those outside sources of revenues. In addition, all seven of Maine universities generated additional millions through grants and contracts that did not involve direct State investment.

### PUBLICATIONS:

- (1) Financial Report, University of Maine System (free)
- (2) UMS World-Wide Web Site:<http://www.maine.edu/>

# BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**FINANCES, FISCAL YEAR 2005:** The 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 SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	19,747,542					19,747,542
GRANTS, SUBSIDIES, PENSIONS	179,916,649	179,903,699	12,950			
<b>TOTAL EXPENDITURES</b>	199,664,191	179,903,699	12,950			19,747,542

## 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>						
CONTRACTUAL SERVICES	19,747,542					19,747,542
GRANTS, SUBSIDIES, PENSIONS	179,916,649	179,903,699	12,950			
<b>TOTAL EXPENDITURES</b>	199,664,191	179,903,699	12,950			19,747,542

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

UNIVERSITY OF MAINE SYSTEM  
FULL-TIME REGULAR EMPLOYEES  
OCTOBER 2004

BY EMPLOYEE CATEGORY

Faculty	1,380
Professional & Administrative	1,719
Classified	<u>1,692</u>
Total	4,791

BY SOURCE OF FUNDING

Educational & General	3,688
Auxiliary Enterprises	364
Restricted	<u>739</u>
Total	4,791



BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

INDEPENDENT AGENCIES - REGULATORY

**STATE BOARD OF EDUCATION**

**JAMES W. CARGINAN, CHAIR**

*Central Office:* CROSS OFFICE BLDG, 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 approve the formation of Community School 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 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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

STATE BOARD OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	21,120	21,120				
CONTRACTUAL SERVICES	58,375	58,375				
RENTS	1,418	1,418				
COMMODITIES	3,195	3,195				
<b>TOTAL EXPENDITURES</b>	84,108	84,108				

## FUND INSURANCE REVIEW BOARD

**MICHAEL BONZAGNI, CHAIR**  
**MICHELLE A. MACKENZIE, FIRB CLERK**

*Central Office:* C/O FAME, AUGUSTA, ME 04330

*Mail Address:* PO BOX 949, 5 COMMUNITY DRIVE, AUGUSTA, ME 04330 *FAX:* (207) 623-0095

*Established:*

*Telephone:* (207) 623-3263

*Reference: Policy Area: 04 ; Umbrella: 90 Unit: 564 ; Citation: T0038 M.R.S.A., Sect. 000000568B*

### **PURPOSE:**

The Fund Insurance Review Board was created for the purpose of hearing appeals, adopting rules, monitoring funds, and ensuring the solvency of certain designated funds for ground water oil clean-up.

### **ORGANIZATION:**

The Fund Insurance Review Board is a 10-member board.

### **PROGRAM:**

The Board is responsible for a number of activities, including: (1) hearing appeals from Groundwater Oil Clean-up Fund insurance claims-related decisions of the Commissioner of the Department of Environmental Protection or the State Fire Marshal; (2) adopting rules establishing criteria for determining substantial compliance for aboveground oil storage facilities; (3) contracting with the Finance Authority of Maine for such assistance in fulfilling the board's duties as the board may require; (4) monitoring income and disbursements from the Ground Water Oil Clean-up Fund and adjusting fees pursuant as required to avoid a shortfall in the fund; and (5) consulting with the Finance Authority of Maine at such times as are necessary, but no less than annually, to review income and disbursements from the Wells Waste Oil Clean-up Fund. The board, at such times and in such amounts as it determines necessary, and in consultation with the Finance Authority of Maine, shall direct the transfer of funds from the Underground Oil Storage Replacement Fund to the Groundwater Oil Clean-up Fund.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - REGULATORY

**MAINE HEALTH DATA ORGANIZATION**

**ALAN M. PRYSUNKA, EXECUTIVE DIRECTOR**

*Central Office:* 151 CAPITOL STREET, AUGUSTA, ME 04333-0102

*Mail Address:* 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102      *FAX:* (207) 287-6732

*Established:* 1996

*Telephone:* (207) 287-6722

*Reference: Policy Area:* 05 ; *Umbrella:* 90 *Unit:* 590 ; *Citation:* T0022      *M.R.S.A., Sect.* 000008703

*Average Count--All Positions:* 9.000      *Legislative Count:* 9.00

**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 MHDO 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 MHDO implements policies and procedures for the collection, processing, storage, and analysis of clinical, financial, restructuring, and health claims data.

The MHDO 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; four 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 represent hospitals, two represent physicians, one represents chiropractic services, one represents pharmacists, one represents federally qualified health centers, one represents a home health care organization, and one represents mental health organizations).

**PROGRAM:**

The MHDO has available for release, in accordance with its confidentiality rules, hospital discharge and outpatient data, ambulatory services data, and all-payer/all-provider health care claims 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 general hospitals. Maine is also one of the few states in the nation to collect complete hospital outpatient services data, and the first to release such data. Also, in 2005, the MHDO released the first iteration of claims data.

The MHDO also continues its efforts in working 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 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)

## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2005:** The 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	403,397		403,397			
HEALTH BENEFITS	117,626		117,626			
RETIREMENTS	62,439		62,439			
OTHER FRINGE BENEFITS	4,981		4,981			
COMPUTER SERVICES	124,751		109,751		15,000	
CONTRACTUAL SERVICES	428,986		428,986			
RENTS	42,881		42,881			
COMMODITIES	6,293		6,293			
TRANSFER TO OTHER FUNDS	7,470		7,376		94	
<b>TOTAL EXPENDITURES</b>	<b>1,198,824</b>		<b>1,183,730</b>		<b>15,094</b>	

## WORK CENTER PURCHASES COMMITTEE

### BETTY LAMOREAU, PURCHASES DIRECTOR

*Central Office:* BURTON M. CROSS BLDG., 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: 00 ; Umbrella: 90 Unit: 486 ; Citation: T0005 M.R.S.A., Sect. 000001826C

#### PURPOSE:

The State of Maine finds that the goal of integrating persons with disabilities into all aspects of community life is enhanced by providing expanded markets for products and services of work centers. We further believe that work centers provide a valuable means of transitional employment for persons with disabilities, and for some with severe disabilities, they may provide the only opportunities available for long-term, gainful employment. The purpose of the Work Center Purchases Committee is to help ensure that some portion of state purchases for commodities and services is available to work centers.

#### ORGANIZATION:

The Committee consists of the Director of the Division of Purchases, the Director of the Bureau of Rehabilitation Services within the Department of Labor, or the Director's designee, a representative of the Department of Health and Human Services, a representative of work centers, a person with disabilities, 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 Work Center Purchases Committee is responsible for determining whether a prospective work center has met statutory qualifications. Those qualifications include compliance with occupational health and safety standards, employment of persons with disabilities in at least 66% of the total work hours, and having (or having a contractual relationship with) an ongoing placement program that includes at least preadmission evaluation and annual review to determine each worker's capabilities for normal competitive employment.

The Committee also ensures that commodities and/or services set aside for the work center program are offered for competitive bidding first to the eligible work centers in the area where services are required. Only if no eligible work center is interested in or qualified to provide the service can the service be offered to non-work centers.

## INDEPENDENT AGENCIES - REGULATORY

Activity of the Committee remains centered around custodial services contracts. Several contracts are in place, benefiting work centers in the Augusta, Lewiston, Bangor and Portland areas. The thirteen awards made under the set aside program totaled \$203,154.67 in FY 2005. Many of these awards were for three year periods

**FINANCES, FISCAL YEAR 2005:** 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:* 07 ; *Umbrella:* 9Q *Unit:* 351 ; *Citation:* T0039A M.R.S.A., Sect. 000000151

*Average Count--All Positions:* 111.000

*Telephone:* (207) 287-3751

*Legislative Count:* 111.00

#### **PURPOSE:**

The Board's mission is to serve the employees and employers of the State fairly and expeditiously by ensuring compliance with the workers' compensation laws, ensuring the prompt delivery of benefits legally due, promoting the prevention of disputes, utilizing dispute resolution to reduce litigation and facilitating labor-management cooperation.

#### **ORGANIZATION:**

Policy is established by a seven-member board having three labor representatives, three management representatives and an Executive Director who is Chair of the Board. The Governor appoints the labor members from nominees submitted by the AFL-CIO and the management members by the Maine Chamber of Commerce and Industry. The Governor also appoints the Executive Director who serves at the pleasure of the Governor. These appointments are subject to review by the Joint Standing Committee on Labor 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 and 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

## INDEPENDENT AGENCIES - REGULATORY

of the Act. The Board has three standing subcommittees: Budget, Personnel and Safety. The Budget Subcommittee considers all budgetary matters, performance budgeting and determines 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 is printed in the employee pamphlet.

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 2004 (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

Workers' Compensation Board Rules and Regulations, booklet, \$10.00 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 2005:** The 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	4,406,441		4,406,441			
HEALTH BENEFITS	1,460,001		1,460,001			
RETIREMENTS	657,342		657,342			
OTHER FRINGE BENEFITS	70,287		70,287			
COMPUTER SERVICES	286,201		286,201			
CONTRACTUAL SERVICES	696,060		696,060			
RENTS	350,696		350,696			
COMMODITIES	90,886		90,886			
GRANTS, SUBSIDIES, PENSIONS	34,909		34,909			
TRANSFER TO OTHER FUNDS	275,013		275,013			
<b>TOTAL EXPENDITURES</b>	<b>8,327,836</b>		<b>8,327,836</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. These reports are processed by the Claims Management Unit.

<b><u>Year</u></b>	<b><u>Lost Time First Reports</u></b>
1997	13,442
1998	12,827
1999*	15,081
2000	15,479
2001	14,648
2002	15,905
2003	15,434
2004	14,172 (preliminary)

\*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.

	<b><u>Troubleshooting</u></b>		
	<b><u>Assigned</u></b>	<b><u>Disposed</u></b>	<b><u>Pending as of 12/31</u></b>
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
2003	9,996	10,269	838
2004	9,356	9,588	606

	<b><u>Mediation</u></b>		
	<b><u>Assigned</u></b>	<b><u>Disposed</u></b>	<b><u>Pending as of 12/31</u></b>
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
2003	4,278	4,001	880
2004	3,862	4,076	666

	<b><u>Formal Hearing</u></b>		
	<b><u>Assigned</u></b>	<b><u>Disposed</u></b>	<b><u>Pending as of 12/31</u></b>
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
2003	2,532	2,194	1,662
2004	2,458	2,414	1,706

### **Worker Advocate Division**

The Worker Advocate Program has 724 cases open as of December 31, 2004, 237 at mediation and 487 at the formal level. The Advocates represented approximately 50% of injured workers at mediations and 35 % at formal hearings during 2004.

### **Abuse Investigation Unit**

The Abuse Investigation Unit (AIU) is responsible for investigating allegations of fraud, illegal or improper conduct, and violations of the filing, payment and insurance coverage provisions of the Workers' Compensation Act. AIU is also charged with imposing penalties for certain violations.



For the calendar year 2004, AIU received 3,250 complaints and requests for penalties under various provisions of the Act. This represents an increase over the 2,847 complaints and requests for penalties received in 2003. The Unit continued to improve its efficiency, closing 3,436 <sup>†</sup>cases in 2004 compared to 2,975 claims closed in 2002.

<u>Year</u>	<u>Claims Filed</u>	<u>Claims Closed</u>
2002	3123	1840
2003	2847	2975
2004	3250	3436

(<sup>†</sup> Where the number of claims closed exceeds claims filed for a given year the difference is due to cases pending at the end of the prior calendar year.)

#### **Forms and Data Processed by Unit**

##### **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 Processed</u>	<u>Independent Contractor Applications Approved</u>
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
2003	13,017	3,084	1,014
2004	12,652	3,371	1,668

##### **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>Payment Reports</u>	<u>NOC'S</u>	<u>Petitions</u>
1997	12,930	11,357	4,366
1998	13,122	10,359	7,870
1999	14,440	11,240	5,996
2000	14,481	12,376	7,552
2001	13,359	12,353	8,793
2002	10,200	11,794	6,604
2003	18,350	12,890	5,990
2004	17,601	11,906	6,174

##### **Interim/Final Reports**

##### **First Reports of Injury (combination of lost time and med only first reports)**

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
2003	13,214	18,976
2004	17,621	30,896

### Office of Medical/Rehabilitation Services

**Vocational Rehabilitation :** The Board regularly reviews vocational rehabilitation requests. In 2004 the Board received 19 vocational rehabilitation plan applications. Twelve requests were from injured workers, 6 from insurers and one from a Hearing Officer.

**Independent Medical Examiner System:** Currently, the Board has 19 Section 312 Independent Medical Examiners. In 2004, there were 507 requests for independent medical exams. Of the 507 requests, 253 were made by injured workers, 232 by insurers, 14 by Hearing Officers, and 8 by agreement.

### OFFICE OF MONITORING, AUDIT AND ENFORCEMENT

The MAE Program is having a significant impact on compliance in the State of Maine. The 2004 Annual Compliance Report continues to suggest positive trends in the filing of First Reports of Injury, payment of initial indemnity benefits, the filing of Notices of Controversy and of Memoranda of Payment (see table below). In addition to monitoring claims adjusting performance, the Board also audits workers' compensation insurance entities. Consent Decrees, as a result of board audits, generated \$138,500 in penalties paid directly to injured employees and \$270,125 in penalties paid to the Board (total penalties paid to date is \$408,625). 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.

Table 1								
2004 Quarterly Compliance Reports								
	First Quarter		Second Quarter		Third Quarter		Fourth Quarter	
	7 Days	10 Days	7 Days	10 Days	7 Days	10 Days	7 Days	10 Days
First Reports of Injury Received Within:	86.02%	89.76%	84.97%	89.56%	85.07%	89.81%	86.91%	90.82%
Initial Indemnity Payments Made Within 14 Days	85.35%		85.38%		83.33%		85.58%	
Memoranda of Payment Received Within 17 Days	82.55%		84.22%		80.62%		82.70%	
Notices of Controversy Received Within 17 Days	91.10%		91.56%		92.62%		90.78%	
	Static results based upon data received by the deadline for each quarter.							

<b>Table 2</b>								
<b>Annual Compliance</b>								
	<b>First Quarter 1997</b>		<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
<b>First Reports of Injury Received Within 7 Days</b>	36.74%		69.20%	78.33%	79.71%	81.73%	82.43%	85.70%
<b>Initial Indemnity Payments Made Within 14 Days</b>	59.39%		79.35%	80.26%	82.79%	85.27%	85.56%	85.30%
<b>Memoranda of Payment Received Within 17 Days</b>	56.78%		75.14%	74.62%	77.08%	80.78%	81.87%	82.81%
<b>Notices of Controversy Received Within 17 Days</b>								91.43%
Based on sample data collected for Pilot Project of 1997			Total population data received by March 30 after each calendar year is complete.					

<b>Table 3</b>								
<b>Percentage Change Over Time</b>								
	<b>Since First Quarter 1997</b>		<b>Since 1999</b>	<b>Since 2000</b>	<b>Since 2001</b>	<b>Since 2002</b>	<b>Since 2003</b>	
<b>First Reports of Injury Received Within 7 Days</b>	133.26%		23.84%	9.41%	7.51%	4.86%	3.97%	
<b>Initial Indemnity Payments Made Within 14 Days</b>	43.63%		7.50%	6.28%	3.03%	0.04%	-0.30%	
<b>Memoranda of Payment Received Within 17 Days</b>	45.84%		10.21%	10.98%	7.43%	2.51%	1.15%	

## INDEPENDENT AGENCIES - ADVISORY

### MAINE HIV ADVISORY COMMITTEE

#### JENSON STEELE, CHAIRPERSON

*Central Office:* STATEHOUSE STA 11, AUGUSTA, ME 04333

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

*Established:* 1993

*Reference:* Policy Area:05 ; 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 21 members. 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 is required to meet at least four times annually and considers 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 DHHS 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. 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 DHHS representative.

**FINANCES, FISCAL YEAR 2005:** 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 a 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL**

### **BARBARA J. VAN BURGEL, ACTING 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:05 ; Umbrella: 92 Unit: 601 ; Citation: T0022 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.

### **ORGANIZATION:**

Members of the council are appointed by the commissioner and include recipients of TANF benefits and representatives of employers within the State, organized labor, womens' interests, higher education and organizations or agencies having experience in addressing the training, education and job needs of low-income women

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**CONTINUING EDUCATION ADVISORY COMMITTEE**

**ALESSANDRO A IUPPA, SUPERINTENDENT**

*Central Office:* 124 NORTHERN AVENUE, GARDINER, ME 04345

*Mail Address:* 34 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:*

*FAX:* (207) 624-8599

*Telephone:* (207) 624-8475

*Reference: Policy Area: 02 ; Umbrella: 92 Unit: 518 ; Citation: T0024A.M.R.S.A., Sect. 000001481*

**PURPOSE:**

The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the Bureau by Course Providers for the use of producers and consultants in the fulfillment of the Continuing Education Requirements as a prerequisite to license continuation.

**ORGANIZATION:**

The board consists of 6 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless that person is active, full-time insurance producer or consultant, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality, education and nature of the services performed by producers and consultants.

Lastly, the members of the board may serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

**PROGRAM:**

During Fiscal Year 2000, the Continuing Education Advisory Committee met monthly to review courses and recommend approval or disapproval of courses.

**LICENSES:**

This board issues no licenses itself, but participates in the review of and recommendations for continuing education courses used as a basis for renewing licenses by the Bureau of Insurance.

**FINANCES, FISCAL YEAR 2005:** 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

*FAX:* (207) 941-2835

*Telephone:* (207) 941-2855

*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.

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.

## INDEPENDENT AGENCIES - ADVISORY

### 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 2005:** The 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	17,048	17,048				
<b>TOTAL EXPENDITURES</b>	17,048	17,048				

## CRIMINAL LAW ADVISORY COMMISSION

### JOHN PELLETIER, CHAIR

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

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

*FAX:* (207) 287-3120

*Established:*

*Telephone:* (207) 626-8511

*Reference:* Policy Area:06 ; Umbrella: 92 Unit: 139 ; Citation: T0017A.M.R.S.A., Sect. 000001351

### PURPOSE:

To study Maine criminal and juvenile crime laws and submit to the Legislature proposed changes.

### ORGANIZATION:

Commission is composed of 9 members appointed by the Attorney General. At least two must have knowledge of juvenile laws and others must have knowledge of the 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 2005, the Commission met nine times.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

### REBECCA WYKE, COMM DAFS

*Central Office:* BURTON M. CROSS BLDG. 3RD FL., AUGUSTA, ME

*Mail Address:* 78 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1973

*Reference:* Policy Area: 00 ; Umbrella: 92 Unit: 311 ; Citation: T0005 M.R.S.A., Sect. 000000884

*Telephone:* (207) 624-7800

#### **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, Mellon Human Resources, 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 and human resource consulting firm, 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### ADVISORY COMMITTEE ON DENTAL EDUCATION

#### PAMELA CRATE, FAME EDUCATION SERVICES

*Central Office:* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949 *WATS:* (800) 228-3734  
*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095  
*Established:* 1999 *Telephone:* (207) 623-3263  
*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.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE DEVELOPMENTAL DISABILITIES COUNCIL

#### LINDA HUFF,

*Central Office:* TOGUS CENTER, BUILDING 205, AUGUSTA, ME 04333  
*Mail Address:* #139 STATE HOUSE STATION, AUGUSTA, ME 04333  
*Established:* 1974 *Telephone:* (207) 287-4216  
*Reference:* Policy Area:05 ; 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 Developmental Disabilities Council engages in advocacy, capacity building, and systemic change activities. The goals of Developmental Disability 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 Developmental Disabilities 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 also 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 Developmental Disabilities Act, the Disability Rights Center and the Center for Community Inclusion.

The council is staffed with four full-time staff members, an Executive Director, a Program Planner, an Information Specialist, and an Office Manager.



## INDEPENDENT AGENCIES - ADVISORY

### **PROGRAM:**

The Maine Developmental Disabilities 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; Quality-Assurance Activities; Recreation-Related Activities; Self-Determination Activities; and Transportation-Related Activities.

Through the development of a five-year plan the Developmental Disabilities Council narrows the focus areas for a given period of time and designs projects that best suit the current needs of the community. The Developmental Disabilities 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 Developmental Disabilities Council is also actively involved in public policy work and serves as an "educator" for legislators and other interested community leaders. Members of the Developmental Disabilities 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 2005:** 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:* 45 COMMERCE DRIVE, AUGUSTA, ME 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3042

*Established:* 1990

*Telephone:* (204) 266-3802

*Reference:* Policy Area:06 ; 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.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**DOMESTIC ABUSE HOMICIDE REVIEW PANEL**

**MICHAEL P. CANTARA, COMMISSIONER**

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3042

*Established:* 1997

*Telephone:* (207) 626-3803

*Reference:* Policy Area:06 ; Umbrella: 92 Unit: 600 ; Citation: T0019A.M.R.S.A., Sect. 000004013

**PURPOSE:**

The Domestic Abuse Homicide Review Panel was established to review the deaths of persons who are killed by family or household members. The "Panel" is composed of members who have experience in providing services to victims of domestic abuse. It will make recommendations to State and local agencies regarding methods of improving the system for protecting persons from domestic abuse, including modifications of laws, rules, policies and procedures following completion of adjudication.

**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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ADVISORY COMMITTEE ON FAMILY DEVELOPMENT ACCOUNTS**

**BARBARA J. VAN BURGEL, ACTING 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:05 ; Umbrella: 92 Unit: 596 ; Citation: T0010 M.R.S.A., Sect. 000001079

**PURPOSE:**

The Advisory Committee on Family Development Accounts is charged to study and evaluate the effectiveness of family development accounts in the State of Maine and other states; to make recommendations with respect to changes in law, rule or policy that will enhance the ability of family development account holders to improve their economic security; and to advise the Finance Authority of Maine, relevant state agencies, community development organizations and the Legislature as to its findings.

**ORGANIZATION:**

The committee is comprised of 12 members, 4 of whom are appointed by the Governor, 4 appointed by the Speaker of the House and 4 appointed by the President of the Senate and is required to meet at least two times per year.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**ADVISORY COMMITTEE ON FAIR COMPETITION WITH  
PRIVATE ENTERPRISE**

**DOMNA GIATAS, DEPUTY DAFS COMMISSIONER**

*Central Office:* BURTON M. CROSS BLDG., 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.

The 121st Maine Legislature expanded the Advisory committee's duties in Title 5, Section 55-A. These responsibilities are to approve services and goods provided by state agencies that are not otherwise allowed by law, and may compete with private enterprise.

**ORGANIZATION:**

The Advisory Committee consists of members appointed from government agencies, private sector representatives and members of the public who meet to review complaints on government competition with private enterprise.

The Committee meets as necessary, and at least quarterly.

**PROGRAM:**

Complaint forms are available for businesses to complete about potentially unfair competition. Once submitted to the Committee, notification of the complaint is forwarded to the government agency identified in the complaint to obtain additional information.

The Committee reviews this 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. The Committee may follow up with questions to any of the individuals.

The Committee makes, when appropriate, recommendations to the Maine State Legislature and Governor based upon its review of a complaint.

The Advisory Committee has also developed a Request Form for agencies to use in seeking approval for services and goods to be provided by state agencies that are not otherwise allowed by law, and may compete with private enterprise. It has also developed a process for evaluating these requests.

In its Report of Activities for 2004, the Committee received one request from an agency with a proposal to sell an item that was also available through private enterprise. The Advisory Committee concluded that while there would be competition with private enterprise in the selling of the item, this competition would not result in unfair competition. A copy of the Annual Report is available upon request.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**FAMILY LAW ADVISORY COMMISSION**

**HON. ANDREW MARK HORTON, CHAIR**

*Central Office:* P.O. BOX 412, PORTLAND, ME 04112

*Mail Address:* P.O. BOX 412, PORTLAND, ME 04112

*Established:* 1996

*Telephone:* (207) 822-4269

*Reference:* Policy Area:06 ; Umbrella: 92 Unit: 595 ; Citation: T0019A M.R.S.A., Sect. 000000351

## INDEPENDENT AGENCIES - ADVISORY

### **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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE FIRE PROTECTION SERVICES COMMISSION**

### **JOHN DEAN, STATE FIRE MARSHAL**

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052      *FAX:* (207) 287-6251

*Established:* 2000

*Telephone:* (207) 626-3871

*Reference:* Policy Area: 06 ; Umbrella: 92 Unit: 609 ; Citation:      *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 to 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 filed a report.

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 2005:** The 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>						
CONTRACTUAL SERVICES	3,706	3,706				
COMMODITIES	419	419				
<b>TOTAL EXPENDITURES</b>	<b>4,125</b>	<b>4,125</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 *FAX:* (207) 287-5739

*Established:* *Telephone:* (207) 287-5790

*Reference:* Policy Area:00 ; Umbrella: 92 Unit: 533 ; Citation: GFY89 M.R.S.A., Sect. 000000007

#### 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, and promoting the publication of historical records.

#### ORGANIZATION:

The Maine Historical Records Advisory Board provides advice for state historical records projects and make funding recommendations to the National Historical Publications and Records Commission (NHPRC).

It consists of seven to eleven members appointed by the Governor for three years with 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) to continue providing small grants to Maine repositories to preserve and provide access to high priority historical records. Grants are awarded to archives, historical societies, libraries, museums and others.

Since 1994, through grants from the NHPRC (\$160,000) and the State (\$60,000), the Board has funded 250 of 340 applications for projects preserving, and providing access to historical records of Maine. Grants averaged \$800 and were accompanied by an average of \$550 in local cash match. Outcomes include placing 23,500 historical records in archival containers, preservation microfilming of 22,000 records, placing an additional 9,800 photos in archival containers, with special conservation treatment on 2,900 of these photos. Other outcomes were the preservation of audio/video tapes; archival training, and assessment of preservation needs. Descriptions of over seventy collections

## INDEPENDENT AGENCIES - ADVISORY

supported through the program have been posted on the Library of Congress National Union Catalog of Manuscript Collections, thus providing global access to them through the Internet. The Board makes recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DISPLACED HOMEMAKERS ADVISORY COUNCIL

**GILDA E. NARDONE, EXECUTIVE DIRECTOR**  
**ELOISE VITELLI, DIR, PROG & POLICY DEV**

*Central Office:* ,,  
*Mail Address:* 46 UNIVERSITY DRIVE, UMA, AUGUSTA, ME 04330-9410 *FAX:* (207) 621-3429  
*Established:* 1977 *Telephone:* (207) 621-3437  
*Reference:* Policy Area: 01 ; 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 leads to employment, self-employment, asset and leadership 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 FY2005, 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.

1,054 individuals were served by the MCWWC through comprehensive intake assessment, information and referral, training courses and workshops, support groups, placement assistance, and follow up services. Approximately 300 of those who participated in workforce, entrepreneurship, or financial literacy training were displaced homemakers. Linkages with employers continued to focus on non-traditional and technical occupations, while partnerships with other education and training providers continued to play a significant role in expanding access to postsecondary education for adult learners.

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 Adult Education programs and CareerCenters throughout Maine; self-employment technical assistance and training activities included the Departments of Labor, Human Services, Transportation, Economic and Community Development, and 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.

## INDEPENDENT AGENCIES - ADVISORY

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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INTERAGENCY TASK FORCE ON HOMELESSNESS & HOUSING OPPORTUNITI

*Central Office:* C/O MSHA, AUGUSTA, ME 04330-4633

*Mail Address:* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Established:* 1989

*FAX:* (207) 626-4678

*Telephone:* (207) 626-4600

*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 on October 1, 1989. The legislation was substantially altered in 1993 and again in 1997.

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.

### PROGRAM:

The Task Force did not meet in FY 2004 or FY 2005. The Task Force is being replaced in calendar year 2005 with The Statewide Homeless Council (PL2005 C.380).

### 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**INFORMATION SERVICES POLICY BOARD**

**REBECCA WYKE, CHAIR**

*Central Office:* BURTON M. CROSS BLDG., AUGUSTA, ME 04333

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

*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.

In November 2005 the Board unanimously endorsed the IT Management Plan developed by the Office of the CIO in collaboration with many people across State Government. By supporting this Plan, the Board chose to support its own abolishment and replacement by a new IT governance structure.

Legislation enacted during the 122nd Second Session merged the Office of the Chief Information Officer and the Bureau of Information Services into the Office of Information Technology (OIT). The creation of OIT was effective July 1, 2005, establishing an organization that has an enterprise focus on the delivery of information technology services. This legislation also eliminated the Board.

**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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - ADVISORY

**BOARD OF LICENSURE OF WATER SYSTEM OPERATORS**

**TERESA L. TROTT, SECRETARY**  
**TREVOR HUNT, CHAIR**

*Central Office:* 286 WATER STREET 3RD FLOOR, AUGUSTA, ME 04333

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-4172

*Established:* *Telephone:* (207) 287-7485

*Reference:* Policy Area:04 ; Umbrella: 92 Unit: 429 ; Citation: T0022 M.R.S.A., Sect. 000002624A

**PURPOSE:**

The Board regulates the licensing of water treatment and distribution operators to assure that water systems are operated by qualified persons who have the knowledge and ability to maintain the drinking water systems to protect public health.

**ORGANIZATION:**

The board consists of 9 members appointed by the Governor as follows: 3 water treatment or water distribution system operators, one holding a Class II license, one holding a Class III license and one holding a Class IV license; one member of the public who is a registered professional engineer; one person who is an educator in the field of water supply or service; one person who is a water management representative; one person who represents a "very small water system," as that term is defined in rules of the board; one person who is an owner or manager of a nontransient, noncommunity public water system; and one person from the department, as the commissioner may recommend, subject to appointment by the Governor.

**PROGRAM:**

The Board meets five times per year. The Board offers three exam cycles per year offering examinations to approximately 100 persons in a cycle. The Board also reviews professional development courses for required training to renew licenses biennially. The Board has promoted initial training of operators and has seen a 40% increase in number of licensed operators over the past three years. Public health protection is increased due to the number of licensed operators available to operate public water systems.

**LICENSES:**

Very Small Water System Operator  
Class I Water Treatment Full and operator in-training  
Class II Water Treatment  
Class III Water Treatment  
Class IV Water Treatment  
Class I Water Distribution Full and operator in-training  
Class II Water Distribution  
Class III Water Distribution  
Class IV Water Distribution

**FINANCES, FISCAL YEAR 2005:** The 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 OF WATER SYSTEM OPERATORS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	24,440		24,440			
RENTS	260		260			
COMMODITIES	7,332		7,332			
TRANSFER TO OTHER FUNDS	974		974			
TOTAL EXPENDITURES	33,006		33,006			

## INDEPENDENT AGENCIES - ADVISORY

### LOBSTER ADVISORY COUNCIL

**LARRY KNAPP, CHAIR**

**SARAH COTNOIR, PLANNING & RESEARCH ASSOC**

*Central Office:* BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 624-6024

*Established:* 1979

*Telephone:* (207) 624-6550

*Reference:* Policy Area:04 ; Umbrella: 92 Unit: 340 ; Citation: T0012 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 issues or disputes 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 are 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 Advisory Council.

#### **PROGRAM:**

The Lobster Advisory Council met 5 times during calendar year 2004. They addressed a variety of topics, including the use of alternative bait in the lobster fishery, access to Federal Lobster Management Area 3, and increasing effort in the lobster fishery. They provided feedback on lobster related items before the Marine Resources Committee during the 1st session of the 122nd Legislature.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### OIL SPILL ADVISORY COMMITTEE

**DAVID LOOK, CHAIR**

**DAVID SAIT, DIRECTOR OF RESPONSE SVCS**

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

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

*Established:* 1992

*Telephone:* (207) 287-2651

*Reference:* Policy Area:04 ; Umbrella: 92 Unit: 567 ; Citation: T0038 M.R.S.A., Sect. 00000551A

#### **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

## INDEPENDENT AGENCIES - ADVISORY

House of Representatives; three members representing the general public, one appointed by the President of the Senate and two appointed by the Speaker of the House of Representatives; two members representing the petroleum industry both appointed by the Governor; one member familiar with oil spill technology appointed by the Governor; one naval architect appointed by the Governor; one member with expertise in coastal geology appointed by the Governor; one member with expertise in fisheries biology appointed by the Governor; one member with expertise in coastal wildlife habitat appointed by the Governor; and one member 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE POET LAUREATE SELECTION ADVISORY PANEL

**ALDEN C. WILSON, ARTS COM. DIRECTOR**  
**BRYAN KNICELY, ARTS COM. ASST. DIRECTOR**

TTY: (207) 287-6740

Central Office: 25 STATE HOUSE STATION, AUGUSTA., ME 04333-0025

Mail Address: 55 CAPITOL STREET, AUGUSTA., ME 04333-0025

FAX: (207) 287-2335

Established: 1995

Telephone: (207) 287-2724

Reference: Policy Area:03 ; 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

## INDEPENDENT AGENCIES - ADVISORY

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 2005:** 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:04 ; Umbrella: 92 Unit: 557 ; Citation: T0038 M.R.S.A., Sect. 000000343D

### **PURPOSE:**

The Pollution Prevention Advisory Committee serves as a review body to assess the progress in the reduction of toxics use, toxics release, and hazardous waste. The Committee also advises the Commissioner on the effectiveness of the Office of Pollution Prevention, the Toxic Use and Hazardous Waste Reduction Program, and the Technical and Environmental Assistance Program.

### **ORGANIZATION:**

The Committee consists of 16 voting members. The Governor appoints 2 representatives from the business community, 2 elected or appointed municipal officials, and 2 representatives of organized labor. The President of the Senate and Speaker of the House each appoints one member from a public health organization, one member from an environmental organization, and one member from a small business. The Senate Minority Leader and House Minority Leader each appoint a member from a small business. The Commissioner or the Commissioner's designee is a voting member. The Director of the Bureau of Air Quality Control or the Director's designee is a voting member. The Commissioner of Labor, and the Director of the Maine Emergency Management Agency serve as ex officio members and do not vote on Committee matters.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **RIVER FLOW ADVISORY COMMISSION**

**JOHN W. LIBBY, COMMISSIONER, DYEM**  
**ART W. CLEAVES, DIRECTOR, MEMA**

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

*Mail Address:* 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033

*FAX:* (207) 626-4509

*Established:*

*Telephone:* (207) 626-4205

*Reference:* Policy Area:04 ; Umbrella: 92 Unit: 593 ; Citation: T0037B M.R.S.A., Sect. 000001131

## INDEPENDENT AGENCIES - ADVISORY

### 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 Director of the Maine Emergency Management Agency, or designee; The State Geologist, or designee; The Commissioner of Agriculture, Food and Rural Resources, or designee; The Commissioner of Inland Fisheries and Wildlife, or designee; The Commissioner of Marine Resources, or designee; The Director of the State Planning Office, or designee; The Commissioner of Transportation, or designee; The Commissioner of Health and Human Services, 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 Director of the Maine Emergency Management Agency, or the Director'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 or 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.

### PUBLICATIONS:

When The Rivers Rise: Flood Awareness for Maine Public Officials  
Annual Flood Forecast News Release

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **COMMISSION ON SAFETY AND HEALTH IN THE MAINE WORKPLACE**

### **WILLIAM PEABODY, DIRECTOR, LABOR STANDARDS**

*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:* 01 ; *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. The Bureau of Labor Standards provides staffing for the Commission.

#### **PROGRAM:**

The Commission was inactive in fiscal 2005.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SUBSTANCE ABUSE SERVICES COMMISSION**

### **TOM LEWIS,**

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

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

*Established:* 1994

*Telephone:* (207) 287-6342

*Reference: Policy Area:* 05 ; *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.

## INDEPENDENT AGENCIES - ADVISORY

### 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS TOM SANTAGUIDA, 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: 04 ; 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 10155, 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.

### LICENSES:

General Taxidermy License  
Mammal & Head Taxidermy License  
Bird Taxidermy License  
Fish Taxidermy License

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**TRAVEL INFORMATION ADVISORY COUNCIL**

**ROBERT SINCLAIR,  
LISA HUGHES,**

*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:* 08 ; *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 MaineDOT or the web page at <http://www.state.me.us/mdot/traffic/obds/homepage.htm>.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BOARD OF VISITORS - MAINE CORRECTIONAL CENTER**

**CAROL KONTOS, 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:* 1982

*Telephone:* (207) 893-7000

*Reference: Policy Area:* 06 ; *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.



## INDEPENDENT AGENCIES - ADVISORY

### 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 2005:** 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

*Reference:* Policy Area:06 ; Umbrella: 92 Unit: 450 ; Citation: T0034A.M.R.S.A., Sect. 000003002

*FAX:* (207) 273-5320

*Telephone:* (207) 273-5300

### PURPOSE:

The Board of Visitors is an oversight and advisory committee of citizens appointed by the Governor of the State of Maine to represent the interests of the people of Maine in prison matters.

### ORGANIZATION:

The 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, Judith Bailey, LCSW, ACSW, and Rita Melendy.

### PROGRAM:

Chosen for their varied orientations, interests, and experience in corrections and rehabilitation issues, board members attend to questions and concerns about public safety and security, prison staff safety and well-being, inmate health and safety, and prison industries and programs.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER

**CHARLES LYONS, CHAIRPERSON**

*Central Office:* , ,

*Mail Address:* , ,

*Established:* 1982

*Reference:* Policy Area:06 ; Umbrella: 92 Unit: 448 ; Citation: T0034A.M.R.S.A., Sect. 000003002

*FAX:* (207) 287-4370

*Telephone:* (207) 621-3403

### PURPOSE:

To monitor program, rights, and administrative issues concerned with the Long Creek Youth Development Center, and to report to the Commissioner and

## INDEPENDENT AGENCIES - ADVISORY

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.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## WHITEWATER SAFETY COMMITTEE

### TOM SANTAGUIDA, GAME WARDEN COLONEL

*Central Office:* 284 STATE STREET, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041      *FAX:* (207) 287-8094

*Established:* 1983

*Telephone:* (207) 287-2766

*Reference:* Policy Area: 04 ; 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.

### 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 2005:** 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**  
**BRYAN KNICELY, ASSISTANT DIRECTOR**

TTY: (877) 887-3878

Central Office: 193 STATE ST., AUGUSTA, ME 04333-0025

Mail Address: STATEHOUSE STA# 25, AUGUSTA, ME 04333-0025

Established: 1966

FAX: (207) 287-2725

Telephone: (207) 287-2724

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 088 ; Citation: T0027

M.R.S.A., Sect. 000000401

Average Count--All Positions: 9.000

Legislative Count: 9.00

**PURPOSE:**

The Maine Arts Commission was established by the Legislature to "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."

**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 Maine Arts 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 Maine Arts Commission are guided by the following basic principles. In all of its programs, the Maine Arts 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 Maine Arts Commission's resources, and to foster relationships and commitments that build infrastructure beyond the Maine Arts Commission's involvement.

In acting on these principles, the Maine Arts 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 include 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 Maine Arts Commission provides funding for two program areas: Partners in Arts & Learning, and Professional Development in Arts Education & Early STARTS program. 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, Artist in Communities, and Local Arts Infrastructure grants. Organizational Development provides funding to assist institutions or groups of institutions in assessing, planning or implementing strategic development projects.

MaineArtistAccess is a collection of slides, portfolios and video/audio tapes maintained by the Maine Arts 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 MaineArtistAccess also includes two juried categories: Studio Art and Public Art. MaineArtistAccess is a juried listing of artists available for a variety of public activities including performances, exhibits, demonstrations, workshops and residencies.

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

## INDEPENDENT AGENCIES - OTHER

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 Maine Arts 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. Governor Award for Arts Accessibility grants to provide support for arts institutions to develop long-term plans for arts access.

### PUBLICATIONS:

MAINEARTSMag: A summary of the important issues facing the arts in Maine, published three time a year (one annual report version)

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.

Discovery Research Workbook.

A Wabanaki Guide to Maine (\$10 fee payable to Maine Indian Basketmakers Alliance, P.O. Box 3253, Old Town, Maine 04468.)

Why Public Art?

What is Community?

Arts in Education Program Booklet

MaineArts.com postcard.

**FINANCES, FISCAL YEAR 2005:** The 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	425,599	279,667			145,932	
HEALTH BENEFITS	126,411	82,128			44,283	
RETIREMENTS	67,559	43,501			24,058	
OTHER FRINGE BENEFITS	6,328	3,798			2,530	
COMPUTER SERVICES	14,799	5,247				9,552
CONTRACTUAL SERVICES	271,782	103,001	6,568		135,469	26,744
RENTS	631	331	100		200	
COMMODITIES	32,274	21,342			2,222	8,710
GRANTS, SUBSIDIES, PENSIONS	536,700	250,399	54,826		231,475	
TRANSFER TO OTHER FUNDS	41,087		723		40,364	
<b>TOTAL EXPENDITURES</b>	<b>1,523,170</b>	<b>789,414</b>	<b>62,217</b>		<b>626,533</b>	<b>45,006</b>

## ATLANTIC SALMON COMMISSION

### PATRICK KELIHER, EXECUTIVE DIRECTOR

Central Office: 323 STATE STREET, AUGUSTA, ME 04333-0172

Mail Address: 323 STATE STREET, AUGUSTA, ME 04333-0172

Established: 1995

Reference: Policy Area: 04 ; Umbrella: 94 Unit: 289 ; Citation: T0012

Average Count--All Positions: 19.000

FAX: (207) 287-9975

Telephone: (207) 287-9972

M.R.S.A., Sect. 000009901

Legislative Count: 15.00

## 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 2005:** The 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	736,183	313,917	16,542		405,724	
HEALTH BENEFITS	250,338	111,696	5,030		133,612	
RETIREMENTS	106,513	47,163	2,331		57,019	
OTHER FRINGE BENEFITS	10,757	5,039	283		5,435	
COMPUTER SERVICES	23,258	3,688	6,476		13,094	
CONTRACTUAL SERVICES	667,600	58,131	13,064		596,405	
RENTS	105,979	39,771			66,208	
COMMODITIES	64,602	15,184	-2,153		51,571	
GRANTS, SUBSIDIES, PENSIONS	146,989	69,000	34,000		43,989	
TRANSFER TO OTHER FUNDS	16,255		493		15,762	
<b>TOTAL EXPENDITURES</b>	<b>2,128,474</b>	<b>663,589</b>	<b>76,066</b>		<b>1,388,819</b>	

INDEPENDENT AGENCIES - OTHER

**BAXTER STATE PARK AUTHORITY**

**STEVE ROWE, CHAIRMAN**  
**IRVIN C. CAVERLY, DIRECTOR**

TTY: (207) 723-9905

Central Office: 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Mail Address: 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Established: 1933

Reference: Policy Area: 04 ; Umbrella: 94 Unit: 293 ; Citation: T0012 M.R.S.A., Sect. 000000901

Average Count--All Positions: 40.347

FAX: (207) 723-4758

Telephone: (207) 723-9616

M.R.S.A., Sect. 000000901

Legislative Count: 23.00

**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 provide 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 Maine Forest Service 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, and
  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  
 Numerous books and guides on Nature, Recreation, Ecology, etc. - available at Baxter State Park Headquarters - various fees

**FINANCES, FISCAL YEAR 2005:** The 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	TOTAL FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,250,486		1,250,486			
HEALTH BENEFITS	440,030		440,030			
RETIREMENTS	201,047		201,047			
OTHER FRINGE BENEFITS	18,431		18,431			
COMPUTER SERVICES	2,791		2,791			
CONTRACTUAL SERVICES	558,727		558,727			
RENTS	2,060		2,060			
COMMODITIES	171,022		171,022			
EQUIPMENT	156,415		156,415			
TRANSFER TO OTHER FUNDS	18,908		18,908			
<b>TOTAL EXPENDITURES</b>	<b>2,819,917</b>		<b>2,819,917</b>			

STATISTICAL USE INFORMATION					
SUMMER SEASON (5/15 - 10/15)					
	2004	2003	2002	2001	2000
<b>USE BY TYPE</b>					
Day Use	43,113	44,273	48,613	49,256	47,723
Transient			731	1,600	3,748
Campers	20,195	20,282	22,217	21,858	23,005
Walk/bicycle	232	160	93	201	250
<b>TOTAL PEOPLE</b>	<b>63,540</b>	<b>64,715</b>	<b>71,654</b>	<b>72,915</b>	<b>74,726</b>
<b>MISCELLANEOUS</b>					
Camper Nights	53,734	55,582	59,353	59,803	61,385
Average Stay (Nights)	3	3	3	3	3
Number of Vehicles	24,281	24,569	26,604	26,883	27,024
Recreation Visitor Days	119,597	122,630	133,090	134,838	138,006
WINTER SEASON (12/1 - 4/1)					
	2004	2003	2002	2001	2000
<b>USE BY TYPE</b>					
Campers	2,323	2,333	2,083	2,220	1,900



INDEPENDENT AGENCIES - OTHER

**STATE CIVIL SERVICE APPEALS BOARD**

**REBECCA WYKE, COMMISSIONER**

*Central Office:* BURTON M. CROSS BLDG., 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 2005:** 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:* 187 STATE STREET, AUGUSTA, ME 04330

*Mail Address:* 38 STATE HOUSE STATION, AUGUSTA, ME 04333-0038 *FAX:* (207) 287-8059

*Established:* 1995

*Telephone:* (207) 287-8931

*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

## INDEPENDENT AGENCIES - OTHER

its activities with the other two government agencies that distribute federal national service funds: the Maine Department of Education, which handles school-based Learn & Serve America, and the regional office of the Corporation for National Service, which handles 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:

During 2004, the Commission managed \$1.6 million in funding from the Corporation for National and Community Service. These funds are used to administer grants to local AmeriCorps programs that will have statewide impact and promote the state's community service capacity. Approved for a three year grant through a competitive process, each program is selected because it meets a need identified in the Commission's strategic plan. In 2004, two AmeriCorps Crew programs were funded by MCCS (Training Resource Center and Maine Independence Corps). \$1.21million in local match (cash and in-kind) was leveraged by every federal dollar granted. In addition, Maine's 49 AmeriCorps members recruited 1,124 volunteers who contributed over 17,000 hours of community service serving as a catalyst for community service.

2004 also marked the Commission's 10th Anniversary. The Commission celebrated by providing special opportunities for Maine citizens to engage in community service activities. Among these opportunities included the Maine American Chestnut Project, a K-12 service-learning initiative teaching students about the importance of the chestnut tree while working with their communities to find location to plant seedlings in their hometown. Over 75 Maine classrooms participated in the project increasing the Chestnut Tree population in the state by 600%. In addition to anniversary events, the Commission coordinated two of the Governor's statewide projects: Realize!Maine, a summit focused on understanding youth migration, and Operation KeepMEWarm, a statewide home weatherization project for low income senior citizens. Over 1,600 homes were weatherized under the auspices of the project. The Commission also continued its standing tradition of administering the annual Governor's Service Awards and the Blaine House Conference on Volunteerism.

### PUBLICATIONS:

These reports and more are located on the Maine Commission for Community Service website at: <http://www.maineservicecommission.gov/resources/>

-2004 Annual Report

-MCCS Strategic Plan for 2002-2005

-Volunteer Management and Capacity in America's Charities and Congregations (Urban Institute 2004)

-What Volunteer Coordinators Need to Know: Volunteer Liability in Maine

-The Status of Youth Service in Maine

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE STATE CULTURAL AFFAIRS COUNCIL**

**DEBORAH SMITH, CHAIRPERSON**

*Central Office:* C/O MAINE STATE LIBRARY, AUGUSTA, ME 04333-0064

*Mail Address:* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064

*Established:* 1990

*Reference:* Policy Area:03 ; Umbrella: 94 Unit: 546 ; Citation: T0012 M.R.S.A., Sect. 000000552

**PURPOSE:**

The Maine State Cultural Affairs Council ensures 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:**

In 1990, the Maine Cultural Affairs Council was established to coordinate the resources, programs and projects of the cultural agencies with statewide responsibilities. The Maine State Cultural Affairs Council 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 consist of 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, and 3) Publishing useful information concerning statewide cultural issues.

In FY 2005, the Cultural Affairs Council worked in coordination with Maine's locally based organizations to implement the fourth year of the New Century Community Program including the distribution of New Century Grants and bond funds. In addition, the Council worked with Maine's locally based organizations to promote coordinated cultural activities and the creative economy.

**FINANCES, FISCAL YEAR 2005:** The 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 CULTURAL AFFAIRS COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
COMPUTER SERVICES	790		790			
CONTRACTUAL SERVICES	8,990		8,990			
GRANTS, SUBSIDIES, PENSIONS	35,060	35,060				
TRANSFER TO OTHER FUNDS	191		191			
TOTAL EXPENDITURES	45,031	35,060	9,971			

**MAINE ECONOMIC GROWTH COUNCIL**

**LEROY BARRY, CO-CHAIR  
LYNN BROMLEY, CO-CHAIR**

*Central Office:* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330

*Mail Address:* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330

*Established:* 1993

*Reference:* Policy Area:01 ; Umbrella: 94 Unit: 573 ; Citation: T0010 M.R.S.A., Sect. 000000929A

*FAX:* (207) 622-6346

*Telephone:* (207) 622-6345

## INDEPENDENT AGENCIES - OTHER

### **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 and Community Development is a permanent member. The remaining 18 members are jointly appointed by the Governor, President of the Senate and Speaker of the House of Representatives. Fourteen members are appointed from the public to represent a broad range of expertise in areas including labor, environment, business and education; also appointed to the Council are four members of the Legislature having a demonstrated interest in economic development.

The Council is staffed by the Maine Development Foundation, and is currently co-chaired by Senator Lynn Bromley and Leroy Barry.

### **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 2004" was published in March, 2004. This format was used to publish the 2003 and 2004 Measures of Growth reports as well. In the fall of 2004 and early winter of 2005, the Growth Council pared down the indicators report and published the "2005 Measures of Growth in Focus". This report honed in on the eighteen indicators in the economy, community and environmental spheres that are most critical to Maine's long term development.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE EDUCATIONAL LOAN AUTHORITY**

### **SHIRLEY M. ERICKSON, EXECUTIVE DIRECTOR**

**WATS:** (800) 922-6352

**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.

## INDEPENDENT AGENCIES - OTHER

### 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 million0 worth of tax exempt bonds issued in July of 1988. These funds were from a private source and no state monies were used. In May of 1992, the Authority refunded its initial offering and issued \$60 million 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 of 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. MELA issued a \$30 million tax exempt bond in May of 2005.

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 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, and 2005A-1.)

MELA (Maine Educational Loan Authority) 2004 Annual Report

The Maine Loan and The Maine Medical Loan Information Brochures - Free

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF EMERGENCY MUNICIPAL FINANCE

### JEROME GERARD, ACTING ST TAX ASSESSOR

*Central Office:* 26 EDISON DRIVE, AUGUSTA, ME

*Mail Address:* 24 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1954

*FAX:* (207) 624-9694

*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.

### 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.

## INDEPENDENT AGENCIES - OTHER

### 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. Prior to the expenditure of such funds, the affairs of the municipality must be taken over by 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.

Once the Board takes control, a return to municipal self-governance requires repayment of relevant debts and a finding by the Board or its appointee that the financial affairs of the municipality may be resumed under local control.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE EMERGENCY RESPONSE COMMISSION

### ARTHUR W. CLEAVES, CHAIRPERSON

WATS: (800) 452-8735

TTY: (207) 624-4437

Central Office: STATE OFFICE BUILDING, AUGUSTA, ME 04333-0072

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

FAX: (207) 287-3180

Established: 1987

Telephone: (207) 624-4400

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.

The State Emergency Response Commission will facilitate and coordinate the development of statewide plans to be implemented for comprehensive and effective response to hazardous materials emergencies for the safety and well being of people and the environment.

### 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.

### PROGRAM:

The SERC in support of its vision and mission statement has developed a 3 pronged approach to its goals. First, under Federal and State law it monitors the performance of facilities that store or use large volumes of hazardous substances. This includes receiving annual inventory reports, assisting facilities in developing emergency plans, reviewing emergency plans and collecting information relating to spills of hazardous substances at facilities.

Second, the SERC provides support to Local Emergency Planning Committees (LEPC's) which under Federal law are required to develop plans in the event of

## INDEPENDENT AGENCIES - OTHER

an accidental release of a hazardous substance. This assistance may be either in the form of grants to enable LEPCs to hire assistance in completing the plan or technical support as it relates to risk assessment and hazard analysis.

The SERC also supports an aggressive campaign of education of Maine's first responders by providing training grants to communities. These programs may include Hazardous Materials Awareness, Operations and Technician level course along with a number of other specialized programs.

### **PUBLICATIONS:**

LEPC Guidance  
Model Plans  
Emergency Planning Guidance  
Emergency Response Guidebooks

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD**

### **LISA SARGENT, CHAIR**

*Central Office:* C/O FAME 5 COMMUNITY DR, AUGUSTA, ME

*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949

*Established:* 1988

*Reference:* Policy Area:05 ; Umbrella: 94 Unit: 178 ; Citation: T0010 M.R.S.A., Sect. 000000373

*FAX:* (207) 623-0095

*Telephone:* (207) 623-3263

### **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 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.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2005:** 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**  
**JEAN GINN MARVIN, CHAIR**

*Central Office:* 242 STATE STREET, AUGUSTA, ME 04333

*Mail Address:* 135 STATE HOUSE STATION, AUGUSTA, ME 04333-0135 *FAX:* (207) 287-6775

*Established:* 1976

*Telephone:* (207) 287-4179

*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.

#### **PROGRAM:**

**Advisory Opinion, Notices, Report Audits:** During FY 2005, 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 2005, 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



## INDEPENDENT AGENCIES - OTHER

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; and Annual report of lobbyist compensation.

**FINANCES, FISCAL YEAR 2005:** The 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	181,118	81,862	99,256			
HEALTH BENEFITS	70,093	27,281	42,812			
RETIREMENTS	27,772	13,085	14,687			
OTHER FRINGE BENEFITS	3,014	1,353	1,661			
COMPUTER SERVICES	77,740	1,515	76,225			
CONTRACTUAL SERVICES	75,495	12,098	63,397			
COMMODITIES	6,639	1,138	5,501			
GRANTS, SUBSIDIES, PENSIONS	385,501		385,501			
TRANSFER TO OTHER FUNDS	29,385		29,385			
<b>TOTAL EXPENDITURES</b>	<b>856,757</b>	<b>138,332</b>	<b>718,425</b>			

## FINANCE AUTHORITY OF MAINE

### JOHN C. WITHERSPOON, CEO

*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

*FAX:* (207) 623-0095

*Telephone:* (207) 623-3263

*M.R.S.A., Sect.* 000000964

### **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 loan repayment

## INDEPENDENT AGENCIES - OTHER

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. In 2004, the Authority was designated as the state secondary market for student loans.

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; Revenue Obligation Securities 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; and 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; and 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; Health Professions Loan Program; and Higher Education Loan Purchase 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

## INDEPENDENT AGENCIES - OTHER

Financial Aid ToolKit - 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

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	13,156,069	12,557,705	598,364			
<b>TOTAL EXPENDITURES</b>	13,156,069	12,557,705	598,364			

## ADVISORY COMMITTEE ON MEDICAL EDUCATION

### JOHN LACASSE, CHAIRMAN

*Central Office:* ONE WESTON COURT, AUGUSTA, ME

*Mail Address:* 119 STATE HOUSE STATION, AUGUSTA, ME 04333-0119

*Established:* 1992

*Telephone:* (207) 289-2183

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 093 ; Citation: T0020A M.R.S.A., Sect. 000012106

#### PURPOSE:

The Advisory Committee on Medical Education advises the Chief Executive Officer of the Finance Authority of Maine in the development of 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

### ROBERT O. LENNA, EXECUTIVE DIRECTOR

*Central Office:* PO BOX 2268, AUGUSTA, ME 04338

*Mail Address:* PO BOX 2268, AUGUSTA, ME 04338

*Established:* 1971

*FAX:* (207) 623-5359

*Telephone:* (207) 622-9386

*Reference:* Policy Area: 00 ; 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

## INDEPENDENT AGENCIES - OTHER

bond markets. To provide credit enhancement to assist these borrowers.

### ORGANIZATION:

The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Health and Human Services, the Commissioner of Education and the Treasurer of the State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director is responsible for the day-to-day activities of the Authority.

### PROGRAM:

Bonds, notes or any other obligations of the Authority while utilizing the moral obligation reserve fund make up of the State do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing or boarding home, or institution for higher education or may take a mortgage on the project. Each health-care facility or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on outstanding bonds.

The Authority does not receive any appropriation from the State. It derives its revenue from fees charged participating eligible borrowers using its financing capabilities. The Authority charged origination and loan servicing fees based on type of loan, financing, and borrower.

During FY05, the Authority issued \$42,265,000 in bonds on behalf of two hospitals, one community mental health care facilities, one residential care facility and one continuing care retirement community.

### PUBLICATIONS:

Annual Report - Audit

**FINANCES, FISCAL YEAR 2005:** 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 04333-0065

FAX: (207) 287-2335

Established: 1971

Telephone: (207) 287-2132

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 089 ; Citation: T0027

M.R.S.A., Sect. 000000502

Average Count--All Positions: 18.731

Legislative Count: 12.00

### PURPOSE:

The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966 to identify and protect significant architectural and archaeological resources. The Commission is charged with development of a comprehensive plan, conducting surveys statewide, and nominating all significant buildings, sites and districts to the National Register of Historic Places. In addition, the Commission reviews all federally-funded and federally-licensed projects for their effect upon historic resources.

### ORGANIZATION:

The Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department. In 1990 the 114th Legislature established the Commission as an independent agency.

## INDEPENDENT AGENCIES - OTHER

The Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and, thereafter until his/her successor is appointed; but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

### PROGRAM:

During FY 2005, the Commission expanded the National Register of Historic Places by 17 individual sites and one district. 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).

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE HISTORIC PRESERVATION COMMISSION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	542,578	170,997	178,098		193,483	
HEALTH BENEFITS	189,275	49,986	61,179		78,110	
RETIREMENTS	82,383	28,064	23,481		30,838	
OTHER FRINGE BENEFITS	6,989	627	3,137		3,225	
COMPUTER SERVICES	8,439	3,192	926		4,321	
CONTRACTUAL SERVICES	129,654	33,120	36,559		59,975	
RENTS	986	554			432	
COMMODITIES	96,017	24,349	15,104		56,564	
GRANTS, SUBSIDIES, PENSIONS	64,977	8,000			56,977	
TRANSFER TO OTHER FUNDS	71,800		30,676		41,124	
<b>TOTAL EXPENDITURES</b>	<b>1,193,098</b>	<b>318,889</b>	<b>349,160</b>		<b>525,049</b>	

## MAINE HUMAN RIGHTS COMMISSION

### PATRICIA RYAN, EXEC DIR

*Central Office:* CLEVELAND BLDG., 9 COOS LANE, HALLOWELL, ME

*Mail Address:* 51 STATE HOUSE STATION, AUGUSTA, ME 04333-0051

*Established:* 1971

*Reference:* Policy Area: 06 ; Umbrella: 94 Unit: 348 ; Citation: T0005 M.R.S.A., Sect. 000004561

*Average Count--All Positions:* 11.000

*FAX:* (207) 624-6063

*Telephone:* (207) 624-6050

*Legislative Count:* 11.00

#### 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 2005, 628 new complaints were filed with the Maine Human Rights Commission. In addition, 688 complaints were carried over from the previous fiscal year. The Commission closed 772 cases, leaving a total of 544 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

## INDEPENDENT AGENCIES - OTHER

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

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	481,273	306,198			175,075	
HEALTH BENEFITS	155,653	89,461			66,192	
RETIREMENTS	70,300	43,665			26,635	
OTHER FRINGE BENEFITS	3,618	1,913			1,705	
COMPUTER SERVICES	1,746	228			1,518	
CONTRACTUAL SERVICES	49,802	33,344	94		16,364	
RENTS	2,204	2,204				
COMMODITIES	11,381	8,042			3,339	
TRANSFER TO OTHER FUNDS	37,976		12		37,964	
<b>TOTAL EXPENDITURES</b>	<b>813,953</b>	<b>485,055</b>	<b>106</b>		<b>328,792</b>	

## MAINE INDIAN TRIBAL-STATE COMMISSION

### JOHN DIEFFENBACHER-KRALL, EXECUTIVE DIRECTOR

Central Office: , HUDSON, ME 04449-0186

Mail Address: PO BOX 186, HUDSON, ME 04449-0186

Established: 1980

Reference: Policy Area: 00 ; Umbrella: 94 Unit: 409 ; Citation: T0030 M.R.S.A., Sect. 000006212

FAX: ( ) -

Telephone: (207) 394-2045

### 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 aquisition 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.

## INDEPENDENT AGENCIES - OTHER

The Commission is staffed by a private consultant, who serves as part-time Executive Director.

### PROGRAM:

The Commission's over-riding priorities are to deepen the understanding by Tribal and State leaders of the key concepts and issues underlying both the settlement and on-going Tribal-State relations; to promote a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and to increase the public's understanding and appreciation of the Wababaki People.

To address these over-riding priorities, the Commission sponsors meetings and workshops, presents testimony and proposes legislation, helps to increase access by the Tribes to state and federal resources, and is involved in educational activities.

### PUBLICATIONS:

"Maine Indian Claims Settlement: Concepts, Context, and Perspectives"

"Wabanaki: A New Dawn" (video)

"Fish and Wildlife Provisions Under the 1980 Maine Indian Claims Settlement"

"At Loggerheads: State of Maine and the Wabanaki"

"Proposal to Drop 'Squaw' from Place Names in Maine: Summary of Issues and Views"

" 'Year In Review' Reports"

**FINANCES, FISCAL YEAR 2005:** The 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	36,080	36,080				
<b>TOTAL EXPENDITURES</b>	36,080	36,080				

## MAINE STATE LIBRARY

**J. GARY NICHOLS, STATE LIBRARIAN**  
**LINDA LORD, DEPUTY, STATE LIBRARIAN**

*Central Office:* CULTURAL BLDG, AUGUSTA, ME 04333-0064

*Mail Address:* STATEHOUSE STA# 64, AUGUSTA, ME 04333-0064

*Established:* 1937

*Reference:* Policy Area:03 ; Umbrella: 94 Unit: 075 ; Citation: T0027

*Average Count--All Positions:* 58.500

*TTY:* (877) 887-3878

*FAX:* (207) 287-5615

*Telephone:* (207) 287-5600

*M.R.S.A., Sect.* 000000001

*Legislative Count:* 58.50

### PURPOSE:

The purpose of the Maine State Library is to provide, broaden and improve access to information to all Maine residents.

### ORGANIZATION:

The Maine State Library includes Administration, Reader and Information Services, Library Development Services, Special Acquisitions, and Outreach Services.

### PROGRAM:

The Program of the Maine State Library is supported by several components.

ADMINISTRATION provides leadership for development of library services in



## INDEPENDENT AGENCIES - OTHER

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 including consultant services; Outreach Services including talking books, books by mail, and large print books; Learning and Technology Services including video services, information systems support, distance learning, school library media services, federal e-rate coordination and training, grant programs, and statewide licensing of electronic databases.

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, including responding to requests for information via e-mail, phone, mail or in person, Circulation, Collection Services, Interlibrary Loan and free public computer classes.

### 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 2005:** The 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	1,903,201	1,486,916			416,285	
HEALTH BENEFITS	656,119	508,181			147,938	
RETIREMENTS	269,423	209,063			60,360	
OTHER FRINGE BENEFITS	21,254	15,481			5,773	
COMPUTER SERVICES	374,579	142,592	106,281		86,256	39,450
CONTRACTUAL SERVICES	929,243	416,120	56,419		193,898	262,806
RENTS	3,122	2,531			591	
COMMODITIES	328,463	237,744	31,405		58,325	989
GRANTS, SUBSIDIES, PENSIONS	994,837	387,314	66,515		110,535	430,473
EQUIPMENT	448		448			
TRANSFER TO OTHER FUNDS	2,040		2,018		22	
<b>TOTAL EXPENDITURES</b>	<b>5,482,729</b>	<b>3,405,942</b>	<b>263,086</b>		<b>1,079,983</b>	<b>733,718</b>

## MAINE LIBRARY COMMISSION

**J GARY NICHOLS, ST LIBRARIAN**  
**ELIZABETH MORAN, CHAIRMAN**

Central Office: CULTURAL BLDG, AUGUSTA, ME

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME 04333

Established: 1973

Telephone: (207) 287-5600

Reference: Policy Area:03 ; Umbrella: 94 Unit: 082 ; Citation: T0027 M.R.S.A., Sect. 000000111

### PURPOSE:

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.

## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

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 Maine Library commission held 5 meetings during FY 2005. 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 expansion of the Maine Info Net network, the sharing of resources among Maine libraries, including the expansion of a statewide interlibrary loan van delivery service, statewide licensing of electronic databases, 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:

See Maine State Library.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LOBSTER PROMOTION COUNCIL

### KRISTEN MILLAR, EXECUTIVE DIRECTOR

*Central Office:* 382 HARLOW STREET, BANGOR, ME 04401

*Mail Address:* 382 HARLOW STREET, BANGOR, ME 04401

*Established:* 1991

*FAX:* (207) 947-3191

*Telephone:* (207) 947-2966

*Reference: Policy Area:01 ; Umbrella: 94 Unit: 097 ; Citation: T0012 M.R.S.A., Sect. 000006455*

### PURPOSE:

The Maine Lobster Promotion Council markets and promotes the sale of Maine lobster in local, regional, national and world markets year-round.

### ORGANIZATION:

The Maine State Legislature established the Maine Lobster Promotion Council in 1991 at the request of the Maine lobster industry. The Council is a public instrumentality of the state, funded primarily through assessments paid by lobster license holders.

### PROGRAM:

Maine Lobster Promotion Council

The Maine Lobster Promotion Council markets the Maine Lobster brand, with its premium positioning statement, "The world's finest lobster comes from Maine," to consumer and trade audiences around the globe. The objective of the Council is to increase the annual harvest value for all sectors of the industry.

#### Retail

MLPC Domestic Retail Program works with leading grocery chains to increase awareness and use of Maine Lobster products. In-store efforts disseminate promotions and messages to millions of consumers via point-of-sale material and sampling programs. The retail program also implements cooperative promotions with other national brands, such as Sam Adams.

#### Foodservice

MLPC Domestic Foodservice Program works with commercial restaurant operators (casual theme, fine dining, recreation segments) to build awareness and use of

## INDEPENDENT AGENCIES - OTHER

Maine Lobster products, and ultimately connects foodservice buyers with Maine lobster dealers. Programming efforts seek to increase the incidence of Maine Lobster menued nationally.

### International

MLPC International Program works with overseas retail and foodservice partners to deliver compelling messages to international buyer audiences.

### Public Relations

MLPC Public Relations Program is structured to build positive awareness of Maine Lobster products and the Maine lobster industry. The program also addresses stories that may negatively affect sales of Maine lobster. Tactical components include trade and consumer media relations and events. Included in the Public Relations program are all elements of Maine Lobster Tourism, MLPC's in-state summer campaign.

### Research

MLPC Research Program focuses on trade and consumer education, collecting and disseminating data and information about Maine Lobster, and more specifically, data related to the business of marketing Maine Lobster. The program monitors market trends in the aggregate for all lobster industries. MLPC Research assists in identifying and quantifying consumer demand for new Maine Lobster products.

### PUBLICATIONS:

Consumer Positioning Brochure

Lobster Cutout Brochure

Holiday Recipe Brochure

Lobster Passport

Set of 6 Lobster Recipe Cards

Press Kit (For Media Distribution Only)

List of Direct Shippers

Maine Lobster Recipes Cookbooklet

Lent Poster

Lobster for all Seasons Poster

Annual Report, available for on location review at MLPC office

Activity booklet for children

**FINANCES, FISCAL YEAR 2005:** The 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	TOTAL FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	399,938		399,938			
TOTAL EXPENDITURES	399,938		399,938			

## MAINE ADVISORY COMMITTEE ON MENTAL RETARDATION

### JANE GALLIVAN,

*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: 05 ; 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.

## INDEPENDENT AGENCIES - OTHER

### 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MOTOR CARRIER REVIEW BOARD

### MARK HUTCHINS, CHAIRMAN

TTY: (207) 624-9105

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:08 ; Umbrella: 94 Unit: 591 ; Citation: 29A M.R.S.A., Sect. 000000562

### 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. In FY03 the rules were substantially rewritten to provide formal structure in line with the administrative hearing process.

### 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.

### PUBLICATIONS:

<http://www.maine.gov/sos/bmv/commercial>

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE MOTOR VEHICLE FRANCHISE BOARD**

**JOHN MCCURRY, CHAIRMAN**

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) 624-9339

*Established:*

*Telephone:* (207) 624-9112

*Reference:* Policy Area:00 ; Umbrella: 94 Unit: 632 ; Citation: T0010 M.R.S.A., Sect. 000001187

**PURPOSE:**

The Motor Vehicle Franchise Board was established to hear and decide complaints between motor vehicle manufacturers and dealers arising under the Motor Vehicle Franchise Law.

**ORGANIZATION:**

The Motor Vehicle Franchise Board was authorized in FY03 to consist of seven members; six members are appointed by the Governor. The chairperson is appointed by the Secretary of State.

**PROGRAM:**

The Motor Vehicle Franchise Board hears disputes between Motor Vehicle and Manufacturers and Dealers.

**LICENSES:**

Publications: Rules of the Motor Vehicle Franchise Board.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE MUNICIPAL BOND BANK**

**ROBERT O. LENNA, EXEC DIR**

WATS: (800) 821-1113

*Central Office:* PO BOX 2268, AUGUSTA, ME

*Mail Address:* PO BOX 2268, AUGUSTA, ME 04338

*Established:* 1972

*FAX:* (207) 623-5359

*Telephone:* (207) 622-9386

*Reference:* Policy Area:00 ; Umbrella: 94 Unit: 376 ; Citation: T0030A.M.R.S.A., Sect. 000005951

**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 Financial Institutions, 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.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

In October, 2004, the Bond Bank issued \$46,850,000 that assisted 27 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 2005 another bond sale was issued in the amount of \$22,050,000 that assisted 14 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 sold two refunding issues during the fiscal year, \$58,675,000 2004 Series C and \$91,250,000 Series A, providing \$6,319,717 in savings credits to the underlying borrowers.

In 2003, the Maine Legislature authorized the Maine Municipal Bond Bank to issue Grant Anticipated Bonds for funding costs associated with the construction of a new Waldo-Hancock bridge. The issue was sold in December of 2004 in the amount of \$48,395,000.

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 2005, the School Revolving Renovation program provided 61 loans totaling \$27,317,359 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 \$3,316,601 in lease purchase transactions.

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 2005, the Clean Water State Revolving Loan Fund program provided 18 loans totaling \$25,271,414 to finance wastewater construction projects. The Drinking Water State Revolving Loan Fund program provided 17 loans totaling \$14,955,786 to public water systems.

### PUBLICATIONS:

Annual Report

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE MUNICIPAL BOND BANK	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	92,463	92,463				
TOTAL EXPENDITURES	92,463	92,463				

## MAINE STATE MUSEUM

**JOSEPH R. PHILLIPS, MUSEUM DIRECTOR**  
**MARGARET A. KELLEY, CHAIRMAN**

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: 03 ; Umbrella: 94 Unit: 073 ; Citation: T0027

Average Count--All Positions: 23.231

FAX: (207) 287-6633

Telephone: (207) 287-2301

M.R.S.A., Sect. 00000085A

Legislative Count: 23.00

## INDEPENDENT AGENCIES - OTHER

### **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 science and human 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 exhibit established in 1837. The Maine State Museum became an independent, professionally staffed agency with the creation of the Maine State Museum Commission in 1966 (See Maine State Museum Commission).

In 1990, the Maine State Cultural Affairs Council was established to coordinate the collaborative projects of the Maine State Museum and six other cultural agencies with state-wide responsibilities. In 2004 the American Association of Museums re-accredited the museum for ten years.

### **PROGRAM:**

#### **EDUCATION:**

In FY2005, the Museum continued charging admission fees and closing the exhibit galleries on Sundays and Mondays. In spite of this more than 55,700 people visited the museum in this year. School and group visitation was 25,440 and groups numbered 985 from 225 Maine communities. Over 1,100 Maine Learning Results oriented education programs and tours were presented. Special programming was presented for Maine Heritage Day, Bug Maine-ia, Coastweek, Earth Science Week, and Archaeology Month, as well as daily public programs offered during school vacation weeks and the summer months. Exhibit-related special events and programs were held in conjunction with the "Child in All of Us", "Rugs All Marked Out" and "Casting About" exhibits. In addition, a new evening lecture series with special open gallery times was initiated with ten programs presented to 394 visitors.

#### **COLLECTIONS:**

The Museum acquired 119 groups of historic artifacts and scientific specimens consisting of 14,343 objects. Artifacts from 67 archaeological sites were accessioned. Examples include: a walrus tusk and mammoth tooth once part of the long defunct Portland Society of Natural History collection, exquisite Mt. Mica green tourmaline and quartz log with tourmaline specimens, a quilt once owned by Percival Baxter, a hand-crank pay telephone booth from Bryant Pond, and a fragment of the 16th Maine Regimental flag from the battle of Gettysburg.

#### **EXHIBITS:**

The "What's New" exhibit was changed five times to display recent acquisitions at the Museum entrance. Temporary exhibits "The Child in All of Us" (toys) and "Casting About" (fly fishing) were mounted in the Museum and "The Apple and Pine Tassel" (Maine-Aomori, Japan sister state relationship) was presented in the State House. Larger exhibits were opened on two domestic art forms, "Rugs All Marked Out" (rug hooking patterns) and "Profiles of His Time: Silhouette Portraits by Galen Jerome Brewer." Fundraising began for major exhibits "At Home in Maine" and "Uncommon Threads".

## INDEPENDENT AGENCIES - OTHER

### OUTREACH:

"HOME: The Story of Maine", jointly produced by the Museum and the Maine Public Broadcasting Network, aired the last two new television episodes of this important series. The episode "Frontier Wars" was awarded an Emmy for Outstanding Achievement in Cultural Affairs Programming. The Cultural Resources Information Center provided technical assistance to collecting institutions state wide. One-day displays were provided for the Maine Antique Dealers Association, Pine Tree Quilters Guild, and the New England Antiquities Research Association. The Museum website had 320,870 hits.

### 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 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: 500 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 MARKETED MAINE by Julia A. Hunter and Earle G. Shettlesworth, Jr. Published 2000 by Tilbury House and 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 Friends of the Maine State Museum.



## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE STATE MUSEUM	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	905,580	896,449	9,131			
HEALTH BENEFITS	265,363	261,363	4,000			
RETIREMENTS	132,177	130,874	1,303			
OTHER FRINGE BENEFITS	9,761	9,727	34			
COMPUTER SERVICES	21,419	21,419				
CONTRACTUAL SERVICES	124,749	123,452	1,297			
RENTS	36,248	36,188	60			
COMMODITIES	65,819	62,181	3,638			
GRANTS, SUBSIDIES, PENSIONS	229,556	8,627	76,835			144,094
BUILDING IMPROVEMENTS	31,498					31,498
TRANSFER TO OTHER FUNDS	59,131		59,131			
<b>TOTAL EXPENDITURES</b>	1,881,301	1,550,280	155,429			175,592

## MAINE STATE MUSEUM COMMISSION

**JOSEPH R. PHILLIPS, MUSEUM DIRECTOR**  
**MARGARET A. KELLEY, CHAIRMAN**

TTY: (207) 287-6740

Central Office: CULTUAL 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: 03 ; Umbrella: 94 Unit: 085 ; Citation: T0027 M.R.S.A., Sect. 000000082

### PURPOSE:

The Commission, established in 1966, 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 shipwrecks.

### ORGANIZATION:

The Commission, consists of 15 members, appointed by successive Governors to terms of 4 years. The Commission met every other month in FY2005. Commission committees met throughout the year.

### PROGRAM:

See Maine State Museum.

### LICENSES:

See Maine State Museum.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY**

**PATRICIA DOUGLAS, ACTING EXECUTIVE DIRECTOR**

*Central Office:* 75 W COMMERCIAL ST., SUITE 204, PORTLAND, ME 04101

*Mail Address:* 75 W COMMERCIAL ST., SUITE 204, PORTLAND, ME 04101 *FAX:* (207) 780-1001

*Established:* 1995

*Telephone:* (207) 780-1000

*Reference:* Policy Area:08 ; Umbrella: 94 Unit: 584 ; Citation: T0023 M.R.S.A., Sect. 000008111

**PURPOSE:**

The Northern New England Passenger Rail Authority, (NNEPRA) was created to take all actions that are reasonably necessary to initiate and/or establish regular scheduled passenger rail service between points within and outside the State with emphasis on restoration of passenger rail service between Portland, Maine and Boston, Massachusetts.

**ORGANIZATION:**

NNEPRA consists of a board of 7 directors. The 7 directors are the Commissioner of Transportation, who is a director ex officio, the Commissioner of Economic and Community Development, who also is a director ex officio, and 5 directors who are members of the public, appointed by the Governor and confirmed by the Legislature. Members serve for 5 year staggered terms. 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.

**PUBLICATIONS:**

Schedules and supporting materials

**FINANCES, FISCAL YEAR 2005:** 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:* TYSON CENTER, 2ND FLOOR, AUGUSTA, ME 04333

*Mail Address:* 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049

*FAX:* (207) 287-4032

*Established:* 1986

*Telephone:* (207) 287-4031

*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.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

Information relating to Fiscal Year 2005  
Petitions Received: 12  
Written Decisions Issued: 4  
Cases Stayed: 1

One fiscal year 2004 case remains 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

**FINANCES, FISCAL YEAR 2005:** The 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	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,801	20,801				
HEALTH BENEFITS	4,098	4,098				
RETIREMENTS	1,641	1,641				
OTHER FRINGE BENEFITS	187	187				
COMPUTER SERVICES	2,105	2,105				
CONTRACTUAL SERVICES	68,094	68,094				
RENTS	945	945				
COMMODITIES	600	600				
<b>TOTAL EXPENDITURES</b>	<b>98,471</b>	<b>98,471</b>				

## MAINE PUBLIC UTILITY FINANCING BANK

### ROBERT O. LENNA, EXECUTIVE DIRECTOR

WATS: (800) 821-1113

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: 07 ; 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

## INDEPENDENT AGENCIES - OTHER

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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **(BRD OF TRUSTEES OF THE) ME STATE RETIREMENT SYSTEM**

### **GAIL DRAKE WRIGHT, EXECUTIVE DIRECTOR**

WATS: (800) 451-9800

TTY: (207) 512-3102

Central Office: 96 SEWALL STREET, 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) employees of the various political subdivisions that choose to participate in the MSRS as Participating Local Districts (PLDs). The retirement plans of the PLDs include the PLD Consolidated Plan, which was fully implemented as of July 1, 1996, and covers 238 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, and beginning in the 2006 fiscal year, payment of retirement benefits to judges who retired prior to establishment of the Maine Judicial Retirement System in 1984.

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 the 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 Education Association - Retired; and one is to be an MSRS retiree, chosen from nominees of State and /or PLD retirees.

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 analysis. The Board's management of MSRS investments is governed by its detailed

## INDEPENDENT AGENCIES - OTHER

investment policy, which states the Board's underlying investment philosophy and goals and establishes guidelines 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 an investment consultant 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 Service Programs, Administration, and Investments.

### **PROGRAM:**

Covered members of the MSRS include 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, 2005, there are approximately 57,692 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, 2005, there are approximately 87,623 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, 2005, a total of 32,144 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2005, was \$ 39,680,106. 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 FY2005.

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 Comprehensive Annual Financial Report" - free  
"Maine State RETIREMENT NEWS for Members, Retirees and Employers" - free  
"Maine State Retirement System EMPLOYER UPDATE" - 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  
"Group Life Insurance Program Certificate of Coverage" - free

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2005:** The 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	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	195,448	195,448				
<b>TOTAL EXPENDITURES</b>	195,448	195,448				

## SACO RIVER CORRIDOR COMMISSION

### DENNIS FINN, EXECUTIVE DIRECTOR

*Central Office:* 20 MAIN ST, CORNISH, ME 04020

*Mail Address:* P.O. BOX 283, CORNISH, ME 04020

*Established:* 1973

*FAX:* (207) 625-7050

*Telephone:* (207) 625-8123

*Reference:* Policy Area: 04 ; Umbrella: 94 Unit: 412 ; Citation: T0038 M.R.S.A., Sect. 000000954

#### PURPOSE:

The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. The Act states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of floods and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of the land and water within this area."

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

## INDEPENDENT AGENCIES - OTHER

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 12 regular meetings. Members considered a total of 77 applications for permits or variances for development activities within the Corridor and also considered 56 amendments to permits previously granted. Commission staff traveled 13,000 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

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	100,313	53,537	46,776			
TOTAL EXPENDITURES	100,313	53,537	46,776			

## MAINE TECHNOLOGY INSTITUTE

### ELISABETH BIEMANN, DIRECTOR

Central Office: 2E MECHANIC STREET, GARDINER, ME 04345

Mail Address: 2E MECHANIC STREET, GARDINER, ME 04345

Established: 1999

Reference: Policy Area: 01 ; Umbrella: 94 Unit: 611 ; Citation: T0005 M.R.S.A., Sect. 000015302

FAX: (207) 582-4772

Telephone: (207) 582-4790

## INDEPENDENT AGENCIES - OTHER

### 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 twelve voting members and three 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. One ex officio non-voting member is 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 two technology specialists, a project administrator, a communications specialist, an external programs manager and two administrative personnel 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 at least a 1:1 cash match except for Cluster Enhancement Awards that require a 2:1 match after \$50,000. Awards are made 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. In FY2005, MTI received fifty-two applications and funded nineteen awards for \$4,200,000 (matched by \$4,800,000). At the end of FY2005, twelve applications were still under review for possible funding.

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. In FY2005, MTI received 311 Seed Grant applications, and approved 123 projects, awarding \$1,131,000 (matched by \$1,776,000).

Cluster Enhancement Awards are competitive grants of up to \$200,000 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. In FY2005, MTI approved funding for \$863,000 in cluster grants (matched by \$1,900,00).

Phase Zero Awards are competitive grants of up to \$5,000 to provide assistance for application of an SBIR Award. These awards are considered on an ongoing basis. In FY2005, MTI approved funding for \$55,000 in Phase Zero Awards (matched by \$66,000).

The Accelerated Commercialization Fund provides equity capital to companies that have received Development Awards to help them leverage venture and individual capital. In FY2005, MTI approved funding for \$100,000 from this fund (matched



## INDEPENDENT AGENCIES - OTHER

by \$100,000).

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGEMENT AUTHORITY

### PAUL DEST, DIRECTOR

*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: 04 ; 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 Director serves as chief executive to the Authority. He supervises staff with program responsibility in the areas of research, education, and natural resource stewardship.

Core 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 most of the match funds for federal grants.

#### 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 7 a.m. to sunset. 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. The Reserve also has the Alheim Commons, a campus consisting of three buildings that provides housing to visiting coastal scientists, educators, and resource managers.

## INDEPENDENT AGENCIES - OTHER

**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 decision makers 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: Soft shell 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.

### NATURAL RESOURCE STEWARDSHIP

The Reserve conserves and manages 500 acres of wildlife habitats and maintains trails for the public, and cooperates on management activities with Rachel Carson National Wildlife Refuge, which has over 1,100 acres within the Reserve boundary. Furthermore, the Reserve works with community groups and organizations on in southern Maine towns on coastal habitat restoration, watershed management, and land conservation.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**DIRIGO HEALTH**

**KARYNLEE HARRINGTON, EXECUTIVE DIRECTOR**  
**DR. ROBERT MCAFFEE, CHAIRMAN**

TTY: (207) 287-4344

Central Office: 211 WATER STREET, AUGUSTA, ME 04330

Mail Address: 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053

FAX: (207) 287-9922

Established:

Telephone: (207) 287-9900

Reference: Policy Area:05 ; Umbrella: 95 Unit: 629 ; Citation: T0024A.M.R.S.A., Sect. 000006901

Average Count--All Positions: 1.000

Legislative Count: 1.00

**PURPOSE:**

Dirigo Health is established as an independent executive agency to arrange for the provision of comprehensive, affordable health care coverage to eligible small employers, including the self-employed, their employees and dependents, and individuals on a voluntary basis. Dirigo Health is also responsible for monitoring and improving the quality of health care in Maine.

**ORGANIZATION:**

The Dirigo Health Agency was created in Public Laws 2003, Chapter 469. Dirigo Health operates under the supervision of a Board of Directors consisting of five voting members and three ex officio, nonvoting members.

Duties of Dirigo Health Agency, as defined in PL 2003, Chapter 469, include: establishing administrative and accounting procedures for the operation of Dirigo Health in accordance with Title 5; collect the savings offset payments; determine the comprehensive services and benefits to be included in Dirigo Health Insurance and develop the specifications for Dirigo Health Insurance; develop and implement a program to publicize the existence of Dirigo Health and Dirigo Health Insurance and the eligibility requirements and the enrollment procedures for Dirigo Health Insurance and to maintain public awareness of Dirigo Health and Dirigo Health Insurance; arrange the provision of Dirigo Health Insurance benefit coverage to eligible individuals and eligible employees through contacts with one or more qualified bidders; develop a high-risk pool for plan enrollees in Dirigo Health Insurance; and establish and operate the Maine Quality Forum.

**PROGRAM:**

In FY 2005, the Dirigo Health Agency Board of Directors met 24 times to review the activities of the Agency and to make strategic decisions regarding the program. On 8/26/04, DHA signed a two year contract with Anthem Blue Cross and Blue Shield of Maine effective 01/05 through 12/06. In 08/04, the DHA launched an awareness campaign through television, print and radio; DHA also has its own website. The DHA with the Governor's Office of Health Policy and Finance and consultants drafted a proposed methodology for measuring changes in aggregate health care spending in the state. A presentation on the SOP was made on 4/15/05, and the first payment is anticipated in 01/06. The Dirigo Health Plan, DirigoChoice, is a public-private collaboration between the State and, in the first two years of the plan, Anthem Blue Cross and Blue Shield. DirigoChoice builds on the current private employer-based system and integrates MaineCare with employer plans by providing a parallel risk-based program. By marrying the MaineCare program with the employer-based system the program will be positioned to expand employer coverage for all including the lowest wage workers. DirigoChoice is built on the prevailing market PPO offerings with three unique innovations: 1) wellness and prevention coverage is at 100%; 2) a HealthyME rewards program encourages enrollees to take individual responsibility for their health; and 3) the Financial Discount Program that provides discounts, lower deductibles, and reduced out of pocket maximums to enrollees with household incomes under 300% of federal poverty level with the deepest discount at 100%. At FY05 end, there are over 7,300 DirigoChoice members. The Maine Quality Forum was tasked by the legislature to improve patient safety and healthcare quality through the use of public reporting of quality measures. The MQF Advisory Council convened 11 times to provide guidance and multiple perspectives on the work of the MQF. The joint efforts to achieve safe, timely, effective, efficient, patient centered and equitable care included: the voluntary Safety Star Program designed to recognize hospitals that meet or exceed MQF-AC set

## INDEPENDENT AGENCIES - OTHER

thresholds for 30 national consensus standard safe practices. The program is verified and will launch in SFY 06. MQF/MHDO gained legislative approval for collection of health care data sets to measure best practices in the care of heart attack, heart failure, and pneumonia as of 7/1/05. MQF starts collecting data about the use of nursing resources, skin breakdown, use of patient restraints and nursing turnover as of 10/01/05. MQF has helped shepherd the Maine Health Information Network Technology project into phase two. This effort allows health care providers to exchange with patient permission, specific patient care information. With its partners, Maine Health Access Foundation, Bureau of Health and Maine Health Information Center, MQF has helped to bring Maine to the forefront of the national health information interconnectivity effort. Lastly, the MQF Advisory Council was asked by the legislature to study and report on acute care nursing and the use of nurse: patient ratios. The MQF-AC reported that the use of ratios had not been demonstrated to improve quality. The report suggested using indicators sensitive to nursing care for measuring nursing care in Maine. Those measures were in part incorporated in the MQF/MHDO quality data sets.

### PUBLICATIONS:

Annual Report to the State Legislature

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

DIRIGO HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	747,674		747,674			
HEALTH BENEFITS	168,049		168,049			
RETIREMENTS	96,035		96,035			
OTHER FRINGE BENEFITS	12,543		12,543			
COMPUTER SERVICES	54,766		54,766			
CONTRACTUAL SERVICES	880,902		880,902			
RENTS	111,039		111,039			
COMMODITIES	128,726		128,726			
GRANTS, SUBSIDIES, PENSIONS	13,832,585		13,832,585			
TRANSFER TO OTHER FUNDS	21,491		21,491			
<b>TOTAL EXPENDITURES</b>	<b>16,053,810</b>		<b>16,053,810</b>			

## DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION

**DR. BRIAN BEAL, DIRECTOR OF RESEARCH**  
**MARY ANNE CLANCY, PROGRAM DIRECTOR**

Central Office: WILDFLOWER LANE GREAT WASS ISL, BEALS, ME 04611

Mail Address: P.O. BOX 83, BEALS, ME 04611

FAX: (207) 255-1390

Established:

Telephone: (207) 255-9001

Reference: Policy Area:04 ; Umbrella: 95 Unit: 624 ; Citation: S2003 M.R.S.A., Sect. CHAP 29

### PURPOSE:

The Institute-- formerly known as the Beals Island Regional Shellfish Hatchery -- is a private non-profit organization whose purpose is to improve the quality of life for the people of downeast and coastal Maine through applied marine research, technology transfer, and public marine resource education.

### ORGANIZATION:

The Institute is governed by a 16-member volunteer board of directors and staffed by a director of research, a program director, and a facilities and production manager. Work-study students from the University of Maine at Machias

## INDEPENDENT AGENCIES - OTHER

assist at the Institute's research facility during the summer months.

### PROGRAM:

For the last 17 years, the Institute has been conducting successful research on soft-shell clams, scallops, and lobsters and passing on the results of that research to local shellfish committees and municipal officials. Current projects include: the production of seed clams to increase harvests on coastal flats and a field nursery experiment for juvenile lobsters - improving survival odds for the tiny crustaceans by growing individual lobsters in compartmentalized ocean cages before releasing them to the wild. In addition to on-going research, Institute staff and board members are working to raise funds to purchase and renovate an eight and a half acre parcel and associated buildings at Black Duck Cove on Great Wass Island.

The deep-water site -- which the Institute is currently leasing - will greatly expand research opportunities, provide space for a business incubator for local fishermen, and allow the Institute to construct the wet and dry laboratories and classroom space that will permit the Institute to serve as a marine field station for the University of Maine at Machias as well as Maine's easternmost marine laboratory.

The Institute currently shares a \$600,000 National Science Foundation grant with UMM. The grant has allowed the Institute to hire a program director and facilities manager. UMM is using the funds to add two new faculty research positions, another marine biologist and a natural resource economist. who will work with local fishermen to develop pilot commercial ventures.

The \$15,000 allocation by the 121st legislature for 2004 and 2005 has provided the matching funds and the demonstration of state support the Institute has used to attract more than \$570,000 in state and federal grants over the last two years. The grants - which cover a three-year period -- and the local and state contributions fund an annual operating budget of just under \$170,000, more than \$120,000 in laboratory equipment, and just over \$110,000 in construction/design to conduct specialized research.

### PUBLICATIONS:

Visit the Institute's web site at [www.downeastinstitute.org](http://www.downeastinstitute.org)

**FINANCES, FISCAL YEAR 2005:** The 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 INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	15,000	15,000				
TOTAL EXPENDITURES	15,000	15,000				

## MAINE COMMITTEE FOR GLOBAL AND GEOGRAPHIC EDUCATION

Central Office: , , ME

Mail Address: , , ME

Established: 1995

Reference: Policy Area:02 ; Umbrella: 95 Unit: 579 ; Citation: T0020A M.R.S.A., Sect. 000009801

### PURPOSE:

Not included in Annual Report.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain

INDEPENDENT AGENCIES - OTHER  
comprehensive fiscal data relative to this unit.

## 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

FAX: (207) 773-2416

Telephone: (207) 773-5051

Reference: Policy Area: 03 ; Umbrella: 95 Unit: 621 ; Citation: P2001 M.R.S.A., Sect. 00439DDDD4

#### PURPOSE:

Maine Humanities Council is an independent state-wide educational 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 organization.

At present its only appropriation 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 by the Council for administration, personnel or overhead.

#### ORGANIZATION:

Maine Humanities Council was founded in 1976 as a private nonprofit affiliate of the National Endowment for the Humanities (NEH) and is overseen by a board of trustees drawn from around the state. The budget is \$1.6 million (FY '05), 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. This designation was awarded to the Council by the Library of Congress, and 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. Most of the Council's programs serve rural areas or underserved populations.

##### Children, Youth and Families:

Born to Read promotes the 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 to be accompanied by activity guides and trainings on the themes of diversity, conflict resolution, and nature.

##### 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 (with the World Affairs Council of Maine); Modern Poets, Ancient Texts; and Islam: Religion, Culture & Politics.

Teaching American History is a three-year initiative ending in 2006 for social studies teachers in Gardiner and the surrounding districts. Funded by a grant from The United States Department of Education, the program works with significant Maine archival collections to introduce teachers to primary source research techniques and significant figures in Maine and US history.

##### General Audience:

Humanities Grants: New Century Program Humanities grants (100% of our state

## INDEPENDENT AGENCIES - OTHER

appropriation, with awards ranging from \$500 to \$5,000) support community organizations in developing and presenting local public humanities programs. These include programs like public lecture series, museum exhibits, scholar visits to public schools, and other activities that help Mainers connect with their history and culture. Since 1976, the Maine Humanities Council has awarded more than \$4.6 million in grants for public projects in communities in all parts of Maine. Since 1999, these grants have been funded by the state legislature through the New Century Community Program.

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 in conjunction with the Maine State Library and the support of the Maine Community Foundation.

Winter Weekends explore great works of literature from a number of perspectives over the course of a weekend. Selections have included Mary Shelley's *Frankenstein*, Seamus Heaney's translation of *Beowulf*, *Moby Dick*, Tolstoy's *Anna Karenina*, and, in 2005, Cervantes' *Don Quixote*. We also offer occasional programs on music and other topics.

### Specialized Adult Audiences:

New Books, New Readers is a free, facilitated book discussion program for adults who are learning to read or who are infrequent readers. Participants are given copies of the books, the first many of them have 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 by Raymond Carver, Annie Proulx, and Ernest Hemingway) and reflect on the lives and choices of the characters. Stories for Life is offered in cooperation with the Department of Corrections.

### LICENSES:

The Maine Humanities Council publishes a free newsletter, 'Maine Humanities' three times per year. Circulation 9,000

### PUBLICATIONS:

The Maine Humanities Council publishes a free newsletter, Maine Humanities three times per year. Circulation 9,000

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	70,971	70,971				
TOTAL EXPENDITURES	70,971	70,971				

## CENTERS FOR INNOVATION

**CHRISTOPHER V. DAVIS, EXEC. DIR, AQUACULTURE**  
**CHERYL TIMBERLAKE, CTR INNOV BIOTECHNOLOGY**

Central Office: 5717 CORBETT HALL, ROOM 438, ORONO, ME 04469-5717

Mail Address: 5717 CORBETT HALL, ROOM 438, ORONO, ME 04469-5717 FAX: (207) 581-1479

Established: 1999

Telephone: (207) 581-2263

Reference: Policy Area:01 ; Umbrella: 95 Unit: 606 ; Citation: P1999 M.R.S.A., Sect. CHAP 420

## INDEPENDENT AGENCIES - OTHER

### PURPOSE:

The purpose of the Centers for Innovation is to generate sustainable employment and increase commercial productivity in Maine's biotechnology and aquaculture industrial sectors.

### ORGANIZATION:

The State of Maine supports two innovation centers, one in biotechnology and one in aquaculture.

### PROGRAM:

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. Contact the Aquaculture Center as listed above.

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, 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. Contact the Biotechnology Center at 45 Memorial Circle, Suite #301; PO Box 615, Augusta, ME 04332-0615. Phone number: (207) 623-3790. Fax: (207) 621-0175. Or visit [www.mainebiotech.com](http://www.mainebiotech.com).

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	156,853	156,853				
TOTAL EXPENDITURES	156,853	156,853				



## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### ATLANTIC STATES MARINE FISHERIES COMMISSION

**VINCENT O'SHEA, EXECUTIVE DIRECTOR**  
**GEORGE LAPOINTE, VICE CHAIR**

*Central Office:* 1444 EYE ST NW 6TH FLOOR, WASHINGTON, DC 20005

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04330-0021

*Established:* 1942

*Telephone:* (202) 289-6400

*Reference:* Policy Area:04 ; 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, American Lobster,

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder, 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 2005:** The 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>						
CONTRACTUAL SERVICES	35,500	35,500				
<b>TOTAL EXPENDITURES</b>	35,500	35,500				

## EDUCATION COMMISSION OF THE STATES

### SUSAN GENDRON, COMMISSIONER OF EDUCATION

*Central Office:* EDUCATION BLDG, 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

### R ALEC GIFFEN, DIRECTOR, FORESTRY

TTY: (207) 287-2213

Central Office: HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330

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

Established: 1949

Reference: Policy Area:04 ; Umbrella: 98 Unit: 327 ; Citation: S1949 M.R.S.A., Sect. 000000075 Telephone: (207) 287-2791

### 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 are designed to further promote the effectiveness of Forest Fire Protection in each of the member states and provinces within the Compact.

**FINANCES, FISCAL YEAR 2005:** 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:* 08 ; *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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**NEW ENGLAND BOARD OF HIGHER EDUCATION**

**SUSAN GENDRON, COMMISSIONER OF EDUCATION**

*Central Office:* EDUCATION BUILDING, 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 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, Telecommunications and Distance Learning Program, and College Ready New England.

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 2005 is as follows: Former Senator Mary R. Cathcart, Chairperson of the Maine Delegation and Vice Chair of NEBHE Board, Orono; John Fitzsimmons, President, Maine Community College System; Christina L. Baker, former legislator; Donna Loring, Penobscot Nation; James C. W. Weggler, Principal, Garret Schenck Elementary School, Anson; Joseph Westphal, Chancellor, University of Maine System; Susan Gendron, Commissioner, Maine Department of Ed, Representative Emily Cain, Orono.

### 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 2005:** 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:04 ; 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's international management plan. Of particular note in FY 2004-2005 were:

**HERITAGE RECOGNITION.** The Commission was a partner in the international events commemorating the 400th anniversary of the first French settlement in North America, at St. Croix Island (1604-1605). It joined with the National Park Service to place learning materials on St. Croix Island in 200 Maine and New Brunswick schools. The Commission was active in sustainable tourism initiatives at the regional and Gulf of Maine levels.

**ENVIRONMENTAL QUALITY.** The Commission continued its watershed baseline monitoring program by sampling eight major lakes in 2004 and eight additional lakes in 2005. 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 and the rearing of native salmon. It also continued to monitor St. Croix anadromous fish runs on behalf of all governments. It joined eight other agencies on a scientific advisory committee for research into alewife and smallmouth bass interactions on the St. Croix system. It issued an international recreational fishing guide for the St Croix boundary waters.

**CONSERVATION & RECREATION.** The Commission continued to lead recreational and interpretive planning for the 315-acre Devil's Head Conservation Area in Calais and to support land conservation initiatives elsewhere along the river. It produced a full color, waterproof recreation map for over 80 miles of the St. Croix boundary corridor and continued to manage nine Maine campsites and 42 New Brunswick campsites and accesses along the waterway.

**ECONOMIC DEVELOPMENT.** The Commission supplied input into transportation, power transmission and wastewater treatment plant projects affecting the St. Croix.

**WATERWAY MANAGEMENT.** The Commission worked closely with the agencies, municipalities and landowners to maintain natural and recreational values

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

along the water corridor. It continues to work closely with fisheries and water agencies in both countries to improve transboundary management of these mobile resources. During the year, it responded to more than 1400 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 biennial report and on its website ([www.stcroix.org](http://www.stcroix.org)).

### 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 2003-2004 Biennial Report. 2004. 6p
3. St. Croix International Waterway: A Heritage to Experience (brochure/map). 1995
4. St. Croix International Waterway Commission Recreation Map to the St. Croix Boundary Waters of Maine and New Brunswick. 2004
5. Recreation Fishing Guide to the St. Croix Boundary Waters. 2004 edition.

The Commission has also produced a number of technical publications on St. Croix water quality, fisheries, recreation and development topics.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

ST. CROIX INTERNATIONAL WATERWAY COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	24,918	24,918				
<b>TOTAL EXPENDITURES</b>	24,918	24,918				

## NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

**LEEANN HANSON, TRAINING COORDINATOR**  
**ANDREW FISK,**

*Central Office:* 584 MAIN STREET, SOUTH PORTLAND, ME 04106

*Mail Address:* PO BOX 487, SCARBOROUGH, ME 04070-0487

*Established:* 1947

*Reference:* Policy Area:04 ; Umbrella: 98 Unit: 428 ; Citation: T0038 M.R.S.A., Sect. 000000532

*FAX:* (207) 771-9028

*Telephone:* (207) 253-8020

### PURPOSE:

The New England Interstate Water Pollution Control Commission has four broad functions: (1) the coordination of interstate water pollution control efforts in the New England States and part of New York; (2) the training of environmental professionals; (3) research; (4) public education.

### 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 (NEIWPCC). 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.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### PROGRAM:

The Commission's primary task is to coordinate the activities of its member states as they strive for water quality improvement. It encourages personal communication and information exchange while its professional staff provides a variety of services to member states.

Maine benefits directly from key functions of the NEIWPCC with the Commission's Maine Joint Environmental Training Coordinating Committee (JETCC). JETCC, located in South Portland, was first established in 1985 as part of the former New England Regional Wastewater Institute. JETCC was originally created to work in conjunction with the Maine Department of Environmental Protection and Maine Wastewater Control Association as a means to offer training and re-certification opportunities for Maine's wastewater treatment plant operators.

Maintaining its role as a vehicle for training, JETCC has evolved into a tool for collaboration between personnel in the water pollution control community and the regulatory staff from a variety of state agencies facing environmental issues. As a result, JETCC not only assists with the delivery of specific training and outreach objectives but also furthers the goals of many state agencies with public education and training for a variety of environmental professionals as well as personnel in the field of water pollution control.

### PUBLICATIONS:

NEIWPCC Annual Report (published each year in April)  
Interstate Water Report (quarterly newsletter)  
LUSTLine (bulletin on underground storage tank issues; published 3x/year)  
NEIWPCC Environmental Training Center Course Catalog (published 2x/year)  
JETCC Training Catalog (published 2x/year)  
NEIWPCC Resource Catalog (features all publications/videos available through NEIWPCC; published biennially)  
Technical Guides (recent examples):  
    2005 Sequencing Batch Reactor Design and Operational Considerations, September,  
    2004 Field Indicators for Identifying Hydric Soils in New England, Version 3, April,  
    2004 Optimizing Operation, Maintenance, and Rehabilitation of Sanitary Sewer  
Collection Systems, December, 2003  
Other Resources (recent examples):  
    Mercury in Our Waters: What you need to know to make the right decision for  
your family, September, 2005  
    Mercury Pollution in the Northeast: A Guide for Policymakers, February, 2005  
    Ecohydrology Study of the Quinebaug River: A Research Report on River  
Restoration, December 2004  
    Protecting Drinking Water Sources in Your Community: Tools for Municipal  
Officials, 2004.  
    Go Where the Action Is? Be a Water Quality Professional (poster/brochure),  
2004.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	10,000	10,000				
TOTAL EXPENDITURES	10,000	10,000				



## BAXTER COMPENSATION AUTHORITY

*Central Office: , ,*

*Mail Address: , ,*

*Established: 2001*

*Reference: Policy Area:00 ; Umbrella: 99 Unit: 618 ; Citation: T0005 M.R.S.A., Sect. 000022002*

### **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 2005:** The 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	<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>ALL</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
	<b>FUNDS</b>					
<b>EXPENDITURES</b>						
SALARIES & WAGES	209,365		209,365			
HEALTH BENEFITS	59,544		59,544			
RETIREMENTS	30,088		30,088			
OTHER FRINGE BENEFITS	2,872		2,872			
COMPUTER SERVICES	2,672		2,672			
CONTRACTUAL SERVICES	55,592		55,592			
RENTS	17,403		17,403			
COMMODITIES	1,546		1,546			
GRANTS, SUBSIDIES, PENSIONS	6,142,500	6,000,000	142,500			
TRANSFER TO OTHER FUNDS	5,674		5,674			
<b>TOTAL EXPENDITURES</b>	<b>6,527,256</b>	<b>6,000,000</b>	<b>527,256</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 consists 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. See Wild Blueberry Advisory Committee.

#### PROGRAM:

Legislation passed in 1997 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 74.9 million pounds in 2004. The wild blueberry industry in Maine contributed approximately \$75 million to Maine's

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 domestic markets and export 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 2005:** The 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	879,016		879,016			
TOTAL EXPENDITURES	879,016		879,016			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

### FRANCIS REYNOLDS, 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

*Telephone:* (207) 581-1475

*M.R.S.A., Sect.* 000004312

### PURPOSE:

The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplementall funds for research and extension programs at the University of Maine.

At that time, 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 2005:** 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:* 24 STONE ST. SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 24 STONE ST. SUITE 1, AUGUSTA, ME 04330

*Established:* 1994

*Telephone:* (207) 623-5120

*Reference:* Policy Area:05 ; 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 foundation sectors. Funds are used to support statewide child abuse and neglect prevention activities and are allocated to interested parties who respond to an 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 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2005:** The 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	31,466	31,466			
<b>TOTAL EXPENDITURES</b>	31,466	31,466			

## 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 12 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 2005:** 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 M.R.S.A., Sect. 000002998B

*FAX:* (207) 287-7161

*Telephone:* (207) 287-3621

### PURPOSE:

The Maine Dairy & Nutrition Council is the nutrition education and dairy nutrition education component of the total dairy checkoff initiative in Maine, and is part of United Dairy Industry Association family of 18 state and regional organizations across the country. Maine Dairy & Nutrition Council utilizes and provided a variety of nutrition education programs and resources

"Little D's Nutrition Expedition" and "Aranna's Nutrition Expedition", sequential nutrition education programs for students and educators are the elementary nutrition activities programs, developed by National Dairy Council for second and fourth grade students. The focus of these two programs is on creating a healthy school environment, making health food choices and stressing the importance of physical activity, as does The Action for Healthy Kids

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

initiative. Examples of a few of the nutrition education materials the Council has available are; Guide to Good Eating, Eat the Five Food Group Way, Banking On Beautiful Bones, Power Up from the Inside Out, and Think Your Drink!.

The Maine Dairy & Nutrition Council provides health professionals, school food service professionals, educators, and consumers with nutrition education programs such as 3-A-Day of Dairy, and 3-A-Day of Dairy for Weight Loss. The Council also provides public service messages to the media through a series of timely nutrition topics. In addition, Maine Dairy & Nutrition Council has at its disposable resources such as nutrition education materials, research findings and reports, downloadable materials, and black-line masters. The Council also exhibits at health professional, education, and consumer conferences. The web site provides links to additional nutrition and nutrition education programs and materials.

Materials and programs used by the Maine Dairy & Nutrition Council have been developed by National Dairy Council in Rosemont, Illinois or other state and regional programs, and have been reviewed and/or endorsed by such organizations as the American Dietetic Association, the American Academy of Pediatrics, the National Medical Association, National Education Association, and the American School Nutrition Association.

### 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 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 dealer's fee paid by companies selling milk in Maine.

### PROGRAM:

The Maine Dairy and Nutrition Council utilizes sequential nutrition education programs for children and educators developed by the National Dairy Council. Early childhood nutrition activities in "Chef Combo" are used by Head Start educators, daycare centers and day care providers. "Pyramid Cafe" and "Pyramid Explorations", the elementary nutrition activities programs, were developed for second and fourth grade students, with programming focused on creating a healthy school environment, as does The Action for Healthy Kids initiative. Examples of a few of the nutrition education materials are; Guide to Good Eating, Eat the Five Food Group Way, Sports Nutrition Pyramid, and Think Your Drink!

The Maine Dairy and Nutrition Council provides health professionals and consumers with nutrition education programs such as 3-A-Day of Dairy, and 3-A-Day of Dairy for Weight Loss. The Council also provides 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, downloadable materials, and black-line masters, as well as exhibiting at health professional, education and consumer conferences. Our web site provides links to additional nutrition and nutrition education programs and materials.

Materials and programs used by the Maine Dairy & Nutrition Council have been developed by the National Dairy Council in Rosemont, Illinois and have been reviewed and/or endorsed by such organizations as the American Dietetic Association, the American Academy of Pediatrics, the National Medical Association, National Education Association, American Federation of Teachers and the School Nutrition Association.

### PUBLICATIONS:

Catalog and order form for nutrition education materials, posters, and brochure.

**FINANCES, FISCAL YEAR 2005:** 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 is the advertising, public and industry relations component of the total dairy checkoff program in Maine. The Maine Dairy Promotion Board is an affiliated member of the United Dairy Industry Association, National Dairy Council, as well as Dairy Management, Inc. located in Rosemont, Illinois.

Television and radio are nationally considered to be two of the most effective communication methods 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.

New Look of School Milk is one such initiative targeted to increase consumption of milk with children that is cold, in a variety of flavors, and in new plastic containers in Maine's and the nation's schools. Other 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 and industry relations programs. A dairy crisis communications program is part of a national effort to protect and enhance the industry.

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, at the Board's discretion transfers a portion of their promotion fees to the New England Dairy Promotion Board to help support promotional programs in the other four New England states.

#### 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 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, 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, such as 3-A-Day of Dairy.

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 help support their advertising programs.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



## MAINE DEVELOPMENT FOUNDATION

**NONA BOYINK, CHAIRMAN**  
**LAURIE LACHANCE, PRESIDENT/CEO**

*Central Office:* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330

*Mail Address:* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330

*Established:* 1977

*FAX:* (207) 622-6346

*Telephone:* (207) 622-6345

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 399 ; Citation: T0010 M.R.S.A., Sect. 000000916

### **PURPOSE:**

The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors.

MDF 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.

### **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 is staffed by the Maine Development Foundation. More information on the Council is provided in a separate section of this report. See index for page number.

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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

THE MAINE DOWNTOWN CENTER builds community capacity to revitalize downtowns. The Center serves as a resource for all Maine communities working to revitalize their downtowns, and provides specialized training and technical help to eight Main Street Maine communities: Bath, Eastport, Gardiner, Norway, Saco, Skowhegan, Van Buren, and Waterville.

REGIONALIZATION SERVICES currently administers the Fund for the Efficient Delivery of Local and Regional Services, on behalf of the Department of Administration and Financial Services. The Fund was created to encourage and support cooperation amongst municipalities and intergovernmental organizations. Projects funded by the state will need to demonstrate significant savings in the cost of delivering local and regional government services and to serve as models from which other Maine communities may learn and follow. Twenty-six grants, totaling \$1 million were awarded in 2005.

### **PUBLICATIONS:**

Annual Program Report  
"Measures of Growth," Maine Economic Growth Council  
Leadership Maine Alumni Directory  
Higher Education Achievement in Maine

**FINANCES, FISCAL YEAR 2005:** 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

*FAX:* (207) 621-1419

*Telephone:* (207) 626-2774

*Reference:* Policy Area: 05 ; Umbrella: 99 Unit: 475 ; Citation: T0005 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 people with disabilities who have experienced a violation of their rights based on disability. 2) Information and referral for rights and services related to disability. 3) Training on disability-related rights and services for people with disabilities and their family members. 4) Legal representation for eligible clients.

### **ORGANIZATION:**

DRC is a private non-profit agency with a governing Board of Directors. It is designated by the Governor to serve as the federally mandated Protection and Advocacy system for persons with developmental disabilities and mental illness.

### **PROGRAM:**

DRC represents 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"  
"Housing Discrimination"  
"Employment Discrimination"

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2005:** The 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	<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	74,485	74,485			
<b>TOTAL EXPENDITURES</b>	74,485	74,485			

## FOUNDATION FOR BLOOD RESEARCH

### DR. ROBERT RITCHIE, PRESIDENT

WATS: (800) 639-8605

*Central Office:* 69 U.S. ROUTE 1, SCARBOROUGH, ME 04074

*Mail Address:* P.O. BOX 190, SCARBOROUGH, ME 04074-0190

*Established:* 1999

*Reference:* Policy Area:05 ; 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. 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 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:**

Palomaki GE, Kloza EM, Haddow JE, Williams J, Knight GJ: Patient and health professional acceptance of integrated serum screening for Down syndrome. *Semin Perinatol*, 29:247-251, 2005.

Langfelder-Schwind E, Kloza E, Sugarman E, Pettersen B, Brown T, Jensen K, Marcus S, Redman J; NSGC Subcommittee on Cystic Fibrosis Carrier Testing: Cystic fibrosis prenatal screening in genetic counseling practice: recommendations of the National Society of Genetic Counselors.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

J Genet Couns, 14(1):1-15, 2005.

Lea DH, Johnson JL, Ellingwood S, Allan W, Patel A, Smith R:  
Telegenetics in Maine: Successful clinical and educational service delivery  
model developed from a 3-year pilot project.  
Genet Med, 7:21-27, 2005

Allan WC, Sobel DB:  
Neonatal intensive care neurology.  
Semin Pediatr Neurol, 11:119-128, 2004.

Haddow JE, Knight GJ, Palomaki GE, McClain MR, Pulkkinen AJ:  
The reference range and within-person variability of thyroid stimulating hormone  
during the first and second trimesters of pregnancy.  
J Med Screen, 11:170-174, 2004

Jenkins JF, Lea DH (eds):  
Nursing Care in the Genomic Era: A Case-Based Approach.  
Jones and Bartlett Publishers, 2004.

Ritchie RF, Palomaki GE, Neveux LM, Navolotskaia O, Ledue TB, Craig WY:  
Reference distributions for complement proteins C3 and C4: A practical, simple  
and clinically relevant approach in a large cohort.  
J Clin Chem Lab Anal, 18:1-8, 2004.

Ritchie RF, Palomaki GE, Neveux LM, Navolotskaia O:  
Reference distributions for alpha2-macroglobulin: A comparison of a large cohort  
to the world's literature.  
J Clin Chem Lab Anal, 18:148-152, 2004.

Ritchie RF, Ledue TB:  
Laboratory Assessment of the Acute Phase Response: Using CRP as a Model.  
In: Methods in Molecular Biology, Vol. 225: Inflammation Protocols. Winyard PG  
and Willoughby DA (eds.). Humana Press, Inc., Totowa, NJ., pp. 343-52, 2003.;

Vohr BR, Allan WC, Westerveld M, Schneider KC, Katz KH, Makuch RW, Ment LR:  
School-age outcomes of very low birthweight infants in the indomethacin  
intraventricular hemorrhage prevention trial.  
Pediatrics, 111:e340-e346, 2003.

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	69,348	69,348				
TOTAL EXPENDITURES	69,348	69,348				

## GOVERNOR BAXTER SCHOOL FOR THE DEAF

**LARRY S. TAUB, SUPERINTENDENT**  
**PETER GRAY, DIRECTOR OF BUSINESS OPER**

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. 000007401

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PURPOSE:

The Maine Educational Center for the Deaf and Hard of Hearing and 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. MECDDH/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. In 2005, in order to better reflect the statewide mission of the organization, a new name was added as follows: The Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf.

### PROGRAM:

MECDH/GBSD provides a wide range of services for students, families and professionals in the state. Comprehensive programming includes three major divisions, including the Governor Baxter School for the Deaf, which provides for Academic School Programs (K-8), support services for high school students attending Portland High School, Residential Life, and Student Support Services.

Outreach is provided through Statewide Educational and Consulting Services. The third division, The Statewide Resource Center provides for distance education classes and is part of the statewide inter-library loan system which disseminates books and videotapes related to education of deaf and hard of hearing children.

### LICENSES:

K - 8 School Diplomas.

### PUBLICATIONS:

"Watch Tower" Yearbook (\$15.00)

**FINANCES, FISCAL YEAR 2005:** The 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	<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	5,757,517	5,757,517			
<b>TOTAL EXPENDITURES</b>	5,757,517	5,757,517			

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

## 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 FY05, the Authority issued \$54,210,000 in bonds to refinance a portion of the Authority's outstanding bonds.

#### PUBLICATIONS:

Annual Report - Audit

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## HARNESS RACING PROMOTIONAL BOARD

### ROBERT TARDY, CHAIRMAN

*Central Office:* P O BOX 336, NEWPORT, ME 04953

*Mail Address:* P O BOX 336, NEWPORT, ME 04953

*Established:* 1997

*Telephone:* (207) 938-2308

*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 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, one representing the horsemen's association and two alternates. 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 it's 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

animals. The Board has maintained educational booths at equine shows, the Maine Association of Agricultural Fairs, Agriculture Day at the State Legislature and the annual Agricultural Show. Board meetings are held monthly and are open to the public.

During fiscal year 2005, 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, one racing series and finals were sponsored and promoted and racing statistics were maintained and are up to date. Changes are underway to improve the website at 'www.maineharnessracing.com'.

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

HARNES RACING PROMOTIONAL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	146,062		146,062			
TOTAL EXPENDITURES	146,062		146,062			

## HEALTH STATION

### REBECCA WYKE, COMMISSIONER

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

*Mail Address:* 103 STATE HOUSE STATION, AUGUSTA, ME 04333-0099

*Established:*

*Telephone:* (207) 624-7800

*Reference:* Policy Area:05 ; Umbrella: 99 Unit: 903 ; Citation:

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

#### PURPOSE:

The State Health Station is responsible for coordinating occupational health and safety policies and programs; 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2005:** 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:03 ; 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 Museum Gallery. A Board of Trustees, thirteen standing committees and eleven subcommittees advise and support the Society staff of sixteen full-time and twenty-three 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 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 has recently been restored 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.. By July 1998 the campaign met its \$3.1 million dollar 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



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 MSH Museum Gallery houses temporary interpretive exhibitions from our 8,200 artifacts documenting Maine's material culture. The most recent exhibitions were "Umbazooksus & Beyond: the Maine Woods Remembered" and "A City Awakes, The Arts & Artisans of Early 19th century Portland. Guided tours of the Wadsworth-Longfellow House were offered May through October. A Longfellow's Portland walking tour was developed. In 2004, about 15,000 visitors including nearly 3500 school children visited the House, Gallery or took the Longfellow walking tour. Another 1,000 students received outreach programs. For information visit the MHS websites: [www.mainehistory.org](http://www.mainehistory.org) or [www.maine-memory.net](http://www.maine-memory.net).

**OTHER EDUCATIONAL SERVICES.** Launched in Dec. 2001, the Maine Memory Network provides Internet links to digitized historical and cultural primary materials from both MHS and contributing organizations from every corner of our state. Modeled in concept on the Library of Congress' American Memory Site, our Maine Memory Network provides Internet links to digitized historical and cultural primary materials from around the state. 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 outreach programs for teachers and students throughout the state. 2005 brought programs and lectures focusing on the Maine woods, historical events such as the wreck of the S.S. Portland in 1898, and the burgeoning arts scene in early 19th century Portland. MHS hosted its annual Longfellow Birthday Poetry Program in the winter, and the Longfellow Forum in the fall. Children's programs focused on tours of the Wadsworth-Longfellow House and fun hands-on activities for children ages 5 through 12 related to our exhibits.

### **PUBLICATIONS:**

- \*\*"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 Attack on Falmouth, 1775," teacher's 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).
- \* "Henry Wadsworth Longfellow and His Portland Home," Joyce Butler, Richard D'Abate, and Laura Fecych Sprague, (\$15.95).
- \* "Innocent Interlude: Scenes of Life in Portland, Maine, 1940-41." video, narration by Joel W. Eastman, (\$24.95).
- \* "A City Awakes: The Arts and Artists of Early 19th Century Portland," exhibition catalog, William D. Barry and John Mayer, (\$2.00).

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	57,529	57,529				
<b>TOTAL EXPENDITURES</b>	57,529	57,529				

## 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

*FAX:* (207) 622-1274

*Telephone:* (207) 626-0651

*Reference:* Policy Area:05 ; Umbrella: 99 Unit: 516 ; Citation: T0022 M.R.S.A., Sect. 000008611

#### **PURPOSE:**

The Maine Hospice Council exists to ensure the continued development of Hospice and Palliative Care in Maine. The Council provides education and technical assistance regarding end-of-life care, as well as advocacy for terminally ill and bereaved persons 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 20 members.

The full council is represented by members of 28 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, an events coordinator/webmaster and one part-time administrative assistant. Since 2002, MHC has also developed partnerships with the Attorney General's Office, the Veterans' Affairs Administration, and the Maine Prison System.

#### **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.

**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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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 quarterly - (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

"Maine Center for End-of-Life Care"

"Consumer Protection and End-of-Life Care" Report from a "Listening Conference"

**FINANCES, FISCAL YEAR 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

MAINE HOSPICE COUNCIL	TOTAL FOR ALL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
GRANTS, SUBSIDIES, PENSIONS	69,352	69,352			
<b>TOTAL EXPENDITURES</b>	69,352	69,352			

## MAINE STATE HOUSING AUTHORITY

### DALE MCCORMICK, EXECUTIVE DIRECTOR

WATS: (800) 452-4668

Central Office: 353 WATER STREET, AUGUSTA, ME 04330-4633

Mail Address: 353 WATER ST., AUGUSTA, ME 04330-4633

FAX: (207) 626-4678

Established: 1969

Telephone: (207) 626-4600

Reference: Policy Area:01 ; 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2004 the Maine State Housing Authority continued its position as one of the leading housing lenders in Maine. It provided \$109.5 million in mortgages to help 1,125 Maine families purchase their first home. During the year it also had \$184 million in its multi-family financing pipeline. This will finance about 1,600 units of housing for low-income families and people with special needs. MSHA provided nearly \$10 million in state and federal funds to help Maine's homeless shelters operate and serve more than 20,000 homeless households during the year. MSHA also secured nearly \$30 million in federal funds for weatherization and fuel assistance to help over 47,000 low income Maine households.

The Housing Authority has participated in HUD's Section 8 program since 1974. In 2004 the agency received \$70 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 4,200 units of existing privately owned apartments. MSHA has financed several hundred affordable rental units under various other rental housing programs and oversees the management in about 17,000 units of rental housing it has financed, plus nearly 3,000 units formerly managed directly by HUD.

At the end of calendar year 2004 the Housing Authority had combined assets of \$1,670,326,000 and fund balances of \$245,180,000. 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 (1973-2003 inclusive).  
Maine State Housing Authority, Official Statements (Mortgage Bonds - 1972 Series A, through 2004 Series A and Series D).  
Home Front - Newsletter  
Guide to Finding and Financing Your Home  
Maine Rental Housing Guide  
Various program brochures  
[www.mainehousing.org](http://www.mainehousing.org) - Web site

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	7,764,538	460,600	7,303,938			
<b>TOTAL EXPENDITURES</b>	7,764,538	460,600	7,303,938			

## MAINE INSURANCE GUARANTY ASSOCIATION

### PAUL M. GULKO, EXECUTIVE SECRETARY

WATS: (800) 852-2003

Central Office: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Mail Address: ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Established: 1970

Telephone: (617) 227-7020

Reference: Policy Area:07 ; 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE INTERNATIONAL TRADE CENTER

### RICHARD COYLE, PRESIDENT

Central Office: 511 CONGRESS STREET, PORTLAND, ME 04101-3428

Mail Address: 511 CONGRESS STREET, PORTLAND, ME 04101-3428

FAX: (207) 541-7420

Established: 1996

Telephone: (207) 541-7400

Reference: Policy Area:01 ; Umbrella: 99 Unit: 587 ; Citation: T0010 M.R.S.A., Sect. 000000945

#### PURPOSE:

The Maine International Trade Center (the "Trade Center") was established to enhance the competitive advantage of state businesses desiring to compete in the international market. The 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, five Senior Trade Advisors 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 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE MILITARY AUTHORITY

### JOHN W. LIBBY, ADJ GEN/COMMISSIONER

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

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

*Established:* 2001

*Telephone:* (207) 626-4205

*Reference:* Policy Area:06 ; Umbrella: 99 Unit: 620 ; Citation: T0037B M.R.S.A., Sect. 000000391

### PURPOSE:

The Maine Military Authority was established in State law by the 2nd 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 (MRSMC) and reporting to the Adjutant General. The Authority exists to operate the MRSMC 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.

**FINANCES, FISCAL YEAR 2005:** The 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

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
TOTAL EXPENDITURES						

## **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:06 ; 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 Program Administrator 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), Lewiston (784-1558) and Machias (255-8656). Pine Tree operates 2 special statewide units that address the special legal needs of migrant farmworkers and Native Americans. (1-800-879-7463). It also includes a new statewide children's law project, KIDS Legal Aid of Maine. (1-866-624-7787). PTLA is co-sponsor of the Volunteer Lawyers Project (VLP) with the Maine Bar Foundation. The VLP has a toll free number, 1-800-442-4293.

#### **PROGRAM:**

Pine Tree Legal Assistance, Inc. receives its funding, expected to be about \$3.7 million in calendar year 2005, 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 other federal funds, State of Maine, United Way, the Maine Bar Foundation's IOLTA Program, and 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 2004, its area offices and special units (including Volunteer Lawyers Project) closed 12,716 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 5,565 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 491 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 7,500 callers. Of those calls, 488 cases were referred to volunteer lawyers for representation. A total of 5,660 cases were closed by the VLP in 2004.

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 2004, 39% were in the housing area; 7% were in the government benefits area; 32% were in the family law area; 10% were in the consumer law area; and the remaining 12% 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 2004, 63% were in the family law area; 20% were in the consumer law area; 4% were in the housing area and the remaining 13% 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2005:** The following financial DISPLAY was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS System.

PINE TREE LEGAL ASSISTANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	136,261	136,261				
<b>TOTAL EXPENDITURES</b>	136,261	136,261				

## MAINE POTATO BOARD

**DONALD E. FLANNERY, EXEC DIR**  
**TIMOTHY P. HOBBS,**

WATS: (800) 553-5516

Central Office: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Mail Address: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Established: 1986

FAX: (207) 764-4148

Telephone: (207) 769-5061

Reference: Policy Area:01 ; Umbrella: 99 Unit: 330 ; Citation: T0036 M.R.S.A., Sect. 000004603

### PURPOSE:

The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

### ORGANIZATION:

The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director 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, 2005 was \$642,820. Maine growers harvested 63,500 acres, producing 19 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 10% table stock varieties and 23% seed varieties. Approximately 13,500 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 2004-2005 were used as follows: 26% for Administration (Board), 27% Advertising/Marketing, 27% Research, 20% 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)



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2005:** The 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	581,259		581,259			
TOTAL EXPENDITURES	581,259		581,259			

## 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

*Reference:* Policy Area:04 ; Umbrella: 99 Unit: 304 ; Citation: T0007

*FAX:* (207) 764-4148

*Telephone:* (207) 769-5061

*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 2005:** 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

*Reference:* Policy Area:03 ; Umbrella: 99 Unit: 561 ; Citation: P1991

*Telephone:* (207) 783-9101

*M.R.S.A., Sect.* 000000848

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PURPOSE:**

The mission of Maine Public Broadcasting is to engage the minds and enrich the lives of people in our community.

### **ORGANIZATION:**

The Maine Public Broadcasting Network (MPBN) has administrative offices and production facilities for television and radio in Lewiston, Bangor, Augusta and Portland. The station's transmitters and translators, located throughout the state, deliver programs to nearly all of Maine's citizens. The organization employs 136 full and part-time staff members.

MPBN is governed by a volunteer Board of Trustees consisting of representatives from its founding organizations (The University of Maine System, Colby College, Bates College and Bowdoin College), appointees from the Governor, and public members elected to the board. The Board of Trustees meets five times a year and its meetings are open to the public.

MPBN has a Community Advisory Board (CAB) with membership reflecting the diversity of the state and MPBN's viewing and listening audiences. The purpose of the CAB is to advise the Board of Trustees and MPBN staff as to whether the programming and other policies of MPBN meet the specialized educational and cultural needs of the communities that the station serves.

The majority of MPBN's annual funding is attained through the support of 33,169 television members and 24,575 radio members, as well as foundations and corporations. Additional funding is received from the State of Maine and from federal funds administered through the Corporation for Public Broadcasting.

### **PROGRAM:**

MPBN is the only statewide educational television service available to Maine residents free-of-charge. The organization has an exceptional commitment to producing local programs about topics that specifically address issues affecting the people of Maine. MPBN's local television productions include: the public affairs series MaineWatch, the history program HOME: The Story of Maine developed in partnership with the Maine State Museum, the science series QUEST: Investigating Our World, a seven-part Maine Art Museum Trail series, coverage of the Maine Principal's Association Invitational High School Basketball Tournament, as well as the governmental affairs program Capitol Connection and the annual broadcast of the Governor's State of the State Address.

The station's radio service carries international, national and local programming. MPBN's award-winning weekday program Maine Things Considered explores topics and issues with depth and substance. MPBN produces its own regularly scheduled classical, folk and jazz music programs for radio. In partnership with other Maine organizations, MPBN broadcasts orchestra and chamber concerts, produces a series that highlights the work of Maine women writers, and features special productions by Maine's Rocky Coast Radio Theatre. For the fourth year, MPBN has provided live broadcast the major national folk festival hosted by Bangor.

Through its educational services, MPBN conducts teacher training workshops for teachers, distributes lesson plans and other materials on educational concepts that align with the Maine Learning Results, supports literacy initiatives for Maine's children and promotes the attainment of a college education among senior high school students. To advance recognition of the state's dedicated educational professionals, MPBN produces and broadcasts Teaching with ME, a program that profiles the Teacher of the Year nominees.

MPBN's Web-based services at [www.mpbnet.net](http://www.mpbnet.net), draw visitors from around the world - the United States, Canada, the Middle East, Europe and Australia being the areas with the greatest user origin. The site includes lesson plans for teachers, current program features, "streaming" of news and music, and individual television and radio program series sections that have links to educational and continuing education resources in Maine and beyond.

# INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

## PUBLICATIONS:

Viewfinder: MPBN's television member program guide.  
 Airplay: MPBN's radio member program guide.  
 PBS Families: Periodic newsletter to families, teachers, librarians and  
 childcare providers with educational information for children.

**FINANCES, FISCAL YEAR 2005:** The 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	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	3,075,138	2,280,138				795,000
<b>TOTAL EXPENDITURES</b>	3,075,138	2,280,138				795,000

**Maine Public Broadcasting Corporation - Fiscal Year Ending June 30, 2005**

	Operations	Investment and Endowment	DTV	Total
<b>REVENUE AND GAINS</b>				
State of Maine	2,280,139			2,280,139
Auction	592,066			592,066
Corporation for Public Broadcasting	1,837,550			1,837,550
Membership	4,544,016			4,544,016
Contributions	779,626	99,509		879,135
Interest on short-term investments	64,859	13,187	3,057	81,103
Investment income (loss)		112,861		112,861
Government grants	773,807		11,802	785,609
State bond issue			795,000	795,000
Underwriting	1,224,745			1,224,745
Losses on Pledges	(5,087)	(63,804)		(68,891)
Other	309,286			309,286
<b>TOTAL REVENUES AND GAINS</b>	<b>12,401,007</b>	<b>161,753</b>	<b>809,859</b>	<b>13,372,619</b>
<b>EXPENSES</b>				
Program service				
Technical	2,811,387			2,811,387
Programming and production	4,172,961			4,172,961
Public information	1,096,089			1,096,089
Digital television			60,124	60,124
	<u>8,080,437</u>		<u>60,124</u>	<u>8,140,561</u>
Support service				
Development	1,707,548			1,707,548
Administration	1,464,041			1,464,041
Capital campaign	10,958			10,958
	<u>3,182,547</u>			<u>3,182,547</u>
<b>TOTAL EXPENSES</b>	<b>11,262,984</b>		<b>60,124</b>	<b>11,323,108</b>
<b>Net Before Depreciation</b>	<b>1,138,023</b>	<b>161,753</b>	<b>749,735</b>	<b>2,049,511</b>
<b>Total Depreciation</b>	<b>814,610</b>		<b>868,820</b>	<b>1,683,430</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>323,413</b>	<b>161,753</b>	<b>(119,085)</b>	<b>366,081</b>

Footnote: Revenue and expense of the Digital Conversion (DTV) are considered non-operating activities for presentation purposes. The Digital Conversion is a one-time project funded by Federal Grants and the State of Maine Bond offerings.

From Audit Information prepared by MacDonald Page & Co.  
Chris F. Amann, Treasurer MPBC

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION**  
**GEORGE W. CROCKETT, CHAIRPERSON**

*Central Office:* 10 FREE ST, PORTLAND, ME 04101  
*Mail Address:* P.O. BOX 4510, PORTLAND, ME 04112  
*Established:* 1945  
*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 367 ; Citation: S1945

*Telephone:* (207) 775-7271

*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 various enterprises in Portland and South Portland. The Commission continues to monitor its investments and commitments related to North Atlantic Venture Fund II and Morpheus Technologies.

**PUBLICATIONS:**

Brochure describing the activities of the Commission. (No fee)

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE RURAL DEVELOPMENT AUTHORITY**  
**JACK CASHMAN, CHAIRMAN**  
**JOHN CLEVELAND, STAFF CONTACT**

*Central Office:* 201 MAIN STREET, AUBURN, ME 04210-5832  
*Mail Address:* 201 MAIN STREET, AUBURN, ME 04210-5832  
*Established:* 2002  
*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 626 ; Citation: T0005

*FAX:* (207) 782-3098

*Telephone:* (207) 782-3353

*M.R.S.A., Sect.* 000013120A

**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 Trustee Board, consisting of seven members governs the authority. The Governor appoints five of the trustees; the CEO of the Finance Authority of Maine and the Commissioner of the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Department of Economic Development serve as ex-officio voting members. The Commissioner is 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 Speculative 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 Speculative 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 at least a 25% match on projects which the MRDA can waive in cases of severe economic distress.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM**

### **JOANNA JONES, CHAIRMAN**

*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 15 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.

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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 300 certificate, diploma, and associate degree program options designed to prepare students for careers and/or transfer to four-year colleges and universities. Credentials are awarded in the following program areas - allied health and nursing, business, accounting, liberal studies, computers, graphic design & printing, hospitality & tourism, culinary arts, marine resources, environmental science, social work, public & occupational safety, education, automotive and mechanical technologies, architectural engineering & construction, electrical & electronics, heating, plumbing, air conditioning, refrigeration, precision manufacturing, pulp and paper technology, boatbuilding, 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, South Paris, Caribou, Houlton, Dover-Foxcroft, South Portland, 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. The MCCS also operates the Early College for ME program, which provides scholarships and college-transition services for high school students who face barriers to college.

### **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  
Maine Community College System Facts - free

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2005:** The 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 COMMUNITY 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	47,788,831	41,472,054	904,351			5,412,426
INTEREST-DEBT RETIREMENT	64,980					64,980
<b>TOTAL EXPENDITURES</b>	<b>47,853,811</b>	<b>41,472,054</b>	<b>904,351</b>			<b>5,477,406</b>

## ENERGY TESTING LABORATORY OF MAINE

### WAYNE H. ROSS, PRESIDENT

*Central Office:* FORT RD SMTC, SO PORTLAND, ME 04106

*Mail Address:* FORT RD SMTC, SO PORTLAND, ME 04106

*Established:* 1976

*FAX:* (207) 767-9630

*Telephone:* (207) 767-9630

*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 424 ; Citation: T0020A.M.R.S.A., Sect. 000010201

#### **PURPOSE:**

ETLM is a stand alone lab with the authority to conduct tests, list products, supply labels, provide consultation services, conduct educational programs, perform factory inspections, and provide services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of the industry and the public regarding the quality of construction and safe operation of products tested by ETLM, the maintenance of high testing standards, and the provision of educational and other consultant services, which merge with the educational goals and objectives of SMTC.

In recent years, the ETLM has ceased to serve an educational role for the college. For that reason, the 118th Maine Legislature passed Public Law, chapter 607, which removed ETLM's association from SMTC, effective June 18, 1998.

The energy Testing Laboratory of Maine, (ETLM) was created in 1976 to safety test heating equipment for the Maine Oil and Solid Fuel Licensing Board. That program, which evolved from the heating and air conditioning program at SMTC, led to expanded activities, including the testing of radiant stoves, chimney liners and waste oil heaters, as well as central heating appliances. Over the years ETLM worked for hundreds of companies in the U.S. as well as in foreign countries.

#### **ORGANIZATION:**

ETLM is a stand alone lab with the authority to conduct tests, list products, supply labels, provide consultation services, conduct educational programs, perform factory inspections, and provide services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of the industry and the public regarding the quality of construction and safe operation of products tested by ETLM, the maintenance of high testing standards, and the provision of educational and other consultant services, which merge with the educational goals and objectives of SMTC.

In recent years, the ETLM has ceased to serve an educational role for the college. For that reason, the 118th Maine Legislature passed Public Law, chapter 607, which removed ETLM's association from SMTC, effective June 18, 1998.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



## CENTRAL MAINE TECHNICAL COLLEGE

**WILLIAM J. HIERSTEIN, PRESIDENT**

*Central Office:* 1250 TURNER ST, AUBURN, ME 04210

*Mail Address:* 1250 TURNER ST, AUBURN, ME 04210

*Established:* 1964

*Telephone:* (207) 784-2385

*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 440 ; Citation: T0020A M.R.S.A., Sect. 000012714

### **PURPOSE:**

The primary purpose of Central Maine Technical College (CMTC) is to provide individuals and the community with high quality, up-to-date technical and vocational education, while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The College believes it serves its students and the community best by educating competent and responsible workers who are not only skilled in up-to-date techniques, but who are prepared for lifelong learning with a solid foundation in mathematics, science, communication and critical thinking skills, as well as the broader knowledge implied by the Associate Degree.

### **ORGANIZATION:**

Central Maine Technical College was established as the Androscoggin State Vocational Institute on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. In 1965 the State Board of Education renamed the institution Central Maine Vocational-Technical Institute. Originally, the Institute leased a building in Lewiston. In January 1966, it was relocated to its present campus, on a 135 acre site donated to the Institute by the City of Auburn. In 1989, the 114th Legislature changed the name of the college from Central Maine Vocational-Technical Institute to Central Maine Technical College. The first class numbered 47 students. In FY96, CMTC offered 21 programs and served about 2,000 students at its Auburn campus and at several off-campus sites.

The CMTC campus includes three residence halls, a vehicle maintenance building, and Jalbert Hall, built in 1966, which has sustained five additions to house educational activities and administrative offices. A building to house the Culinary Arts program was completed in January 1989. Kirk Hall opened in 1993, and houses Nursing, Allied Health, and Occupational Health and Safety programs, school-to-work programs, child care center, classrooms, science, health and fitness facilities, a 230 seat auditorium and a large multi-purpose facility. CMTC is governed by the Board of Trustees of the Maine Technical College System.

### **PROGRAM:**

Central Maine Technical College's program offerings are divided into 3 categories: catalog programs, continuing education coursework, and special community interest programs. The 21 catalog programs are: Architectural and Civil Engineering Technology, Automotive Technology, Automotive Technology - Ford ASSET, Building Construction Technology, Business Administration and Management, Culinary Arts, Electromechanical Technology, General Technology, Graphic Arts/Printing Technology, Machine Tool Technology, Mechanical Drafting Technology, Medical Laboratory Technology, Medical Transcription, Nursing (includes PRN option), Occupational Health and Safety, Office Information Management, Radiologic Technology, Robotics Technology, Telecommunications Technology and Trade and Technical Occupations. CMTC awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The Continuing Education division offers courses to individuals who are not formally enrolled in a program of the College. Courses are designed to increase the individual's options and abilities by providing instruction in new or advanced technology or complementary academic skills. Continuing education offerings provide the community with higher skilled, more employable workers. These courses draw on assets of the catalog programs and on materials provided through outside trade, industry and academic sources. This division also provides customized training to business and industry and operates the Quality Center program in the College's primary service area. Beginning in FY97, the Division will operate outreach programs in Livermore Falls-Jay and Lincoln County.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Special Community Interest Programs are usually programs of short duration and intense content, offered in cooperation with outside interest groups including employers, labor organizations, national and local professional societies, federal agencies, other colleges, and other trade and professional groups. Usually, CMTC serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMTC, or off campus locations, but under sponsorship or cosponsorship of CMTC. Programs have been organized through CMTC and presented over a large area of the State of Maine. Programs provide professional development opportunities for a wide variety of interests.

### **LICENSES:**

Associate Degree in Applied Technology  
Diploma  
Certificate of Completion

### **PUBLICATIONS:**

CMTC Catalog (issued annually)  
CMTC Student Handbook (current each year)  
CMTC Program and Services Brochures (illustrated folders which describe each of the programs and services offered; issued as needed)  
CMTC Continuing Education Division Bulletin (issued three times a year)  
CMTC Newsletter (issued semiannually)  
CMTC Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the College.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **EASTERN MAINE TECHNICAL COLLEGE**

### **JOYCE B. HEDLUND, PRESIDENT**

*Central Office:* 354 HOGAN ROAD, BANGOR, ME 04401

*Mail Address:* 354 HOGAN ROAD, BANGOR, ME 04401

*Established:* 1966

*Telephone:* (207) 941-4600

*Reference: Policy Area:02 ; Umbrella: 99 Unit: 441 ; Citation: T0020A.M.R.S.A., Sect. 000012714*

### **PURPOSE:**

The Eastern Maine Technical College is dedicated to teaching the applied aspects of technology and providing its graduates with a strong work ethic essential to success in today's technological market. To meet these objectives the curricular aims are three-fold.

First, students are given concentrated educational training in their area of technology that enable them to obtain and hold jobs in their occupational area or in a related area. Second, mathematics, science and communications are given special attention. Technicians need to be proficient in both of these skills in order to keep up with developments on the job and to seek further formal education should they so desire. Finally, the third focuses on social understanding and responsibility. Courses in psychology, sociology, economics, and human relations are among the graduation requirements designed to develop understanding and appreciation of the complex problems faced by an evolving society.

### **ORGANIZATION:**

EMTC started operation in September 1966 in space rented from the Bangor city school system. The first entering class numbered 90 students. An appropriation of \$1,000,000 was made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road and work began in fall 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September 1967. The classroom and administrative spaces were completed and occupied in January 1968. In June 1989, the 114th Legislature enacted a bill that changed the name of the college from Eastern Maine Vocational-Technical Institute to Eastern Maine Technical

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

College. EMTC is governed by the Board of Trustees of the Maine Technical College System.

Further legislative appropriations made possible an addition to the Building Construction shop and a laboratory wing. These resulted in four new programs in 1971: Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. The first class in Radiologic Technology graduated in 1974. The first residence hall and dining facility opened in fall 1969. A second residence hall for men and women opened in 1975. A large building originally owned by the Bangor Mental Health Institute was donated to EMTC and converted into a much needed athletic facility. The Johnson Gym opened in 1974. Programs in Heating, Refrigeration/AirConditioning and Welding were implemented in 1979. A new Automotive and Heavy Equipment Shop was completed in 1986.

As programs grew, Refrigeration/Air Conditioning and Foods Technology relocated to Rangeley Hall, the renovated Diamond International building on Sylvan Road. The recent renovation of space at Rangeley Hall allowed EMTC to add three drafting labs, including a CAD room and a new state-of-the-art micro-computer lab.

### PROGRAM:

During FY 1996, Eastern Maine Technical College offered the following full time educational programs: Automotive Technology; Building Construction Technology; Business Management; Business Management with Office Administration and Foods Management options; Diesel, Truck, and Heavy Equipment Technology; Electrical Power Technology; Electrician Technology; Electronics Technology; Foods Technology; General Technology; Machine Tool Technology; Medical Radiography; Nursing; Refrigeration, Airconditioning and Heating Technology; Trade and Technical Occupations; Welding/Pipe Fabrication Technology; and Workplace Technology.

Enrollment for the Fall 1995 semester totaled 609 matriculated students while 628 part-time students were served through the evening programs. The Professional Development and Professional Services Division provided customized training and education for over 275 employees of Maine businesses. EMTC employs 54 full-time faculty members and 50 adjunct faculty. Over 517 students received \$1,600,000 in financial aid during 1995 - 96. Qualified students were awarded financial aid from programs such as Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Stafford Student Loan, and institutional and private scholarships. Financial counseling and planning services were available to students and their families throughout the year.

EMTC began the Tech Prep Program in October 1992. Articulation agreements were renewed with Thomas College, Husson College, and the University of Maine. The Electronics and Electrical Power programs have entered into articulation agreements with the University of Maine School of Engineering Technology. The Welding Center has expanded and now offers tensile testing. The Automotive Technology and Truck, Diesel and Heavy Equipment Technology programs both have been ASE certified.

### LICENSES:

Associate Degree in Applied Science  
Diploma  
Certificate

### PUBLICATIONS:

Eastern Maine Technical College Catalog  
Student Handbook  
Admissions Guide  
Residential Life Handbook  
Brochures on all Student Services and Professional & Business Services  
All publications are available without charge at the college.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **KENNEBEC VALLEY TECHNICAL COLLEGE**

**BARBARA W. WOODLEE, PRESIDENT**

*Central Office:* 92 WESTERN AVE, FAIRFIELD, ME 04937

*Mail Address:* 92 WESTERN AVE, FAIRFIELD, ME 04937-1367

*Established:* 1969

*Telephone:* (207) 453-5000

*Reference:* Policy Area: 02 ; Umbrella: 99 Unit: 442 ; Citation: T0020A M.R.S.A., Sect. 000012714

### **PURPOSE:**

Kennebec Valley Technical College is dedicated to the belief that each individual be provided an opportunity for the development of skills and knowledge leading to productive employment and self-fulfillment. The College offers associate degree and diploma programs to meet the needs of part-time and full-time students. In addition, continuing education courses are offered to accommodate the changing needs of Maine's employers.

Kennebec Valley Technical College strives to create a skilled work force through cooperative efforts with regional industries, businesses, services, and health care organizations. The College endeavors to provide graduates with occupational and academic competencies which include analytical problem-solving, communication, and interpersonal skills critical in today's society. Further, Kennebec Valley Technical College strives to maintain the highest academic standards of teaching and learning through a continuous process of self-assessment and improvement. The College views as key to its mission an environment which is both safe and supportive of student growth and achievement.

The college is accredited by the New England Association of Schools and Colleges. The Health Information and Technology and Respiratory Therapy are accredited by the Commission on Accreditation of Allied Health Education Programs. The Occupational Therapy program is accredited by the Accreditation Council for Occupational Therapy Education. The Nursing program is accredited by the National League for Nursing and the Maine State Board of Nursing. The Physical Therapist Assistant program is accredited by the Commission on Accreditation for Physical Therapy Education. The Business Administration and Automated Office Technology programs are accredited by the Association of Collegiate Business Schools and Programs.

### **ORGANIZATION:**

Kennebec Valley Technical College (KVTC), formerly known as Kennebec Valley Vocational-Technical Institute, was authorized when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVTC began operations in the fall of 1970 using equipment and facilities of the Regional Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVTC occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational-technical institutes (VTIs). During the summer of 1980, KVTC purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs were offered at both the Fairfield and Waterville sites. In October of 1986, construction was completed on a new multi-purpose classroom building at the Fairfield campus. The name was changed from Kennebec Valley Vocational-Technical Institute to Kennebec Valley Technical College in 1989. All of KVTC's programs are now based in Fairfield.

In May 1993, construction was completed on a new classroom building, which provided much needed space as KVTC's enrollment continued to grow. The building houses academic programs and provides additional space for KVTC's Learning Center, computer laboratories, Admissions Office, and Financial Aid Office.

### **PROGRAM:**

KVTC offers the following programs: Automated Office Technology, Business Administration, Medical Assistant, Respiratory Therapy, Health Information Technology, Radiologic Technology, Nursing, Physical Therapist Assistant, Bioscience Technology, Industrial Electrical/Electronics Technology, Applied Electronics, Occupational Therapy Assistant, Educational Technician, the EMS Academy, Lineworker Technology and Pulp and Paper Technology. Also offered are

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four-year apprenticeship program is offered to carpenters/mill wrights/iron workers.

KVTC endeavors to meet the following goals in its programs and services:

1. Provide quality programs and services that are relevant to the educational and economic needs of Maine citizens.
2. Provide opportunities and assistance for the economically and educationally disadvantaged and disabled.
3. Contribute to economic development and growth of the region and State.
4. Strengthen the relationship with secondary and post-secondary schools.
5. Continually strive to provide for the highest quality of educational instruction.
6. Provide quality administrative services.

The stated goals and objectives of KVTC's Strategic Plan provides for growth and expansion.

KVTC provided education to 923 degree/diploma candidates and 3,568 non-degree students during FY 1996. Placement of graduates has averaged 93 percent. Although enrollment in programs is not limited to Maine students, the college draws most of its students from the 150,000 citizens residing within a 60 mile radius of Waterville. Continuing Education courses cover a wider geographical area, from Jackman to Rockland.

### **LICENSES:**

Associate Degree  
Diploma  
Certificate

### **PUBLICATIONS:**

KVTC catalog is revised bi-annually - free  
Student Handbook - free  
Assorted brochures which provide general information on the College's regular and Continuing Education courses - free  
Newsletter (In-House) - quarterly  
College Viewbook - free

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **NORTHERN MAINE TECHNICAL COLLEGE**

### **DURWARD R. HUFFMAN, PRESIDENT**

*WATS:* (800) 535-6682

*Central Office:* 33 EDMONT DRIVE, PRESQUE ISLE, ME 04769

*Mail Address:* 33 EDMONT DRIVE, PRESQUE ISLE, ME 04769

*Established:* 1961

*Telephone:* (207) 768-2700

*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 443 ; Citation: T0020A M.R.S.A., Sect. 000012714

### **PURPOSE:**

Northern Maine Technical College provides quality instruction in various technical and occupational specialties. Graduates receive specific technical occupational training and the general education necessary to obtain and/or upgrade their chosen occupation. These services are delivered to full and part-time students on the main campus, six off-campus centers and at various businesses and industries in Northern Maine.

### **ORGANIZATION:**

Northern Maine Technical College (NMTC), is a State of Maine supported, accredited, postsecondary institution, governed by the Board of Trustees of the Maine Technical College System under provisions of Title 20-A, Chapter 431 M.R.S.A.

The College began classes in 1963 and is located on an 87-acre tract adjacent to Skyway Industrial Park in Presque Isle. The college continues to

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

upgrade programs and equipment to reflect current technology utilized by business and industry.

In 1995 - 96 NMTC offered instruction in 26 occupational programs. NMTC offers two-year Associate Degree, two-year Diploma and one-year Certificate programs.

### **PROGRAM:**

NMTC served 889 full - and part-time students in 26 different technical programs during FY96. Commencement figures indicated that 251 students completed college programs. Annual job placement figures for the 1993 - 1994 year were favorable with over 80 percent of graduates gainfully employed. During FY96, over 100 people were served through courses at off-campus centers throughout Aroostook County.

Additionally, the Continuing Education Division continued to offer numerous special programs such as: National Electric Code Update, Tax Seminars, Class I Driving Academy, Electrical/Electronic Training, Customized Computer Instruction, Forty Hour Hazmat Training, Childcare Assistant Training, Ethics Seminars, Notary Public Classes, and Internet training.

About 1,500 students participated in non-credit courses. Over 5,000 individuals used campus facilities for general meetings, workshops, and seminars.

### **LICENSES:**

Associate Degree  
Diploma  
Certificate

### **PUBLICATIONS:**

Various publications describing the College and its programs are available free of charge.

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## SOUTHERN MAINE TECHNICAL COLLEGE

### WAYNE H. ROSS, PRESIDENT

*Central Office:* FORT RD, SO PORTLAND, ME 04106

*Mail Address:* FORT RD, SO PORTLAND, ME 04106

*Established:* 1946

*Telephone:* (207) 767-9500

*Reference:* Policy Area: 02 ; Umbrella: 99 Unit: 444 ; Citation: T0020A M.R.S.A., Sect. 000012714

### **PURPOSE:**

Southern Maine Technical College is dedicated to providing a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop a comprehensive work ethic and effective interpersonal skills. The college believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field.

### **ORGANIZATION:**

Southern Maine Technical College was founded in 1946 and was operated as a day school for six years in the Vicery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences, necessitated more comprehensive facilities. During the summer of 1952 the Institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational-technical institutes within the state required the name to be changed to Southern Maine Vocational-Technical Institute (SMVTI). In 1989, the 114th Maine Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," officially changing the names of the Vocational-Technical Institutes to Technical Colleges. Effective September

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30, 1989, by recommendation of the Board of Trustees, SMVTI became Southern Maine Technical College.

The present SMTC campus of approximately 80 acres now consists of 47 buildings, ranging from the technical instruction facilities to residence halls. A total of 14 departments comprise the 35 technical programs on campus. SMTC is governed by the Board of Trustees of the Maine Technical College System, under provisions of Title 20-A, Chapter 431, M.R.S.A.

The programs now being offered include: Applied Marine Biology & Oceanography, Administrative Office Management, Automotive Technology, Building Construction, Business Administration, Cardiovascular Technology, Computer Technology, Culinary Arts, Dietetic Technician, Drafting, Early Childhood Education, Electrical Technology, Electronics Technology, Environmental Technology, Extended Studies, Heating and Air Conditioning, Hotel-Motel-Restaurant Management, Industrial Electricity, Integrated Manufacturing Technology, Law Enforcement Technology, Practical Nursing, Medical Assistant, Medical Transcriptionist, Plant & Soil Technology, Plumbing, Pollution Abatement Technology, Radiation Technology, Radiography, Registered Nursing, Respiratory Therapy, Surgical Technology, Technical Graphics & Design Technology, and Video Technology.

### PROGRAM:

The 1995-96 year at SMTC brought strong enrollment in both regular day programs and through the Continuing Education Division. Enrollment of regular day and evening students, deferred admissions, deferred degree and special students totaled 2,365 in the fall of 1995. Freshmen enrollment totaled 869. Over 10,000 persons were served through the Adult and Continuing Education Division in courses for upgrading, retraining and apprentices. The Division also provided courses for over 30 area industries, businesses, trade associations, Job Training Partnership Act programs, and communities to assist in upgrading personnel. These courses were offered in-plant and on campus and were specifically designed for the industry. Through the Maine Quality Centers program, education and training services were provided to IDEXX Laboratories, Blue Cross and Blue Shield of Maine, and National Semiconductor.

Approximately 700 students received \$3.5 million in student financial aid during 1995-96. Needy students applied for a variety of student assistance programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work Study, SMTC Student Labor, SMTC grants/scholarships, Federal Family Education Loan Programs, and various State Scholarships. Applications for student aid increased by 13% over the previous year to a record number of 1,825 applications.

In 1995, 83% of the graduates responding to the annual follow-up survey reported that they had found employment. Twenty-two percent of the graduates responding to the survey indicated that they were pursuing some level of additional education.

### LICENSES:

Associate Degree in Applied Science  
Diploma  
Certificate of Completion

### PUBLICATIONS:

No charge for any of the following publications:

SMTC Viewbook  
Admissions Policies, Procedures & Applications  
Tour Schedules  
Institutional Fact Sheet  
"The Point" Alumni Newsletter

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## WASHINGTON COUNTY TECHNICAL COLLEGE

### RONALD P. RENAUD, PRESIDENT

*Central Office:* RIVER RD, CALAIS, ME 04619

*Mail Address:* RR 1, BOX 22C, CALAIS, ME 04619

*Established:* 1969

*Telephone:* (207) 454-1000

*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 445 ; Citation: T0020A M.R.S.A., Sect. 000012714

#### **PURPOSE:**

The mission of Washington County Technical College is to serve the State of Maine and the region with comprehensive, postsecondary technical education culminating with the associate degree, diploma, and certificate offered in a residential campus setting. The programs and services will prepare and sustain a diverse student body as competitive members of a world-class workforce and contributing members of society.

The role of Washington County Technical College is to: accelerate the development of academic, technical and leadership skills of students seeking degrees in technology fields; instill in every graduate an appreciation for his or her individual responsibility for citizenship and leadership in a multicultural society; provide lifelong educational experiences for individuals; provide out-of-class learning experiences in the environment of a quality campus community; and develop strategic alliances and partnerships with government, business and industry that lead to enhanced economic development of the state and region.

#### **ORGANIZATION:**

Washington County Technical College (WCTC) was established in 1969 and is located on two unique campuses. The Calais campus, on the outskirts of town overlooking the St Croix River, ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, labs, library, gymnasium, and theater for use by students and the community. On-campus apartments provide residential housing for students. The second campus, the Marine Technology Center, is located on Deep Cove on the Passamaquoddy Bay in Eastport. In addition to classrooms, labs, administrative offices, library and all-purpose room, this facility includes a deep water pier and working boat yard.

WCTC is governed by the Board of Trustees of the Maine Technical College System under provisions of Title 20-A, Chapter 431 M.R.S.A. The President, Ronald P. Renaud, is the chief executive officer, assisted by the Vice President/Academic Dean. In addition to the President and Vice President, the Management Team is made up of the Director of Finance, the Dean of Students, the Director of the Marine Technology Center, and the Physical Plant Director. The chairs of the six Academic Departments make up the Academic Council. The Departments are: General Education, Mechanical Technology, Marine Technology, Construction Technology, Business Studies, and Food and Hospitality Services. The Institutional Advisory Council, made up of community leaders, gives guidance to WCTC concerning future direction. Additionally, each program of study has a program advisory committee made up of employers and experts in the technology area who give input on curriculum, equipment and staffing.

#### **PROGRAM:**

WCTC, which is accredited by the New England Association of Schools and Colleges, enrolls approximately 450 students in credit programs. Surveys indicate most of the graduates of the college are employed in the occupation for which they were trained. Over 1,000 individuals are enrolled in educational activities provided by the Continuing Education Division.

WCTC offers the following programs. ASSOCIATE DEGREES IN APPLIED SCIENCE include: Construction Technology, with specialization in Building Construction; Food and Hospitality Service with specialization in Dietary Management; General Technology; Marine Technology with specialization in Boat Building Technology; Mechanical Technology with specialization in Vehicle Service; Office Information Systems; Trade and Technical Occupations; and Workplace Technology. DIPLOMA options include: Boatbuilding Technology, Building Construction Technology, Food and Hospitality Service, Mechanical Technology and Residential and Commercial Electricity Technology. CERTIFICATES are available in: Automotive Technology; Diesel Technology; Heating Technology; Heavy Equipment Maintenance Technology;



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Heavy Equipment Operation Technology; Medical Office Technology; Marine Mechanics Technology; Plumbing Technology; Office Professional Technology; and Welding Technology.

The Continuing Education Division partners with business and industry in the area to provide update and training to the workers of Washington County, in addition to providing avocational courses for the community. Additionally, the Calais Center of the University of Maine at Machias is housed on campus, providing upper division opportunities to residents of Calais and the surrounding area through ITV and live classes.

### **LICENSES:**

Diploma  
Certificate  
Associate of Applied Science Degree

### **PUBLICATIONS:**

WCTC Catalog (Free)  
WCTC Viewbook (Free)  
Scuttlebutt (WCTC Marine Technology Center Newsletter)

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **YORK COUNTY TECHNICAL COLLEGE**

### **DARREL W. STAAT, PRESIDENT**

*Central Office:* ROUTE ONE, WELLS, ME 04090

*Mail Address:* P.O. BOX 529, WELLS, ME 04090-0529

*Established:* 1994

*FAX:* (207) 646-9675

*Telephone:* (207) 646-9282

*Reference:* Policy Area:02 ; Umbrella: 99 Unit: 580 ; Citation: T0020A.M.R.S.A., Sect. 000012714

### **PURPOSE:**

The mission of York County Technical College is three-fold: to provide education for individuals leading to jobs and self-fulfillment; to offer training for business and industry to meet upgrade and new hire standards; and to participate in economic development initiatives for York County and the State of Maine.

### **ORGANIZATION:**

York County Technical College was established in April 1994 by the 116th Legislature pursuant to Public Law, Chapter 707, M.R.S.A., following a special study commissioned by the Legislature to examine the need for postsecondary technical education in York County. In the Fall of 1995, the College opened to its first class of students in rental facilities in Wells. A permanent campus is planned for completion in 1997. The College began with three degree programs and two certificate programs in Computer Applications Technology, Office Information Management, and Hospitality Management. For Fall 1996, the college will add associate degree programs in Business Management, Computer Aided Drafting, Culinary Arts and Early Childhood Education, and certificate programs in Food Service and Early Childhood Education Specialists. Planning is underway for additional programs in Electronics, Automotive Technology, and Heating, Ventilation & Air Conditioning.

York County Technical College is governed by the Board of Trustees of the Maine Technical College System, under the provisions of Title 20-A, Chapter 431, M.R.S.A.

### **PROGRAM:**

YCTC will have an enrollment capacity of 600 day students and 600 evening students, for a total enrollment potential of 1,200. The College offers specialized training to business and industry throughout York County. A Continuing Education program is also available during the day, in the evenings and on weekends. The College's programs and courses were selected in response to the needs identified through a survey of 4,300 York County employers. This survey indicated that the greatest need for skilled employees in the region is

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

in computer functions and applications. As a result, YCTC has purchased the latest computer technology available and all of its programs will require computer proficiency.

### **LICENSES:**

Certificate  
Associate Degree

### **PUBLICATIONS:**

YCTC catalog  
YCTC brochures  
YCTC business and industry training brochure  
YCTC newsletter  
(Offered free of charge)

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TURNPIKE AUTHORITY

### JULIAN R. COLES, CHAIRMAN

*Central Office:* 430 RIVERSIDE ST, PORTLAND, ME

*Mail Address:* 430 RIVERSIDE ST, PORTLAND, ME 04103

*Established:* 1941

*Telephone:* (207) 871-7771

*Reference: Policy Area:* 08 ; *Umbrella:* 99 *Unit:* 420 ; *Citation:* T0023 *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.

### **PUBLICATIONS:**

"The Maine Turnpike Rules and Regulations Governing the use of Turnpike"

**FINANCES, FISCAL YEAR 2005:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES**

**TIMOTHY J. POLITIS, CEO/EXEC DIRECTOR**

*Central Office:* 5 COMMUNITY DRIVE, AUGUSTA, ME 04330

*Mail Address:* 5 COMMUNITY DRIVE, AUGUSTA, ME 04330

*Established:* 1977

*Reference:* Policy Area:05 ; Umbrella: 99 Unit: 397 ; Citation: T0037B M.R.S.A., Sect. 000000603

*FAX:* (207) 623-3093

*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 currently six State Veterans Homes with a total of 610 beds. The total number of beds in the system is 640.

**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 150-bed nursing home in Augusta, a 70-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), a 30-bed residential care facility in Machias, 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 2005:** The 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	84,625					84,625
TOTAL EXPENDITURES	84,625					84,625

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