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# **MAINE STATE GOVERNMENT ANNUAL REPORT 2008-2009**



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

*Published at*  
**Augusta, Maine  
2009**



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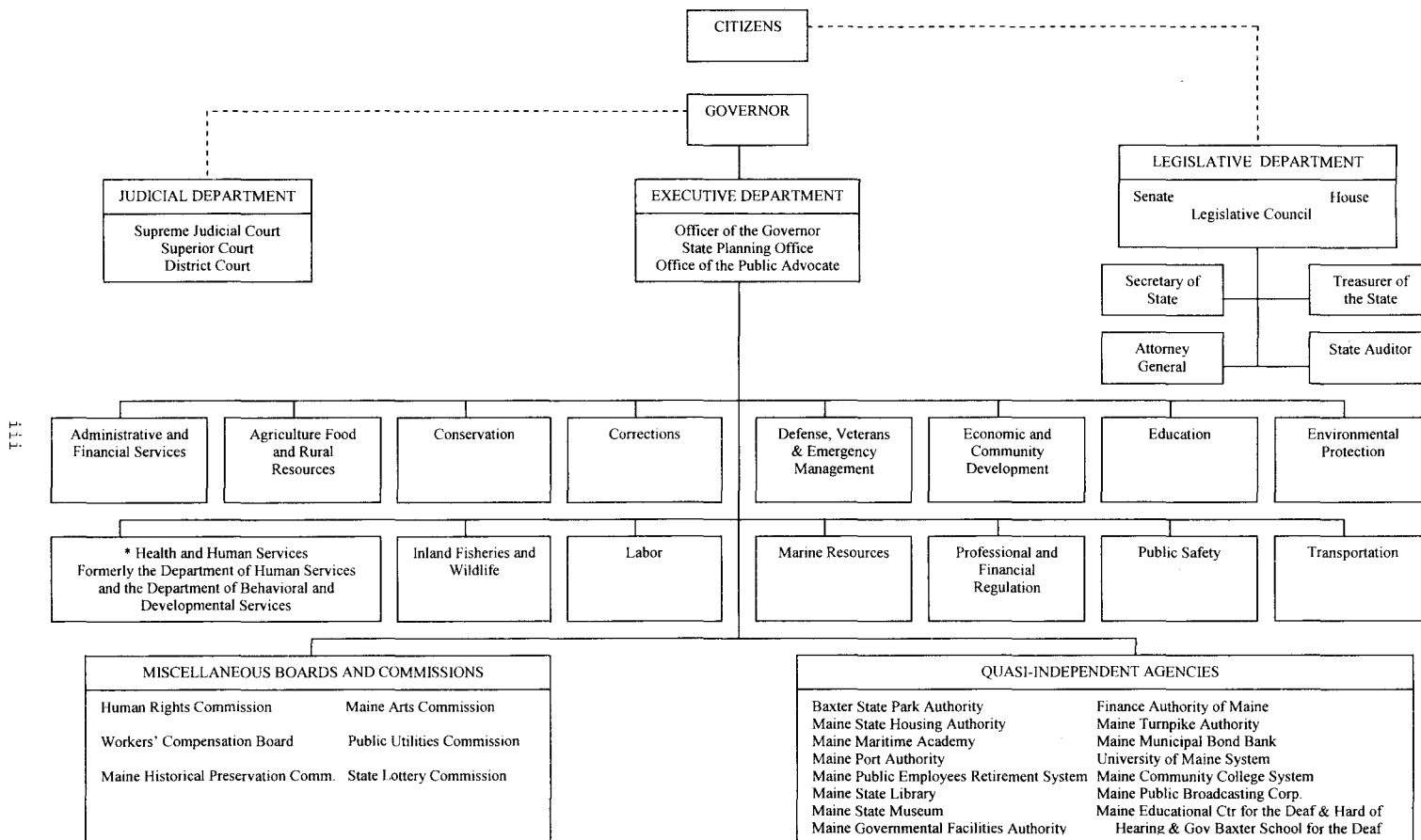
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of State Government and is not intended as legal authority either for judicial notice or legal citation.

# ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



\* Public Law 2003 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 2009-2010.





# 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**

**RYAN LOW, COMMISSIONER**

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

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

*Established:* 1992

*Telephone:* (207) 624-7800

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

*Average Count--All Positions:* 1445.144

*Legislative Count:* 1444.00

**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

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 to establish the Department of Administrative and Financial Services. Public Laws of 2005, Chapter 12, authorized the Commissioner to review the current organizational structure of payroll, personnel and accounting units to improve organizational efficiency and cost-effectiveness. Six service centers were created to provide personnel administration, employee relations, general administration and budget management to departments and agencies of state government.

**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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	67,643,202	20,826,715	124,559	878,403		45,813,525
HEALTH BENEFITS	23,927,672	7,906,090	35,969	395,805		15,589,808
RETIREMENTS	12,100,846	3,792,525	27,864	155,543		8,124,914
OTHER FRINGE BENEFITS	1,153,170	362,462	2,633	15,894		772,181
COMPUTER SERVICES	18,667,373	16,178,366	145,049	147,499		2,196,459
CONTRACTUAL SERVICES	97,088,416	10,262,526	5,640,105	962,969		80,222,816
RENTS	5,294,402	1,461,581	679,540	7,018		3,146,263
COMMODITIES	5,766,701	4,550,008	63,054	505,730		647,909
GRANTS, SUBSIDIES, PENSIONS	54,804,275	33,821,200	12,111,690		551,250	8,320,135
BUILDING IMPROVEMENTS	29,190		29,190			
EQUIPMENT	1,296,943		1,296,943			
INTEREST-DEBT RETIREMENT	7,447,916	6,272,542		668,890		506,484
TRANSFER TO OTHER FUNDS	408,055,322	3,054,064	67,518	8,059		404,925,681
COST OF GOODS SOLD	22,823,374	12,957,284				9,866,090
<b>TOTAL EXPENDITURES</b>	<b>726,098,802</b>	<b>121,445,363</b>	<b>20,224,114</b>	<b>3,745,810</b>	<b>551,250</b>	<b>580,132,265</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	302,731	302,731				
HEALTH BENEFITS	85,772	85,772				
RETIREMENTS	66,314	66,314				
OTHER FRINGE BENEFITS	6,026	6,026				
COMPUTER SERVICES	7,650	7,650				
CONTRACTUAL SERVICES	654,315	290,279	10,000			354,036
COMMODITIES	1,889	1,889				
GRANTS, SUBSIDIES, PENSIONS	123,242	11,612	111,630			
<b>TOTAL EXPENDITURES</b>	<b>1,247,939</b>	<b>772,273</b>	<b>121,630</b>			<b>354,036</b>

## OFFICE OF THE STATE CONTROLLER

### TERRY BRANN, ACTING 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:* 26.000 *Legislative Count:* 26.00

#### 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 of Administrative and Financial Services, subject to the

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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. In addition, the Office of the State Controller provides internal audit support for the agencies that comprise state government. 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 CAFR for fiscal year 2007 received the Certificate of Excellence in Financial Reporting for the first time in the Bureau's history.

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 Bureau implemented a significant upgrade of the accounting system for the start of fiscal year 2008. The accounting production system is used to process over 2.2 million payables and another 550,000 accounting transactions annually. All payments above \$5,000 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 94% 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	1,364,749	1,364,749				
HEALTH BENEFITS	440,278	440,278				
RETIREMENTS	289,566	289,566				
OTHER FRINGE BENEFITS	25,346	25,346				
COMPUTER SERVICES	7,429,129	7,429,129				
CONTRACTUAL SERVICES	148,037	148,037				
COMMODITIES	13,976	13,976				
<b>TOTAL EXPENDITURES</b>	<b>9,711,081</b>	<b>9,711,081</b>				



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY  
OPERATIONS**

**DAN GWADOSKY, DIRECTOR**

*Central Office:* 10 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:* 26.000

*Legislative Count:* 26.00

**PURPOSE:**

The purpose of the Bureau of Alcoholic Beverages and Lottery Operations is to provide exceptional public service for the pricing, listing, delisting of spirits and fortified wines and the complete distribution and sales of Maine State, Tri-State and Multi-State Lottery games. The Bureau is authorized, through its Director, as the Chief Administrative Officer of the State Liquor and Lottery Commission, to have general charge of the office and records, employ personnel and make expenditures as necessary; and to conduct, with the guidance of the Commission, the administration of laws relating to the sale of spirits, fortified wines at agency liquor stores. The Bureau is also responsible for the distribution and the sale of lottery products through licensed Lottery agents.

**ORGANIZATION:**

The State's regulation of liquor originated in 1862 with the establishment of a Commission to Regulate Sale of Intoxicating Liquors 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. 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. The following year, 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 vendor to lease the State's wholesale liquor activities associated with distributing and selling spirits and fortified wines. The Bureau provides oversight of the lease agreement with the vendor. The Bureau is administered by the Bureau's Director with the guidance of The Liquor and Lottery Commission

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 lease 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.  
Lottery Sales Agents Licensing.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	994,182					994,182
HEALTH BENEFITS	409,484					409,484
RETIREMENTS	182,860					182,860
OTHER FRINGE BENEFITS	13,753					13,753
COMPUTER SERVICES	48,123					48,123
CONTRACTUAL SERVICES	2,166,109					2,166,109
RENTS	452,817					452,817
COMMODITIES	35,018					35,018
TRANSFER TO OTHER FUNDS	158,185,246					158,185,246
<b>TOTAL EXPENDITURES</b>	<b>162,487,592</b>					<b>162,487,592</b>

## BUREAU OF THE BUDGET

### ELLEN SCHNEITER, STATE BUDGET OFFICER

*Central Office:* 3RD FLOOR CROSS OFFICE BLDG, 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 year, subject to the approval of the State Budget Officer and the Governor.

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The Bureau also produces the Maine State Government Annual Report, prepares 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	778,785	722,720		56,065		
HEALTH BENEFITS	203,976	187,333		16,643		
RETIREMENTS	145,059	132,517		12,542		
OTHER FRINGE BENEFITS	9,795	8,656		1,139		
COMPUTER SERVICES	32,613	30,104		2,509		
CONTRACTUAL SERVICES	44,465	41,367		3,098		
COMMODITIES	3,029	2,853		176		
<b>TOTAL EXPENDITURES</b>	<b>1,217,722</b>	<b>1,125,550</b>		<b>92,172</b>		

## CAPITOL PLANNING COMMISSION

### CHIP GAVIN, DIRECTOR

Central Office: MUSKIE BUILDING, 2ND FLOOR, AUGUSTA, ME 04333  
Mail Address: 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 FAX: (207) 287-4008  
Established: 1967 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 in 1967, abolished in 1972, 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 other 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.

### PROGRAM:

The Capitol Planning Commission met 4 times during fiscal year 2009. The Commission discussed the following:  
Updating the State Facilities Master Plan  
19 Union Street/former Labor Building renovation project  
242 State Street, the PUC Building  
Memorial Park Guidelines and a Memorial for the Families and Friends of Children Who Have Died by Violence

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Kennebec Arsenal Project updates  
Sale of the Stone Building and the Brick Farmhouse on the East Campus as well as  
the Stevens School Complex in Hallowell

### **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**

### **CHIP GAVIN, 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 1,600 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 most fuel efficient, cost effective, appropriate type, and number of  
vehicles in their fleet. Fuel efficiency and emission rating are part of the  
life cycle costing for all new vehicles purchased.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTRAL FLEET MANAGEMENT DIVISION	<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	540,570					540,570
HEALTH BENEFITS	236,151					236,151
RETIREMENTS	99,000					99,000
OTHER FRINGE BENEFITS	12,106					12,106
COMPUTER SERVICES	20,858					20,858
CONTRACTUAL SERVICES	4,305,614					4,305,614
RENTS	3,741					3,741
COMMODITIES	52,108					52,108
INTEREST-DEBT RETIREMENT	314,707					314,707
TRANSFER TO OTHER FUNDS	25,903					25,903
<b>TOTAL EXPENDITURES</b>	<b>5,610,758</b>					<b>5,610,758</b>

## STATE CLAIMS COMMISSION

### SIDNEY GELLER, CHAIRMAN

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

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

*Established:* 1961      *Telephone:* (207) 624-7411

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

*Average Count--All Positions:* 1.000      *Legislative Count:* 1.00

#### PURPOSE:

The State Claims Commission was established to ensure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and by the Maine Turnpike Authority, and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove certain claims against the State or any of its agents.

#### ORGANIZATION:

Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board, whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission, consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as Chairman. The fifth member of the Commission is appointed for each hearing or series of hearings within the county where the land taken lies. 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 upon recommendation by the board of county commissioners, such service being as a member of the State Claims Commission and not in the capacity of County Commissioner.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE CLAIMS COMMISSION	<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	39,202		39,202		
HEALTH BENEFITS	13,968		13,968		
RETIREMENTS	6,288		6,288		
OTHER FRINGE BENEFITS	743		743		
COMPUTER SERVICES	2,033		2,033		
CONTRACTUAL SERVICES	7,225		7,225		
COMMODITIES	413		413		
TRANSFER TO OTHER FUNDS	3,879		3,879		
<b>TOTAL EXPENDITURES</b>	<b>73,751</b>		<b>73,751</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:* 15,000

*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-four (24) 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; and one labor member from the Maine Maritime academy 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; one management member appointed by the Executive Director of the Maine State Retirement System; and one management member appointed by the President of Maine Maritime Academy.

#### **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 July 1, 2008. The contract provides for a

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

point-of-service (POS) managed care plan for active employees and non-Medicare eligible retirees. The Medicare Advantage Private Fee-for-Service (PFFS) insured by Coventry provides coverage for Medicare eligible retirees. The group health plan provides health care benefits for approximately 40,000 covered lives. The Commission has renewed the dental insurance contract with Northeast Dental through FY2008.

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.

As part of this strategy, the Commission introduced a tiered hospital benefit effective July 1, 2006. All Maine hospitals were ranked according to selected patient safety and clinical quality measures. Fifteen of thirty-six hospitals were designated as "preferred hospitals". If a member receives care from a preferred hospital, the services billed by that hospital are exempt from the deductible. The objectives of this initiative are to engage members in a discussion of health care quality and to encourage providers to publicly disclose their performance. Effective July 1, 2007 the tiered hospital benefit was modified to require more ambitious performance in order to achieve preferred hospital status.

Effective July 1, 2007 the Commission introduced a tiered benefit for primary care physicians (PCPs). Primary care practices are ranked according to clinical office systems and the outcomes of treatment for patients with selected chronic illnesses. Office visit copays are waived for members who receive care from preferred primary care practices.

### **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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE EMPLOYEE HEALTH 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	562,077					562,077
HEALTH BENEFITS	219,821					219,821
RETIREMENTS	122,203					122,203
OTHER FRINGE BENEFITS	9,229					9,229
COMPUTER SERVICES	19,841					19,841
CONTRACTUAL SERVICES	61,745,852					61,745,852
RENTS	48,425					48,425
COMMODITIES	12,094					12,094
TRANSFER TO OTHER FUNDS	158,153,883	810,393	36,386			157,307,104
<b>TOTAL EXPENDITURES</b>	<b>220,893,425</b>	<b>810,393</b>	<b>36,386</b>			<b>220,046,646</b>

## DIVISION OF FINANCIAL AND PERSONNEL SERVICES

### DENISE GARLAND, ASSOCIATE COMMISSIONER

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

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

*Established:* 1992 *Telephone:* (207) 624-7400

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

*Average Count--All Positions:* 306.000 *Legislative Count:* 306.00

#### PURPOSE:

The Division of Financial and Personnel Services is established to provide consolidated administrative, financial and personnel management services for departments and agencies in state government through centralized service centers.

#### ORGANIZATION:

The Division of Financial and Personnel Services was established by statute on June 30, 1992. Public Laws of 2005, Chapter 12, authorized the Commissioner to review the current organization structure of payroll, personnel and accounting units to improve organizational efficiency and cost-effectiveness. Six service centers were created to provide personnel administration, employee relations, general administration and budget management to departments and agencies of state government.

#### PROGRAM:

The assistance and support provided to the departments and bureaus of the service centers include accounting, auditing and budgetary functions, and departmental personnel functions.



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	12,382,962					12,382,962
HEALTH BENEFITS	4,616,287					4,616,287
RETIREMENTS	2,345,506					2,345,506
OTHER FRINGE BENEFITS	216,314					216,314
COMPUTER SERVICES	813,991					813,991
CONTRACTUAL SERVICES	791,536	162,542	9,108			619,886
RENTS	119,221		45			119,176
COMMODITIES	123,828		22			123,806
GRANTS, SUBSIDIES, PENSIONS	551,250				551,250	
INTEREST-DEBT RETIREMENT	6,273,145	6,272,542				603
COST OF GOODS SOLD	12,957,284	12,957,284				
<b>TOTAL EXPENDITURES</b>	41,191,324	19,392,368	9,175		551,250	21,238,531

## BUREAU OF GENERAL SERVICES

### CHIP GAVIN, DIRECTOR

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

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

*Established:* 1991 *Telephone:* (207) 624-7344

*Reference:* Policy Area:00 ; Umbrella: 18 Unit: 554 ; Citation: T0005 *M.R.S.A., Sect.* 000001742

*Average Count--All Positions:* 177.375 *Legislative Count:* 177.00

#### 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 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, 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 six major divisions; Planning, Design & Construction; 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; 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 Planning, Design & Construction Division staff oversees public improvements at approximately 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

maintenance, including housekeeping services, of over 70 buildings in the various Capitol Complexes (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, 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

<b>BUREAU OF GENERAL SERVICES</b>	<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	6,009,902	4,158,119		352,972		1,498,811
HEALTH BENEFITS	2,628,761	1,765,631		193,649		669,481
RETIREMENTS	1,063,351	727,093		61,417		274,841
OTHER FRINGE BENEFITS	116,905	79,890		7,220		29,795
COMPUTER SERVICES	242,345	178,727		2,982		60,636
CONTRACTUAL SERVICES	6,320,727	4,595,926	311,797	925,061		487,943
RENTS	1,840,278	237,023	658,361	7,018		937,876
COMMODITIES	4,938,347	4,368,493	23,748	505,116		40,990
BUILDING IMPROVEMENTS	29,190		29,190			
EQUIPMENT	1,296,943		1,296,943			
INTEREST-DEBT RETIREMENT	672,099			668,890		3,209
TRANSFER TO OTHER FUNDS	66,471,671	-108				66,471,779
<b>TOTAL EXPENDITURES</b>	<b>91,630,519</b>	<b>16,110,794</b>	<b>2,320,039</b>	<b>2,724,325</b>		<b>70,475,361</b>

## BUREAU OF HUMAN RESOURCES

### ALICIA KELLOGG, DIRECTOR

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

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

*Established:* 1987

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

*Average Count--All Positions:* 38.000

*FAX:* (207) 287-4414

*Telephone:* (207) 624-7761

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

*Legislative Count:* 38.00

#### PURPOSE:

The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System and functions as the Governor's designee for employer relations for Maine State Government. 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. In addition, the Bureau also develops and executes employee relations policies, objectives and strategies consistent with the overall objectives of the Governor; conducts negotiations with certified bargaining agents under applicable statutes; administers and interprets collective bargaining agreements; represents the State in all bargaining unit determinations, elections, prohibited practice complaints and other related legal proceedings; and administers the State EEO/AA Program, the ADA, the USERRA and other civil rights related law and programs. The Bureau also is responsible for administering employee benefits including health and dental insurances and the deferred compensation program, Workers Compensation Program, and Wellness and Safety initiatives. The Bureau is a service agency to Executive Branch

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departments, and the Bureau's enacting legislation mandates that it 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; and 5) to function as the Governor's designee for employee relations for the State of Maine.

### 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. In July 2008, the Bureau of Employee Relations became the Office of Employee Relations and was returned to the Bureau of Human Resources.

### PROGRAM:

The Merit Systems Division fosters an interactive relationship with Service Center and agency HR divisions. The objective is a shift in organizational culture: to decentralize much of the day-to-day administration of merit systems to agencies by providing agency HR professionals with the skills and information needed to accept delegated responsibility. Important to this effort is the HR Policy/Practices Manual which is 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 workforce demographics, job class specifications, key staffing reports and other information. Recent additions include expanded recruitment services and an automated application. The Bureau continues to explore ways to make more services available via the internet.

The State Employees' Health Insurance Program provides centralized administration 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' Compensation Division provides direction and technical assistance in the administration of workers' compensation claims. The

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Employee Assistance Program utilizes 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 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 (MMS). 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.

The Office of Employee Relations negotiated successor collective bargaining agreements for the seven bargaining units effective July 2007 through June 2009, and continued to administer the agreements by providing advice and counsel to agencies. Staff also conducted grievance hearings and represented agencies in grievance arbitrations; pursued unit clarifications petitions; and represented the state on Labor/Management Committees established in collective bargaining agreements.

### PUBLICATIONS:

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

<http://www.maine.gov/bhr> for links to:

- Civil Service rules
- Personnel Action Forms
- Training Catalogue
- Employment Opportunities Listings (current)
- Human Resources Policy and Procedures Manual

[http://www.maine.gov/bhr/rules\\_policies/policy.htm](http://www.maine.gov/bhr/rules_policies/policy.htm)

<http://janus.state.me.us/legis/statutes/5/title5ch0sec0.html> for links to:

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

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,902,632	1,154,664	124,559			623,409
HEALTH BENEFITS	648,531	380,518	35,969			232,044
RETIREMENTS	405,337	241,984	27,864			135,489
OTHER FRINGE BENEFITS	29,987	19,427	2,633			7,927
COMPUTER SERVICES	313,804	40,601	18,061			255,142
CONTRACTUAL SERVICES	4,237,333	281,173	146,165			3,809,995
RENTS	138,114	48,962	878			88,274
COMMODITIES	61,458	36,502	8,049			16,907
GRANTS, SUBSIDIES, PENSIONS	8,320,135					8,320,135
TRANSFER TO OTHER FUNDS	74,515		4,931			69,584
<b>TOTAL EXPENDITURES</b>	16,131,846	2,203,831	369,109			13,558,906

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**OFFICE OF INFORMATION TECHNOLOGY**

**RICHARD THOMPSON, 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:* 508.500

*Legislative Count:* 508.50

**PURPOSE:**

The Office of the Information Technology (OIT) provides centralized direction, coordination and oversight to information technology policy making, planning, architecture and standardization, with the focus on delivery of effective information technology services in Maine State government. This includes responsibilities over information technology leadership, communications, planning, financial performance management, procurement and contract management, and resource management.

**ORGANIZATION:**

The Office of Information Technology was created effective July 1, 2005 with the merger of the Office of the Chief Information Officer and the Bureau of Information Services, establishing an organization that has an enterprise focus on the delivery of information technology to Executive Branch agencies and coordination and support of other State and local government entities. All Executive agency information technology services are performed by or contracted through OIT.

**PROGRAM:**

In fiscal year 2009 OIT initiated plans to adopt a new organizational structure.

The new structure will further reduce costs and achieve strategic alignment of services across agencies. Under the new unified structure, technology services are organized into three categories. (1) OIT's Core Technology Services Division delivers common and shared services which include, but are not limited to, 24x7 computer center and server support, network telecommunications delivery and support (data, voice and statewide radio), email, desktop and laptop computer purchasing and support and consolidated help desk services. (2) The Applications Development and Shared Services Division supports all common and specialized computer applications used by Executive Branch agencies. Some applications include Professional service licensing, statewide accounting, Human Services client eligibility services and unemployment benefits applications and payments. (3) The Policy, Planning and Oversight Division is responsible for the financial operation of OIT, OIT contracts, security, IT strategic planning and IT project management. OIT also supports the InforME Board and the ConnectME Authority, whose mission is to expand broadband internet access across the State of Maine. OIT operates as an Enterprise Fund recovering the cost of performing and delivering services from state agencies/users.

**Intergovernmental Radio Network:** A significant effort initiated during FY 06 was the upgrade / replacement of the State's antiquated radio-based Public Safety Communications Infrastructure. It has been 30 years since the State developed a plan to upgrade its radio (wireless) communications structures. Starting in 2005 the plan was implemented to replace several radio systems used by state and local agencies. Through the efforts of the Maine State Communication Network program, these aging systems are being replaced by a single, interoperative statewide system. Partnerships with federal and local agencies have been fostered in this process. This major initiative will continue as a multi year project with a contracted systems integrator to implement the necessary improved or new infrastructure to complete this network. The contract to implement the system was signed in early 2009 and work is progressing on the system.

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**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	28,991,270					28,991,270
HEALTH BENEFITS	9,120,678					9,120,678
RETIREMENTS	4,917,854					4,917,854
OTHER FRINGE BENEFITS	478,290					478,290
COMPUTER SERVICES	964,432					964,432
CONTRACTUAL SERVICES	2,163,305					2,163,305
RENTS	1,495,120					1,495,120
COMMODITIES	364,898					364,898
INTEREST-DEBT RETIREMENT	187,964					187,964
TRANSFER TO OTHER FUNDS	24,944,999	2,243,780				22,701,219
COST OF GOODS SOLD	9,866,090					9,866,090
<b>TOTAL EXPENDITURES</b>	<b>83,494,900</b>	<b>2,243,780</b>				<b>81,251,120</b>

## INFORME

### RICHARD THOMPSON, CHAIR

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

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

*Established:* 1998

*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, 2 members of user associations appointed by the Governor, the State's Chief Information Officer, the Commissioner of the Department of Administrative and Financial 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, Chaired by the State Chief Information Officer provided direction to the InforME Portal Manager, Maine Information Network. 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

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ways to: A. Expand the amount and kind of public information available free of charge; B. Increase the utility of the public information 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.

As a result of InforME's efforts, a national survey of state websites has identified Maine as the top-ranked state in the performance of e-governance. The research study was conducted jointly by the E-Governance Institute, School of Public Affairs and Administration at Rutgers University in Newark, and the Department of Public Administration at San Francisco State University (SFSU). The survey evaluated state websites in the areas of privacy, usability, content, service and citizen participation, and ranked the states nationally. Maine's website ranked first in the categories of service and citizen participation, and was noted as a good example of government effectively engaging citizens online and providing services that increase efficiency and effectiveness. Additionally, Maine.gov was ranked fourth in the 2009 Digital Government Achievement Awards for state government Web portals. This marks the ninth year since 2000 that Maine's official web site has been named in the top 4 state government sites by the Center for Digital Government.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE LIQUOR AND LOTTERY COMMISSION

### DAN GWADOSKY, DIRECTOR

*Central Office:* 10 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 Executive 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 with respect to 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

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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 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become The Bureau of Alcoholic Beverages and Lottery Operations. In July 1993, the Maine State Liquor and Lottery Commission were merged into a single, combined Commission of five (5) members.

### **PROGRAM:**

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

### **LICENSES:**

(See Department of Public Safety Annual Report).

### **PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2009:** 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:* 336.269

*Legislative Count:* 335.50

### **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 and Rent Refund (the "Circuit Breaker") 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



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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. 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 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 taxes, franchise tax on financial institutions, insurance premiums taxes, Maine Residents Property Tax and Rent Refund (the "Circuit Breaker") Program, and Business Equipment Tax Reimbursement Program. Sales, Fuel and Special Tax Division - 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 property tax administration; administers the Commercial Forestry Excise Tax, Controlling Interest & Real Estate Transfer Tax, Telecommunications Personal Property Tax, Elderly Tax Deferral Program, municipal LURC fee assessments, property and excise taxes in the Unorganized Territories; establishes per acre values and reimbursements pursuant to the Tree Growth Tax Law; determines annual State Valuation; provides training programs for municipal assessors; and administers state reimbursements for the following exemptions: Veterans', Veterans' Organizations, Homestead, Business Equipment Tax, Animal Waste Facility, and Snow Grooming. Appellate Division - Makes final agency action decisions on administrative tax appeals (reconsiderations). Appellate staff act as hearing officers, making findings of fact, researching and applying the relevant tax law. 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. Research Division - Provides research support to the Bureau, develops economic models for tax policy analysis, and monitors monthly tax revenues.

**OPERATIONS:** Return Processing and Quality Assurance Division - Provides mail and return processing services, deposits and tax revenues, provides Bureau-wide data entry services, provides business analysis and quality assurance testing for planning and implementation of modernized and enhanced systems, works with systems staff to operate, maintain and develop the Bureau's computer network, automated systems and electronic return filing and payment applications and provide oversight of Bureau electronic data processing hardware. Accounting Unit - Prepares Bureau budget and monitors expenditures.

**COMPLIANCE:** Income/Estate Tax Division - Conducts field audits of all business entity types and estates to determine tax liability and assists taxpayers in understanding Maine tax law; reviews and adjusts as necessary the tax returns and tax benefit programs administered by the Division. Sales, Fuel & Special Tax Division, Audit Unit-Conducts field audits of various businesses and individuals to determine tax liability and assists taxpayers in understanding Maine tax law. Compliance Division - Collects delinquent taxes and 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 referred by Criminal Tax Referral Committee. Completed cases reviewed by the AG's Office to determine those to be prosecuted criminally.

### LICENSES:

Sales Tax Retailer Certificate  
Sales Tax 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

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Blueberry Processors & Shippers License  
Potato Shippers Certificate  
Mahogany Quahog Dealers Certificate  
Certified Maine Assessor Certificate  
Certified Assessment Technician Certificate  
Service Provider Tax Certificate

### PUBLICATIONS:

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

Maine Revenue Services - Web Site: [www.maine.gov/revenue](http://www.maine.gov/revenue)  
Maine Tax Alert  
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 - Any number of maps (24"x36" sheet) \$5.00 each  
Unorganized Territory Valuation Book - \$0.20 per page, with a minimum of \$3.00  
Unorganized Territory Valuation Book; electronic copy - \$5/township; 6-10  
Townships, \$10; Entire UT County \$20  
Maine Property Assessment Manual - \$10.00  
Maine Property Tax Laws - \$10.00  
Title 36 - \$19.70  
Sales Tax Reference Guide - \$12.80

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REVENUE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,553,895	13,123,732		430,163		
HEALTH BENEFITS	5,218,104	5,046,559		171,545		
RETIREMENTS	2,410,348	2,335,052		75,296		
OTHER FRINGE BENEFITS	229,910	223,117		6,793		
COMPUTER SERVICES	8,759,119	8,492,156	126,988	139,975		
CONTRACTUAL SERVICES	9,933,823	4,743,203	5,163,035	27,585		
RENTS	1,195,851	1,175,596	20,255			
COMMODITIES	157,556	126,296	31,235	25		
GRANTS, SUBSIDIES, PENSIONS	45,809,648	33,809,588	12,000,060			
TRANSFER TO OTHER FUNDS	30,381		26,201	4,180		
<b>TOTAL EXPENDITURES</b>	<b>87,298,635</b>	<b>69,075,299</b>	<b>17,367,774</b>	<b>855,562</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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

marine equipment 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.

### 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:

Not allowed by statute

### PUBLICATIONS:

Annual compilation of property values

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF RISK MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	220,245					220,245
HEALTH BENEFITS	85,862					85,862
RETIREMENTS	47,161					47,161
OTHER FRINGE BENEFITS	4,767					4,767
COMPUTER SERVICES	13,437					13,437
CONTRACTUAL SERVICES	4,570,077					4,570,077
RENTS	836					836
COMMODITIES	2,088					2,088
TRANSFER TO OTHER FUNDS	164,846					164,846
<b>TOTAL EXPENDITURES</b>	<b>5,109,319</b>					<b>5,109,319</b>

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

**SETH H. BRADSTREET, III, COMMISSIONER**  
**EDWIN R. PORTER, DEPUTY 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:* 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:* 171,588

*Legislative Count:* 138.00

**Units:**

OFFICE OF AGRICULTURAL, NATURAL AND RURAL  
RESOURCES  
MAINE AGRICULTURAL BARGAINING BOARD  
DIVISION OF ANIMAL HEALTH AND INDUSTRY  
AROOSTOOK WATER AND SOIL MANAGEMENT BOARD  
OFFICE OF THE COMMISSIONER  
STATE HARNESS RACING COMMISSION  
(OFFICE OF) STATE HORTICULTURIST

DIVISION OF MARKET AND PRODUCTION DEVELOPMENT  
MAINE MILK COMMISSION  
BOARD OF PESTICIDES CONTROL  
DIVISION OF PLANT INDUSTRY  
SEED POTATO BOARD  
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 public's health and well being from the consumption of harmful or unsanitary products and food preparation practices; and the sound development of the natural resources of the State.

The Commissioner of Agriculture and 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, to inspect food establishments where food products are stored, processed, manufactured and sold, and issue licenses, permits and certificates of inspection.

The Commissioner of Agriculture and 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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

the Commissioner.

### PROGRAM:

Specific activities of the department during FY09 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,931,547	2,475,027	1,975,376		1,249,428	231,716
HEALTH BENEFITS	2,369,948	963,972	761,885		538,022	106,069
RETIREMENTS	1,059,407	458,068	346,281		215,140	39,918
OTHER FRINGE BENEFITS	100,986	43,696	30,531		22,711	4,048
COMPUTER SERVICES	211,014	136,736	68,079		6,199	
CONTRACTUAL SERVICES	3,257,428	1,170,447	1,658,750		371,782	56,449
RENTS	595,539	348,721	190,169		41,096	15,553
COMMODITIES	503,235	189,935	138,272		103,833	71,195
GRANTS, SUBSIDIES, PENSIONS	31,493,286	531,102	28,572,092		1,484,046	906,046
EQUIPMENT	376,295				76,295	300,000
TRANSFER TO OTHER FUNDS	552,942	269,409	230,188		45,772	7,573
<b>TOTAL EXPENDITURES</b>	<b>46,451,627</b>	<b>6,587,113</b>	<b>33,971,623</b>		<b>4,154,324</b>	<b>1,738,567</b>

## OFFICE OF AGRICULTURAL, NATURAL AND RURAL RESOURCES

### 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

Telephone: (207) 287-3871

Reference: Policy Area: 04 ; Umbrella: 01 Unit: 001B; Citation: T0007 M.R.S.A., Sect. 000000003

### PURPOSE:

The Office of Agricultural, Natural and Rural Resources (OANRR) was merged with the Division of Animal Health and Industry effective FY 07, with some bond projects assigned to the Division of Market and Production Development. There continues to be closing obligations from this reorganization. The programmatic overview is found within both the Division of Animal Health and Industry, and the Division of Market and Production Development.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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>						
GRANTS, SUBSIDIES, PENSIONS	22,468					22,468
<b>TOTAL EXPENDITURES</b>	22,468					22,468

## MAINE AGRICULTURAL BARGAINING BOARD

### EDWIN R. PORTER, DEPUTY COMMISSIONER

*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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**DIVISION OF ANIMAL HEALTH AND INDUSTRY**

**DONALD HOENIG, 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) 287-7615

*Reference: Policy Area: 04 ; Umbrella: 01; Unit: 001P; Citation: T0007 M.R.S.A., Sect. 000000003*

*Average Count--All Positions:* 29.738

*Legislative Count:* 29.50

**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, promote public health and food safety as it relates to diseases, which are transmissible to humans, administer the animal welfare statutes and develop best management practices that are economically and environmentally sound. The Division is also responsible for the Milk Quality Laboratory, the State Federal Serology Laboratory, the Nutrient Management Program, the Animal Welfare Program and the Agricultural Compliance Program.

**ORGANIZATION:**

Professional staff is comprised of one Chemist, two Lab Technicians, , one State Veterinarian, one assistant state veterinarian, one Livestock Specialist, one Poultry Health Technician, one Planning and Research Associate, one Agricultural Compliance Supervisor, one Agricultural Compliance Officer, one State Soil Scientist, one Natural Resource Program Manager, one Nutrient Management Program Coordinator, one Animal Welfare Program Director, one animal welfare program veterinarian, five district humane agents, one intermittent humane agent and the Division Director. Clerical/administrative support is comprised of two Office Associates and one Secretary Associate. The Division has oversight of the Nutrient Management Board. National Poultry Improvement Program 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. The Division provides administrative assistance to the Maine Association of Soil and Water Conservation Districts.

**PROGRAM:**

The Division of Animal Health and Industry is dedicated to protecting and improving the health and welfare of all companion and agricultural animals and the citizens of Maine. The Division is responsible for a variety of programs pertaining to animal health and welfare, production and quality, as well as human health; works to prevent the introduction and spread of contagious, infectious, and parasitic diseases 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. The Compliance Officers respond to nuisance and contamination complaints and develop best management practices for adoption by farmers. The Nutrient Management Program has provided bond funding for the establishment of manure storage facilities and ensures that all livestock and poultry operations maintain a Nutrient Management Plan. The Natural Resource Specialist is part of the Maine Compost Team that is internationally recognized for its cutting edge composting as a waste management tool. 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.

**LICENSES:**

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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

Animal shelters  
 Boarding kennels  
 Breeding kennels  
 Pet shops  
 Research facilities  
 Dogs  
 Permits:  
 Livestock and Poultry Importations  
 Laboratory Evaluation Officers  
 Biologics  
 Dairy Farms  
 Livestock Operations Permits  
 Pig Scrambles  
 Calf Scrambles

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ANIMAL HEALTH AND INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,103,836	644,886	428,652		30,298	
HEALTH BENEFITS	443,706	253,207	183,609		6,890	
RETIREMENTS	206,049	121,370	79,442		5,237	
OTHER FRINGE BENEFITS	18,742	9,994	8,170		578	
COMPUTER SERVICES	706		706			
CONTRACTUAL SERVICES	488,841	51,977	421,400		15,464	
RENTS	180,310	71,078	103,948		5,284	
COMMODITIES	76,573	25,139	34,201		17,233	
GRANTS, SUBSIDIES, PENSIONS	715,748	328,850			104,105	282,793
TRANSFER TO OTHER FUNDS	90,887		85,399		5,488	
<b>TOTAL EXPENDITURES</b>	<b>3,325,398</b>	<b>1,506,501</b>	<b>1,345,527</b>		<b>190,577</b>	<b>282,793</b>

## AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

### RAY HARRIS, CHAIRMAN

*Central Office:* AMHI - DEERING BLDG, AUGUSTA, ME 04333-0028  
*Mail Address:* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX:* (207) 287-7548  
*Established:* 1987 *Telephone:* (207) 287-7620  
*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 composed 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:**

The Board has stopped functioning this year as the state established the Agricultural Water Management Board that will take over responsibilities statewide. The Board is scheduled to be eliminated in 2010.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

OFFICE OF THE COMMISSIONER

**SETH H. BRADSTREET, III, COMMISSIONER**  
**EDWIN R. PORTER, DEPUTY 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: 1919 Telephone: (207) 287-3871  
Reference: Policy Area: 04 ; Umbrella: 01 Unit: 001T; Citation: T0007 M.R.S.A., Sect. 000000003  
Average Count--All Positions: 4.000 Legislative Count: 4.00

**PURPOSE:**

The Office of the Commissioner provides oversight of management and planning efforts across the Department as well as strategic direction. It also coordinates enterprise-wide technology, finance and human resources initiatives. Additionally, the Office coordinates legislative activity, and the regulatory agenda.

**ORGANIZATION:**

The Office consists of the Commissioner and Deputy Commissioner's office, State Harness Racing Commission and Maine Milk Commission.

**PROGRAM:**

The Office has spearheaded policy matters that directly affect Maine agriculture or Departmental operations. It coordinates the development of, tracking of, and response to legislative and budget issues. The Department's coordination with Natural Resource Service Center and Office of Information Technology is led through this office. It also provides administrative support to the Maine Agricultural Bargaining Board.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	238,348	238,348				
HEALTH BENEFITS	94,065	94,065				
RETIREMENTS	48,082	48,082				
OTHER FRINGE BENEFITS	4,824	4,824				
COMPUTER SERVICES	203,644	136,451	67,193			
CONTRACTUAL SERVICES	986,957	714,908	272,049			
RENTS	12,656	11,432	1,224			
COMMODITIES	19,714	18,991	723			
GRANTS, SUBSIDIES, PENSIONS	120,796	32,000	14,700		74,096	
TRANSFER TO OTHER FUNDS	23,122		23,122			
<b>TOTAL EXPENDITURES</b>	<b>1,752,208</b>	<b>1,299,101</b>	<b>379,011</b>		<b>74,096</b>	

STATE HARNESS RACING COMMISSION

**HENRY JACKSON, 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) 287-3221  
Reference: Policy Area: 04 ; Umbrella: 01 Unit: 017 ; Citation: T0008 M.R.S.A., Sect. 000000261  
Average Count--All Positions: 6.808 Legislative Count: 4.00

**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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 their distribution; establishes a schedule of fines 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 horses.

### 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 knowledge of harness racing. The members must be appointed to provide a broad geographic representation. Members of the Commission serve three-year terms. A vacancy is filled by appointment for the remainder of the unexpired term. Members whose terms expire serve until their successor is qualified and appointed. The Governor shall appoint one of the five commission members as Chair. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

Pursuant to 1991 PL Ch. 579, the Commission's authority was expanded to include jurisdiction over off-track betting facilities. Pursuant to 1997 PL Ch. 527, an Executive Director's position was created to provide administrative management for the Commission's daily activities. Pursuant to 1997 PL Ch. 528, 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 Maine Standardbred Sire Stakes Program received its original funding by the 108th Legislature and was increased by the 113th Legislature. 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 racehorses and by humans within the State.

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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

resources, funds and personnel.

### 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

Off-track Betting Report and Recommendations to Legislature-Contained in Annual Report

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	299,672		299,672			
HEALTH BENEFITS	95,888		95,888			
RETIREMENTS	52,873		52,873			
OTHER FRINGE BENEFITS	4,314		4,314			
CONTRACTUAL SERVICES	577,318	4,167	573,151			
RENTS	18,111		18,111			
COMMODITIES	37,920		37,920			
GRANTS, SUBSIDIES, PENSIONS	12,628,243		12,628,243			
TRANSFER TO OTHER FUNDS	16,153		16,153			
<b>TOTAL EXPENDITURES</b>	13,730,492	4,167	13,726,325			

## (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

Established: 1910

FAX: (207) 287-7548

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 Bureau of Horticulture as an organizational unit was abolished in 1972. The State Horticulturist was later placed under the Division of Plant Industry and is responsible to the Director of that Division.

Professional staff in this office includes the State Horticulturist, two Assistant Horticulturists, an Integrated Pest Management (IPM) Entomologist and a State Survey Entomologist.

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### PROGRAM:

Major responsibilities of this unit include nursery, greenhouse and plant dealer inspections; licensing of plant sales outlets and providing assistance to industry and the general public on horticulture issues; managing the arborist licensing program; the IPM program and the cooperative agricultural pest survey program (CAPS).

Over 1,380 establishments were licensed and 824 inspections were made at businesses selling plants in 2008. A variety of plant pests have been the focus for the program including inspecting shipments of imported hemlock for the presence of Hemlock Woolly Adelgid, chrysanthemums for chrysanthemum white rust and tomato seedlings for late blight. It is extremely important to identify infected plants at the garden centers before they are sold to the public and distributed about the state.

In 2008, this Office with help from the seed potato certification program, inspected and certified 570 lots of plant material and issued phytosanitary certificates to assist growers in marketing products to other countries. The majority of these certificates were issued for seed, nursery crops, seed potatoes, feed barley and wheat.

This Office also licensed 742 arborists in 2008 to work on shade and ornamental trees in the state. Candidates must pass written examinations to be eligible for licensing, and 94 out of 103 individuals who took the exams in 2008 received passing scores.

Division staff also continued to survey for several exotic pests of importance to Maine's agriculture and forest industries through the federally funded CAPS Program. In cooperation with other agencies including the Maine Forest Service and the University of Maine Cooperative Extension, two commodity surveys and seven emergency pest surveys were conducted in 2008 to look for 36 exotic and regulatory-significant pests. Fortunately, none are considered threats to Maine's forest industries, and no other exotics were detected in the other surveys.

Outreach information and assistance was provided on controlling the spread of invasive pests, particularly Asian longhorned beetle (ALB). The CAPS program coordinated the Northeast Forest Pest Outreach and Survey project to get the word out to the public regarding ALB and emerald ash borer. Additionally, unit staff presented educational programs, judged fair exhibits, attended commodity meetings and represented the Department in various capacities on plant related issues.

The integrated pest management (IPM) program promotes least risk approaches to managing pests and pesticide applications on Maine farms and in our communities. In 2008, the IPM entomologist served as a cooperator on the second year of a \$50,000 two-year grant project to provide training, develop guidelines and demonstrate applicability of federal cost-share programs for IPM. In addition, the IPM Entomologist was very effective in establishing a regional working group to identify needs and priorities, and facilitating regional collaboration to advance and support adoption of IPM in several Northeastern states.

### LICENSES:

- Arborist
- Nursery
- Ginseng

### Certificate:

- Phytosanitary

### Permit:

- Maine Permit Certificate (interstate)

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2009:** 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**

**JANE AIUDI, 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) 287-9072

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

*Average Count--All Positions:* 12.000

*Legislative Count:* 12.00

**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 and expanded markets for Maine agricultural products. Supporting the development of agricultural 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 and to increase awareness of quality Maine products in the marketplace through the "Get Real Get Maine!" promotional program. The Division is responsible for all events and promotions in support of Maine Agriculture including the Agricultural Trades Show and the maintenance and operation of the Maine building at the Eastern States Expo in Massachusetts.

The Division maintains data on producers, and using this information, publishes, promotes and distributes brochures, source lists, and directories to wholesale and retail buyers. The Division's services include planning assistance, issues assessment, policy formulation and representation in such areas as financing, 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 and 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.

The Division oversees the Emergency Food Assistance Program (TEFAP).

**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 an Agricultural Resources Development Manager, a potato storage consultant, one Project Development Officer, one Agricultural Events Coordinator, one Agricultural Promotion Coordinator, one Policy Development Specialist, 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 special marketing and promotional events (Open Farm Day); 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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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 agricultural production by seeking out and advising growers on opportunities, 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
- Finding Maine Food and Farms
- Maine Maple Sunday
- Farmland Protection Series
- Finding funds for Farmers
- Water Management Blueprint

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	582,835	356,110	103,260		123,465	
HEALTH BENEFITS	198,162	112,928	38,559		46,675	
RETIREMENTS	104,619	65,379	17,859		21,381	
OTHER FRINGE BENEFITS	9,431	5,348	2,101		1,982	
COMPUTER SERVICES	6,099		180		5,919	
CONTRACTUAL SERVICES	400,389	115,923	123,173		161,275	18
RENTS	124,261	104,323	19,478		460	
COMMODITIES	102,857	87,961	14,365		531	
GRANTS, SUBSIDIES, PENSIONS	2,206,905	170,252	277,921		1,157,947	600,785
EQUIPMENT	13,500				13,500	
TRANSFER TO OTHER FUNDS	46,128		21,617		24,511	
<b>TOTAL EXPENDITURES</b>	3,795,186	1,018,224	618,513		1,557,646	600,803

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**MAINE MILK COMMISSION**

**TIM DRAKE, 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) 287-7521

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

*Average Count--All Positions:* 3.000

*Legislative Count:* 3.00

**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.

**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 producing milk in Maine. The cost of production study information is used as a guide for commission members in their monthly deliberations for setting minimum prices. The information is also used for setting target prices in the Maine Dairy Stabilization Program.

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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

### 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	114,894		114,894			
HEALTH BENEFITS	35,641		35,641			
RETIREMENTS	22,712		22,712			
OTHER FRINGE BENEFITS	1,222		1,222			
CONTRACTUAL SERVICES	35,390		35,390			
RENTS	2,085		2,085			
COMMODITIES	57		57			
GRANTS, SUBSIDIES, PENSIONS	15,612,728		15,612,728			
TRANSFER TO OTHER FUNDS	8,003		8,003			
<b>TOTAL EXPENDITURES</b>	<b>15,832,732</b>		<b>15,832,732</b>			

## BOARD OF PESTICIDES CONTROL

### HENRY JENNINGS, 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: 1965 Telephone: (207) 287-2731  
Reference: Policy Area: 04 ; Umbrella: 01 ; Unit: 026 ; Citation: T0022 M.R.S.A., Sect. 000001471B  
Average Count--All Positions: 19.420 Legislative Count: 14.50

### PURPOSE:

The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State, by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to register all pesticide products to be sold and used in Maine, to examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted-use pesticides, to promulgate regulations regarding pesticide use, to issue permits for limited-use pesticides, to investigate use of pest control chemicals, to prosecute violations or initiate license suspension actions, to cooperate with other agencies in environmental monitoring and protection, and to promote the principles and the implementation of integrated pest management and other science-based technology to minimize reliance on pesticides.

### 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



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

one person must have a medical background and another must 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, Manager of Compliance, Manager of Pesticide Programs, Toxicologist, Pesticides Registrar/Water Quality Specialist, Public Information Officer, 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.

### PRODUCT REGISTRATION

Every pesticide distributed in the state must first be registered with the Maine Board of Pesticides Control. As part of the process, 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 2008, the Board registered 8,563 products, which represents a 1.8% increase over 2007. The accompanying fees were deposited in the Pesticide Control Fund to cover normal operating costs of the Board, the Department's Integrated Pest Management Program, the collection of obsolete pesticides and a grant to Cooperative Extension to develop training materials.

### CERTIFICATION AND LICENSING

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 2008, there were 1,189 private applicators licensed for a three-year period; 1,525 commercial applicators licensed for a two-year period; and 64 restricted-use and 817 general-use pesticide dealers, and 217 spray contracting firms licensed on an annual basis. With the registration of Bt corn in Maine, there are 182 trainees who are certified to either purchase or use this product.

### MONITORING AND ENFORCEMENT

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.

### PUBLIC EDUCATION

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 include worker protection, endangered species protection, ground and surface water monitoring, obsolete pesticide collections and container recycling.

### LICENSES:

- Commercial Pesticide Applicators
- Restricted Use Pesticide Dealers
- General Use Pesticide Dealers
- Private Pesticide Applicators
- Government Pesticide Supervisors
- Monitors/Spotters
- Spray Contracting Firms
- Certification to Purchase Bt Corn

### PERMITS

- Limited Use Pesticide
- Variance from Drift Standards

# DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

## PUBLICATIONS:

BayScaper: Family Activities for Green Yards that Keep Casco Bay Blue (tabloid)  
 BayScaper: Family Activities for Green Yards that Keep Maine's Coast Blue (tabloid)  
 Before You Use Pesticides (booklet)  
 The Buzz (periodic newsletter)  
     Commercial Applicator Edition  
     Pesticide Dealers Edition  
     Pesticide Retailer Edition  
     Private Applicator Edition  
     Agricultural Producer Edition  
 The How-to Guide: Six Steps to Becoming a BayScaper--Green Yards that Keep Casco Bay Blue (booklet)  
 The How-to Guide: Six Steps to Becoming a BayScaper--Green Yards that Keep Maine's Coast Blue (booklet)  
 Licensing Requirements for Pesticide Applicators in the State of Maine (brochure)  
 Maine Board of Pesticides Control Websites:  
     [www.thinkfirstspraylast.org](http://www.thinkfirstspraylast.org)  
     [www.yardscaping.org](http://www.yardscaping.org)  
     [www.gotpests.org](http://www.gotpests.org)  
 Maine Board of Pesticides Control Law--Title 22 (available on Board website)  
 Maine Pesticide Control Act of 1975--Title 7 (available on Board website)  
 Maine Pesticides Control Regulations (available on Board website)  
 Old, Unusable Pesticide Collection Program (brochure)  
 OSHA's Hazard Communication Standard (brochure)  
 Personal Protective Equipment Guide--Avoiding Heat Stress  
 Pesticide Use and Personal Protective Equipment (brochure)  
 Pesticide Use in Greenhouses (brochure)  
 Recommended Storage Practices for Pesticide Applicators (brochure)  
 Record Keeping Requirements for Commercial Pesticide Applicators  
 Record Keeping for Commercial Agricultural Producers (brochure)  
 Study Guide for Commercial Applicator Master Level Certification--Regulations Exam (manual)  
 Worker Protection Standard, Brochure #1--Duties of Employers  
 Worker Protection Standard, Brochure #2--WPS and Family Businesses  
 Worker Protection Standard, Brochure #3--Nurseries and Greenhouses  
 You, Our Environment and Obsolete Pesticides (brochure)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF PESTICIDES CONTROL	TOTAL					MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	
<b>EXPENDITURES</b>						
SALARIES & WAGES	738,547		622,671		115,876	
HEALTH BENEFITS	287,142		242,367		44,775	
RETIREMENTS	126,963		107,035		19,928	
OTHER FRINGE BENEFITS	11,869		9,267		2,602	
CONTRACTUAL SERVICES	91,991		50,889		41,102	
RENTS	20,416		7,814		12,602	
COMMODITIES	68,343		6,658		61,685	
GRANTS, SUBSIDIES, PENSIONS	38,500		38,500			
TRANSFER TO OTHER FUNDS	18,417		14,329		4,088	
<b>TOTAL EXPENDITURES</b>	<b>1,402,188</b>		<b>1,099,530</b>		<b>302,658</b>	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**DIVISION OF PLANT INDUSTRY**

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

*Average Count--All Positions:* 17.049

*FAX:* (207) 287-7548

*Telephone:* (207) 287-7550

*Legislative Count:* 12.00

**PURPOSE:**

The Division of Plant Industry was established to protect the public from hazards associated with the sale, transportation 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, 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 that govern this occupation associated with the care of shade and ornamental trees.

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 transferred to other agencies, 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 provides administrative oversight for the Board of Pesticides Control, the Maine Seed Potato Board, the Arborist Advisory Council and the Integrated Pest Management Council.

The Division's professional staff is comprised of a state apiarist, a state horticulturist and two assistants, an integrated pest management entomologist, 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 latter position is provided through a cooperative agreement with USDA to survey for plant pests of economic concern to Maine agriculture. Following a re-organization within the Division, this position is now supervised by the state horticulturist and the program activities and accomplishments are also reported under the Office of the State Horticulturist.

**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 10,165 acres of potatoes in

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

2008, a 9.59% decline compared to 2007. Of this total, 10,028 acres produced by 94 seed growers were finally certified. The certification staff also inspected 398 acres of grain, of which 379 acres were certified. In addition, the staff also collected 3,791 soil samples from the fields of 27 seed growers. All of these samples were analyzed for the presence of potato cyst and golden nematodes and found negative so the growers were allowed to export their seed to Canadian buyers.

The State Apiarist licensed 463 beekeepers that registered 6,796 colonies in the state in 2008. These numbers reflect an increase in hobby beekeeping since the 2007 Annual Report that is primarily due to media attention concerning the array of problems associated with honey bees, beekeeping and crop pollination. Unfortunately, this renewed interest in beekeeping has resulted in an increase in nuisance complaints from residents and officials in suburban and urban areas of the state. During spring, a record 67,698 hives managed by migratory commercial beekeepers entered Maine primarily for blueberry production. In total, approximately 69,298 hives were used for crop pollination in 2008. Hives were also used to pollinate apple, canola, cranberry, small fruits, squash and buckwheat crops. In 2008, 14,346 hives were issued health certificates for movement from Maine and 5,931 hives were surveyed at random with 2,287 opened and inspected for disease, parasites and Africanization. American Foulbrood, European Foulbrood, Sacbrood virus and Chalkbrood disease were all detected at varying levels while suspect Africanized honeybees were detected in 10 colonies versus 4 detections in 2007. Significant time was spent with survey and lab analysis of honeybees for Nosema disease (intestinal honey bee parasite) which is thought to be a contributing factor in the Colony Collapse Disorder (CCD) phenomenon reported by the media. Eighty three percent of the sampled hives were infected with Nosema with nearly 60% at a damaging level. The spread of Varroa mites with resistance to pesticides, the viral complex associated with Varroa and Nosema infection appear to be the major reasons for increased hive mortality. During 2008, the state apiarist gave 30 presentations (lectures, workshops, field sessions and displays) throughout the state to beekeepers, farmers, students, civic groups and city/town councils.

Division staff also continued to distribute federal cost share reimbursement funds to organic producers and processors who meet the standards of USDA's National Organic Program. The Division has been able to reimburse up to 75% of an operator's organic certification costs up to a maximum of \$500. In 2008, the Division reimbursed 303 producers a total of \$97,176.66 at an average of \$320.72 per farm.

The Division continued to update its website at <http://www.maine.gov/agriculture/pi/> to better serve the public as well as conserve state funds. Examples include adding a description of the National Organic Program and information on the Asian longhorned beetle.

### **LICENSES:**

- Nursery
- Beekeepers
- Ginseng

### **Certificate:**

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

### **Permit:**

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

### **PUBLICATIONS:**

- Directory of Certified Seed Potato Producers - annual (free)
- Honey Bee Diseases and Pests (free)
- Miscellaneous Honey Bee Information Sheets (free)

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PLANT INDUSTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	537,268	145,823	318,221		73,224	
HEALTH BENEFITS	211,307	55,080	128,083		28,144	
RETIREMENTS	92,207	28,815	51,138		12,254	
OTHER FRINGE BENEFITS	7,341	2,128	3,975		1,238	
COMPUTER SERVICES	280				280	
CONTRACTUAL SERVICES	155,415	15,611	108,394		31,410	
RENTS	71,474	28,430	33,827		9,217	
COMMODITIES	61,825	1,133	44,035		16,657	
GRANTS, SUBSIDIES, PENSIONS	147,899				147,899	
EQUIPMENT	62,795				62,795	
TRANSFER TO OTHER FUNDS	58,288		46,603		11,685	
<b>TOTAL EXPENDITURES</b>	1,406,099	277,020	734,276		394,803	

## SEED POTATO BOARD

### ROBERT BATTEESE, SECRETARY

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

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

*Established:* 1945

*Telephone:* (207) 287-3891

*Reference:* Policy Area: 04 ; Umbrella: 01 ; Unit: 014 ; Citation: T0007 *M.R.S.A. Sect.* 000002151

*Average Count--All Positions:* 11.276

*Legislative Count:* 7.50

#### 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 initially consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture served as chairman. A number of changes in the Board's structure have occurred since then. The Commissioner now is the appointing authority and the Board elects its chair. Membership has been expanded to eight producers, one of whom must be primarily a 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. Over 200 different varieties are maintained in a tissue culture bank and nearly sixty varieties of seed potatoes are produced in the fields each year. The quality and disease content of the Board's seed potato crop was again very good in 2008, and the Seed Board's decisions to no longer plant N3 generation seed because of the difficulty in keeping disease levels down that third year and to abandon

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

some disease prone varieties contributed to the successful crop. In addition, these changes allowed the farm crew to cut back to from approximately 57 acres in 2007 to 49.5 in 2008, and that allowed them more time to rogue the fields of any diseased plants.

The Board operates most effectively when growers contract in advance so the proper amount of seed can be produced to meet all the various needs. However, the members have noticed that the number of acres contracted in advance has decreased over time as the number of acres of certified seed planted in Maine has dropped from 14,786 acres in 2003 to 10,028 acres in 2008.

This year, 967 samples were planted at the Board's Florida Test Farm to evaluate the disease content of seed potatoes produced by Maine farmers. The results of this winter post-harvest evaluation indicated that 66.1% of the samples had a total virus disease content of less than 0.5% and 99% had a total virus disease content of less than 5%. These figures were slightly higher than those found in 2007, showing the overall disease level of seed produced by Maine seed potato growers remains very low so Maine can continue to enjoy an excellent reputation for its high quality seed potatoes.

These findings contribute to strong grower support for the Porter Farm operation but the declining acreage of the Maine potato industry presents new challenges to the Board to remain fiscally solvent. Efforts are continuing to replace outdated equipment and have growers who produce many of the small quantity varieties to accept mini-tubers grown in the greenhouses. A previous two-year research project at the Porter Farm had produced four to eight times more tuber mass and nine to twenty-four times more tubers than in the regular greenhouse with a soil mixture. These results had convinced the 123rd Maine Legislature, the Maine Technology Institute and Maine Potato Board to provide the necessary funding to construct a new 100 by 40 foot greenhouse and accompanying head house that is equipped with a hydroponic system of growing mini-tubers using a nutrient film technique. This construction project was completed in late April and the initial planting cycle in the new greenhouse started the first week of May. By the end of that month, the plants were growing well and producing the first round of mini-tubers. This crop cycle was expected to continue producing mini-tubers until a final harvest in mid-July of 2009.

### PUBLICATIONS:

The Maine Seed Potato Board (free)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	231,716					231,716
HEALTH BENEFITS	106,069					106,069
RETIREMENTS	39,918					39,918
OTHER FRINGE BENEFITS	4,048					4,048
CONTRACTUAL SERVICES	56,431					56,431
RENTS	15,553					15,553
COMMODITIES	71,195					71,195
EQUIPMENT	300,000					300,000
TRANSFER TO OTHER FUNDS	276,982	269,409				7,573
<b>TOTAL EXPENDITURES</b>	<b>1,101,912</b>	<b>269,409</b>				<b>832,503</b>

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

**PULL EVENTS COMMISSION**

**JANE AIUDI, DIRECTOR**

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

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

*Established:* 1988

*Telephone:* (207) 287-9072

*Reference:* Policy Area:04 ; Umbrella: 01; Unit: 303 ; Citation: T0007 M.R.S.A., Sect. 000000098

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

**PROGRAM:**

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

**LICENSES:**

Pull Superintendent License

Pull Event License

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF QUALITY ASSURANCE AND REGULATION**

**HAROLD PRINCE, 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) 287-7522

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

*Average Count--All Positions:* 68.297

*Legislative Count:* 51.50

**PURPOSE:**

The Division of Quality Assurance and Regulations provides public health, safety and sanitation inspections at all levels of Maine's food supply including food processors, retail grocers, food service establishments, farm producers, dairy producers and performs meat and poultry slaughter/processing inspections and seafood HACCP inspections to federal standards to assure the safety of the food supply to protect the public health of the citizens of the State of Maine. The Division also develops programs based on 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 provides unbiased inspection services to the Agricultural Community and to industry, to assure that food, various agricultural products and other commodities reaching the market place are safe to eat, of a known standardized quality and are accurately weighed, measured and presented prior to being entered into commerce. The Division ensures that weighing and measuring devices used in commerce are correct, and that standards used in law enforcement are properly calibrated and accurate. The division provides inspection and testing of fertilizer to determine if the guaranteed analysis is met to protect consumers. The division enforces the State's method of sale laws, packaging and labeling laws,

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

returnable container laws and fuel quality standards for all fuels including gasoline, home heating fuel, biofuels, diesel, ethanol fuels and Liquefied Petroleum Gas.

### 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, Inspection Program Manager, a State Veterinarian, 2 Food Inspection Supervisors, three 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 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:

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 and the United States Department of Agriculture 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.

Quality Assurance Inspection provides the agricultural industries an unbiased, nationally recognized and uniform grading service for agricultural products. This uniform grading is a key component in accessing local, national and international markets. The Division operates fruit and vegetable, shell egg, and meat and poultry inspection, GAP/GHP audit/certification 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.

### 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



## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

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

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	2,084,433	1,089,861	88,007		906,565	
HEALTH BENEFITS	897,971	448,693	37,739		411,539	
RETIREMENTS	365,984	194,423	15,221		156,340	
OTHER FRINGE BENEFITS	39,197	21,404	1,482		16,311	
COMPUTER SERVICES	285	285				
CONTRACTUAL SERVICES	464,695	267,861	74,303		122,531	
RENTS	150,674	133,459	3,681		13,534	
COMMODITIES	64,751	56,711	313		7,727	
TRANSFER TO OTHER FUNDS	14,960		14,960			
<b>TOTAL EXPENDITURES</b>	<b>4,082,950</b>	<b>2,212,697</b>	<b>235,706</b>		<b>1,634,547</b>	

## (OFFICE OF) SEALER OF WEIGHTS AND MEASURES

### HAROLD PRINCE, DIRECTOR

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

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

Established: 1939

Telephone: (207) 287-7522

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

## DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

of packages for correct labeling, net contents, 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, licensing of fuel meter and scale technicians, weighmasters and gasoline testing for quality.

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

### **LICENSES:**

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

### **PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2009:** 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**

**JANET T. MILLS, ATTORNEY GENERAL**

TTY: (888) 577-6690

Central Office: 6 STATE HOUSE 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 M.R.S.A. Sect. 000000191

Average Count--All Positions: 275.000

Legislative Count: 275.00

Units:

DISTRICT ATTORNEYS

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE

SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD

VICTIMS' COMPENSATION BOARD

**PURPOSE:**

The Attorney General is the chief legal officer for the state. Among other things the Office is authorized to (a) appear in all civil actions and proceedings in which the State is a party; (b) direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render legal services to 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 endowments 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.

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 eleven operating divisions which carry out various criminal, civil and investigative responsibilities. The Divisions are: General Government, Natural Resources, Health and Human Services, Child Protection, Child Support, Professional/Regulatory, Investigation, Litigation, Consumer Protection, Criminal, and Financial Crimes and Civil Rights.

**PROGRAM:**

The Health and Human Services Division represents the Department of Health and Human Services. The Child Protection Division represents the State in child protection matters. The Child Support Division represents the State in child support matters. The Criminal Division has exclusive responsibility for the prosecution of homicide cases, handles numerous criminal appeals to the Supreme Judicial Court and advises the District Attorneys. The Criminal Division also works with the Maine Drug Enforcement Agency (MDEA) in prosecuting drug cases across the state. Additionally, the Division supervises the Victims' Compensation Program and the Sexual Assault Forensic Examiner (SAFE) program.

The General Government Division represents the Departments of Labor, Corrections, Education, Administrative and Financial Services, the Commission on Governmental Ethics and Election Practices, the State Board of Property Tax Review, and the Secretary of State. This Division has primary responsibility for unfair labor practices, elections litigation, State 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 the State's environmental and natural resource agencies, handling all administrative and judicial enforcement actions.

The Investigation Division investigates fraud against the State and police involved shootings and provides investigative services for other divisions of the Office. The Litigation Division handles tort claims against the State, tax litigation, and other complex litigation in State and Federal court. The Consumer Protection Division handles enforcement actions in consumer fraud and antitrust matters and operates the Consumer Complaint Mediation Program. The Financial Crimes and Civil Rights Division oversees the prosecution of white collar and financial crimes, welfare fraud, Medicaid fraud, tax crimes and

## DEPARTMENT OF THE ATTORNEY GENERAL

securities violations. The Division also directs enforcement actions under the Maine Civil Rights Act and administers the Civil Rights Team Project.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	17,035,836	9,122,795	7,195,542		717,499	
HEALTH BENEFITS	5,042,640	2,705,393	2,124,904		212,343	
RETIREMENTS	3,215,568	1,722,571	1,351,685		141,312	
OTHER FRINGE BENEFITS	327,177	166,616	147,288		13,273	
COMPUTER SERVICES	277,644	146,378	116,032		15,234	
CONTRACTUAL SERVICES	1,696,118	746,611	727,829		221,678	
RENTS	247,487	80,814	139,782		26,891	
COMMODITIES	193,870	118,235	70,720		4,915	
TRANSFER TO OTHER FUNDS	539,885		486,097		53,788	
<b>TOTAL EXPENDITURES</b>	<b>28,576,225</b>	<b>14,809,413</b>	<b>12,359,879</b>		<b>1,406,933</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	16,271,385	8,492,356	7,061,530		717,499	
HEALTH BENEFITS	4,812,366	2,524,775	2,075,248		212,343	
RETIREMENTS	3,079,116	1,609,082	1,328,722		141,312	
OTHER FRINGE BENEFITS	311,096	153,265	144,558		13,273	
COMPUTER SERVICES	243,041	129,475	98,332		15,234	
CONTRACTUAL SERVICES	611,095	330,495	275,411		5,189	
RENTS	243,248	77,918	138,439		26,891	
COMMODITIES	160,476	94,782	60,779		4,915	
TRANSFER TO OTHER FUNDS	512,500		465,215		47,285	
<b>TOTAL EXPENDITURES</b>	<b>26,244,323</b>	<b>13,412,148</b>	<b>11,648,234</b>		<b>1,183,941</b>	

## DISTRICT ATTORNEYS

### JANET T. MILLS, 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, and to authorize 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;

## DEPARTMENT OF THE ATTORNEY GENERAL

Dist.7 Hancock, Washington-Michael E. Povich, District Attorney;  
Dist.8 Aroostook-Neale T. Adams, District Attorney.

### PROGRAM:

The District Attorneys prosecute all criminal offenses and traffic violations, other than homicides, within their counties. The District Attorneys serve as legal advisors to the counties and appear for each county within the district for which he/she is elected in civil proceedings in which the county is a party.

**FINANCES, FISCAL YEAR 2009:** 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, the Office is responsible for determining the cause and manner of death in all deaths that cannot be certified by private physicians. Medical examiner cases include deaths due to trauma or poisoning, unexplained deaths of children under the age of three and deaths 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 by law assumes responsibility for certifying cause of death.

The Chief Medical Examiner appoints a number of doctors across the State who serve under her direction on a fee basis and who assist in determining the cause and manner of death.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	630,440	630,440				
HEALTH BENEFITS	180,617	180,617				
RETIREMENTS	113,489	113,489				
OTHER FRINGE BENEFITS	13,350	13,350				
COMPUTER SERVICES	16,902	16,902				
CONTRACTUAL SERVICES	416,181	416,116	65			
RENTS	2,896	2,896				
COMMODITIES	23,453	23,453				
TRANSFER TO OTHER FUNDS	3		3			
<b>TOTAL EXPENDITURES</b>	<b>1,397,331</b>	<b>1,397,263</b>	<b>68</b>			

DEPARTMENT OF THE ATTORNEY GENERAL

**SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD**  
**MELISSA O' DEA, CHAIR**

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

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

*Established:* 2001

*FAX:* (207) 626-3120

*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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**VICTIMS' COMPENSATION BOARD**

**ANDREW DIONNE, MD., 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.

**ORGANIZATION:**

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

**PROGRAM:**

The Board reviews claims and determines awards. In FY 2009 the Board received 211 new compensation cases. Additionally, Maine hospitals filed 244 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations totaled \$128,654. Payments on direct victim-related claims totaled \$499,966. Total payments were \$628,620.

**PUBLICATIONS:**

An informational pamphlet - free

# DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

VICTIMS' COMPENSATION BOARD	<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	134,013		134,013			
HEALTH BENEFITS	49,656		49,656			
RETIREMENTS	22,963		22,963			
OTHER FRINGE BENEFITS	2,730		2,730			
COMPUTER SERVICES	17,700		17,700			
CONTRACTUAL SERVICES	668,841		452,352		216,489	
RENTS	1,344		1,344			
COMMODITIES	9,941		9,941			
TRANSFER TO OTHER FUNDS	27,383		20,880		6,503	
<b>TOTAL EXPENDITURES</b>	<b>934,571</b>		<b>711,579</b>		<b>222,992</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:* 35.000

*Legislative Count:* 35.00

*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 its 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 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. 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. In addition, the Department was authorized by the Maine Legislature to establish a fraud hotline to improve efficiency and eliminate waste in state government by encouraging state employees and citizens of our State to report incidents of suspected fraud, waste, inefficiency or abuse to the State Auditor for further investigation.

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.

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.



## DEPARTMENT OF AUDIT

The Department is headed by the State Auditor who is responsible for the overall executive management of the Department and receives support from staff who carry-out the duties and responsibilities outlined in Title 5 MRSa Sec.241.

### 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL REVENUE FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,785,230	814,441	970,789			
HEALTH BENEFITS	593,929	261,882	332,047			
RETIREMENTS	349,188	165,523	183,665			
OTHER FRINGE BENEFITS	31,810	13,910	17,900			
COMPUTER SERVICES	24,950	2,688	22,262			
CONTRACTUAL SERVICES	100,267	10,009	90,258			
RENTS	214		214			
COMMODITIES	16,326	4,267	12,059			
GRANTS, SUBSIDIES, PENSIONS	9,423		9,423			
TRANSFER TO OTHER FUNDS	5,767		5,767			
<b>TOTAL EXPENDITURES</b>	<b>2,917,104</b>	<b>1,272,720</b>	<b>1,644,384</b>			

## DEPARTMENTAL BUREAU (AUDIT)

**MARY GINGROW-SHAW, CPA, CIA, SINGLE AUDIT COORDINATOR**  
**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:* 33.000 *Legislative Count:* 33.00

### 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). Added audit responsibilities followed passage of the American Reinvestment and Recovery Act of 2009. 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:

The Departmental Bureau performs the State of Maine's annual Single Audit under the direction of the Single Audit Coordinator. The Department's auditors

## DEPARTMENT OF AUDIT

have in-depth knowledge of state governmental operations and many hold professional certifications including; Certified Public Accountants; Certified Internal Auditors; Certified Information System Auditors; and Certified Fraud Examiner. Several members of our staff hold dual degrees and professional certifications.

### PROGRAM:

The primary goal of the Departmental Bureau is to conduct the Single Audit of the State of Maine in accordance with statutory requirements of Title 5, M.R.S.A., Chapter 11 and federal law implemented by U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Non-Profit Organizations." This audit is conducted for the purpose of forming opinions on the financial statements that collectively comprise the State of Maine's basic financial statements contained in the Office of State Controller's Comprehensive Annual Financial Report. In addition, the Department will audit approximately 85 percent of the \$3.3 billion received in federal financial assistance, during fiscal year 2009. These federal programs are reviewed to ensure that state and federal funds are expended properly and that they are administered in accordance with both State and federal laws and regulations.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,693,929	814,441	879,488			
HEALTH BENEFITS	559,707	261,882	297,825			
RETIREMENTS	332,592	165,523	167,069			
OTHER FRINGE BENEFITS	30,106	13,910	16,196			
COMPUTER SERVICES	24,732	2,688	22,044			
CONTRACTUAL SERVICES	69,310	10,009	59,301			
COMMODITIES	14,723	4,267	10,456			
TRANSFER TO OTHER FUNDS	5,141		5,141			
<b>TOTAL EXPENDITURES</b>	<b>2,730,240</b>	<b>1,272,720</b>	<b>1,457,520</b>			

## UNORGANIZED TERRITORY (AUDIT)

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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

UNORGANIZED TERRITORY (AUDIT)	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>		<b>REVENUE</b>		<b>FEDERAL</b>	<b>MISC</b>
	<b>ALL</b>	<b>GENERAL</b>		<b>HIGHWAY</b>	<b>FUNDS</b>	<b>FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>		
SALARIES & WAGES	91,301		91,301			
HEALTH BENEFITS	34,222		34,222			
RETIREMENTS	16,596		16,596			
OTHER FRINGE BENEFITS	1,705		1,705			
COMPUTER SERVICES	218		218			
CONTRACTUAL SERVICES	30,956		30,956			
RENTS	214		214			
COMMODITIES	1,603		1,603			
GRANTS, SUBSIDIES, PENSIONS	9,423		9,423			
TRANSFER TO OTHER FUNDS	626		626			
<b>TOTAL EXPENDITURES</b>	<b>186,864</b>		<b>186,864</b>			

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES**

**BRENDA M. HARVEY, COMMISSIONER**

TTY: (800) 606-0215

Central Office: 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATEHOUSE STA, AUGUSTA, ME 04333

Established: 1939

FAX: (207) 287-3005

Telephone: (207) 287-4223

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

Average Count--All Positions: 1054 600

Legislative Count: 1054.00

Units:

OFFICE OF ADVOCACY (BDS)  
BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)  
DOROTHEA DIX PSYCHIATRIC CENTER  
ELIZABETH LEVINSON CENTER  
FREEPORT TOWNE SQUARE

DIVISION OF MENTAL HEALTH  
DIVISION OF MENTAL RETARDATION  
RIVERVIEW PSYCHIATRIC CENTER  
OFFICE OF SUBSTANCE ABUSE

**PURPOSE:**

Effective July 1, 2004, the former Department of Behavioral and Developmental Services merged with the Department of Human Services to form the Department of Health and Human Services. For more detail see Department of Human Services.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	47,848,698	35,696,336	11,619,605		532,757	
HEALTH BENEFITS	17,446,154	7,609,594	9,651,091		185,469	
RETIREMENTS	8,944,535	3,738,664	5,115,895		89,976	
OTHER FRINGE BENEFITS	851,815	357,289	485,795		8,731	
COMPUTER SERVICES	2,639,939	1,764,576	708,392		166,971	
CONTRACTUAL SERVICES	21,846,012	11,230,841	9,710,591		904,580	
RENTS	738,682	571,803	107,389		59,490	
COMMODITIES	4,189,465	2,273,116	1,911,389		4,960	
GRANTS, SUBSIDIES, PENSIONS	268,906,071	215,958,194	33,920,744		19,027,133	
EQUIPMENT	138,936	110,538	28,398			
TRANSFER TO OTHER FUNDS	409,536		274,951		134,585	
<b>TOTAL EXPENDITURES</b>	<b>373,959,843</b>	<b>279,310,951</b>	<b>73,534,240</b>		<b>21,114,652</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>						
GRANTS, SUBSIDIES, PENSIONS	1,624,234		1,624,234			
<b>TOTAL EXPENDITURES</b>	<b>1,624,234</b>		<b>1,624,234</b>			

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**OFFICE OF ADVOCACY (BDS)**

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

*Central Office:* GREENLAW BUILDING, AUGUSTA, ME 04333

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

*Established:* 1975

*Telephone:* (207) 287-4228

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

*Average Count--All Positions:* 7.500

*Legislative Count:* 7.50

**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 Office of Advocacy is the designated investigatory agent for alleged violations of the rights of persons with mental retardation under 34-B MRSA Section 5606.

**ORGANIZATION:**

There are six and one half community advocate positions for persons with mental retardation or autism. 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) represent applicants in the administrative and legal process that seeks to qualify persons for services as a person with mental retardation, autism, or autism spectrum disorder; (5) seek ways to implement and enforce the rights of persons with mental retardation under the Community Consent Decree, state and federal law; and (6) review policies and actions of the department's regional offices and suggest ways to deliver high quality care to persons with mental retardation.

**PROGRAM:**

The Office of Advocacy has provided assistance or information from over 11,000 contacts with people with mental health difficulties and/or mental retardation or autism through investigations of alleged rights violations, review of aversive programming, and representation of clients at person centered plan meetings. 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.
- (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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF ADVOCACY (BDS)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	340,631	340,631				
HEALTH BENEFITS	131,309	131,309				
RETIREMENTS	62,330	62,330				
OTHER FRINGE BENEFITS	3,903	3,903				
COMPUTER SERVICES	10,151	10,151				
CONTRACTUAL SERVICES	23,031	23,031				
RENTS	126	126				
COMMODITIES	3	3				
<b>TOTAL EXPENDITURES</b>	<b>571,484</b>	<b>571,484</b>				

## BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)

Central Office: ..

Mail Address: ..

Established: 1985

Reference: Policy Area: 05 ; Umbrella: 14 L

Average Count--All Positions: 59,000

FAX: ( ) -

Telephone: ( ) -

T0034B M.R.S.A. Sect. 000006204

Legislative Count: 59.00

### PURPOSE:

July 1, 2004 the Department of Behavioral and Developmental Services and the Department of Human Services merged forming the Department of Health and Human Services. During the reorganization the Bureau of Children with Special Needs was renamed the Division of Children's Behavioral Health Services under the Bureau of Child and Family Services, now called the Office of Child and Family Services.

Detailed information about the former Bureau of Children with Special Needs can be found under the section titled Bureau of Child and Family Services.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	2,943,660	2,943,660				
HEALTH BENEFITS	1,024,079	1,024,079				
RETIREMENTS	517,020	517,020				
OTHER FRINGE BENEFITS	53,321	53,321				
COMPUTER SERVICES	178,103	178,103				
CONTRACTUAL SERVICES	815,186	557,675			257,511	
RENTS	9,225	9,225				
COMMODITIES	5,377	5,377				
GRANTS, SUBSIDIES, PENSIONS	50,758,287	49,157,265			1,601,022	
TRANSFER TO OTHER FUNDS	2,969				2,969	
<b>TOTAL EXPENDITURES</b>	<b>56,307,227</b>	<b>54,445,725</b>			<b>1,861,502</b>	

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**DOROTHEA DIX PSYCHIATRIC CENTER**

**LINDA ABERNETHY, ACTING SUPERINTENDENT**

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

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

*Established:* 1985

*Telephone:* (207) 941-4037

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

*Average Count--All Positions:* 321.740

*Legislative Count:* 321.50

**PURPOSE:**

Dorothea Dix Psychiatric Center (DDPC) 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 hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and relationship to the Medical Staff.

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

**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.

The hospital received its first accreditation under the Joint Commission in 1976 and has continued to be accredited. It is fully licensed as a hospital of 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 is a 64-bed psychiatric hospital and is organized into major clinical, administrative, and support service departments. DDPC has four inpatient treatment units, admitting approximately 350 people per year. All four coed units provide an acute level of care. The Outpatient Program includes a Dental Clinic and a Psychiatric Medication Clinic for both the adult and geriatric population.

**LICENSES:**

DHHS

Joint Commission

Medicare/Medicaid

**PUBLICATIONS:**

DDPC Overview Patient's Handbook

Staff Handbook

Patients' Rights Manual

Employee Benefits

Bi-Weekly Newsletter

See website for more information: [www.maine.gov/dhhs/DDPC/home.html](http://www.maine.gov/dhhs/DDPC/home.html)

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOROTHEA DIX PSYCHIATRIC CENTER	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,445,223	7,580,728	5,864,495			
HEALTH BENEFITS	4,907,390	10,966	4,896,424			
RETIREMENTS	2,562,783		2,562,783			
OTHER FRINGE BENEFITS	241,844	8	241,836			
COMPUTER SERVICES	511,405	439,517	71,888			
CONTRACTUAL SERVICES	5,436,611	2,575,624	2,860,987			
RENTS	130,958	120,361	10,597			
COMMODITIES	2,028,501	1,382,285	646,216			
GRANTS, SUBSIDIES, PENSIONS	47,456	47,226	230			
EQUIPMENT	110,538	110,538				
TRANSFER TO OTHER FUNDS	96,754		96,754			
<b>TOTAL EXPENDITURES</b>	<b>29,519,463</b>	<b>12,267,253</b>	<b>17,252,210</b>			

### ELIZABETH LEVINSON CENTER

Central Office: , ,

Mail Address: , ,

Established: 1970

FAX: ( ) -

Telephone: ( ) -

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

**PURPOSE:**

The Elizabeth Levinson Center was privatized in 2009.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ELIZABETH LEVINSON CENTER	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,205,113	1,205,113				
HEALTH BENEFITS	449,685	449,685				
RETIREMENTS	235,100	235,100				
OTHER FRINGE BENEFITS	22,246	22,246				
COMPUTER SERVICES	12,299	12,299				
CONTRACTUAL SERVICES	213,220	213,220				
RENTS	5,040	5,040				
COMMODITIES	130,666	130,666				
GRANTS, SUBSIDIES, PENSIONS	57,035	57,035				
<b>TOTAL EXPENDITURES</b>	<b>2,330,404</b>	<b>2,330,404</b>				

### FREEPORT TOWNE SQUARE

Central Office: , , ME

Mail Address: , , ME

Established: 1996

Reference: Policy Area: 05 ; Umbrella: 14 Unit: 598 ; Citation: T0034B M.R.S.A., Sect. 000005405

**PURPOSE:**

Freeport Towne Square closed its operations in June, 2007. Individuals who lived in the homes have been relocated to homes in the surrounding area and are enjoying their new homes and neighborhoods.



## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FREEPORT TOWNE SQUARE	<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>					
CONTRACTUAL SERVICES	6,527	6,527			
RENTS	2,502	2,502			
COMMODITIES	422	422			
<b>TOTAL EXPENDITURES</b>	<b>9,451</b>	<b>9,451</b>			

## DIVISION OF MENTAL HEALTH

### RONALD WELCH, DIRECTOR, ADULT MH SERV

TTY: (800) 606-0215

*Central Office:* MARQUARDT BUILDING, AUGUSTA, ME 04333

*Mail Address:* 11 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:* 87.500

*FAX:* (207) 287-7571

*Telephone:* (207) 287-4243

*Legislative Count:* 87.50

#### PURPOSE:

The Office of Adult Mental Health Services (OAMHS) has primary responsibility for developing, maintaining, and improving 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) Promotion and support of the development and implementation of comprehensive community support systems to ensure community integration and the maintenance of a decent quality of life for persons with severe and persistent mental illness; 2) Strengthening the capacity of families, natural networks and other community resources in order to improve the support for persons with severe and persistent mental illness; 3) Provision of technical assistance for program development and the promotion of effective coordination of services; 4) Observation, security, treatment and rehabilitation services for persons committed under criminal statutes; 5) Assessment of service needs, monitoring delivery of services, and the evaluation of programs.

OAMHS adopts and promulgates rules, regulations and standards relating to the administration of the services authorized, as well as assuring compliance with a state and federal requirements. There are many additional functions, including those related to the Consent Decree from the class action suit, Bates v. DHHS, 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. Currently, OAMHS is organized as an office with a central team, which has a programmatic and a supervisory relationship with regionally based staff, and with the two state psychiatric facilities, Riverview Psychiatric Center and Dorothea Dix Psychiatric Center, as well as the State Forensic Services.

#### PROGRAM:

The mission of the office is to support, empower and enable individuals with mental illness to enjoy an improved quality of life. In this capacity, and guided by consumer-centered values and strategies, OAMHS 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 the least restrictive settings that are the most appropriate to the needs of the individuals.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

The OAMHS Office of Consumer Affairs developed a nationally recognized Intentional Peer Support Specialist training curriculum and a certification process that includes ongoing supervision and training. The first class received its certification in 2008. Also in 2008 legislation was passed to create an independent statewide consumer council system. As of 2009 the Consumer Council System of Maine is fully operational as a vehicle for consumers of mental health services to provide input on public policy.

OAMHS continues its focus on meeting the requirements of the Bates vs. DHHS Consent Decree and on strategies to both review and improve services. The structure of the overall adult mental health system underwent a major change with the development of seven Community Service Networks (CSNs) in 2006. The purpose of the CSNs is to coordinate services among network providers to ensure that mental health consumers receive seamless, integrated care within their geographic area. Participants in the CSNs are the providers of core services in the network area, designated consumers representatives, family members, community hospitals, Dorothea Dix Psychiatric Center, Acadia Hospital, Riverview Psychiatric Center, Spring Harbor Hospital and the Office of Adult Mental Health Services. These CSNs hold monthly teleconferences and quarterly meetings.

### PUBLICATIONS:

Approved Adult Mental Health Services Consent Decree Plan Pursuant to Paragraphs 36, 37, 38 (October 13, 2006)

Community Mental Health Block Grant Application 2006, 2007, 2008, 2009

Department of Corrections/Department of Health and Human Services Joint Plan of Action, 2005

Grievance Process Guide for Recipients of Mental Health Services

The Rights of Recipients of Mental Health Services

See website for more information: [www.maine.gov/dhhs/mh/](http://www.maine.gov/dhhs/mh/)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,291,547	4,291,547				
HEALTH BENEFITS	1,546,316	1,546,316				
RETIREMENTS	770,153	770,153				
OTHER FRINGE BENEFITS	80,939	80,939				
COMPUTER SERVICES	307,203	307,203				
CONTRACTUAL SERVICES	1,725,654	1,516,241	205,126		4,287	
RENTS	94,159	93,919	240			
COMMODITIES	15,329	13,369	1,960			
GRANTS, SUBSIDIES, PENSIONS	66,313,471	50,906,980	8,694,184		6,712,307	
TRANSFER TO OTHER FUNDS	1,615		1,582		33	
<b>TOTAL EXPENDITURES</b>	<b>75,146,386</b>	<b>59,526,667</b>	<b>8,903,092</b>		<b>6,716,627</b>	

## DIVISION OF MENTAL RETARDATION

### JANE GALLIVAN, DIRECTOR

TTY: (800) 606-0215

Central Office: MARQUARDT BUILDING, AUGUSTA, ME 04333

Mail Address: 11 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: 234,500

Legislative Count: 234,500

### PURPOSE:

The Office of Adults with Cognitive and Physical Disability Services will provide leadership and be an active partner in Maine's comprehensive system of support to individuals with cognitive and physical disabilities. At the

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

foundation of this system is the belief that all individuals can achieve a quality of life consistent with the community in which they live. Supports will be flexible and designed in a manner that recognizes people's changing needs throughout their lifetimes.

### **ORGANIZATION:**

The Division of Mental Retardation was established in 1969. In 2004 the Legislature created a new DHHS by merging the former Department of Behavioral and Developmental Services and Department of Human Services. In doing so, the Division of Mental Retardation became Developmental Services as part of the Office of Adults with Cognitive and Physical Disability Services. The new office provides policy and direction for services to adults with Developmental Disabilities and/or Autism, Brain Injury and Physical Disabilities.

Developmental Services is administratively divided into eight districts. Team Leaders oversee multiple districts. District staff assist individuals through the intake process and in obtaining services, assist in developing programs, provide personal planning services, advocacy services, crisis services and monitor quality provided. A comprehensive array of community based services are provided through a network of provider agencies funded by MaineCare programs. Community programs are also supported through contracts and grants with individual families, medical professionals and provider agencies.

Brain Injury Services are administered centrally and services are provided through a network of providers funded by MaineCare programs. The Office supports the work of the Acquired Brain Injury Advisory Council who also oversees Brain Injury Services. Brain Injury Services administers a federal grant through a series of contracts with advocacy organizations and medical professionals to expand access to services.

Physical Disability Services are administered centrally and services are provided through a network of providers funded by a combination of State funds and MaineCare programs.

### **PROGRAM:**

The Office is responsible for funding oversight of a variety of long term care programs, including personal support, residential programs, day treatment/habilitation, supported employment, self directed personal care assistance services and neuro-rehab services. The majority of these services are funded by MaineCare programs and provided by a network of community service providers. Within the office, Developmental Services directly provides case management, crisis services and advocacy by State. Supports and services to all populations served by the office are designed to promote self-advocacy and self-direction whenever possible.

The office collaborates with self advocates, families, other DHHS offices, state agencies, legislature, advocacy groups and service providers in the development, provision and evaluation of supports and services.

### **PUBLICATIONS:**

Please refer to the DHHS website at [www.maine.gov/dhhs/oacpds](http://www.maine.gov/dhhs/oacpds)

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF MENTAL RETARDATION	<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	10,781,751	10,781,751				
HEALTH BENEFITS	4,029,228	4,029,228				
RETIREMENTS	1,965,532	1,965,532				
OTHER FRINGE BENEFITS	174,124	174,124				
COMPUTER SERVICES	621,085	527,789	92,576		720	
CONTRACTUAL SERVICES	1,536,737	1,491,874	11,441		33,422	
RENTS	188,905	185,500	2,325		1,080	
COMMODITIES	37,879	35,328			2,551	
GRANTS, SUBSIDIES, PENSIONS	124,808,886	108,007,700	16,757,083		44,103	
TRANSFER TO OTHER FUNDS	725		535		190	
<b>TOTAL EXPENDITURES</b>	<b>144,144,852</b>	<b>127,198,826</b>	<b>16,863,960</b>		<b>82,066</b>	

### RIVERVIEW PSYCHIATRIC CENTER

#### MARYLOUISE MCEWEN, SUPERINTENDENT

TTY: (207) 287-7429

*Central Office:* 250 ARSENAL STREET, AUGUSTA, ME 04333

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

*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:* 313.360

*Legislative Count:* 313.00

#### **PURPOSE:**

The Riverview Psychiatric Center (RPC) provides mental health care to adults who require intensive 24-hour inpatient services. RPC also provides 2 outpatient clinics, located in Augusta and Portland, for both dental and community psychiatric care.

RPC is an inpatient psychiatric hospital fully operated by the State of Maine and provides psychiatric care and treatment to citizens with mental illness who require involuntary hospitalization, require extended psychiatric observation, care and treatment and those who require certain highly specialized psychiatric programs not available elsewhere. RPC is also the State of Maine's only forensic psychiatric hospital providing psychiatric services to clients from the Maine criminal justice system and the Maine courts.

#### **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). AMHI was established in 1840 as the Maine Insane Hospital and was the only public mental hospital in Maine until the second hospital was built in Bangor in 1901. The name was changed in 1913 from Maine Insane Hospital to Augusta Mental Health Institute and then Riverview Psychiatric Center in 2004.

#### **PROGRAM:**

The development of the community mental health centers in the 1960's resulted in a redefinition of the institute's role. The hospital stands today as a necessary and valuable part of the comprehensive health system which provides a broad range of services to Maine residents. The hospital's treatment approach is based on the Recovery Model. In keeping with a total health conscious approach to life and life choices, RPC is a smoke free hospital for both clients and staff.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

### LICENSES:

DHHS  
MEDICAID/MEDICARE  
JCAHO

### PUBLICATIONS:

See website for information: [www.maine.gov/dhhs/riverview/index.shtml](http://www.maine.gov/dhhs/riverview/index.shtml)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### RIVERVIEW PSYCHIATRIC CENTER

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,517,486	7,762,376	5,755,110			
HEALTH BENEFITS	4,859,165	104,498	4,754,667			
RETIREMENTS	2,613,739	60,627	2,553,112			
OTHER FRINGE BENEFITS	249,380	5,421	243,959			
COMPUTER SERVICES	402,491	63,199	339,292			
CONTRACTUAL SERVICES	9,633,533	3,273,564	6,359,969			
RENTS	138,654	47,073	91,581			
COMMODITIES	1,928,180	665,389	1,262,791			
GRANTS, SUBSIDIES, PENSIONS	314,129	55,138	258,991			
EQUIPMENT	28,398		28,398			
TRANSFER TO OTHER FUNDS	138,624		138,624			
<b>TOTAL EXPENDITURES</b>	<b>33,823,779</b>	<b>12,037,285</b>	<b>21,786,494</b>			

## OFFICE OF SUBSTANCE ABUSE

### GUY COUSINS, DIRECTOR

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

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

*FAX:* (207) 287-4334

*Established:* 2002

*Telephone:* (207) 287-6344

*Reference: Policy Area:* 05 ; *Umbrella:* 14 *Unit:* 118 ; *Citation:* T0005

*M.R.S.A. Sect.* 000020004

*Average Count--All Positions:* 31.000

*Legislative Count:* 31.00

### PURPOSE:

The Office of Substance Abuse 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.

### ORGANIZATION:

The 117th Maine Legislature merged the Office of Substance Abuse 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. The Office of Substance Abuse continues its responsibility for planning, developing, implementing, coordinating and evaluating all of the State's alcohol and other drug abuse prevention, intervention, and treatment activities. The Office of Substance Abuse is composed of four divisions: Prevention/Information Resource Center, Intervention (including the Driver Education and Evaluation Program and the Prescription Monitoring Program), Data and Research, and Treatment.

### PROGRAM:

The Office of Substance Abuse is responsible for developing a comprehensive plan for combating alcohol and drug abuse, administering services through contracts with community service providers, and establishing statewide standards

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

for substance abuse prevention and treatment. The Office of Substance Abuse regularly assesses the extent of substance abuse in Maine by collecting data from a number of sources, including required reporting from all providers and regular surveys of a variety of populations.

The Office of Substance Abuse serves as the primary liaison with other departments, the Legislature, citizen's groups and service providers on issues pertaining to substance abuse. The Office of Substance Abuse provides training, consultation, technical assistance and service delivery strategies to help schools and communities reduce tobacco, alcohol and other drug related problems.

Within the Intervention Division, the Driver Education Evaluation Program (DEEP) provides or oversees education, evaluation, and/or treatment for all operating under the influence offenders in the State of Maine in order to lessen the incidence of injury and fatalities which result from driving under the influence of alcohol or other drugs.

### **LICENSES:**

The Office of Substance Abuse promulgated regulations for substance abuse licensing that included integrated language for co-occurring disorders.

The Office of Substance Abuse approves methadone facility licensing applications.

### **PUBLICATIONS:**

The Office of Substance Abuse is responsible for the State Plan for Alcohol and Other Drug Abuse Services in Maine; the Programs and Services in Maine (a directory of treatment services); Support Groups for the State of Maine (a regularly updated list of support groups in Maine); the Book List (lists of books available through the Information and Resource Center (IRC) of the Office of Substance Abuse); 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 calendar year 2008, published reports include:

- " Office of Substance Abuse Annual Report (2007),
- " Maine School Substance Abuse Policy Guide,
- " Maine Safe and Drug Free Schools and Communities Act Program End of Year Report (2007-2008),
- " Maine Safe and Drug Free Schools and Communities Act Program Report on Incidence of Prohibited Behavior and Drug and Violence Prevention (2006-2007),
- " Maine Safe and Drug Free Schools and Communities Act Program Report on Incidence of Prohibited Behavior and Drug and Violence Prevention Technical Report (2006-2007)
- " Substance Abuse Treatment Client Satisfaction Survey, December 2007,
- " Substance Abuse Trends in Maine, April 2008;
- " Report on Maine Youth Drug and Alcohol Use Survey - 2008; and,
- " Substance Abuse Trends in Maine, October 2008.

The Information and Resource Center may be contacted directly for these publications, videos and other materials (telephone 1-800-499-0027). The reports are also available online at [www.maine.gov/dhhs/osa/index.htm](http://www.maine.gov/dhhs/osa/index.htm).

# DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## OFFICE OF SUBSTANCE ABUSE

	<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	1,323,288	790,531			532,757	
HEALTH BENEFITS	498,982	313,513			185,469	
RETIREMENTS	217,879	127,903			89,976	
OTHER FRINGE BENEFITS	26,059	17,328			8,731	
COMPUTER SERVICES	597,200	226,313	204,636		166,251	
CONTRACTUAL SERVICES	2,455,513	1,579,612	266,541		609,360	
RENTS	169,113	110,559	144		58,410	
COMMODITIES	43,108	40,699			2,409	
GRANTS, SUBSIDIES, PENSIONS	24,982,573	7,726,850	6,586,022		10,669,701	
TRANSFER TO OTHER FUNDS	168,849		37,456		131,393	
<b>TOTAL EXPENDITURES</b>	<b>30,482,564</b>	<b>10,933,308</b>	<b>7,094,799</b>		<b>12,454,457</b>	

DEPARTMENT OF CONSERVATION

**DEPARTMENT OF CONSERVATION**

**PATRICK K. MCGOWAN, COMMISSIONER**  
**ELIZA TOWNSEND, DEPUTY COMMISSIONER**

TTY: (888) 577-6690

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

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

Established: 1973

FAX: (207) 287-2400

Telephone: (207) 287-2211

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

Average Count--All Positions: 413.133

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 sustainable 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's 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.



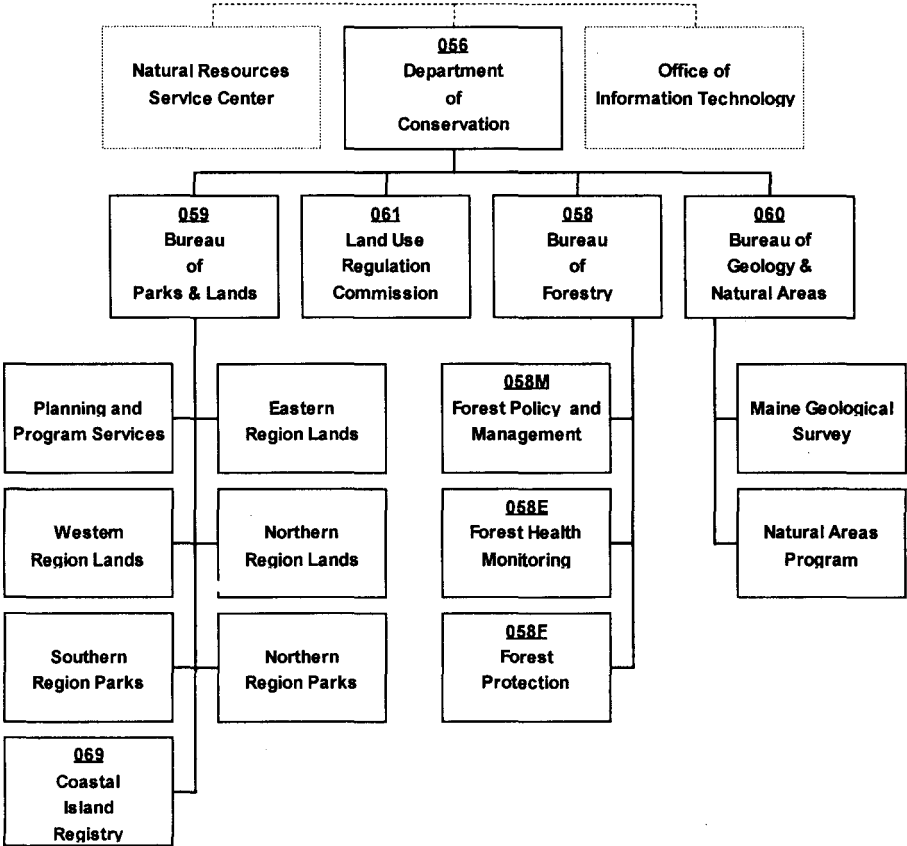
# DEPARTMENT OF CONSERVATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	16,476,011	11,578,941	3,835,239		1,061,831	
HEALTH BENEFITS	6,570,390	4,633,072	1,503,509		433,809	
RETIREMENTS	3,237,561	2,375,501	683,192		178,868	
OTHER FRINGE BENEFITS	307,695	219,397	70,626		17,672	
COMPUTER SERVICES	672,593	588,501	84,092			
CONTRACTUAL SERVICES	5,206,003	2,062,061	2,690,619		453,323	
RENTS	2,068,504	1,276,010	661,435		131,059	
COMMODITIES	1,035,320	474,351	549,136		11,833	
GRANTS, SUBSIDIES, PENSIONS	7,650,076	12,135	5,714,152		1,923,789	
PURCHASE OF LAND	4,451,366		973,371		3,473,105	4,890
BUILDING IMPROVEMENTS	189,689		15,354			174,335
EQUIPMENT	5,478,848	57,686	775,191			4,645,971
TRANSFER TO OTHER FUNDS	438,201		397,821		40,380	
<b>TOTAL EXPENDITURES</b>	<b>53,782,257</b>	<b>23,277,655</b>	<b>17,953,737</b>		<b>7,725,669</b>	<b>4,825,196</b>

Organization Chart  
DEPARTMENT OF CONSERVATION



DEPARTMENT OF CONSERVATION

**COASTAL ISLAND REGISTRY**

**DAN PRICHARD, CHIEF PLANNER**

TTY: (888) 577-6690

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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF FOREST HEALTH AND MONITORING**

**DAVID STRUBLE, STATE ENTOMOLOGIST**

TTY: (888) 577-6690

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, implementing control actions when justified, and administering existing state and federal laws pertaining to insect and disease quarantine. In those situations where quarantine regulations are necessary but are not preexisting, the director may, by rule, establish a quarantine to address the situation.

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

## DEPARTMENT OF CONSERVATION

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 forest land 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 17.2 million acres of commercial timberland to individual shade trees scattered across 488 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 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.

## DEPARTMENT OF CONSERVATION

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.

Asian Longhorn Beetle Compliance Agreements issued to allow receipt of regulated wood chips from infested areas outside Maine at utilizing sites 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 - Periodic reports across the field season, and 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; 2006

**FINANCES, FISCAL YEAR 2009:** 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: (888) 577-6690

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

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

FAX: (207) 287-8422

Established: 1979

Telephone: (207) 287-2791

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

Average Count--All Positions: 151.327

Legislative Count: 135.00

### **PURPOSE:**

The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, aid in accomplishment of forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; and to promote productivity and current use as the basis for forest land taxation. Responsibilities also include: to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies; to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

## DEPARTMENT OF CONSERVATION

### 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 North East State Foresters Association (NEFA); 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,473,050	5,579,335			893,715	
HEALTH BENEFITS	2,763,263	2,396,968			366,295	
RETIREMENTS	1,498,107	1,348,531			149,576	
OTHER FRINGE BENEFITS	140,471	125,627			14,844	
COMPUTER SERVICES	23,590	23,590				
CONTRACTUAL SERVICES	1,200,958	852,856	41,408		306,694	
RENTS	1,145,902	1,030,397	1,658		113,847	
COMMODITIES	316,415	302,959	4,055		9,401	
GRANTS, SUBSIDIES, PENSIONS	719,311	6,903	36,010		676,398	
EQUIPMENT	88,622	57,686	30,936			
TRANSFER TO OTHER FUNDS	31,061		770		30,291	
<b>TOTAL EXPENDITURES</b>	<b>14,400,750</b>	<b>11,724,852</b>	<b>114,837</b>		<b>2,561,061</b>	

## DIVISION OF FOREST PROTECTION

### BILL WILLIAMS, STATE SUPERVISOR

TTY: (888) 577-6690

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 Civil Air Patrol, Division and other state agency aircraft;
- (3) presuppression training of municipal, forest industry, and Division employees and maintenance and development of specialized equipment;
- (4) suppression containing and controlling fires that do occur; and,
- (5) law enforcement.

### 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

## DEPARTMENT OF CONSERVATION

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). The fire season of 2008 was relatively slow given fairly consistent rains throughout the summer months. During 2008, 459 fires burned over 547 acres. This was in contrast to a normal season of roughly 600 fires and over 1,700 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 are 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 2009:** 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: (888) 577-6690

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 and community forestry programs; and shared responsibility for enforcement of timber harvesting rules. The Division Director reports to the State Forester.

**PROGRAM:**

During FY 2009, 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 continue to focus on reaching new audiences, including small woodland owners and non-traditional, underserved groups, such as women woodland owners.

Division staff have increased efforts to improve understanding of the Tree Growth Tax Law by landowners, foresters, and municipalities and provided significant amounts of technical assistance to towns over the last year. 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)

Forest Trees of Maine, Centennial Edition, 2008 (\$11.00)

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)

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



## DEPARTMENT OF CONSERVATION

The Woods in Your Backyard: A Homeowners guide  
Report of the 2003 Annual Inventory of Maine's Forests

**FINANCES, FISCAL YEAR 2009:** 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: (888) 577-6690

Central Office: WILLIAMS PAVILLION, 17 ELKINS, 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: 20.000

Legislative Count: 20.00

#### 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 providing 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 the Department of Economic and Community Development (DECD) and moved to the Department of Conservation in 1973. In 1993, the Maine Natural Heritage Program (DECD) merged with the Maine Critical Areas Program in the State Planning Office (SPO) to form the Maine Natural Areas Program. The Maine Natural Areas Program moved from DECD to the Department of Conservation in 1995 and was combined with the Maine Geological Survey to form the current bureau, with the State Geologist as the Bureau Director.

#### PROGRAM:

2009 Accomplishments:

Ground water - Conducted groundwater investigations in the Freeport area, as directed by the Water Resources Planning Committee.  
Coastal geology - Mapped erosion hazard areas on southern Maine beaches. Worked with coastal communities on resiliency planning.  
Geologic Mapping - Completed maps in the Augusta and Bangor areas.  
Publication sales - 6000 digital geologic maps downloaded each month.  
Natural Resource Inventory - Conducted ecological surveys of private lands within in central and western mountain ecoregion and inventoried state-owned lands to guide management.  
Ecological Reserves - Convened the Governor appointed Scientific Advisory Board on Ecological Reserves and completed baseline monitoring of Great Heath and 5th Machias Lake Ecological Reserves  
In Lieu Fee Wetlands Program - Through GIS analysis and public outreach to land trusts, state agencies, and conservation commissions, MNAP identified and prioritized sites for field assessment. Site information should guide decisions of mitigation funds for restoration and preservation.  
Forest Certification - Conducted training programs on managing biodiversity for foresters and landowners, including field-based training for JD Irving and Wagner Forest Management. Staff assisted revision of FSC-US certification standards regarding biodiversity.  
Landowner Incentive Program - Successfully protected 335 acres for the long-term management of Maine's at-risk species and habitats.  
Conservation Easements - Provided technical assistance on management of forest biodiversity related to Katahdin Forest and Plum Creek conservation easements.  
Invasives - Conducted an outreach program on the introduction, spread, and control of terrestrial invasive plants.

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Environmental Review - Reviewed over 1000 proposed development projects, farm bill proposals, and forest management plans to minimize and/or avoid impacts to at-risk species and habitats. Worked with power companies and environmental consultants to conduct pre-application reviews for proposed windpower and statewide transmission line projects.

### 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, marine geology, and natural areas. More than 50 new maps and reports were published during FY 2009. 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	1,005,906	602,538	322,886		80,482	
HEALTH BENEFITS	365,085	207,628	127,473		29,984	
RETIREMENTS	185,357	111,219	59,884		14,254	
OTHER FRINGE BENEFITS	15,613	7,378	6,606		1,629	
COMPUTER SERVICES	4,744	4,744				
CONTRACTUAL SERVICES	180,967	19,713	108,205		53,049	
RENTS	26,809	9,525	7,643		9,641	
COMMODITIES	19,300	6,894	10,692		1,714	
GRANTS, SUBSIDIES, PENSIONS	49,980		49,980			
TRANSFER TO OTHER FUNDS	8,793		6,782		2,011	
<b>TOTAL EXPENDITURES</b>	<b>1,862,554</b>	<b>969,639</b>	<b>700,151</b>		<b>192,764</b>	

## GENERAL SERVICES (CONSERVATION)

### PATRICK K. MCGOWAN, COMMISSIONER

TTY: (888) 577-6690

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

Mail Address: 22 STATEHOUSE STATION, AUGUSTA, ME 04333-0022 FAX: (207) 287-2400

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: 6.000

Legislative Count: 6.00

### PURPOSE:

General Services provides executive level direction to the department and provides lawmakers and the public with information about Conservation programs.

### ORGANIZATION:

The Office of the Commissioner is responsible for providing overall policy guidance to all bureaus within the department. The Office of the Commissioner

## DEPARTMENT OF CONSERVATION

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.

### PROGRAM:

The Office of the Commissioner sets the department's policy direction, and with the support of the Natural Resources Service Center, manages the department's budget and personnel. Working with the Office of Information Technology, the office provides field staff across the state with the tools to carry out their responsibilities.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GENERAL SERVICES (CONSERVATION)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	379,336	207,530	171,806			
HEALTH BENEFITS	120,801	61,540	59,261			
RETIREMENTS	76,412	42,718	33,694			
OTHER FRINGE BENEFITS	6,824	3,845	2,979			
COMPUTER SERVICES	622,865	557,152	65,713			
CONTRACTUAL SERVICES	1,422,516	762,045	660,471			
RENTS	7,311	6,642	669			
COMMODITIES	10,720	6,051	4,669			
TRANSFER TO OTHER FUNDS	135,613		135,613			
<b>TOTAL EXPENDITURES</b>	<b>2,782,398</b>	<b>1,647,523</b>	<b>1,134,875</b>			

## MAINE LAND USE REGULATION COMMISSION

### CATHERINE CARROLL, DIRECTOR

TTY: (888) 577-6690

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: 25.500

Legislative Count: 25.50

### 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 780 coastal islands including Monhegan and Matinicus. 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, to educate, 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

## DEPARTMENT OF CONSERVATION

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 26.5, 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:

During the past year, work continued in reviewing and redrafting the comprehensive land use plan for the unorganized areas and with reviewing a proposed Moosehead Lake concept plan from Plum Creek. The Commission approved a 132 MW wind energy development in the western area of the Commission's jurisdiction, a 25.5 MW wind energy development in the downeast area of the Commission's jurisdiction, and adopted rules to allow for windpower development in designated expedited areas. 751 permit applications were processed. There were 83 permit applications pending at the end of the fiscal year. Staff reached resolution on numerous enforcement cases within the fiscal year. 809 notifications were processed for forest management activities. Commission staff made numerous site inspections, including public assistance visits and compliance inspections. In addition, Commission staff hosted four educational outreach sessions to speak to visitors about permitting and compliance matters as well as to answer questions about land use regulations. The Commission's staff is available in 5 regional field offices to assist customers firsthand for permitting, education, compliance, and enforcement needs.

### 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
- Service Drops
- Forestry Operations Notifications

### PUBLICATIONS:

- No charge is assessed for the first two copies of any publication or rule.
- Nominal charges will be made for additional 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

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**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LAND USE REGULATION 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	1,177,559	1,162,374	15,185			
HEALTH BENEFITS	493,277	488,326	4,951			
RETIREMENTS	210,228	208,007	2,221			
OTHER FRINGE BENEFITS	21,910	21,647	263			
COMPUTER SERVICES	1,187	137	1,050			
CONTRACTUAL SERVICES	426,012	106,748	319,264			
RENTS	65,795	63,722	2,073			
COMMODITIES	18,885	16,114	2,771			
TRANSFER TO OTHER FUNDS	21,294		21,294			
<b>TOTAL EXPENDITURES</b>	<b>2,436,147</b>	<b>2,067,075</b>	<b>369,072</b>			

## BUREAU OF PARKS AND LANDS

**WILLARD HARRIS, DIRECTOR**  
**ALAN STEARNS, DEPUTY DIRECTOR**

TTY: (888) 577-6690

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

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

Established: 1935

Telephone: (207) 287-3821

Reference: Policy Area: 04 ; Umbrella: 04 Unit: 059 ; Citation: T0012 M.R.S.A., Sect. 000001802

Average Count--All Positions: 210.306

Legislative Count: 114.00

### PURPOSE:

The Bureau of Parks and Lands 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 585,211 acres of Public Reserved and Non-Reserved Lands, 308,655 in conservation easements including easements along the Appalachian Trail and the Penobscot River Corridor, 625,000 acres in public access easements including the West Branch easement in Somerset County and the Typhoon LLC easement in Washington County, 34 staffed state parks totaling 84,618 acres including the Allagash Wilderness Waterway, 22 staffed and unstaffed state historic sites, 2.3 million acres of submerged lands, 1,324 coastal islands, owns 200 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 including grants to other agencies and municipalities, and provide landowners assistance 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, which includes the Maine Conservation Corps. Six regional offices, three supervising the state park system and three supervising the Public Reserved Lands system, oversee operations and management activities.

## DEPARTMENT OF CONSERVATION

The six 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 report to the director including off-road vehicles; boating facilities; and 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 land use 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 Submerged Lands Program is responsible for the management of the State's submerged lands. 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 Grants & Community Recreation Div administers federal grants, manages a state-wide trail advisory committee, provides information on recreational facilities to municipalities, and provides technical assistance to local sponsors in trail construction and improvements. The Maine Conservation Corps (MCC) accomplishes conservation projects, creates conservation employment, provides conservation education, and engages conservation volunteers. 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.

### **PROGRAM:**

Parks & historic sites provided recreation & education opportunities to more than 2,166,844 visitors, contributing \$2,184,475 in user fees and other revenue to the general fund and \$230,723 to municipalities in fee sharing in calendar year 2008. The Bureau's camping reservations system continued to work with the new web-based reservation system beginning in fiscal year 2007 for our state park campgrounds. The Bureau spearheaded the Administration's Take It Outside! program designed to reconnect children and their families to the natural environment. Several special events were held at various State parks during the winter and the First Time Campers program continued for the second successful year. During FY 08, voters approved a \$7.5 million capital improvement bond for State Parks and Historic Sites. During FY 09, capital improvement projects initiated include a new bathhouse and major utility work at Reid State Park; Sanitary system and shoreline protection at Colonial Pemaquid State Historic Site; repairs initiated for the 600 foot long Crouseville Trestle for the ORV program; repairs were made to the Colburn House State Historic Site; and ADA access improvements were made at Moose Point and Swan Lake State Parks. Considerable work continued on the 85-mile Calais Branch railroad rehabilitation/Downeast Sunrise multi-use trail. In calendar year 2008, the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 9,786 acres of the Bureau's 398,600 acres of operable timberland yielding 101,015 cords of wood. They also constructed and maintained an extensive network of roads, trails, and bridges to facilitate public access. In FY 2009, the Planning, Acquisition, & Special Services Division worked with the Public Reserved Lands regional staff to complete two management plans under the Bureau's Integrated Resources Plan including the Aroostook Hills and Eastern Interior management regions. The plans covered 94,020 acres. In FY 2009 the Planning, Acquisition, & Special Services Division also completed 10 land transactions totaling approx 7,890 acres in fee and 7,827 acres in easement. The Bureau's Grants and Community Recreation Division administered \$1,544,050 in federal grants for 48 Recreational Trail Program projects, managed \$267,485 for 8 estimated federal Land and Water Conservation Fund projects, and provided

## DEPARTMENT OF CONSERVATION

technical assistance to municipalities, and the Maine Trails Advisory Committee. The Boating Facilities Division, through grants and direct construction, improved public boat access at 8 sites and has started renovation of 2 others which will be completed next spring. The Navigational Aids Program maintained buoys on 27 waterbodies and worked with lake associations and municipalities to mark 21 other waterbodies. The Off-Road Vehicle Division approved 447 snowmobile grants, totaling \$3,735,330 and managed five snowmobile trail systems. The ATV Program awarded 124 club & municipal grants, totaling \$944,632 and continued to develop abandoned railroad rights-of-way for a total of 5,503 miles of ATV trail. The Administrative Services Division provided clerical support, managed the Bureau's finances, and campsite reservation system. In calendar year 2008, the submerged lands program processed 214 applications. 111 new leases and easements were granted including 58 constructive easement conversions and 3 dredging leases.

### **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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## BUREAU OF PARKS AND LANDS

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,440,160	4,027,164	3,325,363		87,633	
HEALTH BENEFITS	2,827,961	1,478,609	1,311,823		37,529	
RETIREMENTS	1,267,457	665,027	587,393		15,037	
OTHER FRINGE BENEFITS	122,875	60,900	60,777		1,198	
COMPUTER SERVICES	20,207	2,878	17,329			
CONTRACTUAL SERVICES	1,975,551	320,699	1,561,271		93,581	
RENTS	822,689	165,723	649,394		7,572	
COMMODITIES	670,000	142,333	526,949		718	
GRANTS, SUBSIDIES, PENSIONS	6,880,785	5,232	5,628,162		1,247,391	
PURCHASE OF LAND	4,451,366		973,371		3,473,105	4,890
BUILDING IMPROVEMENTS	189,689		15,354			174,335
EQUIPMENT	5,390,226		744,255			4,645,971
TRANSFER TO OTHER FUNDS	241,440		233,362		8,078	
<b>TOTAL EXPENDITURES</b>	<b>32,300,406</b>	<b>6,868,565</b>	<b>15,634,803</b>		<b>4,971,842</b>	<b>4,825,196</b>



DEPARTMENT OF CORRECTIONS

**DEPARTMENT OF CORRECTIONS**

**MARTIN MAGNUSSON, COMMISSIONER**  
**DENISE LORD, ASSOCIATE COMMISSIONER**

TTY: (888) 577-6690

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: 1380.143

Legislative Count: 1374.50

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, 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, Central Maine Pre-Release Center and the Women's Reentry 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 2008, the department reorganized internally to establish a division of juvenile services and a division of adult services. The institutional and community corrections functions are now included in the juvenile or adult divisions.

In 2007, in response to the increasing prisoner population and the lack of adequate housing capacity within the state's correctional facilities, the department opened the Women's Reentry Center in Bangor and contracted to house state prisoners in county jails. In the 2008, the Legislature created a Board of Corrections to oversee the adult correctional services administered by the department and the county jails with the goal of establishing a unified corrections system.

**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

## DEPARTMENT OF CORRECTIONS

facilities, juvenile detention areas, correctional community residential and 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. Corrections Information System (CORIS) 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 has implemented a customized Inmate Phone System which is integrated with CORIS. The phone system uses Voice over Internet Protocol, voice recognition, CORIS's inmate trust accounts and the telecommunication industry's new prepaid flat rates.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	63,877,229	63,224,791	112,302		418,943	121,193
HEALTH BENEFITS	24,118,949	23,859,805	45,772		165,423	47,949
RETIREMENTS	15,007,840	14,869,300	28,328		85,016	25,196
OTHER FRINGE BENEFITS	1,223,004	1,207,424	1,416		9,187	4,977
COMPUTER SERVICES	2,593,041	2,554,865	5,146		29,689	3,341
CONTRACTUAL SERVICES	32,806,876	31,185,000	619,987		615,065	386,824
RENTS	1,916,741	1,894,551	17,013		2,376	2,801
COMMODITIES	11,328,065	10,815,590	392,730		19,027	100,718
GRANTS, SUBSIDIES, PENSIONS	11,505,623	10,199,121	372,143		934,359	
EQUIPMENT	47,988	27,668	13,545		6,775	
TRANSFER TO OTHER FUNDS	43,274		16,423		22,675	4,176
<b>TOTAL EXPENDITURES</b>	<b>164,468,630</b>	<b>159,838,115</b>	<b>1,624,805</b>		<b>2,308,535</b>	<b>697,175</b>

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,528,960	1,351,149			177,811	
HEALTH BENEFITS	436,338	352,765			83,573	
RETIREMENTS	288,140	255,974			32,166	
OTHER FRINGE BENEFITS	25,174	20,827			4,347	
COMPUTER SERVICES	1,752,094	1,732,124			19,970	
CONTRACTUAL SERVICES	22,019,871	21,315,489	181,336		523,046	
RENTS	58,828	40,521	16,025		2,282	
COMMODITIES	42,327	24,693	4,735		12,899	
GRANTS, SUBSIDIES, PENSIONS	8,454,435	7,148,183	371,893		934,359	
EQUIPMENT	34,443	27,668			6,775	
TRANSFER TO OTHER FUNDS	23,830		4,551		19,279	
<b>TOTAL EXPENDITURES</b>	<b>34,664,440</b>	<b>32,269,393</b>	<b>578,540</b>		<b>1,816,507</b>	

DEPARTMENT OF CORRECTIONS

**OFFICE OF ADVOCACY (CORRECTIONS)**

**WESLEY ANDRENYAK, CHIEF ADVOCATE**  
**MARTIN MAGNUSSON, COMMISSIONER**

Central Office: 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111 TTY: (888) 577-6690  
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: 2.000 Legislative Count: 2.00

**PURPOSE:**

The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of clients, in conjunction with the Department of Human Services as appropriate, allegations of adult and child abuse or neglect in correctional and detention facilities and to advocate for compliance by the department of any correctional facility, detention facility, or any contract agency with all laws, administrative and institutional rules 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 is one full-time authorized Advocate position assigned to the Maine State Prison and Bolduc Correctional Facility. These may be assigned, as needed, to any facility or agency within the department, including the Maine State Prison, Bolduc Correctional Facility, Maine Correctional Center, Long Creek Youth Development Center, Charleston Correctional Facility, Downeast Correctional Facility, Central Maine Pre-Release Center, Mountain View Youth Development Center, prisoners being boarded at county jails 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. The Advocate is responsible to receive and review prisoner complaints specific to the Americans with Disabilities Act (ADA).

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**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF ADVOCACY (CORRECTIONS)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	68,680	68,680				
HEALTH BENEFITS	26,149	26,149				
RETIREMENTS	13,298	13,298				
OTHER FRINGE BENEFITS	1,011	1,011				
COMPUTER SERVICES	1,052	1,052				
CONTRACTUAL SERVICES	9,672	9,672				
RENTS	31	31				
COMMODITIES	156	156				
<b>TOTAL EXPENDITURES</b>	120,049	120,049				

## CHARLESTON CORRECTIONAL FACILITY

**ERIC HANSEN, SUPERINTENDENT**  
**MARTIN MAGNUSSON, COMMISSIONER**

*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:* 31.000

*FAX:* (207) 285-0825

*Telephone:* (207) 285-0880

*Legislative Count:* 31.00

### PURPOSE:

The primary purpose of the Charleston Correctional Facility is to provide public safety through effective security operations and programming aimed at reducing the likelihood that offenders will re-offend when in the community. All prisoners housed at the 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 downsized 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 including all support services for fiscal, business, human resources, food service, maintenance, warehouse and supply. The Charleston Correctional Facility received American Correctional Association accreditation in January of 2007. The facility expanded in July 2007, opening another dormitory and taking on another 50 prisoners.

### PROGRAM:

The Charleston Correctional Facility currently houses approximately 145 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 educational and vocational training, psychological and substance abuse treatment. An educational learning center and 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. Substance abuse services are provided at an intensive level as well as some psycho-educational classes. The facility has started a cognitive skills based program called Thinking for a Change which teaches prisoners new skills to deal with daily

## DEPARTMENT OF CORRECTIONS

challenges. Parenting skills, life skills, and employment skills training are also available through collaboration with other community agencies. 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 over 7,000 acres in the Bud Leavitt Wildlife Management Area that abuts the facility property. During Fiscal Year 2008-2009 the wood harvesting program produced several hundred 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 300,000 board feet of lumber.

The Charleston Correctional Facility's total progressive corrections program has a very strong public restitution element providing public restitution to communities, non-profit agencies and state agencies including the Maine Department of Transportation. Last year close to 26,000 hours were expended on community restitution projects. There are over a dozen prisoners trained and ready to be utilized to fight forest fires and several 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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,941,646	1,889,381	52,265			
HEALTH BENEFITS	830,656	807,736	22,920			
RETIREMENTS	470,997	458,171	12,826			
OTHER FRINGE BENEFITS	37,042	36,550	492			
COMPUTER SERVICES	4,046	4,046				
CONTRACTUAL SERVICES	270,264	240,818	29,446			
RENTS	38,693	38,693				
COMMODITIES	585,007	505,321	79,686			
TRANSFER TO OTHER FUNDS	1,708		1,708			
<b>TOTAL EXPENDITURES</b>	<b>4,180,059</b>	<b>3,980,716</b>	<b>199,343</b>			

## MAINE CORRECTIONAL CENTER

**SCOTT BURNHEIMER, SUPERINTENDENT**  
**MARTIN MAGNUSSON, COMMISSIONER**

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: 271.476

FAX: (207) 893-7001

Telephone: (207) 893-7000

Legislative Count: 270.50

### 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.

## DEPARTMENT OF CORRECTIONS

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 Maine Correctional Center's responsibility as the Department of Corrections' (DOC) primary reception center, and the utilization of professional correctional practices, objective risk assessment and 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.

### 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 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 the department's forty (40) bed Correctional Recovery Academy (CRA) which provides intensive residential substance abuse treatment and the Department of Corrections' RULE program, a 60 bed residential program for the treatment of sexual offenders. Unit Two is primarily a minimum custody housing area. Programs in Unit Two include public service work crews and a transition skills re-entry program for men. 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. The Maine Correctional Center in Windham received re-accreditation in January 2009 by

the American Correctional Association. The facility is expected to go through its recertification audit in October of 2011.

### PROGRAM:

The Maine Correctional Center is the primary reception center for the 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 the Maine Correctional Center 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 which 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 General Educational Development (GED) preparation and testing. Vocational training offers graphic arts and computer repair. Medical, mental health and psychiatry services are available to all prisoners through a contract with Correctional Medical Services (CMS). Prisoners are assigned to a unit team which monitors prisoner adjustment to case management and transition/release planning. The substance abuse programs for both men and women are provided through a partnership with the State Office of Substance Abuse.

The Women's Center is designed as a secure correctional community with focus on personal development, trauma recovery, substance abuse treatment and community

## DEPARTMENT OF CORRECTIONS

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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,644,914	12,566,826	50,367		27,721	
HEALTH BENEFITS	4,767,249	4,742,585	19,586		5,078	
RETIREMENTS	3,047,746	3,029,265	13,075		5,406	
OTHER FRINGE BENEFITS	243,925	242,408	924		593	
COMPUTER SERVICES	138,963	133,817	5,146			
CONTRACTUAL SERVICES	1,865,087	1,797,218	65,869		2,000	
RENTS	246,413	245,448	965			
COMMODITIES	2,828,255	2,571,869	256,386			
EQUIPMENT	13,545		13,545			
TRANSFER TO OTHER FUNDS	9,423		8,483		940	
<b>TOTAL EXPENDITURES</b>	<b>25,805,520</b>	<b>25,329,436</b>	<b>434,346</b>		<b>41,738</b>	

## DOWNEAST CORRECTIONAL FACILITY

**C. MARK CATON, DIRECTOR**  
**MARTIN MAGNUSSON, COMMISSIONER**

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

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

*Established:* 1984

*Reference: Policy Area: 06 ; Umbrella: 03 Unit: 220 ; Citation: T0034A.M.R.S.A., Sect. 000003901*

*Average Count--All Positions:* 68.000

*FAX:* (207) 255-1176

*Telephone:* (207) 255-1100

*Legislative Count:* 68.00

### 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 and renovate the former Bucks Harbor Air Force Station into a fully operational medium security correctional facility. The facility is a medium/minimum security institution with an average prisoner population of 143 to 150.

### PROGRAM:

Programs offered at Downeast Correctional Facility consist of educational, industry, treatment, and community restitution.

The educational programs offered at Downeast Correctional Facility are academic and vocational based. The academic programs are geared toward high school equivalency (GED), and courses emphasizing everyday life skills. A NovaNet system allows prisoners to enroll in courses ranging from grade school level up to and including college level via a closed circuit of the Intranet. The vocational programs offer training in the following career fields: upholstery, welding, automotive repair/restoration and building trades. Each career field is staffed with an instructor who oversees the program and its participants.

In July 2001 a garment industry program was initiated at Downeast Correctional Facility wherein denim jeans and jackets are manufactured by the facility's prisoners. The jeans and jackets manufactured at Downeast Correctional Facility furnish the entire Maine Department of Corrections adult prisoner population.

The treatment programs offered at Downeast Correctional Facility focus primarily

## DEPARTMENT OF CORRECTIONS

on mental health issues and substance abuse. These programs are directed and monitored by the facility's medical, caseworker, and psychological support staff.

The community restitution program at Downeast Correctional Facility provides assistance to other state agencies, local municipalities and non-profit organizations. With the support of the community restitution program agencies are able to use fewer financial resources maintaining their facilities thereby providing them more resources to pursue their organizational goals. Some restitution work is performed within the confines of the correctional facility while a select group of prisoners work in the community under constant security supervision.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,000,109	3,000,109				
HEALTH BENEFITS	1,190,117	1,190,117				
RETIREMENTS	710,825	710,825				
OTHER FRINGE BENEFITS	57,680	57,680				
COMPUTER SERVICES	17,550	17,550				
CONTRACTUAL SERVICES	345,822	321,249	23,043		1,530	
RENTS	36,254	36,254				
COMMODITIES	569,405	539,740	29,665			
TRANSFER TO OTHER FUNDS	417		405		12	
<b>TOTAL EXPENDITURES</b>	<b>5,928,179</b>	<b>5,873,524</b>	<b>53,113</b>		<b>1,542</b>	

## JUVENILE JUSTICE ADVISORY GROUP

**PAUL VESTAL, CHAIRPERSON**  
**MARTIN MAGNUSSON, COMMISSIONER**

TTY: (888) 577-6690

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.



## DEPARTMENT OF CORRECTIONS

As provided by the Act, the JJAG consists of not less than 15 and not more than 33 representatives of various constituencies concerned with juvenile justice and related area, including: units of local government; public agencies responsible for law enforcement, juvenile justice, corrections, probation, and the juvenile courts, and those responsible for delinquency prevention or treatment, including welfare, social services, mental health, education, and youth services; private organizations concerned with delinquency prevention or treatment, neglected or dependent children, and the quality of juvenile justice, education, and social services for children, public and private agencies that utilize volunteers to work with delinquents or potential delinquents; businesses and business groups employing youth; and persons with special experience and competency in addressing the problem of school violence, 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 2008 is \$600,000. 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 FY2008 allocation of \$48,360 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 community-based diversion programs, with the \$328,900 award.

### **PUBLICATIONS:**

Copies of the following publications may be obtained, free of charge, from the JJAG or their website [www.MAINEJJAG.org](http://www.MAINEJJAG.org):

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan 2005 to 2008

2008 Amendments to Three year plan

Maine Juvenile Justice Advisory Group's 2007 Annual Report to the Governor and The 123rd Legislature

Disproportionate Minority Contact Report

**FINANCES, FISCAL YEAR 2009:** 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.  
MARTIN MAGNUSSON, COMMISSIONER**

TTY: (888) 577-6690  
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: 2001 Telephone: (207) 287-4365  
Reference: Policy Area: 06 ; Umbrella: 03 Unit: 237A; Citation: 005401 M.R.S.A., Sect. T00034A  
Average Count--All Positions: 75.500 Legislative Count: 75.50

**PURPOSE:**

Juvenile Community Corrections was established to provide effective supervision to youth under its jurisdiction who are residing in the community. Using a risk reduction case management model, staff assess risk domains and strengths 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 that 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 Juvenile Community Corrections Officers (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. JCCOs accept referrals from law enforcement officers and supervise and case manage juvenile offenders in the community. Regional Supervisors provide case management consultation and direct supervision to JCCOs and assist them to find appropriate resources for juveniles on their caseloads. Two Contract Managers assure that all contracted services are provided in a manner consistent with the assessed needs of juvenile offenders. Outcome performance measures are incorporated into all contracts to ensure program effectiveness. 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 JCCOs, 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. Using an evidence-based 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. JCCOs also serve as the primary case managers for juveniles committed or detained at juvenile correctional facilities.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

JUVENILE COMMUNITY CORRECTIONS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,527,250	3,527,250				
HEALTH BENEFITS	1,391,567	1,391,567				
RETIREMENTS	846,102	846,102				
OTHER FRINGE BENEFITS	70,277	70,277				
COMPUTER SERVICES	164,527	164,527				
CONTRACTUAL SERVICES	1,534,126	1,228,043	306,083			
RENTS	341,531	341,531				
COMMODITIES	61,824	61,824				
GRANTS, SUBSIDIES, PENSIONS	3,046,188	3,045,938	250			
TRANSFER TO OTHER FUNDS	986	986				
<b>TOTAL EXPENDITURES</b>	<b>10,984,378</b>	<b>10,677,059</b>	<b>307,319</b>			

## LONG CREEK YOUTH DEVELOPMENT CENTER

**RODNEY BOUFFARD, SUPERINTENDENT**  
**MARTIN MAGNUSSON, COMMISSIONER**

*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:* 195.457

*Legislative Count:* 191.00

### **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.

### **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

## DEPARTMENT OF CORRECTIONS

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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LONG CREEK YOUTH DEVELOPMENT CENTER	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,402,024	8,355,989			46,035	
HEALTH BENEFITS	3,166,768	3,151,140			15,628	
RETIREMENTS	1,880,552	1,871,949			8,603	
OTHER FRINGE BENEFITS	151,937	151,269			668	
COMPUTER SERVICES	121,851	121,079			772	
CONTRACTUAL SERVICES	1,316,527	1,234,199	3,227		79,101	
RENTS	39,255	39,255				
COMMODITIES	941,529	929,752	9,681		2,096	
TRANSFER TO OTHER FUNDS	1,091		85		1,006	
<b>TOTAL EXPENDITURES</b>	<b>16,021,534</b>	<b>15,854,632</b>	<b>12,993</b>		<b>153,909</b>	

## MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

**ERIC HANSEN, SUPERINTENDENT**  
**MARTIN MAGNUSSON, COMMISIONER**

*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:* 169,210

*FAX:* (207) 285-0825

*Telephone:* (207) 285-0880

*Legislative Count:* 169.00

### **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 juveniles are to 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 in Charleston was established to provide juvenile correctional services for the ten Northern and 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 in 2002.

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

The Mountain View Youth Development Center achieved national accreditation from the American Correctional Association (ACA) in May 2006. The facility received its ACA Re-Accreditation in 2009 with a score of 100%.

## DEPARTMENT OF CORRECTIONS

### 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 demonstrable. The primary method of achieving these changes is cognitive, behaviorally based and 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 using individual and group processes. Other services provided include volunteer and religious services, 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 approved school. The educational programs encourage individual success for residents to become life long learners. Available services range from GED preparation to college entry and college classes.

In August of 2007, the facility was recognized by the Council for Juvenile Correctional Administrators (CJCA) and the Performance-based Standards Learning Institute (PbS Li) as one of the top three facilities in the country earning the Barbara Allen-Hagen Award for outstanding and exemplary work in ensuring safety for youths and staff, holding youths accountable and providing effective rehabilitation services that prevent future crime.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	7,559,044	7,478,789			80,255	
HEALTH BENEFITS	2,927,371	2,898,324			29,047	
RETIREMENTS	1,739,127	1,722,022			17,105	
OTHER FRINGE BENEFITS	151,956	150,335			1,621	
COMPUTER SERVICES	51,300	42,976			8,324	
CONTRACTUAL SERVICES	976,893	968,246			8,647	
RENTS	50,587	50,587				
COMMODITIES	1,223,539	1,218,205	1,302		4,032	
GRANTS, SUBSIDIES, PENSIONS	5,000	5,000				
TRANSFER TO OTHER FUNDS	982		9		973	
<b>TOTAL EXPENDITURES</b>	14,685,799	14,534,484	1,311		150,004	

## STATE PAROLE BOARD

**MARTIN MAGNUSSON, COMMISSIONER**  
**DENISE LORD, ASSOCIATE COMMISSIONER**

TTY: (888) 577-6690

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

## DEPARTMENT OF CORRECTIONS

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.

### 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

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	100	100				
CONTRACTUAL SERVICES	178	178				
TOTAL EXPENDITURES	278	278				

## STATE PRISON

**JEFFREY D. MERRILL, WARDEN**  
**MARTIN MAGNUSSON, COMMISSIONER**

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

Mail Address: 807 CUSHING ROAD, WARREN, ME 04864-4600

Established: 1823

Reference: Policy Area: 06 ; Umbrella: 03 Unit: 206 ; Citation: T0034A M.R.S.A., Sect. 000003201

Average Count--All Positions: 435.500

FAX: (207) 273-5320

Telephone: (207) 273-5310

Legislative Count: 435.50

### PURPOSE:

The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such

## DEPARTMENT OF CORRECTIONS

offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison.

### **ORGANIZATION:**

The State Prison at Thomaston was opened officially in July of 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term one year or longer. 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. The prison was plagued by fires in 1837, 1841, 1851, 1873 and 1923. Renovations and additions took place throughout the years and in 1992 high risk prisoners were transferred from Thomaston to a new maximum security facility in Warren known as Maine Correctional Institution (MCI). It was built to house male prisoners who posed the highest risk to the public, staff, other prisoners, and the security and orderly management of the department's facilities. An increasing population and an antiquated prison resulted in the construction of a new facility in Warren, adjoined to MCI. On February 13, 2002 prisoners were transferred to the new prison and the former Thomaston facility was demolished in June 2002. Only a section of the wall remains at the site beside the prison cemetery.

The new facility was built to house 916 prisoners. It also houses a 6 bed infirmary for the adult population. In 2008, the first female prisoner from Maine Correctional Center was transferred to receive infirmary level medical care. Additionally, 200 minimum security prisoners are housed at the Bolduc Correctional Facility (BCF) in South Warren. In 1978 the official name of the minimum security unit became the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc the first Director. The former barracks now serves as the Bolduc Correctional Facility. Prior to 1970 a fire destroyed the working farm at BCF which had previously supported the prison with beef, dairy and produce.

The prison is organized under the philosophy of unit management and direct supervision. It was designed to separate prisoners into three separate housing units: Special Management, Close and Medium, each with their own housing pods. The units operate semi-autonomously under the authority and guidance of the Warden. Staff are trained in the concepts of unit management which improves control and relationships by dividing a large population into smaller, more manageable groups. The Bolduc Correctional Facility also operates under the same philosophy.

### **PROGRAM:**

A 32 bed Mental Health Unit operates in the Special Management Unit. Mental Health Services assure assessment and treatment planning for all prisoners with major mental health illnesses or behavioral disorders. Treatment may include medication management, supportive counseling, cognitive-behavioral psychotherapy, group therapy and discharge planning. Mental Health Workers collaborate with security and medical personnel, as well as community agencies to provide consistency and continuity of patient-prisoner care and treatment. Substance abuse services are provided by licensed alcohol and drug counselors. Services include the DSAT (Differential Substance Abuse Treatment), education programs and Alcoholics Anonymous (AA). Case management services are provided to all prisoners. Staff develop an Individual Case Plan and monitor compliance.

They also act as advocates and serve on their unit's multi-disciplinary Unit Team. For prisoners nearing release, the workers focus on community resources and re-entry programs. They frequently play a role in defusing potentially disruptive situations and provide a more stable environment.

Educational programs at the prison include literacy and remedial reading with individual instruction. General Educational Development (GED) or High School diplomas are offered through the prison teachers and a "live" college program through a grant. Instructional Television (ITV) college courses are also available through the University of Maine at Augusta Thomaston Center. Typing, computer, music, literature, writing, art, horticulture, a Long Distance Dad's program and languages provide additional choices. Religious services are provided by ordained clergy who support a varied faith group base. In addition, recreational programs available to all prisoners include basketball, softball, soccer, pool and physical fitness.

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Industrial programs offer a variety of paying jobs which include wood working, upholstery, plate shop, machine shop and a prison showroom. These programs are designed to establish meaningful work programs for prisoners and to help reduce the financial burden of correctional programming to the general public.

Bolduc Correctional Facility supports a variety of programs and services similar to the prison. The Education Department offers GED or High School Diploma preparation work, college programs, literacy services through Literacy Volunteers of America (LVA) and tutors, New Books, New Readers program and life skills programs. Library services, recreation and legal research opportunities are also available to the population. Vocational education programs such as auto body, auto mechanics, electrical, plumbing, building trades and culinary arts are offered. Participants can learn a trade and develop marketable skills to earn a livable wage. In addition, a cooperative work arrangement with the Department of Transportation and selected prisoners work on DOT community projects. Community restitution is also supported and plays a major role in giving back to the community. The farm program continues to provide potatoes and in season fresh produce for the prison, other facilities and offers surplus to community food banks.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PRISON	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,481,400	20,350,537	9,670			121,193
HEALTH BENEFITS	7,584,036	7,532,821	3,266			47,949
RETIREMENTS	4,871,539	4,843,916	2,427			25,196
OTHER FRINGE BENEFITS	395,862	390,885				4,977
COMPUTER SERVICES	196,038	192,697				3,341
CONTRACTUAL SERVICES	3,966,569	3,572,373	7,372			386,824
RENTS	286,451	283,650				2,801
COMMODITIES	4,949,265	4,839,253	9,294			100,718
TRANSFER TO OTHER FUNDS	4,368		192			4,176
<b>TOTAL EXPENDITURES</b>	<b>42,735,528</b>	<b>42,006,132</b>	<b>32,221</b>			<b>697,175</b>

## DIVISION OF PROBATION AND PAROLE

### HAROLD DOUGHTY, ASSOC COMM ADULT SERVICES MARTIN MAGNUSSON, COMMISSIONER

TTY: (888) 577-6690

Central Office: 25 TYSON DRIVE, 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: 99,000

Legislative Count: 99,00

#### 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 to motivate a change in the probationer's behavior in order to lessen the likelihood of the probationer to re-offend. The enhancement of public safety is achieved through the reduction of victimization. Over the years the role of the probation officer has changed dramatically. Thus while monitoring and supervision are still important activities performed by probation officers they are also actively involved in risk and needs assessment, interventions, case management, treatment and program referrals, etc. Traditional duties such as pardons and commutation investigations for the Governor's office,



## DEPARTMENT OF CORRECTIONS

pre-sentence investigations for the courts, and post-sentence, pre-parole and other investigations for the state's correctional institutions remain a part of their assignment.

In addition, activities such as 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. The demands on probation officers continue to escalate and therefore the need for ongoing training has never been greater in the history of this Division.

### **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 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), and more 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.

### **PUBLICATIONS:**

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

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,628,239	4,541,117			87,122	
HEALTH BENEFITS	1,764,718	1,732,621			32,097	
RETIREMENTS	1,121,883	1,100,146			21,737	
OTHER FRINGE BENEFITS	86,271	84,312			1,959	
COMPUTER SERVICES	141,763	141,140			623	
CONTRACTUAL SERVICES	437,731	436,988			743	
RENTS	817,919	817,825			94	
COMMODITIES	124,715	122,852	1,863			
TRANSFER TO OTHER FUNDS	471		6		465	
<b>TOTAL EXPENDITURES</b>	9,123,710	8,977,001	1,869		144,840	

## OFFICE OF VICTIM SERVICES

**DENISE GILES, CHIEF VICTIM SERVICES ADV**  
**MARTIN MAGNUSSON, COMMISSIONER**

TTY: (888) 577-6690

*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:* 2001 *Telephone:* (207) 287-4385

*Reference: Policy Area:* 06 ; *Umbrella:* 03 ; *Unit:* 615 ; *Citation:* T0034A M.R.S.A., Sect. 000001214

*Average Count--All Positions:* 2.000 *Legislative Count:* 2.00

### PURPOSE:

The Office of Victim Services (M.R.S.A. 34-A Section 1214) advocates for compliance by the department, any correctional facility, any detention facility, community corrections or contract agency with all laws, administrative rules and other policies relating to the rights and dignity of victims. The Office of Victim Services provides services to victims whose offenders are in the custody of or under supervision by the Department of Corrections.

### ORGANIZATION:

The Office of Victim Services (M.R.S.A. 34-A Section 1214) advocates for compliance by the department, any correctional facility, any detention facility, community corrections or contract agency with all laws, administrative rules and other policies relating to the rights and dignity of victims. The Office of Victim Services provides 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 offers safety planning meetings to victims of sex offenders and other high risk offenders prior to the offender's release from incarceration.

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 requested throughout the state. The Office of

## DEPARTMENT OF CORRECTIONS

Victim Services provides referrals to appropriate community based service providers.

### PUBLICATIONS:

After the Sentencing: A Handbook for Victims about Offenders Time in Prison  
 Victim Friendly Guide to Maine Court Ordered Restitution  
 Victim Services at the Department of Corrections (pamphlet)  
 Supervised Community Confinement (pamphlet)  
 Community Notification of Sex Offenders (pamphlet)  
 Daycare Notification of Juvenile Sex Offenders (pamphlet)  
 Sex Offender: Registration and Community Notification (pamphlet)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### OFFICE OF VICTIM SERVICES

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	94,864	94,864				
HEALTH BENEFITS	33,982	33,982				
RETIREMENTS	17,632	17,632				
OTHER FRINGE BENEFITS	1,870	1,870				
COMPUTER SERVICES	3,858	3,858				
CONTRACTUAL SERVICES	64,139	60,528	3,611			
RENTS	779	756	23			
COMMODITIES	2,042	1,925	117			
<b>TOTAL EXPENDITURES</b>	<b>219,166</b>	<b>215,415</b>	<b>3,751</b>			

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**MG JOHN W. LIBBY, COMMISSIONER/ADJ GENERAL  
PETER J. ROGERS, 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) 626-4271

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

*Average Count--All Positions:* 179,500

*Legislative Count:* 177.00

*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 is responsible for all military, veterans and emergency management related operations within the State of Maine. National Guard personnel and units have recently transitioned from a strategic to an operational force mobilizing in support of Operations Iraqiis and Enduring Freedom. Our Soldiers and Airmen are also readily available to respond to the Governor during emergencies or disasters in Maine. The Bureau of Veterans' Services provides numerous support services to Maine's 154,000 veterans and manages Maine's Veterans' Memorial Cemeteries. The Maine Emergency Management Association is charged with all disaster mitigation, preparedness, response, recovery and Homeland Security operations within the State of Maine.

**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. Subsequently the Department was re-designated as the 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.

# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

## PUBLICATIONS:

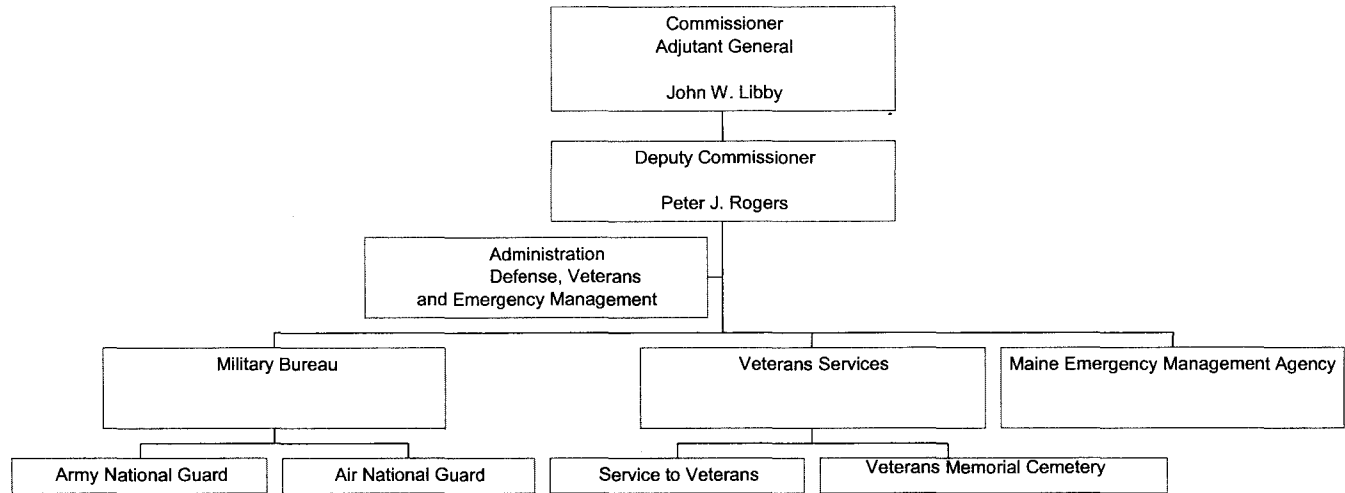
The Adjutant General's Report is a biennial publication that highlights the significant events and accomplishments of the Department during the previous two years.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	22,949,264	2,524,702	196,507		5,248,396	14,979,659
HEALTH BENEFITS	9,853,039	1,038,402	59,560		1,862,048	6,893,029
RETIREMENTS	3,923,473	399,144	29,723		865,620	2,628,986
OTHER FRINGE BENEFITS	504,959	62,320	5,623		132,039	304,977
COMPUTER SERVICES	331,923	83,032	4,671		210,021	34,199
CONTRACTUAL SERVICES	10,947,976	1,117,740	1,151,755		6,951,750	1,726,731
RENTS	1,897,359	30,432	6,503		361,831	1,498,593
COMMODITIES	3,790,610	490,710	70,759		1,695,203	1,533,938
GRANTS, SUBSIDIES, PENSIONS	32,612,748	2,654,949	844,673		29,113,126	
PURCHASE OF LAND	1,805,054				1,805,054	
BUILDING IMPROVEMENTS	2,393,424		241,175		2,152,249	
EQUIPMENT	386,340		8,184		344,864	33,292
TRANSFER TO OTHER FUNDS	45,115,468		7,537		28,253	45,079,678
COST OF GOODS SOLD	2,547				2,547	
<b>TOTAL EXPENDITURES</b>	<b>136,514,184</b>	<b>8,401,431</b>	<b>2,626,670</b>		<b>50,773,001</b>	<b>74,713,082</b>

# DEFENSE, VETERANS, AND EMERGENCY MANAGEMENT



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**MG JOHN W. LIBBY, ADJ GENERAL/COMMISSIONER**  
**PETER J. ROGERS, 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) 626-4271

*Reference: Policy Area:* 06 ; *Umbrella:* 15 *Unit:* 210A; *Citation:* T0037B M.R.S.A., Sect. 000000003

*Average Count--All Positions:* 2.000

*Legislative Count:* 2.00

**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 originated from a nucleus of the Adjutant General's Department in 1973 as a result of the reorganization and consolidation of State Agencies. Part of this action included the Bureaus of Veterans Services and Civil Defense.

**PROGRAM:**

Bureau/Agency Directors and Program Managers assist the Commissioner in the various daily operations of the department including the following tasks: 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 Bureau/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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ADMINISTRATIVE SERVICES	<b>TOTAL</b>					
DIVISION (DEFENSE, VETS &	<b>FOR</b>		<b>SPECIAL</b>			
EMERG MANA	<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	150,684	150,684				
HEALTH BENEFITS	22,183	22,183				
OTHER FRINGE BENEFITS	11,973	11,973				
COMPUTER SERVICES	2,355	2,355				
CONTRACTUAL SERVICES	4,588	4,588				
RENTS	15,000	15,000				
COMMODITIES	85	85				
<b>TOTAL EXPENDITURES</b>	<b>206,868</b>	<b>206,868</b>				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MAINE EMERGENCY MANAGEMENT AGENCY**

**ROBERT MCALEER, DIRECTOR**

*Central Office:* 45 COMMERCE CENTER, AUGUSTA, ME 04333

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

*Established:* 1949

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

*Average Count--All Positions:* 28.000

*FAX:* (207) 287-3180

*Telephone:* (800) 452-8735

*Legislative Count:* 28.00

**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?  
 Maine Prepares

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,376,686	290,209	123,404		963,073	
HEALTH BENEFITS	489,667	106,588	41,310		341,769	
RETIREMENTS	232,783	47,481	22,736		162,566	
OTHER FRINGE BENEFITS	30,630	6,642	2,468		21,520	
COMPUTER SERVICES	201,753	39,307	4,671		157,775	
CONTRACTUAL SERVICES	687,762	107,072	78,997		500,693	1,000
RENTS	185,501	14	2,433		183,054	
COMMODITIES	151,017	11,624	3,492		135,901	
GRANTS, SUBSIDIES, PENSIONS	32,523,302	2,591,428	818,833		29,113,041	
EQUIPMENT	17,723				17,723	
TRANSFER TO OTHER FUNDS	30,314		3,086		27,228	
<b>TOTAL EXPENDITURES</b>	<b>35,927,138</b>	<b>3,200,365</b>	<b>1,101,430</b>		<b>31,624,343</b>	<b>1,000</b>

## MILITARY BUREAU

**MG JOHN W. LIBBY, ADJUTANT GENERAL**  
**BG BRENT B. BOYLES, DEPUTY ADJUTANT GENERAL**

Central Office: CAMP KEYES, AUGUSTA, ME 04333-0033  
 Mail Address: 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033 FAX: (207) 626-4509  
 Established: 1972 Telephone: (207) 626-4271  
 Reference: Policy Area: 06 ; Umbrella: 15 Unit: 213 ; Citation: T0037B M.R.S.A., Sect. 000000002  
 Average Count--All Positions: 120.000 Legislative Count: 120.00

## 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 is 2,125 soldiers. These soldiers are trained in a wide range of skills, including carpentry, plumbing, electrical, maintenance, medical, heavy equipment operations, aviation, military police and combat arms.

The Directorate of Facilities Engineering under the Military Bureau is responsible for operating, constructing, maintaining, and repairing over 200 Maine Army National Guard facilities to include Armories, Field Maintenance Shops, Barracks, Dining Halls, Billets, Hangars, an Army Aviation Support Facility, Armed Forces Reserve Centers, Warehouses, Storage and Administrative buildings statewide. The Directorate is also responsible to ensure that 8 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's authorized strength is 1,127 airmen who are combat ready to serve in Federal missions of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing is composed of 15 units including Groups, Squadrons and Flights. The 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 and the 265th CBCS are rated by the Air Force Space Command. Their high state of readiness enables them to deploy in support of the Department of Defense worldwide.

### PUBLICATIONS:

- The MAINIAC
- Guard ME
- Family Program Chain of Concern
- Unit Newsletters

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU	<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	20,362,121	1,024,036	73,103		4,285,323	14,979,659
HEALTH BENEFITS	8,881,949	450,392	18,249		1,520,279	6,893,029
RETIREMENTS	3,517,826	178,800	6,987		703,053	2,628,986
OTHER FRINGE BENEFITS	436,531	17,880	3,155		110,519	304,977
COMPUTER SERVICES	88,570	2,533			51,838	34,199
CONTRACTUAL SERVICES	9,865,702	666,204	1,069,725		6,404,042	1,725,731
RENTS	1,681,388	1,745	4,070		176,980	1,498,593
COMMODITIES	3,539,514	398,540	66,677		1,540,359	1,533,938
GRANTS, SUBSIDIES, PENSIONS	1,106	1,022			84	
BUILDING IMPROVEMENTS	2,323,962		241,175		2,082,787	
EQUIPMENT	269,136				235,844	33,292
TRANSFER TO OTHER FUNDS	45,084,075		4,397			45,079,678
COST OF GOODS SOLD	2,547				2,547	
<b>TOTAL EXPENDITURES</b>	<b>96,054,427</b>	<b>2,741,152</b>	<b>1,487,538</b>		<b>17,113,655</b>	<b>74,712,082</b>

## BUREAU OF MAINE VETERANS' SERVICES

### PETER OGDEN, DIRECTOR, VETERANS' SERV

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

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

*Established:* 1947

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

*Average Count--All Positions:* 29.500

*FAX:* (207) 626-4471

*Telephone:* (207) 626-4464

*Legislative Count:* 27.00

#### PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine's 154,000 veterans and their dependents. These programs include, but are not limited to, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, burials and nursing homes. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the USDVA claims offices at Togus and Vet Centers at Lewiston and Springvale. The Bureau's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support and appeals advocate program.

The Central Office, located at Camp Keyes in Augusta, administers the Financial Aid program for needy veterans, awards educational benefits to dependents of totally disabled veterans, maintains records of military service, and provides for the burial and perpetual care of eligible veterans and their dependents at the Maine Veterans Memorial 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 and one in Caribou.

Additionally, the Director sits on the Board of Trustees for the Maine Veterans Homes and serves as the primary public advocate 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 DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

Department of Military, Civil Defense and Veterans' Services which, in 1974, was redesignated the Department of Defense and Veterans' Services.

### PROGRAM:

**Major Programs: CLAIMS SERVICE.** The seven regional offices represented 35,606 clients during the past Fiscal Year. These offices also received 2,111 requests to represent them to the US Department of Veterans Affairs. The Claims Office at Togus, acting as the veterans advocate, filed 1,153 Powers of Attorney on the behalf of veterans or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of \$36,328,752 by the US Department of Veterans Affairs. Federal dollars totaling \$550,235,000 were expended by the US Department of Veterans Affairs for benefits to Maine's veterans during the federal fiscal year 2006. Maine's population consists of 150,000 veterans. The federal dollars spent by the US Department of Veterans Affairs provided compensation and pension benefits to 25,000 veterans and medical care for 38,000 veterans. The Bureau also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 502,545 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 719 students enrolled in the program at a value of \$1,557,704. **VETERANS' FINANCIAL ASSISTANCE:** The Bureau authorized 80 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 US Department of Veterans Affairs.

**MAINE VETERANS' MEMORIAL CEMETERY.** During the year, 708 burials were made and a total of 16,876 persons have been buried in the cemetery since its inception. Two hundred and ninety three reservations for burial were made. At the end of the year there were 5,324 reservations for future burial on file. There were 448 Certificates of Eligibility issued with a total of 11,271 certificates on file.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	1,059,773	1,059,773				
HEALTH BENEFITS	459,240	459,240				
RETIREMENTS	172,863	172,863				
OTHER FRINGE BENEFITS	25,825	25,825				
COMPUTER SERVICES	39,245	38,836			409	
CONTRACTUAL SERVICES	389,925	339,876	3,034		47,015	
RENTS	15,469	13,673			1,796	
COMMODITIES	99,994	80,461	590		18,943	
GRANTS, SUBSIDIES, PENSIONS	88,340	62,500	25,840			
PURCHASE OF LAND	1,805,054				1,805,054	
BUILDING IMPROVEMENTS	69,462				69,462	
EQUIPMENT	99,481		8,184		91,297	
TRANSFER TO OTHER FUNDS	1,078		54		1,024	
<b>TOTAL EXPENDITURES</b>	<b>4,325,749</b>	<b>2,253,047</b>	<b>37,702</b>		<b>2,035,006</b>	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**  
**THAXTER TRAFTON, ACTING 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:* 42.000

*Legislative Count:* 42.00

*Units:*

*OFFICE OF BUSINESS DEVELOPMENT*

*MAINE STATE FILM COMMISSION*

*OFFICE OF INNOVATION*

*MAINE SMALL BUSINESS AND ENTREPRENEURSHIP  
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 six divisions: the Office of the Commissioner, the Office of Business Development, the Office of Small Business and Entrepreneurship, 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. 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. In 2004, the Energy Resource and Conservation programs were transferred to the Public Utilities Commission as a part of their energy

# DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

office. DECD underwent a reorganization in 2003 when the Office of Innovation was established to support research and development throughout the State. In 2006, the Legislature created the Office of Small Business and Entrepreneurship in realigning the small business programs in the Office of Business Development but this office was left vacant by budget cuts in 2008.

## 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.businessinmaine.com](http://www.businessinmaine.com).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

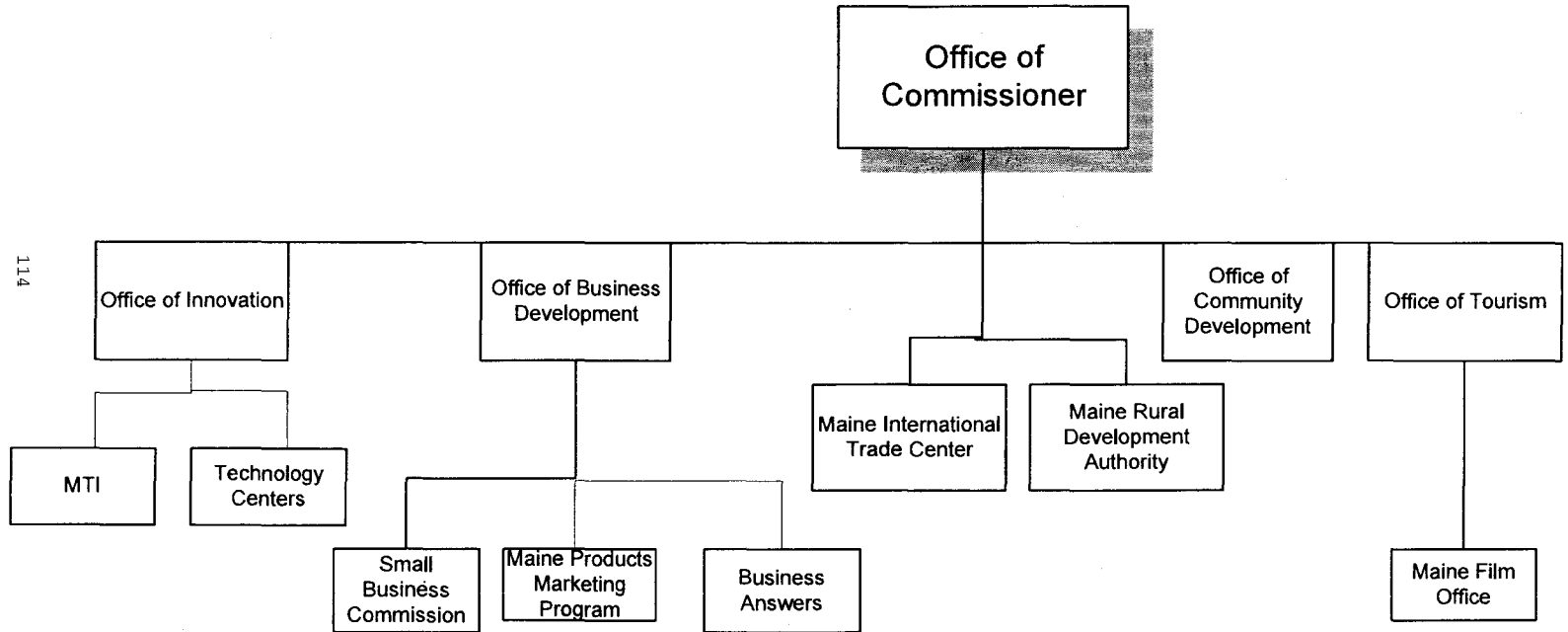
## DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,298,306	1,539,995	400,561		357,750	
HEALTH BENEFITS	669,571	414,154	119,919		135,498	
RETIREMENTS	350,879	220,804	64,203		65,872	
OTHER FRINGE BENEFITS	43,233	29,813	7,961		5,459	
COMPUTER SERVICES	614,853	181,341	418,068		15,444	
CONTRACTUAL SERVICES	9,392,510	1,608,886	6,889,543		894,081	
RENTS	90,430	30,020	59,764		646	
COMMODITIES	42,190	27,187	14,686		317	
GRANTS, SUBSIDIES, PENSIONS	33,267,976	9,464,006	1,089,616		14,104,954	8,609,400
TRANSFER TO OTHER FUNDS	106,012		25,400		80,612	
<b>TOTAL EXPENDITURES</b>	<b>46,875,960</b>	<b>13,516,206</b>	<b>9,089,721</b>		<b>15,660,633</b>	<b>8,609,400</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	463,795	462,994			801	
HEALTH BENEFITS	101,392	101,284			108	
RETIREMENTS	53,822	53,683			139	
OTHER FRINGE BENEFITS	9,424	9,424				
COMPUTER SERVICES	20,789	5,345			15,444	
CONTRACTUAL SERVICES	1,169,872	252,256	48,933		868,683	
RENTS	6,334	6,334				
COMMODITIES	13,219	11,906	1,313			
GRANTS, SUBSIDIES, PENSIONS	6,426,583	1,488,931	47,496		865,156	4,025,000
TRANSFER TO OTHER FUNDS	35,406		1,902		33,504	
<b>TOTAL EXPENDITURES</b>	<b>8,300,636</b>	<b>2,392,157</b>	<b>99,644</b>		<b>1,783,835</b>	<b>4,025,000</b>

**Organization Chart**  
**Department of Economic and Community Development**



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**OFFICE OF BUSINESS DEVELOPMENT**

**MARK OUELLETTE, 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) 624-9822

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

*Average Count--All Positions:* 14.000

*Legislative Count:* 14.00

**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 director is responsible for advocacy, policy and programs that support small business and entrepreneurship and the following DECD programs: Business Answers and the Maine Small Business and Entrepreneurship Commission.

**PROGRAM:**

**SMALL 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 and Entrepreneurship 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, and kiosk display opportunities.

**BUSINESS DEVELOPMENT:** The Office facilitates business and job growth through business attraction, expansion and retention activity. Staff located in the offices of Maine regional economic development districts, 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 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF BUSINESS DEVELOPMENT	<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	650,827	650,827			
HEALTH BENEFITS	193,951	193,951			
RETIREMENTS	120,971	120,971			
OTHER FRINGE BENEFITS	12,404	12,404			
COMPUTER SERVICES	160,059	160,059			
CONTRACTUAL SERVICES	398,681	398,681			
RENTS	20,333	20,333			
COMMODITIES	5,353	5,353			
GRANTS, SUBSIDIES, PENSIONS	19,125	19,125			
<b>TOTAL EXPENDITURES</b>	<b>1,581,704</b>	<b>1,581,704</b>			

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

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF INNOVATION

### CATHERINE S. RENAULT, DIRECTOR

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

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

*Established:* 2004

*FAX:* (207) 287-2861

*Telephone:* (207) 624-9800

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

*Average Count--All Positions:* 3.000

*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.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### 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), prepares an Innovation Index every year (5 MRSA 13106), coordinates the Technology Centers (5 MRSA 15321) and oversees the Comprehensive Research and Development Evaluation (5 MRSA 13107).

The Technology Centers are established to support the early-stage development of technology-based businesses. The goals of the Centers are to accelerate the development of these businesses through one-on-one technical assistance, peer networks, classroom or other training on subjects unique to technology commercialization and the management of high-growth enterprises, mentorship programs that link senior technology executives with entrepreneurs and other networking opportunities.

The Centers complement the State's other investments in research and development by providing a supportive environment for new technology-intensive businesses. The goals of the Centers include the retention of successful start-up businesses in the State, the improvement of opportunities for workers through the creation of technologically advanced jobs and the encouragement of private-sector initiatives.

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 Innovation Economy Advisory Board (7 MRSA 949) to coordinate the State's research and development activities and to foster collaboration among its higher education and nonprofit research institutions and members of the business community. In addition the Board will develop and implement the Science and Technology Plan.

The Maine Technology Institute (MTI), a separate nonprofit corporation, is funded through the Office of Innovation. MTI (5 MRSA 15302) stimulates and supports research and development activity leading to the commercialization of new products and services in the state's technology-intensive industrial sectors.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	248,156	248,156				
HEALTH BENEFITS	50,587	50,587				
RETIREMENTS	14,661	14,661				
OTHER FRINGE BENEFITS	4,988	4,988				
COMPUTER SERVICES	5,375	5,375				
CONTRACTUAL SERVICES	302,417	187,417	115,000			
RENTS	755	755				
COMMODITIES	527	527				
GRANTS, SUBSIDIES, PENSIONS	12,536,851	7,952,451				4,584,400
TRANSFER TO OTHER FUNDS	2,938		2,938			
<b>TOTAL EXPENDITURES</b>	<b>13,167,255</b>	<b>8,464,917</b>	<b>117,938</b>			<b>4,584,400</b>

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION**

**THAXTER R. TRAFTON, CHAIRMAN**

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) 624-7498

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

**PURPOSE:**

The Maine Small Business and Entrepreneurship 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, 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 comprehensive statewide program of small business assistance 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 and Entrepreneurship Commission with the balance provided by the US SBA, the USM School of Business, and local hosting organizations. The Maine SBDC also generates income via registration fees for its training events.

Operating through a statewide network of twelve 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 FY2008 was \$2,633,494, of which \$969,083 was legislatively appropriated to the Maine Small Business and Entrepreneurship Commission program. During FY2008, the Maine Small Business Development Centers provided business counseling to 2,199 clients. In addition to its business counseling services, the Maine SBDC program conducted 128 workshops and seminars covering a wide range of business topics, with over 3,912 workshop attendees. For more information, call the Maine SBDC's State Administrative Office, at (207) 780-4420.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION	<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>					
CONTRACTUAL SERVICES	705,359	705,359			
<b>TOTAL EXPENDITURES</b>	<b>705,359</b>	<b>705,359</b>			

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**OFFICE OF TOURISM**

**PATRICIA ELTMAN, 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

*TTY:* (207) 287-2656

*FAX:* (207) 287-8070

*Telephone:* (207) 624-7483

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

*Legislative Count:* 900

**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 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 attractions; 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, 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	478,179	77,618	400,561			
HEALTH BENEFITS	152,772	32,853	119,919			
RETIREMENTS	78,262	14,059	64,203			
OTHER FRINGE BENEFITS	9,403	1,442	7,961			
COMPUTER SERVICES	422,074	4,006	418,068			
CONTRACTUAL SERVICES	6,724,988	13,778	6,711,210			
RENTS	60,489	725	59,764			
COMMODITIES	15,398	2,025	13,373			
GRANTS, SUBSIDIES, PENSIONS	1,043,121	1,000	1,042,121			
TRANSFER TO OTHER FUNDS	19,410		19,410			
<b>TOTAL EXPENDITURES</b>	9,004,096	147,506	8,856,590			

## MAINE TOURISM COMMISSION

### PATRICIA ELTMAN, DIRECTOR, OFFICE 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 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, the Department of Agriculture, Food and Rural Resources and the State Planning Office. 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 including sponsoring the Annual Governor's Conference on Tourism.

**FINANCES, FISCAL YEAR 2009:** 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**

**MICHAEL BARAN, 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) 624-9816

*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 nine 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 all of Cumberland County except Brunswick, Casco, Frye Island and Westbrook. 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	457,349	100,400			356,949	
HEALTH BENEFITS	170,868	35,478			135,390	
RETIREMENTS	83,164	17,431			65,733	
OTHER FRINGE BENEFITS	7,014	1,555			5,459	
COMPUTER SERVICES	6,555	6,555				
CONTRACTUAL SERVICES	91,193	51,395	14,400		25,398	
RENTS	2,519	1,873			646	
COMMODITIES	7,693	7,376			317	
GRANTS, SUBSIDIES, PENSIONS	13,242,299	2,500			13,239,799	
TRANSFER TO OTHER FUNDS	48,259		1,150		47,109	
<b>TOTAL EXPENDITURES</b>	<b>14,116,913</b>	<b>224,563</b>	<b>15,550</b>		<b>13,876,800</b>	

DEPARTMENT OF EDUCATION  
**DEPARTMENT OF EDUCATION**  
**SUSAN GENDRON, COMMISSIONER OF EDUCATION**

*Central Office:* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023 *TTY:* (888) 577-6690  
*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:* 204.042 *Legislative Count:* 170.50  
*Units:*

(OFFICE OF) STATE HISTORIAN  
LEARNING SYSTEMS TEAM  
LEADERSHIP TEAM  
MAGNET SCHOOLS  
MANAGEMENT INFORMATION SYSTEMS TEAM

REGIONAL SERVICES TEAM  
SUPPORT SYSTEMS TEAM  
TEACHER RETIREMENT  
EDUCATION UNORGANIZED TERRITORY

**PURPOSE:**

To provide leadership, focus, support and information to assist Maine school systems and the greater community in achieving high performance for all students and in preparing all Maine students for college, career and citizenship.

The Maine Department of Education is dedicated to the principle that students must receive a world-class education in order to participate in the global economy and contribute to the democratic ideals of the nation, while reflecting the values of local communities. We recognize that quality education is the cornerstone that ensures all Maine students will be prepared for work, postsecondary education, citizenship and personal fulfillment. The way to accomplish these goals is through an integrated and seamless educational system from pre-school through college that ensures this outcome. This system must be founded on commonly agree upon standards, diverse learning opportunities, comprehensive professional development, and a comprehensive assessment program that informs teaching and learning.

We continue to set high expectations for our public school system to provide all students an equitable opportunity to receive a world-class education and have established a blueprint for Maine education that will launch our students for careers, college and citizenship in the global economy.

**ORGANIZATION:**

The Department is organized in a team structure that includes the:

(Office of) State Historian  
Learning Systems Team  
Leadership Team  
Magnet Schools  
Management Information Systems Team  
Regional Services Team  
Support Systems Team  
Teacher Retirement  
Education in the Unorganized Territories

**PROGRAM:**

All Department teams, and the programs, initiatives and activities they carry out, are aligned to and reflect a commitment to achieve this vision. The overall emphasis of the Department of Education is to ensure that each child in Maine has access to meeting the standards of Maine's Learning Results and the federal No Child Left Behind Act through comprehensive educational planning and leadership. The Department 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; and to encourage training and development for educators in cooperation with local school officials.



## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,460,227	4,777,040	333,451		3,349,736	
HEALTH BENEFITS	2,894,220	1,625,062	104,037		1,165,121	
RETIREMENTS	1,508,476	845,002	77,865		585,609	
OTHER FRINGE BENEFITS	147,753	84,650	5,673		57,430	
COMPUTER SERVICES	1,704,957	1,548,570	35,480		120,907	
CONTRACTUAL SERVICES	37,704,999	25,741,789	1,624,245		10,338,965	
RENTS	104,497	35,464	12,326		56,707	
COMMODITIES	923,861	753,107	5,368		165,386	
GRANTS, SUBSIDIES, PENSIONS	1360,847,873	1159,243,544	873,129		200,731,200	
INTEREST-DEBT RETIREMENT	7,518	7,518				
TRANSFER TO OTHER FUNDS	7,798,645	6,361,885	265,943		1,170,817	
<b>TOTAL EXPENDITURES</b>	1422,103,026	1201,023,631	3,337,517		217,741,878	

## (OFFICE OF) STATE HISTORIAN

### EARLE G. SHETTLEWORTH JR, STATE HISTORIAN

TTY: (207) 287-6740

*Central Office:* 55 CAPITOL STREET, AUGUSTA, ME 04333-0065

*Mail Address:* 65 STATE HOUSE STATION, AUGUSTA, ME 04333-0065

*FAX:* (207) 287-2335

*Established:* 1907

*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 fiscal year 2008-09, 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 conducted a survey of Maine's Civil War monuments, to date personally visiting 150 monuments located throughout the State. Each monument has been photographed and its inscriptions copied. The State Historian will be converting this material into a web-sited entitled, "Silent Sentinels, Maine's Civil War Monuments."

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEARNING SYSTEMS TEAM

### JACQUELINE SOYCHAK, TEAM LEADER

TTY: (888) 577-6690

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

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

*FAX:* (207) 624-6731

*Established:* 1996

*Telephone:* (207) 624-6730

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

*Average Count--All Positions:* 79.076

*Legislative Count:* 78.50

## 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### LEARNING SYSTEMS TEAM

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,617,949	1,008,511	98,354		2,511,084	
HEALTH BENEFITS	1,262,423	335,902	39,374		887,147	
RETIREMENTS	635,909	174,204	20,475		441,230	
OTHER FRINGE BENEFITS	65,957	20,705	2,328		42,924	
COMPUTER SERVICES	637,057	621,313			15,744	
CONTRACTUAL SERVICES	15,722,426	11,521,863	670,231		3,530,332	
RENTS	55,463	16,008	1,275		38,180	
COMMODITIES	98,623	13,558	151		84,914	
GRANTS, SUBSIDIES, PENSIONS	142,721,745	21,502,191	409,515		120,810,039	
TRANSFER TO OTHER FUNDS	7,086,385	6,361,885	164,915		559,585	
<b>TOTAL EXPENDITURES</b>	<b>171,903,937</b>	<b>41,576,140</b>	<b>1,406,618</b>		<b>128,921,179</b>	

## LEADERSHIP TEAM

### SUSAN GENDRON, COMMISSIONER

TTY: (888) 577-6690

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: 9.500

Legislative Count: 9.50

### 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, Federal E-Rate, Maine School Library Network and other telecommunications initiatives; state and federal legislative activity, agency budgeting, strategic planning, Education in the Unorganized Territories, communications, personnel, and support for the State Board of Education. Each of the activities has broad responsibilities for both supporting the work of all other organizational units in the Department and representing the Department within these areas of responsibility.

### ORGANIZATION:

This Unit reports directly to the Commissioner and includes administrative oversight of the Department and the implementation of Maine's Learning Results, personnel, state and federal legislative activities, and communications. 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.

This team also oversees the Maine Administrative Procedures Act including rulemaking, federal compliance matters, the Freedom of Information Act and federal and state telecommunications policy and infrastructure and provides technical support to the State Board of Education.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### LEADERSHIP TEAM

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	537,420	469,938			67,482	
HEALTH BENEFITS	173,107	147,380			25,727	
RETIREMENTS	100,369	88,647			11,722	
OTHER FRINGE BENEFITS	8,385	7,034			1,351	
COMPUTER SERVICES	808	778			30	
CONTRACTUAL SERVICES	616,052	49,532	463,433		103,087	
RENTS	5,281	975	1,540		2,766	
COMMODITIES	9,542	7,098	392		2,052	
GRANTS, SUBSIDIES, PENSIONS	2,866,430	2,000,000	60,349		806,081	
TRANSFER TO OTHER FUNDS	50,269		34,434		15,835	
<b>TOTAL EXPENDITURES</b>	<b>4,367,663</b>	<b>2,771,382</b>	<b>560,148</b>		<b>1,036,133</b>	

## MAGNET SCHOOLS

### WALTER WARNER, DIRECTOR

*Central Office:* 95 HIGH ST, LIMESTONE, ME 04750

*Mail Address:* 95 HIGH ST, LIMESTONE, ME 04750

*Established:* 1996

*Telephone:* (207) 325-3303

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

#### PURPOSE:

The Board of Trustees of the Maine School of Science and Mathematics operates a residential mathematics and sciences public school in Limestone with funding from the department that includes a summer program for middle school students and a school year program for high school students. Also the established plan of the Maine School of Science and Mathematics includes, but is not limited to, offering short courses, workshops, seminars, weekend instructional programs, distance learning and various other programs of short duration for teachers and students. The plan may include other innovative programs that meet the purpose of the school and assist in the professional development of the State's science and mathematics teachers.

#### ORGANIZATION:

The Maine School of Science and Mathematics is a public, chartered, residential school located in Limestone, Maine for the purpose of providing certain high-achieving high school students with a challenging educational experience. The school is a body politic and corporate and is an instrumentality and agency of the State. The Board of Trustees is the policy making authority and the governing body of the school.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MANAGEMENT INFORMATION SYSTEMS TEAM

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

*TTY:* (888) 577-6690

*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:* 12.000

*Legislative Count:* 12.00

## DEPARTMENT OF EDUCATION

### **PURPOSE:**

This Team administers the Essential Programs and Services Funding Act and controls distribution of state subsidies for all school administrative units. Local school unit reporting of staff, student, and financial data are coordinated to provide the basis for State support of local education and accountability of the program.

The program of data management 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, federal reporting, local school units, and public needs.

The Team also oversees the Department's website and web-based communications

### **ORGANIZATION:**

The Team functions organizationally in three sections: the General Purpose Aid Support Services, the Maine Education Data Management Services, and the Title V and Internal Technology Support

### **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 2008-2009 school subsidies was processed and analysis and information were prepared and distributed for the 2009-2010 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 Essential Programs and Services Funding Act, Title 20-A M.R.S.A., Chapter 606-B.

The Child Nutrition Sub-Team reimbursed \$36,095,993 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 2009 School Year included 18,427,909 school lunches, 6,368,184 school breakfasts; 270,964 after school snacks, and 202,066 extra half pints of milk. The Summer Food Service Program made available \$1,051,274 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 3,83,323. USDA commodity foods valued at \$3,707,689 were allocated and distributed.

### **PUBLICATIONS:**

#### **Publications**

Available on the World Wide Web/Internet (<http://www.state.me.us/education>):

- Accounting Handbook and Model Chart of Accounts
- Administrative Calendar
- Educational Directory
- Elementary and Secondary Tuition Rates
- Essential Programs and Service Model - Applying the Math to the Concept
- High School Graduation Rates
- Dropout Rates
- Student Demographics
- Graduates on to Post Secondary Schools
- Per Pupil Operating Costs, Resident
- Educational Staff Data
- School Profiles
- School Budget Information

## DEPARTMENT OF EDUCATION

School District Organization and Cost Sharing  
Statewide Financial Data  
Subsidy Allocations

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	555,157	494,528			60,629	
HEALTH BENEFITS	196,089	173,792			22,297	
RETIREMENTS	104,859	94,328			10,531	
OTHER FRINGE BENEFITS	8,522	8,116			406	
COMPUTER SERVICES	899,730	894,160			5,570	
CONTRACTUAL SERVICES	4,818,732	4,482,778			335,954	
RENTS	1,104	477			627	
COMMODITIES	555,351	555,136			215	
GRANTS, SUBSIDIES, PENSIONS	958,981,164	930,751,235			28,229,929	
INTEREST-DEBT RETIREMENT	7,518	7,518				
TRANSFER TO OTHER FUNDS	32,246				32,246	
<b>TOTAL EXPENDITURES</b>	<b>966,160,472</b>	<b>937,462,068</b>			<b>28,698,404</b>	

## REGIONAL SERVICES TEAM

### WANDA MONTHEY, TEAM LEADER/POLICY DIRECTOR

TTY: (888) 577-6690

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

*Mail Address:* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX:* (207) 624-6821

*Established:* 1996

*Telephone:* (207) 624-6820

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

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

*Average Count--All Positions:* 15,000

*Legislative Count:* 15,00

#### **PURPOSE:**

The PK-20/Adult and Federal Programs Team is comprised of Regional Services, Curriculum Content Areas, Career and Technical Education, Reading First, Teacher Quality, Professional Development coordinator, Higher Education, state and local Assessment, Advanced Placement, Agriculture Education, related programs, and an Education Team/Policy Director. The PK-20/Adult and Federal Programs Team 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. 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 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 vocational and adult students, enters into contractual and inter-agency agreements where appropriate for the delivery of services,

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, ESEA Schools Act, 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. The team provides assistance to local

## DEPARTMENT OF EDUCATION

school systems and Career and Technical Education Centers administrators, teachers, staff and communities across the State to implement and integrate standards-based initiatives including Learning Results, the knowledge and skills essential to prepare students for college, careers and citizenship; comprehensive state assessment systems to measure student achievement of the Accountability Standards and Learning Results; Parameters of Essential Instruction and Graduation Requirements, Industry standards, high school redesign and support services to assure students fair and appropriate opportunities to achieve the Learning Results through multiple pathways and opportunities, and approval and support of CTE programs.

Team members play a leadership role 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 and CTE centers to undertake results-based systemic educational improvement efforts.

### ORGANIZATION:

The current organizational structure was established by the commissioner in 2006 and 2007 and further consolidated in 2009, due to leadership staff reductions and as part of the Department reorganization. This organization brings together all the program areas of curriculum instruction and assessment across both PK-12 programs and career and technical programs.

The PK-20/Adult and Federal Programs Team was created through the restructuring of the Department approved by the 116th Legislature. Eight team members are assigned to represent and serve the nine regions that are designated by the Maine School Superintendents' Association: York, Cumberland, Western Maine, Kennebec Valley, Midcoast Maine, Penquis Valley, Washington, Hancock, and Aroostook. The PK-20/Adult and Federal Programs Team was organized consists of educational support service functions that formerly cut across two educational bureaus and four divisions.

A number of advisory committees and task forces are integral components of this team's management, informational, and decision making structure.

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. The PK-20/Adult and Federal Programs Team staff work at the district level, across districts in a region, across regions and statewide or a variety of purposes. Team Members work collaboratively with external organizations, agencies and other internal teams to assure comprehensive, integrated and coordinated services to the field.

### PROGRAM:

Staff on this team provides 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; in the development o assessment systems and the approval of Career and Technical Education programs and the administration of the Carl Perkins funds, NCLB Title's II and VI. 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, Migrant Education Program, Language Instruction for Limited English Proficient and Immigrant Students, and Refugee Children Impact Grant.

The PK-20/Adult and Federal Programs develop and implements the Maine Educational Assessment, the Maine High School Assessment, scoring guide development of the state's content standards and the National Assessment of

## DEPARTMENT OF EDUCATION

Educational Progress. Team members also implement initiatives of the Commissioner. The team is expanded in the actual work to include all of the content specialists in both regular and CTE programs.

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 and provides direct services to and collaboration with Maine's 35 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 2008 fiscal year, there were 5 construction projects approved for final funding at a total cost of \$106,859,665. There were approximately 117 new school buses purchased in fiscal year 2007. Six regional and one state-wide school transportation safety conferences were held with school bus drivers, mechanics, monitors, and directors participating.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

REGIONAL SERVICES TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	713,391	514,248			199,143	
HEALTH BENEFITS	226,055	166,304			59,751	
RETIREMENTS	121,417	91,686			29,731	
OTHER FRINGE BENEFITS	13,085	9,551			3,534	
COMPUTER SERVICES	35,523	100	35,000		423	
CONTRACTUAL SERVICES	6,496,736	463,070			6,033,666	
RENTS	25,642	13,761			11,881	
COMMODITIES	65,822	8,008			57,814	
GRANTS, SUBSIDIES, PENSIONS	15,276,505	12,600	187,270		15,076,635	
TRANSFER TO OTHER FUNDS	475,310		2,587		472,723	
<b>TOTAL EXPENDITURES</b>	23,449,486	1,279,328	224,857		21,945,301	

## SUPPORT SYSTEMS TEAM

### JIM RIER, TEAMLEADER/POLICY DIR.

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

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

*Established:* 1996 *Telephone:* ( ) -

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

*Average Count--All Positions: 28.000* *Legislative Count: 28.00*

#### PURPOSE:

This Team is comprised of four Sub-Teams, the Certification Sub-Team certifies, authorizes, and approves educational personnel to be employed in Maine's schools. The Finance Sub-Team provides centralized control over audit 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.



## DEPARTMENT OF EDUCATION

### ORGANIZATION:

The Certification Sub-Team consists of seven positions. The sub-team evaluates applications for and issues certification, authorization and approval to school personnel; administers the criminal history background checks on educational personnel under Title 20-A, Section 6103; and administers the fee structure for all certificates, authorizations, approvals, and evaluations.. The Finance Sub-Team consists of one section: the Audit section with two positions. 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 seven 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 audit principles.

The Higher Education Sub-Team provides direct services to and collaboration with Maine's 35 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 2008 fiscal year, there were 5 construction projects approved for final funding at a total cost of \$106,859,665. There were approximately 117 new school buses purchased in fiscal year 2007. Six regional and one state-wide school transportation safety conferences were held with school bus drivers, mechanics, monitors, and directors participating.

The Child Nutrition Sub-Team reimbursed \$36,095,993 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 2009 School Year included 18,427,909 school lunches, 6,368,184 school breakfasts; 270,964 after school snacks, and 202,066 extra half pints of milk. The Summer Food Service Program made available \$1,051,274 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 3,83,323. USDA commodity foods valued at \$3,707,689 were allocated and distributed.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### SUPPORT SYSTEMS TEAM

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,304,774	693,018	235,097		376,659	
HEALTH BENEFITS	423,235	237,606	64,663		120,966	
RETIREMENTS	258,600	129,567	57,390		71,643	
OTHER FRINGE BENEFITS	22,065	12,065	3,345		6,655	
COMPUTER SERVICES	103,724	33,804	480		69,440	
CONTRACTUAL SERVICES	1,064,896	322,314	490,581		252,001	
RENTS	14,970	2,262	9,511		3,197	
COMMODITIES	28,782	13,605	4,825		10,352	
GRANTS, SUBSIDIES, PENSIONS	37,075,288	1,050,779	215,994		35,808,515	
TRANSFER TO OTHER FUNDS	129,967		64,007		65,960	
<b>TOTAL EXPENDITURES</b>	<b>40,426,301</b>	<b>2,495,020</b>	<b>1,145,893</b>		<b>36,785,388</b>	

## TEACHER RETIREMENT

### SANDY MATHESON, EXECUTIVE DIRECTOR

TTY: (207) 512-3102

Central Office: 96 SEWALL STREET, AUGUSTA, ME 04333-0046

Mail Address: 46 STATE HOUSE STATION, AUGUSTA, ME 04333-0046

FAX: (207) 512-3101

Established: 1996

Telephone: (207) 512-3100

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

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### TEACHER RETIREMENT

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	203,926,618	203,926,618				
<b>TOTAL EXPENDITURES</b>	<b>203,926,618</b>	<b>203,926,618</b>				

DEPARTMENT OF EDUCATION

**EDUCATION UNORGANIZED TERRITORY**

**SHELLEY LANE, 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: 60.466

Legislative Count: 27.50

**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 1,150 pupils reside in the unorganized territory.

**ORGANIZATION:**

Education in the Unorganized Territories consists of a Director, an Education Specialist III who serves as the Director of Special Education for the unorganized territory, a Business Manager, a Secretary Associate, and a part-time Office Assistant II. 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 five elementary schools with a total enrollment of approximately 175 pupils (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, 1006 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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EDUCATION UNORGANIZED TERRITORY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,731,535	1,596,797			134,738	
HEALTH BENEFITS	613,310	564,077			49,233	
RETIREMENTS	287,323	266,570			20,753	
OTHER FRINGE BENEFITS	29,740	27,180			2,560	
COMPUTER SERVICES	28,114	-1,586			29,700	
CONTRACTUAL SERVICES	8,986,158	8,902,232			83,926	
RENTS	2,036	1,981			55	
COMMODITIES	165,740	155,702			10,038	
GRANTS, SUBSIDIES, PENSIONS	121	121				
TRANSFER TO OTHER FUNDS	24,468				24,468	
<b>TOTAL EXPENDITURES</b>	<b>11,868,545</b>	<b>11,513,074</b>			<b>355,471</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DAVID LITTELL, COMMISSIONER

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: 096 ; Citation: T0038

Average Count--All Positions: 417.289

Units:

BUREAU OF AIR QUALITY

OFFICE OF THE COMMISSIONER

BOARD OF ENVIRONMENTAL PROTECTION

WATS: (800) 452-1942

FAX: (207) 287-2814

Telephone: (207) 287-2812

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

Legislative Count: 412.50

BUREAU OF LAND AND WATER QUALITY

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, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the policy powers of the State to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution, administers grants, issues 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 descends 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. In addition, the Office of the Commissioner provides day-to-day support for the chief executive and directs intra-agency programs and initiatives. The Office of the Commissioner coordinates legislation, department-wide initiatives, enforcement, 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 State's 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 that affect critical resources of state significance, assessing the quality of Maine's waterways, licensing waste water discharges and reporting water body uses and recommended classifications to the Legislature.

**LICENSES:**

(See Bureau entries for details)

Licenses: Air Emission, Oil Terminal Facility, Hazardous Waste Treatment

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 Pollutant Discharge Elimination System, Waste Water & Experimental Discharge, and Stormwater.

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:

(see [www.Maine.gov/DEP](http://www.Maine.gov/DEP) for details)

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.

Study reports as directed by the Legislature.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	19,811,444	3,084,984	12,037,682		4,688,778	
HEALTH BENEFITS	7,859,478	1,268,249	4,720,547		1,870,682	
RETIREMENTS	3,653,451	551,779	2,257,347		844,325	
OTHER FRINGE BENEFITS	382,554	55,644	237,868		89,042	
COMPUTER SERVICES	1,311,608	291,195	857,909	2,280	160,224	
CONTRACTUAL SERVICES	12,826,447	592,479	10,065,582	29,867	1,698,082	440,437
RENTS	1,369,996	126,946	1,155,242		80,107	7,701
COMMODITIES	659,345	49,297	458,521	4,150	147,377	
GRANTS, SUBSIDIES, PENSIONS	8,756,798	117,800	1,903,508	55	1,793,845	4,941,590
EQUIPMENT	536,590		155,856		80,951	299,783
TRANSFER TO OTHER FUNDS	1,522,408		1,167,906	1,338	353,164	
<b>TOTAL EXPENDITURES</b>	<b>58,690,119</b>	<b>6,138,373</b>	<b>35,017,968</b>	<b>37,690</b>	<b>11,806,577</b>	<b>5,689,511</b>

#### DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,322,988		3,152,188		3,170,800	
HEALTH BENEFITS	2,527,526		1,272,024		1,255,502	
RETIREMENTS	1,134,454		565,523		568,931	
OTHER FRINGE BENEFITS	114,154		57,282		56,872	
COMPUTER SERVICES	169,410		13,586		155,824	
CONTRACTUAL SERVICES	1,464,884		769,261		695,623	
RENTS	253,552		184,992		68,560	
COMMODITIES	134,762		35,680		99,082	
GRANTS, SUBSIDIES, PENSIONS	2,697,998		1,412,038		1,285,960	
EQUIPMENT	40,426		40,426			
TRANSFER TO OTHER FUNDS	446,927		223,082		223,845	
<b>TOTAL EXPENDITURES</b>	<b>15,307,081</b>		<b>7,726,082</b>		<b>7,580,999</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**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:* 20.000

*FAX:* (207) 287-7641

*Telephone:* (207) 287-2437

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

*Legislative Count:* 20.00

**PURPOSE:**

The Bureau of Air Quality implements state air pollution laws and the federal Clean Air Act.

**ORGANIZATION:**

There are three divisions in this bureau; the Division of Field Services, the Division of Licensing and Enforcement, and the Division of Program Planning.

**PROGRAM:**

The Field Services Division is responsible for all ambient air monitoring activities in the state and for all field compliance activities associated with air emission sources. The Monitoring Section maintains the State's ambient monitoring networks, provides technical assistance to tribal monitoring programs, and assists with reports on air quality in the state. This section operates and maintains 32 monitoring sites, 28 of which require at least weekly visits. The Laboratory and Quality Assurance Section is responsible for providing analytical and QA support for all the various ambient air monitoring programs operated by the Monitoring Section. This section analyzes air toxics and ozone precursor samples for volatile organic compounds (VOCs), certifies calibration standards, and during Fiscal Year 2009, conducted 211 performance audits of DEP and tribal monitors that collect air quality data statewide. The Compliance Section inspects air emission sources to determine their compliance status. In Fiscal Year 2009, the Compliance Section conducted or reviewed 797 compliance actions at 319 facilities. This Section also inspected approximately 46 gas stations.

The Licensing and Enforcement Division has two sections. The Licensing Section issues new, renewal, and amended air emission licenses within the state and federal licensing programs: in Fiscal Year 2009, the section processed 224 new licenses, renewals and/or transfers. During this same time period, the Enforcement Section issued 28 notices of violations, resolved 18 Consent Agreements, and referred one enforcement case to the Commissioners Office for 80K prosecution. In addition to processing and resolving enforcement cases, the Enforcement Section administers the Bureau's emission testing and monitoring program and, during Fiscal Year 2009, it observed or coordinated the observation 79 emission tests and 53 relative accuracy audits of emission monitors.

The Program Planning Division develops and implements regulatory and public education/outreach initiatives to reduce pollution from industrial, mobile, and area sources. The Division's ongoing responsibilities include policy and program development and implementation through rulemaking, legislation, and voluntary mechanisms for the National Ambient Air Quality Standards, the Maine Air Toxics Initiative, the regional greenhouse Gas initiative (RGGI) and other emerging national air quality and climate change issues. The Division continues to implement the low emission vehicle program, a statewide heavy-duty diesel-testing program and Cumberland County's enhanced motor vehicle inspection program. In FY 2009, this Division's focus was primarily on: the development of the Maine Air Toxics Initiative, which prioritizes hazardous air pollutants posing a health threat in Maine and recommends a course of action to reduce this threat; the regulation of Outdoor Wood Boilers; the development of the Regional Greenhouse Gas Initiative (RGGI); and the development of Maine's Regional Haze Implementation Plan.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### PUBLICATIONS:

(Representative Sample)  
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  
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 Resource Guide Air Quality (Curricula-K-2, 3-5, 6-8, 9-12)  
Low Emission Vehicle Program  
Assessment of Forest Sensitivity To Nitrogen and Sulfur Deposition In Maine

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AIR QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	838,302	744,982			93,320	
HEALTH BENEFITS	333,700	300,318			33,382	
RETIREMENTS	158,451	142,221			16,230	
OTHER FRINGE BENEFITS	12,838	10,795			2,043	
COMPUTER SERVICES	7,056	2,592		2,280	2,184	
CONTRACTUAL SERVICES	290,911	22,809		29,867	238,235	
RENTS	28,195	28,195				
COMMODITIES	24,350	8,835		4,150	11,365	
GRANTS, SUBSIDIES, PENSIONS	266,857			55	266,802	
EQUIPMENT	351,938				52,155	299,783
TRANSFER TO OTHER FUNDS	15,967			1,338	14,629	
TOTAL EXPENDITURES	2,328,565	1,260,747		37,690	730,345	299,783

## OFFICE OF THE COMMISSIONER

**DAVID LITTELL, COMMISSIONER**  
**JODY BRETON, DEPUTY COMMISSIONER**

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333

Established: 2004

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

Average Count--All Positions: 31.000

FAX: (207) 287-2814

Telephone: (207) 287-2812

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

Legislative Count: 31.00

### 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 Education and Outreach, and Office of Policy Services.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### PROGRAM:

The Office of Policy Services oversees rule making and agency licensing and enforcement activities, coordinates strategic planning and quality assurance and control, and provides support services to the Department. The Office also serves as primary liaison with the Office of Attorney General.

The Office of Innovation and Assistance reviews departmental initiatives and makes recommendations to the commissioner on how to integrate pollution prevention and technical assistance into programs. The Office administers the Toxic Use Reduction (TUR) Law, the Small Business Technical Assistance Program (SBTAP), the Governor's Carbon Challenge and the state's Environmental Leader programs.

The Office of Education and Outreach develops and coordinates departmental communications and legislative initiatives. Staff provides the central point of contact for the media, state and federal agencies, the Legislature and the general public. The Office is responsible for delivery of proactive, integrated and professional quality educational initiatives and for execution of the agency's annual legislative agenda.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,545,846	84,722	1,461,124			
HEALTH BENEFITS	555,448	22,211	533,237			
RETIREMENTS	272,601	9,234	263,367			
OTHER FRINGE BENEFITS	36,555	3,592	32,963			
COMPUTER SERVICES	1,060,891	270,691	790,200			
CONTRACTUAL SERVICES	2,124,819	244,783	1,880,036			
RENTS	158,842		158,842			
COMMODITIES	48,839		48,839			
TRANSFER TO OTHER FUNDS	190,567		190,567			
<b>TOTAL EXPENDITURES</b>	<b>5,994,408</b>	<b>635,233</b>	<b>5,359,175</b>			

## BOARD OF ENVIRONMENTAL PROTECTION

**SUSAN LESSARD, CHAIR**  
**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.

### ORGANIZATION:

The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. Members are selected to represent a broad range of professional backgrounds and experiences. State law requires that at least four members reside in the First Congressional District and four in the Second Congressional District. Members serve four-year terms for up to two



## DEPARTMENT OF ENVIRONMENTAL PROTECTION

consecutive terms. The Governor appoints one member to serve as chair. The Board has a staff of two: an Executive Analyst and an Administrative Assistant. Members receive \$55 per day for each meeting or hearing attended and reimbursement for travel expenses incurred while attending meetings, public hearings or participating in other official Board business. Regular meetings are held twice monthly in Augusta; additional meeting and hearing times and places are scheduled by the Board as needed to address pending matters. Six members of the Board constitute a quorum for the purposes of conducting a 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 to consider proposed Administrative Consent Agreements, appeals of Commissioner licensing decisions, petitions to revoke or modify a license, and special licensing matters that require Board approval. These meetings are open to the public. In addition, the Board holds public hearings on proposed rules, individual applications of significant public interest, and contested enforcement orders. Board members receive material on all pending matters in advance of the regular meetings. The Board's agenda and the documents presented for Board consideration are available on-line for public review prior to each Board meeting. [<http://www.maine.gov/dep/bep/index.htm>]

### LICENSES:

The majority of license applications are processed at the staff level and decided by the Commissioner; however, state law provides that the Board shall assume jurisdiction over and decide those applications that involve important policy questions, have the potential to affect a broad geographic area or a natural resource of statewide significance, or that have generated substantial public interest.

### PUBLICATIONS:

Fact Sheets and Information Sheets providing guidance on public participation in Board proceedings and periodic reports to the Legislature are available on-line at [<http://www.maine.gov/dep/bep/index.htm>].

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	129,723		129,723			
HEALTH BENEFITS	42,577		42,577			
RETIREMENTS	26,645		26,645			
OTHER FRINGE BENEFITS	1,454		1,454			
COMPUTER SERVICES	3,645		3,645			
CONTRACTUAL SERVICES	21,891		21,891			
RENTS	6,592		6,592			
COMMODITIES	3,100		3,100			
TRANSFER TO OTHER FUNDS	4,482		4,482			
<b>TOTAL EXPENDITURES</b>	<b>240,109</b>		<b>240,109</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: 67.308

FAX: (207) 287-7191

Telephone: (207) 287-3901

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

Legislative Count: 67.00

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### **PURPOSE:**

The Bureau of Land and Water Quality is responsible for administering environmental laws designed to protect and improve the quality of Maine's surface and ground water and for reviewing land development projects that may have an adverse impact on the natural environment and resources of the state.

The state laws administered by the Bureau include: Site Location of Development Act; Natural Resources Protection Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Maine Waterway Development and Conservation Act; Stormwater Management Law; Erosion and Sedimentation Control Law; Performance Standards for Excavations for Borrow, Clay, Topsoil, or Silt; Performance Standards for Quarries; and state water quality laws as well as the delegated federal National Pollutant Discharge Elimination System (NPDES) program that includes the Phase I and Phase II stormwater programs.

The Bureau receives federal funding under the Federal Clean Water Act and Coastal Zone Management Act in return for state-level administration of those core laws. The Bureau is also responsible for the completion of Federal Consistency reviews in conjunction with the Coastal Program at the State Planning Office.

### **ORGANIZATION:**

There are four divisions in this bureau: the Division of Land Resource Regulation, the Division of Water Quality Management, the Division of Environmental Assessment, and the Division of Watershed Management.

### **PROGRAM:**

The Land Resource Regulation Division reviews applications under the Site Location of Development Act, the 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 Act. Division Field Services staff are responsible for licensing, complaint resolution, compliance inspections, education and outreach and enforcement actions. The Water Quality Management 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, compliance and enforcement. The Division also issues licenses and water quality certifications to hydropower facilities and oversees the operation of all wastewater treatment facilities, certifies wastewater treatment operators and provides technical assistance. Other activities include overseeing pollution prevention and innovative technologies.

In addition, the Water Quality Management Division administers funding programs for the planning, design and construction of wastewater treatment facilities. These include the State Revolving Fund (SRF) which funds rehabilitation and upgrade projects to maintain Maine's existing inventory of municipal wastewater treatment and collection facilities. They also include the Small Communities Grant program, which focuses on remediating failing septic systems throughout the state, and the Overboard Discharge Removal Program, which provides grants for the removal of certain systems as obligated under current law. 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 regulatory programs as well as for developing environmental indicators to evaluate program effectiveness. The Division oversees the Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, the Lakes Program, and the Invasive Aquatic Species Program, and does quality assurance and control of the Volunteer Lake Monitoring Program. Services include biological, toxicological and water quality computer modeling of wastewater impacts, complete ambient monitoring and investigative capabilities.

The Division of Watershed Management coordinates regulatory/nonregulatory approaches that are tailored to problems in specific watersheds and administers the Nonpoint Source Program under section 319 and section 604b of the Federal Clean Water Act. The Division undertakes education and outreach and public awareness campaigns to carry out its mission.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### LICENSES:

Waste Discharge Licenses; EPA NPDES permits; Certificates of Tax Exemptions; Site Location of Development Orders; Natural Resources Protection Act permits; Stormwater Management Law permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 401 Water Quality Certificates; Coastal Zone Management Consistency Determinations; Hydropower Permits; Shoreland Zoning Municipal Ordinance Approvals; IRS Certifications for five year amortization and for tax exempt bonding.

### PUBLICATIONS:

(Representative list. More at [www.maine.gov/dep/blwq/lwpub](http://www.maine.gov/dep/blwq/lwpub))  
Maine Erosion and Sedimentation Control BMPs (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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	3,272,270	2,164,863	806,965		300,442	
HEALTH BENEFITS	1,340,372	909,540	302,354		128,478	
RETIREMENTS	581,684	384,618	144,042		53,024	
OTHER FRINGE BENEFITS	59,203	39,103	14,034		6,066	
COMPUTER SERVICES	18,148	17,912	236			
CONTRACTUAL SERVICES	528,006	324,887	190,911		12,208	
RENTS	106,211	98,751	7,460			
COMMODITIES	76,319	40,463	14,606		21,250	
GRANTS, SUBSIDIES, PENSIONS	5,351,762	117,800	345,976		241,082	4,646,904
TRANSFER TO OTHER FUNDS	73,817		54,590		19,227	
<b>TOTAL EXPENDITURES</b>	<b>11,407,792</b>	<b>4,097,937</b>	<b>1,881,174</b>		<b>781,777</b>	<b>4,646,904</b>

## BUREAU OF REMEDIATION AND WASTE MANAGEMENT

### MARK HYLAND, DIRECTOR

Central Office: AMHI RAY BLDG, AUGUSTA, ME 04330

Mail Address: 17 STATEHOUSE STATION, AUGUSTA, ME 04333

Established: 1980

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

Average Count--All Positions: 151.924

FAX: (207) 287-7826

Telephone: (207) 287-7673

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

Legislative Count: 151.00

### PURPOSE:

The Bureau of Remediation and Waste Management administers Maine's oil, hazardous material and solid waste management programs, including: emergency response for oil and hazardous materials spills; regulation of above ground and underground oil storage facilities; certification of underground oil storage facility installers and inspectors; processing of third party damage claims arising from oil contamination; development of natural resource damage

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

assessment claims resulting from oil and hazardous substances; licensing of waste facilities, waste transporters, oil terminals, and spreading sites for septage, sludge and other residuals; oversight of asbestos and lead management and disposal; investigation and cleanup of uncontrolled hazardous substances sites; and administration of mercury reduction and end of life product stewardship programs. 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, and Solid Waste Management, as well as the Program Services unit. The bureau has staff in Department 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 federal Superfund sites and formerly used defense sites in Maine. This division is also responsible for managing the municipal solid waste landfill closure and remediation program, the Voluntary Response Action Program and the Brownfields program, and for remediation of oil storage tank leaks, including the development of replacement drinking water supplies.

The Division of Response Services is the lead agency for response to oil spills in Maine, and is the co-lead, along with the appropriate public safety agency, for the assessment and remediation of hazardous materials releases in Maine. This division responds to reports of spills and threatened releases of petroleum products and hazardous materials, responds to reports of incidents involving weapons of mass destruction, coordinates emergency clean up and provides training to local fire departments and to the state's hazardous materials teams.

The Division of Technical Services provides technical support to the Bureau's engineering, geology and chemistry programs. The division develops regulatory programs for aboveground and underground oil and hazardous substance storage tanks, assists with cleanup of leaking oil storage facilities, and operates a program to replace home heating oil tanks that are at high risk of leaking.

The Division of Oil and Hazardous Waste Facilities Regulation oversees oil terminal, waste oil and hazardous waste facility licensing, conducts inspections, provides technical assistance and issues enforcement notices. The division also processes damage claims arising from oil contamination and requests by eligible applicants for reimbursement of oil spill clean-up costs and oversees corrective actions, natural resource damage assessment and restoration planning activities, and site clean-ups.

The Division of Solid Waste Management is responsible for licensing, enforcement, education/outreach, and technical assistance activities related to solid waste facilities and activities. This division is also responsible for: septage management, composting facilities, and land application of sludge and residuals; administration of asbestos and lead abatement programs, including certification of asbestos and lead abatement workers; tire stockpile abatement; and managing various mercury reduction and product stewardship programs.

Program Services staff track and recover department expenditures incurred during the clean-up of oil and hazardous materials spills; manage bureau data operations; maintain bureau files and coordinate public access to those files; and provide general administrative 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; and Lead Abatement Certification.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### PUBLICATIONS:

Numerous publications are available to assist the general public and regulated community in understanding and achieving compliance with the requirements of the programs administered by the Bureau of Remediation and Waste Management. These publications are available on the Internet at [www.maine.gov/dep](http://www.maine.gov/dep).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REMEDIATION AND WASTE MANAGEMENT	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,702,316	90,417	6,487,683		1,124,216	
HEALTH BENEFITS	3,059,857	36,181	2,570,355		453,321	
RETIREMENTS	1,479,616	15,706	1,257,770		206,140	
OTHER FRINGE BENEFITS	158,348	2,154	132,134		24,060	
COMPUTER SERVICES	52,458		50,242		2,216	
CONTRACTUAL SERVICES	8,395,936		7,203,483		752,016	440,437
RENTS	816,604		797,356		11,547	7,701
COMMODITIES	371,976		356,297		15,679	
GRANTS, SUBSIDIES, PENSIONS	440,179		145,493			294,686
EQUIPMENT	144,226		115,430		28,796	
TRANSFER TO OTHER FUNDS	790,651		695,187		95,464	
<b>TOTAL EXPENDITURES</b>	<b>23,412,167</b>	<b>144,458</b>	<b>19,811,430</b>		<b>2,713,455</b>	<b>742,824</b>

## BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

### WILLIAM CARVER, CHAIR

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

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

*Established:* 1985

*FAX:* (207) 287-2651

*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 high quality underground storage tank installations and inspections to persons in need of these services. See 32 MRSA 10001 et. seq.

#### ORGANIZATION:

The Board consists of seven 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:

William Carver (certified installer, chair);  
Thomas Doe (Maine Fire Chiefs Association);  
Elwin Scott, (Maine Oil Dealers Association);  
George Seel (DEP);  
Alison Smith (public member);  
Aaron Thorndike (certified inspector);  
Vacant (public member);

The DEP provides staff support to the Board.

#### PROGRAM:

The Board offers examinations, including initial and final exams for underground oil tank installers and underground tank inspectors. A total of 436 certificates for underground oil storage tank installers or inspectors and 114 apprentices have been granted since the inception of the program. The current number of certified underground oil tank installers in Maine is 88, while the

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

current number of inspectors is 57.

The Board also is involved in continuing education for installers. In the past fiscal year, the Board sponsored a continuing education workshop totaling four available credit hours. The Board also approved four other programs offered by others that totaled 20 available credit hours.

A third responsibility of the Board involves complaints. Eight (8) complaints against installers, apprentices or applicants were received and investigated in FY 08. All were resolved.

### **LICENSES:**

Underground Oil Storage Tank Installer Certificate

Underground Oil Storage Tank Inspector Certificate

### **PUBLICATIONS:**

Study Guides for Various Examinations, including: Initial Oil Tank Installer Exam; Final Exam; Inspector Exam; Summary and Assessments of Maine's Underground Storage Tank Installer Certification Program - 1989; Annual Reports to the Commissioner of Environmental Protection; "Tanks in Maine", a semi-annual newsletter available free to certified installers and inspectors.

**FINANCES, FISCAL YEAR 2009:** 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:* 91.684

*Legislative Count:* 91.00

**Units:**

GOVERNOR'S OFFICE OF ENERGY INDEPENDENCE AND  
SECURITY

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL  
APPOINTMENTS

LAND FOR MAINE'S FUTURE BOARD

MAINE LAND AND WATER RESOURCES COUNCIL

STATE PLANNING OFFICE

(OFFICE OF) PUBLIC ADVOCATE

**PURPOSE:**

The Governor serves to direct the affairs of the State according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

**PROGRAM:**

In addition to providing for its own staff support, the (Office of ) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) 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 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,145,272	2,840,281	1,289,646		1,015,345	
HEALTH BENEFITS	1,450,371	733,660	417,119		299,592	
RETIREMENTS	805,813	402,414	261,362		142,037	
OTHER FRINGE BENEFITS	97,688	52,460	21,666		23,562	
COMPUTER SERVICES	210,946	129,635	77,396		3,915	
CONTRACTUAL SERVICES	1,736,257	655,070	735,892		345,295	
RENTS	92,383	28,534	59,932		3,917	
COMMODITIES	92,714	67,074	9,393		16,247	
GRANTS, SUBSIDIES, PENSIONS	2,516,001	493,604	405,731		1,587,492	29,174
PURCHASE OF LAND	7,527,521		114,194			7,413,327
TRANSFER TO OTHER FUNDS	174,194		81,807		92,387	
<b>TOTAL EXPENDITURES</b>	<b>19,849,160</b>	<b>5,402,732</b>	<b>3,474,138</b>		<b>3,529,789</b>	<b>7,442,501</b>

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,066,243	1,840,796			225,447	
HEALTH BENEFITS	527,165	464,141			63,024	
RETIREMENTS	282,455	244,274			38,181	
OTHER FRINGE BENEFITS	42,795	38,012			4,783	
COMPUTER SERVICES	66,057	62,772			3,285	
CONTRACTUAL SERVICES	372,969	360,015			12,954	
RENTS	22,003	22,003				
COMMODITIES	40,520	40,382			138	
GRANTS, SUBSIDIES, PENSIONS	179,530	122,380			57,150	
TRANSFER TO OTHER FUNDS	7,728				7,728	
<b>TOTAL EXPENDITURES</b>	<b>3,607,465</b>	<b>3,194,775</b>			<b>412,690</b>	

## GOVERNOR'S OFFICE OF ENERGY INDEPENDENCE AND SECURITY

### JOHN KERRY, DIRECTOR

*Central Office:* 184 STATE STREET, AUGUSTA, ME 04333

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

*Established:* 2008

*Reference:* Policy Area: 00 ; Umbrella: 07 Unit: 647 ; Citation: T00002 M.R.S.A., Sect. 00000009

#### PURPOSE:

The Governor's Office of Energy Independence and Security was created to facilitate and be a leader in the development of new energy policy initiatives focusing on energy efficiency and renewable energy while promoting economic development and protecting the environment.

#### ORGANIZATION:

The office is established in the Executive Department and is directly responsible to the Governor.

#### PROGRAM:

By January 15th of each year, the director prepares and submits to the Governor and to the joint standing committee of the Legislature having jurisdiction over utilities and energy matters the following reports:



## EXECUTIVE DEPARTMENT

### OEIS Annual Report

Assessment and realization of state energy wind power goals and tangible benefits.

Update on progress to determine opportunities for state, municipal and electric co-ops for wind energy projects.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

### LEONARD I. SHARON, CHAIRMAN

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

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

*Established:* 1987

*Telephone:* (207) 287-3531

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

#### **PURPOSE:**

As established by Executive Order 8 FY94/95 on January 27, 1995, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The board meets at the call of the Chairman no less than once every three 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 the Governor's pleasure, and serve without compensation.

#### **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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

### JOHN HOBSON, 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

## EXECUTIVE DEPARTMENT

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 the Governor's pleasure.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LAND FOR MAINE'S FUTURE BOARD

### GEORGE LAPOINTE, CHAIR

*Central Office:* STATE PLANNING OFFICE, ,

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

*Established:* 1987

*Reference:* Policy Area:00 ; Umbrella: 07 Unit: 113 ; Citation: T0005

*Average Count--All Positions:* 1.000

*FAX:* ( ) -

*Telephone:* (207) 287-1485

*M.R.S.A., Sect.* 000006202

*Legislative Count:* 1.00

### PURPOSE:

The Land for Maine's Future program functions as the primary vehicle for funding 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. In 2005, the Legislature added protection of commercial marine fishery access points ("working water fronts") to the programs mandate in cooperation with the Maine Department of Marine Resources.

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 510,000 acres have been acquired entirely from willing sellers, including about 285,000 acres in conservation easements. These acquisitions include mountain summits, farmland, river shore, lakes, ponds, coastal islands, pristine beaches, and wetlands. Permanent protection has also been provided to many irreplaceable natural areas including eagle nesting sites, spotted turtle habitat, critical spawning habitat for Atlantic and landlocked salmon, and rare natural communities. The State's dollars have been matched by more than \$147.7 million, largely from private and federal sources.

### ORGANIZATION:

The Land for Maine's Future Board manages the Land for Maine Future's Fund and Water Access Fund; these 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 funds, and pursue its land acquisition strategy under its legislative authority (5 MRSA section 6202). The board works with citizens, land trusts, nonprofit conservation organizations, and federal and state agencies to identify special lands of statewide significance to accomplish the State's goals.

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. In 2005, voters approved a new bond issue of \$12 million, \$2 million of which

## EXECUTIVE DEPARTMENT

was dedicated to the Working Waterfront Protection Pilot Program. In 2008, voters approved a \$20 million bond of which \$3 million was reserved for working waterfronts. A \$9.5 million bond will go before the voters in November, 2010. All funds for conservation, recreation, working waterfront and farmland protecting have been committed. Limited funding remains for projects that create recreational public access to Maine rivers, lakes, and the coast.

### 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 approved creation of a new pilot program to protect working waterfronts for the commercial marine fishing industry. The LMF Board administers 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 three 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).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	52,318	52,318				
HEALTH BENEFITS	16,378	16,378				
RETIREMENTS	9,088	9,088				
OTHER FRINGE BENEFITS	350	350				
COMPUTER SERVICES	276	276				
CONTRACTUAL SERVICES	4,461	3,390	1,071			
RENTS	863	863				
COMMODITIES	151	151				
PURCHASE OF LAND	7,527,521		114,194			7,413,327
TRANSFER TO OTHER FUNDS	68		68			
<b>TOTAL EXPENDITURES</b>	<b>7,611,474</b>	<b>82,814</b>	<b>115,333</b>			<b>7,413,327</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.

## EXECUTIVE DEPARTMENT

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; administer the Lakes Heritage Trust Fund; and prepare a biennial report on the state land use mediation program. In addition, the state growth management law requires the council to approve certain state, growth-related capital investments if located outside downtown or locally designated growth areas.

The council carries out studies and policy development on specific issues, as required by the Legislature or Governor.

### **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-related assignments at this time involve oversight of agency implementation of select recommendations in the State's Bay Management Study and oversight of the State Water Resources Planning Committee.

### **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

Annual Reports to the Governor and Legislature

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

STATE PLANNING OFFICE

**MARTHA FREEMAN, DIRECTOR**  
**RALPH VAN DEN BOSSCHE, DIRECTOR OF OPERATIONS**

*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:* 49.000

*Legislative Count:* 49.00

**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.

The office is organized into five teams that carry out its program and policy responsibilities initiatives: 1) Maine Coastal Program, 2) Community Assistance, 3) Economics and Demographics, 4) Land for Maine's Future Program, and 5) Land Use Planning. The Maine Commission for Community Service and Governor's Office of Energy Independence and Security are also housed at SPO.

**PROGRAM:**

The State Planning Office is delegated the following responsibilities via statute or by the Governor to help carry out its public purpose:

**Community Assistance:** work with towns to implement the Growth Management Program (30 MRSA 4312(s)); train and certify municipal code enforcement officers (30-A MRSA 4451); administer the National Flood Insurance Program and assist communities with floodplain management and mitigation; 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 to promote volunteerism (5 MRSA 7504).

**Economic Policy & Analysis:** assist the Governor, Legislature, and other state agencies in monitoring the Maine economy, formulating and evaluating economic initiatives, analyzing policy alternatives, and pursuing sustainable economic growth (5 MRSA 3305). SPO also serves as the State's liaison to the US Census Bureau and operates the State Census Data Center.

**Energy & Natural Resource Policy Assistance:** coordinate state energy policy through the Energy Resources Council (5 MRSA 3327 (3)); liaison with FERC on hydropower and Liquefied Natural Gas licensing; develop policy options for the Governor and Legislature through the Land & Water Resources Council (5 MRSA 3331); manage the Maine Coastal Program (38 MRSA 21801), administer the Land for Maine's Future Program (5 MRSA 6204); prepare the Waste Management & Recycling Plan (38 MRSA 2122) and capacity report (38 MRSA 2124-A); and develop statewide landfill capacity at the direction of the Legislature (38 MRSA 2154).

**Technical Assistance to Governor and Legislature:** identify issues and problems of long-term significance to the State; conduct research, prepare plans and studies, prepare and analyze policy alternatives, and provide staff support for legislative and executive task forces, boards, and commissions; and coordinate

## EXECUTIVE DEPARTMENT

state policy and its implementation on issues of interagency concern (5 MRSA 3303 and 3305).

### PUBLICATIONS:

For these and other publications, visit the SPO website at [www.maine.gov/spo/pubs](http://www.maine.gov/spo/pubs): 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,273,211	947,167	536,146		789,898	
HEALTH BENEFITS	683,473	253,141	193,764		236,568	
RETIREMENTS	353,185	149,052	100,277		103,856	
OTHER FRINGE BENEFITS	42,713	14,097	9,837		18,779	
COMPUTER SERVICES	138,874	66,587	71,656		631	
CONTRACTUAL SERVICES	941,759	291,665	317,753		332,341	
RENTS	21,303	5,668	11,718		3,917	
COMMODITIES	50,285	26,541	7,634		16,110	
GRANTS, SUBSIDIES, PENSIONS	2,336,471	371,224	405,731		1,530,342	29,174
TRANSFER TO OTHER FUNDS	155,039		70,381		84,658	
<b>TOTAL EXPENDITURES</b>	6,996,313	2,125,142	1,724,897		3,117,100	29,174

## (OFFICE OF) PUBLIC ADVOCATE

**RICHARD DAVIES, PUBLIC ADVOCATE**  
**PATTY J MOODY-D'ANGELO, PUBLIC SERVICE MANAGER II**

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

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

*Established:* 1981

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

*Average Count--All Positions:* 9.000

*TTY:* (888) 577-6690

*FAX:* (207) 287-4317

*Telephone:* (207) 287-2445

*Legislative Count:* 9.00

### 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-seventh 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

## EXECUTIVE DEPARTMENT

no General Fund appropriations. In addition to the Public Advocate, Richard Davies, the office currently employs eight staff people which include three support staff, four attorneys, and the Director of Energy Independence and Security. Mr. Davies was appointed Public Advocate in March 2007 by Governor Baldacci and was confirmed by the Legislature in March 2007 following a confirmation hearing.

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Utilities and Energy of the Maine Legislature - August 1, 2009 (no charge)

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

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	753,500		753,500			
HEALTH BENEFITS	223,355		223,355			
RETIREMENTS	161,085		161,085			
OTHER FRINGE BENEFITS	11,830		11,830			
COMPUTER SERVICES	5,740		5,740			
CONTRACTUAL SERVICES	417,068		417,068			
RENTS	48,214		48,214			
COMMODITIES	1,759		1,759			
TRANSFER TO OTHER FUNDS	11,358		11,358			
<b>TOTAL EXPENDITURES</b>	1,633,909		1,633,909			

DEPARTMENT OF HUMAN SERVICES

**DEPARTMENT OF HUMAN SERVICES**

**BRENDA M. HARVEY, COMMISSIONER**

TTY: (800) 606-0215

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

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

Established: 1975

FAX: (207) 287-3005

Telephone: (207) 287-4223

Reference: Policy Area: 05 : Umbrella: 10 Unit: 144 : Citation: T0022 M.R.S.A. Sect. 000000001

Average Count--All Positions: 2641.500

Legislative Count: 2640.00

**Units:**

BUREAU OF CHILD AND FAMILY SERVICES  
DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)  
DIVISION OF DISABILITY DETERMINATION SERVICES  
DIVISION OF DISEASE CONTROL (HUMAN SERVICES)  
BUREAU OF ELDER AND ADULT SERVICES  
BUREAU OF FAMILY INDEPENDENCE  
OFFICE OF HEALTH DATA AND PROGRAM MANAGEMENT  
BUREAU OF HEALTH  
OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)  
OFFICE OF PROGRAMS (HUMAN SERVICES)  
MAINE PUBLIC DRINKING WATER COMMISSION  
OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SERVICES)  
HEALTH AND ENVIRONMENTAL TESTING LABORATORY (HUMAN SERVICES)  
DIVISION OF REGIONAL OPERATIONS

**PURPOSE:**

The mission of the Maine Department of Health and Human Services is to provide integrated health and human services to the people of Maine, and to assist individuals in meeting their needs, while respecting the rights and preferences of the individuals and families it serves. All of the department's functions and activities are directed toward one or more of the following goals: a) to protect and enhance the health and well being of Maine people; b) to promote independence and self-sufficiency; c) to protect and care for those who are unable to care for themselves; and d) to provide effective stewardship for the resources entrusted to the department.

**ORGANIZATION:**

Effective July 1, 2004, the Governor and the Legislature created a new Department of Health and Human Services (DHHS) by combining and reorganizing the 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 provided an unprecedented opportunity to improve the health and well being of all Maine citizens through more coordinated and responsive systems. In addition, the structure:

- " 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 barriers to a holistic, cross-disciplinary approach to service delivery.

**PROGRAM:**

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. Behavioral health services, including mental health and substance abuse prevention and treatment services;
- C. Developmental disability and brain injury services;
- D. Physical health services; and
- E. Public health services.

Services targeted specifically for children, families, and adults include:

- A. Child welfare services;
- B. Early childhood services including Head Start and child care services;
- C. Maternal and child health services, including home visiting programs;
- D. Paternity establishment and child support enforcement services;



## DEPARTMENT OF HUMAN SERVICES

- E. Residential and community support services for children and adults with disabilities;
- F. Adult protective services; and
- G. Long-term care services for the elderly and adults with disabilities.

The department delivers programs and services through an integrated delivery system that focuses on meeting the needs of individuals and families. The department uses a combination of public personnel and contracts with private agencies to administer programs and deliver services.

The department administers the health insurance program funded jointly by the Federal Government's Centers for Medicare and Medicaid (CMS) and the State. MaineCare provides for Maine's children and adults who are elderly, disabled or with low income.

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

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	101,559,502	52,399,264	18,837,895		30,322,343	
HEALTH BENEFITS	41,078,370	20,987,168	8,180,458		11,910,744	
RETIREMENTS	17,876,392	9,276,792	3,325,502		5,274,098	
OTHER FRINGE BENEFITS	1,840,980	952,802	336,345		551,833	
COMPUTER SERVICES	46,606,404	12,341,476	6,646,919		27,618,009	
CONTRACTUAL SERVICES	103,082,705	38,696,831	16,325,335		48,060,539	
RENTS	12,071,424	8,564,883	1,505,466		2,001,075	
COMMODITIES	7,051,930	2,157,809	3,345,804		1,548,317	
GRANTS, SUBSIDIES, PENSIONS	2747,164,570	510,922,943	288,477,785		1945,363,842	2,400,000
EQUIPMENT	39,180		18,100		21,080	
TRANSFER TO OTHER FUNDS	4,747,761	82	1,437,366		3,310,313	
COST OF GOODS SOLD	3,628				3,628	
<b>TOTAL EXPENDITURES</b>	<b>3083,122,846</b>	<b>656,300,050</b>	<b>348,436,975</b>		<b>2075,985,821</b>	<b>2,400,000</b>

### DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	101,776	101,776				
HEALTH BENEFITS	15,328	15,328				
RETIREMENTS	10,073	10,073				
OTHER FRINGE BENEFITS	893	893				
COMPUTER SERVICES	47,408	47,408				
CONTRACTUAL SERVICES	1,069,725	1,069,725				
RENTS	121,438	121,438				
COMMODITIES	109,410	109,410				
GRANTS, SUBSIDIES, PENSIONS	3,487,512	3,487,512				
<b>TOTAL EXPENDITURES</b>	<b>4,963,563</b>	<b>4,963,563</b>				

DEPARTMENT OF HUMAN SERVICES

**BUREAU OF CHILD AND FAMILY SERVICES**

**JAMES BEOUGHER, DIRECTOR**

TTY: (800) 606-0215

*Central Office:* 2 ANTHONY AVENUE, AUGUSTA, ME 04333-0011

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX:* (207) 287-5282

*Established:* 1974

*Telephone:* (207) 287-5060

*Reference: Policy Area:* 05 ; *Umbrella:* 10 *Unit:* 148 ; *Citation:* T0022 *M.R.S.A., Sect.* 000005308

*Average Count--All Positions:* 91.500

*Legislative Count:* 91.50

**PURPOSE:**

The office was created in 2005 to assure integrated services for children in Maine. The office is comprised of four divisions focusing on services to children: Child Welfare; Children's Behavioral Health; Early Childhood; and Public Service Management.

The Child Welfare Division 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 division also promotes quality out of home care for Maine children through the licensing of providers, resource and policy development and advocacy for providers and children.

The Children's Behavioral Health Services Division serves children, ages birth through their 20th year, who have treatment needs related to mental illness, mental retardation, autism, developmental disabilities or serious emotional needs. The division 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.

The Early Childhood Division offers a visible and positive presence focused on the development of healthy children and families. The division integrates home visiting services, child care, Head Start (0-5), and other early childhood services into an effective family support system that is the prevention arm of the Office of Child and Family Services. The director of the division is responsible for leading a team of child care, Head Start, and home-visiting program directors and specialists and developing strong linkages with other OCFS and other DHHS offices, divisions, and units, the Department of Education, and other state agencies in order to create and support a coordinated, effective, quality-based early childhood system focused on prevention, early intervention and the healthy growth and development of children and their families.

The Public Service Management Division administers the federal Community Services Block Grant, the Social Services Block Grant, Victims of Crimes Award, Rape Prevention Education Grant and the Family Violence Prevention Services Award for the state. It also provides programmatic oversight of the Alternative Response and Family Reunification Programs.

**ORGANIZATION:**

In 2005 the Office of Child and Family Services replaced the Bureau of Child and Family Services which 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. 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. In 2005 the Child Welfare Division was created.

As a result of State legislation that created the new Department of Health and Human Services in 2003, the new Office of Child and Family Services was created with the following divisions: Child Welfare Division; Children's Behavioral

## DEPARTMENT OF HUMAN SERVICES

Health Division; Early Childhood Division; and Public Service Management Division.

### PROGRAM:

The major task of the Child Welfare Division, through 8 district offices statewide, 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, and 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 office continues to explore better methods of service delivery.

Children's Behavioral Health provides leadership in the development of a comprehensive system of care that ensures that each child develops to their fullest capacity. In FY 07, Children's Behavioral Health Services provided contracted services to over 23,200 Maine children and their families. Services are geared to address four populations: Early Childhood Intervention Services for children ages 0-5; Mental Health/Behavioral Health Treatment Services; Habilitation Services for children and adolescents up to 21 years of age with mental retardation or autism; and Family Support Services.

Since the consolidation of children's services into the Office of Child & Family Services in 2003, CBHS has focused on developing a single, integrated system of behavioral health services, while supporting the other divisions of OCFS. Priority goals for 2009 include: further integrating CBHS services within OCFS, developing a behavioral health Medicaid Waiver for children; strengthening the voice of youth and the role of families and statewide family organizations at the policy and practice level; promoting and implementing evidence-based practices; and overseeing Thrive, the only nationally recognized trauma informed System of Care initiative for children and youth.

The Office of Child Care and Head Start, within the Early Childhood Division is responsible for the development and improvement of child care resources across the State. The director of the office is charged with the administration and evaluation of the expenditures of state and federal dollars for the provision of child care. The office also develops and manages programs to improve child care quality. The Director of the Office of Child Care and Head Start serves as the State Child Care Administrator and the Head Start Collaboration Director.

The Public Service Management Division formerly the Community Services Unit is directly responsible for the administration of state purchased services funds and over 20 federal grants and programs, including the Community Service Block Grant, Social Services Block Grant, the Temporary Assistance for Needy Families SSBG and CCDF transfer, the Justice Department's Crime Victims Assistance Grant, the Family Violence Prevention and Services Grant, the Rape Prevention and Education Grant and oversight of federal Title IV-B and IV-E funds for Child Welfare, as well as the Maine's Automated Child Welfare Information System (MACWIS).

### LICENSES:

Children's Homes, including:  
Family Foster Homes for Children  
Specialized Children's Homes  
Children's Foster Homes Providing Respite Only  
Mental Health Agency License

### 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  
Bi-annual Child Care Development Fund Plan

## DEPARTMENT OF HUMAN SERVICES

The State of Early Education in Maine annual report  
 The State of Head Start in Maine annual report  
 The Bi-annual Child Care Market Rate Study  
 The Cost/Quality Study of Center-based and Family Child Care Services (every 3-5 years)  
 The Early Childhood Systems Planning Initiative Plan  
 Evidence-Based Treatments for Children and Adolescents with Disruptive Behaviors (August 2008)  
 Annual Children's Mental Health Block Grant Application/Plan: Transforming Mental Health Care in America  
 Rights of Recipients of Mental Health Services who are Children in Need of Treatment

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	4,113,956	1,747,883	37,503		2,328,570	
HEALTH BENEFITS	1,492,558	596,335	14,951		881,272	
RETIREMENTS	711,388	295,546	8,389		407,453	
OTHER FRINGE BENEFITS	70,098	30,506	707		38,885	
COMPUTER SERVICES	1,241,027	422,989	148		817,890	
CONTRACTUAL SERVICES	6,503,122	5,236,630	85,488		1,181,004	
RENTS	429,115	223,916	16,308		188,891	
COMMODITIES	227,635	195,557			32,078	
GRANTS, SUBSIDIES, PENSIONS	103,730,623	57,935,268	6,073,971		39,721,384	
TRANSFER TO OTHER FUNDS	304,272		8,237		296,035	
<b>TOTAL EXPENDITURES</b>	118,823,794	66,684,630	6,245,702		45,893,462	

## DIVISION OF COMMUNITY AND FAMILY (HUMAN SERVICES)

**VALERIE RICKER, DIRECTOR, FAMILY HEALTH**  
**DEBRA WIGAND, DIRECTOR, CHRONIC DISEASE**

TTY: (800) 606-0215

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

Mail Address: 11 STATE HOUSE STREET, AUGUSTA, ME 04333-0011 FAX: (207) 287-5396

Established: 1937

Telephone: (207) 287-9917

Reference: Policy Area: 05 ; Umbrella: 10 Unit: 144F; Citation: T0022 M.R.S.A. Sect. 000001950

Average Count--All Positions: 30.000

Legislative Count: 30.00

### PURPOSE:

The Family Health and Chronic Disease Divisions (formerly the Division of Community and Family Health) promote health and prevent 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.

### ORGANIZATION:

The Division of Community and Family Health was created in 1996 by the merger of several divisions, Public Health Nursing, Oral Health, Maternal and Child Health and Health Promotion. In 2000, a Bureau of Health reorganization created the Family Health and Community Health Divisions. In 2005, the division was divided into two; the Division of Family Health and the Division of Chronic Disease.

### PROGRAM:

The Division of Family Health (DFH) Director also serves as the State's Title V Director (Title V of the Social Security Act of 1935). Through the federal Title V statute, the state Title V agency is responsible for the development of systems of services and care for the maternal child health (MCH) population

## DEPARTMENT OF HUMAN SERVICES

(women of reproductive age, children with special health needs, children prenatal through young adulthood and their families). Areas of focus for developing systems of care and services within the division include Children with Special Health Needs, Genetics, Newborn Screening, Public Health Nursing, Women's Health, Teen and Young Adult Health, Injury Prevention, and the Supplemental Nutrition Program for Women, Infants, and Children (WIC). The programs work collaboratively with other programs within the Maine CDC, DHHS and other departments such as Education, Corrections, Public Safety, and Labor, as well as with agencies and organizations external to state government.

Issues that are priority concerns for the MCH population include: improved birth outcomes; improved respiratory health; improved mental health service and support, improved oral health services and supports; increase the proportion of the MCH population who are at a healthy weight and physically active; improve cultural and linguistic competence within the system of services for the MCH population; improve the safety of the MCH population, including the reduction of intentional and unintentional injuries; integrate existing services and supports for adolescents and young adults into a comprehensive system that draws upon their own strengths and needs; and preparing for a possible influenza pandemic or other public health emergency.

The Division of Chronic Disease contains 12 programs: Maine Cancer Registry, Comprehensive Cancer, Maine Breast and Cervical Health, Oral Health, Diabetes Prevention and Control, Asthma, Cardiovascular Health, Coordinated School Health, Community Health Promotion, Healthy Maine Partnerships, Physical Activity and Nutrition/Obesity Prevention and Control, and the Partnership for a Tobacco Free Maine. Issues that are primary concerns include: reducing risk for chronic disease through lifestyle changes and environments that promote healthy behaviors including cessation and prevention of tobacco use and obesity prevention and control; increasing access to effective dental care (prevention and treatment); recognizing signs and symptoms of heart attack and stroke and improving timeliness of treatment for acute episodes; increasing effective self-management behaviors among people with chronic conditions; improving the quality of health care for chronic disease; strengthening early detection and treatment of cancer (especially breast and cervical, skin, colon); and chronic disease surveillance.

### **LICENSES:**

n/a for Family Health or Chronic Disease Divisions.

### **PUBLICATIONS:**

A wide variety of publications are available from both divisions. These include educational materials such as newsletters, resource lists, fact sheets, and brochures related to topics such as nutrition, maternal child health, newborn screening, smoking cessation and prevention resources.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	1,300,272				1,300,272	
HEALTH BENEFITS	466,679				466,679	
RETIREMENTS	231,845				231,845	
OTHER FRINGE BENEFITS	24,089				24,089	
COMPUTER SERVICES	15,844				15,844	
CONTRACTUAL SERVICES	334,308				334,308	
RENTS	3,519				3,519	
COMMODITIES	-512				-512	
GRANTS, SUBSIDIES, PENSIONS	455,238				455,238	
TRANSFER TO OTHER FUNDS	59,116				59,116	
<b>TOTAL EXPENDITURES</b>	<b>2,890,398</b>				<b>2,890,398</b>	

## 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:* (866) 652-7253

*Established:* 1956

*Telephone:* (207) 377-9500

*Reference: Policy Area:* 05 ; *Umbrella:* 1Q Unit: 144Z; *Citation:*

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

*Average Count--All Positions:* 67,500

*Legislative Count:* 67,50

**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. In 2005 the responsibility for Disability Determination Services was given to the Office of Integrated Access and Support (formerly known as the Bureau of Family Independence).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	2,264,380				2,264,380	
HEALTH BENEFITS	948,088				948,088	
RETIREMENTS	394,435				394,435	
OTHER FRINGE BENEFITS	39,475				39,475	
COMPUTER SERVICES	12,795				12,795	
CONTRACTUAL SERVICES	1,531,348				1,531,348	
RENTS	259,547				259,547	
COMMODITIES	21,500				21,500	
GRANTS, SUBSIDIES, PENSIONS	2,094,133				2,094,133	
TRANSFER TO OTHER FUNDS	136,131				136,131	
<b>TOTAL EXPENDITURES</b>	<b>7,701,832</b>				<b>7,701,832</b>	

DEPARTMENT OF HUMAN SERVICES

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

**PETER F. SMITH, DIRECTOR**

WATS: (800) 821-5821  
TTY: (800) 606-0215

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) 287-6448

Reference: Policy Area:05 ; Umbrella: 10 Unit: 144V; Citation: T0022 M.R.S.A., Sect. 000001019

**PURPOSE:**

The Division of Disease Control, now known as the Division of Infectious Disease, 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; HIV, Sexually Transmitted Diseases (STD) and Viral Hepatitis; Immunization; and Medical Epidemiology.

**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.

The Human Immunodeficiency Virus (HIV), Sexually Transmitted Disease (STD), and Viral Hepatitis Program works with community partners, health professionals, and individuals to prevent the transmission of HIV, STDs and Viral Hepatitis infection and assure the delivery of testing, medical and social services for to people living with HIV and AIDS.

The Maine Immunization Program strives to ensure protection of all Maine people from vaccine preventable disease. Through partnerships with public/private health practitioners and community members, the program provides vaccine, education, and technical assistance, vaccine preventable disease tracking and outbreak control. 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.

The Medical Epidemiology Program provides consultation on clinical issues to all Division of Disease Control Programs.

**LICENSES:**

n/a

**PUBLICATIONS:**

Rules for Control of Communicable Diseases  
Educational Materials on Selected Infectious Diseases  
Reportable Infectious Diseases in Maine - Annual Summary

ALL OF ABOVE ARE FREE

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISEASE CONTROL (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	10,800		10,800			
<b>TOTAL EXPENDITURES</b>	10,800		10,800			

## BUREAU OF ELDER AND ADULT SERVICES

### DIANA SCULLY, DIRECTOR

*Central Office:* MARQUARDT BUILDING, AUGUSTA, ME 04333-0011

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

*Established:* 1974

*Reference:* Policy Area: 05 ; Umbrella: 10 Unit: 149 ; Citation: T0022 M.R.S.A. Sect. 000005105

*Average Count--All Positions:* 84.500

*FAX:* (207) 287-9229

*Telephone:* (207) 287-9224

*Legislative Count:* 84.50

#### PURPOSE:

The primary goal of the Office of Elder Services (OES) is to promote independence for elders and adults with disabilities through the provision of services ranging from evidence-based prevention programs and comprehensive home and community-based services. The office also 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.

The office, subject to the direction of the Commissioner of DHHS, establishes the overall policy objectives for functions and activities relating to Maine's older population. The office assists State Government in the coordination of efforts relating to older people. Pursuant to federal and state laws, it prepares and administers a comprehensive State Plan for older persons. The office also plans for, develops, and leverages resources; develops and enforces rules; and conducts training relating to aging, long term care, and adult protective services.

#### ORGANIZATION:

The Office of Elder 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 Maine's Elderly.

Legislation was passed in 1989 to bring the Division of Adult Services into the bureau and it was renamed the Bureau of Elder and Adult Services. When the Legislature created the new Department of Health and Human Services in 2004, the agency was renamed the Office of Elder Services. The office operates from a central office in Augusta and district offices of the Department of Health and Human Services. It also has 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 and state funds for these services.

#### PROGRAM:

The OES' programs assist older adults and adults with disabilities to maintain their independence. Services are provided directly by Office staff or through contracts with Agencies on Aging and other service providers. More than 120,000 people are served annually.

Community programs include: home delivered meals; community dining sites; outreach information and assistance with benefits and services; senior employment; Independent Housing with Services; Adult Day Services; legal services; transportation; Independent Support Services; money management;



## DEPARTMENT OF HUMAN SERVICES

evidence-based programs for healthy aging: Family Caregiver Support Program; health insurance information, counseling and assistance; and help from trained volunteers to identify errors, fraud and abuse regarding Medicare benefits. There is also a respite program for caregivers of persons with dementia.

Long-term care programs administered by OES prevent or delay nursing home placement. Services include: long-term care assessment conducted by a nurse, home care coordination and services to assist with daily activities, consumer-directed services, and long-term care ombudsman services.

The office provides Adult Protective Services to incapacitated and dependent adults in danger of or at substantial risk of abuse, neglect or exploitation including public guardianship and/or conservatorship. The Adult Protective Services and Public Guardianship programs received over 4,000 referrals in FY 09. As required by law, the program provides or arranges for services to remove or reduce the danger. The danger may be as a result of abuse, neglect, or exploitation by others, or as a result of self-neglect. The office works closely with social services and medical professionals, banks, law enforcement, and various advocacy groups to protect vulnerable adults. The office is also responsible for the public guardianship and conservatorship of incapacitated adults under the Uniform Probate Code. When less restrictive arrangements are not possible, the office petitions the Probate Court for guardianship and/or conservatorship of individuals who are unable to make or communicate responsible decisions for themselves and no family member or private person is able, willing or suitable to assume these responsibilities. The intent is to protect and provide continuing care and supervision and to protect, preserve and manage the incapacitated person's estate.

The Policy, Planning, and Resource Development Unit is responsible for helping OES to prepare for both the challenges and opportunities resulting from the dramatic increase in elders in Maine. The unit identifies the needs and strengths of the aging population of today and tomorrow; develops evidence-based and cutting edge policies and programs; is involved in pursuing grant opportunities, writing rules and policies, and identifies, leverages, and coordinates resources to support services for older persons. The unit is also responsible for the development of residential care beds funded by MaineCare through Appendix C (case mix) of the MaineCare Benefits Manual, and for the ongoing review and approval of capital expenditures in existing residential care facilities in which those beds are located. The OES also has responsibility for policy and planning for nursing facilities across the State.

### **PUBLICATIONS:**

Abuse, Neglect, & Exploitation in Licensed Facilities (training manual)  
(Available at <http://maine.gov/dhhs/beas/>)

Abuse, Neglect & Exploitation - The problem, reporting law, where to report  
(Available at <http://maine.gov/dhhs/beas/>)

A Consumer's Guide to Long Term Care Insurance (7/06)

Adult Guardianship & Conservatorship Questions and Answers (Available at <http://maine.gov/dhhs/beas/>)

A Guide to Understanding Adult Guardianship and Guardianship Alternatives in Maine (Available at <http://maine.gov/guardianship>)

Aging: Taking Care of Business (Available at <http://maine.gov/dhhs/beas/>)

Alzheimer's Disease: Care and Support at the End of Life (prepared by Laurel Coleman, M.D.)

Assessment of Maine's Long-Term Care Needs A Baseline Report: Demographics and Use of Long Term care Services in Maine, December 20, 2007

A Study of Maine's Direct Care Workforce

Caring for People with Alzheimer's Disease or Dementia in Maine - Research & Policy Brief (in cooperation with USM Muskie School of Public Service)

Choosing A Medigap Policy

Home Care: Where to Find It (Available at <http://maine.gov/dhhs/beas/>)

Hospice in Long Term Care Facilities (prepared by Virginia Vaitones, MSW)

Medicare & You (2008)

Medicare Savings Program brochure, "Help to Pay Medicare Part B Premium" (2008)

Reporting for Financial Institutions: Fighting Financial Exploitation

Resource Directory for Older People in Maine

## DEPARTMENT OF HUMAN SERVICES

Taking Charge of Your Health Care: Advanced Directives

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ELDER AND ADULT 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	3,807,883	3,568,051			239,832	
HEALTH BENEFITS	1,440,434	1,347,196			93,238	
RETIREMENTS	691,356	643,550			47,806	
OTHER FRINGE BENEFITS	62,473	58,509			3,964	
COMPUTER SERVICES	193,893	181,169	684		12,040	
CONTRACTUAL SERVICES	992,487	933,440			59,047	
RENTS	144,121	143,866			255	
COMMODITIES	36,384	35,280	193		911	
GRANTS, SUBSIDIES, PENSIONS	14,695,235	6,785,939	93,270		7,816,026	
TRANSFER TO OTHER FUNDS	4,493		9		4,484	
COST OF GOODS SOLD	3,628				3,628	
<b>TOTAL EXPENDITURES</b>	<b>22,072,387</b>	<b>13,697,000</b>	<b>94,156</b>		<b>8,281,231</b>	

## BUREAU OF FAMILY INDEPENDENCE

### BARBARA J. VAN BURGEL, DIRECTOR

*Central Office:* 442 CIVIC CENTER DRIVE, AUGUSTA, 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:* 10 Unit: 144B; *Citation:* T0022 *M.R.S.A., Sect.* 000003101

*Average Count--All Positions:* 381.000

*Legislative Count:* 381.00

#### PURPOSE:

The Office of Integrated Access and Support administers multiple state and federal programs which provide temporary financial assistance to low-income individuals and families along with determination of Social Security Disability, enforcement of child support orders, establishment of paternity, collection of support for children regardless of whether or not they are receiving welfare and access to MaineCare. This office has eighteen offices locations with staff providing direct public access to various programs.

The office administers the Temporary Assistance for Needy Families, Parents as Scholars, Food Supplement Program (formerly Food Stamps), Additional Support for People in Retraining and Employment (ASPIRE), Refugee Cash Assistance, Alternative Aid, Emergency Assistance, State Supplemental Income, Transitional Services (Child Care and Transportation), General Assistance, Social Security Disability Determination and Medicaid/Cub Care eligibility programs and Child Support Enforcement programs. In addition to policy and program functions, the office also provides monitoring of recipients through quality assurance activities, investigations and recovery through audits of municipal welfare programs.

#### ORGANIZATION:

The Office of Integrated Access and Support 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 to the Bureau of Family Independence in October, 1995 to reflect its change in purpose. In 2005 the bureau was renamed the Office of Integrated Access and Support.

## DEPARTMENT OF HUMAN SERVICES

The central office units provide staff support to the department's eighteen local offices. The office 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 office are:

Temporary Assistance for Needy Families (TANF) 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 Supplement Program (formerly Food Stamps), provides a monthly benefit to be used to supplement the food budget;

Additional Support for People in Retraining and Employment (ASPIRE) whose staff work with people receiving TANF or Food Supplement Program (formerly Food Stamps) to find employment which will make them self supporting;

Refugee Cash Assistance, provides a monthly cash benefit to refugees and their families for a period of eight months;

Alternative Aid, provides voucher payments for services to help parents retain or obtain employment and to help them remain self-supporting;

Emergency Assistance, 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, oversees the municipal General Assistance programs required by state law and provides reimbursement.

Child Support Enforcement and Recovery is responsible for the establishment and enforcement of child support obligations on behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Almost \$110 million was collected in State Fiscal Year 2006, \$90 million went to Maine families. Support enforcement services are available to all who need them irrespective of economic status.

Fraud Investigation and Recovery is responsible for the investigation of alleged individual program violations and intentional fraud cases and the recovery of overpayments of program funds.

Division of Disability Determination is responsible 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. In 2005 the responsibility for Disability Determination Services was given to the Office of Integrated Access and Support.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FAMILY INDEPENDENCE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,905,980	3,234,915	1,685,166		8,985,899	
HEALTH BENEFITS	5,788,779	1,297,700	687,365		3,803,714	
RETIREMENTS	2,440,691	585,910	296,235		1,558,546	
OTHER FRINGE BENEFITS	244,153	51,675	24,450		168,028	
COMPUTER SERVICES	11,691,340	3,665,329	5,488,242		2,537,769	
CONTRACTUAL SERVICES	11,434,940	5,527,964	3,295,535		2,611,441	
RENTS	404,200	16,139	369,166		18,895	
COMMODITIES	148,035	61,792	22,350		63,893	
GRANTS, SUBSIDIES, PENSIONS	243,773,022	54,066,484	97,226,744		92,479,794	
EQUIPMENT	-601		-601			
TRANSFER TO OTHER FUNDS	787,116		295,286		491,830	
<b>TOTAL EXPENDITURES</b>	<b>290,617,655</b>	<b>68,507,908</b>	<b>109,389,938</b>		<b>112,719,809</b>	

## OFFICE OF HEALTH DATA AND PROGRAM MANAGEMENT

### KRISTINE PERKINS, DIRECTOR

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

*Mail Address:* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011      *FAX:* (207) 287-4612

*Established:* 1992

*Telephone:* (207) 287-3796

*Reference:* Policy Area: 05 ; Umbrella: 10 Unit: 146 ; Citation: T0022 M.R.S.A. Sect. 000002701

#### **PURPOSE:**

The Division of Public Health Systems (DPHS) provides oversight and management to five programs with agency-wide scope: the Health and Environmental Testing Laboratory, the Office of Public Health Emergency Preparedness, the Office of Public Health Informatics, and the Office of Data, Research and Vital Statistics. The purpose of the division is to ensure that services provided in its programs operate at the highest level of consistency with the Maine CDC mission and vision.

#### **ORGANIZATION:**

The Division of Public Health Systems was created in 2005 by an internal reorganization of the Maine Center for Disease Control and Prevention, with the purpose of uniting in one division, certain programs with agency-wide scope and service. The division has a director who reports directly to the Deputy Director of Maine CDC, and serves on the MeCDC Senior Management Team. The Medical Director for the division is located in the Office of Public Health Emergency Preparedness. The directors of the four programs in DPHS report directly to the Director, DPHS. All of the programs in DPHS are located in Augusta.

#### **PROGRAM:**

The Division of Public Health Systems serves as the management umbrella organization for the four programs located in the division, for which a description follows:

##### **Health and Environmental Testing Laboratory**

The HETL is a state resource for: (1) Monitoring public and private water supplies for chemical and microbiological 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 alert data to support the state's emergency preparedness to chemical and biological terrorism.

## DEPARTMENT OF HUMAN SERVICES

### Office Of Data, Research and Vital Statistics

The Office of Data, Research and Vital Statistics (ODRVS) administers Maine's vital records system and provides quantitative information for surveillance, planning, policy development, program management and evaluation. ODRVS produces detailed population estimates for use within and outside the Department of Health and Human Services and compiles data on health status and health resources.

### Office of Public Health Emergency Preparedness

The Maine Office of Public Health Emergency Preparedness (OPHEP) is the lead state program responsible for the planning, coordination, and response to bioterrorism and other public health emergencies. OPHEP works in collaboration with key federal, state and local agencies to protect the health and lives of people in Maine by strengthening the ability of health agencies and partner organizations to detect, contain and manage public health threats and emergencies.

### Office of Public Health Informatics

The Office of Public Health Informatics (OPHI) provides MCDC center-wide standards, resources and coordination of information systems in order to assure best practices of public health informatics, encompassing the strategic application and management of information systems for the purpose of producing knowledge to drive and inform public health activities within the Maine Center for Disease Control and Prevention.

Specific responsibilities of the Director, DPHS as related to those programs include the following:

Assuring the development and implementation of a DPHS strategic plan, related tactical plans and projects; managing processes to ensure the efficient and effective financial management of DPHS programs; assuring that DPHS operations are conducted according to departmental and office rules and policies; setting program and staff performance standards and ensuring performance according to those standards; informing supervisors and staff regarding the programs and activities of Maine CDC and DHHS; and serving as an advocate for the division in order to enhance its ability to achieve its mission.

### PUBLICATIONS:

#### HETL NEWS

Directory of Laboratory Services

Water Testing Guide

Maine Vital Statistics

Population Estimates

Fact Sheets on selected topics

Avian and Pandemic Influenza Newsline

Public Health Emergency Preparedness - Evaluation Report. July 2002 - June 2005

Assessment of Maine's Health System Capacity for Public Health Emergencies Report Assessment Report Update. December 31, 2005

Appendix A: Survey Findings: Assessment of Regional Health System Capacity for Public Health Emergency Response, Maine 2005

Appendix B: Central Regional Resource Center: Regional Health System Survey Assessment

Appendix C: Eastern Regional Resource Center: Regional Health System Survey Assessment

Appendix D: Southern Regional Resource Center: Regional Health System Survey Assessment

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF HUMAN SERVICES

**BUREAU OF HEALTH**

**DR. DORA ANNE MILLS, MD, MPH, DIRECTOR**  
**CHRIS ZUKAS-LESSARD, DEPUTY DIRECTOR**

TTY: (800) 606-0215

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) 287-8016

Reference: Policy Area:05 ; Umbrella: 1Q Unit: 144A; Citation: T0022 M.R.S.A., Sect. 000000251

Average Count--All Positions: 352.500

Legislative Count: 351.00

**PURPOSE:**

The Maine Center for Disease Control and Prevention (MECDC) serves as the State's public health agency. As such, its overall purpose is to preserve, protect, and promote the health of all Maine people. Key strategies include: tracking the health of Maine's population; implementing public health policies and programs; diminishing environmental health hazards; educating the public on health issues; and preparing for public health emergencies.

**ORGANIZATION:**

The Maine Board of Health was established in 1885 with the overall purpose of having "the general supervision of the interests of health and life of the citizens of the state". In 1917, the board was redesigned into the Maine Department of Health, headed by a physician commissioner. In 1931 a major reorganization 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 2004. The Bureau of Health became the Maine CDC in July, 2005.

Maine CDC has five divisions: Environmental Health (formerly Health Engineering); Public Health Systems; Infectious Disease; Chronic Disease; and Family Health. It has two offices as part of the administrative offices: Office of Minority Health and Office of Local Public Health which includes the Primary Care and Rural Health Program.

The Director of the Maine CDC also serves as the State's Health Officer. As such, the director is instrumental in furthering relationships with the medical and public health communities in the state and nation.

**PROGRAM:**

The Maine CDC's programs, about 45 in number, cover a wide area of topics, including: collecting and monitoring vital statistics (a function we have been doing since 1892); providing laboratory tests which are in the best interests of the public's health such as rabies, drinking water, and lead poisoning tests (a function we have been doing since 1903); ensuring safe drinking water and food safety in public eating places; working with communities to address health issues at the local level; and conducting surveillance and control measures of acute infectious diseases.

Some issues that are priority concerns include: preparing for a possible pandemic influenza or other public health emergency; monitoring and controlling emerging infectious diseases; addressing preventable chronic diseases related to tobacco and obesity; and improving public health capacity statewide by building a statewide public health infrastructure.

**PUBLICATIONS:**

Healthy Maine 2010

Challenges and Results

Annual Vital Statistics Report

Annual Infectious Disease Report

Maine Cancer Registry Report

Behavioral Risk Factor Surveillance System Report

State Primary Care Data

Health Professional Shortage Area Designation Maps

Medically Underserved Areas and Population Map

Physicians in Maine

## DEPARTMENT OF HUMAN SERVICES

Dentists in Maine

www.mainepublichealth.gov, Maine CDC's Web site, contains many updates and reports

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,837,567	3,795,097	3,318,894		6,723,576	
HEALTH BENEFITS	5,169,404	1,305,420	1,285,570		2,578,414	
RETIREMENTS	2,450,975	654,477	577,304		1,219,194	
OTHER FRINGE BENEFITS	253,674	63,022	57,629		133,023	
COMPUTER SERVICES	3,615,647	297,741	357,174		2,960,732	
CONTRACTUAL SERVICES	19,234,811	642,803	8,391,952		10,200,056	
RENTS	1,077,635	336,104	70,478		671,053	
COMMODITIES	4,813,900	279,701	3,180,641		1,353,558	
GRANTS, SUBSIDIES, PENSIONS	53,672,238	778,632	17,016,708		33,476,898	2,400,000
EQUIPMENT	39,781		18,701		21,080	
TRANSFER TO OTHER FUNDS	1,071,822	40	428,919		642,863	
<b>TOTAL EXPENDITURES</b>	<b>105,237,454</b>	<b>8,153,037</b>	<b>34,703,970</b>		<b>59,980,447</b>	<b>2,400,000</b>

## OFFICE OF MANAGEMENT AND BUDGET (HUMAN SERVICES)

### RUSSELL J. BEGIN, DEPUTY COMMISSIONER

TTY: (800) 606-0215

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) 287-1921

Reference: Policy Area: 05 ; Umbrella: 1Q Unit: 144M Citation: T0022 M.R.S.A., Sect. 000000003

Average Count--All Positions: 139.000

Legislative Count: 139.00

#### **PURPOSE:**

The primary function of Financial Management Services is to link program operations with fiscal and audit activities to coordinate DHHS policies, procedures, budgets and strategies.

#### **ORGANIZATION:**

Financial Management Services is composed of the Division of Audit, including an internal auditor position; the Program Integrity Unit; and the Medicaid Finance Unit. Additionally, there is significant coordinated effort with the DHHS Service Center (Department of Administrative and Financial Services).

#### **PROGRAM:**

Financial Management Services is responsible, with the DHHS Service Center for: content, submission and presentation of the department's budgets; Medicaid accounting; forecasting the fiscal impact of legislative documents; responding to audit findings from various organizations including State Department of Audit, federal agencies, and OPEGA; quantifying changes to the rules that govern our grants and expenditures; complying with federal grant reporting requirements; providing budgetary and analytical reports to the legislature, departmental program managers, federal agencies, other departments, and other interested parties; overseeing day to day accounting transactions including provider payments, invoice payments, contract management, cash management, etc.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MANAGEMENT AND BUDGET (HUMAN 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	6,577,609	4,251,842	2,072,765		253,002	
HEALTH BENEFITS	2,353,496	1,482,465	777,004		94,027	
RETIREMENTS	1,271,445	835,919	388,230		47,296	
OTHER FRINGE BENEFITS	115,833	74,525	37,438		3,870	
COMPUTER SERVICES	728,390	433,364	261,714		33,312	
CONTRACTUAL SERVICES	8,768,917	4,801,012	3,286,700		681,205	
RENTS	1,860,872	1,772,992	87,691		189	
COMMODITIES	216,990	192,062	16,157		8,771	
GRANTS, SUBSIDIES, PENSIONS	515,315	923	261		514,131	
TRANSFER TO OTHER FUNDS	200,296		172,366		27,930	
<b>TOTAL EXPENDITURES</b>	<b>22,609,163</b>	<b>13,845,104</b>	<b>7,100,326</b>		<b>1,663,733</b>	

## BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)

### TONY MARPLE, DIRECTOR

TTY: (800) 606-0215

*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: 311.500*

*FAX:* (207) 287-2675

*Telephone:* (207) 287-2093

*M.R.S.A. Sect. 000003470*

*Legislative Count: 311.50*

#### **PURPOSE:**

The Commissioner of the Department of Health & Human Services created the Office of MaineCare Services to administer the department's Medicaid financing of health care services. The office manages the programs, assures that they operate according to aligned policy in keeping with the department's goals and federal mandates, and provides accountability, assuring that they are administered in an effective and efficient manner.

#### **ORGANIZATION:**

The office currently contains the following divisions: Provider and Member Services, Health Care Management, Operations, Policy and Performance and MMIS / MIHMS.

Provider and Member Services staff members operate the call center for provider relations along with provider enrollment, provider billing & inquiry. Health Care Management is managed within provider and member services and is responsible for implementing systems to assure continuing improvement in the health status of MaineCare members and the services they receive from health care providers. Health care management administers managed care services, pharmacy benefits, case mix and all prior authorization activities. It also oversees operations related to member services and inquires as well as the pharmacy help desk.

The Operations division includes units for Claims and Third-Party Liability. The claims unit is responsible for processing roughly 7.2 million requests for reimbursement submitted by health care providers each year. Claims examiners manually review and troubleshoot claims that the computerized billing system cannot auto-adjudicate, while staff in the Adjustment Unit work with providers to reconcile and process adjustments in response to a provider's Request for Review, related to an overpayment or underpayment of claims.

Third Party Liability (TPL) secures reimbursement from other insurance companies in situations where MaineCare enrollees or their family members have other primary insurance coverage. According to federal law, Medicaid is always the



## DEPARTMENT OF HUMAN SERVICES

payor of last resort. TPL may seek reimbursement for medical costs already paid by the Medicaid program in situations where a MaineCare member is also covered under a group or family policy, where they have received a casualty insurance settlement as a result of an accident, or as a result of an inheritance or settlement of an estate.

The Division of Policy and Performance develops rules and regulations, defining the scope of coverage, maintains and revises the State Medicaid Plan to incorporate administrative and legislative changes into the Medicaid program, and submits waiver requests to the federal government that support the State's desire to adopt innovative solutions to coverage issues. The division is also home to data reporting.

Work began in 2007 toward the transition of MaineCare to a fiscal agent model of operation. This includes the implementation of a new Medicaid Management Information System (MMIS) to process Maine's Medicaid claims. This system has been named the Maine Integrated Health Management Solution (MIHMS). The system is scheduled to go online in early 2010.

### PROGRAM:

Medicaid was established in 1965 to provide public medical insurance for America's low income citizens, principally those individuals known as "categorically needy" who have also been determined eligible for TANF or SSI income maintenance benefits. Today over 39 million Americans - including 270,000 Maine residents -- receive medical services paid for by Medicaid. Since its inception, Medicaid has grown to include additional vulnerable populations who otherwise would lack access to health care coverage.

The program is a partnership between the state and the federal government. At the federal level, it is administered by the Centers for Medicare & Medicaid Services (CMS). In Maine, the program is called MaineCare and administered by MaineCare Services under the auspices of DHHS. Medicaid services are funded by a complex formula that eventually combines state tax dollars and federal revenues at an approximate 34% state and 66% federal dollar split.

### PUBLICATIONS:

The MaineCare Benefits Manual, All Chapters is available from the Office of MaineCare Services. The cost for the publication, including postage is \$65.00.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MEDICAL SERVICES (HUMAN 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	13,317,530	4,882,780	207,937		8,226,813	
HEALTH BENEFITS	5,089,042	1,942,466	101,264		3,045,312	
RETIREMENTS	2,277,686	864,272	45,891		1,367,523	
OTHER FRINGE BENEFITS	234,171	89,606	4,066		140,499	
COMPUTER SERVICES	26,519,756	5,248,891	43,237		21,227,628	
CONTRACTUAL SERVICES	47,831,681	14,493,612	1,876,142		31,461,927	
RENTS	1,537,841	674,773	4,343		858,725	
COMMODITIES	1,023,464	953,261	2,085		68,118	
GRANTS, SUBSIDIES, PENSIONS	2324,705,540	387,844,071	168,055,231		1768,806,238	
TRANSFER TO OTHER FUNDS	1,708,769		56,849		1,651,920	
<b>TOTAL EXPENDITURES</b>	<b>2424,245,480</b>	<b>416,993,732</b>	<b>170,397,045</b>		<b>1836,854,703</b>	

DEPARTMENT OF HUMAN SERVICES

**OFFICE OF PROGRAMS (HUMAN SERVICES)**

**MURIEL LITTLEFIELD, DEPUTY COMMISSIONER**

TTY: (800) 606-0215

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) 287-5159

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 Multicultural Affairs, and Office of Continuous Quality Improvement for DHHS. Under the direction of the Commissioner, the Deputy Commissioner has overall responsibility for the management of these offices and district services.

**FINANCES, FISCAL YEAR 2009:** 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. 00002660C

Average Count--All Positions: 5.000

Legislative Count: 5.00

**PURPOSE:**

Commission duties include: determining proportion of Drinking Water Program effort dedicated to each type of public water system; evaluating Drinking Water 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 nine members. Eight who represent the interest of the regulated community. The Commissioner of the Department of Health and Human Services, or the designee thereof is the ninth member. 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 at least quarterly.

**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 which may cause 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.

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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.

Legislation enacted in June 1993 created the Maine Public Drinking Water Commission to serve as an oversight board and to represent the interests of the regulated community. The annual drinking water fees currently support the salary and expenses of five full-time employees.

### LICENSES:

n/a

### PUBLICATIONS:

Annual report to the Department of Health and Human Services Commissioner.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	223,255		223,255			
HEALTH BENEFITS	94,392		94,392			
RETIREMENTS	38,779		38,779			
OTHER FRINGE BENEFITS	3,941		3,941			
COMPUTER SERVICES	26,973		26,973			
CONTRACTUAL SERVICES	18,240		18,240			
RENTS	25,955		25,955			
COMMODITIES	325		325			
<b>TOTAL EXPENDITURES</b>	431,860		431,860			

## OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)

### LUCKY HOLLANDER, DIRECTOR OF LEG. RELATION

TTY: (800) 606-0215

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

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005

Established: 1966

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 office oversees constituent services, assuring responses to any constituent inquiry received directly, or through the Governor's or Legislative Offices.

### ORGANIZATION:

In January, 2005, the Office of Public Affairs and Communication was divided into two entities: Legislation Relations and Public and Employee Communications. The staff consists of the Director, Senior Administrative Secretary and the Director of Constituent Services. Each DHHS office director acts as a legislative liaison and works closely with the Director, Legislative Relations in coordinating legislative action.

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### **PROGRAM:**

The director is responsible for monitoring legislation affecting the department, assuring that all offices are aware of legislation affecting their areas and that they develop positions when appropriate that are 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 hearings, work sessions and briefings. This office monitors supplemental budget documents, produces legislatively required reports, convenes work groups, task forces, or committees to promulgate regulations.

This office also addresses constituent concerns that come to the Governor's office, through Legislators, or directly to DHHS.

### **LICENSES:**

n/a

### **PUBLICATIONS:**

n/a

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **HEALTH AND ENVIRONMENTAL TESTING LABORATORY(HUMAN SERVICES)**

### **VACANT ,**

*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: 1Q Unit: 144Y; Citation: T0022 M.R.S.A., Sect. 000000561

### **PURPOSE:**

The purpose of the 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, 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 9% of operations, with federal funds providing approximately 32% due to a significant terrorism preparedness allotment last year and dedicated revenue from fees providing 59%. 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:**

The Health and Environmental Testing Lab is one of the four programs in the Division of Public Health Systems. 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: (1) testing public and private water supplies for chemical and micro-biological contaminants as part of public health and regulatory compliance; (2) identifying infectious diseases; (3) performing a wide range of environmental testing, including radiation and pesticides, and industrial

## DEPARTMENT OF HUMAN SERVICES

pollutants; (4) detecting childhood lead poisoning; (5) forensic testing of drugs for enforcement agencies and highway safety; and (6) providing key 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

### 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 infectious diseases had been permanently under control. Recent developments such as Lyme disease, SARS, West Nile Virus, food outbreaks of e coli H7 0157, hantavirus, AIDS, multiple-drug resistant tuberculosis, massive outbreaks of wild animal rabies, pertussis, norovirus, and recent concerns of pandemic influenza 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 position of coordinating sentinel laboratories in the State's 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.

The environmental sections address direct environmental threats such as contaminated water supplies or chemical spills and also indirect threats such as degraded lake water quality. Each threat poses risk to the environment and public health. Chemists provide an important compliance and enforcement functions and represent data in court. The federal government Safe Drinking Water Act (SDWA) mandates that the State be capable of providing a wide array of analytical capabilities for public water systems. The HETL is able to provide these capabilities with minimal General Fund support through fees. In addition to SDWA testing of public drinking water supplies, the HETL is provides the same quality for private home drinking water at public controlled prices. A mechanism exists for limited fee waived testing for ground water contamination to those of limited means. Extensive use of automated instrumentation and computer interfaces allows state of the art analytical data to be shared confidentially with state agencies for investigations and assessment of Maine's water supplies. Using this surveillance capability, Maine has led the nation in determining many natural and unnatural contamination sources, such as MTBE, arsenic, lead, and uranium. EPA, the National Environmental Laboratory Accreditation Program and the State of Maine accredit this section.

The Forensic Chemistry 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, drug analysis, and OUI-drug testing; the HETL performs most of this testing in Maine. Additionally, the HETL certifies breath alcohol instruments from a position of analytical expertise and forensic neutrality. This section also performs analyses and identification of controlled substances for criminal investigations.

### LICENSES:

Substance Abuse Testing Laboratories  
Blood Alcohol Analysts, OUI-Drug Analysts, Drug Analysts  
Water Testing Laboratories Certifications are under the Division of

## DEPARTMENT OF HUMAN SERVICES

Environmental Health.

### PUBLICATIONS:

Go to [www.maine.gov/dhhs/etl](http://www.maine.gov/dhhs/etl)  
Directory of Laboratory Services  
Water Testing Guide

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF REGIONAL OPERATIONS

### GEOFFREY GREEN, DEPUTY COMMISSIONER

TTY: (800) 606-0215

Central Office: 221 STATE STREET, AUGUSTA, ME 04333

Mail Address: 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX: (207) 287-3005

Established: 1975

Telephone: (207) 287-6613

Reference: Policy Area: 05 ; Umbrella: 1Q Unit: 144R: Citation: T0022 M.R.S.A., Sect. 000000003

Average Count--All Positions: 1161.000

Legislative Count: 1161.00

### PURPOSE:

This account provides funding for the facility-related costs of the department's office locations throughout the State and for the clerical and administrative support functions provided to the department's program operations housed in those offices.

### ORGANIZATION:

The support functions funded by this account have been consolidated into the department's other organizational units. No separate organizational unit exists.

### PROGRAM:

The department maintains 22 local offices throughout the State.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF REGIONAL OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	41,391,140	30,816,920	10,574,220			
HEALTH BENEFITS	17,929,064	13,000,258	4,928,806			
RETIREMENTS	7,229,289	5,387,045	1,842,244			
OTHER FRINGE BENEFITS	779,721	584,067	195,654			
COMPUTER SERVICES	2,498,284	2,044,585	453,699			
CONTRACTUAL SERVICES	5,332,151	5,991,647	659,698			
RENTS	6,192,135	5,275,655	916,480			
COMMODITIES	454,075	330,746	123,329			
GRANTS, SUBSIDIES, PENSIONS	24,914	24,114	800			
TRANSFER TO OTHER FUNDS	457,210	42	457,163			
<b>TOTAL EXPENDITURES</b>	<b>82,287,983</b>	<b>63,455,079</b>	<b>18,832,697</b>			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**

**ROLAND D. MARTIN, COMMISSIONER**  
**PAUL F. JACQUES, DEPUTY 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. 000010051

*Average Count--All Positions:* 302.371

*Legislative Count:* 293.50

*Units:*

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)  
ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)  
ADVISORY BOARD FOR THE LICENSING OF GUIDES  
MAINE OUTDOOR HERITAGE FUND BOARD

DIVISION OF PUBLIC INFORMATION AND EDUCATION  
(IF&W)  
BUREAU OF RESOURCE MANAGEMENT (IF&W)  
BUREAU OF WARDEN SERVICE (IF&W)

**PURPOSE:**

The Department of Inland Fisheries and Wildlife was established to preserve, protect and enhance the inland fisheries and wildlife; to encourage wise use of the resources; to ensure the resources 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 laws and regulations governing fishing, hunting and trapping; the registration and operation of snowmobiles, watercraft, and all-terrain vehicles; propagation and stocking of fish; acquisition of wildlife management areas; safety programs for hunters, snowmobiles, all-terrain vehicles and watercraft, and the issuing of licenses and permits (hunting, fishing, trapping, guide, wildlife possession/importation, as well as many other miscellaneous 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 laws 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 later 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. Warden Service Aviation 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.

The Department also includes several boards and committees, including the Advisory Board for the Licensing of Guides, the Disabled Hunter, Trapper and Angler Advisory Committee, the Advisory Board for the Licensing of Taxidermists, Landowners and Sportsmen Relations Advisory Board, and the Advisory Board for the Licensing of Whitewater Guides.

**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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

vehicles, and hunter/trapper education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules is an important part of the program carried out by the Department. The Commissioner provides copies of abstracts of the inland fisheries and wildlife laws and rules for distribution to the public (Six summaries are updated, printed and distributed, plus migratory bird regulations). The Open Water and Ice Fishing Regulations, upon filing with the Secretary of State, as printed and distributed to the public, are declared to be official consolidations of fishing rules.

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:

The Department has many varied publications including law summaries, books on various species or species groups and several colorful posters of fish and wildlife. Consult the Department's website for a complete list with pricing.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,250,603	9,925,377	1,033,480		3,291,746	
HEALTH BENEFITS	5,613,615	3,943,184	424,562		1,245,869	
RETIREMENTS	3,552,949	2,678,288	223,459		651,202	
OTHER FRINGE BENEFITS	283,876	210,648	20,273		52,955	
COMPUTER SERVICES	1,245,846	1,078,947	98,470		68,429	
CONTRACTUAL SERVICES	5,046,127	2,553,362	1,203,332		1,289,433	
RENTS	1,956,619	1,509,755	158,363		288,501	
COMMODITIES	1,251,994	593,107	197,283		461,604	
GRANTS, SUBSIDIES, PENSIONS	1,548,443	2,482	691,699		854,262	
PURCHASE OF LAND	1,314,124		396,364		917,760	
BUILDING IMPROVEMENTS	332					332
EQUIPMENT	1,387,551	30,000	782,326		424,702	150,523
TRANSFER TO OTHER FUNDS	166,617		129,250		37,367	
<b>TOTAL EXPENDITURES</b>	<b>37,618,696</b>	<b>22,525,150</b>	<b>5,358,861</b>		<b>9,583,830</b>	<b>150,855</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	297,956	295,786	2,170			
HEALTH BENEFITS	82,178	81,645	533			
RETIREMENTS	59,493	59,135	358			
OTHER FRINGE BENEFITS	3,842	3,790	52			
COMPUTER SERVICES	20,387	19,691	696			
CONTRACTUAL SERVICES	197,569	158,230	39,339			
RENTS	11,803	6,605	5,198			
COMMODITIES	9,953	3,085	6,868			
TRANSFER TO OTHER FUNDS	22,764		22,764			
<b>TOTAL EXPENDITURES</b>	<b>705,945</b>	<b>627,967</b>	<b>77,978</b>			



DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**BUREAU OF ADMINISTRATIVE SERVICES (IF&W)**

**VACANT,**

*Central Office:* 284 STATE ST, AUGUSTA, ME

*Mail Address:* 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041

*Established:* 1965

*Telephone:* (207) 287-5202

*Reference: Policy Area: 04 ; Umbrella: 09 Unit: 167 ; Citation: T0012 M.R.S.A., Sect. 000010052*

*Average Count--All Positions:* 23.308

*Legislative Count:* 23.00

**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) information technology (IT), 5) engineering, 6) land acquisition, and 7) 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.

During FY 2006 a Statewide reorganization of administrative functions substantially changed the make-up of Administrative Services. A new entity, the Natural Resources Service Center under the Department of Administrative and Financial Services, was established to provide budget, accounting, human resources and payroll services to all of the Natural Resource Departments within State government. These functions were removed from the Department during that consolidation. In addition, the Office of Information Technology centralized all of the Department's IT functions under a consolidated Natural Resources IT cluster. The licensing and registration, engineering and land acquisition functions were left in Administrative Services.

**PROGRAM:**

Until the reorganization at mid-year 2006, 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. This is now done at the Natural Resource Service Center.

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. These functions are now carried out by the Natural Resource Service Center.

The Licensing Section continues to provide the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registers 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 (now also part of the Natural Resource Service Center) coordinates the purchase of capital equipment and supplies and disperses 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ADMINISTRATIVE SERVICES (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	833,237	833,237				
HEALTH BENEFITS	370,741	370,741				
RETIREMENTS	151,047	151,047				
OTHER FRINGE BENEFITS	16,935	16,935				
COMPUTER SERVICES	1,102,495	1,029,262	73,233			
CONTRACTUAL SERVICES	1,625,895	1,265,663	360,232			
RENTS	352,792	352,042	750			
COMMODITIES	136,132	136,136	-4			
EQUIPMENT	687,278		627,258			60,020
TRANSFER TO OTHER FUNDS	13,776		13,776			
<b>TOTAL EXPENDITURES</b>	<b>5,290,328</b>	<b>4,155,063</b>	<b>1,075,245</b>			<b>60,020</b>

## ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

### MIKE WITTE, CHAIRMAN

*Central Office:* 284 STATE ST. AUGUSTA, ME

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041

*Established:* 1945

*Telephone:* (207) 287-5202

*Reference:* Policy Area: 04 ; Umbrella: 09 Unit: 140 ; Citation: T0012 M.R.S.A., Sect. 10151

#### **PURPOSE:**

To provide advice and consent to the Commissioner of Inland Fisheries and Wildlife on regulation changes necessary for the proper implementation, enforcement and interpretation of any provision of law that the commissioner is charged with the duty of administering.

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 9 times during FY 09.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**ADVISORY BOARD FOR THE LICENSING OF GUIDES**

**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) 287-8094

*Established:* 1975

*Telephone:* (207) 287-5202

*Reference:* Policy Area: 04 ; Umbrella: 09 Unit: 142 ; Citation: T0012 M.R.S.A. Sect. 000007320

**PURPOSE:**

The Advisory Board for the Licensing of Guides was established:

- A. To provide advice and consent regarding rules proposed by the Commissioner;
- B. At the request of the Commissioner, to conduct oral examinations of applicants for guide licenses; and
- C. To advise the Commissioner on granting and revoking guide licenses.

**ORGANIZATION:**

The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:

- A. One subordinate officer of the department designated by the Commissioner;
- B. Two wardens of the department; and
- C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

**PROGRAM:**

The 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE OUTDOOR HERITAGE FUND BOARD**

**CAROL GAY, SECRETARIAT**

*Central Office:* 284 STATE ST., AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX:* (207) 287-8094

*Established:* 1995

*Telephone:* (207) 688-4191

*Reference:* Policy Area: 04 ; Umbrella: 09 Unit: 585 ; Citation: T0012 M.R.S.A. Sect. 000007788

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

### PURPOSE:

The Maine Outdoor Heritage Fund was established by the Legislature in 1995 after it became clear there was insufficient funding for worthwhile projects that would perpetuate Maine's outdoor heritage -- the state's endangered species, wildlife habitat and pristine lands for outdoor recreation. By funding the program solely with revenue from the sale of special Outdoor Heritage lottery tickets, the legislature was able to support financially worthwhile projects without using revenue from the General Fund.

### ORGANIZATION:

The Maine Outdoor Heritage Fund is governed by a board of seven members. The Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Conservation and the Coordinator of the Natural Areas Program are permanent members. With approval from the Legislature, the Governor appoints four citizen members to staggered 4-year terms. One citizen member must represent a state sportsman's organization, one must represent a state wildlife conservation organization and one must work in a field related to natural resources. The Board has hired an executive director on a contractual basis to perform the duties of administering the grants once they are awarded, organizing the application process for grants and coordinating with the Lottery Commission and other state and private organizations.

### PROGRAM:

The Board awards grants semi-annually to natural resource agencies for conservation and recreation projects that meet the guidelines stated in the Outdoor Heritage Fund's Strategic Plan.

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 six months.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE OUTDOOR HERITAGE FUND BOARD	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,413		1,413			
HEALTH BENEFITS	461		461			
RETIREMENTS	432		432			
OTHER FRINGE BENEFITS	27		27			
CONTRACTUAL SERVICES	132,502		132,502			
RENTS	2,022		2,022			
COMMODITIES	32,736		32,736			
GRANTS, SUBSIDIES, PENSIONS	312,610		312,610			
EQUIPMENT	24,587		24,587			
<b>TOTAL EXPENDITURES</b>	<b>506,790</b>		<b>506,790</b>			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DIVISION OF PUBLIC INFORMATION AND EDUCATION  
(IF&W)**

**REGIS TREMBLEY, 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. 000010056*

*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.

**PROGRAM:**

The major programs of the Public Information and Education Division are the Information Center, Media Relations, Public Relations and Marketing, the Safety Division, Educational Outreach, Law book publications, Youth Activities, and the Maine Wildlife Park.

The Information 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. This program publishes The IF&W Insider, the Department's monthly e-newsletter. It also provides feature articles for magazines and periodicals, and utilizes the new technologies of social networking to expand our outreach capabilities. This has allowed IF&W to reach younger, more diverse groups that traditionally are unaware of the Department's mission and programs.

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. The Recreational Safety Program reaches more than 9,000 participants each year using a cadre of more than 500 volunteers and 11 part-time staff.

The Maine Wildlife Park hosted over 90,000 visitors last year. A variety of wildlife and conservation school programs and tours are offered here, reaching well over 3,000 of Maine's school children annually. Teacher workshops are offered statewide using Project WILD 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.

I&E represents the Department at outdoor trade shows and produces and distributes 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 a Department Open House at the Maine Wildlife Park.

The unit has expanded the focus of public outreach to habitat conservation, wildlife and non-game and endangered species, as well as all outdoor recreational activities that thrive on our natural resources.

Maine Fish and Wildlife Magazine went on-line with four quarterly issues focusing primarily on the Department and its projects, programs and personnel.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

Information and Education also provides support to other divisions for video, photography, displays, presentations, and the design, development, and distribution of printed material.

The Division also undertook a Department-wide re-design and re-organization of the website. The Warden Service pages were completed in Phase I, with the IF&W home page to follow.

The youth activities program is designed to expose young people to a variety of outdoor activities. Finally, the division produces multiple law books covering the rules and regulations for hunting and trapping, snowmobiling, ice fishing, open water fishing, boating and ATV's.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	630,704	384,622	173,574		72,508	
HEALTH BENEFITS	257,204	152,345	79,902		24,957	
RETIREMENTS	114,670	70,509	31,648		12,513	
OTHER FRINGE BENEFITS	10,953	6,789	2,567		1,597	
COMPUTER SERVICES	3,252	3,152	100			
CONTRACTUAL SERVICES	451,204	101,308	248,018		101,878	
RENTS	36,524	19,253	16,860		411	
COMMODITIES	159,445	40,659	84,966		33,820	
EQUIPMENT	3,975		3,975			
TRANSFER TO OTHER FUNDS	84,838		81,995		2,843	
<b>TOTAL EXPENDITURES</b>	<b>1,752,769</b>	<b>778,637</b>	<b>723,605</b>		<b>250,527</b>	

## BUREAU OF RESOURCE MANAGEMENT (IF&W)

### KENNETH D. ELOWE, DIR BUR RES MNGMT

Central Office: 284 STATE ST, AUGUSTA, ME 04333-0041

Mail Address: 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 FAX: (207) 287-6395

Established: 1965

Telephone: (207) 287-5261

Reference: Policy Area: 04 ; Umbrella: 09 Unit: 189 ; Citation: T0012 M.R.S.A., Sect. 000010053

Average Count--All Positions: 122.222

Legislative Count: 119.50

#### 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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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. Much of the biologists' time has been utilized in tracking an undue number of illegal, invasive species introductions. They also continue to work with biologists from the hydro industry in assessing needs of fish in the project areas. The regions have also been involved in Comprehensive species management plans which are formulated every five years and guide the overall statewide fisheries management programs. More work has been conducted on many of the state's bass waters. **Propagation of Fish** - The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately 1.3 million salmon and trout are stocked annually. Fish culturists continue to work with DEP staff in order to comply with wastewater discharge licenses.

**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 Natural Resource Protection Act 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. Some of these projects have included statewide hydroacoustic surveys to evaluate smelt populations, habitat improvement projects on streams, radio telemetry studies associated with hydroelectric projects, as well lake trout spawning and northern pike spawning and a special arctic charr study following an illegal smelt introduction. One of our larger statewide projects is study of more than 2000 reaches of wild brook trout streams, and two UM contracted studies on lake whitefish and sea run brook trout.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	5,655,089	2,396,096	534,167		2,724,826	
HEALTH BENEFITS	2,248,950	996,371	211,594		1,040,985	
RETIREMENTS	1,030,693	455,366	92,628		482,699	
OTHER FRINGE BENEFITS	92,491	41,304	9,360		41,827	
COMPUTER SERVICES	31,449	3,436	7,551		20,462	
CONTRACTUAL SERVICES	1,556,058	342,104	362,004		851,950	
RENTS	430,451	187,550	33,984		208,917	
COMMODITIES	545,428	295,384	42,725		207,319	
GRANTS, SUBSIDIES, PENSIONS	1,186,796	2,482	330,052		854,262	
PURCHASE OF LAND	1,314,124		396,364		917,760	
BUILDING IMPROVEMENTS	332					332
EQUIPMENT	285,574		25,559		169,512	90,503
TRANSFER TO OTHER FUNDS	30,458		5,758		24,700	
<b>TOTAL EXPENDITURES</b>	<b>14,407,893</b>	<b>4,720,093</b>	<b>2,051,746</b>		<b>7,545,219</b>	<b>90,835</b>

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**BUREAU OF WARDEN SERVICE (IF&W)**

**JOEL WILKINSON, GAME WARDEN COLONEL**  
**GREGG SANBORN, GAME WARDEN MAJOR**

*Central Office:* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address:* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041

*Established:* 1965

*Reference:* Policy Area: 04 ; Umbrella: 09 Unit: 218 ; Citation: T0012

*Average Count--All Positions:* 132.500

*FAX:* (207) 287-8094

*Telephone:* (207) 287-2766

*M.R.S.A., Sect.* 000010054

*Legislative Count:* 132.00

**PURPOSE:**

The primary function of the Maine Warden Service is to enforce Title 12, Chapters 901-939, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws and recreational vehicle laws (snowmobile and ATV). The Maine Warden Service is, by statute, responsible for searches for persons presumed lost or drowned in the fields, forests and inland waters of the State of Maine. Game Wardens of the Maine Warden Service are uniformed law enforcement officers with full police powers and statewide jurisdiction.

**ORGANIZATION:**

The Maine Warden Service was formally established on March 9, 1880, and was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau of Warden Service currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), a Game Warden Captain, 4 Game Warden Lieutenants, 16 Game Warden Sergeants, 4 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 93 District Game Wardens, 2 Game Warden Specialists, and 2 Deputy Game Wardens. Support services within the Maine Warden Service include a Wildlife Forensics Laboratory, Dive Team, Incident Management Team (for Search and Rescue & Natural Disasters), K-9 Team, Special Investigations Team, Aviation Division, Evidence Response Team, Forensic Mapping Team.

**PROGRAM:**

**Conservation Law Enforcement:** In FY 2009, the Maine Warden Service responded to 18,358 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2009, 3,438 persons were prosecuted and 3,562 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 2009 Game Wardens drove 2,503,798 miles.

**Search and Rescue:** During 2009, the Maine Warden Service responded to 449 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 2009, Maine Warden Service was responsible for assisting with compiling the following data for management purposes: assistance with the administration of fur tagging stations and the administration of big game registration stations.

**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



# DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	6,832,206	6,015,637	322,157		494,412	
HEALTH BENEFITS	2,654,080	2,342,082	132,072		179,926	
RETIREMENTS	2,196,615	1,942,231	98,393		155,991	
OTHER FRINGE BENEFITS	159,627	141,830	8,266		9,531	
COMPUTER SERVICES	88,267	23,408	16,891		47,968	
CONTRACTUAL SERVICES	1,082,903	686,058	61,239		335,606	
RENTS	1,123,027	944,305	99,549		79,173	
COMMODITIES	368,301	117,843	29,992		220,466	
GRANTS, SUBSIDIES, PENSIONS	49,038		49,038			
EQUIPMENT	386,137	30,000	100,947		255,190	
TRANSFER TO OTHER FUNDS	14,781		4,957		9,824	
<b>TOTAL EXPENDITURES</b>	<b>14,954,982</b>	<b>12,243,394</b>	<b>923,501</b>		<b>1,788,087</b>	

JUDICIAL DEPARTMENT

**JUDICIAL DEPARTMENT**

**HON. LEIGH I. SAUFLEY, CHIEF JUSTICE**

Central Office: ..

Mail Address: BOX 4820, PORTLAND, ME 04112-4820

Established: 1820

Telephone: (207) 822-0792

Reference: Policy Area: 06 ; Umbrella: 40 Unit: 274 ; Citation: T0004 M.R.S.A. Sect. 000000001

Average Count--All Positions: 516.500

Legislative Count: 516.50

Units:

ADMINISTRATIVE OFFICE OF THE COURTS

COMMITTEE ON JUDICIAL RESPONSIBILITY AND  
DISABILITY

BOARD OF BAR EXAMINERS

BOARD OF OVERSEERS OF THE BAR

STATE COURT LIBRARY COMMITTEE

SUPERIOR COURT

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE

SUPREME JUDICIAL COURT

DISTRICT COURT FOR THE STATE OF MAINE

**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 15, 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 Branch 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. The Administrative Office of the Courts under the direction of the state court administrator, assists in meeting the operational needs of the courts.

**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 Branch, overseeing key areas of change and improvement.

## JUDICIAL DEPARTMENT

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	23,501,567	22,028,361	259,163		1,214,043	
HEALTH BENEFITS	7,976,070	7,433,231	75,883		466,956	
RETIREMENTS	4,290,215	4,013,524	40,807		235,884	
OTHER FRINGE BENEFITS	431,673	404,631	3,979		23,063	
COMPUTER SERVICES	1,759,359	1,546,466	173		212,720	
CONTRACTUAL SERVICES	21,645,576	19,803,858	801,148		1,040,570	
RENTS	2,277,873	2,209,128	20		68,725	
COMMODITIES	799,002	772,265	4,000		22,737	
GRANTS, SUBSIDIES, PENSIONS	2,557,329	16,008	2,541,321			
EQUIPMENT	250,000	250,000				
INTEREST-DEBT RETIREMENT	4,910,727	4,910,727				
TRANSFER TO OTHER FUNDS	29,017		7,279		21,738	
<b>TOTAL EXPENDITURES</b>	<b>70,428,408</b>	<b>63,388,199</b>	<b>3,733,773</b>		<b>3,306,436</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	23,501,567	22,028,361	259,163		1,214,043	
HEALTH BENEFITS	7,976,070	7,433,231	75,883		466,956	
RETIREMENTS	4,290,215	4,013,524	40,807		235,884	
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TRANSFER TO OTHER FUNDS	29,017		7,279		21,738	
<b>TOTAL EXPENDITURES</b>	<b>70,428,408</b>	<b>63,388,199</b>	<b>3,733,773</b>		<b>3,306,436</b>	

## ADMINISTRATIVE OFFICE OF THE COURTS

### JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

*Central Office:* ..  
*Mail Address:* BOX 4820, PORTLAND, ME 04112 *FAX:* (207) 822-0781  
*Established:* 1975 *Telephone:* (207) 822-0792  
*Reference:* Policy Area:06 ; Umbrella: 4Q Unit: 425 ; Citation: T0004 *M.R.S.A., Sect.* 000000015

#### 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

## JUDICIAL DEPARTMENT

accounting functions; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to act as secretary to the Judicial Conference; submit an Annual Report to the Chief Justice, Legislature and Governor reporting the activities of the preceding fiscal year; maintain liaison with the other branches and agencies of government; prepare and plan for the operation of District and Superior Court clerks' 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF BAR EXAMINERS

**THOMAS J. QUINN, ESQ, CHAIR**  
**DEBORAH FIRESTONE, ESQ, EXECUTIVE DIRECTOR**

*Central Office:* 40 WATER STREET, 2ND FLOOR, HALLOWELL, ME 04347

*Mail Address:* PO BOX 140, AUGUSTA, ME 04332-0140

*Established:* 1899

*FAX:* (207) 622-0059

*Telephone:* (207) 623-2464

*Reference: Policy Area: 06 ; Umbrella: 40 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

## JUDICIAL DEPARTMENT

recommendation of the Supreme Judicial Court, and hold office for terms of 5 years, beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment.

The Board holds two examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect a chair and a secretary who may, but need not be, the same person, and a treasurer. The Board makes rules and regulations relative to the performance and duties of the Board and to the examinations which the Board conducts. 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 moral character 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 2009:** 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:* ..

*Mail Address:* PO BOX 4820, PORTLAND, ME 04112

*Established:* 1981

*Telephone:* (207) 822-0718

*Reference: Policy Area:06 ; Umbrella: 40 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 Coordinator is charged with overseeing the professional functions of the county law libraries. These duties include periodic visits to the libraries and

## JUDICIAL DEPARTMENT

meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of computer-assisted legal research.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE

**DIANE E. KENTY, ESQ., DIRECTOR**

*Central Office:* ..

*Mail Address:* PO BOX 4820, PORTLAND, ME 04112

*FAX:* (207) 822-0781

*Established:* 1996

*Telephone:* (207) 822-0721

*Reference: Policy Area:* 06 ; *Umbrella:* 4Q *Unit:* 589 ; *Citation:* T0004 *M.R.S.A. Sect.* 000000018B

### PURPOSE:

The purpose and objective of the Court Alternative Dispute Resolution Service (CADRES) is to provide an administrative structure that administers and provides court-connected Alternative Dispute Resolution services in Maine.

### ORGANIZATION:

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 administers statewide rosters and supervises the work of mediators and other ADR neutrals. The neutrals provide the actual mediation services as required in each of the State's District and Superior court locations.

### PROGRAM:

CADRES provides alternative dispute resolution (ADR) services - including mediation, arbitration and early neutral evaluation - to the residents of Maine in all courts and all counties. CADRES selects and maintains statewide rosters of neutrals in various types of cases: small claims, family matters, evictions, 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 most contested family matters. In Superior Court, pursuant to Rule 16B of the Maine Rules of Civil Procedure, ADR is required in many types of civil cases. 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.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DISTRICT COURT FOR THE STATE OF MAINE

**HON. ANN M. MURRAY, CHIEF JUDGE**

*Central Office:* 65 STONE STREET, AUGUSTA, ME

*Mail Address:* 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163

*Established:* 1961

*Telephone:* (207) 287-6950

*Reference: Policy Area:* 06 ; *Umbrella:* 4Q *Unit:* 279 ; *Citation:* T0004 *M.R.S.A. Sect.* 000000151

### PURPOSE:

The purpose of the District Court is to serve as a court of general jurisdiction in law and equity for the State, excluding jury trials.

### ORGANIZATION:

The District Court was originally created by the Legislature in 1961 as Maine's Court of limited jurisdiction. The Court's jurisdiction has expanded

## JUDICIAL DEPARTMENT

substantially. In criminal matters, it 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, creating concurrent jurisdiction with the Superior Court. 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.

The District Court is the small claims court (for cases involving not more than \$6,000) 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 36 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. The judges are appointed by the Governor for seven year terms, with the confirmation of the Legislature. Pursuant to Administrative Order, District Court judges may also sit in the Superior Court. In the District Court, judges are assigned by the Chief Judge to sit in any District Court in the State.

### PROGRAM:

Within the District Court, there are administrative units and systems designed to enable the Court to achieve its purposes.

The Family Division of the District Court was established by the Second Session of the 118th Legislature, which enacted 4 M.R.S.A. section 183 as follows: "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 of the following 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 District Court Judges, along with Superior Court Justices, preside over Adult Drug Treatment Court proceedings. The Adult Drug Treatment Courts operate in York, Cumberland, Androscoggin, Penobscot, Hancock, and Washington Counties. Adult Drug Treatment Courts hold criminal offenders accountable and increase the likelihood of successful rehabilitation of offenders through early, continuous and intensive judicially supervised substance abuse treatment and other appropriate rehabilitation services.

The Family Treatment Drug Court is operating within the Maine District Court in the Lewiston-Auburn area, and Central Maine. This federally funded docket works with families in child protection proceedings when substance abuse is a major problem in the family. 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), who are appointed by the Court in part to provide children with a voice in family and child protection matters in the District Court. 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 pending cases.

The Chief Judge of the District Court also appoints all Bail Commissioners and Justices of the Peace.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## JUDICIAL DEPARTMENT

# COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

## H. CABANNE HOWARD, ESQ., EXECUTIVE SECRETARY

*Central Office:* P.O. BOX 8058, PORTLAND, ME 04104-8058

*Mail Address:* PO BOX 8058, PORTLAND, ME 04104-8058

*Established:* 1978

*Reference:* Policy Area:06 ; Umbrella: 40 Unit: 276J ; Citation: J1978 M.R.S.A. Sect. SJC-00109

### PURPOSE:

The Committee on Judicial Responsibility and Disability was created by the Supreme Judicial Court by court order in 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, as set forth in the Code and the Court's order.

### ORGANIZATION:

The Committee on Judicial Responsibility consists of seven members appointed by the Supreme Judicial Court. One member is either an active or active retired justice of the Superior Court, and one is 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 public 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. All of this information is also available on the Committee's website: [www.jrd.maine.gov](http://www.jrd.maine.gov)

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



JUDICIAL DEPARTMENT

**BOARD OF OVERSEERS OF THE BAR**

**JUD KNOX, CHAIR**  
**JACQUELINE M. ROGERS, EXECUTIVE DIRECTOR**

*Central Office:* 97 WINTHROP STREET, AUGUSTA, ME 04330

*Mail Address:* PO BOX 527, AUGUSTA, ME 04332-0527

*Established:* 1978

*FAX:* (207) 623-4175

*Telephone:* (207) 623-1121

*Reference:* Policy Area: 06 ; Umbrella: 40 Unit: 276B; Citation: J1978 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, and the Maine Rules of Professional Conduct (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 and the Maine Rules of Professional Conduct; 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 Annual Report." (free)

"The Grievance Process" (free)

**FINANCES, FISCAL YEAR 2009:** 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

*Telephone:* (207) 822-4174

*Reference:* Policy Area: 06 ; Umbrella: 40 Unit: 278 ; Citation: T0004 M.R.S.A., Sect. 000000101

**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. It's jurisdiction has changed over the years and the Superior Court now has original jurisdiction over all matters (either

## JUDICIAL DEPARTMENT

exclusively or concurrently with the other courts) that are not within the exclusive jurisdiction of the District Court. It is the only court in which civil and criminal jury trials are held. Most appeals from the District and Superior Courts are filed directly to the Law Court. However, justices of the Superior Court conduct de novo trials and hear appeals on questions of law from several types of District Court cases and hear administrative appeals involving governmental agencies.

There are 17 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.

### PROGRAM:

The Chief Justice of the Superior Court working in concert with the Chief Judge of the District Court, assigns Superior Court justices to serve throughout the state on a regionalized schedule. 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.

The Chief Justice of the Superior Court specifies when the Grand Jury shall be summonsed.

The Chief Justice also supervises the Medical Malpractice Pre-litigation Screening Panel program for all medical malpractice cases in the Superior Court.

The Superior Court conducts several types of problem-solving courts in specific locations including: the Adult Drug Treatment Court and a Co-occurring Disorders Court.

**FINANCES, FISCAL YEAR 2009:** 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 sitting as the Law Court is to serve as the final 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 Branch, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Branch. 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

DEPARTMENT OF LABOR

**LAURA FORTMAN, COMMISSIONER**  
**JANE GILBERT, DEPUTY COMMISSIONER**

*Central Office:* 45 COMMERCE CTR DR, AUGUSTA, ME 04330

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:* 1971

*Telephone:* (207) 287-3787

*Reference: Policy Area: 01 : Umbrella: 12 Unit: 158 : Citation: T0026 M.R.S.A., Sect. 000001401A*

*Average Count--All Positions:* 572.615

*Legislative Count:* 571.00

*Units:*

*OFFICE OF THE COMMISSIONER*

*DIVISION OF ADMINISTRATIVE HEARINGS*

*STATE BOARD OF ARBITRATION AND CONCILIATION*

*DIVISION FOR THE BLIND AND VISUALLY IMPAIRED*

*DIVISION OF DEAFNESS*

*ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS*

*BUREAU OF EMPLOYMENT SERVICES*

*BUREAU OF UNEMPLOYMENT COMPENSATION*

*MAINE JOBS COUNCIL*

*BUREAU OF LABOR STANDARDS*

*CENTER FOR WORKFORCE RESEARCH AND INFORMATION*

*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 safety and economic well-being of all individuals and businesses in Maine. The department's purpose (as stated in 26 M.R.S.A. Section 1401-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:**

The Department of Labor, which is comprised of six units, was created in 1971 during a reorganization of state government. The oldest of these units is the Bureau of Labor Standards, which has been functioning since 1873, and provides for safe and fair workplaces. The Bureau of Unemployment Compensation, originally established in 1936, provides economic stability for Maine people impacted by unemployment. The Bureau of Employment Services, functioning since 1974, helps increase workers' skills and matches workers to openings in Maine businesses. The Bureau of Rehabilitation Services, which became part of the department in 1996, provides vocational rehabilitation and independent living services to people with disabilities. The Division of Labor Market Information Services provides statistics and projections on the Maine workforce. The Office of the Commissioner oversees the other units and is the point of contact for customers and stakeholders. Other units included in this report fall under the umbrella of the Department of Labor, but are not considered subsidiary units.

**PROGRAM:**

The long-range goals of the Department of Labor are: to provide accurate and timely benefits to unemployed workers and facilitate their reemployment; to increase employment opportunities for Maine residents; to improve knowledge, skills and abilities, promote lifelong learning and support the independence of Maine residents; to ensure safe and fair treatment of all people on the job; and, to supply Maine businesses and industries with information and resources and connect them with a qualified workforce.

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. Since that time, approximately 20% of the department employees have become involved in a systematic review of department processes. 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 into 2009.

## DEPARTMENT OF LABOR

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,757,468	2,336,066	1,200,384		17,181,047	39,971
HEALTH BENEFITS	7,358,880	722,448	405,709		6,216,175	14,548
RETIREMENTS	3,605,076	377,911	201,421		3,019,196	6,548
OTHER FRINGE BENEFITS	347,429	33,968	17,953		294,574	934
COMPUTER SERVICES	3,684,635	53,395	128,237		3,502,340	663
CONTRACTUAL SERVICES	9,605,896	441,752	323,636		8,760,768	79,740
RENTS	3,166,761	50,034	84,443		3,029,854	2,430
COMMODITIES	473,320	4,858	110,354		356,708	1,400
GRANTS, SUBSIDIES, PENSIONS	337,363,987	6,837,001	377,688		104,961,595	225,187,703
BUILDING IMPROVEMENTS	18,475				18,475	
EQUIPMENT	18,000		18,000			
TRANSFER TO OTHER FUNDS	350,335	-6	9,823		297,393	43,125
<b>TOTAL EXPENDITURES</b>	<b>386,750,262</b>	<b>10,857,427</b>	<b>2,877,648</b>		<b>147,638,125</b>	<b>225,377,062</b>

## OFFICE OF THE COMMISSIONER

**LAURA FORTMAN, COMMISSIONER**  
**JANE GILBERT, DEPUTY COMMISSIONER**

*Central Office:* 45 COMMERCE CTR DR, AUGUSTA, ME

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established:* 1983

*Reference: Policy Area:* 01 ; *Umbrella:* 12 ; *Unit:* 168 ; *Citation:* T0026

*Average Count--All Positions:* 13.000

*FAX:* (207) 287-5292

*Telephone:* (207) 287-3787

*M.R.S.A., Sect.* 000001401A

*Legislative Count:* 13.00

### 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.

### 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.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	553,384	56,307	24,007		473,070	
HEALTH BENEFITS	117,436	4,133	4,619		108,684	
RETIREMENTS	67,777	2,393	2,920		62,464	
OTHER FRINGE BENEFITS	10,203	422	233		9,548	
COMPUTER SERVICES	110,477		1		110,476	
CONTRACTUAL SERVICES	1,291,247	160,884	96,068		1,226,431	
RENTS	278,990		10,597		289,587	
COMMODITIES	60,856		5,103		55,753	
GRANTS, SUBSIDIES, PENSIONS	1,400				1,400	
TRANSFER TO OTHER FUNDS	35,956		-1,109		37,065	
<b>TOTAL EXPENDITURES</b>	<b>2,527,726</b>	<b>224,139</b>	<b>-70,891</b>		<b>2,374,478</b>	

## DIVISION OF ADMINISTRATIVE HEARINGS

### LAURA LEE KLEIN, CHIEF HEARINGS EXAMINER

*Central Office:* 45 COMMERCE CENTER DR, AUGUSTA, ME 04330-9477

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04330-9477 *FAX:* (207) 624-5903

*Established:* 1988 *Telephone:* (207) 287-5953

*Reference:* Policy Area: 01 ; Umbrella: 12 Unit: 183 ; Citation: T0026 M.R.S.A., Sect. 000001082

#### PURPOSE:

The Division of Administrative Hearings is the first level appeal authority for the Maine Unemployment Insurance Program. The division conducts fair hearings for claimants and employers to resolve disagreements with benefit eligibility decisions issued by the Bureau of Unemployment Compensation.

#### ORGANIZATION:

The division is an organizational 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.

#### 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 2009:** 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 board's authority in this area was repealed by legislation enacted this year.

**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 FY2009, requests for board services were higher than in FY2008. In FY2009, 21 requests for services were received, compared with 11 requests in FY2008. 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 FY2009, there were 2 cases carried over from the prior year which required hearing and disposition by the board or other action. Of the 21 filings in FY2009, 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 6 formal Decisions and Awards during FY2009.

In addition to the matters proceeding to hearing and formal Decision and Award, 1 other issue was conciliated with the assistance of board panel members or was settled at the hearing. The board convened to hear 7 matters, 6 concluded by formal Decision and Award and 1 resolved at hearing, 3 less than the number of cases disposed of through the hearing process in FY2008. 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.

**LICENSES:**

None.

**PUBLICATIONS:**

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation Uniform Arbitration Act.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

**DIVISION FOR THE BLIND AND VISUALLY IMPAIRED**

**JOHN MCMAHON, DIRECTOR**

*Central Office:* 45 COMMERCE CTR DR, AUGUSTA, ME

*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX:* (207) 287-5292

*Established:* 1994

*Telephone:* (207) 623-7949

*Reference:* Policy Area: 01 ; Umbrella: 12 Unit: 150 ; Citation: T0026 *M.R.S.A., Sect.* 000001418A

*Average Count--All Positions:* 35.500

*Legislative Count:* 35.50

**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 up to 300 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 282 adults in FY2009.

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.

**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



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**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	<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	1,441,482	359,135	62,693		1,019,654	
HEALTH BENEFITS	541,718	125,966	27,597		388,155	
RETIREMENTS	251,627	59,985	10,898		180,744	
OTHER FRINGE BENEFITS	24,640	5,337	1,260		18,043	
COMPUTER SERVICES	82,836	7,331	2,254		73,251	
CONTRACTUAL SERVICES	323,143	36,679	35,541		250,923	
RENTS	252,326	133	2,326		249,867	
COMMODITIES	66,613	13	23,546		43,054	
GRANTS, SUBSIDIES, PENSIONS	3,715,210	2,178,974	28,942		1,507,294	
BUILDING IMPROVEMENTS	9,237				9,237	
TRANSFER TO OTHER FUNDS	26,646	-6	1,852		24,800	
<b>TOTAL EXPENDITURES</b>	<b>6,735,478</b>	<b>2,773,547</b>	<b>196,909</b>		<b>3,765,022</b>	

## DIVISION OF DEAFNESS

**JOHN SHATTUCK, DIRECTOR**  
**NANCY MELANSON, ASST TO THE DIRECTOR**

TTY: (888) 755-0023

*Central Office:* 45 COMMERCE CTR DR, AUGUSTA, ME

*Mail Address:* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0108 *FAX:* (207) 623-7957

*Established:* 1994

*Telephone:* (207) 623-7957

*Reference: Policy Area:* 01 ; *Umbrella:* 12 *Unit:* 160 ; *Citation:* T0026 *M.R.S.A., Sect.* 000001413

### PURPOSE:

The purpose of the Division of Deafness (DOD) is to ensure equal opportunity for people who are Deaf, hard of hearing, or late deafened to fully participate in, contribute to, and benefit from Maine's community. This is accomplished through contracts that provide individual and systemic advocacy, as well as the provision of telecommunications equipment. The DOD consults with and offers training to state agencies to assist in making state services fully accessible.

The DOD also provides information and referral services and periodicals in support to consumers and providers.

### 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. The Director of the Division reports directly to the Director of the Bureau of Rehabilitation, and is a member of the bureau leadership team.

### 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-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 subject. 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. Also, the division

## DEPARTMENT OF LABOR

provides voluntary identification cards for people who are deaf or hard-of-hearing.

### **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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ADVISORY COUNCIL FOR THE DIVISION OF DEAFNESS**

**JOHN DUNLEAVY, CHAIR**  
**KRISTINE DACH, VICE CHAIR**

TTY: (888) 755-0023

*Central Office:* 45 COMMERCE CTR DR, 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 two-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.

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF EMPLOYMENT SERVICES**

**EDMUND MCCANN, DIRECTOR**

*Central Office:* 45 COMMERCE CENTER DR, AUGUSTA, ME 04330

*Mail Address:* 55 SHS HALLOWELL ANNEX, AUGUSTA, ME 04333

*Established:* 1996

*FAX:* (207) 624-6499

*Telephone:* (207) 623-7996

*Reference: Policy Area:* 01 ; *Umbrella:* 12 *Unit:* 597 ; *Citation:* T0026

*M.R.S.A., Sect.* 000001401A

*Average Count--All Positions:* 140.000

*Legislative Count:* 140.00

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### **PURPOSE:**

The Bureau of Employment Services is the state administrative and oversight entity responsible for Maine Department of Labor employment and training services. BES also is responsible for developing policies, programs and services for the purpose enhancing economic success through workforce development. The BES provides services to workers and employers through the CareerCenter network statewide, in conjunction with partner organizations, and also on the Web.

The BES works closely with other MDOL bureaus and divisions, the Maine Jobs Council, four Local Workforce Investment Boards, education, economic development, employer and community groups to ensure that responsive and high quality services are being delivered through Maine's CareerCenters. This includes employment and training services to help provide a skilled workforce and increased 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 network 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, and other federal funds. The BES, in consultation with the four local workforce boards, the Division of Labor Market Information Services, Bureau of Unemployment Compensation, Bureau of Rehabilitation Services, the Bureau of Labor Standards and other community based service providers including education and economic development partners ensures that workforce services are provided through Maine's CareerCenter network.

### **PROGRAM:**

The Bureau of Employment Services, in consultation with several other organizations, oversees and administers the design and delivery of services aimed at building the workforce of the state and connecting workers with employers. Through the CareerCenter network and on the Web, 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, e-mail and fax resumes and cover letters, search Maine's Job Bank and other internet resources, and pursue 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 laid-off workers. The team gives employees information about training, job opportunities, unemployment benefits, health care, and emergency services.

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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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF EMPLOYMENT SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,592,386	504,064			4,048,351	39,971
HEALTH BENEFITS	1,635,556	108,022			1,512,986	14,548
RETIREMENTS	801,001	58,470			735,983	6,548
OTHER FRINGE BENEFITS	83,971	5,940			77,097	934
COMPUTER SERVICES	562,673	663			561,347	663
CONTRACTUAL SERVICES	1,128,410	58,540	1,733		988,397	79,740
RENTS	1,065,593	8,272			1,054,891	2,430
COMMODITIES	81,457	189	1,609		78,259	1,400
GRANTS, SUBSIDIES, PENSIONS	20,131,790	1,799,886	15,540		16,212,114	2,104,250
TRANSFER TO OTHER FUNDS	43,125					43,125
<b>TOTAL EXPENDITURES</b>	<b>30,125,962</b>	<b>2,544,046</b>	<b>18,882</b>		<b>25,269,425</b>	<b>2,293,609</b>

## BUREAU OF UNEMPLOYMENT COMPENSATION

### LAURA BOYETT, DIRECTOR

*Central Office:* 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259

*Mail Address:* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX:* (207) 287-2305

*Established:* 1980

*Telephone:* (207) 621-5156

*Reference:* Policy Area: 01 ; Umbrella: 12 Unit: 169 ; Citation: T0026 M.R.S.A., Sect. 000001082

*Average Count--All Positions:* 213.615 *Legislative Count:* 212.00

### 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 four divisions and a small administrative unit that report to a bureau director. The largest of the four divisions is the UC Field Services which is responsible for delivering unemployment claim services including claim filing, processing and adjudication functions out of three telephone claim centers. The Program Integrity & Compliance Division houses the bureau's quality control unit and unemployment fraud investigation units, as well as the field tax unit that conducts employment audits to ensure workers are properly covered for unemployment purposes and provides technical assistance to employers. This division also includes a small unit that carries out the delivery of claim services for special unemployment programs. The Internal Operations Division is responsible for all processes associated with banking and the issuance of benefit checks, imaging and records management functions, employer account setup and account maintenance and collections activities. The Division of Administrative Hearings provides dispute resolution for the Maine Unemployment

## DEPARTMENT OF LABOR

Insurance Program when either an employer or individual disagrees with a benefit eligibility decision. Federal funding reporting and financial management activities are performed primarily by the Service Center assigned to the Department of Labor and by working closely with the bureau and deputy bureau directors. The bureau's administrative unit provides liaison activities with the program's federal partners, implements state and federal legislative initiatives, responds to constituent matters and provides support to the divisions and bureau director in program-related matters.

### **PROGRAM:**

Unemployment compensation workloads encompassed a wide variety of claim processing activities during FY2009. 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, the Disaster Unemployment Assistance program (DUA) and from the federal Trade Readjustment Allowances (TRA) program. Additionally as a result of a severe economic downturn experienced over this fiscal year, the bureau processed claims and paid benefits through additional federally funded and stimulus funded benefit programs including the Emergency Unemployment Compensation 2008 program, Federal Additional Compensation Program and a fully federally funded Extended Benefit program.

The Reemployment Eligibility & Assessment Review program, 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 reviewed a random selection of active claims 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 bureau worked in collaboration with Maine Revenue Services to collect Unemployment, State withholding and Competitive Skills Scholarship taxes from employers and to collect and maintain wage information for all workers in covered employment. Additionally, the 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. Particular emphasis was placed on auditing the construction industry to address worker misclassification issues.

During FY2009, the Unemployment Compensation Bureau primarily focused on responding to a significant rise in unemployment and corresponding claim and appeal workloads as a result of a severe economic recession. Additional claims staff was hired to better respond to service demand which had increased over 100% from the previous year.

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 FY2009, Maine's Trust Fund remained one of the top 5 most stable trust funds in the country while maintaining one of the lowest unemployment insurance tax rates nationally. This was in marked contrast to most states who are grappling with trust fund solvency issues. 23 states are currently borrowing funds to pay unemployment benefits.

### **LICENSES:**

None.

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**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF UNEMPLOYMENT COMPENSATION	<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	7,206,506	-711	567		7,206,650	
HEALTH BENEFITS	2,551,027	487	-605		2,551,145	
RETIREMENTS	1,252,235	205	-694		1,252,724	
OTHER FRINGE BENEFITS	113,843	19	-46		113,870	
COMPUTER SERVICES	2,599,924		38,657		2,561,267	
CONTRACTUAL SERVICES	5,463,776		11,960		5,451,816	
RENTS	815,346				815,346	
COMMODITIES	133,547		2,036		131,511	
GRANTS, SUBSIDIES, PENSIONS	304,577,544				81,494,091	223,083,453
TRANSFER TO OTHER FUNDS	125,346		321		125,025	
<b>TOTAL EXPENDITURES</b>	<b>324,839,094</b>		<b>52,196</b>		<b>101,703,445</b>	<b>223,083,453</b>

## MAINE JOBS COUNCIL

### GARRET OSWALD, CHAIR

*Central Office:* 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259

*Mail Address:* 120 STATE HOUSE STATION, AUGUSTA, ME 04333-0120

*Established:* 1998

*Telephone:* (207) 612-5087

*Reference: Policy Area:* 01 ; *Umbrella:* 12 *Unit:* 605 ; *Citation:* T0026 *M.R.S.A., Sect.* 000002006

#### **PURPOSE:**

The Maine Jobs Council was created in 1997 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, seven subcommittees are established to address the workforce development issues related to: people with disabilities, women, apprenticeship, older workers, business & industry, school to work initiatives and CareerCenter service delivery. The Department of Labor and the Department of Education jointly administer the Maine Jobs Council.

#### **PROGRAM:**

The council's strategies are to 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.

#### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

**BUREAU OF LABOR STANDARDS**

**WILLIAM PEABODY, DIRECTOR**  
**LESLIE MANNING, DEPUTY DIRECTOR**

*Central Office:* 45 COMMERCE CTR DR, AUGUSTA, ME

*Mail Address:* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045      *FAX:* (207) 624-6449

*Established:* 1973

*Telephone:* (207) 623-7925

*Reference: Policy Area:* 01 ; *Umbrella:* 12 *Unit:* 170 ; *Citation:* T0026      *M.R.S.A., Sect.* 000000041

*Average Count--All Positions:* 48.000

*Legislative Count:* 48.00

**PURPOSE:**

The Bureau of Labor Standards enforces State laws regulating the employment of minors and the payment of wages; State laws established for the protection of the health and safety of workers; and those enacted for the protection of working people in general. This includes the review and approval of employer substance abuse testing policies. The bureau also has significant resources to encourage and support employers in compliance with state and federal labor laws.

**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 publications, and website presence. 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 worker 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, which functions as the bureau's and department's information center, assists callers, distributes brochures, maintains the video library, registers customers for classes, and processes work permits, labor complaints, and statistical surveys.

The Wage and Hour Division enforces State laws relating to employment including, but not limited to, child labor, equal pay, minimum wage, overtime, nonpayment of wages, and severance pay. It investigates all complaints alleging violations

## DEPARTMENT OF LABOR

of these laws. In addition, the division approves employer drug-testing policies 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 that 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.

Report on activities under the Substance Abuse Testing Act, annual, free.

Schedule of SafetyWorks! classes, twice yearly, free.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,884,766	436,881	1,084,116		363,769	
HEALTH BENEFITS	680,181	146,125	374,098		159,958	
RETIREMENTS	331,664	77,122	188,298		66,244	
OTHER FRINGE BENEFITS	31,204	6,025	16,505		8,674	
COMPUTER SERVICES	130,461	18,788	87,326		24,347	
CONTRACTUAL SERVICES	496,398	67,264	357,188		71,946	
RENTS	156,260	41,009	92,314		22,937	
COMMODITIES	83,323	2,337	78,059		2,927	
GRANTS, SUBSIDIES, PENSIONS	148,748		148,206		542	
EQUIPMENT	18,000		18,000			
<b>TOTAL EXPENDITURES</b>	<b>3,961,005</b>	<b>795,551</b>	<b>2,444,110</b>		<b>721,344</b>	

## CENTER FOR WORKFORCE RESEARCH AND INFORMATION

### JOHN DORRER, DIRECTOR

Central Office: 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259

Mail Address: 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

Established: 1996

Telephone: (207) 621-5179

Reference: Policy Area:01 ; Umbrella: 12 Unit: 594 ; Citation: T0026 M.R.S.A., Sect. 000001401A

### PURPOSE:

The Center for Workforce Research and Information collects, analyzes and reports on the state and direction of the labor market to assist Maine jobseekers, employers, policymakers, economic developers, education, training planners, and career guidance experts in making 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.



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### ORGANIZATION:

The program activities involve data collection, sophisticated research techniques and detailed 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 Bangor Metropolitan Statistical Areas. Wages by industry are estimated for production workers in manufacturing for Maine. 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 provided annually for nearly 800 occupations covering the state, five metropolitan areas, two other sub-state regions and 16 counties. Every two years, occupational employment projections are made for the state and seven sub-state areas. In addition, wage surveys are conducted in pulpwood and logging and for selected fruit and vegetables.

**Labor Market Information Services:** Information is provided concerning Maine labor markets for the state and sub-state areas. Staff are located at in Augusta 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. Workforce 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.maine.gov/labor/lmis/>).

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2009:** 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:* 2ND FL, ELKINS BLDG, 19 ELKINS, 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:* 5.500

*FAX:* (207) 287-4416

*Telephone:* (207) 287-2015

*M.R.S.A., Sect.* 000000968

*Legislative Count:* 5.50

**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 System 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

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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 FY2009, 15 voluntary or joint agreements relative to bargaining units were received, down from 24 in the prior fiscal year. During FY2009, 13 unit determination or clarification petitions were filed, compared with 7 such filings in FY2008.

There were 13 election requests received by the board in FY2009. In addition to this, the board received 4 decertification/certification requests but no straight decertification election requests. With respect to election activities, there were 22 election requests in all requiring attention during the fiscal year; this compares with 28 requests in FY2008 and 39 in FY2007. In all, board officials conducted 15 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 39, compared with 40 last year. There were 16 carry-over matters from the FY2008 filings which required mediation activity in FY2009. 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 FY2009 decreased to 72.1 percent for mediations, including carry-overs, concluded in FY2009.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Nine (9) fact-finding requests were filed in FY2009, up from 4 in FY2008. The range in Fiscal Years 2004 through 2009 has been a low of 9 filings in FY2009 to a high of 13 in FY2007.

The Board received 16 prohibited practice complaints in FY2009. This compares to 5 in FY2008. 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 post-hearing 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://www.maine.gov/mlrb>)

### LICENSES:

None.

### PUBLICATIONS:

The Municipal Public Employees Labor Relations Law

The State Employees Labor Relations Act

The University of Maine System Labor Relations Act

The Judicial Employees Labor Relations Act

The Rules and Procedures of the Maine Labor Relations Board

Index and Abstracts of MLRB Prohibited Practice and Representation

Appeals Decisions, 1973-88

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**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	304,074	275,074	29,000			
HEALTH BENEFITS	96,859	96,859				
RETIREMENTS	61,389	61,389				
OTHER FRINGE BENEFITS	3,317	3,317				
COMPUTER SERVICES	8,894	8,894				
CONTRACTUAL SERVICES	23,081	11,130	11,951			
RENTS	400		400			
COMMODITIES	2,319	2,319				
TRANSFER TO OTHER FUNDS	8,740		8,740			
<b>TOTAL EXPENDITURES</b>	509,073	458,982	50,091			

## PANEL OF MEDIATORS

### MARC P. AYOTTE, EXECUTIVE DIRECTOR

*Central Office:* 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME

*Mail Address:* 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX:* (207) 287-4416

*Established:* 1976

*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 nine members on the Panel of Mediators.

#### PROGRAM:

This fiscal year, the number of new requests for mediation services decreased slightly from the level experienced last year. New mediation requests received during FY2009 numbered 40 (39 last year). In addition, there were 16 matters carried over from FY2008 that required mediation activity in FY2009. Thus, the number of matters filed, pending, and requiring attention in FY2009 reached a total of 55, down from 61 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 72.1% for matters concluded this year, including those carried forward from FY2009. The settlement rate for the past several fiscal years has exceeded 70% of the matters mediated.

This year, despite having achieved a 96% settlement rate over several years, only one request for preventive mediation services was received. The dispute was resolved. Upon the joint request of the parties, members of the panel train bargaining team members at the outset of negotiations and then facilitate

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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 2009:** 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:* AUGUSTA, AUGUSTA, ME

*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. The board also hears appeals of Bureau of Labor Standards enforcement actions by regulated parties.

### **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 four times to review and propose regulations for adoption and otherwise assist the bureau's enforcement activities. The board held no formal appeal hearings.

### **LICENSES:**

None.

### **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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

**BUREAU OF REHABILITATION SERVICES**

**JILL DUSON, DIRECTOR**

**PENNY PLOURDE, DIVISION DIRECTOR**

TTY: (800) 749-5356

Central Office: 45 COMMERCE CTR DR, AUGUSTA, ME

Mail Address: 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 FAX: (207) 624-5950

Established: 1994

Telephone: (207) 623-7942

Reference: Policy Area:01 ; Umbrella: 12 Unit: 152 ; Citation: T0026 M.R.S.A., Sect. 000001412C

Average Count--All Positions: 117,000

Legislative Count: 117.00

**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.

Working in partnership with the Maine Department of Labor and the rehabilitation services community, the Bureau of Rehabilitation Services administers state and federal rehabilitation services for people with disabilities through three primary service divisions including: 1) the Division of Vocational Rehabilitation (DVR); 2) the Division for the Blind and Visually Impaired (DBVI), and 3) the Division of Deafness (DOD).

**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 provides a comprehensive program of rehabilitation, employment and independent living services focused on persons with disabilities. 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.

**LICENSES:**

None.

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**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REHABILITATION 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	4,774,869	705,316			4,069,553	
HEALTH BENEFITS	1,736,102	240,855			1,495,247	
RETIREMENTS	839,385	118,348			721,037	
OTHER FRINGE BENEFITS	80,251	12,909			67,342	
COMPUTER SERVICES	189,370	17,719			171,651	
CONTRACTUAL SERVICES	879,840	107,256	1,330		771,254	
RENTS	597,845	619			597,226	
COMMODITIES	45,204				45,204	
GRANTS, SUBSIDIES, PENSIONS	8,789,296	2,858,141	185,000		5,746,155	
BUILDING IMPROVEMENTS	9,238				9,238	
TRANSFER TO OTHER FUNDS	110,523		19		110,504	
<b>TOTAL EXPENDITURES</b>	<b>18,051,923</b>	<b>4,061,163</b>	<b>186,349</b>		<b>13,804,411</b>	

## MAINE UNEMPLOYMENT INSURANCE COMMISSION

### TONY PEVERADA, CHAIR

*Central Office:* 45 COMMERCE DRIVE, AUGUSTA, ME

*Mail Address:* 57 STATE HOUSE STATION, AUGUSTA, ME 04332-0057 *FAX:* ( ) -

*Established:* 1936

*Telephone:* (207) 623-6787

*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 part by telephone in response to budgeting constraints. However, when warranted by caseload or complexity, in person hearings were held 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

## DEPARTMENT OF LABOR

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 2009:** 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**

**JOHN R. BARDEN, DIRECTOR**

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: 14.000

Legislative Count: 14.00

**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. As State Law Librarian, the Director 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 Director 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 Library also participates in the digitization of Maine legal and legislative materials, both directly and through cooperative endeavors with other institutions.

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. The Library also contributes information about journals and newspapers in the collection to a state-wide online listing.

**PUBLICATIONS:**

\*INTERNET SITE - <http://legislature.maine.gov/lawlib/>

\*Library Briefs (newsletter)

\*Legisbrief Cumulative Index

\*Maine State Law and Legislative Reference Library (pamphlet)

\*Where to Find Our Library Website (pamphlet)

\*How to Find Law Review Articles (pamphlet)

\*Resource Sharing (pamphlet)

\*How to Find Newspapers and Clippings (pamphlet)

\*How to Find Books (pamphlet)

\*Maine Education Finance Studies (bibliography)

\*Maine Economic Development and Policy: Studies and Reports 1929-2006 (bibliography)

## LAW AND LEGISLATIVE REFERENCE LIBRARY

- \*Legal Resources for Non-Lawyers: Disabilities, Discrimination and Rights In the Workplace (bibliography)
- \*Legal Sources for Non-Lawyers: Divorce and Domestic Relations (bibliography)
- \*Consolidation and Regionalization Studies and Reports on Maine Schools (bibliography)
- \*Maine Tax Studies and Reports (bibliography)
- \*Compiled Legislative Histories (on major issues)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	705,915	705,915				
HEALTH BENEFITS	207,458	207,458				
RETIREMENTS	122,617	122,617				
OTHER FRINGE BENEFITS	11,361	11,361				
COMPUTER SERVICES	5,493	5,493				
CONTRACTUAL SERVICES	347,043	347,043				
COMMODITIES	26,824	26,824				
<b>TOTAL EXPENDITURES</b>	1,426,711	1,426,711				

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	705,915	705,915				
HEALTH BENEFITS	207,458	207,458				
RETIREMENTS	122,617	122,617				
OTHER FRINGE BENEFITS	11,361	11,361				
COMPUTER SERVICES	5,493	5,493				
CONTRACTUAL SERVICES	347,043	347,043				
COMMODITIES	26,824	26,824				
<b>TOTAL EXPENDITURES</b>	1,426,711	1,426,711				

## LEGISLATIVE DEPARTMENT

### LEGISLATURE

#### **ELIZABETH H. MITCHELL, PRESIDENT OF THE SENATE HANNAH M. PINGREE, 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:* 183.873

*Legislative Count:* 146.50

**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 124th Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 124th 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 Joint Rules and the Government Oversight Committee.

**PROGRAM:**

The First Regular Session of the 124th Legislature was convened on December 3, 2008 and adjourned sine die on June 13, 2009.

In the First Regular Session, the Legislature considered 1,496 legislative instruments, including bills, resolves, constitutional resolutions and initiated bills. 487 bills, 142 Resolves and 1 Constitutional Resolution were chaptered into law. The Governor vetoed 1 bill, which was sustained by the Legislature. Pursuant to Joint Order, 88 items before the First Regular Session of the 124th Legislature were held over to the Second Regular Session.

**PUBLICATIONS:**

\*INTERNET SITE - <http://www.maine.gov/legis>

\*SENATE AND HOUSE REGISTERS - (published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules and Committee Rosters.

\*HOUSE AND SENATE ROSTER and Seating Arrangement - (published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos.

\*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through

## LEGISLATIVE DEPARTMENT

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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was  
 generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,600,888	12,598,578	2,310			
HEALTH BENEFITS	5,099,882	5,099,882				
RETIREMENTS	1,735,416	1,735,416				
OTHER FRINGE BENEFITS	204,256	204,256				
COMPUTER SERVICES	669,900	669,900				
CONTRACTUAL SERVICES	3,213,481	3,206,574	6,907			
RENTS	42,598	42,598				
COMMODITIES	105,895	105,895				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	26,135	26,135				
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	372		372			
<b>TOTAL EXPENDITURES</b>	<b>23,898,093</b>	<b>23,888,504</b>	<b>9,589</b>			



**Elizabeth H. Mitchell**  
*President of the Senate*

**Hannah M. Pingree**  
*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 for legislators, legislative committees and commissions. As part of this role the Office analyzes the Governor's budget and other appropriation requests, reviews all bills and amendments for their fiscal impacts to provide projections of revenue and expenditures and monitors agency financial status (including transfers of funds).

The Office also provides staff support to the Joint Standing Committee on Appropriations and Financial Affairs, the Joint Standing Committee on Taxation, the Joint Standing Committee on Transportation (for fiscal matters only) and other legislative committees as assigned. Currently, the Director of the Office and one of the Office's Principal Analysts represent the Legislature on the Revenue Forecasting Committee, which was 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. It is led by a director who is appointed by the Legislative Council for a 3-year term and is staffed by eight other professional staff and two administrative positions.

**PUBLICATIONS:**

\*INTERNET SITE - <http://www.legislature.maine.gov/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)

"The Budget Process" (Updated biennially; free; available upon request)

"The Fiscal Note Process: An Overview" (Updated biennially; free; available upon request)

\*Fiscal News (Posted monthly; free; available upon request)

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF POLICY AND LEGAL ANALYSIS**

**PATRICK T. NORTON, 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, nonpartisan policy and legal 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

## LEGISLATIVE DEPARTMENT

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 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 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.

"Legislative Digest of Bill Summaries and Enacted Laws", published within 30 days after adjournment of each regular session of the Legislature.

\*Legislative Study Reports on various topics, published each year

\*INTERNET SITE - <http://www.maine.gov/legis/opla>

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF THE REVISOR OF STATUTES

### SUZANNE GRESSER, PRINCIPAL ATTORNEY

*Central Office:* STATE HOUSE - FIRST FLOOR, AUGUSTA, ME

*Mail Address:* 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007

*Established:* 1928

*Telephone:* (207) 287-1650

*Reference:* Policy Area:00 ; Umbrella: 3Q Unit: 263R; Citation: T0003 M.R.S.A., Sect. 000000161

### PURPOSE:

The Office of the Revisor of Statutes was originally created in 1928 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:  
[revisor.office@legislature.maine.gov](mailto:revisor.office@legislature.maine.gov)

## LEGISLATIVE DEPARTMENT

### **PUBLICATIONS:**

\*INTERNET SITE - <http://legislature.maine.gov/ros/publications.htm>

"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://legislature.maine.gov/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. <http://legislature.maine.gov/ros/lom/lomdirectory.htm>

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 publications website and hard copies are available to the public for a nominal fee.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION**

### **HANNAH M. PINGREE, SPEAKER OF THE HOUSE**

*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 2009:** 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: 3Q Unit: 519 ; Citation: T0003 M.R.S.A., Sect. 000000901A

#### PURPOSE:

The State House and Capitol Park Commission was created in 1988 (Chapter 816, P.L. 1987) to develop and recommend a plan for the preservation and development of the aesthetic and historical integrity of the State House and its immediate grounds and to work in cooperation with the Capitol Planning Commission to coordinate planning and specific projects. The Commission's jurisdiction was extended in 1989 to include Capitol Park.

#### ORGANIZATION:

The State House and Capitol Park Commission comprises 11 voting members and 5 ex officio members as follows: voting members include the Director of the Maine Historic Preservation Commission; six members of the public (4 of whom are appointed jointly by the Speaker of the House and the President of the Senate, and 2 by the Governor); the Governor, Speaker of the House, President of the Senate or their representatives; and the Director of the State House and Capitol Park Commission.

Ex officio, non-voting members include the Director of the Maine State Museum; the Director of the Maine Arts Commission, the Director of the Bureau of General Services; the Chair of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

#### PROGRAM:

The Commission 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	27,733	27,733				
TOTAL EXPENDITURES	27,733	27,733				

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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	SPECIAL REVENUE FUND	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
CONTRACTUAL SERVICES	218,998	218,998			
TOTAL EXPENDITURES	218,998	218,998			

COMMISSION ON UNIFORM STATE LAWS

BRUCE A. COGGESHALL, CHAIRPERSON

Central Office: ONE MONUMENT SQUARE, PORTLAND, ME 04101-1110

Mail Address: ONE MONUMENT SQUARE, PORTLAND, ME 04101-1110 FAX: (207) 791-1350

Established: 1955

Telephone: (207) 791-1100

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 developed and adopted by the Conference which have great value to the several

## LEGISLATIVE DEPARTMENT

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 State 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 or at NCCUSL.ORG.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
CONTRACTUAL SERVICES	12,000	12,000			
TOTAL EXPENDITURES	12,000	12,000			

## OFFICE OF LEGISLATIVE INFORMATION SERVICES

### PAUL E. MAYOTTE, DIRECTOR

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

*Mail Address:* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-115 *FAX:* (207) 287-2557

*Established:* 1996

*Telephone:* (207) 287-1625

*Reference:* Policy Area:00 ; Umbrella: 3Q Unit: 263I ; Citation: T0003 M.R.S.A., Sect. 000000162

### PURPOSE:

The Legislative Council's Office of Legislative Information Services provides support services to all Legislative Offices in the areas of information technology and provides legislative information to the public.

### 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 2009, the Office of Legislative Information Services (LIS) completed the implementation of a system to track and report the status of bills. Minor adjustments and enhancements were made during the legislative session.

Software enhancements and upgrades were made to the Bill Drafting System for the Revisor's Office. Among others were the integration to the Bill Status System and improvements to document production management.

Software enhancements and upgrades were also made to the Fiscal Notes application used by the Office of Fiscal and Program Review. This included the integration to the Bill Status System and improvements in the user interface.

A project to reduce the number of servers using virtual server technology was well underway with 6-7 servers being done. Server consolidation will continue into the next fiscal year with completion expected in the second quarter.

The replacement of the final system remaining on an older server began and work will continue into the next fiscal year.

The Office of Information Services assisted the House of Representatives with the implementation of a member information system. Piloted last fiscal

## LEGISLATIVE DEPARTMENT

year, the system reduces the amount of paper used by members in the House Chamber.

### **PUBLICATIONS:**

\*INTERNET SITE - <http://www.state.me.us/legis/lis/>

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SENATE**

### **ELIZABETH H. MITCHELL, PRESIDENT OF THE SENATE JOY J. O'BRIEN, SECRETARY OF THE SENATE**

*Central Office:* STATE HOUSE, AUGUSTA, ME 04333-0003

*Mail Address:* 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003

*Established:* 1820

*Telephone:* (207) 287-1540

*Reference:* Policy Area:00 ; Umbrella: 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 M.R.S.A., Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

### **PROGRAM:**

The Second Confirmation Session of the 123rd Maine Legislature convened on Wednesday, August 20, 2008. During this session, the Senate considered 21 Gubernatorial Nominations. Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 124th Maine Legislature convened on Wednesday, December 3, 2008 and met for 57 legislative days.

During this session, the Senate considered 1,496 Legislative Documents, 50 Senate-sponsored Joint Resolutions/Orders and 53 Gubernatorial Nominations. The Senators submitted 350 proposed Amendments to the Secretary of the Senate for

## LEGISLATIVE DEPARTMENT

reproduction prior to consideration by the Senate. After completing all its business, the Senate adjourned sine die at 2:16 a.m. on Saturday, June 13, 2009.

The Second Regular Session of the 124th Maine Legislature will convene on Wednesday, January 6, 2010.

### **PUBLICATIONS:**

\*SENATE INTERNET SITE - <http://www.legislature.maine.gov/senate> (most information below is also available at the Legislature web site).  
\*SENATE ADVANCE JOURNAL AND CALENDAR -  
<http://www.legislature.maine.gov/senate/Documents/calendar/htframe.htm>  
(available daily, free of charge, when the Senate is in session).  
\*LEGISLATIVE PUBLIC HEARING SCHEDULES -  
<http://www.legislature.maine.gov/senate/Documents/hearing/ANPHFrame.htm>  
(available weekly, free of charge, during regular sessions).  
\*SENATE AND HOUSE REGISTER - (also see listing under "Legislature").  
\*HOUSE AND SENATE ROSTER AND SEATING ARRANGEMENT - (also see listing under "Legislature").  
\*LEGISLATIVE RECORD -  
<http://www.legislature.maine.gov/senate/Records/record122nd.htm> (also see listing under "Legislature").

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **HOUSE OF REPRESENTATIVES**

**HANNAH M. PINGREE, 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:* 30 *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 124th Maine Legislature on Wednesday, December 3, 2008 and adjourned from its First Regular Session on Saturday, June 13, 2009 at 2:09 a.m. During the First Regular Session there were 1,004 House-sponsored Legislative Documents, 30 House Orders, 24 House-sponsored Joint Orders, and 20 House-sponsored Joint Resolutions considered. House members submitted 96 House Floor Amendments and 487 Committee Amendments to the Clerk for reproduction.

Pursuant to Article IV, Part Third, Section 1 of the Constitution of the State of Maine, the Second Regular Session of the 124th Maine Legislature will convene on Wednesday, January 6, 2010.

### PUBLICATIONS:

- \*HOUSE INTERNET SITE - <http://janus.state.me.us/house>
- \*HOUSE ADVANCE JOURNAL AND CALENDAR-Available 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 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 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE COUNCIL

**HANNAH M. PINGREE, 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:* 183.873

*Legislative Count:* 146.50

### PURPOSE:

The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in statute (3 MRSA Section 162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. They include approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; and allocation of work to legislative committees when the Legislature is not in session.

The Council also appoints the directors of the nonpartisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review, Policy and Legal Analysis and Legislative Information Services. 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,600,888	12,598,578	2,310			
HEALTH BENEFITS	5,099,882	5,099,882				
RETIREMENTS	1,735,416	1,735,416				
OTHER FRINGE BENEFITS	204,256	204,256				
COMPUTER SERVICES	669,900	669,900				
CONTRACTUAL SERVICES	2,954,750	2,947,843	6,907			
RENTS	42,598	42,598				
COMMODITIES	105,895	105,895				
GRANTS, SUBSIDIES, PENSIONS	199,265	199,265				
EQUIPMENT	26,135	26,135				
INTEREST-DEBT RETIREMENT	5	5				
TRANSFER TO OTHER FUNDS	372		372			
<b>TOTAL EXPENDITURES</b>	<b>23,639,362</b>	<b>23,629,773</b>	<b>9,589</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: 1973

Telephone: (207) 287-1615

Reference: Policy Area:00 ; Umbrella: 3Q 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 2009:** 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:* 179.000

*Legislative Count:* 166.50

*Units:*

*DIVISION OF ADMINISTRATIVE SERVICES*

*BUREAU OF MARINE PATROL*

*ADVISORY COUNCIL (TO MARINE RESOURCES)*

*BUREAU OF RESOURCE MANAGEMENT*

*DIVISION OF COMMUNITY RESOURCE DEVELOPMENT*

*BUREAU OF SEA RUN FISHERIES AND HABITAT*

**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, Shellfish and Recreational Fisheries, as well as Commercial 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.

## DEPARTMENT OF MARINE RESOURCES

Significant fisheries management issues have occupied large amounts of time by the commissioner and staff involving both the New England Fisheries Management Council and the Atlantic States Marine Fisheries Commission. The fisheries involved include: lobster, herring, groundfish, shrimp, striped bass, menhaden, herring, scallops, mahogany quahogs, and others. The scallop and groundfish plans as put forth by the New England council have caused significant concern with regard to the impact they would have on Maine's fishing fleet. Much energy has gone into guiding the process so that both fisheries management objectives and maintenance of the fleet could be attained. There will be continued demands on agency time to participate in development of federal and interjurisdictional fisheries management plans. The Department has specific regulation authority to place immediate restrictions on emerging new fisheries. The Department gathers both commercial and recreational 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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,460,036	4,357,069	1,963,048		2,139,919	
HEALTH BENEFITS	3,347,270	1,707,802	810,694		828,774	
RETIREMENTS	1,800,416	1,005,777	384,770		409,869	
OTHER FRINGE BENEFITS	170,046	95,602	35,864		38,580	
COMPUTER SERVICES	434,719	369,838	32,702		32,179	
CONTRACTUAL SERVICES	3,878,484	1,288,234	1,486,033		1,104,217	
RENTS	884,748	562,510	99,445		222,793	
COMMODITIES	1,074,137	374,949	440,050		259,138	
GRANTS, SUBSIDIES, PENSIONS	740,409	60	36,400		703,949	
BUILDING IMPROVEMENTS	47,855		11,450		36,405	
EQUIPMENT	14,480		6,980		7,500	
TRANSFER TO OTHER FUNDS	392,147		210,669		181,478	
<b>TOTAL EXPENDITURES</b>	<b>21,244,747</b>	<b>9,761,841</b>	<b>5,518,105</b>		<b>5,964,801</b>	

## DIVISION OF ADMINISTRATIVE SERVICES

**DAVID ETNIER, DEPUTY COMMISSIONER**  
**JUDY MOODY, FINANCIAL ANALYST, NRSC**

Central Office: BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME

Mail Address: 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 FAX: (207) 624-6024

Established: 1978

Telephone: (207) 624-6550

Reference: Policy Area: 04 : Umbrella: 13 Unit: 188A; Citation: T0012 M.R.S.A., Sect. 000006021

Average Count--All Positions: 16,000

Legislative Count: 16,000

### 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 responsibilities include receiving fees from approximately thirty-seven types of licenses and permits. Detailed records are maintained on all licenses, statistics on landings, management, special information and federal/state programs.

## DEPARTMENT OF MARINE RESOURCES

Duties include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; statistics; and contact with central service agencies.

### ORGANIZATION:

The Division provides service to the Department in 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. The Division provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, and assists in preparing strategic plans, licensure, and processes of the Department.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	917,437	453,166	398,835		65,436	
HEALTH BENEFITS	335,086	151,010	174,628		9,448	
RETIREMENTS	139,863	69,180	70,683			
OTHER FRINGE BENEFITS	21,653	13,419	6,891		1,343	
COMPUTER SERVICES	360,235	330,430	29,805			
CONTRACTUAL SERVICES	1,144,299	720,615	421,956		1,728	
RENTS	14,629	14,225	368		36	
COMMODITIES	74,370	8,038	66,332			
EQUIPMENT	6,980		6,980			
TRANSFER TO OTHER FUNDS	50,069		47,258		2,811	
<b>TOTAL EXPENDITURES</b>	<b>3,064,621</b>	<b>1,760,083</b>	<b>1,223,736</b>		<b>80,802</b>	

## 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 sixteen 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

## DEPARTMENT OF MARINE RESOURCES

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, a recreational fisherman, an aquaculture member and the chairs of the Lobster, Sea Urchin, Shellfish, and Scallop 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.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF COMMUNITY RESOURCE DEVELOPMENT**

**GEORGE LAPOINTE, COMMISSIONER**  
**DAVID ETNIER, DEPUTY COMMISSIONER**

*Central Office:* 2 BEECH STREET, BAKER BLDG, HALLOWELL, ME 04347

*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:* 8.000

*Legislative Count:* 8.00

### **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 Resource Management Coordinators (who work closely with the fishing industry), and an aquaculture policy advisor.

### **PROGRAM:**

**RESOURCE MANAGEMENT COORDINATORS:** The Resource Management Coordinators work very closely with fishing organizations, individuals and companies to identify problems and opportunities in the fisheries. The objective is to deal with both in a timely manner, to prevent problems from becoming conflicts and to take advantage of the opportunities. The coordinators are poised to get department assistance in the form of expertise from throughout the agency in order to deal with any particular issue.

**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)

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF COMMUNITY RESOURCE 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	258,102	70,207	187,895			
HEALTH BENEFITS	93,781	29,366	64,415			
RETIREMENTS	44,833	12,196	32,637			
OTHER FRINGE BENEFITS	4,230	1,507	2,723			
COMPUTER SERVICES	1,782	1,782				
CONTRACTUAL SERVICES	30,038	4,732	25,306			
RENTS	16,343	16,318	25			
COMMODITIES	216	216				
TRANSFER TO OTHER FUNDS	9,951		9,951			
<b>TOTAL EXPENDITURES</b>	<b>459,276</b>	<b>136,324</b>	<b>322,952</b>			

## BUREAU OF MARINE PATROL

**JOSEPH FESSENDEN, CHIEF**  
**JOHN FETTERMAN, DEPUTY CHIEF**

*Central Office:* 2 BEECH ST., BAKER BLDG, HALLOWELL, ME 04347

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*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:* 57.00

### PURPOSE:

The Bureau of Marine Patrol (BMP) is the enforcement arm of the Department of Marine Resources. Marine Patrol Officers are responsible to enforce all marine commercial and recreational fishing laws and rules. This includes the enforcement of all shellfish harvesting, closed areas, processing, and interstate shipment laws and rules that are required by the National Shellfish Sanitation Program (NSSP). Under the NSSP Model Ordinance, the BMP is required to record and monitor over 230 closed areas, not to mention Red Tide and Flood Closures up and down the coast of Maine. The enforcement and monitoring of public safety and health laws have always been a high priority within patrol. Recently the Bureau has been given additional authority from the Maine Legislature to assist the United States Coast Guard with homeland security as warranted. Maine has 5,337 miles of coastline with some of the most productive fishing grounds in the world. Industry voluntary compliance and stringent enforcement of Marine Resources laws help to protect all natural resources. BMP enforces recreational fishing and boating laws. Maine has 125,000 state registered vessels.

### ORGANIZATION:

The Warden Service, so named in 1947, was originally established as Fish Wardens in 1843, and was appointed by the Governor and Council. In 1917 the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the department throughout its existence. Division offices are located in Boothbay Harbor and Lamoine.

### 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; assist the United States Coast Guard with 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.

### PUBLICATIONS:

## DEPARTMENT OF MARINE RESOURCES

A pamphlet containing marine resource laws is published biannually following adjournment of the first regular session of each legislature.

### 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,666,337	1,931,439	353,854		381,044	
HEALTH BENEFITS	1,036,809	758,510	142,422		135,877	
RETIREMENTS	799,238	582,349	103,434		113,455	
OTHER FRINGE BENEFITS	65,273	48,999	8,981		7,293	
COMPUTER SERVICES	- 710	1,318	- 3,538		1,510	
CONTRACTUAL SERVICES	592,784	104,148	218,502		270,134	
RENTS	442,106	337,170	57,621		47,315	
COMMODITIES	348,824	21,721	316,195		10,908	
TRANSFER TO OTHER FUNDS	78,025		43,155		34,870	
<b>TOTAL EXPENDITURES</b>	<b>6,028,686</b>	<b>3,785,654</b>	<b>1,240,626</b>		<b>1,002,406</b>	

## BUREAU OF RESOURCE MANAGEMENT

**LINDA MERCER, DIRECTOR**  
**DAVID ETNIER, DEPUTY COMMISSIONER**

*Central Office:* MCKOWN POINT, WEST BOOTHBAY, ME 04575

*Mail Address:* PO BOX 8, WEST BOOTHBAY, ME 04575

*Established:* 1946

*Reference:* Policy Area: 04 ; Umbrella: 13 Unit: 188S ; Citation: T0012

*Average Count--All Positions:* 67.000

*FAX:* (207) 633-9579

*Telephone:* (207) 633-9500

*M.R.S.A., Sect.* 000006021

*Legislative Count:* 62.00

### 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 public health through 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 fishery monitoring programs and research are conducted to provide information on stock levels and environments of commercially and recreationally valuable marine organisms, and to provide scientific information, services and assistance to the public, industry and governments. The Bureau conducts water quality monitoring and pollution source identification for the classification of shellfish growing areas and biotoxin monitoring to ensure shellfish are safe for human consumption, and works with municipalities that are involved in municipal shellfish management programs. Approximately 71 towns of the 90 along the coast participate in shellfish management. The Bureau also assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments, conducts oil spill response activities, 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, 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

## DEPARTMENT OF MARINE RESOURCES

collection, stock assessment, and management plan development for species including 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 with a laboratory at McKown Point in Boothbay Harbor that includes fishery, microbiology and biotoxin laboratories; GIS mapping facilities; wet lab; scientific and fishermen's library; and the Maine State Aquarium. A microbiology and biotoxin laboratory located at Lamaine State Park serves the eastern section of the coast. The Bureau is comprised of four divisions: Biological Monitoring and Assessment, Ecology, Public Health, and Marine Education.

### PROGRAM:

The Biological Monitoring and Assessment Division collects detailed catch, effort, and biological data from the fisheries for American lobster, Atlantic herring, northern shrimp, green sea urchin, groundfish, sea scallop, and sea cucumber. Samples are processed for length, weight, sex, state of maturity, gonad weight, and age composition for use in stock assessments and management. Fishery-independent surveys are conducted for sea urchin, juvenile lobster, ocean quahog, Atlantic halibut and sea scallop for assessment and management decisions. Commercial landings data are collected from seafood dealers and fishermen, and provided to the National Marine Fisheries Service and Atlantic Coastal Cooperative Statistics Program. Tagging studies are conducted on selected species such as Atlantic halibut. Staff participate in stock assessments and fishery management plan development through the Atlantic States Marine Fisheries Commission and New England Fishery Management Councils.

The Ecology Division conducts spring and fall surveys of marine resources along the coasts of Maine and New Hampshire; monitors the distribution of juvenile fish and their habitats in shallow coastal waters; surveys rainbow smelt spawning areas and develops conservation programs for anadromous finfish species of concern; reviews aquaculture lease applications; coordinates volunteer-assisted horseshoe crab spawning area survey; and conducts submerged aquatic vegetation mapping. Saltwater angler catches are sampled 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 are conducted. Bay management plan development and implementation is conducted with a focus on Taunton Bay in collaboration with local stakeholders.

The Public Health Division evaluates shellfish growing areas and conducts a wholesale dealer evaluation and certification program to protect public health under the National Shellfish Sanitation Program. Staff and volunteers conduct water quality monitoring of shellfish growing areas and shoreline surveys to identify pollution sources with the goal of increasing the amount of shellfish-producing areas open to harvesting. Biotoxin sampling is conducted to monitor the occurrence of Paralytic Shellfish Poisoning from "Red Tides" and close shellfish harvest areas as necessary to protect public health. Volunteers monitor phytoplankton in coastal waters to determine the presence of harmful algae. Area biologists work with municipalities with shellfish management programs.

The Marine Education Program operates the Maine State Aquarium from May through September and provides education programs for numerous school groups and others throughout the year. Educational and living history programs are conducted at the Burnt Island Lighthouse Station Resource Center. Educational materials are provided to schools throughout the year and presentations of living marine organisms are made at sportsman shows and other events throughout the year.

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,301,747	1,553,489	775,127		973,131	
HEALTH BENEFITS	1,371,221	638,283	331,030		401,908	
RETIREMENTS	584,079	278,154	135,076		170,849	
OTHER FRINGE BENEFITS	55,064	25,385	12,796		16,883	
COMPUTER SERVICES	42,795	9,223	6,280		27,292	
CONTRACTUAL SERVICES	1,486,015	394,497	657,223		434,295	
RENTS	289,462	157,888	29,274		102,300	
COMMODITIES	603,579	340,703	50,895		211,981	
GRANTS, SUBSIDIES, PENSIONS	674,223	60	36,400		637,763	
BUILDING IMPROVEMENTS	47,855		11,450		36,405	
EQUIPMENT	7,500				7,500	
TRANSFER TO OTHER FUNDS	173,868		89,583		84,285	
<b>TOTAL EXPENDITURES</b>	<b>8,637,408</b>	<b>3,397,682</b>	<b>2,135,134</b>		<b>3,104,592</b>	

## BUREAU OF SEA RUN FISHERIES AND HABITAT

**PATRICK KELIHER, DIRECTOR**  
**GEORGE LAPOINTE, COMMISSIONER**

*Central Office:* 6 BEECH STREET, HALLOWELL, ME 04347

*Mail Address:* 172 SHS, AUGUSTA, ME 04333

*Established:* 2007

*Reference: Policy Area: 04 ; Umbrella: 13 Unit: 188R; Citation:*

*Average Count--All Positions:* 30.000

*Telephone:* (207) 287-9973

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

*Legislative Count:* 23.50

### PURPOSE:

The Bureau of Sea Run Fisheries and Habitat was created in 2007 when the Maine Atlantic Salmon Commission was consolidated with DMR's Division of Stock Enhancement. The Bureau has the management responsibility for twelve diadromous species and is engaged in interstate management as it relates to their commercial and recreational importance. However, the Maine Atlantic Salmon Commission remains intact as a policy board for the Management of sea-run Atlantic salmon. The Commission, established in 1999, provides policy direction for Atlantic salmon programs within the department. The purposes of the commission are to protect, preserve, enhance, restore and manage the Atlantic salmon and its habitat; to secure a sustainable recreational fishery in the State; and to conduct and coordinate all projects involving research, planning, management, restoration or propagation of the Atlantic salmon. In fulfillment of its purposes, the commission may conduct research, publish and disseminate information and plan, report and implement programs necessary for the purposes of managing Atlantic salmon and its habitat. The commission has the sole authority to introduce Atlantic salmon into the inland waters, other than in commercial aquaculture facilities. The commission has the sole authority to limit or prohibit the taking of Atlantic salmon, and may adopt rules establishing the time, place and manner of Atlantic salmon fishing in all waters of the State. All activities are conducted under the principles laid out within the Commission's strategic plan - ATS 2015. In addition, the Commission has management responsibility for the Atlantic Salmon Conservation Plan and has cooperative management responsibilities with the Federal Atlantic Salmon Recovery Plan. The Bureau staffs all associated programs.

There are eleven other species of native diadromous fishes, each of which has specific habitat requirements and differing management needs. The historical ranges of commercially harvested species were fairly well documented by Maine's first Commissioners of Fisheries. Shortnose sturgeon and Atlantic sturgeon spawned only in the Kennebec and Penobscot rivers. Populations of Atlantic tomcod, rainbow smelt, and striped bass were more widely distributed along the



## DEPARTMENT OF MARINE RESOURCES

coast, but generally did not migrate above the head-of-tide. Most watersheds had runs of alewife, American eel, American shad, Atlantic salmon, and blueback herring, and in large rivers these fish traveled almost 100 miles from the ocean. Sea lamprey and sea-run brook trout were not harvested commercially, and their historic ranges were not described. By the time the Commissioners of Fisheries were appointed in 1867 most runs of diadromous fishes were greatly reduced or extirpated. The historical abundance of these fishes will never be known with certainty, but larger watersheds generally produced larger runs of fishes.

The Bureau's overall mission is to conserve, manage and restore diadromous fish populations to Maine's rivers; and to protect, conserve, restore, manage and enhance Atlantic salmon and its habitat in all waters of the State; to secure sustainable commercial and recreational fisheries for anadromous species; and to conduct and coordinate projects involving research, planning, management, restoration or propagation of Atlantic salmon and other diadromous fishes.

### ORGANIZATION:

The Atlantic Salmon Commission is governed by three-members, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Inland Fish and Wildlife, and a third at-large member appointed by the Governor, subject to Senate confirmation.

The Bureau Director with the oversight of the Commissioner and Deputy Commissioner oversees all other species management activities.

### PROGRAM:

The Bureau has several major recovery areas: Area One Atlantic salmon focus areas are historic salmon rivers where Maine is the sole authority. Currently the Bureau's staff, with Commission oversight, is working on the Aroostook, Penobscot, Kennebec, and Saco River watersheds on stocking and habitat mapping. Area Two is the geographical range of salmon listed under the Endangered Species Act. The Commission is continuing an intensive research program funded by a grant from the National Marine Fisheries Service (NMFS). The Commission is using an adaptive management approach to Atlantic salmon populations monitoring and habitat protection and improvements on eight rivers (Dennys, East Machias, Machias, Pleasant, Narraguagus, Cove Brook, Duck Trap, and Sheepscot.) This program involves stocking salmon at various life stages, enumerating and tagging wild salmon parr, identifying and restoring salmon habitat and access to the habitat, and water quality monitoring studies. Atlantic salmon fishing was closed in 2000 due to historic low populations. Since that time the annual average run of returning adult salmon on the Penobscot have increased to over 2000. This run of adults allowed ASC to open a limited recreational fishery for Atlantic salmon in the fall of 2006.

Programs for all other species are based on watersheds. The Kennebec and Androscoggin Rivers are the focus of the most intense shad and river herring restoration on the east coast. This program is funded by the hydropower owners on the river who settled with the State and many NGOs at the time the Edwards Dam was removed.

A major focus for diadromous fish restoration is the Federal Energy Regulatory Commission's (FERC) licensing process for hydropower dams. This provides the best opportunity for state agencies to obtain fish passage. The relicensing process often leads to comprehensive settlement agreements that encompass multiple projects, provide for sequential fish passage, eliminate the need for extensive litigation, and sometimes provide funding for restoration programs. State fisheries agencies expend considerable time and effort in the development of these agreements. Obtaining passage at hydropower projects within historic diadromous fish habitat remains a priority for DMR, because these dams are located on the mainstems of large rivers and impact the greatest number of diadromous fishes.

# DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF SEA RUN FISHERIES AND HABITAT	<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	1,316,414	348,768	247,337		720,309	
HEALTH BENEFITS	510,372	130,633	98,199		281,540	
RETIREMENTS	232,407	63,899	42,942		125,566	
OTHER FRINGE BENEFITS	23,824	6,290	4,472		13,062	
COMPUTER SERVICES	30,619	27,086	155		3,378	
CONTRACTUAL SERVICES	625,349	64,242	163,047		398,060	
RENTS	122,207	36,909	12,157		73,141	
COMMODITIES	47,148	4,271	6,628		36,249	
GRANTS, SUBSIDIES, PENSIONS	66,187				66,187	
TRANSFER TO OTHER FUNDS	80,234		20,721		59,513	
<b>TOTAL EXPENDITURES</b>	3,054,761	682,098	595,658		1,777,005	

## MAINE MARITIME ACADEMY

### MAINE MARITIME ACADEMY

#### LEONARD H. TYLER, JR., PRESIDENT

Central Office: , CASTINE, ME 04420

Mail Address: , CASTINE, ME 04420

Established: 1941

FAX: (207) 326-2218

Telephone: (207) 326-4311

Reference: Policy Area: 02 ; Umbrella: 75 Unit: 370 ; Citation: S1941 M.R.S.A., Sect. 000000037

#### PURPOSE:

Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean studies, as well as preparing officers for the merchant marine and the uniformed services of the United States. The mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-discipline, 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 900 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	9,110,708	8,377,939				732,769
<b>TOTAL EXPENDITURES</b>	9,110,708	8,377,939				732,769

MAINE MARITIME ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	9,110,708	8,377,939				732,769
<b>TOTAL EXPENDITURES</b>	9,110,708	8,377,939				732,769

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

**ANNE L. HEAD, COMMISSIONER**

*Central Office:* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address:* 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX:* (207) 624-8595

*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:* 221.208

*Legislative Count:* 220.00

**Units:**

*DIVISION OF ADMINISTRATIVE SERVICES  
BUREAU OF CONSUMER CREDIT PROTECTION  
BOARD OF DENTAL EXAMINERS  
STATE BOARD OF LICENSURE 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 of Professional and Financial Regulation serves and protects the public through a broad range of responsibilities and activities, such as examining and overseeing state-chartered financial institutions; regulating bank holding companies; regulating insurance companies, agencies and producers; regulating grantors of consumer credit; administering and enforcing the Maine Uniform Securities Act; 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.

**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, the Bureau of Insurance, and the Real Estate Commission.

The Special Session of the 106th Legislature established the Bureau of Consumer Protection (eventually renamed the Bureau of Consumer Credit Protection) 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, several new state licensing programs have been created and placed within OLR. Licensing programs have also been transferred to OLR from other departments, and existing independent agencies have been moved into OLR. Today, the Office oversees 33 professional and occupational licensing boards and 5 registration programs.

Today, the Department consists of a centralized Administrative Services Division which includes the Commissioner's Office and 5 agencies: the Bureau of Financial Institutions (formerly the Bureau of Banking), the Bureau of Insurance, the Bureau of Consumer Credit Protection (formerly the Office of Consumer Credit Regulation and renamed in 2007), the Maine Office of Securities, and the Office of Licensing and Registration.

In addition to the 38 licensing boards and registration programs directly administered by OLR, 6 professional licensing boards are also affiliated with

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

the Department: the Board of Licensure in Medicine, the Maine State Board of Nursing, the Board of Dental Examiners, the Board of Registration for Professional Engineers, the Maine State Board of Optometry and the Board of Osteopathic Licensure.

### PROGRAM:

The Commissioner is the administrative head of the Department. In this capacity, the Commissioner provides centralized budgeting coordination, initiates and monitors all policy implementation and strategic planning, and directs the day-to-day management of the Department. The Commissioner develops the Department's legislative program and coordinates it within the Department and with the Administration.

The Commissioner is responsible for reviewing the policy and operation of agencies within the Department to insure that each complies with its statutory and public service responsibilities. The Commissioner may not interfere with the exercise of discretionary regulatory or licensing authority vested by statute directly in the bureaus, offices, 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.

Internet Address: <http://www.maine.gov/pfr>

### LICENSES:

See individual agencies.

### PUBLICATIONS:

See reports of component units.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,552,322		9,552,322			
HEALTH BENEFITS	3,209,676		3,209,676			
RETIREMENTS	1,647,313		1,647,313			
OTHER FRINGE BENEFITS	165,016		165,016			
COMPUTER SERVICES	912,521		912,521			
CONTRACTUAL SERVICES	6,034,471		6,024,780		9,691	
RENTS	904,080		904,080			
COMMODITIES	146,896		146,896			
GRANTS, SUBSIDIES, PENSIONS	109,937		109,937			
TRANSFER TO OTHER FUNDS	189,428		189,355		73	
<b>TOTAL EXPENDITURES</b>	<b>22,871,660</b>		<b>22,861,896</b>		<b>9,764</b>	

## DIVISION OF ADMINISTRATIVE SERVICES

**ANNE L. HEAD, COMMISSIONER**  
**RACHEL H HENDSBEE, DIRECTOR ADMIN SERVICES**

Central Office: GARDINER ANNEX, GARDINER, ME 04345

Mail Address: 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035

Established: 1974

Reference: Policy Area: 07 ; Umbrella: 02 Unit: 028 ; Citation: T0010 M.R.S.A. Sect. 000008003

Average Count--All Positions: 5,000

FAX: (207) 624-8595

Telephone: (207) 624-8511

Legislative Count: 5,000

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PURPOSE:

The Administrative Services Division provides administrative, information technology, and legislative support for all bureaus, offices, boards and commissions within the Department. Its centralized support covers such functions as budget development, contract review, purchases, cash receipts, computer services, legislative support, public relations, reception and facility management.

### ORGANIZATION:

There are distinct functional units within the Division. The first is the Office of Commissioner, which serves as the central point of leadership within PFR--coordinating Department-wide strategic planning and policy development, serving as the primary contact for the Governor's office, the Legislature and other governmental agencies, facilitating communications with the public and media, and ensuring intra-agency cooperation and collaboration.

The Administrative Unit provides centralized fiscal and facility management for the Department.

The Information Systems Support Services Unit procures services in support of the Department's automation and electronic communication objectives.

### 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, including the Department of Administrative and Financial Services - Service Centers, the building owner and by private parties and vendors. The Division manages and administers the Department's centralized licensing database. Technical support for all Department computer services is provided by or procured through the Office of Information Technology.

Internet Address: <http://www.maine.gov/pfr/index.shtml>

### LICENSES:

None

### PUBLICATIONS:

None

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	225,259		225,259			
HEALTH BENEFITS	59,173		59,173			
RETIREMENTS	31,687		31,687			
OTHER FRINGE BENEFITS	4,530		4,530			
COMPUTER SERVICES	774,738		774,738			
CONTRACTUAL SERVICES	2,504,126		2,504,126			
RENTS	50,951		50,951			
COMMODITIES	23,081		23,081			
TRANSFER TO OTHER FUNDS	11,273		11,273			
<b>TOTAL EXPENDITURES</b>	<b>3,684,818</b>		<b>3,684,818</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BUREAU OF CONSUMER CREDIT PROTECTION**

**WILLIAM N LUND, ACTING SUPERINTENDENT**

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: 15.500

Legislative Count: 15.50

**PURPOSE:**

The Bureau of Consumer Credit Protection 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 retail creditors, mortgage companies, collection agencies, "plain language" consumer loan contracts, credit reporting agencies, loan brokers, mortgage loan officers, rent-to-own companies, pawnbrokers, personal finance companies, money order issuers, check cashers, foreign currency exchangers, non-bank ATM operators, debt management and debt settlement companies, repossession companies, payroll processors, credit servicers, providers of consumer arbitration services, foreclosure purchasers, litigation funding companies, I.R.S. Code Section 1031 exchange facilitators (starting 2009), real estate transaction settlement agents (starting 2009), bad check diversion program providers (starting 2009), and refund anticipation loan facilitators (starting 2009).

The agency is also responsible for collecting information from mortgage lenders and servicers relating to financial consumers in default, and for providing those consumers with information detailing the availability of counseling, mediation and legal defense resources. Finally, the agency administers and staffs a mortgage foreclosure prevention hotline (1-888-NO-4-CLOZ), providing financial counseling and referral services for consumers.

**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. The 123rd Legislature re-designated the agency as the Bureau of Consumer Credit Protection, effective September 20, 2007.

**PROGRAM:**

During FY 09, the agency's Complaint Division responded to 3,874 consumer grievances, including 1,493 formal written complaints. Many were resolved through direct communications with creditors and lenders, while others required conferences or formal resolutions. As a result of the efforts of the Complaint Division, \$501,738.63 was credited or refunded to consumers.

The Bureau's Compliance Examination Division conducted examinations of 191 creditors, 18 collection agencies, 38 loan brokers and 66 payroll processors, 4 credit reporting agencies, 6 money transmitters, 5 loan servicers, 1 repossession company, and 21 debt management service providers. After reviewing 13,710 transactions, the Bureau cited creditors for 150 violations of



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Truth-in-Lending laws and 1,068 Consumer Credit Code violations. The number of serious violations discovered was greatly reduced from previous years, however, and the majority of disclosure violations did not require restitution to Maine consumers.

The agency licensed or registered the following creditors and businesses in FY 09: Supervised Lenders (372 main offices, 409 branches): 781; Other Creditors (excluding branches): 882\*; Sales Finance Companies: 151; Insurance Premium Finance Companies: 4; Collection Agencies (508 main offices, 444 branches): 952; Loan Brokers: 419; Mortgage Loan Officers: 6,218; Credit Reporting Agencies: 28; Money Order Issuers: 35; Non-bank ATM Machine Operators: 1,220; Debt Management Service Providers (debt adjusters): 40; Check Cashers: 2; Payday Lenders: 10; Repossession Companies: 34; Litigation Funding Providers: 3; Foreclosure Purchases: 1; and Payroll Processors: 134. The Bureau provided regulatory oversight with respect to a total of 10,914 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: Loan Servicers: 145; Mobile Home Dealers: 15; New Car Dealers: 132; Used Car Dealers: 190; Rent-to-Own Merchants: 45; Pawnbrokers: 47; and Miscellaneous Retail Creditors: 308.

Internet Address: [www.Credit.Maine.gov](http://www.Credit.Maine.gov)

### LICENSES:

Licenses: Collection Agencies, Supervised Lenders, Loan Brokers, Repossession Companies, Money Order Issuers/Money Transmitters and Foreclosure Purchasers.

REGISTRATIONS: Consumer Credit Code Annual Notification, Mortgage Loan Officers, Credit Reporting Agencies, Rent-to-Own Companies, Pawnbrokers, Non-bank ATM Operators, Debt Management Service Providers, Check Cashers, Foreign Currency Exchangers, Loan Servicers and Litigation Funding Companies.

### PUBLICATIONS:

Downeaster's Pocket Credit Guide, Cut Rate Auto Financing, Downeaster Consumer Guide to Credit Bureaus and Credit Reports, Downeaster Guide to Debt Collections and Repossession, Downeaster Guide to Consumer Credit 101, and Downeaster Guide to Elder Financial Protection (all free to Maine residents).  
Maine Creditor Update--Periodic Newsletter for businesses (free to interested parties).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CONSUMER CREDIT PROTECTION	<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	711,376	711,376			
HEALTH BENEFITS	233,689	233,689			
RETIREMENTS	132,883	132,883			
OTHER FRINGE BENEFITS	12,088	12,088			
CONTRACTUAL SERVICES	84,775	84,775			
RENTS	33,544	33,544			
COMMODITIES	7,055	7,055			
TRANSFER TO OTHER FUNDS	10,684	10,684			
<b>TOTAL EXPENDITURES</b>	<b>1,226,094</b>	<b>1,226,094</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF DENTAL EXAMINERS**

**JEFFREY S FISTER, DMD, M DIV, PRESIDENT**

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

*Mail Address:* 143 STATEHOUSE STATION, AUGUSTA, ME 04333-0143

*Established:* 1891

*Telephone:* (207) 287-3333

*Reference: Policy Area:* 07 ; *Umbrella:* 02 *Unit:* 313 ; *Citation:* T0032 *M.R.S.A., Sect.* 000001071

*Average Count--All Positions:* 3.000

*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, dental radiography, expanded function dental assisting, or independent practice of dental hygiene in Maine; collect payment of specified fees to register dentists, dental hygienists, denturists and IPDH's biannually, and radiographers and EFDA's 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 dentists, 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 2009, the Board of Dental Examiners met at least monthly with lengthy agendas, including interviews for licensure, consumer and licensee complaints, informal conferences, and adjudicatory hearings with licensees, consumers, and their attorneys.

Forty dentists became newly licensed in the State of Maine for a total of 861 dentists currently registered for the biennium 2008-2009. Of these, 186 list an out of state residence and/or practice. The Board issued 68 new licenses to hygienists totaling 1336 licensees, 121 of which are out-of-state. The Board issued nine new denturists licenses this fiscal year, bringing the total number of Maine licensed denturists to 48. Of these, 23 list an out of state residence and/or practice. Registered dental radiographers now total 1297. Eighty-one dentists hold permits to administer moderate sedation or general anesthesia/deep sedation.

The Board issued 48 new local anesthesia permits to Maine-licensed hygienists this fiscal year, which brings the total number to 418. Forty-two new nitrous oxide permits were issued to licensed hygienists this fiscal year, which brings the total number to 143. The Board also issued three new certificates to practice as an expanded function dental assistant bringing the total number to four. In addition, the Board issued 15 independent practice dental hygiene licenses during fiscal year 2009. 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

normal office hours) under the general supervision of a licensed dentist, upon notification to the Board.

### LICENSES:

Dentistry  
Dental Hygiene  
Independent Practice Dental Hygienists  
Denturism  
Dental Radiography  
Moderate Sedation and General Anesthesia/Deep Sedation Permits (Dentists)  
Local Anesthesia Permits (Dental Hygienists)  
Nitrous Oxide Permits (Dental Hygienists)  
Expanded Function Dental Auxiliary (Certified Dental Assistants and/or Dental Hygienists)

### PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology"  
Newsletter/Bulletin

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	81,439		81,439			
HEALTH BENEFITS	31,046		31,046			
RETIREMENTS	12,721		12,721			
OTHER FRINGE BENEFITS	1,458		1,458			
COMPUTER SERVICES	9,545		9,545			
CONTRACTUAL SERVICES	86,824		86,824			
RENTS	17,446		17,446			
COMMODITIES	3,216		3,216			
GRANTS, SUBSIDIES, PENSIONS	7,500		7,500			
TRANSFER TO OTHER FUNDS	4,188		4,188			
<b>TOTAL EXPENDITURES</b>	<b>255,383</b>		<b>255,383</b>			

## STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

### KATHY GUSTIN WILLIAMS, PE, CHAIR

Central Office: TERML BLDG-AUGUSTA AIRPORT, AUGUSTA, ME 04333-0092

Mail Address: 92 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1935

Reference: Policy Area: 07 : Umbrella: 02 Unit: 322 : Citation: T0032 M.R.S.A., Sect. 000001301

Average Count--All Positions: 1.438

FAX: (207) 626-2309

Telephone: (207) 287-3236

Legislative Count: 1.00

### PURPOSE:

The State Board of Licensure 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 licenses 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 licensed 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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### ORGANIZATION:

The State Board of Licensure for Professional Engineers, established in 1935, is composed of 7 members. Six members are appointed by the Governor, of which 5 must be Professional Engineers, and one must be a public member. The 7th member is the Chief Engineer of the Department of Transportation who shall serve as an ex officio voting member. Members serve 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 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 2009, 277 candidates successfully completed the requirements for licensure as Professional Engineers. Of that number, 25 qualified through written examination, 252 by Comity with other jurisdictions, and 0 by oral examination. Comity candidates are rapidly licensed as their credentials have been previously gathered and verified. As of June 30, 2009, a total of 5,644 engineers were licensed. Approximately 65% reside out of state. During FY 2009, 246 applicants were examined for certification as Engineer-Interns. Of those examined, 158 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 Orono on October 24, 2008 for 49 Professional Engineer candidates and on October 25, 2008 for 112 Engineer-Intern candidates. Of those taking the PE exam, 23 passed. Of those taking the FE exam, 73 passed. Spring examinations were given at Orono, on April 24, 2009. 54 candidates sat for the PE exam in Orono. Also on April 25, 2009, 134 candidates sat for the FE exam Orono. Of those taking the PE exam, 34 passed. Of those taking the FE exam, 85 passed. There were no oral exam candidates in FY 2009. The Board held 5 meetings during FY 2009. These were held August 21, 2008, November 20, 2008, January 8, 2009, March 19, 2009 and June 18, 2009.

### LICENSES:

Licensure:  
Professional Engineer License  
Engineer-Intern Certification

### PUBLICATIONS:

"Fifty-Eighth Supplemental Report with Roster of Professional Engineers"  
(\$10.00)

"Title 32, Revised Statutes of Maine, Chapter 19, Professional Engineers Board of Licensure"

"Newsletters" - Fall and Spring

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS	<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	54,619	54,619			
HEALTH BENEFITS	15,842	15,842			
RETIREMENTS	8,302	8,302			
OTHER FRINGE BENEFITS	1,018	1,018			
COMPUTER SERVICES	1,104	1,104			
CONTRACTUAL SERVICES	81,156	81,156			
RENTS	8,770	8,770			
COMMODITIES	1,953	1,953			
TRANSFER TO OTHER FUNDS	3,961	3,961			
<b>TOTAL EXPENDITURES</b>	<b>176,725</b>	<b>176,725</b>			

## 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: 21.000

Legislative Count: 21.00

#### 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 been given the authority 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, with respect to 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; act as conservator and receiver of troubled institutions; 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Maine Legislature changed the name of the agency to the Bureau of Financial Institutions effective January 1, 2002.

In early 1985, a re-organization resulted in the implementation of the current structure for the Bureau of Financial Institutions. It is currently an agency within the Department of Professional and Financial Regulation and divided into two functional groups with the responsibility for coordination and development of each area delegated to a senior manager. The Deputy Superintendent, Examinations, supervises the Bureau's field examination staff, coordinates and monitors examinations and provides close supervision of problem institutions. The Deputy Superintendent, Research and Administration, is responsible for the development of the Bureau's database, bank monitoring systems, legislative and rulemaking activities, financial analyses, applications processing, consumer complaint resolutions, consumer outreach activities, and management of the office staff.

### **PROGRAM:**

The Examination Division is responsible for examining in the areas of safety and soundness, information systems, bank holding companies, trust services and compliance. During Fiscal Year 2009, 13 safety and soundness examinations and 34 specialized examinations (i.e., trust, compliance and information technology) were completed. In addition, 2 joint examinations were conducted with the FDIC. A computer based system also monitors bank performance between on site visits.

In Fiscal Year 2009, the Bureau received and processed 8 notifications from Maine financial institutions to establish, close or relocate one or more branches in Maine. The Bureau processed and approved 1 application to establish a nondepository trust company; 1 application to form a mutual holding company; and 1 application for the change-in-ownership of a nondepository trust company. The Bureau also received 2 notifications related to investments in closely related activities.

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 fiscal year 2009, the Bureau responded to 976 consumer complaints and inquiries and assisted Maine consumers in obtaining \$24,715.80 in restitution and other projected savings. The Bureau maintains a Consumer Information Web site, an Internet-based resource where consumers can learn about identity theft, computer scams, foreclosure assistance tools, and a variety of other topics related to financial products and services. In addition, Bureau Outreach Staff makes presentations to various consumer groups.

Internet Addresses: <http://www.maine.gov/financialinstitutions>

### **LICENSES:**

Payroll Processors

### **PUBLICATIONS:**

Annual Report of the Superintendent to the Legislature for 2009.  
Back issues 1996-2008 available.

Consumer brochures available to the public:

Bureau of Financial Institution's Consumer Outreach Program  
Credit Reports and Identify Theft  
Debit Card Holds

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCIAL INSTITUTIONS	<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	1,013,978	1,013,978			
HEALTH BENEFITS	329,150	329,150			
RETIREMENTS	183,446	183,446			
OTHER FRINGE BENEFITS	17,009	17,009			
COMPUTER SERVICES	1,985	1,985			
CONTRACTUAL SERVICES	248,026	248,026			
RENTS	60,730	60,730			
COMMODITIES	4,708	4,708			
TRANSFER TO OTHER FUNDS	15,021	15,021			
<b>TOTAL EXPENDITURES</b>	<b>1,874,053</b>	<b>1,874,053</b>			

## BUREAU OF INSURANCE

### MILA KOFMAN, SUPERINTENDANT

WATS: (800) 300-5000

Central Office: GARDINER ANNEX, 76 NORTHERN AVE, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8599

Established: 1970

Telephone: (207) 624-8475

Reference: Policy Area: 07 ; Umbrella: 02 Unit: 031 ; Citation: T0024A M.R.S.A., Sect. 000000200

Average Count--All Positions: 80.500

Legislative Count: 80.50

#### 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 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 which 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 a complaint or other 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 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 areas of compliance where trends are noted as well as performs general market conduct examinations.

### 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:

Consumer Guide to Long Term Care Insurance; Medicare Supplement Ins. Comparison Chart; Medicare Supplement Filed Rates Comparison Chart; Choosing a Medigap



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

policy; Are you Eligible for or do you have Medicare; Guide to Health Ins. for People with Medicare; Consumer Guide to Individual Health Insurance; What Maine Small Employers Should Know About Health Insurance; Health Insurance Complaint Comparison; The Maine Bureau of Insurance Consumer Health Care Division; Guide to Requesting an Independent External Review for Health Insurance; Consumer Guide to Auto Ins.; Auto Insurance, Making the Claims Process Easier; Consumer Guide to Youthful Drivers; Consumer Guide to Cancellation or Nonrenewal of Personal Automobile and Property Ins.; Personal Auto Insurance Complaint Comparison; Consumer Guide to Homeowners Ins.; Homeowners Insurance, Making the Claims Process Easier; Insuring your Home Business; Consumer Guide to Day Care Liability; An Employers' Guide to Workers' Compensation Insurance in Maine; Homeowner Insurance Complaint Comparison; Homeowner's Inventory Checklist;; Insuring your Farm-the Basics of Property & Liability Coverage, Insuring Your Business-the Basics of Property & Liability Coverage, Consumer's Guide to Understanding How Insurers Use Credit Information for Personal Auto and Homeowners Insurance. The Bureau also provides information to the public and regulated parties through its website, [www.maine.gov/pfr/insurance](http://www.maine.gov/pfr/insurance). The following publications are available only through the website: Long Term care Insurance-Maine Tax Qualified and Tax Certified Policies; Health Insurance Tips; Resolving Health Care Insurance Disputes; What should I look for when I buy Health Insurance; History of Mandated Health Insurance Benefits; Market Snapshots for Individual and Small Group Health Insurance; Financial Results for Health Insurance Companies in Maine Life Insurance Information for Military Personnel; What you should know about Viatical and Life Settlements; From Homeowner to Renter; Opting Out: A Workers' Compensation Insurance Summary for Executive Officers of Corporations.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,557,641		3,557,641			
HEALTH BENEFITS	1,166,069		1,166,069			
RETIREMENTS	620,024		620,024			
OTHER FRINGE BENEFITS	62,683		62,683			
COMPUTER SERVICES	2,999		2,999			
CONTRACTUAL SERVICES	976,139		976,139			
RENTS	234,897		234,897			
COMMODITIES	29,109		29,109			
TRANSFER TO OTHER FUNDS	44,220		44,220			
<b>TOTAL EXPENDITURES</b>	<b>6,693,781</b>		<b>6,693,781</b>			

## OFFICE OF LICENSING AND REGISTRATION

**ANNE L HEAD, DIRECTOR**

TTY: (888) 577-6690

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 M.R.S.A., Sect. 000008003

Average Count--All Positions: 64.000

FAX: (207) 624-8637

Telephone: (207) 624-8603

Legislative Count: 64.00

### PURPOSE:

The Office of Licensing and Registration (OLR) administers 38 professional and occupational licensing programs. The statutory mission of the Office is to ensure that the public is served by competent and honest practitioners who have demonstrated a minimum level of proficiency in their field. OLR staff implements legislatively set qualifications for licensure, sets standards of practice and ethical behavior in conjunction with licensing boards, and assists in conducting disciplinary proceedings.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### ORGANIZATION:

The Office is comprised of 62.5 employees, including program administrators, inspectors, and support staff, organized into administrative units. Reporting to the Director are the Executive Director of the Manufactured Housing Board, Director of the Real Estate Commission, staff attorney, and four program administrators. OLR staff members are responsible for ensuring that licensing programs meet statutory mandates.

### PROGRAM:

**Licensing:** The Office of Licensing and Registration is an umbrella state agency that administers 38 licensing programs.

**Complaints:** During FY 09 (July 1, 2008 - June 30, 2009), 1,565 complaints were active. 923 complaints were opened, 888 were closed. Of these, 331 were resolved by consent agreement; 270 were dismissed for lack of jurisdiction or lack of evidence of violation; 70 were resolved by board decision and order; and 57 were dismissed.

Internet Address: <http://www.maine.gov/professionallicensing>

### LICENSES:

During FY09, the Office of Licensing and Registration maintained 103,947 active and inactive licenses for professions ranging from Accountancy to Veterinary Medicine.

### PUBLICATIONS:

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 programs periodically issue and post newsletters on the web to convey information specific to their areas of regulation.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF LICENSING AND REGISTRATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,438,557		2,438,557			
HEALTH BENEFITS	859,602		859,602			
RETIREMENTS	401,973		401,973			
OTHER FRINGE BENEFITS	42,061		42,061			
COMPUTER SERVICES	3,151		3,151			
CONTRACTUAL SERVICES	1,269,368		1,259,677		9,691	
RENTS	324,971		324,971			
COMMODITIES	46,152		46,152			
TRANSFER TO OTHER FUNDS	40,717		40,644			73
<b>TOTAL EXPENDITURES</b>	<b>5,426,552</b>		<b>5,416,788</b>		<b>9,764</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
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 Torrey Gray, Administrator	624-8420
Board of Licensure of Dietetic Practice Torrey Gray, 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 Torrey Gray, Administrator	624-8420
Board of Certification for Geologists and Soil Scientists Cheryl Hersom, Administrator	624-8605
Board of Examiners on Speech-Language Pathology and Audiology And Hearing Aid Dealing and Fitting Torrey Gray, 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 Torrey Gray, Administrator	624-8420
Board of Occupational Therapy Practice Torrey Gray, 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 Torrey Gray, 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 Torrey Gray, 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 Torrey Gray, 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**

**SHERIDAN OLDHAM, MD, CHAIRWOMAN**  
**RANDAL MANNING, EXECUTIVE DIRECTOR**

*Central Office:* 161 CAPITOL ST., 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/me/me\\_home.htm](http://www.docboard.org/me/me_home.htm).

### **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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	473,834		473,834			
HEALTH BENEFITS	181,356		181,356			
RETIREMENTS	81,391		81,391			
OTHER FRINGE BENEFITS	7,889		7,889			
COMPUTER SERVICES	49,196		49,196			
CONTRACTUAL SERVICES	359,637		359,637			
RENTS	72,371		72,371			
COMMODITIES	15,583		15,583			
GRANTS, SUBSIDIES, PENSIONS	102,437		102,437			
TRANSFER TO OTHER FUNDS	15,231		15,231			
<b>TOTAL EXPENDITURES</b>	1,358,925		1,358,925			

## STATE BOARD OF NURSING

### MYRA A BROADWAY, JD, MS, RN, EXECUTIVE DIRECTOR

*Central Office:* 161 CAPITOL ST., 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, licensed practical nurses or as advanced practice nurses; to renew the licenses of all qualified registered nurses, practical nurses and advanced practice nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to approve programs of training that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered nurse.

Additional responsibilities of the Board are to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered nurses or as licensed practical nurses; to approve nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; and to approve the credentials of registered nurses who have completed an educational program that prepares the registered nurse to function as an advanced practice registered nurse. An advanced practice registered nurse includes the following: certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist and certified clinical nurse specialist.

#### **ORGANIZATION:**

The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation.

In 1995, an advanced practice registered nurse member 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 2009, the Board met in four regular sessions for a total of eight days; the Board met in four subcommittee sessions for a total of four days; the Board met in eight adjudicatory hearing sessions for a total of six 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 19 Board approved nursing programs: 14 to prepare registered nurses and five to prepare practical nurses. The names of these programs follows: Baccalaureate degree nursing programs: University of Southern Maine; St. Joseph's College; Husson College/E.M.M.C.; University of Maine; and University of Maine at Fort Kent. Associate degree nursing programs: Central Maine Medical Center; University of Maine at Augusta; Kennebec Valley Community College; Westbrook Campus of the University of New England; Northern Maine Community College; Central Maine Community College; Eastern Maine Community College; and Southern Maine Community College. In addition, the University of Southern Maine has a generic Masters in Nursing Program for Non-Nurses. Practical nursing programs are offered at the community colleges and currently, Intercoast Career Institute has an initial approval to offer a practical nursing program.

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 2009, the Board received 246 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in FY 2009: revocation of license (7); suspended license (2); accepted voluntary surrender of license (10); placed license on probation (29); warned, censured, reprimanded or fined (18); terminated probation (8); took no action/dissmised complaint (118); license renewal denied (3); fined for unlicensed practice (53); denied licensure by endorsement (2); denied licensure by examination (1); denied reinstatement (3); (60) letters of concern were issued.

In November, 2005, the Board successfully launched its online licensure renewal program with an average utilization rate of 90%.

### LICENSES:

Nurses licensed by endorsement during Fiscal Year 2009:

Registered Professional Nurses from other states: (611), from Canada: (11), from other countries: (10); Licensed Practical Nurses: from other states: (48), from Canada: (0), from other countries 0). TOTALS: Registered Nurses licensed by: examination (821), endorsement (632), renewal (9,370), reinstatement (545), for a total of (11,368) Registered Professional Nurses; Practical Nurses by



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

examination (43), endorsement (48), renewal (1,216), reinstatement (106), for a total of (1,413) Practical Nurses.

### 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	315,077		315,077			
HEALTH BENEFITS	110,078		110,078			
RETIREMENTS	57,250		57,250			
OTHER FRINGE BENEFITS	4,840		4,840			
COMPUTER SERVICES	66,418		66,418			
CONTRACTUAL SERVICES	123,830		123,830			
RENTS	51,261		51,261			
COMMODITIES	7,668		7,668			
TRANSFER TO OTHER FUNDS	9,979		9,979			
<b>TOTAL EXPENDITURES</b>	<b>746,401</b>		<b>746,401</b>			

## STATE BOARD OF OPTOMETRY

### JAMES P. SAVAGE, 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:* 1.000

*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 6 members appointed by the Governor for terms of 5 years. Five of the members must be resident optometrists engaged in active practice for a period of at least 5 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,

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

secretary-treasurer, and complaint officer.

### PROGRAM:

The Board holds six meetings a year. Twice a year, in February and August, the Board administers an oral/written exam to new applicants.

### LICENSES:

All licenses must renew their license on or before April 1st of each year. 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 optometrists who graduated after 1996 are issued a Therapeutic Advanced Glaucoma Authority license. Licensees who graduated before 1996 must meet the requirements set-forth in Optometry Law in order to advance to the highest level of licensure.

### PUBLICATIONS:

The Maine Optometry Law  
Rules of Practice  
Complaint Procedure

You may also view information about the Board, download forms, view disciplinary actions, search for a licensee, and much more at the Board's website:  
<http://www.maine.gov/pfr/auxboards/optometry>

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	27,403		27,403			
HEALTH BENEFITS	13,948		13,948			
RETIREMENTS	4,584		4,584			
OTHER FRINGE BENEFITS	458		458			
CONTRACTUAL SERVICES	8,817		8,817			
COMMODITIES	114		114			
TRANSFER TO OTHER FUNDS	4,318		4,318			
<b>TOTAL EXPENDITURES</b>	<b>59,642</b>		<b>59,642</b>			

## BOARD OF OSTEOPATHIC LICENSURE

### JOHN F. GADDIS, D.O., CHAIR

Central Office: 161 CAPITOL ST., AUGUSTA, ME 04330

Mail Address: 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142

Established: 1916

Reference: Policy Area: 07 ; Umbrella: 02 Unit: 383 ; Citation: T0032 M.R.S.A., Sect. 000002561

Average Count--All Positions: 1.000

Telephone: (207) 287-2480  
Legislative Count: 1.00

### PURPOSE:

The Board of Osteopathic Licensure was established to protect the public through regulation of the practice of osteopathic medicine so as to maintain 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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### ORGANIZATION:

The Board of Osteopathic Licensure, when it was established in 1919, consisted of 5 members appointed by the Governor with the advice of the Council, for terms of 5 years. In 1976, the Legislature increased the Board to 6 members, all to be appointed by the Governor. Currently, the Board consists of 9 members appointed by the Governor. 6 of these members must be graduates of a legally chartered college of osteopathic medicine and must be, at the time of appointment, actively engaged in the practice of the profession of osteopathic medicine in the State for a period of at least 5 years, and 3 of these members must be public members. A chair, vice-chair, and secretary-treasurer, elected annually, are chosen by and from the members of the Board.

### PROGRAM:

Revision of statutes relating to the Board of Osteopathic Licensure in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June, 1982 meeting to become effective January, 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet increased expenses. Revised statutes also specify one annual meeting instead of the two meetings as required previously, with special meetings authorized as called by the Chairman of the Board. Currently, the Board meets monthly.

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: John F. Gaddis, D.O., Chair, David J. Rydell, 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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF OSTEOPATHIC LICENSURE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	46,747		46,747			
HEALTH BENEFITS	14,206		14,206			
RETIREMENTS	7,370		7,370			
OTHER FRINGE BENEFITS	611		611			
CONTRACTUAL SERVICES	111,491		111,491			
RENTS	7,301		7,301			
COMMODITIES	1,381		1,381			
TRANSFER TO OTHER FUNDS	5,945		5,945			
<b>TOTAL EXPENDITURES</b>	<b>195,052</b>		<b>195,052</b>			

## OFFICE OF SECURITIES

### BONNIE E RUSSELL, ACT SECURITIES ADMINISTRATOR

WATS: (877) 624-8551

TTY: (888) 577-6690

*Central Office:* GARDINER ANNEX, NORTHERN AVE, GARDINER, ME 04345

*Mail Address:* 121 STATEHOUSE STATION, AUGUSTA, ME 04333-0121 *FAX:* (207) 624-8590

*Established:* 1973

*Telephone:* (207) 624-8551

*Reference:* Policy Area: 07 ; Umbrella: 02 Unit: 032 ; Citation: T00032 M.R.S.A., Sect. 000016601

*Average Count--All Positions:* 12.000

*Legislative Count:* 12.00

#### PURPOSE:

The principal mission of the Office of Securities is to protect Maine investors.

To accomplish this mission, the Office administers and enforces the Maine Uniform Securities Act. The Office reviews applications to register securities for sale in Maine and filings for exemptions from registration; licenses broker-dealers, agents, investment advisers, and investment adviser representatives doing business in Maine; suspends or revokes those licenses for misconduct, as defined in the Act; conducts on-site examinations of the operations of licensees; administers an investor education program; 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 State Commodity Code and the Regulations of the Sale of Business Opportunities.

#### 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 1986, 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, and, in 2001, the Securities Division was separated from the Bureau of Banking, becoming the Office of Securities.

In 2005, the Legislature approved the Maine Uniform Securities Act (MUSA) which became effective on December 31, 2005. MUSA represented the first major overhaul of the state's securities laws since 1985. Maine adopted MUSA as part of a national effort to increase uniformity in state securities law, thus eliminating unnecessary burdens on the regulated industry, while still maintaining strong investor protection.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PROGRAM:

In fiscal year 2009, the Office received and processed 29,610 applications to register securities or notice filings for federally covered securities (increase of 19% over fiscal year 2008), and 271 private placement filings (decrease of 38%). As of June 2009, there were 1328 broker-dealers licensed to do business in Maine (0.2% increase over June 2008), 75,549 licensed agents of broker-dealers (decrease of 3%), 933 investment adviser licensees or notice filers (decrease of 2%), and 1733 licensed investment adviser representatives (5% decrease). In connection with the Office's review of licensing applications, the Office processed 89 broker-dealer applications (21% decrease), 21,234 agent applications (24% decrease), 6 investment adviser license applications (40% decrease), and 232 investment adviser representative applications (59% decrease). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2009, the Office conducted 19 examinations of licensee offices (58% increase).

In fiscal year 2009, through its enforcement efforts, the Office sanctioned 9 respondents and obtained \$20,199,375.46 in restitution (\$19,930,361.11 of which represented restitution paid to the State of Maine) and \$498,763.70 in penalties for violations of Maine's securities and business opportunity laws. The Office issued 2 cease and desist orders, entered into 3 consent agreements and 6 consent orders. The Office referred 1 case for civil or criminal prosecution and has 2 criminal cases awaiting trial. The office successfully prosecuted 2 additional criminal cases which resulted in prison terms in each case.

In fiscal year 2009, the Office collected \$24,401,926 for the General Fund (3% increase over 2008) through its filing fees (registration, licensing, and notice filing fees) and penalties.

Internet Address: <http://www.investors.maine.gov>

### LICENSES:

Broker-Dealer; Agent; Investment Adviser; Investment Adviser Representative

### PUBLICATIONS:

Five Keys to Investing Success; Getting Help With Your Investments; Maximize Your Retirement Investments; Capitalizing Your Business With SCOR; So You Want to Go Public?; What Every Investor Needs to Know; Resources For Maine Investors Approaching or In Retirement. Also, available electronically: A Primer for Investing in Stocks; A Primer for Investing in Bonds; and Mutual Funds: Maybe All You'll Ever Need.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SECURITIES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	606,391		606,391			
HEALTH BENEFITS	195,518		195,518			
RETIREMENTS	105,682		105,682			
OTHER FRINGE BENEFITS	10,373		10,373			
COMPUTER SERVICES	3,385		3,385			
CONTRACTUAL SERVICES	180,282		180,282			
RENTS	41,839		41,839			
COMMODITIES	6,876		6,876			
TRANSFER TO OTHER FUNDS	23,893		23,893			
<b>TOTAL EXPENDITURES</b>	<b>1,174,239</b>		<b>1,174,239</b>			

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**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:* 7,000 *Legislative Count:* 7.00

**PURPOSE:**

The Office of Program Evaluation and Government Accountability assists the Legislature in ensuring that public funds are expended in the most effective, efficient and economical manner possible. It also aids the Legislature 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 performance audits and evaluations 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.

Performance audit and evaluation topics are selected by the Government Oversight Committee according to an established process. The Office defines the scope of each project in conjunction with the Committee, but then performs the review without any further direction from the Committee. The work of the Office is normally guided by the GAO Government Auditing Standards and follows 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.legislature.maine.gov/opega>

FAQ - General Information about the Government Oversight Committee and OPEGA  
Performance Audit and Evaluation Reports

OPEGA Annual Report for FY 06

OPEGA Annual Report for 2008

# OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	<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	470,388	470,388				
HEALTH BENEFITS	120,694	120,694				
RETIREMENTS	81,381	81,381				
OTHER FRINGE BENEFITS	9,561	9,561				
COMPUTER SERVICES	7,096	7,096				
CONTRACTUAL SERVICES	27,608	27,608				
RENTS	97	97				
COMMODITIES	512	512				
<b>TOTAL EXPENDITURES</b>	717,337	717,337				

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	<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	470,388	470,388				
HEALTH BENEFITS	120,694	120,694				
RETIREMENTS	81,381	81,381				
OTHER FRINGE BENEFITS	9,561	9,561				
COMPUTER SERVICES	7,096	7,096				
CONTRACTUAL SERVICES	27,608	27,608				
RENTS	97	97				
COMMODITIES	512	512				
<b>TOTAL EXPENDITURES</b>	717,337	717,337				

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

ANNE H. JORDAN, COMMISSIONER  
JANET RICHARDS, ASST TO THE 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: 639.500

Legislative Count: 639.50

Units:

BUREAU OF BUILDING CODES AND STANDARDS

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

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU

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.

The 121st Legislature passed LD 1683, An Act Relating to the Establishment of a Central Maine Regional Public Safety Communication Center, as Public Law Chapter 678. Historically, emergency communications dispatch has been the responsibility of the Bureau of State Police within the Department of Public Safety. The State Police ran four dispatch centers in Houlton, Orono, Augusta and Gray which provided services not only for themselves, but for several other



## DEPARTMENT OF PUBLIC SAFETY

state agencies, some municipalities, the Maine Turnpike Authority and for Aroostook County. The Policy Board legislation called for a separate communications unit within the Department. This administrative change was achieved in FY07. Fifty-four existing Emergency Communications Specialist positions and six Emergency Communications Supervisor position were transferred from the Bureau of State Police into the new Consolidated Emergency Communications Bureau. In addition, to provide the unit with a civilian director, the position of Director, Bureau of Consolidated Emergency Communications was created. The new Director began on October 25, 2006.

### PROGRAM:

Other than Administration of the Department, the activities during 2009 are discussed in the individual reports of its Bureaus. During FY2006, all financial and human resources functions were consolidated into the Department of Administrative and Financial Services.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	35,392,344	9,289,376	6,566,360	15,477,584	1,082,017	2,977,007
HEALTH BENEFITS	12,447,315	3,289,485	2,203,275	5,611,445	214,239	1,128,871
RETIREMENTS	9,581,591	2,572,179	1,758,764	4,449,779	281,829	519,040
OTHER FRINGE BENEFITS	1,204,934	350,786	182,418	614,288	6,900	50,542
COMPUTER SERVICES	3,841,472	1,105,700	429,406	1,691,739	420,875	193,752
CONTRACTUAL SERVICES	15,309,751	5,520,067	1,906,947	5,730,814	2,059,623	92,300
RENTS	1,463,774	815,588	268,277	296,867	15,687	67,355
COMMODITIES	1,993,393	794,297	207,247	841,982	130,576	19,291
GRANTS, SUBSIDIES, PENSIONS	5,344,772	134,706	887,080	39,064	3,654,931	628,991
EQUIPMENT	1,068,327		798,173	146,932	123,222	
INTEREST-DEBT RETIREMENT	1,733,205	693,720		1,039,485		
TRANSFER TO OTHER FUNDS	1,110,227	733	353,243	548,631	54,358	153,262
COST OF GOODS SOLD	4	4				
<b>TOTAL EXPENDITURES</b>	<b>90,491,109</b>	<b>24,566,641</b>	<b>15,561,190</b>	<b>36,488,610</b>	<b>8,044,257</b>	<b>5,830,411</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	679,159	365,767	141,989	70,468	100,935	
HEALTH BENEFITS	209,991	96,702	50,375	30,520	32,394	
RETIREMENTS	109,205	47,846	28,088	15,666	17,605	
OTHER FRINGE BENEFITS	12,689	7,440	2,614	630	2,005	
COMPUTER SERVICES	53,114	10,049	30,438	2,713	9,914	
CONTRACTUAL SERVICES	1,680,218	608,538	194,635	625,053	251,992	
RENTS	88,375	45,194	1,386	30,900	10,895	
COMMODITIES	13,946	5,820	1,772	121	6,233	
GRANTS, SUBSIDIES, PENSIONS	1,617,767		71,258		917,518	628,991
TRANSFER TO OTHER FUNDS	50,361		13,685	23,562	13,114	
<b>TOTAL EXPENDITURES</b>	<b>4,514,825</b>	<b>1,187,356</b>	<b>536,240</b>	<b>799,633</b>	<b>1,362,605</b>	<b>628,991</b>

DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF BUILDING CODES AND STANDARDS**

**ANNE H. JORDAN, 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: 2008 Telephone: (207) 626-3803  
Reference: Policy Area: 06 ; Umbrella: 16 Unit: 642 ; Citation: T00025 M.R.S.A. Sect. 000002371  
Average Count--All Positions: 2.000 Legislative Count: 2.00

**PURPOSE:**

The Bureau of Building Codes and Standards was established in Title 10 Section 9722, Subsection 6. No allocation existed in this account in Fiscal Year 2009.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BUREAU OF CAPITOL SECURITY**

**RUSSELL GAUVIN, CHIEF**

Central Office: STATE OFFICE BLDG, AUGUSTA, ME 04333  
Mail Address: 68 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX: (207) 287-6212  
Established: 1977 Telephone: (207) 287-4357  
Reference: Policy Area: 06 ; Umbrella: 16 Unit: 219C; Citation: T0025 M.R.S.A. Sect. 000002904  
Average Count--All Positions: 9.500 Legislative Count: 9.50

**PURPOSE:**

The Bureau of Capitol Police is a law enforcement agency responsible for the safety of the people and the security of the buildings that make up Maine's seat of government. Areas of responsibility include the State House, the other State buildings within the Capitol Area campus, and the buildings on the eastside of the river within the old Augusta Mental Health campus. The Bureau patrols the State owned or controlled property in Augusta, enforces laws, including parking and traffic regulations, and responds to alarms and other calls for help or assistance on the two campuses. The Bureau's night watchpersons check the security of approximately 50 State owned buildings and properties in Augusta and Hallowell at night and on weekends.

**ORGANIZATION:**

The Capitol Security Police Force was created by the legislature in 1977 as a branch of the Department of Public Safety. So as to better reflect its law enforcement role; in 2009 the Legislature changed the name of the former Bureau of Capitol Security to the Bureau of Capitol Police. There currently is a staff of ten: The Capitol Police Chief, a sergeant, four police officers, three night watchpersons, and one part-time administrative assistant. Prior to 1977, the functions of the Bureau were the responsibility of the Bureau of Public Improvements.

**PROGRAM:**

During Fiscal Year 2009, the police officers and watchpersons within the Bureau found, initiated or responded to 18,158 documented events, incidents or activities. Eighty-two of these incidents resulted in criminal investigations being initiated. These range from thefts of property to assaults or criminal threatening. Officers investigated a number of threatening communications aimed at legislators or state employees. Bureau officers also investigated 16 motor vehicle crashes, issued 228 traffic summonses or warnings, and issued 995 parking tickets. Officers also kept the peace at numerous controversial public hearings, rallies and protests. Four people were arrested during one of those protests and were later convicted of criminal trespass. The major objectives of the Bureau are the safety of members of the legislature, staff, employees and visitors; and the security of the State buildings and property for the complexes to which we provide service. In FY 2009, the Bureau purchased mobile data terminals and an electronic records management system. These tools have enabled

## DEPARTMENT OF PUBLIC SAFETY

officers to more efficiently deliver service to people in the areas of responsibility.

### LICENSES:

The Bureau of Capitol Police Issues Capitol Area Activity Permits. Fifty permits were issued during Fiscal Year 2009 for activities in Capitol Park and in the Capitol Area.

### PUBLICATIONS:

Capitol Area Security Regulations

Rules and Regulations Relating to Parking on State property in the Capitol Area

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	344,615	344,615				
HEALTH BENEFITS	134,724	134,724				
RETIREMENTS	75,077	75,077				
OTHER FRINGE BENEFITS	10,386	10,386				
COMPUTER SERVICES	12,343	12,343				
CONTRACTUAL SERVICES	13,991	13,991				
RENTS	20,874	20,874				
COMMODITIES	2,409	2,409				
<b>TOTAL EXPENDITURES</b>	<b>614,419</b>	<b>614,419</b>				

## MISSING CHILDREN INFORMATION CLEARINGHOUSE

**ANNE H. JORDAN, COMMISSIONER**  
**PATRICK J. FLEMING, 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, guardians, legal custodians, or by a law enforcement agency, and to provide a centralized file for missing children within the state.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

**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 M.R.S.A., Sect. 000002801A

*Average Count--All Positions:* 11.000

*FAX:* (207) 877-8027

*Telephone:* (207) 877-8000

*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, 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 \$1,657,160 from 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 partnership philosophy has been supported by the Police Chiefs and Sheriffs in Maine to provide very cost effective training to their respective agencies. In 2008, the Academy had 17,000 hours of donated instructor time.

**PROGRAM:**

During the year, the MCJA Board of Trustees certified 86 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 175 corrections officers who graduated from the Basic Corrections Training Program, and 236 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 16 law enforcement officers from the Basic Law Enforcement Training Program and 1 corrections officer from the Basic Corrections Training Program. The Board awarded 60 Instructor Certificates, 10 Executive Certificates, and 16 Canine Handler Certificates. The Board authorized 8 new courses. During the training year, 158 Specialized and In-service courses were offered and the Board decertified 14 law enforcement and or corrections officers. The Academy also provided four classes online during FY 2009 through JPMA.

**LICENSES:**

1. Basic Law Enforcement Officer
2. Part Time Law Enforcement Officer
3. Basic Correctional Officer
4. Law Enforcement Executive Certification
5. Corrections Executive Certification
6. Instructor Certification
7. Law Enforcement Intermediate Certification
8. Law Enforcement Advanced Certification
9. Correction Officer Intermediate Certification
10. Correction Officer Advanced Certification
11. Municipal Ordinance Prosecutor's Certification

## DEPARTMENT OF PUBLIC SAFETY

12. Court Security Officer Certification
13. Accident Reconstruction Specialist Certification
14. Canine Handler Team Certification
15. Canine Trainer Certification
16. Canine / Handler Team Evaluator Certification
17. Capitol Security Officer Certification
18. Drug Recognition Expert Certification
19. Drug Abuse Resistance Education Certification
20. Immigration and Naturalization Service / U.S. Customs Limited Authority Certification
21. Law Enforcement Chaplain Certification

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety  
Annual Training Catalog  
Annual Media Catalog

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	483,586		483,586			
HEALTH BENEFITS	192,303		192,303			
RETIREMENTS	90,824		90,824			
OTHER FRINGE BENEFITS	11,127		11,127			
COMPUTER SERVICES	35,131		35,131			
CONTRACTUAL SERVICES	412,808		412,808			
RENTS	30,304		30,304			
COMMODITIES	67,159		67,159			
EQUIPMENT	22,000		22,000			
TRANSFER TO OTHER FUNDS	197,454		197,454			
<b>TOTAL EXPENDITURES</b>	1,542,696		1,542,696			

## 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

FAX: (207) 877-8027

Telephone: (207) 877-8000

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 227 ; Citation: T0025 M.R.S.A. Sect. 000002802

### 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 law enforcement executives, law enforcement officers, corrections officers, court security, capitol security officers, canine handler teams, instructors, harbor masters, and others.

### ORGANIZATION:

The Academy Board of Trustees currently consists of 17 members: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel, the Chief of the State Police, and the Commissioner of Corrections, are all ex officio. The following members are appointed by the Governor: 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

## DEPARTMENT OF PUBLIC SAFETY

enforcement agency, three citizens, a municipal official 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 86 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 175 corrections officers who graduated from the Basic Corrections Training Program, and 236 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 16 law enforcement officers from the Basic Law Enforcement Training Program and 1 corrections officer from the Basic Corrections Training Program. The Board awarded 60 Instructor Certificates, 10 Executive Certificates, and 16 Canine Handler Certificates. The Board authorized 8 new courses. During the training year, 158 Specialized and In-service courses were offered and the Board decertified 14 law enforcement and or corrections officers. The Academy also provided four classes online during FY 2009 through JPMA.

### LICENSES:

See the Maine Criminal Justice Academy

### PUBLICATIONS:

See the Maine Criminal Justice Academy

**FINANCES, FISCAL YEAR 2009:** 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:* 166 STATE HOUSE STATION, AUGUSTA, ME 04333-0166

*FAX:* (207) 287-3042

*Established:* 1987

*Telephone:* (207) 626-5850

*Reference:* Policy Area:06 ; Umbrella: 16 Unit: 230 ; Citation: T0025 M.R.S.A., Sect. 000002955

*Average Count--All Positions:* 3,000

*Legislative Count:* 3.00

### PURPOSE:

The purpose is to provide a central administrative structure for the establishment, coordination, and oversight of specialized narcotics and narcotics-related investigative units within the State of Maine through a multi-jurisdictional drug task force approach. The task force concept brings together the resources of adjoining and overlapping enforcement entities, particularly in situations in which sparse resources are spread over great distances. This approach has proven to be one of the most effective tools in proactively addressing the proliferation of illegal drug activity through the pooling of skills, enhanced intelligence sharing, increased personnel resources, more equipment available, concentration of effort on a clear goal, and reduced jurisdictional boundary problems. In addition to the consolidation of investigatory resources, the Maine Drug Enforcement Agency also integrates prosecuting personnel with the day-to-day case work investigators.

### ORGANIZATION:

The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 M.R.S.A., Chapter 353. Funding of the Agency was established by the Anti-Drug Abuse Act of 1986. In 1991 the Legislature changed the Agency name to the Maine Drug Enforcement Agency. 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. The Maine Drug Enforcement Agency is a statewide multi-jurisdictional task force, and its personnel are assigned to the task force by municipal, county, state and tribal law enforcement agencies.

## DEPARTMENT OF PUBLIC SAFETY

### PROGRAM:

MDEA's mission is to disrupt the drug market, thereby undermining the ability of drug suppliers to meet, expand, and profit from drug demand while supporting prevention efforts and contributing to treatment efforts. Its 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DRUG ENFORCEMENT AGENCY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	147,186	147,186				
HEALTH BENEFITS	41,570	41,570				
RETIREMENTS	11,218	11,218				
OTHER FRINGE BENEFITS	2,469	2,469				
COMPUTER SERVICES	112,016	80,235	31,781			
CONTRACTUAL SERVICES	2,805,755	1,539,102	141,083		1,125,570	
RENTS	573,662	493,229	80,283			150
COMMODITIES	44,282	25,807	11,020			7,455
GRANTS, SUBSIDIES, PENSIONS	150,000		150,000			
EQUIPMENT	106,604		33,255			73,349
TRANSFER TO OTHER FUNDS	4,695		1,026			3,669
COST OF GOODS SOLD	4	4				
<b>TOTAL EXPENDITURES</b>	3,999,461	2,340,820	448,448		1,210,193	

## CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU

### CLIFFORD S. WELLS, DIRECTOR

*Central Office:* 45 COMMERCE DRIVE, AUGUSTA, ME 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX:* (207) 287-3430

*Established:* 2006

*Telephone:* (207) 624-7001

*Reference: Policy Area:* 06 : *Umbrella:* 16 *Unit:* 219E *Citation:* 2005 PLMA S.A. Sect. 00519-00

*Average Count--All Positions:* 75,000

*Legislative Count:* 75,00

### PURPOSE:

The Consolidated Emergency Communications Bureau shall carry out the policies, procedures, and standards as established by the Maine Communications System Policy Board for the cooperative use of the Department of Public Safety's communications systems by municipal, county, and state government entities.

### ORGANIZATION:

The 121st Legislature passed LD 1683, An Act Relating to the Establishment of a Central Maine Regional Public Safety Communication Center, as Public Law Chapter 678.

Historically, emergency communications dispatch has been the responsibility of the Bureau of State Police within the Department of Public Safety. The State Police ran four dispatch centers in Houlton, Orono, Augusta and Gray which provided services not only for themselves, but for several other state agencies, some municipalities, the Maine Turnpike Authority and for Aroostook County. The Policy Board legislation calls for a separate communications unit within the Department. This administrative change was achieved in FY07. Fifty-four existing Emergency Communications Specialist positions and six Emergency Communications Supervisor position were transferred from the Bureau of State Police into the new Consolidated Emergency Communications Bureau. In addition, to provide the unit with a civilian director, the position of Director, Bureau

## DEPARTMENT OF PUBLIC SAFETY

of Consolidated Emergency Communications was created. The new Director began on October 25, 2006.

The 121st Legislature also passed LD 1423, An Act To Facilitate the Implementation, Maintenance and Operations of the E-9-1-1 Emergency System, which directed the Emergency Services Communications Bureau at the Public Utilities Commission to seek reduction of the number of Public Safety Answering Points (PSAP) to between 16 and 24. This resulted in the closing of a number of local PSAPs and in some cases caused not only emergency call-taking to be relocated, but also emergency dispatch may have been moved. This year, the 123rd Legislature, passed 2008 Public Law Chapter 622, which required that this Bureau submit to a rate setting case through the Maine Public Utilities Commission (PUC). The resulting Order on Docket 2008-225 would be the rates that the Bureau can charge to all it State and Local partners for Public Safety Answering Point (PSAP) call-taking and public safety dispatching services. With the issuing of that Order, several jurisdictions did not renew contracts and went to agencies that provided services for a lesser rate.

### PROGRAM:

These Communications Centers provide emergency and non-emergency call taking and dispatching for seven state agencies and twenty-four municipal agencies. They also provide backup Public Safety Answering Point (PSAP) capabilities for local and county PSAPs and receive almost all the cellular 911 calls in the state.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,977,007					2,977,007
HEALTH BENEFITS	1,128,871					1,128,871
RETIREMENTS	519,040					519,040
OTHER FRINGE BENEFITS	50,542					50,542
COMPUTER SERVICES	193,752					193,752
CONTRACTUAL SERVICES	92,300					92,300
RENTS	67,355					67,355
COMMODITIES	19,291					19,291
TRANSFER TO OTHER FUNDS	153,262					153,262
<b>TOTAL EXPENDITURES</b>	<b>5,201,420</b>					<b>5,201,420</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

*FAX:* (207) 287-6251

*Established:* 1981

*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. MEMS is also responsible for licensing Public Safety Answering Points, Emergency Medical Dispatch Centers and Emergency Medical Dispatchers. Currently, training for EMD is conducted by the Emergency Services Communications Bureau (Public Utilities Commission).

### ORGANIZATION:

The 17 member Maine Emergency Medical Services Board is the sole EMS rulemaking authority and provides policy direction for Maine EMS. Daily responsibilities are assigned to the central office staff (7). There are also six independent (non-state) regional councils that have a contract for services to coordinate education, and assist local EMS services with quality assurance, medical



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control, and mutual aid planning.

Maine has 285 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services, 6,500 licensed EMS personnel (including Emergency Medical Dispatchers), 37 acute care hospitals (including 3 designated Trauma Centers), 500 EMS vehicles, and 1,500 emergency physicians, nurses, and ambulance vehicle operators.

Maine EMS is also responsible for providing quality improvement assistance to the dispatch centers.

### **PROGRAM:**

The Maine EMS system conducts hundreds of training programs for ambulance services, emergency medical services providers (4 different levels), and EMS service managers. MEMS is also responsible for management of the run report data system, which has been converted from a paper based system to an electronic one. This change, which was completed 4/1/09, brings in-house data responsibilities within Maine EMS that were previously contracted to an outside agency.

All of the activities support a system which responded to over 250,000 calls in 2009, a number which continues to increase steadily each year.

### **LICENSES:**

Ambulance Vehicle Licenses  
Emergency Medical Service Vehicle Authorization  
Ambulance and First Responder Service Licenses and Permits  
First Responder, Emergency Medical Technician, EMT-Intermediate, EMT-Critical Care, and Paramedic Licensure  
EMS Instructor-Coordinator Certification  
Air Ambulance Licenses  
Emergency Medical Dispatcher  
Emergency Medical Dispatch Center

### **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

All of the above documents are available through the Maine EMS web site:  
[www.maine.gov/dps/ems](http://www.maine.gov/dps/ems)

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

**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:* 42.000

*Legislative Count:* 42.00

**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; 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 Office of the State Fire Marshal, 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 origin and cause of fires and explosions; 2) Arson investigation, evidence gathering and case preparation for possible prosecution; 3) Regulate, permit and inspect for the use of explosives, fireworks, and certain flammable liquids; 4) Inspect approximately 25 different types of buildings and facilities with the primary focus to enforce life safety codes and standards; 5) Review plans to issue permits for construction and alteration of public buildings, handicap accessibility, installation of fire alarm and fire sprinkler systems, installation of above ground fuel storage tanks, amusement rides, and new self-service gas stations; 6) Conduct and offer specialized training for trade professionals, care givers, code enforcement officials, and fire and law enforcement professionals; 7) Coordinate efforts of specialty subject areas such as the Juvenile Firesetter Intervention Task Force; 8) Implement, manage, and report on Maine's Reduced Ignition Propensity Cigarette law; 9) Develop and deliver public education and awareness programs on fire prevention and safety to Maine's most vulnerable populations; and 10) Conduct research and analysis of the state fire burden for use in the development, implementation, and improvement of new and existing programs.

**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

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### 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:

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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	2,596,773		2,596,773			
HEALTH BENEFITS	877,191		877,191			
RETIREMENTS	566,971		566,971			
OTHER FRINGE BENEFITS	49,001		49,001			
COMPUTER SERVICES	106,581		106,581			
CONTRACTUAL SERVICES	632,576		553,609		78,967	
RENTS	115,635		115,635			
COMMODITIES	64,502		62,756		1,746	
GRANTS, SUBSIDIES, PENSIONS	50,000		50,000			
EQUIPMENT	303,822		303,822			
TRANSFER TO OTHER FUNDS	40,876		40,217		659	
TOTAL EXPENDITURES	5,403,928		5,322,556		81,372	

## 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: 2004

Telephone: (207) 626-3901

Reference: Policy Area: 06 ; Umbrella: 16 Unit: 633 ; Citation: T0008 M.R.S.A. Sect. 000001001

Average Count--All Positions: 7.000

Legislative Count: 7.00

### PURPOSE:

The Gambling Control Board is responsible for the inspection, monitoring and investigating of the companies and individuals that are associated with any slot machine facility in the State. Further, the Gambling Control Board oversees the collection of funds that are generated from the slot operation.

### ORGANIZATION:

The Executive Director serves as the day-to-day supervisor for the activities of the Gambling Control Unit and reports to the Gambling Control Board. In addition to the Executive Director, the Gambling Control Unit has 6.0 employees assigned to it. A Maine State Police detective performs the investigative functions associated with licensing and any criminal matters. Two civilian inspectors are located at the gaming facility to observe operations. An auditor insures proper accounting and distribution of funds generated from the gaming facility. The sixth position is located in the State Bureau of Identification but is funded by

## DEPARTMENT OF PUBLIC SAFETY

the Gambling Control Board due to the number of fingerprints that are submitted from people seeking licensure.

### PROGRAM:

The Gambling Unit assists the Gambling Control Board providing oversight of regulatory matters related to slot machine facilities. The Unit insures rigorous inspection of all facets of the operation. All persons working at the facility that are directly associated with the slot games are investigated for eligibility and suitability by the Maine State Police. The Gambling Control Board utilizes a central sight monitoring system to gather data and insure the complete accounting of the slot machine operation. The auditor assigned to the Gambling Control Board (unit) works with the private central monitoring system provider to insure accuracy of reports.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GAMBLING CONTROL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	289,019	289,019				
HEALTH BENEFITS	102,687	102,687				
RETIREMENTS	58,345	58,345				
OTHER FRINGE BENEFITS	7,711	7,711				
COMPUTER SERVICES	10,009	10,009				
CONTRACTUAL SERVICES	478,035	447,876	30,159			
RENTS	42,956	42,956				
COMMODITIES	3,188	3,188				
GRANTS, SUBSIDIES, PENSIONS	541,934	25,694	516,240			
<b>TOTAL EXPENDITURES</b>	1,533,884	987,485	546,399			

## 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:* 5.000

*Legislative Count:* 5.00

### PURPOSE:

The Bureau of Highway Safety is responsible for the state's highway safety programs 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 was established under 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

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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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HIGHWAY SAFETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	213,235		18,973	45,198	149,064	
HEALTH BENEFITS	86,983		7,365	22,378	57,240	
RETIREMENTS	40,031		3,295	7,851	28,885	
OTHER FRINGE BENEFITS	3,824		401	878	2,545	
COMPUTER SERVICES	8,201		929	7,159	113	
CONTRACTUAL SERVICES	415,819		16,208	337,123	62,488	
RENTS	19,175			14,534	4,641	
COMMODITIES	4,787		167	3,982	638	
GRANTS, SUBSIDIES, PENSIONS	2,837,446		99,582	62	2,737,802	
TRANSFER TO OTHER FUNDS	9,742		582	5,401	3,759	
<b>TOTAL EXPENDITURES</b>	<b>3,639,243</b>		<b>147,502</b>	<b>444,566</b>	<b>3,047,175</b>	

## STATE BUREAU OF IDENTIFICATION

**PATRICK J. FLEMING, CHIEF, MAINE STATE POLICE**  
**MATTHEW R. RUEL, DIRECTOR**

*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) 624-7200

*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. Along with criminal history records information, the Bureau operates and maintains the sex offender registry.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF STATE POLICE**

**PATRICK J. FLEMING, CHIEF, MAINE STATE POLICE**  
**ROBERT A. WILLIAMS, 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: 471.000

Legislative Count: 471.00

**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.

In June of 2003, the State Police assumed responsibility for the oversight of Liquor Licensing, which previously had been a separate bureau. The compliment of Public Safety Inspectors to inspect licensees or applicants for suitability and compliance grew to a total of 5, with a supervisor overseeing the unit.

**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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## BUREAU OF STATE POLICE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	27,661,764	8,142,789	3,325,039	15,361,918	832,018	
HEALTH BENEFITS	9,672,996	2,913,802	1,076,041	5,558,547	124,606	
RETIREMENTS	8,110,880	2,379,693	1,069,585	4,426,262	235,340	
OTHER FRINGE BENEFITS	1,057,186	322,780	119,276	612,781	2,349	
COMPUTER SERVICES	3,310,326	993,064	224,547	1,681,867	410,848	
CONTRACTUAL SERVICES	8,778,249	2,910,560	558,445	4,768,637	540,607	
RENTS	505,436	213,334	40,669	251,433		
COMMODITIES	1,773,829	757,073	64,373	837,879	114,504	
GRANTS, SUBSIDIES, PENSIONS	147,625	109,011		39,003	389	
EQUIPMENT	635,901		439,096	146,932	49,873	
INTEREST-DEBT RETIREMENT	1,733,205	693,720		1,039,485		
TRANSFER TO OTHER FUNDS	653,838	733	100,279	519,669	33,157	
<b>TOTAL EXPENDITURES</b>	<b>64,041,235</b>	<b>19,436,559</b>	<b>7,017,350</b>	<b>35,244,413</b>	<b>2,342,913</b>	

PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**KAREN GERAGHTY, 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: 76.750

Legislative Count: 76.50

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 155 water utilities, 14 electric utilities, 4 gas utilities, 24 local telephone utilities, 1 water carrier, 125 competitive electricity providers, and 213 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 TELEPHONE AND WATER DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on telephone and water utilities. The DIVISION provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the telephone and water industries. The ELECTRIC AND GAS DIVISION is responsible for financial, technical, and policy related investigations and analyses conducted by the Commission on electric and gas utilities. The DIVISION provides expert advice to the Commission on such matters as revenues, expenses, engineering, economics, technology and other technical aspects related to the electric and gas industries. 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, which 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, 2009, 464 cases were filed with the Commission and the Commission closed 481 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 2008, CAD handled 6,292 consumer contacts, including 4,421 information requests and 1,706 complaints. The vast majority of complaints (87%) were related to the electric and telephone utilities with 25% attributable to telephone utilities and 62% attributable to electric utilities, 3% attributable to gas utilities, and 10% attributable to water utilities. In addition, the CAD ordered \$275,474 to be abated to 223 customers. The CAD received 13 utility exemption requests during 2008. Finally, CAD received 165 requests from utilities to disconnect customers from service during the winter of 2008.

### 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 Bay.

### 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,311,914		4,205,421		106,493	
HEALTH BENEFITS	1,285,742		1,252,654		33,088	
RETIREMENTS	881,712		863,883		17,829	
OTHER FRINGE BENEFITS	75,683		73,519		2,164	
COMPUTER SERVICES	616,278		609,501		6,777	
CONTRACTUAL SERVICES	13,265,769		13,018,343		247,426	
RENTS	23,964		22,300		1,664	
COMMODITIES	63,761		56,554		7,207	
GRANTS, SUBSIDIES, PENSIONS	9,133,288		8,762,371		370,917	
TRANSFER TO OTHER FUNDS	402,356		389,207		13,149	
<b>TOTAL EXPENDITURES</b>	<b>30,060,467</b>		<b>29,253,753</b>		<b>806,714</b>	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,046,929		3,940,436		106,493	
HEALTH BENEFITS	1,197,125		1,164,037		33,088	
RETIREMENTS	829,603		811,774		17,829	
OTHER FRINGE BENEFITS	70,408		68,244		2,164	
COMPUTER SERVICES	220,060		213,283		6,777	
CONTRACTUAL SERVICES	6,700,745		6,453,319		247,426	
RENTS	19,606		17,942		1,664	
COMMODITIES	53,485		46,278		7,207	
GRANTS, SUBSIDIES, PENSIONS	9,122,039		8,751,122		370,917	
TRANSFER TO OTHER FUNDS	402,356		389,207		13,149	
<b>TOTAL EXPENDITURES</b>	<b>22,662,356</b>		<b>21,855,642</b>		<b>806,714</b>	

## EMERGENCY SERVICES COMMUNICATION BUREAU

**KAREN GERAGHTY, ADMIN DIR PUC**  
**MARIA JACQUES, DIR EMERGENCY SVCS COMMUN**

*Central Office:* 242 STATE STREET, AUGUSTA, ME 04333

*Mail Address:* 18 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 2003

*Reference: Policy Area:* 07 ; *Umbrella:* 65 ; *Unit:* 625 ; *Citation:* T0025

*Average Count--All Positions:* 6.000

*FAX:* (207) 287-1039

*Telephone:* (207) 287-3831

*M.R.S.A., Sect.* 000002926

*Legislative Count:* 6.00

### PURPOSE:

The Emergency Services Communication Bureau, established in 1994, has been part of the Maine Public Utilities Commission since September 13, 2003. The Bureau is responsible for the implementation and management of 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:

In December of 2006, the Bureau started implementation of a second generation system hardware and software PSAP replacement upgrade to address Federal Communications Commission wireless cellular and voice over internet protocol (VoIP) requirements. The technology upgrade was completed in February 2008. Concurrent with the PSAP upgrade the Bureau implemented a legislative

## PUBLIC UTILITIES COMMISSION

requirement for PSAP consolidation reducing the number of PSAPs from 48 to 26. Currently 100% of the population of Maine has E9-1-1 access from their home, business, wireless, or VoIP telephones.

In 2009, the Bureau began transitioning PSAP call takers to uniform Emergency Medical Dispatch (EMD) program, offering 13 classes to nearly 300 students. Additionally, the Bureau delivered 4 EMD Quality Assurance classes with 62 students. This two-day course trains centers on how to administer a quality review program for their EMD calls. These courses are in addition to the on-going PSAP technology training offered by the Bureau to all new employees.

Through a cooperative agreement with the Maine Office of Geographic Information Systems, local municipalities and counties are receiving technical assistance in the naming and numbering of all streets and road networks. Statewide, 99% of addresses are numbered within the 9-1-1 database, with most municipalities working within a road maintenance mode.

### PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Officers Manual, fourth edition  
Web Page [www.maine911.com](http://www.maine911.com)  
PSAP Training Manual

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EMERGENCY SERVICES COMMUNICATION BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	264,985		264,985			
HEALTH BENEFITS	88,617		88,617			
RETIREMENTS	52,109		52,109			
OTHER FRINGE BENEFITS	5,275		5,275			
COMPUTER SERVICES	396,219		396,219			
CONTRACTUAL SERVICES	6,565,025		6,565,025			
RENTS	4,358		4,358			
COMMODITIES	10,277		10,277			
GRANTS, SUBSIDIES, PENSIONS	11,249		11,249			
TOTAL EXPENDITURES	7,398,114		7,398,114			

## E-9-1-1 COUNCIL

### SHARON REISHUS, CHAIRMAN - PUC

Central Office: 242 STATE ST., AUGUSTA, ME 04333

Mail Address: 18 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 2003

Reference: Policy Area:07 ; Umbrella: 65 Unit: 634 ; Citation: T0025 M.R.S.A., Sect. 000002925

WATS: (800) 452-4699

FAX: (207) 287-1039

Telephone: (207) 287-3831

### 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 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.

## PUBLIC UTILITIES COMMISSION

**PROGRAM:**

The Council shall advise and assist the Emergency Services Communication Bureau in the implementation of the E9-1-1 system.

**FINANCES, FISCAL YEAR 2009:** 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**  
**BARBARA REDMOND, DEPUTY 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:* 437.308

*Legislative Count:* 437.00

**Units:**

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

MAINE STATE ARCHIVES

DIVISION OF ARCHIVES SERVICES

DIVISION OF CORPORATIONS, UCC AND COMMISSIONS

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS

DIVISION OF DRIVER LICENSE SERVICES

DIVISION OF ELECTIONS AND APA

DIVISION OF INFORMATION TECHNOLOGY

OFFICE OF INVESTIGATION

DIVISION OF LEGAL AFFAIRS

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

BUREAU OF MOTOR VEHICLES

DIVISION OF PUBLIC SERVICES

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.

## DEPARTMENT OF THE SECRETARY OF STATE

### PROGRAM:

In fiscal year 2009, the department's Election Division conducted five candidate recounts, certified one People's Veto Petition and five citizen initiatives. Four of the initiatives met the Constitutional threshold and were transmitted to the Legislature.

A new specialty registration plate supporting Animal Welfare was approved by the legislature and the breast cancer awareness registration plate made available to the public. In addition, the Bureau of Motor Vehicles implemented the legal presence law, requiring holders of a driver's license or identification card to provide legal presence in the United States before obtaining or renewing a credential, and the Ignition Interlock Device program.

The department worked with InforME to simplify the online absentee ballot request service, continued enhancements to the Notary and Dedimus Justice Service, and the Rapid Renewal service expanded to include 133 municipalities offering vehicle registration online.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	15,436,019	1,719,044	177,297	13,454,838	84,840	
HEALTH BENEFITS	6,354,636	656,787	81,185	5,582,576	34,088	
RETIREMENTS	2,752,458	311,071	33,632	2,394,513	13,242	
OTHER FRINGE BENEFITS	290,395	27,549	3,541	257,794	1,511	
COMPUTER SERVICES	4,001,373	41,713		2,488,984	1,470,676	
CONTRACTUAL SERVICES	4,774,706	714,762	39,587	3,854,252	166,105	
RENTS	1,515,819	2,516	1,473	1,436,545	75,285	
COMMODITIES	1,442,097	30,425	129,569	1,240,076	42,027	
GRANTS, SUBSIDIES, PENSIONS	1,007,800		1,001,059		6,741	
EQUIPMENT	14,881				14,881	
INTEREST-DEBT RETIREMENT	63,020			63,020		
TRANSFER TO OTHER FUNDS	2,234,468		25,000	2,108,150	101,318	
<b>TOTAL EXPENDITURES</b>	<b>39,887,672</b>	<b>3,503,867</b>	<b>1,492,343</b>	<b>32,880,748</b>	<b>2,010,714</b>	

## ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

### DAVID LACHANCE, DIRECTOR

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX: (207) 624-9013

Established: 1943 Telephone: (207) 624-9005

Reference: Policy Area:00 ; Umbrella: 29 Unit: 250D; Citation: T0029 M.R.S.A. Sect. 000000051

### PURPOSE:

The Division of Administrative Services provides services for the bureaus, divisions and sections within the Department of the Secretary of State. This includes the Bureau of Corporations, Elections and Commissions (CEC), the Maine Archives and the Bureau of Motor Vehicles (BMV). The divisions within the BMV consist of Driver License Services, Information Services, Office of Investigations, Public Services and Vehicle Services. The Administrative Services unit provides financial and management support services including accounting, audit, budgeting/payroll, personnel management, plate manufacturing,

## DEPARTMENT OF THE SECRETARY OF STATE

revenue collection, central stores and supply, mail handling, and facilities management for the main office, 13 branch offices, 24 mobile units, Archives, CEC and Secretary of State's office.

### ORGANIZATION:

In an effort to maximize efficiencies, consolidate functions and realize savings, the administrative functions of the Bureau of Corporations, Elections and Commissions and the Maine Archives were merged with the Bureau of Motor Vehicles Administrative Services division as part of a cost savings measure in Public Law 2009, chapter 413.

### PROGRAM:

The primary functions and activities of the Division during the past year included providing General Fund and Highway Fund revenue projections to the Revenue Forecasting Committee, manufacturing and issuing regular and new specialty license plates, completing contracts, monitoring encumbrances and expenditures and ongoing human resources support to employees and supervisors. Audit services continued to conduct reviews of municipalities.

### PUBLICATIONS:

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE STATE ARCHIVES

### DAVID CHEEVER, STATE ARCHIVIST

*Central Office:* CULTURAL BLDG, AUGUSTA, ME 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX:* (207) 287-6035

*Established:* 1965

*Telephone:* (207) 287-5790

*Reference:* Policy Area:00 : Umbrella: 29 Unit: 255 : Citation: T0005 M.R.S.A., Sect. 000000094

*Average Count--All Positions:* 14,000

*Legislative Count:* 14,000

### PURPOSE:

The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government, as well as county and municipal government agencies, in making their operations more efficient and economical by applying modern records management techniques, including establishing disposition schedules under which agencies may systematically destroy records having exhausted their value to the State; providing technical assistance in specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized technology and techniques designed to make such records readily accessible for use by the government and public. These efforts include identifying and arranging records, developing finding aids such as inventories, indexes and guides to record groups or series, and directly assisting in-person users or responding to mail request, publishing by microfilm, or printing of selected records having a high public demand, and posting of data bases 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 Photo-duplication Laboratory serving as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules.

## DEPARTMENT OF THE SECRETARY OF STATE

### ORGANIZATION:

The Maine Legislature created the State Archives in 1965 and designated the Archives as a central staff agency in 1973, extending its jurisdiction to the counties and municipalities.

Two operating divisions comprise the Maine State Archives, the Division of Records Management Services, and the Division of Archives Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The State Archivist and the Archives Advisory Board are responsible for authorizing the destruction of government records.

The Archives works with the Maine Historical Records Advisory Board to serve historical records repositories throughout Maine. The State Archivist serves as chairman of that Board.

### PROGRAM:

The Archives distributes microfilm copies of frequently used records to selected repositories across the state, including, vital records (births, deaths, marriages up to 1955.)

Records management consulting is available to all government agencies, including counties and municipalities.

A comprehensive data base system encompassing both Archival and Records Center holdings continues to expand. It allows rapid retrieval of records by keyword searches. Special projects included refilming of vital records whose microfilm copies were in poor condition, and deployment of searchable databases in the Research Room. These databases are accessible via the Internet. The Archives makes financial grants available for archival preservation and access projects.

### PUBLICATIONS:

The Archives has a World Wide Web site, which includes information about our collections, related cultural organizations, databases and e-mail contacts. The address is: [www.maine.gov/sos/arc/](http://www.maine.gov/sos/arc/).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	530,199	511,590	1,295		17,314	
HEALTH BENEFITS	208,746	201,298	463		6,985	
RETIREMENTS	92,007	88,775	225		3,007	
OTHER FRINGE BENEFITS	6,348	5,990	22		336	
COMPUTER SERVICES	24,318	24,318				
CONTRACTUAL SERVICES	45,150	39,098	2,921		3,131	
RENTS	2,516	2,516				
COMMODITIES	12,788	9,647	3,141			
GRANTS, SUBSIDIES, PENSIONS	6,741				6,741	
<b>TOTAL EXPENDITURES</b>	<b>928,813</b>	<b>883,232</b>	<b>8,067</b>		<b>37,514</b>	

## DIVISION OF ARCHIVES SERVICES

### DAVID CHEEVER, STATE ARCHIVIST

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0084

Mail Address: 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 FAX: (207) 287-5739

Established: 1971

Telephone: (207) 287-5795

Reference: Policy Area:00 : Umbrella: 29 Unit: 255A: Citation: T0005 M.R.S.A., Sect. 000000095



## DEPARTMENT OF THE SECRETARY OF STATE

### **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.

### **ORGANIZATION:**

The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

### **PROGRAM:**

The number of in-person visits by customers remains constant. With new technologies requests for information by e-mail, regular mail and telephone continue to increase. The creation of finding aids in the form of computerized indexes has continued with many of these now available online and further online 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 enhance the readability of images, scan them onto disks, and make them available on the Internet.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF CORPORATIONS, UCC AND COMMISSIONS**

**TIMOTHY POULIN, DIRECTOR**  
**CATHY BEAUDOIN, ASSISTANT DIRECTOR**

*Central Office:* CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101

*Mail Address:* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101      *FAX:* (207) 287-5874

*Established:* 1989

*Telephone:* (207) 624-7736

*Reference:* Policy Area: 00 ; Umbrella: 29 Unit: 250Q: Citation: T0005 M.R.S.A. Sect. 000000081

### **PURPOSE:**

The purpose of the Division of Corporations, UCC and Commissions is to serve as a repository for all records relating to over 80,000 business entities and nonprofit corporations operating in the State and over 195,000 liens filed on personal property under the Uniform Commercial Code. The Division also administers the appointment, renewal and continuing education of over 26,250 Notaries Public, administers the application process for nominees for the office of Dedimus Justice for the Governor's office; records and maintains appointments and information for over 265 boards and commissions listed in Title 5, chapter 379; serves as the secretariat to the Governor's office as well as files and maintains all documents relating to Executive Clemency and processes requests for authentications, Apostilles and other certifications on the acts of public officials.

### **ORGANIZATION:**

The Director is responsible for the functions of the Division, including the selection, supervision, rating and discipline of personnel. The Assistant Director reports directly to the Director who reports directly to the Deputy Secretary of State assigned to the Bureau of Corporations, Elections and Commissions.

### **PROGRAM:**

The Division files all originating documents, amendments and cancellations relating to business and nonprofit corporations, limited partnerships, limited liability companies, limited liability partnerships and reviews proposed entity names against those on file for availability prior to filing; files over 73,000 annual reports disclosing officer information for all entities on file; assesses penalties for late filing of annual reports; and administratively dissolves or revokes entities which fail to file annual reports, pay penalties, maintain a contact person or do not maintain workers' compensation insurance. The Division

## DEPARTMENT OF THE SECRETARY OF STATE

maintains over 9,200 service and trade marks on file and reviews the design and text of the proposed marks against those on file for availability prior to filing. The Division annually files over 51,000 original records, amendments and renewals of security interests in personal property under the Uniform Commercial Code and the Federal Food Security Act. The Division also maintains signature and oath records for Notaries Public, various State officials and appointees to boards and commissions. These records are maintained both as an official record and for authenticating official acts. The Division annually reports to the Governor and the Legislature on the activities of boards and commissions and of potential vacancies on boards and commissions. The Division issues commissions for Notaries Public, provides continuing education for Notaries Public and coordinates paperwork by case for pardon hearings and facilitates the audio recording of those hearings for public access.

The Division maintains public access in the Bureau's reception area to allow walk-in users direct access to corporate and UCC information. The Division works with the business and legal community and other stakeholders to review and consider adoption of uniform or model state filing laws and procedures that are under the responsibility of the Division. Over the last 8 years, the Division has implemented a number of online services to provide 24/7 access to filing systems or view information contained on the Division's databases.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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) 624-7736

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250P ; *Citation:* T0005 *M.R.S.A., Sect.* 000000081

*Average Count--All Positions:* 40.000

*Legislative Count:* 40.00

#### PURPOSE:

The Bureau of Corporations, Elections, and Commissions is the portion of the Department of the Secretary of State responsible for elections, corporations, and a variety of central filing activities. The Bureau has significant contact with the public in many areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code (UCC) filings; oversight of the Administrative Procedure Act (state agency rule-making); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; and commissioning of Notaries Public. 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 inquiries in person, over the phone, by mail and by email to individuals or through email drop boxes. Customers also obtain significant information through the Bureau's web pages. The Bureau also has one public access workstation in the Reception area to allow walk-in users direct access to the data or information in many of the program areas of the Bureau.

The Bureau continues to administer the requirements of the Help America Vote Act of 2002.

## DEPARTMENT OF THE SECRETARY OF STATE

### LICENSES:

Filings and Commissions  
Administrative Rules and Regulations  
Business Corporations  
Candidate Petitions  
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  
Constitution of the State of Maine  
Guide to the Rulemaking Process for State Agencies  
House, Senate & Congressional District Maps; Voting Districts by Municipality  
Incorporating in the State of Maine  
Information on the Citizen Initiative & People's Veto Petition Processes  
Maine Voter Information Guide  
Notary Public Guide  
Registered and Enrolled Voters Listing  
Internet: [www.maine.gov/sos/cec/](http://www.maine.gov/sos/cec/)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	1,390,948	1,207,454	115,968		67,526	
HEALTH BENEFITS	541,337	455,489	58,745		27,103	
RETIREMENTS	252,510	222,297	19,978		10,235	
OTHER FRINGE BENEFITS	25,043	21,559	2,309		1,175	
COMPUTER SERVICES	1,488,071	17,395			1,470,676	
CONTRACTUAL SERVICES	782,368	675,664	31,772		74,932	
RENTS	75,653		368		75,285	
COMMODITIES	62,805	20,778			42,027	
EQUIPMENT	14,881				14,881	
TRANSFER TO OTHER FUNDS	109,016		12,502		96,514	
<b>TOTAL EXPENDITURES</b>	<b>4,742,632</b>	<b>2,620,636</b>	<b>241,642</b>		<b>1,880,354</b>	

## DIVISION OF DRIVER LICENSE SERVICES

**PATTY MORNEAULT, DIRECTOR**

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

TTY: (207) 624-9105

FAX: (207) 624-9154

Telephone: (207) 624-9124

M.R.S.A., Sect. 000000531

## DEPARTMENT OF THE SECRETARY OF STATE

### 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.

### ORGANIZATION:

The Division was established as a result of a reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into the Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examinations was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division. In 1991 the Examination Section was transferred to the Division. In 1996 regulatory responsibility for driver education programs was transferred to the division. In 1999, as the result of Bureau reorganization, the Division came to be known as the Division of Driver License Services.

### 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 alcohol level or was under the legal drinking age and was operating a motor vehicle with any amount of alcohol. The Division revised the Maine Point System with an effective date of 7/1/90.

In FY08 the division implemented the residency law which requires holders of a driver's license or identification card to provide a residential address before obtaining or renewing a credential.

In FY09 the division implemented the legal presence law which requires holders of a driver's license or identification card to provide legal presence in the United States before obtaining or renewing a credential.

In FY09 Ignition Interlock was implemented allowing us the ability to reinstate the driving privileges of a person convicted of a second or subsequent alcohol related offense if that person satisfies all other conditions for license reinstatement and installs an approved ignition interlock device. Installation of the device is voluntary for a second or third offense.

### 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

Driver License Examination Rules

Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle

## DEPARTMENT OF THE SECRETARY OF STATE

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  
Rules for Ignition Interlock Devices

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF ELECTIONS AND APA

**MELISSA PACKARD, DIRECTOR**  
**TINA MEANS, ASSISTANT 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 maintains records of approximately 1,950 rules filed under the Administrative Procedure Act for all State agencies and arranges for the publication of rule-making notices.

### 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 through promulgation by electronic formatting on the Division's website.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF INFORMATION TECHNOLOGY**

**DONNA GRANT, DEP SEC. OF STATE**

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333

*Mail Address:* STATION #29, AUGUSTA, ME 04333

*Established:* 2007

*Reference: Policy Area:*00 ; *Umbrella:* 29 *Unit:* 2501 ; *Citation:*

*FAX:* (207) 624-9291

*Telephone:* (207) 624-9279

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

**PURPOSE:**

Information Services is made up of three units that provide services and support to Bureau of Motor Vehicles, Corporations Elections, and Commissions, and Maine State Archives. The three units are Operations, Application Development and Maintenance, and the Migration Project.

**ORGANIZATION:**

The Office of Information Services was established in August of 2006 and provides IT support to the bureaus and offices within the Department of the Secretary of State.

**PROGRAM:**

The office continued work on the motor vehicle computer migration project, completing the Dealer, Municipal, Long-term Trailer, Title, and Interstate / Intrastate Fuel modules.

The Operations team continued desktop and server modernization, and remediation of the Drivers Licenses System. In addition the office continued to provide support for the Central Voter Registration system and the Operations team moved the application servers and the database to the Secretary of State data center.

The office continued to support the Maine State Archivist in the Electronic Records Information Management project, and both the Archives data server and image server were moved to the Secretary of State Data center.

The office provided desktop and server support for all Secretary of State users.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**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

*Established:* 1980

*Reference: Policy Area:*00 ; *Umbrella:* 29 *Unit:* 250E ; *Citation:* T0029

*FAX:* (207) 624-9258

*Telephone:* (207) 624-9257

*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 Division 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, criminal, and civil statutes, focusing in the areas of consumer protection and public safety.

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### DIVISION OF LEGAL AFFAIRS

**ROBERT O'CONNELL, DIRECTOR**  
**SUSAN COOKSON, ASSISTANT DIRECTOR**

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address:* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX:* (207) 624-9113

*Established:* 2009

*Telephone:* (207) 624-9091

*Reference: Policy Area:*00 ; *Umbrella:* 29 *Unit:* 250F ; *Citation:*

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

#### **PURPOSE:**

The Division of Legal Affairs, Adjudications and Hearings was established to manage and administer the adjudicatory hearings program and the Motor Vehicle Franchise Board and to provide legal advice, research and direction and guidance to the Bureau.

#### **ORGANIZATION:**

The director is responsible for oversight of a legal staff who conducts administrative hearings, chairs the Motor Vehicle Franchise board and conducts Board hearings and performs legal research.

#### **PROGRAM:**

The division schedules and conducts all administrative and Motor Vehicle Franchise board hearings involving the suspension and restoration of driver's licenses, business dealer licenses and vehicle registrations and titles, and disputes between motor vehicle manufacturers and automobile dealers. The division also performs legal research and training for the Bureau and provides legal advice, guidance and direction to staff in the administration and interpretation of state and federal law governing motor vehicles and drivers.

#### **PUBLICATIONS:**

Rules for Administrative Hearings

Rules of the Maine Motor Vehicle Franchise Board

**FINANCES, FISCAL YEAR 2009:** 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.

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### ORGANIZATION:

The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are board members representing the specialties of cardiology, gerontology, internal medicine, neurology or neurological surgery, ophthalmology, psychiatry, family practice and rehabilitative medicine.

### PROGRAM:

The Medical Advisory Board did not meet in fiscal year 2009.

### PUBLICATIONS:

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MOTOR VEHICLES

**CATHERINE CURTIS, 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

*Established:* 1905

*Reference: Policy Area:* 00 ; *Umbrella:* 29 *Unit:* 250A; *Citation:* T0029 *M.R.S.A. Sect.* 000000051A

*Average Count--All Positions:* 383.308

*FAX:* (207) 624-9013

*Telephone:* (207) 624-9004

*Legislative Count:* 383.00

### 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.



## DEPARTMENT OF THE SECRETARY OF STATE

In 1999 the Bureau of Motor Vehicles was reorganized once more into 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. In 2007 the Division of Public Services was created to focus on customer service.

### PROGRAM:

The Bureau provides licensing, registration, and title services through 13 branch office locations, 25 outreach stations, 2 mobile units, the main office in Augusta, and 461 municipal agents.

The Bureau continues to expand its online services to include driver license and ID card renewals and replacements, address changes, driving records, trailer registration renewals, over-limit permits and vanity plate search and order. In FY09, participation in the Bureau's award winning Rapid Renewal service increased to 133 municipalities offering registration renewal over the Internet.

### 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

On the Internet: <http://www.maine.gov/sos/bmv/>

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,514,872		60,034	13,454,838		
HEALTH BENEFITS	5,604,553		21,977	5,582,576		
RETIREMENTS	2,407,943		13,430	2,394,513		
OTHER FRINGE BENEFITS	259,004		1,210	257,794		
COMPUTER SERVICES	2,488,984			2,488,984		
CONTRACTUAL SERVICES	3,947,188		4,894	3,854,252	88,042	
RENTS	1,437,650		1,105	1,436,545		
COMMODITIES	1,366,504		126,428	1,240,076		
GRANTS, SUBSIDIES, PENSIONS	1,001,059		1,001,059			
INTEREST-DEBT RETIREMENT	63,020			63,020		
TRANSFER TO OTHER FUNDS	2,125,452		12,498	2,108,150	4,804	
<b>TOTAL EXPENDITURES</b>	<b>34,216,229</b>		<b>1,242,635</b>	<b>32,880,748</b>	<b>92,846</b>	

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF PUBLIC SERVICES**

**RICHARD DESJARDINS, DIR OF PUBLIC SERVICES**

*Central Office:* 101 HOSPITAL STREET, AUGUSTA, ME 04333

*Mail Address:* STATION # 29, AUGUSTA, ME 04333

*Established:* 2007

*Reference:* Policy Area:00 ; Umbrella: 29 Unit: 250N; Citation:

*FAX:* (207) 624-9013

*Telephone:* (207) 624-9215

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

**PURPOSE:**

The Division of Public Services is made up of 3 units; each unit strives to provide excellent customer services that support our philosophy and demonstrates a commitment to customer service through personal contact or through online services of the Bureau of Motor Vehicles.

The Field Operations unit provides a wide range of licensing and motor vehicle services to the general public. Our Field Operations unit has worked to connect with the public with both 13 fixed branch office locations statewide as well as 2 mobile units that visit 24 temporary sites throughout Maine communities on a regular basis.

The Central Services unit for the Bureau consists of data entry for vehicle and driver history, records retrieval, central files, numerics, microfilming, scanning and archiving. These groups provide operational support for numerous agencies and offer important customer service and statutorily requirements.

The Online Services unit for the Bureau provides main office telephone switchboard services and online licensing and vehicle registration services. This unit works closely with our customers with emerging technology and supports existing processes.

**ORGANIZATION:**

The Division of Public Services operates under the direction of the Deputy Secretary of State of Maine. The unit is comprised of a Director, Senior Section Managers, Managers, Supervisors and Staff. Divisions within the BMV system work closely to follow changing requirements and operational needs.

**PROGRAM:**

The primary functions and activities of the Division are to improve customer service commitments and relationships and to increase the integrity between the Bureau and the citizens of Maine. Efforts include improving and creating new online services, improving main office telephone services, improving and/or creating new data entry software platform, providing a more user friendly lobby management system as well as improving internal customer service relationships.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF RECORDS MANAGEMENT SERVICES**

**NINA OSIER, DIRECTOR**

*Central Office:* CULTURAL BLDG, AUGUSTA, ME 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084

*Established:* 1971

*Reference:* Policy Area:00 ; Umbrella: 29 Unit: 255R; Citation: T0005

*FAX:* (207) 287-5739

*Telephone:* (207) 287-5790

*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 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, Imaging Center and Graphics Studio.

### PROGRAM:

During Fiscal Year 2009, the State Records Center provided nearly 33,000 records to State agencies. The Center provides safe, cost effective, environmentally controlled storage for records (including computer media and microfilm records, as well as paper files). The Division works 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 and for preservation. The Imaging Center continues to duplicate and preserve on archival quality microfilm the thousands of images in Archives holdings which date from the 1860's and range from poor to excellent condition. A Graphics Studio has been added for the purpose of providing large format preservation scanning and image reproduction to address such records as maps, muster rolls and charts. The Imaging Center and Graphics Studio provide content to the Archives on-line store.

### 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF VEHICLE SERVICES

### GARRY HINKLEY, 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 pertaining to the titling and registration of all classes of motor vehicles and trailers. Vehicle Services also administers the commercial vehicle laws. Programs administered include titling and registration requirements, the municipal excise tax reimbursement program, the International Registration Plan (IRP), short term gross weight increase permits, Long Term Trailers, and fuel use programs including the International Fuel Tax Agreement (IFTA). Further the division administers the federal heavy vehicle use tax program, other tax programs, the Uniform Carrier Registry (UCR), and over dimensional 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 administers dealer and salvage yard licensing. The Division also is responsible for training municipal registration agents.

The Division's Motor Carrier Services Office staffs the Motor Carrier Review Board. In 1996, the Board developed and adopted its rules for conducting carrier reviews. The Motor Carrier Services Office also participates in the Federal Motor Carrier Safety Administration's Performance and Registration Information Systems Management (PRISM) program and the Commercial Vehicle

## DEPARTMENT OF THE SECRETARY OF STATE

Information Systems and Networks (CVISN) program. These programs are designed to improve motor carrier safety and efficiency.

### 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. The division also trains and oversees the municipalities in the registration and titling processes for the residents of their municipality.

The division oversees Rapid Renewal, a web-based registration renewal program. The division oversees several online motor vehicle related applications.

In FY01, the online service to check vanity plate availability was introduced. In FY05, online over dimensional permits became available. Also in FY 05, the vanity plate website was expanded to allow Maine citizens to order their vanity plate choice, using the online service. IFTA E-file and online UCR registration were introduced in 2007. In 2008, Rapid Renewal was expanded to include certain non-resident military renewals, and bulk annual trailers.

The division oversees various specialty and recognition registration plate programs. In 2008, the division introduced two new registration plates.

### 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)
- Certificates of Title
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Trailer Transit
- 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
- Operating Authority Permits, including UCR
- Over dimensional 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
- Motor Carrier Manual

DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

# RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

## RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

### DAVID E. BOULTER, EXECUTIVE DIRECTOR

Central Office: ROOM 103, STATE HOUSE, AUGUSTA, ME 04333-0115

Mail Address: 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 FAX: (207) 287-1621

Established: 1997

Telephone: (207) 287-1615

Reference: Policy Area:00 ; Umbrella: 32 Unit: 627 ; Citation: T0003 M.R.S.A., Sect. 000000162

#### PURPOSE:

The Reserve Fund for State House Preservation and Maintenance was established to provide funds for major repairs and renovations to the State House in accordance with 3 M.R.S.A., section 162, sub-section 12-A. In April 2009, upon the unanimous recommendation of the State House Facilities Committee, the Legislative Council authorized maintenance and improvements to the State House and grounds in accordance with the Multi Year Plan for Maintenance and Improvements, 2009 Revision, as further revised by the State House Facilities Committee.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	582,185	582,185				
TOTAL EXPENDITURES	582,185	582,185				

#### RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	582,185	582,185				
TOTAL EXPENDITURES	582,185	582,185				

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:* 2277.489      *Legislative Count:* 954.50  
*Units:*

BUREAU OF FINANCE AND ADMINISTRATION  
(TRANSPORTATION)  
MAINE AERONAUTICAL ADVISORY BOARD  
MAINE STATE FERRY ADVISORY BOARD  
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.

**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.

# DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## DEPARTMENT SUMMARY

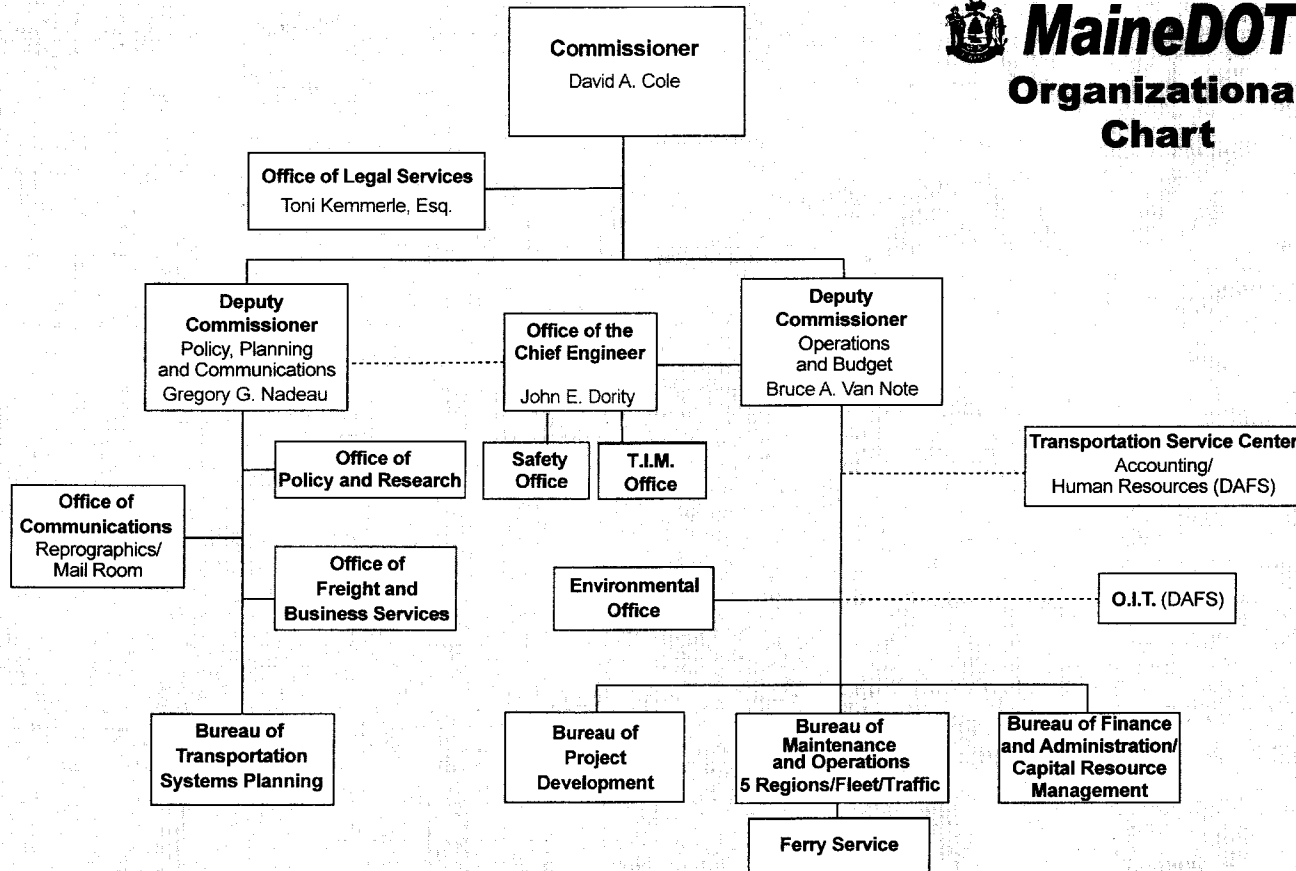
	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	86,816,176		771,629	61,438,662	14,004,386	10,601,499
HEALTH BENEFITS	36,181,593		171,771	26,611,363	4,848,031	4,550,428
RETIREMENTS	15,355,647		101,082	10,923,012	2,483,998	1,847,555
OTHER FRINGE BENEFITS	1,822,720		7,270	1,351,383	196,076	267,991
COMPUTER SERVICES	5,272,590			4,647,580	277,891	347,119
CONTRACTUAL SERVICES	75,998,571		5,312,017	23,682,837	23,870,065	23,133,652
RENTS	36,410,899		537,123	29,910,051	1,576,420	4,387,305
COMMODITIES	28,728,465		570,211	18,164,400	4,032,639	5,961,215
GRANTS, SUBSIDIES, PENSIONS	39,015,509		1,325,000	26,946,616	8,312,866	2,431,027
PURCHASE OF LAND	23,658			23,658		
BUILDING IMPROVEMENTS	50,000			50,000		
EQUIPMENT	237,253,142		71,790,399	6,114,304	112,347,620	47,000,819
INTEREST-DEBT RETIREMENT	24,468,758			17,952,118	6,384,332	132,308
TRANSFER TO OTHER FUNDS	7,012,620		81,853	6,639,472	943	290,352
<b>TOTAL EXPENDITURES</b>	<b>594,410,348</b>		<b>80,668,355</b>	<b>234,455,456</b>	<b>178,335,267</b>	<b>100,951,270</b>





# MaineDOT

## Organizational Chart



DEPARTMENT OF TRANSPORTATION

**BUREAU OF FINANCE AND ADMINISTRATION  
(TRANSPORTATION)**

**KAREN S. DOYLE, DIRECTOR**

*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:* 110.544

*Legislative Count:* 110.00

**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.

**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.

**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.

Financial information and position counts for other units are also included in this program.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	4,881,729		167,915	4,713,814		
HEALTH BENEFITS	1,819,288		71,240	1,748,048		
RETIREMENTS	879,531		28,876	850,655		
OTHER FRINGE BENEFITS	80,114		2,914	77,200		
COMPUTER SERVICES	449,659			449,659		
CONTRACTUAL SERVICES	3,716,075		397,871	3,318,204		
RENTS	281,585		90,294	191,291		
COMMODITIES	432,180		80,429	351,751		
GRANTS, SUBSIDIES, PENSIONS	-3,586			-3,586		
BUILDING IMPROVEMENTS	50,000			50,000		
EQUIPMENT	10,850		10,850			
TRANSFER TO OTHER FUNDS	453,738			453,738		
<b>TOTAL EXPENDITURES</b>	13,051,163		850,389	12,200,774		

DEPARTMENT OF TRANSPORTATION

**MAINE AERONAUTICAL ADVISORY BOARD**

**KAT FULLER, BUREAU CHIEF, TSP**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3099

*Established:* 1978

*Telephone:* (207) 624-3300

*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 Bureau Chief of Transportation Systems Planning or Designee 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE STATE FERRY ADVISORY BOARD**

**RICK DUBOIS, MULTIMODAL MAINT ENGINEER**

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-2526

*Established:* 1975

*Telephone:* (207) 624-3312

*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 2009 the Board advised MSFS management on the following key issues: Ferry Service Five Year Business Plan; Capital work on

## DEPARTMENT OF TRANSPORTATION

Swan's Island and the transfer bridge replacements at Lincolnville and Islesboro; Ferry maintenance issues; FY 2010 Rate surcharge proposal; Ferry schedules; Ferry Service bridge & pier maintenance issues; Ferry Service biennial budget and the Gov. Curtis Replacement Project. The Board serves a critical role in providing sound, well-reasoned advice to the Department.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MAINTENANCE AND OPERATIONS

### DAVID BERNHARDT, DIRECTOR

*Central Office:* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 623-2526

*Established:* 1980

*Telephone:* (207) 624-3600

*Reference: Policy Area:* 08 ; *Umbrella:* 17 *Unit:* 234 ; *Citation:* T0023 *M.R.S.A., Sect.* 000004206

*Average Count--All Positions:* 1510.442

*Legislative Count:* 216.00

#### 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; maintenance of safety rest areas and roadside picnic areas; and the operations of the Maine State Ferry Service.

#### ORGANIZATION:

The Bureau of Maintenance and Operations consists of five geographic regions, the Maine State Ferry Service 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 systems. The Maine State Ferry System serves the coastal islands from Rockland, Lincolnville, and Bass Harbor.

Other major activities include, 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.

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	53,018,923		329,035	43,226,603	2,313,211	7,150,074
HEALTH BENEFITS	23,719,378		16,081	19,800,163	723,617	3,179,517
RETIREMENTS	9,236,299		30,852	7,554,699	401,581	1,249,167
OTHER FRINGE BENEFITS	1,244,902		797	1,024,430	27,515	192,160
COMPUTER SERVICES	2,052,129			1,764,323		287,806
CONTRACTUAL SERVICES	28,686,791		210,660	12,173,169	2,241,921	14,061,041
RENTS	33,426,570		441,638	30,356,306	1,139,362	1,489,264
COMMODITIES	24,439,156		489,446	16,168,112	3,808,468	3,973,130
GRANTS, SUBSIDIES, PENSIONS	24,848,168			24,848,168		
PURCHASE OF LAND	23,658			23,658		
EQUIPMENT	224,243			224,243		
INTEREST-DEBT RETIREMENT	132,308					132,308
TRANSFER TO OTHER FUNDS	929,839		7,835	753,247		168,757
<b>TOTAL EXPENDITURES</b>	<b>201,982,364</b>		<b>1,526,344</b>	<b>157,917,121</b>	<b>10,655,675</b>	<b>31,883,224</b>

## MAINE PILOTAGE COMMISSION

### KEVIN ROUSSEAU, ADMINISTRATOR

*Central Office:* TRANSPORTATION BLDG., AUGUSTA, ME 04333-0016

*Mail Address:* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX:* (207) 624-3099

*Established:* 1969

*Telephone:* (207) 624-3565

*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 system devoted to the preservation and protection of lives, property, the environment and vessels entering or leaving state waters. It also acts to ensure the highest standard of efficiency and the availability of pilots well-qualified for the discharge of their duties in aid of commerce and navigation.

#### ORGANIZATION:

The Maine Pilotage Commission is made up of seven (7) members appointed by the Governor for three-year staggered terms. These members represent the three major pilotage areas of the state, businesses that use the services of pilots, and public members. An Administrator is appointed by the Commissioner of the Department of Transportation. Typically, the Commission meets three times a year for non-emergency business.

#### 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 and Business Services has served as the administrator of the Commission.

#### LICENSES:

During Fiscal Year 2009, one new licenses were scheduled to be renewed. There are eleven (11) active and three (3) inactive Maine Pilotage Commission pilots. One candidate is expected to sit for their exam in Fiscal Year 2010.

## DEPARTMENT OF TRANSPORTATION

### **PUBLICATIONS:**

www.maineairportage.com

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF PLANNING**

### **KAT FULLER, CHIEF OF PLANNING**

*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 Transportation Systems 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 responsibly providing a safe, efficient, and reliable transportation system that supports economic opportunity and quality of life. 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.

In 2007, after a Planning Process Evaluation, the Bureau of Planning was renamed the Bureau of Transportation Systems Planning with the integration of the Office of Passenger Transportation. After refining the organizational structure in 2008 and integrating the Office of Freight and Business Services in summer 2009, the Bureau is now comprised of six basic operating Divisions; Program Development and Management, Statewide and Multimodal Planning, Geographic Information Systems, Mobility Management, Office of Freight and Business Services and Asset Services. The Research Division was reassigned to the Office of Safety to become the Office of Safety, Training and Research; administrative functions for the Research Division continue to be provided by the Bureau of Transportation Systems Planning.

### **PROGRAM:**

The Program Development and Management Division is primarily responsible for capital improvement programming. In this regard, it develops the Department's 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. This Division includes the Community Services Division which 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.

## DEPARTMENT OF TRANSPORTATION

The Statewide and Multimodal Planning Division is responsible for the coordinating development of Department policy as proposed by the Executive Office, as well as strategic and long-range transportation planning, Six-Year 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 Quality Community Program.

The Asset Services Division, formerly called the Systems Management Division, has three sections; a Pavement/Highway 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; and a Multimodal and Information Management Section responsible for maintaining an inventory of the condition of the multimodal network as well as the overall data warehouse.

The Geographic Information Systems Division, formerly the TRIM section in the Systems Management Division provides asset location and user support services to the Department.

The Mobility Management Division involves the Traffic Analysis Section and the Engineering Services Section which conducts major studies and is responsible for Intelligent Transportation System Planning; both sections provide services to the Bureaus of Maintenance and Operations and Project Development. It is closely associated with the Bureau's Statewide and Multimodal Planning Division which focuses on urban and rural transit planning and operations, ferry systems planning, passenger rail planning and state aviation systems planning.

### 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

Sensible Transportation Handbook - a Guide for Municipal Officials linking land use and transportation planning

Numerous publications/resources on a wide variety of technical subjects

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PLANNING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	348,573				348,573	
TOTAL EXPENDITURES	348,573				348,573	

## BUREAU OF PROJECT DEVELOPMENT

**KENNETH L. SWEENEY, P.E., DIRECTOR**  
**JOYCE TAYLOR, ASSISTANT 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: 574.538

Legislative Count: 552.00

## DEPARTMENT OF TRANSPORTATION

### 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 3 Programs: Bridge, Highway, and Multimodal. 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: Contracts, 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 transportation improvements. This past year the Bureau continued high production levels with delivery of roadway improvements, bridge projects, and other transportation improvements.

### PUBLICATIONS:

Standard Specifications for Construction  
Various policy & procedural Manuals

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	25,232,484		274,678	13,498,245	11,459,561	
HEALTH BENEFITS	9,185,724		84,450	5,063,153	4,038,121	
RETIREMENTS	4,599,697		41,354	2,517,658	2,040,685	
OTHER FRINGE BENEFITS	418,151		3,558	249,753	164,840	
COMPUTER SERVICES	2,711,488			2,433,597	277,891	
CONTRACTUAL SERVICES	33,942,820		4,498,716	8,191,464	20,663,854	588,786
RENTS	2,692,896		5,191	- 637,546	434,472	2,890,779
COMMODITIES	3,389,474		331	1,644,537	224,171	1,520,435
GRANTS, SUBSIDIES, PENSIONS	1,824,609		300,000	1,431,435	93,174	
EQUIPMENT	233,519,346		71,662,540	5,890,061	110,966,745	45,000,000
INTEREST-DEBT RETIREMENT	24,336,450			17,952,118	6,384,332	
TRANSFER TO OTHER FUNDS	1,327,660		71,808	1,255,852		
<b>TOTAL EXPENDITURES</b>	<b>343,180,799</b>		<b>76,942,626</b>	<b>59,490,327</b>	<b>156,747,846</b>	<b>50,000,000</b>



DEPARTMENT OF TRANSPORTATION

**BUREAU OF TRANSPORTATION SERVICES**

**ROBERT D ELDER, DIRECTOR, FREIGHT 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:* 81.965

*Legislative Count:* 76.50

**PURPOSE:**

The Office of Freight Transportation was created in 1996 from the Bureau of Transportation Services. In 2007, the Office was renamed to the Office of Freight and Business Services; and in 2009, the Office was merged with the Bureau of Transportation Systems Planning (Unit 232). It is charged with planning for 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) was merged with the Bureau of Planning in 2007 to become the Bureau of Transportation Systems Planning.

**ORGANIZATION:**

The Office of Freight and Business Services is functionally divided into a planning section, a program management section that manages special projects and operations, such as the Maine Port Authority and rail operations and a development/marketing section, which advocates new freight ideas and technologies and implements economic development strategies.

**PROGRAM:**

The OFBS is responsible for promoting freight transportation on Maine's highways, railroads, ports and harbors, and in the air. OFBS has representation on the NASTO Highway Transport Subcommittee, which is implementing a regional oversize-overweight permitting system. The office is involved in several initiatives with the Bureau of Motor Vehicles and the Maine State Police to utilize intelligent transportation systems technology in commercial vehicle regulation and operations. OFBS works with the State's railroad 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 OFBS 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.

OFBS promotes maritime commerce, and has worked to secure funding and provide project oversight for developments at the state's three commercial cargo ports. The OFBS manages the Small Harbors Improvement Program (SHIP) and the federally funded Boating Infrastructure Grant (BIG) Program which focus on improving coastal public marine facilities. The OFBS 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. OFBS works in cooperation with the State's major airports to promote the efficient movement of air freight. OFBS's planning document, the Integrated Freight Plan, provides policy and project guidelines for the office. The OFBS coordinates and develops MaineDOT initiatives with Canadian trade and transportation entities, including improvements to border crossings such as the one at Calais/St. Stephen.

**PUBLICATIONS:**

The Office of Freight Transportation has the following publications available:  
Integrated Freight Plan, Free;  
Port Development Strategic Plan  
Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free;  
Study of Impacts Carried by Exempting Currently Non-Exempt Maine Interstate Highways from Federal Truck weight limits

# DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	3,683,039				231,614	3,451,425
HEALTH BENEFITS	1,457,203				86,293	1,370,910
RETIREMENTS	640,120				41,732	598,388
OTHER FRINGE BENEFITS	79,553				3,722	75,831
COMPUTER SERVICES	59,313					59,313
CONTRACTUAL SERVICES	9,304,314		204,771		615,718	8,483,825
RENTS	9,847				2,586	7,261
COMMODITIES	467,655		4			467,651
GRANTS, SUBSIDIES, PENSIONS	12,346,319		1,025,000	670,599	8,219,693	2,431,027
EQUIPMENT	3,498,703		117,009		1,380,875	2,000,819
TRANSFER TO OTHER FUNDS	4,301,382		2,209	4,176,635	943	121,595
<b>TOTAL EXPENDITURES</b>	<b>35,847,448</b>		<b>1,348,993</b>	<b>4,847,234</b>	<b>10,583,176</b>	<b>19,068,045</b>

TREASURY DEPARTMENT

**(OFFICE OF) TREASURER OF STATE**

**DAVID G. LEMOINE, TREASURER OF STATE**  
**BARBARA RATHS, DEPUTY TREASURER**

TTY: (888) 577-6690

Central Office: CROSS BUILDING, 3RD FLOOR, AUGUSTA, ME 04333-0039

Mail Address: 39 STATE HOUSE STATION, AUGUSTA, ME 04333-0039 FAX: (207) 287-2367

Established: 1820

Telephone: (207) 624-7477

Reference: Policy Area: 00 ; Umbrella: 28 Unit: 248 ; Citation: T0005 M.R.S.A., Sect. 000000121

Average Count--All Positions: 17.000

Legislative Count: 17.00

**PURPOSE:**

The Treasurer of State manages cash and debt for the State of Maine. This includes 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; collecting and returning unclaimed property to Maine citizens; publishing and distributing State revenue sharing to municipalities; 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 Public Employees Retirement System, Finance Authority of Maine, Adaptive Equipment Loan Board, 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, Lifelong Learning Accounts Board, Dirigo Health Board, and chairs the NextGen College Investing Plan Advisory 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--more than 123,000 during FY 2009. More than 1.6 million checks were distributed, as well as 475,628 electronic funds transfer vendor payments. Banking services provided to State agencies are coordinated by the Treasurer's Office--including deposit access to 36 Maine bank accounts, check stop payments and reissues, wire transfer services, and more. Cash flow is monitored. Funds not needed to pay state expenses are invested through the Treasurer's Cash Pool in obligations of the U.S. Government, repurchase agreements, CDs in Maine banks, money market mutual funds, corporate bonds, and commercial paper. The Cash Pool included 115 funds, averaged more than \$479 million in FY 2009, and was managed with safety, liquidity and yield in mind. In FY 2009 the Cash Pool earned \$7.2 million from investments, including more than \$900,000 to the General Fund.

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 \$26 million in unclaimed property during FY 2009. 18,562 claims were paid, reuniting citizens with over \$12 million of lost property.

The Office of the State Treasurer distributes Municipal Revenue Sharing monthly to 492 municipalities and territories. Revenue sharing distributions consist of 5.1% of the previous month's collected sales tax, corporate tax, and

## TREASURY DEPARTMENT

personal income tax revenues. Population, State Valuation, and Tax Assessment statistics updated annually are used to calculate the ratio due to each municipality. Approximately \$120 million was distributed during FY 2009. 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; Website [www.maine.gov/treasurer](http://www.maine.gov/treasurer).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	719,147	719,147				
HEALTH BENEFITS	259,467	259,467				
RETIREMENTS	136,105	136,105				
OTHER FRINGE BENEFITS	15,155	15,155				
COMPUTER SERVICES	79,138	27,546				51,592
CONTRACTUAL SERVICES	531,506	375,999	1,307		26	154,174
COMMODITIES	44,133	40,567				3,566
GRANTS, SUBSIDIES, PENSIONS	120,890,364		120,890,364			
INTEREST DEBT RETIREMENT	82,340,034	82,340,034				
TRANSFER TO OTHER FUNDS	30		29		1	
<b>TOTAL EXPENDITURES</b>	<b>205,015,079</b>	<b>83,914,020</b>	<b>120,891,700</b>		<b>27</b>	<b>209,332</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	719,147	719,147				
HEALTH BENEFITS	259,467	259,467				
RETIREMENTS	136,105	136,105				
OTHER FRINGE BENEFITS	15,155	15,155				
COMPUTER SERVICES	79,138	27,546				51,592
CONTRACTUAL SERVICES	531,506	375,999	1,307		26	154,174
COMMODITIES	44,133	40,567				3,566
GRANTS, SUBSIDIES, PENSIONS	120,890,364		120,890,364			
INTEREST-DEBT RETIREMENT	82,340,034	82,340,034				
TRANSFER TO OTHER FUNDS	30		29		1	
<b>TOTAL EXPENDITURES</b>	<b>205,015,079</b>	<b>83,914,020</b>	<b>120,891,700</b>		<b>27</b>	<b>209,332</b>

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE  
SYSTEM**

**RICHARD L. PATTENAUD, CHANCELLOR**  
**LYNDEL J. WISHCAMPER, CHAIR OF THE BOARD**

*Central Office:* 16 CENTRAL STREET, BANGOR, ME 04401

*Mail Address:* 16 CENTRAL STREET, BANGOR, ME 04401

*Established:* 1968

*Reference:* Policy Area: 02 ; Umbrella: 78 Unit: 421 ; Citation: S1967 M.R.S.A., Sect. 000000229

*Telephone:* (207) 973-3201

**PURPOSE:**

The University of Maine System is the coordinating, policy, and planning entity for Maine's seven public universities and ten 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. In 1970, the State Colleges changed their names to reflect the campuses of the University of Maine System. Portland and Gorham were made a single institution in 1970 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 University System is organized into the following units:

- > Board of Trustees
- > Office of the Chancellor and Systemwide Services (centralized statewide administrative operations)
- > University of Maine
- > University of Maine at Augusta (Includes University College, which consists of 9 academic outreach centers located around the state)
- > University of Maine at Farmington

## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

- > University of Maine at Fort Kent
- > University of Maine at Machias
- > University of Maine at Presque Isle
- > University of 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 2008 enrollment totaled 32,608, including many part-time and adult learners. Maine's seven public universities awarded 5,610 degrees in 2007/08.

**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 families, farmers, businesses, organizations, communities and individuals. 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, approximately \$46 million in federal and private grants and contracts were received by UMaine and USM in FY07, creating 600 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:  
<http://www.maine.edu/system/oft/AnnualFinancialReports.php>

(2) UMS World-Wide Web Site: <http://www.maine.edu/>

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	10,268,280					10,268,280
GRANTS, SUBSIDIES, PENSIONS	200,562,740	192,314,541	1,682,086		6,566,113	
<b>TOTAL EXPENDITURES</b>	<b>210,831,020</b>	<b>192,314,541</b>	<b>1,682,086</b>		<b>6,566,113</b>	<b>10,268,280</b>

# BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

BOARD OF TRUSTEES OF THE  
UNIVERSITY OF MAINE SYSTEM

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	10,268,280					10,268,280
GRANTS, SUBSIDIES, PENSIONS	200,562,740	192,314,541	1,682,086		6,566,113	
TOTAL EXPENDITURES	210,831,020	192,314,541	1,682,086		6,566,113	10,268,280

**INDEPENDENT AGENCIES – Regulatory, Advisory, Other  
& Interstate Compact**



INDEPENDENT AGENCIES - REGULATORY

**STATE BOARD OF EDUCATION**

**ANN WEISLEDER, CHAIR**

TTY: (888) 577-6690

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 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 career and technical education centers; to approve standards for school construction; to approve school construction projects for State aid; to work as a partner with the Department of Education regarding the Essential Programs and Services school finance process; to obtain information regarding applications for granting degrees; to accredit programs at institutions of higher education that train educators; to set the standards for educator's certification, authorization, and approval; to approve applications for out-of-state institutions who wish to offer degree granting programs in Maine; to review the applications for initial degree granting and make recommendations to the Legislature.

The State Board of Education also serves as the State agency for administering Carl Perkins Federal funds.

**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.

In 2007 the Legislature passed LD 151, allowing student representation on the State Board of Education. As a result, in 2008 the Board's membership will expand from nine to eleven as it adds two high school students who also will be appointed by the governor.

**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 teaching and learning through "Making the Grade Awards" and the Maine Teacher of the Year Program.

## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF EDUCATION	<b>TOTAL FOR ALL FUNDS</b>	<b>SPECIAL REVENUE FUND</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>					
SALARIES & WAGES	21,230	21,230			
CONTRACTUAL SERVICES	69,820	69,820			
RENTS	310	310			
COMMODITIES	4,258	4,258			
GRANTS, SUBSIDIES, PENSIONS	25,983	25,983			
<b>TOTAL EXPENDITURES</b>	<b>121,601</b>	<b>121,601</b>			

## FUND INSURANCE REVIEW BOARD

**MICHAEL BONZAGNI, CHAIR**  
**MICHELLE A. MACKENZIE, CLERK, FAME**

*Central Office:* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949

*FAX:* (207) 623-0095

*Established:* 1993

*Telephone:* (207) 623-3263

*Reference: Policy Area: 04 ; Umbrella: 9Q Unit: 564 ; Citation: T0038 M.R.S.A., Sect. 000000568B*

### **PURPOSE:**

The Fund Insurance Review Board (FIRB) was created for the purposes of hearing appeals from insurance claims-related decisions by the Commissioner of the Department of Environmental Protection, adopting rules, monitoring funds, and ensuring the solvency of certain designated funds for groundwater oil clean-up.

### **ORGANIZATION:**

FIRB is a ten-member board. The Governor appoints eight members as follows: three persons representing the petroleum industry, one of whom is nominated by the Maine Oil Dealers Association, one of whom is a retailer who owns fewer than five retail outlets, and one of whom is a retailer who owns five or more retail outlets; and five members of the public who are not employed in the petroleum industry and who do not have a direct and substantial financial interest in the petroleum industry. Also serving on the board is the Commissioner of the Department of Environmental Protection, or the Commissioner's designee, and the State Fire Marshal or the Marshal's designee.

### **PROGRAM:**

FIRB is responsible for a number of activities, including: (1) hearing appeals from Groundwater Oil Clean-up Fund insurance claims-related decisions by the Commissioner of the Department of Environmental Protection or the State Fire Marshal; (2) adopting rules establishing criteria for determining substantial compliance for above-ground oil storage facilities; (3) contracting with the Finance Authority of Maine (FAME) for such assistance in fulfilling FIRB's duties as the board may require; (4) monitoring income and disbursements from the Groundwater Oil Clean-up Fund and adjusting fees as required to avoid a shortfall in the Fund; and (5) consulting with FAME 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 FAME, shall direct the transfer of funds from the Underground Oil Storage Replacement Fund to the Groundwater Oil Clean-up Fund.

**FINANCES, FISCAL YEAR 2009:** 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:* 6.000

*Legislative Count:* 6.00

#### **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, quality, and health claims data.

The MHDO is governed by a stakeholder Board of Directors comprised of 21 members representing the following interests: one member is an employee of the Department of Human Services and one member is a representative of Dirigo Health; four members represent consumers; three members represent employers, with one being a representative of a health management coalition, and one a representative of a statewide chamber of commerce; two members represent third-party payers; nine 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). One member is an employee of the Department of Professional and Financial Regulation and serves in a nonvoting, consultative capacity.

#### **PROGRAM:**

The MHDO has available for release, in accordance with its confidentiality rules, hospital discharge and outpatient data; emergency department data; Maine hospital financial and organizational data; quality 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 private hospitals. Maine is also the only state in the nation to collect complete hospital outpatient services data, and the first to release such data. Maine also has the first all payer/all provider claims database, with data publicly available from January of 2003.

The MHDO also continues its efforts in working with the National Association of Health Data Organizations to advocate for uniformity of health data among the states. The MHDO provides data to the Agency for Healthcare Research and Quality as part of the Health Care Utilization Project national database 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 organization maintains two interactive web sites. Health Web of Maine contains hospital inpatient, outpatient, emergency department interactive modules; hospital quality and financial modules; a public health module; and links to other state and federal health data. Maine HealthCost provides total payment for the top ten commercial health plans in the State and for Medicare, as well as estimates of what the uninsured will pay. HealthCost enables the public to access information on prices at Maine hospitals and other health care facilities to help patients and employers make more informed health care decisions.

## INDEPENDENT AGENCIES - REGULATORY

### PUBLICATIONS:

Annual Report to the Maine Joint Standing Committee on Health and Human Services. (no charge)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION	<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	337,696		337,696			
HEALTH BENEFITS	104,733		104,733			
RETIREMENTS	66,523		66,523			
OTHER FRINGE BENEFITS	4,426		4,426			
COMPUTER SERVICES	410,729		410,729			
CONTRACTUAL SERVICES	345,770		345,770			
RENTS	41,136		41,136			
COMMODITIES	5,267		5,267			
EQUIPMENT	39,490		39,490			
TRANSFER TO OTHER FUNDS	7,384		7,384			
<b>TOTAL EXPENDITURES</b>	<b>1,363,154</b>		<b>1,363,154</b>			

## WORKERS' COMPENSATION BOARD

**PAUL R DIONNE, EXEC DIR/CHAIR**  
**RICHARD DUNN, DD BUSINESS SERVICES**

WATS: (888) 801-9087  
 TTY: (877) 832-5525

Central Office: 90 BLOSSOM LANE, AMHI, AUGUSTA, ME 04333-0027

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: 110.000

FAX: (207) 287-7198

Telephone: (207) 287-3751

Legislative Count: 110.00

### 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, and a MAE program. The legislation also provides for tracking compliance with the statute by carriers and self insurers. These

## INDEPENDENT AGENCIES - REGULATORY

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 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 requires the use of EDI for First Reports of Injury and Notices of Controversy. 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, published annually in February (free)

Facts About Maine Workers' Compensation Laws, pamphlet, 50 cents each

Maine Workers' Compensation Act of 1992, updated through the Second Special Session of the 121th Legislature, booklet, \$4.50 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)

# INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WORKERS' COMPENSATION 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	5,204,922	5,204,922			
HEALTH BENEFITS	1,797,022	1,797,022			
RETIREMENTS	950,521	950,521			
OTHER FRINGE BENEFITS	99,994	99,994			
COMPUTER SERVICES	355,873	355,873			
CONTRACTUAL SERVICES	876,823	876,823			
RENTS	450,724	450,724			
COMMODITIES	171,874	171,874			
GRANTS, SUBSIDIES, PENSIONS	60,094	60,094			
TRANSFER TO OTHER FUNDS	352,515	352,515			
<b>TOTAL EXPENDITURES</b>	10,320,362	10,320,362			

### 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.

<u>Year</u>	<u>Lost Time First Reports</u>
2004	15,575*
2005	14,989*
2006	14,747*
2007	14,395*
2008	14,160

\*First Reports filed with the Maine Workers' Compensation Board indicating Lost Time.

### Dispute Resolution Process

The agency administers a three-tier dispute resolution process (troubleshooting, mediation, and formal hearing or arbitration) in an effort to reduce litigation. Notices of Controversy and Petitions which result in claims assigned (see below) are processed by the Claims Management Unit. A dispute is one person. More than one injury may be involved.

<u>Troubleshooting</u>			
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2004	9,356	9,588	606
2005	8,784	8,724	666
2006	8,782	8,927	701
2007	8,749	8,719	731
2008	8,384	8,439	676
<u>Mediation</u>			
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2004	3,862	4,076	666
2005	3,724	3,808	585
2006	3,320	3,409	496
2007	3,093	3,126	463
2008	2,428	2,448	443
<u>Formal Hearing</u>			
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2004	2,458	2,414	1,706
2005	2,090	2,268	1,528
2006	1,915	2,173	1,270
2007	1,765	1,907	1,128
2008	1,680	1,728	1,080

### 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 of the Act.

<u>Year</u>	<u>Claims Filed</u>	<u>Claims Closed</u>
2004	5,711	4,542
2005	4,495	3,254
2006	5,048	3,594
2007	4,783	3,638
2008	3,341	2,215

### Office of Medical/Rehabilitation Services

**Vocational Rehabilitation:** The Board regularly reviews vocational rehabilitation requests. In 2008, the Board received 35 applications for evaluation of suitability for vocational rehabilitation, 29 from injured workers and 5 from employers and 1 from Hearing Officers.

**Independent Medical Examiner System:** Currently, the Board has 24 Independent Medical Examiners. In 2008, there were 457 requests for independent medical exams. Of the 457 requests, 195 were from injured workers, 255 from employers/insurers, 1 from Hearing Officers, and 30 agreed upon between the parties.

**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.

	<b><u>Policy Updates</u></b>	<b><u>Waiver Applications Processed</u></b>	<b><u>Independent Contractor Applications Approved</u></b>
2004	32,210	3,371	1,668
2005	32,193	2,500	2,100
2006	33,815	2,778	2,444
2007	38,487	2,072	3,367
2008	45,169	1,693	5,833

**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.

	<b><u>Payment Reports</u></b>	<b><u>NOC'S</u></b>	<b><u>Petitions</u></b>
2004	17,601	11,906	6,174
2005	18,556	10,969	4,214
2006	19,938	9,573	4,748
2007	18,965	10,615	4,196
2008	18,588	10,108	4,058
	<b><u>Interim/Final Reports</u></b>	<b><u>First Reports of Injury</u> (combination of lost time and med only first reports)</b>	
2004	17,621	30,896	
2005	14,497	31,369	
2006	15,619	33,090	
2007	16,087	31,804	
2008	15,096	39,989	

**Worker Advocate Division**

The Worker Advocate Program has 520 cases open as of December 31, 2008, 211 at mediation and 309 at the formal level. The Advocates represented approximately 48% of injured workers at mediations and 29% at formal hearings during 2008.

	<b><u>Advocate Cases at Mediation</u></b>		<b><u>Pending as of 12/31</u></b>
	<b><u>Assigned</u></b>	<b><u>Disposed</u></b>	
2004	1,816	1,969	237
2005	1,915	1,841	311
2006	1,522	1,553	280
2007	1,397	1,434	243
2008	1,403	1,435	211

	<b><u>Advocate Cases at Formal</u></b>		<b><u>Pending as of 12/31</u></b>
	<b><u>Assigned</u></b>	<b><u>Disposed</u></b>	
2004	689	810	487
2005	679	714	452
2006	628	715	365
2007	632	673	320
2008	601	612	309

**OFFICE OF MONITORING, AUDIT AND ENFORCEMENT**



The MAE Program is having a significant impact on compliance in the State of Maine. The 2008 Annual Compliance Report continues to show positive trends in First Report of Injury filings, initial indemnity payments, initial Memorandum of Payment filings, and initial indemnity Notice of Controversy filings (see tables below). In addition to monitoring claims administration, the Board audits claims on an ongoing basis. To date, The MAE Program has generated \$738,178 in penalties paid directly to injured employees or providers of medical or health care services, \$200,275 in penalties paid to the Board, and \$820,160 in penalties paid to the State General Fund (total penalties paid to date is \$1,758,613). These initiatives will continue to reduce the number of cases litigated and increase the number of lost-time cases that are paid timely and accurately.

**Annual Compliance Report**  
**01/01/2008 – 12/31/2008**

**Table 1                      Annual Compliance**

<b>Benchmark</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Lost Time First Report Filings</b> Rec'd w/i 7 Days	86%	86%	84%	87%	89%
<b>Initial Indemnity Payments</b> Made w/i 14 Days	85%	87%	87%	87%	89%
<b>Initial Memorandum of Payment Filings</b> Rec'd w/i 17 Days	83%	84%	84%	85%	88%
<b>Initial Indemnity Notice of Controversy Filings</b> Rec'd w/i 14 Days <sup>1</sup>	91%	92%	89% <sup>2</sup>	89%	90%

**Table 2                      Percentage Change Over Time**

<b>Benchmark</b>	<b>Since 2004</b>	<b>Since 2005</b>	<b>Since 2006</b>	<b>Since 2007</b>
<b>Lost Time First Report Filings</b> Rec'd w/i 7 Days	3%	3%	5%	2%
<b>Initial Indemnity Payments</b> Made w/i 14 Days	4%	2%	2%	1%
<b>Initial Memorandum of Payment Filings</b> Rec'd w/i 17 Days	7%	5%	5%	4%
<b>Initial Indemnity Notice of Controversy Filings</b> Rec'd w/i 14 Days <sup>1</sup>	-1%	-2%	1%	1.5%

<sup>1</sup> The Initial Indemnity Notice of Controversy filing benchmark was changed in 2007 from 17 days to 14 days.

<sup>2</sup> Second quarter 2006 excluded.

## 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 Maine Center for Disease Control and Prevention Director of the HIV/STD Program serving as the formal DHHS representative.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL

#### WILLARD HARRIS, DIRECTOR

TTY: (888) 577-6690

*Central Office:* 18 ELKINS LANE, AUGUSTA, ME 04333-0022

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

*Established:* 2007

*Telephone:* (207) 287-3821

*Reference:* Policy Area:04 ; Umbrella: 92 Unit: 640 ; Citation: T0012 M.R.S.A., Sect. 000001891

#### **PURPOSE:**

The Allagash Wilderness Waterway Advisory Council was established under PL 2007, c. 146 to work with the manager of the waterway in developing and maintaining a

## INDEPENDENT AGENCIES - ADVISORY

strategic plan for the waterway and advancing the mission and goals of the waterway.

### ORGANIZATION:

The 123rd Legislature created the Allagash Wilderness Waterway Advisory Council in 2007, assigning it to the Bureau of Parks & Lands, under 12 MRSA, Section 1891. The council consists of 7 members, 6 appointed by the Governor and 1 appointed by the Northeast Regional Director of the National Park Service. Members annually elect a chair from among the 7 members and serve terms of 5 years and not more than 2 terms. The Department of Conservation shall administer and manage the Allagash Wilderness Waterway as a separate region within the Bureau of Parks and Lands.

### PROGRAM:

This new Allagash Wilderness Waterway Advisory Council represents the public interest in the Allagash Wilderness Waterway and provides counsel to the manager of the waterway and the Director of the Bureau of Parks & Lands within the Department of Conservation. It also creates an endowment fund to support capital acquisitions and improvements, historic, cultural, and educational programs and facilities. The commissioner shall annually report to the joint standing committee of the Legislature having jurisdiction over conservation matters. In its first year, the Council met five times and focused its attention on the initial responsibility to develop a proposed strategic plan for the Waterway. Members organized into subgroups, identified priority issues, prepared preliminary draft goals and objectives for further research, and completed work on a draft mission statement.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ARCHIVES ADVISORY BOARD

### SUMNER WEBER, CHAIRMAN

*Central Office:* CULTURAL BUILDING, AUGUSTA, ME 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084

*Established:* 1965

*Telephone:* (207) 287-5790

*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.

### 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 meets 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

## INDEPENDENT AGENCIES - ADVISORY

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 2009:** 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, DIRECTOR

TTY: (800) 606-0215

Central Office: 442 CIVIC CENTER DRIVE, 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## CONTINUING EDUCATION ADVISORY COMMITTEE

### DORENE F. GERRISH, INSURANCE DIV. SUPERVISOR

Central Office: 124 NORTHERN AVENUE, GARDINER, ME 04345

Mail Address: 34 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX: (207) 624-8599

Established: 1995

Telephone: (207) 624-8406

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,

## INDEPENDENT AGENCIES - ADVISORY

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 2006, 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 2009:** 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.

### **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 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 their 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.

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### CRIMINAL LAW ADVISORY COMMISSION

#### JOHN PELLETIER, CHAIR

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

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

*Established:* 1989

*FAX:* (207) 287-3120

*Telephone:* (207) 626-8800

*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 proposed changes to the Legislature.

#### **ORGANIZATION:**

The Commission consists of 9 members appointed by the Attorney General who serve without salary. At least two must have knowledge of juvenile laws and all members must have knowledge of the criminal law or experience in the prosecution or defense of criminal cases. 17-A M.R.S.A. Section 1352.

#### **PROGRAM:**

The Commission meets as a body numerous times a year. In FY 2009, the Commission met 9 times. The Commission consults with members of the Legislature and the Judiciary in evaluating Maine's criminal laws and reviewing proposed criminal legislation.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

#### ALICIA KELLOGG, CHAIR

*Central Office:* 4TH FLOOR STATE OFFICE BLDG, AUGUSTA, ME 04333

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

*Established:* 1973

*Telephone:* (207) 624-7368

*Reference: Policy Area:* 00 ; *Umbrella:* 92 *Unit:* 311 ; *Citation:* T0005 M.R.S.A., Sect. 000000884

#### **PURPOSE:**

Administration of the Deferred Compensation Plan (the Plan) for the State is the responsibility of the Bureau of Human Resources, Division of Employee Health and Benefits staff within the Department of Administrative and Financial Services. The Advisory Council on Tax-deferred Arrangements was established to work with the Plan providers, Plan participants, and potential participants. The Council is a Labor/Management group made up of 10 members consisting of 4 from MSEA, 1 from the MSLEA, 1 from the MSTA, 1 from AFSCME, and 3 management members. A Labor and Management representative serve as co-chairs of the Council, each with one vote on behalf of labor and management members. Goals of the Council include keeping the Plan document and the vendor contracts up to date, maintaining a reasonable investment policy, and increasing the Plan participation significantly. Towards these goals, Buck Consultants, an actuarial consultant, serves as a performance and educational monitor.

#### **ORGANIZATION:**

The original Plan Council was established in 1973, however, subsequent legislation created the Advisory Council on Tax-deferred Arrangements. Members include the Commissioner of Administrative and Financial Services as Chair, the Insurance Superintendent and the Superintendent of Banking or their designees,

## INDEPENDENT AGENCIES - ADVISORY

and 7 classified labor employees recommended to the Governor by their particular labor unions as follows: 4 from MSEA, 1 from the MSLEA, 1 from AFSCME, and 1 from the MSTA. 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.

Three financial service organizations (FSOs) offer services to eligible employees: ING, Hartford, and AIG-Valic. At the close of FY2008 the total plan assets were \$279,025,890.

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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COMMITTEE ON DENTAL EDUCATION

**MARTHA JOHNSTON, CHAIR**  
**JANEEN VIOLETTE, FINANCE AUTHORITY OF ME**

*Central Office:* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949

*Established:* 1999

*FAX:* (207) 623-0095

*Telephone:* (207) 623-3263

*Reference:* Policy Area:02 ; Umbrella: 92 Unit: 604 ; Citation: T0020A M.R.S.A., Sect. 000012304

### PURPOSE:

To provide funds for forgivable loans to Maine residents enrolled in a school of dental education and also repayment of dental education loans for certain eligible dental service providers.

### ORGANIZATION:

The twelve-member Advisory Committee consists of: Ten voting members appointed by the President of the Senate and the Speaker of the House as follows: one member representing a major statewide organization representing dentists; one member representing a major statewide coalition dedicated to issues concerning ambulatory care; one member representing a major statewide alliance dedicated to children's issues; one member representing the Department of Health and Human Services, Bureau of Health, Oral Health Program; two members of the House of Representatives; one Senator; one member representing a major statewide organization of consumers dedicated to the cause of affordable health care; one member representing a major statewide organization dedicated to ensuring equal justice; one member representing the Department of Health and Human Services, Bureau of Medical Services. Additionally, two nonvoting members participate on the Committee, one of whom represents FAME and one who represents an office of primary health care.

## INDEPENDENT AGENCIES - ADVISORY

### **PROGRAM:**

The Maine Dental Education Loan and Loan Repayment Programs provide funds for forgivable loans to Maine residents enrolled in a school of dental education and also repayment of dental education loans for certain eligible dental service providers.

The Advisory Committee on Dental Education advises the Finance Authority of Maine on the development of rules and policies to evaluate and improve the programs. The Committee also assists FAME in prioritizing loan repayment applications and allocating funds between loans for dental students and loan repayment.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE COMMISSION ON DOMESTIC AND SEXUAL ABUSE**

### **ANNE H. JORDAN, COMMISSIONER**

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX:* (207) 287-3042

*Established:* 1990

*Telephone:* (207) 626-3803

*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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DOMESTIC ABUSE HOMICIDE REVIEW PANEL**

### **ANNE H. JORDAN, COMMISSIONER**

*Central Office:* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address:* 104 STATE HOUSE STATION, AUGUSTA, ME 04333

*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



## INDEPENDENT AGENCIES - ADVISORY

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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COMM ON FAIR COMPETITION WITH PRIVATE ENTERPRISE

### DOMNA GIATAS, DEPUTY DAFS COMMISSIONER

*Central Office:* BURTON M. CROSS BLDG., 3RD FL., AUGUSTA, ME 04333-0078

*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.

### 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.

An annual report of the Committee's activities is available upon request.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### FAMILY LAW ADVISORY COMMISSION

#### HON. WAYNE R. DOUGLAS, CHAIR

*Central Office:* 25 ADAMS STREET, BIDDEFORD, ME 04005

*Mail Address:* 25 ADAMS STREET, BIDDEFORD, ME 04005

*Established:* 1996

*Telephone:* (207) 283-1199

*Reference:* Policy Area: 06 ; Umbrella: 92 Unit: 595 ; Citation: T0019A.M.R.S.A., Sect. 000000351

#### PURPOSE:

The Commission was created for the purpose of conducting a continuing study of the family laws of Maine and to make recommendations to the Maine Legislature.

#### ORGANIZATION:

The Commission is composed of eleven members experienced in family law. They include: an active Superior Court Justice, an active District Court Judge, an active Family Law Magistrate, 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, a representative of the Court Alternative Dispute Resolution Service, 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 2009:** 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 of 23 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; one member representing the insurance industry; the Director of Maine Emergency Medical Services or the director's designee and the Director of the Maine

## INDEPENDENT AGENCIES - ADVISORY

Emergency Management Agency or the director's designee

### **PROGRAM:**

The Commission has met on a regular basis and filed a report.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE FOOD POLICY COUNCIL

### **RANDY MRAZ, TEFAP DIRECTOR**

*Central Office:* DEPT OF AGR FOOD & RURAL RES, AUGUSTA, ME 04333

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

*FAX:* (207) 287-7548

*Established:* 2006

*Telephone:* (207) 287-9072

*Reference: Policy Area: 04 ; Umbrella: 92 Unit: 637 ; Citation: T0007 M.R.S.A., Sect. 000000216*

### **PURPOSE:**

The Maine Food Policy Council was established to oversee implementation of the state's food policy. It is charged with the responsibility for developing a strategic planning process that is data driven and outcome oriented and with ensuring effective interagency coordination of the State's policies, programs and activities regarding Maine's food system.

### **ORGANIZATION:**

The Council consists of 11 appointed members. This includes a representative from the Maine Department of Agriculture, Food and Rural Resources; the Department of Marine Resources; the Department of Health and Human Services; and the State Planning Office. Three members represent consumers, including at least one representing an organization that provides food assistance and one receiving food assistance. Three members represent the food industry, including producers, distributors, processors or retailers. One representative from the University of Maine System who is from the Cooperative Extension or the University of Maine, Department of Food Science and Human Nutrition.

### **PROGRAM:**

The council has developed a food policy for the state. The strategic plan is being developed and the benchmarks and criteria for the measurement progress in achieving the food policy objectives are being reviewed. Currently research is underway to determine if progress in meeting objectives has been made. The council will continue to research and analyze issues of state significance relating to food production, distribution, consumption and food security. It will review state programs, practices and regulatory systems to improve the efficiency, security, and productivity of the states multifaceted food system.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HISTORICAL RECORDS ADVISORY BOARD

### **DAVID CHEEVER, STATE ARCHIVIST**

*Central Office:* CULTURAL BUILDING, AUGUSTA, ME 04333-0084

*Mail Address:* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084

*FAX:* (207) 287-6035

*Established:* 1989

*Telephone:* (207) 287-5790

*Reference: Policy Area: 00 ; Umbrella: 92 Unit: 533 ; Citation: GFY89 M.R.S.A., Sect. 000000007*

## INDEPENDENT AGENCIES - ADVISORY

### PURPOSE:

The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with the National Historical Publications 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 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. The Board also makes recommendations to National Historical Publications and Records Commission regarding Maine grant proposals to the Commission.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATEWIDE HOMELESS COUNCIL

### NANCY FRITZ, CHAIR

W47S: (800) 452-4668

*Central Office:* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Mail Address:* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Established:* 2005

*Reference:* Policy Area: 05 ; Umbrella: 92 Unit: 635 ; Citation: T0030A.M.R.S.A., Sect. 000005046

### PURPOSE:

The Statewide Homeless Council was established in 2005, replacing the Interagency Task Force on Homelessness and Housing Opportunities. The authorizing legislation was amended in 2008 to expand the council's advisory role and to add additional members to the council.

The purpose of the Homeless Council is to serve as an advisory committee to the Maine State Housing Authority, the Governor, the Legislature, The Maine Department of Health and Human Services (DHHS), and the Maine Department of Corrections (DOC) on homeless matters. The Council is charged with providing leadership to end homelessness and providing support to the regional homeless councils; educating people on homeless issues; serving as coordinator of information; assessing statewide needs; identifying potential resources; providing assistance to people who are homeless by identifying resources and improving access to them; and reviewing, monitoring, and implementing plans to end homelessness.

## INDEPENDENT AGENCIES - ADVISORY

### ORGANIZATION:

The Council consists of 13 members. The Governor appoints six members, two from each of the state's three regional homeless councils, based on nomination provided by the three councils. The director of the Maine State Housing Authority is a member. Three members are appointed jointly by the President of the Senate and the Speaker of the House, one from each of the three homeless councils. The Commissioners of DHHS and DOC, or their designees, also are members. The Chair of the Council is a representative from the Governor's Office. Members serve until their successors are appointed and qualified. The Maine State Housing Authority provides staff support to the Council.

**FINANCES, FISCAL YEAR 2009:** 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, supports the work of Program staff.

### PROGRAM:

In FY 2009, 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, eleven regional Resource Centers, and seven community-based outreach sites.

MCWWC served a total of 1,684 individuals through workforce, entrepreneurship, or financial literacy training courses and workshops; individual technical assistance and/or information and referral services; placement assistance; and follow up services. 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. Partners in providing 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.

### LICENSES:

None.

## INDEPENDENT AGENCIES - ADVISORY

### **PUBLICATIONS:**

Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business"; "Diversity on the Job: Your Guide to a Career in Highway & Bridge Construction"; the Program's Annual Report, and bi-annual newsletters are available free of charge.

The General Fund Budget Allocation for FY 2009 was \$901,748 through a contract with the Maine Centers for Women, Work, and Community, UMA/UMS.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **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:* 1975

*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 community and non-transient non-community water systems are operated by qualified persons who have the experience, 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 non-transient, non-community public water system; and one person from the department, as the commissioner may recommend, subject to appointment by the Governor.

### **PROGRAM:**

The board meets three times per year. The board offers three exam cycles per year offering examinations to approximately 80 persons in a cycle. The board strongly supports the professionalism of water operators. The board reviews professional development courses for required training to renew licenses biennially. The board promotes initial and upper level training for operators. There are 1100 licensed operators providing public health protection to consumers of public water systems statewide. The board is concerned about the availability of post secondary educational preparation and recruitment of the future workforce. The general public holds high expectations for the quality of their drinking water and place a high level of trust in the professionals responsible for producing and delivering quality drinking water.

### **LICENSES:**

All levels offer full and Operator-in-Training licensure  
Very Small Water System Operator  
Class I Water Treatment  
Class II Water Treatment  
Class III Water Treatment  
Class IV Water Treatment

## INDEPENDENT AGENCIES - ADVISORY

Class I Water Distribution  
Class II Water Distribution  
Class III Water Distribution  
Class IV Water Distribution

### PUBLICATIONS:

Rules Relating to the Licensure of Water System Operators

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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>						
COMPUTER SERVICES	21		21			
CONTRACTUAL SERVICES	66,698		66,698			
RENTS	3,109		3,109			
TRANSFER TO OTHER FUNDS	1,068		1,068			
<b>TOTAL EXPENDITURES</b>	<b>70,896</b>		<b>70,896</b>			

## LOBSTER ADVISORY COUNCIL

**ROBERT BAINES, CHAIR**  
**DONNA HALL, PLANNING & RESEARCH ASSOC**

*Central Office:* 2 BEECH ST., BAKER BLDG., HALLOWELL, ME 04347

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 1979

*FAX:* (207) 624-6024

*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 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, a recreational fisherman, an aquaculture member and the chairs of the Lobster, Sea Urchin, Shellfish, and Scallop 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

## INDEPENDENT AGENCIES - ADVISORY

actions.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **OIL SPILL ADVISORY COMMITTEE**

**JERRY MORRISON, CHAIR**

**BARBARA PARKER, 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. 000000551A*

#### **PURPOSE:**

The Oil Spill Advisory Committee was established to advise the Department of Environmental Protection on carrying out its responsibilities under Maine's Oil Discharge Prevention and Pollution Control laws. See 38 MRSA 551-A.

#### **ORGANIZATION:**

The Committee consists of nine members appointed for staggered terms of three years including: two members representing marine fisheries interest; two members representing the general public; two members representing the petroleum industry; one member familiar with oil spill technology; one member with expertise in coastal geology, fisheries biology or coastal wildlife habitat; and one member who is a licensed state pilot or merchant marine officer. 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 the oil spill planning and prevention activities of 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 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 of Environmental Protection.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - ADVISORY

**STATE POET LAUREATE SELECTION ADVISORY PANEL**

**DONNA MCNEIL, ARTS COMMISSION DIRECTOR**  
**ALLISON FERRIS, ARTS COMMISSION, ASST DIR**

TTY: (877) 887-3878

*Central Office:* 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025

*Mail Address:* 193 STATE STREET, AUGUSTA, ME 04333-0025

*FAX:* (207) 287-2725

*Established:* 1995

*Telephone:* (207) 287-2726

*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 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 for a 5 year term. The State of Maine's current State Poet Laureate is Elizabeth Neary Sholl.

**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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**POLLUTION PREVENTION ADVISORY COMMITTEE**

**DEBORAH ROY, CHAIR**  
**BETH NAGUSKY, 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 provides general oversight and advice to the DEP's Office of Innovation and Assistance on: proposed regulations, implementation of the Toxic Use and Hazardous Waste Reduction Program; strategies for working with different business sectors participating in the Office's Environmental Leader programs; and Environmental Results Programs. The Committee also advises the commissioner on the effectiveness of the work of the Office of Innovation and Assistance.

**ORGANIZATION:**

The Committee consists of 16 voting members. The Governor appoints two representatives from the business community, two elected or appointed municipal officials, and two 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 DEP 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### RIVER FLOW ADVISORY COMMISSION

**MG JOHN W. LIBBY, COMMISSIONER, DVEM**  
**ROBERT MCALEER, DIRECTOR, MEMA**

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

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

*Established:* 1997

*FAX:* (207) 626-4509

*Telephone:* (207) 626-4205

*Reference:* Policy Area: 04 ; Umbrella: 92 Unit: 593 ; Citation: T0037B M.R.S.A., Sect. 000001131

#### **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

## INDEPENDENT AGENCIES - ADVISORY

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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## SHELLFISH ADVISORY COUNCIL

*Central Office:* ..

*Mail Address:* ..

*Established:* 2008

*Reference: Policy Area:* 04 ; *Umbrella:* 92 *Unit:* 645 ; *Citation:* T0012 *M.R.S.A., Sect.* 00006038

### **PURPOSE:**

The council shall make recommendations to the commissioner and the joint standing committee of the Legislature having jurisdiction over marine resources matters concerning:

A. How best to utilize state agencies, municipal governments, the shellfish industry and citizen groups to make improvements to and maintain the quality of the State's coastal waters and to expedite the opening of closed shellfish flats; and

B. Matters of interest to the State's shellfish industry, including, but not limited to, shellfish resource management, public health protection and the activities and recommendations of a multistate organization that promotes shellfish sanitation.

The council is responsible for bringing forward to the commissioner matters of concern to the shellfish industry and for assisting the commissioner with the dissemination of information to members of the shellfish industry.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## SUBSTANCE ABUSE SERVICES COMMISSION

### **PATRICIA HICKEY, CHAIRPERSON**

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

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

*Established:* 1994

*Telephone:* (207) 287-2595

*Reference: Policy Area:* 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:

" To advise the Office of Substance Abuse in the development and implementation of significant policy matters relating to substance abuse.

" To advise, consult and assist the Governor, the Executive and Legislative Branches of State Government and the Chief Justice of the Supreme Judicial Court with activities of State Government related to drug abuse prevention, including alcoholism and intoxication.

" To serve as an advocate on alcoholism and drug abuse prevention, promoting and assisting activities designed to meet the problems of drug abuse and drug

## INDEPENDENT AGENCIES - ADVISORY

dependence at the national and state levels.

" With the support of the Office of Substance Abuse, the commission shall review and evaluate on a continuing basis state and federal policies and programs relating to drug abuse and other activities conducted or assisted by state departments or agencies that affect persons who abuse or are dependent on drugs.

" In cooperation with the Office of Substance Abuse, the commission shall keep the public informed by collecting and disseminating information, by conducting or commissioning studies and publishing the results of those studies, by issuing publications and reports and by providing public forums, including conferences and workshops.

" Report annually to the joint standing committee of the Legislature having jurisdiction over health and human services matters and the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs on or before the last business day of each year. The report must include developments and needs related to drug abuse prevention, including alcoholism and intoxication, and significant policy matters relating to substance abuse.

### 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 State Fiscal Year 2009, the commission has continued to use its operational structure and working committees. The commission has reviewed policy issues, and recommended support of legislation.

### PUBLICATIONS:

The commission did not create any publications during calendar year 2009.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS

### BILL SWAN, DIR OF LICENSING

*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) 287-3614

*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 12, 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.

## INDEPENDENT AGENCIES - ADVISORY

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

### **LICENSES:**

General Taxidermy License  
Mammal & Head Taxidermy License  
Bird Taxidermy License  
Fish Taxidermy License

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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) 624-3611

*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 Maintenance & Operations of MainedOT or the web page at <http://www.state.me.us/mdot/traffic/obds/homepage.htm>.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**BOARD OF VISITORS - MAINE CORRECTIONAL CENTER**

**LEONARD CUMMINGS, CHAIRMAN**

TTY: (207) 287-4472  
Central Office: TYSON BUILDING, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
Mail Address: 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX: (207) 287-4370  
Established: 1982 Telephone: (207) 893-7030  
Reference: Policy Area:06 ; Umbrella: 92 Unit: 449 ; Citation: T0034A M.R.S.A. Sect. 000003002

**PURPOSE:**

To visit the Maine Correctional Center and provide the appropriate comments, advice and recommendations to the Governor, Commissioner and appropriate Legislative Committees.

**ORGANIZATION:**

A Chairman and four members are appointed by the Governor.

**PROGRAM:**

During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BOARD OF VISITORS - MAINE STATE PRISON**

**JON WILSON, CHAIRPERSON**

Central Office: PO BOX A, THOMASTON, ME 04861  
Mail Address: PO BOX A, THOMASTON, ME 04861  
Established: 1982 Telephone: (207) 354-3000  
Reference: Policy Area:06 ; Umbrella: 92 Unit: 450 ; Citation: T0034A M.R.S.A. Sect. 000003002

**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. 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, prison industries and programs.

**PROGRAM:**

Through prisoner meetings, written correspondence or phone, the Maine State Prison Board of Visitors works to identify and discuss issues such as inmate mail, grievances, advocacy, good time policies, recreational and educational programs, scheduling, funding, high risk and mental health units and issues concerning prisoner benefits in order to help ensure that concerns are heard. The Board may conference with the Commissioner or Associate Commissioner of Corrections and with the Department Counsel to discuss issues that may be of importance during the year. The Board meets with program staff from many areas to discuss their specific areas of operation and help to ensure their concerns are being heard. The Board also feels that it is important to tour areas of the Maine State Prison and Bolduc Correctional Facility to allow for a better

## INDEPENDENT AGENCIES - ADVISORY

understanding of the management of these complex facilities and also to discuss issues that may arise at the community level.

Routinely the Board meets with the Warden and senior staff of Maine State Prison to discuss current issues and concerns and identify, when appropriate, ways the Board can be of support and assistance in the effective operation of the Maine State Prison.

**FINANCES, FISCAL YEAR 2009:** 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:* 112 COLLEGE DRIVE, WELLS, ME 04090 *FAX:* ( ) -  
*Established:* 1982 *Telephone:* (207) 646-9282  
*Reference:* Policy Area: 06 ; Umbrella: 92 Unit: 448 ; Citation: T0034A M.R.S.A., Sect. 000003002

#### **PURPOSE:**

To monitor program, rights, and administrative issues concerned with the Long Creek Youth Development Center, and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

#### **ORGANIZATION:**

The Chairman and committee members are appointed by the Governor.

#### **PROGRAM:**

1. Visitations to Long Creek Youth Development Center;
2. Meeting with appropriate members of the staff as well as residents;
3. Written reports, including observations and recommendations to the Commissioner and Superintendent; and,
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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE ARTS COMMISSION**

**DONNA MCNEIL, DIRECTOR**  
**ALISON FERRIS, 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

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 088 ; Citation: T0027

Average Count--All Positions: 9,000

FAX: (207) 287-2725

Telephone: (207) 287-2724

M.R.S.A., Sect. 000000401

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, arts organizations, communities and schools, 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:**

**PROGRAMS:**

**FOR ARTISTS**

**ARTS IN THE CAPITOL:** Provides exhibitions in venues throughout Maine's Capitol complex and highlights the work of contemporary Maine artists through special events.

**GOOD IDEA GRANTS/CONTEMPORARY/ :** Fosters the growth of Maine's artists by supporting the creation of new works that may creatively engage or innovatively incorporate new or emerging technologies for means of artistic expression or professional development as well as increase the visibility of specific artistic projects.

**INDIVIDUAL ARTIST AND TRADITIONAL ARTS FELLOWSHIPS:** Provides 4 fellowships annually one in each category: visual arts, performing arts, literary arts and traditional arts. Artistic excellence is the sole selection criteria.

**PERCENT FOR ART PROGRAM:** Provides funds for the acquisition of new works of art for newly constructed or renovated state-funded buildings and all state buildings.

**TRADITIONAL ARTS APPRENTICESHIP GRANTS:** Provides an opportunity for master traditional artists to pass on their skills to qualified apprentices.

**FOR COMMUNITIES**

**CREATIVE COMMUNITIES = ECONOMIC DEVELOPMENT.** Serves as a capacity building program in partnership with municipalities to build on and strengthen economic development and downtown revitalization efforts that support and recognize the



## INDEPENDENT AGENCIES - OTHER

value of cultural sector assets.

**NEW CENTURY COMMUNITY PROGRAM:** Provides grants and services to a wide spectrum of Maine's cultural community through a collaboration of agencies under the Maine Cultural Affairs Council. Includes Arts and Humanities grants, a joint program between the Maine Arts Commission and Maine Humanities Council.

**CELEBRATING THE TRADITIONAL ARTS,** facilitates the newly established Maine Folklife Network. The Network brings together cultural conservation and folklife organizations to work on promoting traditional arts statewide and to find innovative ways to support traditional culture and artists living and working in Maine. The Celebrating Traditional Arts program supports this initiative by funding traditional artists' fees for presentations in a range of community settings including festivals, gatherings, fairs, museums, tours and other community events.

### FOR ORGANIZATIONS

**AMERICAN MASTERPIECES:** Assists professional, Maine arts organizations to present a major project that features American Masterpieces.

**ARTISTS ENHANCE QUALITY OF PLACE:** Supports Maine artists who are working in Maine communities, increase access to arts and evidences the importance of a strong cultural presence in community.

**GOOD IDEA GRANTS/ARTS VISIBILITY:** Assists Maine's artists and arts organizations by providing the means with which to increase the visibility of specific artistic projects. Any "good idea" that supports an organization through increased visibility is eligible for the grant.

**THE INNOVATIVE PRODUCTION GRANT:** supports artistic innovation in the production and presentation of media and/or performance work of artists.

### FOR SCHOOLS/ARTS IN EDUCATION

**SMART: SCHOOLS MAKE ARTS RELEVANT TODAY:** Assists schools, arts institutions and community arts organizations, in conjunction with Maine artists, to develop arts in education programs that support and expand full access to learning in and through the arts for pre-K-12 students.

**EARLY STARTS:** Provides artist residencies in pre-school settings through a joint effort between the Maine Arts Commission and the Department of Health

### PUBLICATIONS:

PUBLICATIONS:

#### PRINT

Maine Arts Magazine, Winter 2008, Spring 2009

Art Education Rack Card: The Importance of Visual and Performing Arts in Education

Public Art Lecture Series Pamphlet

#### ON-LINE

Maine Arts Magazine: Winter 2008, Spring 2009

#### ON-LINE

Maine Arts Magazine: Spring 2008

Audience Matters (a guide for children how to act during performances)

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE ARTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	390,415	305,336			85,079	
HEALTH BENEFITS	135,305	102,452			32,853	
RETIREMENTS	75,136	56,749			18,387	
OTHER FRINGE BENEFITS	7,955	6,292			1,663	
COMPUTER SERVICES	2,197	2,137			60	
CONTRACTUAL SERVICES	214,724	147,984	7,587		59,153	
RENTS	4,007	2,841			1,166	
COMMODITIES	7,004	5,389			1,615	
GRANTS, SUBSIDIES, PENSIONS	777,363	74,600	42,324		660,439	
TRANSFER TO OTHER FUNDS	22,480		822		21,658	
<b>TOTAL EXPENDITURES</b>	1,636,586	703,780	50,733		882,073	

## ATLANTIC SALMON COMMISSION

### PATRICK KELIHER, DIRECTOR

*Central Office:* 6 BEECH STREET, HALLOWELL, ME 04347  
*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX:* (207) 287-9975  
*Established:* 1995 *Telephone:* (207) 287-9972  
*Reference:* Policy Area: 04 ; Umbrella: 94 Unit: 289 ; Citation: T0012 M.R.S.A., Sect. 000006137

**PURPOSE:**

ATLANTIC SALMON COMMISSION IS NOW WITHIN THE BUREAU OF SEA RUN FISHERIES AND HABITAT IN THE DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BAXTER STATE PARK AUTHORITY

### ROLAND D. MARTIN, CHAIRMAN D. JENSEN BISSELL, DIRECTOR

TTY: (207) 723-9905

*Central Office:* 64 BALSAM DRIVE, MILLINOCKET, ME 04462  
*Mail Address:* 64 BALSAM DRIVE, MILLINOCKET, ME 04462 *FAX:* (207) 723-6381  
*Established:* 1933 *Telephone:* (207) 723-9616  
*Reference:* Policy Area: 04 ; Umbrella: 94 Unit: 293 ; Citation: T0012 M.R.S.A., Sect. 000000901  
*Average Count--All Positions:* 41.172 *Legislative Count:* 22.00

**PURPOSE:**

The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the Authority are to protect the wildlife, fauna and flora within the Park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 209,501 acre Park; to conduct exemplary forest management operations on the 29,537 acre Scientific Forest

## INDEPENDENT AGENCIES - OTHER

Management Area; to receive and expend monies from the trusts and other income for the 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 and been gifted additional lands bringing the Park to its current size of 209,501 acres. In addition to the various gifts of land, Governor Baxter also left two sizable trust funds to carry out the operation and maintenance of the park without the need of state funding.

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 Maine 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 35% of the cost of Park operations is financed from a combination of use fees, entrance fees and wood products revenues with the remaining 65% 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.

### 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 several Advisory Committees.

Within the 209,501 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 out research activities and media production activities.
- \* Award of Certificates of Appreciation for Park volunteers.
- \* Contracts for the following services:
  1. Rubbish Removal, Septic and Janitorial.
  2. Fuel.
  3. Road Maintenance.
  4. Firewood Bundle Preparations.
  5. Various Forest Management Operations.
  6. Student Conservation Association and Maine Conservation Corp.

### PUBLICATIONS:

Annual Report - Baxter State Park - free  
Baxter State Park Management Plan - free  
Baxter State Park Maps - fee

# INDEPENDENT AGENCIES - OTHER

Numerous books and guides on Nature, Recreation, Ecology, etc. - various fees  
Available at Baxter State Park Headquarters.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was  
generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK 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>EXPENDITURES</b>	<b>FUNDS</b>					
SALARIES & WAGES	1,464,480		1,464,480			
HEALTH BENEFITS	541,625		541,625			
RETIREMENTS	289,260		289,260			
OTHER FRINGE BENEFITS	26,473		26,473			
COMPUTER SERVICES	13,014		13,014			
CONTRACTUAL SERVICES	683,523		683,523			
RENTS	4,159		4,159			
COMMODITIES	147,238		147,238			
BUILDING IMPROVEMENTS	14,762		14,762			
EQUIPMENT	137,280		137,280			
TRANSFER TO OTHER FUNDS	21,301		21,301			
<b>TOTAL EXPENDITURES</b>	<b>3,343,115</b>		<b>3,343,115</b>			

# STATISTICAL USE INFORMATION

## SUMMER SEASON (5/15 – 10/15)

USE BY TYPE	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
Day Use	37,506	41,612	39,720	38,338	44,273
Transient	0	0	0	0	0
Campers	17,808	18,941	18,455	17,552	20,195
Walk/bicycle	125	171	241	177	232
TOTAL PEOPLE	55,439	60,724	58,416	56,067	63,540

MISCELLANEOUS	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
Camper Nights	51,105	46,827	48,033	47,129	53,734
Average Stay (nights)	2.87	2.47	2.6	2.69	3
Number of vehicles	20,724	20,822	22,582	21,155	24,281
Rec. Visitor Days	109,285	109,424	108,859	105,250	119,597

## WINTER SEASON (12/1 – 4/1)

	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
USE BY TYPE					
Campers	2741	1873	2410	2054	2323

INDEPENDENT AGENCIES - OTHER

**MAINE BIOMEDICAL RESEARCH BOARD**

**JANE SHEEHAN, CHAIR**

*Central Office:* 405 WATER ST, SUITE 300, GARDINER, ME 04345

*Mail Address:* 405 WATER ST, SUITE 300, GARDINER, ME 04345

*Established:* 2001

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 630 ; Citation: T005

*FAX:* (207) 582-4772

*Telephone:* (207) 582-4790

*M.R.S.A., Sect.* 000013104

**PURPOSE:**

The Maine Biomedical Research Program is established to promote economic development and jobs in the State primarily by making state investments in organizations with successful results in attracting biomedical research funds from specified grant sources. As a secondary purpose, the Maine Biomedical Research Program is intended to provide incentives for small eligible institutions to grow. The program shall disburse program funds from the Maine Biomedical Research Fund to eligible institutions. An eligible institution receiving program funds under this program may use those funds for any of the following purposes: project funding; facilities funding, including debt service; equipment used in research, including debt service; or ancillary support.

**ORGANIZATION:**

The Maine Biomedical Research Program is overseen by the Maine Biomedical Research Board. The Board consists of 7 members appointed as follows: four persons appointed by the Governor and nominated by a statewide biomedical research coalition; two members appointed by the Governor who are distinguished and credentialed in the type of biomedical research that is performed by eligible institutions; the Commissioner of the Department of Economic and Community Development or his/her designee. The Maine Biomedical Research Board is assisted in its oversight of the Program by Maine Technology Institute, which provides administrative services for the Program.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**STATE CIVIL SERVICE APPEALS BOARD**

**JOHN R. HANSON, CHAIR**

*Central Office:* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074

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

*Established:* 1986

*Reference:* Policy Area: 00 ; Umbrella: 94 Unit: 388 ; Citation: T0005

*FAX:* ( ) -

*Telephone:* (207) 624-7400

*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.

## INDEPENDENT AGENCIES - OTHER

### **PUBLICATIONS:**

State Civil Service Appeals Board Procedures for Appeal - Free  
May be obtained through the Office of the Commissioner.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE COMMISSION FOR COMMUNITY SERVICE**

### **MARYALICE CROFTON, EXECUTIVE DIRECTOR**

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

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

*Established:* 1995

*Telephone:* (207) 287-5300

*Reference:* Policy Area:00 ; Umbrella: 94 Unit: 578 ; Citation: T0005 M.R.S.A., Sect. 000007501

### **PURPOSE:**

The Maine Commission for Community Service was established by Executive Order 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. The Commission's statutory mission is to "foster community service and volunteerism to meet human and environmental needs" in Maine. Among the fourteen assigned duties are these: identifying the priority needs to be met by service, developing a comprehensive plan for community service in Maine, providing technical assistance and training to national service programs in the State, and increasing collaboration among public and private sector community and volunteer service organizations.

The Commission makes sub-grants in accordance with provisions of the federal National and Community Service Trust Act of 1993 (USC 42, Section 12502 et seq.) and recommends State priorities regarding programs that receive direct federal financial assistance under the Domestic Volunteer Act of 1973. In addition to administering AmeriCorps State programs, the Commission coordinates its activities with the other two government agencies that distribute federal national service funds: the Maine Department of Education, which handles service-learning funds, 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 \$6.7 million of Corporation for National Service funds invested in Maine's local volunteer 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 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 on State and Local Government. The Commission is located at the State Planning Office.

### **PROGRAM:**

During 2008, the Commission managed \$1,308,155 in funding from the Corporation for National and Community Service. These funds included \$200,000 from a national challenge grant to build capacity in the volunteer sector. The balance helped administer grants for two AmeriCorps programs that will have statewide impact and promote the state's community service capacity. Each program is selected because it meets a need identified in the Commission's strategic plan. In 2008, Maine AmeriCorps sponsors matched the grant with just under \$1.052 million (cash and in-kind). In addition, Maine's 130 AmeriCorps members recruited 10,625 volunteers who contributed over 103,808 hours of community

## INDEPENDENT AGENCIES - OTHER

service.

### **PUBLICATIONS:**

These reports and more are located on the Maine Commission for Community Service website at: <http://www.maineservicecommission.gov/publications/>

-2008 Annual Report

-MCCS Strategic Plan for 2006-2009

-Volunteering in America: Profile of Maine's Volunteer Sector  
(Corporation for National and Community Service 2009)

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE BOARD OF CORRECTIONS

**NEALE DUFFETT, CHAIR**  
**MARTIN MAGNUSSON, COMMISSIONER**

*Central Office:* 75 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111 *TTY:* (888) 577-6690  
*Mail Address:* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX:* (207) 287-4370  
*Established:* 2008 *Telephone:* (207) 287-4370  
*Reference: Policy Area:* 06 ; *Umbrella:* 94 *Unit:* 644 ; *Citation:* T0034A M.R.S.A., Sect. 00001801

### **PURPOSE:**

The purpose of the State Board of Corrections is to develop and implement a unified correctional system that demonstrates sound fiscal management, achieves efficiencies, reduces recidivism and ensures the safety and security of correctional staff, inmates, visitors, volunteers and surrounding communities.

### **ORGANIZATION:**

The Board consists of 9 members who are appointed by the Governor. Each appointment is subject to review by the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters and to confirmation by the Senate, except the two members that represent the executive branch.

### **PROGRAM:**

The Board responsibilities and duties include: 1. manage the cost of corrections; 2. determine correctional facility use and purpose; 3. adopt treatment standards and policies; and 4. review and approve public and private construction projects through a certificate of need process. Additional duties and responsibilities are detailed in Public Law 2007, chapter 653.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



## INDEPENDENT AGENCIES - OTHER

### MAINE STATE CULTURAL AFFAIRS COUNCIL

#### JOHN ROHMAN, 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: T0027 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 include a staff member from the Office of the Governor and the directors of the seven cultural agencies.

#### PROGRAM:

The Cultural Affairs Council continues to implement the charge given in 27 MRSA Sect. 552 by: 1) Meeting on a regular basis to coordinate the broader programs and projects of state cultural agencies, 2) Planning for coordinated budget requests for the State Cultural Agencies, and 3) Publishing useful information concerning statewide cultural issues.

In FY 2008, the Cultural Affairs Council worked in coordination with Maine's locally based organizations to distribute bond funds through the New Century Community Program. In addition, the Council worked with Maine's locally based organizations to promote coordinated cultural activities, the creative economy and community revitalization.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE CULTURAL AFFAIRS COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	19,552	2,288				17,264
RENTS	20	20				
COMMODITIES	2,500					2,500
GRANTS, SUBSIDIES, PENSIONS	1,057,497	46,207				1,011,290
<b>TOTAL EXPENDITURES</b>	<b>1,079,569</b>	<b>48,515</b>				<b>1,031,054</b>

### MAINE ENERGY CONSERVATION BOARD

#### KAREN GERAGHTY, ADMIN DIR PUC

*Central Office:* 242 STATE STREET, AUGUSTA, ME 04333

*Mail Address:* 18 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established:* 2007

*Reference:* Policy Area:07 ; Umbrella: 94 Unit: 646 ; Citation: T00035 M.R.S.A., Sect. 00010007

*WATS:* (800) 452-4699

*FAX:* (207) 287-1039

*Telephone:* (207) 287-3831

## INDEPENDENT AGENCIES - OTHER

### PURPOSE:

The Energy Conservation Board was established by statute (35-A MRSA ?10007) in 2007. The statutory purpose of the Board is "to assist the [Public Utilities] commission and the trustees of the Energy and Carbon Savings Trust in the development, coordination and integration of planning for the State's energy conservation efforts and to provide advice and counsel to the commission and the Energy and Carbon Savings Trust on energy conservation and carbon dioxide reduction matters."

### ORGANIZATION:

The board consists of 4 members appointed by the Chair of the Public Utilities Commission, one representing commercial electric consumers, one industrial electric consumers, one with significant knowledge of environmental issues, and one representing small businesses. There are three voting ex-officio members, the Commissioner of Department of Environmental Protection, the Public Advocate, and the Director of the Governor's Office of Energy Independence and Security. The Chair of the Public Utilities Commission and an Energy and Carbon Savings Trust Trustee are ex-Officio non-voting members.

The Energy Conservation Board met for the first time in April 2008 and since has formed a number of committees to advise Efficiency Maine and the Energy and Carbon Savings Trust. In January 2009, the Board enlisted the services of Optimal Energy as an energy efficiency technical consultant to provide expertise as the Board offers input during the drafting of the Triennial Energy Efficiency and Conservation Plan that was to be developed jointly the Public Utilities Commission and the trustees of the Energy and Carbon Savings Trust as well as to offer input on the current energy efficiency programs run by the Commission and the Energy and Carbon Savings Trust.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE ENERGY CONSERVATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	30,894		30,894			
<b>TOTAL EXPENDITURES</b>	30,894		30,894			

## MAINE ECONOMIC GROWTH COUNCIL

**TIMOTHY HUSSEY, CO-CHAIR**  
**SETH GOODALL, CO-CHAIR**

*Central Office:* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

*Mail Address:* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

*Established:* 1993

*FAX:* (207) 622-6346

*Telephone:* (207) 622-6345

*Reference: Policy Area:* 01 ; *Umbrella:* 94 *Unit:* 573 ; *Citation:* T0010 *M.R.S.A., Sect.* 000000929A

### PURPOSE:

The Maine Economic Growth Council was established to develop, maintain and evaluate a long term economic plan for the state. The Council's responsibilities include the development of a long range plan, goals, benchmarks and alternative strategies for a sustainable State economy. Additionally, the Council will monitor progress in accomplishing the State's goals and benchmarks, recommend changes in the Plan to reflect the dynamics of the international, national and state economy.

### ORGANIZATION:

The Council is composed of 19 members, appointed for 3-year terms. The Commissioner of the Department of Economic and Community Development is a

## INDEPENDENT AGENCIES - OTHER

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, one of whom must also serve on the Maine Innovation Economy Advisory Council; 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 Seth Goodall and Timothy Hussey.

### **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. The Growth Council published another edition of "Measures of Growth in Focus" in 2006, this time highlighting the 22 most critical indicators. The Growth Council also initiated the "Adopt-a-Benchmark" program which encourages Maine organizations to take actions that move the State closer to the Growth Council's benchmarks. In 2007, a 23rd indicator was added, a roadway deficiency index. The number of participants in the Adopt-a-Benchmark program doubled from 12 to 24 and ten organizations were given a "Gold Star Award" for their work on particular indicators. In 2008, a 24th indicator, cost of energy, was added by the Council. The number of participants in the Adopt-a-Benchmark program increased to 27. Twelve organizations were awarded Gold Stars for their work on improving their adopted indicators. The number of participants in the Adopt-a-Benchmark program was 11, 10 of which received Gold Stars for their work on improving their adopted indicators.

**FINANCES, FISCAL YEAR 2009:** 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: 131 PRESUMPCOT STREET, PORTLAND, ME 04103

Mail Address: 131 PRESUMPCOT STREET, PORTLAND, ME 04103

Established: 1988

FAX: (207) 791-3616

Telephone: (207) 400-3011

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 million 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, MEA issued a \$26.9 million bond, which included \$16.9 million to refund the 1992 series bonds. An additional \$30 million and \$50 million of tax exempt bonds were issued in May of 2005 and February of 2007, respectively. In May of 2009, MEA issued a \$210 million bond, which included \$152,250,000 to refund prior tax-exempt obligations of the Authority.

The MEA Loan Program currently consists of The Maine Loan and The Maine Medical Loan. The Maine Loan and The Maine Medical Loan are loans made in amounts up to the full cost of education, less other financial aid, annually, and are available to eligible students. These loans are for Maine residents attending college 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(s). For MEA loans, the variable interest rate is set annually and borrowers may take up to 25 years to repay their loans depending on the loan program and loan amount. Borrowers must have a Maine nexus.

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, 1999, 2000A, 2002A-1, 2005A-1, 2007A-1, and 2009A-1, A-2 and A-3.)  
MEA (Maine Educational Loan Authority) 2008 Annual Report  
The Maine Loan and The Maine Medical Loan Information Brochures-Free

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF EMERGENCY MUNICIPAL FINANCE

### JEROME GERARD, ACTING STATE TAX ASSESSOR

Central Office: 26 EDISON DRIVE, AUGUSTA, ME

Mail Address: 24 STATE HOUSE STATION, AUGUSTA, ME 04333

Established: 1954

Telephone: (207) 287-2076

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.

## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

The Commissioner of the Department of Administrative and Financial Services, the Treasurer of State and the State Tax Assessor compose The Board of Emergency Municipal Finance.

### PROGRAM:

Any municipality that is financially unable to provide for its direct relief and work programs or its contributory share of public assistance programs of any nature, may apply to the Department of Human Services for funds from the State for that purpose. The municipal officers must apply in writing and send a copy of the application to the Board. 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE EMERGENCY RESPONSE COMMISSION

### ROBERT MCALEER, CHAIRPERSON

WATS: (800) 452-8735  
TTY: (207) 624-4437

Central Office: STATE OFFICE4 BUILDING, AUGUSTA, ME 04333

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

Established: 1987

FAX: (207) 287-3180

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

## INDEPENDENT AGENCIES - OTHER

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 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 Maines 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD**

**JIM MARC-AURELE, CHAIR**  
**MICHELLE A. MACKENZIE, CLERK, FAME**

*Central Office:* C/O FAME, 5 COMMUNITY DR, AUGUSTA, ME 04332-0949

*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949

*Established:* 1988

*FAX:* (207) 623-0095

*Telephone:* (207) 623-3263

*Reference:* Policy Area: 05 ; Umbrella: 94 Unit: 178 ; Citation: T0010 M.R.S.A., Sect. 000000373

### **PURPOSE:**

To help people with disabilities become more independent and 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 also may borrow from the Kim Wallace Adaptive Equipment Loan Program Fund ("mPower") to help make businesses accessible to individuals with disabilities and more suitable for employing them.

### **ORGANIZATION:**

The Kim Wallace Adaptive Equipment Loan Program Fund Board consists of nine members. Seven members are appointed by the Governor and confirmed by the Maine Legislature. Of these members, one must be a commercial lender; one must be a certified public accountant; and the remaining five must be people with a range of disabilities. The Director of the Bureau of Rehabilitation Services within the Department of Labor or the Director's designee, and the Treasurer of the State of Maine or the Treasurer's designee, also serve on the Board.

The Board currently contracts with Alpha One, a non-profit community-based agency 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 people with disabilities become more productive members of the community. Businesses also may borrow from mPower to make their facilities more accessible to people with disabilities

## INDEPENDENT AGENCIES - OTHER

and to make physical and structural changes necessary to allow a business to hire individuals with disabilities.

**FINANCES, FISCAL YEAR 2009:** 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**  
**MICHAEL P. FRIEDMAN, 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, director, employee or primary decision maker of a party committee, political action committee or candidate committee authorized under 21 A.M.R.S.A. § 1013-A(1)(B).

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 2009, 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, ballot question committees, and lobbyists with reporting or disclosure obligations and processed reports filed by those reporting entities. Additionally, the staff conducted limited audits

## INDEPENDENT AGENCIES - OTHER

of the reports of candidates, political action committees, ballot question committees, and lobbyists.

**Complaints, Late Filings, Penalties:** During FY 2009, the Commission investigated complaints concerning candidate campaigns, party committees, political action committees, ballot question committees, and lobbyists. The Commission also ruled on the lateness of the filings of candidates, party committees, ballot question committees, political action committees, and lobbyists. The Commission referred cases to the Attorney General for appropriate action regarding the failure to pay penalties for the late filing of reports or the failure to file reports. The Commission publishes a Biennial Report containing statistical data regarding its activities and annual financial activities of candidates, lobbyists, and political action committees.

**Opinions, Lawsuits, Fees:** The Commission considered requests for the waiver of certain statutory requirements by candidates, lobbyists, political action committees, and political party committees and issued guidance on the interpretation of statutes and rules subject to the Commission's jurisdiction.

### **LICENSES:**

The Commission distributes copies of legislative ethics laws, lobbyist disclosure procedures, campaign reports and finance laws for candidates, the laws governing political action committees (PACs) and ballot question committees (BQCs), 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, BQCs, party committees, and candidates for state, county, and federal office; Sources of income statements for Legislators and legislative candidates and executive branch officials; Rosters of registered PACs and BQCs, 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.

### **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) and ballot question committees (BQCs), 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, BQCs, party committees, and candidates for state and county; Sources of income statements for Legislators and legislative candidates and executive branch officials; Rosters of registered PACs and BQCs, 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	320,431	86,325	234,106			
HEALTH BENEFITS	114,812	33,028	81,784			
RETIREMENTS	59,950	15,997	43,953			
OTHER FRINGE BENEFITS	6,328	1,677	4,651			
COMPUTER SERVICES	197,642	2,605	195,037			
CONTRACTUAL SERVICES	93,321	4,551	88,770			
COMMODITIES	2,383	1,483	900			
GRANTS, SUBSIDIES, PENSIONS	390,820		390,820			
TRANSFER TO OTHER FUNDS	76,001		76,001			
<b>TOTAL EXPENDITURES</b>	<b>1,261,688</b>	<b>145,666</b>	<b>1,116,022</b>			



INDEPENDENT AGENCIES - OTHER

**FINANCE AUTHORITY OF MAINE**

**ELIZABETH BORDOWITZ, ACTING CEO**

*Central Office:* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949

*Established:* 1983

*FAX:* (207) 623-0095

*Telephone:* (207) 623-3263

*Reference:* Policy Area:01 ; Umbrella: 94 Unit: 457 ; Citation: T0010 M.R.S.A. Sect. 000000964

**PURPOSE:**

The Finance Authority of Maine (FAME), a quasi-independent state agency, is Maine's business and higher education finance authority. FAME initially was established in 1983 as Maine's business finance agency. In that role, FAME was charged with supporting the start-up, expansion, and growth of Maine businesses by working with Maine's banking community to improve access to capital.

In 1990, FAME's mission was significantly expanded by the Maine Legislature when it assumed responsibility for administering the state's higher education finance and outreach programs. Through loans, grants, and loan insurance, FAME helps students and their families meet the costs associated with higher education. FAME administers Maine's Section 529 College Savings Program, the NextGen College Investing Plan?, and oversees outreach activities that are designed to encourage Maine people to aspire to and pursue higher education. In 2004, FAME was designated as Maine's secondary market for student loans.

FAME accomplishes its mission - providing innovative financial solutions to help Maine citizens pursue business and educational opportunities - by working closely with the state's higher education, banking, economic development and business communities, as well as the Governor and Maine Legislature, in the formulation and implementation of financial services and programs that help fill gaps that exist in Maine's capital delivery system.

**ORGANIZATION:**

FAME 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 officials, including the Commissioner of Economic and Community Development, a natural resource agency commissioner, and the State Treasurer.

Members of the FAME Board are appointed by the Governor and are subject to review and confirmation by the Maine Legislature. Each member, other than the state officials, serves for a term of four years. The Chief Executive Officer is appointed by the Governor, subject to review and confirmation by the Maine Legislature, to supervise and direct the administrative and technical activities of FAME on a day-to-day basis.

**PROGRAM:**

**BUSINESS FINANCE:** FAME administers and oversees programs that may be utilized individually or in combination with other financing mechanisms to assist business development in Maine.

These programs include: Commercial Loan Insurance Program; Economic Recovery Loan Program; Underground Oil Storage Tank Removal & Replacement Program; Regional Economic Development Revolving Loan Program; Linked Investment Program for Commercial Enterprises; Linked Investment Program for Agriculture; Maine Seed Capital Tax Credit Program; Maine Economic Development Venture Capital Revolving Investment Program; and various bond programs.

Additionally, the following programs are administered in conjunction with other state departments or agencies: Potato Marketing Improvement Fund Program; Agricultural Marketing Loan Program; Kim Wallace Adaptive Equipment Loan Program Fund; Energy Conservation Loan Program; and Nutrient Management Loan Program.

**EDUCATION FINANCE AND OUTREACH:** FAME maintains and administers the following federal and state higher education finance and outreach programs:

## INDEPENDENT AGENCIES - OTHER

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:

Quick Reference Guide  
 Financial Aid Tool Kit: Maine's Guide for Higher Education Financing  
 Where They Go and Why: Finding Maine's Future Workforce (Revisited)  
 A Guide to Your Federal Student Loans  
 Destination Medical School: What Every Medical Student Should Know  
 Maine Dental Education Loan and Loan Repayment Program  
 The Educators for Maine Program  
 Quality Child Care Education Scholarship Program  
 The Postsecondary Guide of Maine  
 Capital Access Programs: Innovative Financial Solutions for Maine Businesses  
 Financing Bright Ideas: A Primer on Venture Capital in Maine  
 OnLine Answer: Loan Insurance the Easy Way  
 mPower Your Life' (Kim Wallace Adaptive Equipment Loan Program)  
 The NextGen College Investing Plan?

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	14,457,636	12,074,552	2,383,084			
<b>TOTAL EXPENDITURES</b>	14,457,636	12,074,552	2,383,084			

## ADVISORY COMMITTEE ON MEDICAL EDUCATION

**JOHN LACASSE, CHAIRMAN**  
**JANEEN VIOLETTE, FINANCE AUTHORITY OF ME**

*Central Office:* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949  
*Mail Address:* PO BOX 949, AUGUSTA, ME 04332-0949 *FAX:* (207) 623-0095  
*Established:* 1992 *Telephone:* (207) 623-3263  
*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 that address the medical education needs of the State of Maine.

### ORGANIZATION:

The Advisory Committee consists of nineteen members. Fifteen of these are appointed by FAME's CEO and are subject to approval by the Legislature's Joint Standing Committee on Education and Cultural Affairs. Representatives of the following entities are included: a major statewide agency representing allopathic physicians; a major statewide agency representing osteopathic physicians; a major statewide agency representing family physicians; the major statewide agency representing hospitals; the major statewide agency representing community health centers; an association of commercial health insurance companies doing business in the state; a statewide area health education center program; two at-large members; a chief executive of a family practice residency in Maine; an institution of allopathic medical education at which FAME secures positions for students; an institution of osteopathic medical education at which FAME secures positions for students; a Maine student, resident or practicing

## INDEPENDENT AGENCIES - OTHER

physician who has obtained a position secured by FAME at an institution of allopathic medical education; a Maine student, resident or practicing physician who has obtained a position secured by FAME at an institution of osteopathic medical education; and a major teaching hospital in the state.

Other committee members include: the Commissioner of the Department of Health and Human Services or the Commissioner's designee; three at-large members from areas of the state lacking reasonable access to health care: one appointed by the Governor; one appointed by the President of the Senate; and one appointed by the Speaker of the House of Representatives, all of whom are subject to approval by the Legislature's Education Committee.

### PROGRAM:

The Committee provides guidance for the administration of the Access to Medical Education and Health Professions Loan Programs, including, but not limited to: the projected number of student seats needed; the projected costs of medical education; recommendations for the future needs of the programs; the development of sites for student clinical training; the amount expended for the purchase of seats at 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 2009:** 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:* 127 COMMUNITY DRIVE, 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 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

## INDEPENDENT AGENCIES - OTHER

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 fiscal year 2009, the Authority issued \$160,235,000 in bonds on behalf of 2 colleges and 4 hospitals.

### **PUBLICATIONS:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 2009:** 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

Established: 1971

FAX: (207) 287-2335

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.

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 2009, the Commission expanded the National Register of Historic Places by 10 individual buildings. One site and nine historic districts. The Commission also sponsored one architectural survey.

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.

## INDEPENDENT AGENCIES - OTHER

### LICENSES:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed in the National Register of Historic Places which is state-owned or is subject to a preservation agreement between the landowner and the Commission, must apply in writing for an Excavation Permit to the Director of the Commission. If such a permit is granted, it must be co-signed by the Director of the Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

### PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Statehouse Station # 65, Augusta, Maine 04333-0065.

Beard, Frank A., 200 Years of Maine Houses: A Guide for the House Watcher (1981).

Shettleworth, Earle G., Jr. and Beard, Frank A., A Guide to the Maine State House (1981).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	618,195	172,887	199,545		245,763	
HEALTH BENEFITS	225,217	51,306	76,126		97,785	
RETIREMENTS	114,742	34,438	34,221		46,083	
OTHER FRINGE BENEFITS	10,301	1,462	3,856		4,983	
CONTRACTUAL SERVICES	106,284	27,469	11,841		85,370	5,286
RENTS	1,859	260			1,599	
COMMODITIES	46,352	7,278	210		27,705	11,159
GRANTS, SUBSIDIES, PENSIONS	91,668	750	2,500		88,418	
TRANSFER TO OTHER FUNDS	77,075		28,698		48,377	
<b>TOTAL EXPENDITURES</b>	<b>1,291,693</b>	<b>295,850</b>	<b>333,315</b>		<b>646,083</b>	<b>16,445</b>

## MAINE HUMAN RIGHTS COMMISSION

### PATRICIA RYAN, EXEC DIR

TTY: (888) 577-6690

Central Office: CLEVELAND BLDG, 9 COOS LANE, HALLOWELL, ME

Mail Address: 51 STATE HOUSE STATION, AUGUSTA, ME 04333-0051 FAX: (207) 624-6063

Established: 1971 Telephone: (207) 624-6050

Reference: Policy Area: 06 ; Umbrella: 94 Unit: 348 ; Citation: T0005 M.R.S.A. Sect. 000004561

Average Count--All Positions: 13,000 Legislative Count: 13,000

### 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, sexual orientation, physical or mental disability, religion, ancestry, or national origin, and in employment, discrimination on account of age and genetic

## INDEPENDENT AGENCIES - OTHER

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, sexual orientation, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, sexual orientation, 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 2009, 849 new complaints were filed with the Maine Human Rights Commission. In addition, 826 complaints were carried over from the previous fiscal year. The Commission closed 782 cases, leaving a total of 893 cases active at year end.

**LITIGATION.** The Commission is represented in the courts of the State of Maine by the Commission Counsel.

**PUBLIC EDUCATION AND INFORMATION.** The Commission speaks to groups upon request, when possible, in an effort to educate people about the provisions and remedies under the Maine Human Rights Act.

### PUBLICATIONS:

Maine Human Rights Act  
Procedural Regulations  
Employment Regulations & Poster  
Sexual Harassment Poster; Sexual Harassment Brochure  
Housing Regulations of the Maine Human Rights Commission; Housing Procedural Rule  
Housing Poster; Unlawful Housing Harassment Brochure  
Pre-employment Inquiry Guide  
Equal Educational Opportunity Regulations / Procedural Rules  
Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances  
Accessibility Requirements for Public Accommodations and Places of Public Employment  
Accessibility Requirements of the Maine Human Rights Commission  
Service Animal Guidance  
Whistleblower's Protection Act  
Housing Applicant Inquiry Guide  
The Maine Human Rights Act "What It Is & How It Works"

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMAN RIGHTS COMMISSION	<b>TOTAL</b>		<b>SPECIAL</b>			
	<b>FOR</b>		<b>REVENUE</b>		<b>FEDERAL</b>	
	<b>ALL</b>	<b>GENERAL</b>	<b>FUND</b>	<b>HIGHWAY</b>	<b>FUND</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	547,612	356,108			191,504	
HEALTH BENEFITS	184,349	115,272			69,077	
RETIREMENTS	94,012	60,157			33,855	
OTHER FRINGE BENEFITS	8,110	4,956			3,154	
COMPUTER SERVICES	5,841	77			5,764	
CONTRACTUAL SERVICES	67,363	18,355	3,624		45,384	
COMMODITIES	9,030	1,129			7,901	
TRANSFER TO OTHER FUNDS	53,182		535		52,647	
<b>TOTAL EXPENDITURES</b>	<b>969,499</b>	<b>556,054</b>	<b>4,159</b>		<b>409,286</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

*FAX:* ( ) -

*Telephone:* (207) 394-2045

*Reference: Policy Area: 00 ; Umbrella: 94 Unit: 409 ; Citation: T0030 M.R.S.A. Sect. 000006212*

#### PURPOSE:

The Maine Indian Tribal-State Commission was created as part of the Maine Implementing Act of 1980 to "continually review the effectiveness of this Act and the social, economic, and legal relationship between the Houlton Band of Maliseet Indians, Passamaquoddy Tribe and the Penobscot Indian Nation and the State." The Commission also has a number of specific mandates, including the promulgation of fishing regulations on certain bodies of water and making recommendations concerning the acquisition of lands to be placed in trust for the tribes.

The settlement cannot be amended unilaterally by any of the parties.

#### ORGANIZATION:

The Commission is an inter-governmental entity. Four of its members are appointed by the Governor of Maine and confirmed by the Legislature; two are appointed by the Houlton Band of Maliseet Indians; two are appointed by the Passamaquoddy Tribe; two are appointed by the Penobscot Indian Nation; and the eleventh, who is the chairperson, is selected by the ten appointees.

The Commission's budget is comprised of tribal contributions and state dollars. The Commission is staffed by a private consultant, who serves as part-time Executive Director.

#### PROGRAM:

The Commission's overriding priorities are to defuse disagreements between the parties to the Settlement Act and to strengthen tribal-state relations, to deepen the understanding by Tribal and State leaders of the key concepts and issues underlying both the settlement and ongoing 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 Wabanaki People.

To address these overriding priorities, the Commission conducts ongoing diplomatic efforts, staffs the Annual Assembly of Governors and Chiefs, sponsors meetings and workshops, presents testimony and proposes legislation, helps to increase access by the Tribes to state and federal resources, exercises certain oversight responsibility for LD 291, An Act to Require Teaching of Maine Native American History and Culture in Maine's Schools, and is involved in educational activities.

## INDEPENDENT AGENCIES - OTHER

### 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"  
"A Summary of the Activities of the Maine Indian Tribal-State Commission,"  
10/2006, 8/2007, and 10/2008

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	34,277	34,277				
TOTAL EXPENDITURES	34,277	34,277				

## MAINE STATE LIBRARY

### LINDA HALL LORD, ACTING STATE LIBRARIAN

TTY: (877) 887-3878

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0064

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME 04333-0064

FAX: (207) 287-5615

Established: 1937

Telephone: (207) 287-5600

Reference: Policy Area: 03 ; Umbrella: 94 Unit: 075 ; Citation: T0027

M.R.S.A., Sect. 000000001

Average Count--All Positions: 51 000

Legislative Count: 51.00

### PURPOSE:

The purpose of the Maine State Library is to provide, broaden and improve access to information in a variety of formats to citizens regardless of location of residency.

### ORGANIZATION:

The Maine State Library includes Administration, Reader and Information Services, Library Development Services, 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 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: the 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. This division also maintains the Maine State Library web site <http://maine.gov/msl/>.

READER AND INFORMATION SERVICES provides the delivery of quality information, reference, and loan services to all libraries, state agency personnel, Legislators, and the general public. This includes supporting and complementing the collections of all types of libraries throughout the state



## INDEPENDENT AGENCIES - OTHER

through resource sharing. Statewide resource sharing includes the economically efficient van delivery system which transported 500,000 items in 2008.

The development of the public services portions of the MSL web page originate within this program. Reader and Information Services also develops marketing ideas and plans public relations efforts to support its programs and resources.

Specific programs include Reference and Research Services, Circulation, Collection Services and Interlibrary Loan.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE LIBRARY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,597,284	1,209,370			387,914	
HEALTH BENEFITS	591,556	457,733			133,823	
RETIREMENTS	273,309	211,128			62,181	
OTHER FRINGE BENEFITS	27,096	20,063			7,033	
COMPUTER SERVICES	244,410	202,997	13,145		28,268	
CONTRACTUAL SERVICES	1,026,284	648,976	200,578		176,730	
RENTS	866	1,031			165	
COMMODITIES	185,976	145,481	9,903		30,592	
GRANTS, SUBSIDIES, PENSIONS	543,226	343,587			198,822	817
TRANSFER TO OTHER FUNDS	23,331		4,969		18,362	
<b>TOTAL EXPENDITURES</b>	<b>4,513,338</b>	<b>3,240,366</b>	<b>228,595</b>		<b>1,043,560</b>	<b>817</b>

## MAINE LIBRARY COMMISSION

**LINDA HALL LORD, ACTING STATE LIBRARIAN**  
**JAMES RITTER, CHAIRMAN**

TTY: (888) 577-6690

Central Office: CULTURAL BLDG, AUGUSTA, ME 04333-0064

Mail Address: STATEHOUSE STA# 64, AUGUSTA, ME 04333-0064

Established: 1973

FAX: (207) 287-5615

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.

### 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 8 meetings during fiscal year 2009. 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 InfoNet network, the

## INDEPENDENT AGENCIES - OTHER

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), and preparing to seek a new State Librarian.

### **PUBLICATIONS:**

See Maine State Library.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **LOBSTER PROMOTION COUNCIL**

### **DANE SOMERS, EXECUTIVE DIRECTOR**

*Central Office:* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330

*Mail Address:* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330

*Established:* 1991

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 097 ; Citation: T0012

*FAX:* (207) 287-5143

*Telephone:* (207) 287-5140

*M.R.S.A., Sect.* 000006455

### **PURPOSE:**

The Maine Lobster Promotion Council (MLPC) 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.

#### **FOODSERVICE**

MLPC Domestic Foodservice Program works with commercial restaurant operators (casual theme, fine dining, recreation segments) to build awareness and use of 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 RELATION**

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

## INDEPENDENT AGENCIES - OTHER

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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LOBSTER PROMOTION COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	396,026		396,026			
TOTAL EXPENDITURES	396,026		396,026			

## MOTOR CARRIER REVIEW BOARD

### MARK HUTCHINS, CHAIRMAN

TTY: (207) 624-9085

Central Office: 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address: 29 SHS, AUGUSTA, ME 04333-0029

Established: 1995

FAX: (207) 622-5332

Telephone: (207) 624-9056

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 Federal Motor Carrier Safety Administration's 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 FY08, the Board conducted 35 preliminary reviews, 10 full reviews, and recommended suspension of two motor carriers.

### 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 Office of Motor Carrier Services.

### PUBLICATIONS:

<http://www.maine.gov/sos/bmv/commercial>

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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: 2003

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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE MUNICIPAL BOND BANK

### ROBERT O. LENNA, EXECUTIVE DIRECTOR

WATS: (800) 821-1113

Central Office: PO BOX 2268, AUGUSTA, ME 04330-2268

Mail Address: PO BOX 2268, AUGUSTA, ME 04330-2268

FAX: (207) 623-5359

Established: 1972

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

## INDEPENDENT AGENCIES - OTHER

negative arbitrage on the moral obligation reserve fund. Operating expenses are covered by the bond premiums and income from investment of reserve and operating funds.

### PROGRAM:

In October, 2008, the Bond Bank issued \$100,010,000 that assisted 16 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 2009, another bond sale was issued in the amount of \$52,905,000 that assisted 16 governmental units finance their capital projects. This issue was rated AAA/AAA by Standard & Poor's and Fitch Ratings, respectively.

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 2008, the School Revolving Renovation program provided 16 loans totaling \$7,338,414.98 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. There were no lease purchase transactions in 2009.

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 2009, the Clean Water State Revolving Loan Fund program provided 29 loans totaling \$46,849,288 to finance wastewater construction projects. The Drinking Water State Revolving Loan Fund program provided 50 loans totaling \$1,775,707 to public water systems.

### PUBLICATIONS:

Annual Report

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	5,075,620	75,620	5,000,000			
<b>TOTAL EXPENDITURES</b>	5,075,620	75,620	5,000,000			

## 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: 24.157

FAX: (207) 287-6633

Telephone: (207) 287-2301

M.R.S.A. Sect. 00000085A

Legislative Count: 23.00

### 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

## INDEPENDENT AGENCIES - OTHER

of, and respect for the past, which is essential for Maine's future. 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 Cultural Building, State House, and Blaine House as well as loaned to other museums for special displays.

The museum staff conducts archeology field work, scientific and historical research in support of publications, exhibits and a full understanding of state-owned collections.

### ORGANIZATION:

The basic concept of a State Museum was approved and funded by the Legislature in 1836 with 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. In 2004 the American Association of Museums accredited the museum for the fourth time in 30 continuous years. This year the Museum Store was once again staffed by State employees rather than contractors. Store revenue pays for all store expenses and all profit benefits the museum's publications efforts. FY 2009 gross store revenue was \$151,853.

The Maine State Museum and six other cultural agencies are members of the Maine State Cultural Affairs Council which coordinates collaborative ongoing state-wide projects.

### PROGRAM:

**EDUCATION:** The museum was open six days each week during this period. More than 59,000 people visited the museum this year. School and group visitation was 24,073 with groups numbering 1,095 from 278 communities. Over 1,044 Learning Results related gallery programs and tours were presented. Special educational events, including Family Saturday Festivals, Smithsonian Museum Day, Bug Maine-ia (1,960 participants), and Earth Science Day, (2,520 participants) were very successful. Daily public programming was offered for Coastweek and Archaeology Month. Other events included a two day Model Train Celebration (657 visitors), the long awaited "At Home in Maine" exhibit opening (887 guests) and "Uncommon Threads" celebration (379 guests). The museum staff trained both high school and college level student interns in several fields.

**COLLECTIONS:** The museum acquired many important artifacts and scientific specimens, through direct donation, transfer from other agencies and institutions, and through purchase funds earned by special endowments. Examples include two world-class crystallized rose quartz specimens from Mt. Mica; a famous example of the Lynchville "International" sign (NORWAY 14MI, CHINA 94MI, etc.) transferred from Maine D.O.T.; the Varney Farm Paleo Indian Collection from Turner; a unique hornet nest enclosing an abandoned birdhouse from Round Pond; military items covering the early Maine militia, Civil War, WWII, and Korea; and a moose hair embroidered birch bark cigar case made around 1800. Also obtained were a late 1800s painting of the Mount Kineo Hotel at Moosehead Lake by Seth Steward; a grain-painted dressing table from Freedom; and a trade silver gorget made around 1800 as an official gift to a tribal representative.

**EXHIBITS:** Opened 56,000 square foot long-term "At Home in Maine" exhibit concerning the origins and lives of Maine people. Opened "Uncommon Threads: Wabanaki Textiles, Clothing and Costume", a first-of-its-kind display that will travel to museums in the U.S. and Canada. Presented temporary exhibits "Maine's Merci Car: a Boxcar of Gifts from France" for the 60th anniversary of its arrival; "Robert E. Peary: A Maine Man in the Arctic" for the 100th anniversary of this polar trek; "Mt. Mica Rose Quartz Crystals"; "Maine Works" photography exhibit; and "Two Houses in One" hornet nest display. Museum staff also facilitated two Cultural Building Atrium displays "VIRGINIA, Maine's First Ship" concerning the vessel built by Popham Colonists in 1607; and "The Equinox Petroglyph Project" displaying art of Passamaquoddy children inspired by ancient rock carvings on the shore of Machias Bay.

**OUTREACH:** The museum awarded New Century Community Program "collection care" and "facilities improvement" grants to historical societies and small museums, while

## INDEPENDENT AGENCIES - OTHER

the Cultural Resources Information Center provided technical assistance to collecting institutions state-wide. Over 170 artifacts and specimens were loaned to 22 other institutions. Museum staff members responded to public requests for information and assistance; finished a federally-funded assessment of State-owned science collections; made presentations at Maine teacher conferences; and served on professional scientific boards and committees.

### 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 M.R.S.A. §371-373 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:

UNCOMMON THREADS: WABANAKI TEXTILES, CLOTHING, AND COSTUME by Bruce J. Bourque and Lauren A. LaBar. Published 2009 by the Maine State Museum in association with University of Washington Press.

FORT ST. GEORGE, ARCHAEOLOGICAL INVESTIGATION OF THE 1607-1608 POPHAM COLONY by Jeffrey Phipps Brain. Published in 2007 by Maine State Museum, Maine Historic Preservation Commission and Maine Archaeological Society.

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. Shettleworth, Jr. Published 2000 by Tilbury House and Maine State Museum.

In FY 2009 Chief Scientist David M. Work published four peer-reviewed papers in the scientific journals. Paleobiology, Journal of Paleontology, Geology and Episodes. Chief Archaeologist Bruce J. Bourque contributed to a chapter in HUMAN IMPACTS ON ANCIENT MARINE ECOSYSTEMS: GLOBAL PERSPECTIVE, Published 2008 University of California Press. The museum's website makes useful information available to serious researchers and the public.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	1,046,846	972,407	45,839		28,600	
HEALTH BENEFITS	329,460	301,932	13,487		14,041	
RETIREMENTS	187,607	174,675	7,964		4,968	
OTHER FRINGE BENEFITS	15,565	14,138	843		584	
COMPUTER SERVICES	20,194	18,937	560			697
CONTRACTUAL SERVICES	579,219	83,236	251,475		244,508	
RENTS	36,205	35,460	745			
COMMODITIES	97,489	32,125	64,494		870	
GRANTS, SUBSIDIES, PENSIONS	5,104		5,104			
BUILDING IMPROVEMENTS	57,064		56,422		642	
EQUIPMENT	57,354		57,277		77	
TRANSFER TO OTHER FUNDS	67,827		61,304		6,523	
<b>TOTAL EXPENDITURES</b>	2,499,934	1,632,910	565,514		300,813	697

## MAINE STATE MUSEUM COMMISSION

**JOSEPH R. PHILLIPS, MUSEUM DIRECTOR**  
**MARGARET A. KELLEY, CHAIR**

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 5 years. The Commission met every other month in fiscal year 2009. Commission committees met throughout the year.

**PROGRAM:**

See Maine State Museum.

**LICENSES:**

See Maine State Museum.

**FINANCES, FISCAL YEAR 2009:** 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 QUINN, 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 in 1995 by the Maine State Legislature 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 2009:** 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

#### **PURPOSE:**

The board has been established to hear and determine tax abatement appeals involving nonresidential properties with an equalized valuation of \$1,000,000 or more and 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.) 3) mine site cases (as provided in 36 MRSA 2865), and 4) Working Waterfront designations (36 MRSA, 1131 et seq.); and municipal valuation appeals (36 MRSA 272).

#### **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 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 to hear a given appeal, with three constituting a quorum. Such hearings are held de novo.

After hearing, the Board has the power to raise, lower or sustain the original assessment.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

Information relating to Fiscal Year 2009  
Petitions Received: 32  
Written Decisions Issued: 1  
Cases in Superior Court: 0  
Cases Stayed: 0

Thirteen (13) fiscal year 2008 cases and seventeen (17) fiscal year 2009 cases remain ongoing. In addition, the administrative staff received numerous inquiries which are resolved by telephone and email..

### PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	2,550	2,550				
CONTRACTUAL SERVICES	71,431	71,431				
COMMODITIES	1,915	1,915				
<b>TOTAL EXPENDITURES</b>	<b>75,896</b>	<b>75,896</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 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

## INDEPENDENT AGENCIES - OTHER

improvements. This issue was rated AA-/A1 by Standard and Poors.

### **PUBLICATIONS:**

Audit Report

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM**

### **SANDRA J. MATHESON, 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 Public Employees Retirement System (MainePERS) administers retirement programs 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 MainePERS as Participating Local Districts (PLDs). The retirement program for the PLDs include the PLD Consolidated Plan, which was fully implemented as of July 1, 1996, and covers 258 PLDs, and the 21 separate plans for the remaining non-consolidated PLDs that continue to function as districts for their remaining employee-members and retirees. The MainePERS is also responsible for the payment of benefits from the Governor's Retirement Fund, and payment of retirement benefits to judges who retired prior to establishment of the Judicial Retirement Program (formerly the Maine Judicial Retirement System) in 1984.

In addition to administering these public retirement programs, the MainePERS 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 employees of PLDs that elect to offer this coverage to their employees, and for members and retirees of the Legislative and Judicial Retirement Programs.

The system also administers the MaineSTART defined contribution retirement plans that are established under sections 401(a), 403(b), and 457(b) of the Internal Revenue Code. These plans are presently available to employees of those employers in the PLD Consolidated Plan that have adopted one or more of the plans. As of June 30, 2009, there are 9 employers participating in the 401(a) plan with 86 participants, 33 employers participating in the 457(b) plan with 295 participants, and 1 employer participating in the 403(b) plan with 184 participants.

### **ORGANIZATION:**

The responsibility for the operation of MainePERS is held by the system's Board of Trustees, which is comprised 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 Retirement System 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 a MainePERS retiree, chosen from nominees of State and /or PLD retirees.

## INDEPENDENT AGENCIES - OTHER

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 MainePERS investments is embodied in its investment policy. The policy states the Board's underlying investment objectives, sets out the investment strategies intended to realize the objectives, and establishes guidelines and criteria for implementation of the strategies. 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; in this process the relevant factual information and legal requirements are identified and analyzed by the Hearing Officers who serve under contract. In decisions on disability retirement appeals, statutorily established Medical Boards and individual medical advisors provide recommendations as to the medical aspects of disability. The Board's final administrative decisions are appealable to Superior Court.

The Board of Trustees appoints the Executive Director of the MainePERS, who is responsible for the work of the system's staff. The staff is organized into the Office of the Executive Director and the Departments of Service Programs, and Administration.

### **PROGRAM:**

Covered members of the MainePERS include both active and inactive members. Active members are those who are currently working for a MainePERS participating employer and who are, therefore, contributing to MainePERS. As of June 30, 2009, there are approximately 50,477 active members in MainePERS. 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 a MainePERS participating employer. As of June 30, 2009, there are approximately 57,950 inactive members in MainePERS.

The MainePERS benefits payroll comprises benefits paid to service retirees, beneficiaries of service retirees, disability retirees and survivors of members who become deceased prior to retirement. At June 30, 2009, a total of 34,962 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2009 was \$52,314,982. 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 fiscal year 2009.

Those looking for more details concerning the membership, finances, or benefits of MainePERS are invited to contact the system for information.

### **PUBLICATIONS:**

"New Member Welcome Booklet" - free  
"Maine Public Employee Retirement System Laws" - free  
"Maine Public Employee Retirement System Rules" - free  
"Maine Public Employee Retirement System Comprehensive Annual Financial Report" - free  
"MainePERSpective for Members, Retirees and Employers" - free  
"MainePERS Retiree Reminder" - free  
"Retiree Brochure: After you Retire" - free  
"Maine Public Employee Retirement System EMPLOYER UPDATE" - free  
"MainePERS Benefits for State Employees" - free  
"MainePERS Benefits for Teachers" - free  
"MainePERS Benefits for Members in the Participating Local District (PLD) Consolidated Plan" - free  
"An Overview of Benefits for Legislative Members" - free  
"An Overview of Disability Benefits" - free  
"Guide to the Administrative Appeals Process" - free  
"Group Life Insurance Program Certificate of Coverage" - free  
"MaineSTART brochure" - free

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES 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	973,996	973,996				
<b>TOTAL EXPENDITURES</b>	973,996	973,996				

## SACO RIVER CORRIDOR COMMISSION

### DENNIS FINN, EXECUTIVE DIRECTOR

*Central Office:* 81 MAPLE STREET, 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, an Environmental Compliance Evaluator, Water Quality Program Coordinator and 60 Volunteers 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 4 public hearings and 11 regular meetings. Members considered a total of 98 applications for permits and amendments to permits previously granted within the Corridor. Commission staff traveled 13,050 miles in performing site inspections, compliance checks and enforcement of land use law.

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. To this end, the Commission utilizes 35 volunteers annually to coordinate a water quality monitoring program at 35 separate sites. In total, over 3,500 individual samples are taken and analyzed by staff and through a certified laboratory.

### 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
6. Annual Water Quality Monitoring Report

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	88,717	51,220	37,497			
<b>TOTAL EXPENDITURES</b>	88,717	51,220	37,497			

INDEPENDENT AGENCIES - OTHER

**MAINE TECHNOLOGY INSTITUTE**

**BETSY BIEMANN, DIRECTOR**

*Central Office:* 405 WATER STREET, SUITE 300, GARDINER, ME 04345

*Mail Address:* 405 WATER STREET, SUITE 300, GARDINER, ME 04345

*FAX:* (207) 582-4772

*Established:* 1999

*Telephone:* (207) 582-4790

*Reference:* Policy Area: 01 ; Umbrella: 94 Unit: 611 ; Citation: T0005 M.R.S.A., Sect. 000015302

**PURPOSE:**

The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activity leading to the commercialization of new products and services in the state's technology-intensive industrial sectors to enhance the competitive position of those sectors and increase the likelihood that one or more of the sectors will support clusters of industrial activity and to create new jobs for Maine people. The MTI is one element of the State's economic development strategy and contributes 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. By-laws were drafted and corporation documents filed in September of 1999. A Board of Directors consisting of thirteen voting members and two non-voting members governs MTI. The Governor appoints ten directors, eight represent the targeted technologies and two have demonstrated finance, lending or venture capital experience. The Commissioner of Economic and Community Development, The Chancellor of the University of Maine System and the president of the Maine Community College System or their designees are ex officio 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 located in Gardiner. Its staff is comprised of two full-time and one half-time program managers, two program specialists, two program assistants, a finance and administration manager, and an office manager. The Director is employed by the Maine Department of Economic and Community Development.

**PROGRAM:**

MTI pursues its mission by making direct investments in promising technologies, providing targeted commercialization assistance to Maine companies, and strengthening Maine's technology clusters. All MTI programs require at least a 1:1 matching contribution from the award recipient. Awards are made based on scientific or technical merit, commercial feasibility and potential for economic impact to the State.

MTI offers several awards programs:

Seed Grants, awarded six times per year, are competitive grants of up to \$12,500 per project, to support very early activities for product development, commercialization, or business planning and development. In FY2009, MTI received 233 Seed Grant applications, and approved 82 awards, awarding \$910,000 (matched by \$1.46 million).

Development Awards are competitive awards of up to \$500,000 per project and are awarded three times per year. In FY2009, MTI received 41 development award applications and funded 8 awards for \$2.7 million (matched by \$3 million).

Phase Zero Awards are competitive grants of up to \$5,000 to provide assistance for application of Small Business Innovation Research Awards. These awards are considered on a rolling basis. In FY2009, MTI received 12 applications for this

## INDEPENDENT AGENCIES - OTHER

program and approved funding for 7 Phase Zero Awards in the amount of \$33,000 (matched by \$42,000).

In late FY2009, the MTI Board approved a new program called the Pre-Phase II Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Match Program. This program is for Maine small businesses that have received a Phase I SBIR/STTR award from one of the eleven Federal agencies that participate in this federally mandated program. The aim of this matching grant program is to fund business development activities not eligible for SBIR/STTR funding but required to advance the technology to the market. MTI's program received one application before the close of the fiscal year. This application was funded with an award of \$10,000 that was matched by \$99,161.

The Accelerated Commercialization Fund provides investment capital to companies that have received Development Awards to help them leverage venture and individual capital. In FY2009, MTI made four investments to two such companies totaling \$475,500, on the same terms as lead venture capital fund and individual investors.

Cluster Enhancement Awards are competitive grants for collaborative projects that will stimulate and support the formation and growth of technology businesses in Maine. This program was expanded and renamed the Cluster Initiative Program in FY2009. The Cluster Initiative Program offers planning/feasibility awards of up to \$50,000 and implementation awards of up to \$500,000. In FY2009, MTI approved funding for 11 cluster awards for over \$2.4 million (matched by \$4.5 million).

Finally, in November 2007 Maine voters approved a referendum that directed MTI to administer a \$50 million bond fund for research and economic development. In early 2008 MTI launched that program, called the Maine Technology Asset Fund, and received 115 applications for this competitive program from companies, universities and nonprofit research institutions. In FY2009, MTI's Board approved 28 awards totaling \$50 million and matched by \$81,505,393; award recipients must meet matching and other conditions in order to execute contracts.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGMNT 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 natural resource stewardship programs. The Wells National Estuarine Research Reserve Management Authority was established in 1990 by Private and Special Law 1989 chapter 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 research, education, and stewardship; and providing public access.



## INDEPENDENT AGENCIES - OTHER

### 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 Ocean and 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, natural resource stewardship and facility management.

Core program funding is provided by the Estuarine Reserves Division/Office of Ocean and Coastal Resource Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a non-profit organization with 2,300 members, provides most of the match funds for this federal grant.

### 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 a research lab, interpretive exhibits, a GIS lab, and offices. Annual visitation is approximately 45,000. The Reserve also has the Alheim Commons, a campus consisting of two buildings that provides housing to visiting coastal scientists, educators, and resource managers.

#### COASTAL TRAINING PROGRAM (CTP)

The Reserve Coastal Training Program provides vital science based information and technology to decision makers whose work impacts the coastal environment. CTP 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: 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.

#### 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. 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

## INDEPENDENT AGENCIES - OTHER

The Reserve conserves and manages wildlife habitats and maintains trails for the public, and cooperates on management activities with Rachel Carson National Wildlife Refuge. The Reserve encompasses 2,250 acres of protected lands. 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**DIRIGO HEALTH**

**KARYNLEE HARRINGTON, EXECUTIVE DIRECTOR**

TTY: (207) 287-4344

Central Office: 211 WATER STREET, AUGUSTA, ME 04333

Mail Address: 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053 FAX: (207) 287-9922

Established: 2003

Telephone: (207) 287-9900

Reference: Policy Area: 05 ; Umbrella: 95 Unit: 629 ; Citation: T0024A M.R.S.A., Sect. 000006901

Average Count--All Positions: 14.000

Legislative Count: 14.00

**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 through the Maine Quality Forum.

Dirigo Health operates under the supervision of a Board of Trustees consisting of nine voting members and four ex officio, nonvoting members.

**ORGANIZATION:**

Duties of the Dirigo Health Agency, as defined in PL 2003, Chapter 469, include but are not limited to: establishing administrative and accounting procedures for the operation of Dirigo Health in accordance with Title 5; determine the amount of aggregate measurable cost savings; 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 establish and operate the Maine Quality Forum. The forum's responsibilities include but are not limited to: research dissemination; quality and performance measures; data coordination; reporting and consumer education.

**PROGRAM:**

In SFY 2009, the Dirigo Health Agency Board of Trustees met 12 times to review the activities of the agency, make strategic decisions regarding the program and hold an adjudicatory hearing to determine the amount of aggregate measurable cost savings for year 4. The Maine Quality Forum's Advisory Council met four times in SFY09 to review the activities of the Quality Forum and provide strategic direction to the forum.

On September 30, 2008, the Superintendent of Insurance approved in part the Dirigo Board's determination of aggregate measurable cost savings in the amount of \$48.7 million. The board made the decision to assess \$42.10 million effective July 1, 2009 at 2.14% of paid claims.

At the close of SFY09 the DirigoChoice program has been in operation for 51 months; and the parent expansion for 35 months. The total number of members served by these two programs since inception through the end of SFY08 is 28,745.

As of June 2008 there are 12,050 DirigoChoice members and 5,597 parents enrolled directly through MaineCare as part of the parent expansion.

The agency, through the Maine Quality Forum (MQF,) continues to monitor and report provider performance using measures of care quality and patient safety, promote evidence-based care, and assess new technologies. During FY 2009, the forum: used the Maine Health Data Organization's unique all-payer claims data to produce an analysis of cost drivers of health care in Maine; convened a multi-stakeholder group to evaluate the financial sustainability of HealthInfoNet; assisted in convening the Maine Infection Prevention Collaborative; continued developing the Maine Multi-payer Medical Home Pilot; and aided the Department of Health and Human Services in the review of five Certificate of Need (CON) applications.

**PUBLICATIONS:**

Quarterly Reports to the Maine State Legislature

## INDEPENDENT AGENCIES - OTHER

Dirigo Board of Directors Meeting Minutes and Handouts which include Agency financials and membership reports

Quality Forum Advisory Council Meeting Minutes and Handouts

Health Care Associated Infection; Annual Report to the Joint Committee on Health and Human Services, January 30, 2009

Implementing the Recommendations of the Commission to Study Primary Care Medical Practice; Report to the Joint Committee on Health and Human Services, January 30, 2009

HealthInfoNet Stakeholder Report; Report to the Joint Committee on Health and Human Services, December 18, 2008

All Payer Analysis of Variation in Health Care in the State of Maine, April 2009

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIRIGO HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	803,111					803,111
HEALTH BENEFITS	209,541					209,541
RETIREMENTS	120,995					120,995
OTHER FRINGE BENEFITS	15,345					15,345
COMPUTER SERVICES	91,430					91,430
CONTRACTUAL SERVICES	2,197,622					2,197,622
RENTS	119,151					119,151
COMMODITIES	5,565					5,565
GRANTS, SUBSIDIES, PENSIONS	60,021,596		5,000,000			55,021,596
TRANSFER TO OTHER FUNDS	43,253					43,253
<b>TOTAL EXPENDITURES</b>	<b>63,627,609</b>		<b>5,000,000</b>			<b>58,627,609</b>

## DOWNEAST INSTITUTE FOR APPLIED MARINE RESEACH AND EDUCATION

### SHERRIE SPRANGERS,

*Central Office:* BLACK DUCK COVE, GREAT WASS IS, BEALS, ME 04611-0083

*Mail Address:* PO BOX 83, BEALS, ME 04611-0083

*Established:* 2003

*Telephone:* (207) 255-1205

*Reference:* Policy Area: 04 ; Umbrella: 95 Unit: 624 ; Citation: S2003 M.R.S.A., Sect. CHAP 29

#### **PURPOSE:**

The Downeast 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, an executive director, and a manager of facilities and educational outreach. Work study students from the University of Maine at Machias assist at the Great Wass Island hatchery and running seawater laboratory during the summer months.

## INDEPENDENT AGENCIES - OTHER

### PROGRAM:

For the last 20 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; a fishermen designed project with University of Maine Sea Grant Extension to test the use of closed areas to enhance the wild scallop fishery; an effort, funded by the Department of Marine Resources, to determine how quickly lobsters age; a collaboration with the Maine Lobster Institute to test the potential of using tidal impoundments to rear lobster larvae for stock enhancement purposes; a project, funded by the Maine Technology Institute, to test the economic feasibility of farming hard clams in eastern Maine; EDA-funded soft-shell clam demonstration farms to counteract the economic effects of red tide; and an effort to enhance soft-shell clam settlement rates in the flats surrounding Stockton Harbor.

During the last year alone, the Institute has provided more than \$60,000 in grant payments to local fishermen and purchased just under \$100,000 in goods and services from Washington County businesses.

In March of 2006, the Institute's board of directors used federal and state funds to purchase the Great Wass Island facility and renovations are currently underway.

The deep-water site will greatly expand research opportunities, provide space for a business incubator for local fishermen, and allow the Institute to better serve as the marine field station for the University of Maine at Machias and Maine's only marine research facility specifically devoted to shellfish.

The \$15,000 allocation by the Maine legislature provided the matching funds and demonstration of state support that allowed the Institute to attract more than \$570,000 in state and federal grants from 2003 through 2006. The 2007 and 2008 state allocations are the cash match for a \$112,000 grant from the federal Economic Development Administration. The Institute's annual operating budget is just under \$200,000.

### PUBLICATIONS:

Visit the Institute's web site at [www.downeastinstitute.org](http://www.downeastinstitute.org)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST INSTITUTE FOR APPLIED MARINE RESEACH AND EDUCATION	TOTAL FOR ALL FUNDS	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
GRANTS, SUBSIDIES, PENSIONS	14,471	14,471			
<b>TOTAL EXPENDITURES</b>	14,471	14,471			

## MAINE HUMANITIES COUNCIL

### ERIK C. JORGENSEN, EXECUTIVE DIRECTOR

Central Office: 674 BRIGHTON AVENUE, PORTLAND, ME 04102

Mail Address: 674 BRIGHTON AVENUE, PORTLAND, ME 04102

Established: 2001

Reference: Policy Area:03 ; Umbrella: 95 Unit: 621 ; Citation: P2001

FAX: (207) 773-2416

Telephone: (207) 773-5051

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

## INDEPENDENT AGENCIES - OTHER

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 part I funding from State Government is for the New Century Program grants, and 100% of this appropriation is returned to Maine communities as grants, with no money being retained 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 \$2.2 million (Source: Audited Statements for FY 2008), derived from Federal funding from the national Endowment for the Humanities, US Department of Education, as well as individuals, private foundations and earned revenue. 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.

### TEACHERS:

Teacher Enrichment Programs provide 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.

Born to Read is a professional development program for caregivers and early childhood educators in Maine. It 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.

Teaching American History is a multi-year program for teachers, currently focused on school districts in Oxford County and the western hills. Funded by a grant from The United States Department of Education, the program works with significant Maine archival collections to introduce them to primary source research techniques and significant figures in Maine and US history. Participants can qualify for graduate credits to attend this program's annual series of workshops, symposia and residential summer institutes with scholars from universities and colleges in Maine and elsewhere.

### GENERAL AUDIENCE:

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 2009, The Aeneid.

Day-long Symposia allow the public to deepen their awareness of current and historical topics in Maine and around the world. These vary and have included

## INDEPENDENT AGENCIES - OTHER

topics as diverse as the Middle East, India and Pakistan, and current and historical perspectives on Cuba.

### 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, including new Mainers who are learning English.

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.

Literature & Medicine brings doctors, nurses, hospital trustees, and support staff together for facilitated discussions of literature that illuminates issues central to caring for people. This program has taken place in 25 hospitals in Maine since 1997.

### PUBLICATIONS:

The Maine Humanities Council publishes a free newsletter, 'Maine Humanities' twice per year (Circulation 9,000) and a monthly e-newsletter.

Humanities Grants: New Century Program Humanities grants (from \$500 to \$5,000) support community organizations in developing and presenting local public humanities programs. Since 1976, the Maine Humanities Council has awarded more than \$4.9 million in grants for public projects that have deepened public understanding of history and culture in communities across Maine. Since 1999, these grants have been funded by the state legislature through the New Century Community Program, and a parallel program to support infrastructure improvements at museums and public programming facilities, through the New Century Bond program.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMANITIES COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	58,197	58,197				
<b>TOTAL EXPENDITURES</b>	58,197	58,197				

## CENTERS FOR INNOVATION

### CHRISTOPHER V. DAVIS, EXEC. DIR, AQUACULTURE

Central Office: 5717 CORBETT HALL, ROOM 436, ORONO, ME 04469-5717

Mail Address: 5717 CORBETT HALL, ROOM 436, ORONO, ME 04469-5717 FAX: (207) 581-1479

Established: 1999

Telephone: (207) 581-2263

Reference: Policy Area:01 ; Umbrella: 95 Unit: 606 ; Citation: 1999 M.R.S.A. Sect. CHAP 420

### PURPOSE:

The purpose of the Centers for Innovation is to generate sustainable employment and increase commercial productivity in Maine's aquaculture industrial sectors.

## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

The State of Maine supports an aquaculture innovation center.

### 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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTERS FOR INNOVATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	128,713	128,713				
<b>TOTAL EXPENDITURES</b>	128,713	128,713				

## SMALL ENTERPRISE GROWTH BOARD

**JOHN F. BURNS, CFA, FUND MANAGER**  
**TERRI WARK, ADMIN. ASSOC. & BD. CLERK**

*Central Office:* 18 PLEASANT ST, SUITE 201, BRUNSWICK, ME 04110

*Mail Address:* 18 PLEASANT ST, SUITE 201, BRUNSWICK, ME 04110

*FAX:* (207) 373-9333

*Established:* 1996

*Telephone:* (207) 373-9306

*Reference: Policy Area: 01 : Umbrella: 95 Unit: 592 : Citation: T0010 M.R.S.A. Sect. 000000384*

### PURPOSE:

The Small Enterprise Growth Fund (SEGF) is the State's venture capital fund. It is a competitive venture capital fund, which means that many business plans are reviewed, but the fund only invests in a few companies - those that stand out as providing the combination of best expected return on investment and those providing the greatest positive impact on the State.

The SEGF is an "evergreen" fund, meaning as money is returned to the fund through return on its investments, it is invested in other small Maine companies with the potential for "high growth and public benefit".

### ORGANIZATION:

An eleven member Board of Directors, the Small Enterprise Growth Board (SEGB), all appointed by the Governor, oversees the SEGF. At least five (5) board members must have relevant experience or background in early-stage investing, or in managing high-growth small businesses, three (3) board members must have experience in the development of technological innovation, one (1) must be involved in commercial lending, one (1) must be an attorney with experience in securities law, and the DECD Commissioner (or his designee) has an ex-officio seat.

Board members functions include determining the fund's mission and purposes; approving investments to qualifying small businesses; providing ongoing support and guidance to the Fund Manager and reviewing the performance of that.



## INDEPENDENT AGENCIES - OTHER

individual; providing ongoing support and guidance to the portfolio companies; and working closely with the Fund Manager in keeping the Legislature apprised of the fund's activities and needs.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### ATLANTIC STATES MARINE FISHERIES COMMISSION

**GEORGE LAPOINTE, CHAIR**  
**ROBERT BOYLES, VICE CHAIR**

*Central Office:* 2 BEECH STREET, HALLOWELL, ME 04347

*Mail Address:* 21 STATE HOUSE STATION, AUGUSTA, ME 04330-0021

*Established:* 1942

*Telephone:* (207) 624-6550

*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.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

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, Sciaenid, American Lobster, 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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	32,536	32,536				
<b>TOTAL EXPENDITURES</b>	32,536	32,536				

## NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

**R ALEC GIFFEN, DIRECTOR, FORESTRY**

TTY: (888) 577-6690

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 Telephone: (207) 287-2791

Reference: Policy Area:04 ; Umbrella: 98 Unit: 327 ; Citation: S1949 M.R.S.A., Sect. 000000075

### PURPOSE:

The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

### ORGANIZATION:

The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or designee; a legislator appointed by the Governor and a citizen appointed by the Governor for a term of three years.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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 appointed by the State of Maine and four by 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 that is supplemented as warranted by contract personnel. The majority of its delivery of the waterway management plan is funded by solicited grants and contracts.

### 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 fiscal year 2007 were these:

#### ENVIRONMENT

The Commission 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 issues.

#### RESOURCE MANAGEMENT

The Commission continued to monitor the St. Croix alewife run on behalf of all governments; its Atlantic salmon restoration and monitoring program was discontinued in 2007. It assisted the International Joint Commission and USGS with GIS watershed mapping projects for the St. Croix and participated in management planning for New Brunswick's largest Protected Natural Area (100 square miles), which encompasses lands and boundary waters at Spednic Lake. It continued to host a semi-annual St. Croix Water Forum to give water managers, users and regulators a regular opportunity to discuss water management issues.

#### CONSERVATION and RECREATION

The Commission secured a significant conservation easement (2,313 acres, 2.2 miles of shoreline) on the New Brunswick side of the St. Croix to enhance transboundary protection of the St. Croix's upper river corridor. It continued to manage nine Maine campsites and 41 New Brunswick campsites and accesses along the international waterway and distribute a full color, waterproof recreation map of the area.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### ECONOMIC DEVELOPMENT

The Commission supplied input into transportation, quarry, electrical transmission and gas transmission projects affecting the international St. Croix.

### WATERWAY MANAGEMENT

The Commission began a major review of the Maine-New Brunswick longterm management plan for the international waterway and initiated preparations for a major international conference on border issues to be held in late 2007. It continued to work closely with agencies, municipalities and landowners to maintain natural and recreational values along the water corridor. It also continued to work with fisheries and water agencies in both countries to improve transboundary management of these mobile resources. During the year, it responded to more than 1,400 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 2005-2006 Biennial Report. 2006. 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

The Commission has also produced a number of technical publications on St. Croix water quality, fisheries, recreation and development topics.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### 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	25,196	25,196				
<b>TOTAL EXPENDITURES</b>	25,196	25,196				

## NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

### LEEANN HANSON, TRAINING COORDINATOR

Central Office: 584 MAIN STREET, SOUTH PORTLAND, ME 04074

Mail Address: PO BOX 487, SCARBOROUGH, ME 04074

Established: 1947

Reference: Policy Area:04 ; Umbrella: 98 Unit: 428 ; Citation: T0038

FAX: (207) 771-9028

Telephone: (207) 253-8020

M.R.S.A. Sect. 000000532

### PURPOSE:

The New England Interstate Water Pollution Control Commission (NEIWPCC) has four broad functions: (1) the coordination of interstate water pollution control efforts in the New England states and New York State, (2) the training of environmental professionals, (3) research, and (4) public education.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### ORGANIZATION:

In 1947, the 80th U.S. Congress passed legislation allowing for the formation of interstate water pollution control agencies. The states of Connecticut, Rhode Island, and Massachusetts responded at once by forming the New England Interstate Water Pollution Control Commission. Shortly thereafter, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England states) joined by signing the Commission's 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 NEIWPC's capabilities through the Commission's management of Maine's Joint Environmental Training Coordinating Committee (JETCC). Located in South Portland, JETCC was established in 1985 as part of NEIWPC's New England Regional Wastewater Institute. JETCC was created to work in conjunction with the Maine Department of Environmental Protection and Maine Wastewater Control Association in offering training and re-certification opportunities for Maine's wastewater treatment plant operators.

While maintaining its original 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:

NEIWPC Annual Report (published each year in April)  
Interstate Water Report (quarterly newsletter)  
LUSTLine (bulletin on underground storage tank issues; published 3x/year)  
NEIWPC Environmental Training Center Course Catalog (published 2x/year)  
JETCC Training Catalog (published 2x/year)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	8,672	8,672				
TOTAL EXPENDITURES	8,672	8,672				

## **WILD BLUEBERRY COMMISSION OF MAINE**

### **ROY ALLEN, CHAIRPERSON**

*Central Office:* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

*Mail Address:* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 *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 increased from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 70 million pounds in 2008.

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 the food service trade such as restaurants, bakeries, lunch programs, export markets and, more recently, consumer markets such as frozen retail sales.

Other activities funded by the Commission include exhibits at trade shows, fairs and participation at Eastern States Exposition in West Springfield, Massachusetts. Some activities are carried out in cooperation with the Department of Agriculture, Food, and Rural Resources.

#### **PUBLICATIONS:**

Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and Cooperative Extension at the University of Maine, Orono, Maine.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WILD BLUEBERRY COMMISSION OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	1,469,760		1,469,760			
<b>TOTAL EXPENDITURES</b>	1,469,760		1,469,760			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

### DAVID WHITNEY, CHAIRPERSON

*Central Office:* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

*Mail Address:* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

*Established:* 1945

*Telephone:* (207) 581-1475

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 426 ; Citation: T0036 M.R.S.A., Sect. 000004312

#### PURPOSE:

The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

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.

#### PROGRAM:

Program results are presented in research reports and University of Maine Cooperative Extension publications.

**FINANCES, FISCAL YEAR 2009:** 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

*FAX:* (207) 512-2563

*Telephone:* (207) 623-5120

*Reference:* Policy Area: 05 ; Umbrella: 99 Unit: 576 ; Citation: T0022 M.R.S.A., Sect. 000003883



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	28,270		28,270			
TOTAL EXPENDITURES	28,270		28,270			

## CIVIL AIR PATROL

### COL DANIEL M. LECLAIR, WING COMMANDER

Central Office: RM 211, BLDG 8, CAMP KEYES, AUGUSTA, ME 04332-5006

Mail Address: PO BOX 5006, AUGUSTA, ME 04332-5006

Established: 1941

FAX: (207) 626-7831

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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

To accomplish the purposes for which it was chartered CAP: (1) Conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2) Conducts a comprehensive cadet program, including an international Air Cadet Exchange, special activities, and supervision of cadet encampments. (3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search & rescue, disaster relief, and other support missions. (4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP. (5) Assists local, state, and other Federal agencies in emergency operations. (6) Conducts a flight management program for assigned aircrew members and manages an aircraft maintenance program for corporate owned aircraft. (7) Maintains a nationwide communications capability to support emergency services operations and conduct official CAP business.

### ORGANIZATION:

The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters - Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings - one for each state, the District of Columbia, and Puerto Rico. A wing is composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

### PROGRAM:

One of the primary missions of CAP is to save lives and relieve human suffering while protecting the lives and equipment of those involved in providing these services. The Emergency Services Mission includes search and rescue; civil defense and disaster relief operations (in support of local, state, federal and other emergency services organizations). Mutual support relationships exist with the National Association for Search and Rescue (NASAR); U.S. Coast Guard Auxiliary (USCGA); the Federal Emergency Management Agency (FEMA); Federal Aviation Administration (FAA); U.S. Army Forces Command (FORSCOM); various Army, Navy, Coast Guard, and other DOD agencies; the Maine Emergency Management Agency (MEMA); The Maine National Guard; American National Red Cross; Salvation Army; Volunteers of America (VOA); and other humanitarian organizations.

The Cadet Program provides opportunities for learning, maturing and accepting leadership to young Americans from 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Program provides all American citizens with an understanding of, and an appreciation for, the importance of aviation and space exploration to our society and to our national security.

### **PUBLICATIONS:**

Publications concerning Civil Air Patrol and prices are available from "The Book Store", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **CONNECTME AUTHORITY**

### **PHIL LINDLEY, ACTING EXECUTIVE DIRECTOR**

*Central Office:* ..

*Mail Address:* ..

*Established:* 2006

*Reference: Policy Area:*00 ; *Umbrella:* 99 *Unit:* 639 ; *Citation:* T0035A M.R.S.A., Sect. 000009203

### **PURPOSE:**

The ConnectME Authority began operation in June 2007 with the goal of expanding broadband access in the most rural, unserved areas of the state that have little prospect of service from a traditional or incumbent provider. The authority is funded with a 0.25% surcharge on in-state retail communications services. The authority funds proposals through grants, direct investments, or loans made on behalf of, in partnership with, or in support of, one or more communications service providers.

### **ORGANIZATION:**

In 2006, the Legislature created the ConnectME Authority to identify unserved areas of the State; develop proposals for broadband expansion projects, demonstration projects and other initiatives; administer the process for selecting specific broadband projects; and provide funding, resources, and incentives. The authority consists of a board of 5 members, and Executive Director, staff from the Public Utilities Commission and the Governor's Office, and an Advisory Council.

In addition, the Broadband Strategy Council was created in June 2009, to advise the ConnectME Authority on all matters pertaining to broadband opportunities available under the American Recovery and Reinvestment Act of 2009, as well as advise the University of Maine System with respect to matters pertaining to the lease or sale of excess broadband capacity of the educational broadband service. The council consists of 11 members, including 5 legislators.

### **PROGRAM:**

The goal of the authority is to facilitate universal availability of broadband service in Maine and to increase the take rate to equal or greater than the national average.

For its third round of grant funding, awarded July 2009, the authority requested smaller, more focused proposals than in previous grant rounds, with a suggested grant limit for each project of \$100,000, funding no more than 50 percent of the total project, while recognizing the need for flexibility for exceptional proposals. It made nine awards for just over \$700,000 (total project value of \$1.42 million), to serve nearly 4,500 households in the most rural areas of Maine.

In 2008, the authority awarded 5 grants for \$1.44 million (representing a total project value of over \$5.5 million). Four of the grants will provide high speed internet service to over 45 communities representing nearly 9,000 households and businesses, adding another 1.7% in potential household broadband availability.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The fifth grant provides a match requirement for a project to build a fiber optic cable network that will connect and provide high speed telehealth services for 3 partnering medical centers and 7 health care facilities in 6 towns across Franklin, Oxford, and Androscoggin counties.

For its first grant round (2007) the authority awarded 6 grants totaling over \$738,000 for total project amounts of over \$1.53 million. The grants ranged from \$38,000 to nearly \$370,000. The grants serve over 50 communities, with the potential of providing broadband service to nearly 14,000 households and businesses. When the grants are completed, the projects will represent a potential increase in broadband availability of approximately 2.7%.

The authority's Executive Director also participated in 2 additional projects. One was a legislatively established group that was formed to study the potential use of broadband capacity freed up when the University of Maine System converts its instructional television network from analog to digital. The second project was a legislative mandate to facilitate a stakeholder process to develop a model cable franchise agreement for municipalities and cable companies that choose to use it.

### **PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2009:** 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 a USDA qualified dairy checkoff organization. It is the nutrition education, public and industry relations component of the total dairy checkoff initiative in Maine to increase demand for dairy products through nutrition education. The dairy industry-wide marketing plan stresses the nutrition benefits and contributions of dairy products in accordance with scientific recommendations and in conjunction with a balanced diet.

### **ORGANIZATION:**

The Board was established in 1949 as the Milk Advisory Committee, later named the Maine Dairy Council, and in 1975 became the Maine Dairy & Nutrition Council. In 1996 the Maine Dairy & Nutrition Council became a public instrumentality of the State of Maine. Maine law provides for funding, Board appointments, and Board members' term limits.

The Council is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers and by dealers' fees from those selling milk in Maine.

### **PROGRAM:**

The Maine Dairy & Nutrition Council is an affiliated unit of National Dairy Council, United Dairy Industry Association, and Dairy Management Inc. and is one of 18 state and regional organizations across the country. The Maine Dairy & Nutrition Council utilizes and provides to educators, health professionals and consumers a variety of nutrition education materials, programs, and resources. Many of the programs and resources are developed by National Dairy Council, and are reviewed and/or endorsed by organizations such as the American Academy of

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Pediatrics, American Dietetic Association, National Medical Association, and the School Nutrition Association.

The nutrition education activities program "Do Amazing Things" developed by National Dairy Council and implemented in Maine for use with students, focuses on creating a healthy school environment, making healthy food choices, and stress the importance of physical activity, as does "Game-On" and the Action for Healthy Kids 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 The Calcium Connection.

The Maine Dairy & Nutrition Council initiates for health professionals, school nutrition professionals, educators, and consumers such initiatives as Nutrient Rich Foods and 3-A-Day of Dairy. The Council also provides public service messages to the media through a series of timely nutrition topics. Maine Dairy & Nutrition Council has at its disposable nutrition resources such as research findings and reports, downloadable materials, and black-line masters. The Council exhibits at many health professional, education, and consumer conferences. The website [www.drinkmainemilk.org](http://www.drinkmainemilk.org) provides links to additional nutrition education materials and resources.

### **PUBLICATIONS:**

Catalog and order form for nutrition education materials, posters, and brochures.

**FINANCES, FISCAL YEAR 2009:** 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 M.R.S.A., Sect. 000002992A

*FAX:* (207) 287-7161

*Telephone:* (207) 287-3621

### **PURPOSE:**

The Maine Dairy Promotion Board is a USDA qualified dairy checkoff organization. It is the communication, public and industry relations component of the total dairy checkoff program in Maine focusing on increasing demand for dairy products as part of a dairy industry-wide marketing plan. The Maine Dairy Promotion Board is one of 18 affiliated state and regional member organizations of the United Dairy Industry Association. Maine Dairy Promotion Board is also an affiliate of National Dairy Council, as well as Dairy Management, Inc. located in Rosemont, Illinois.

### **ORGANIZATION:**

The Board was established in 1953 as the Maine Milk Committee, later renamed the Maine Dairy Promotion Board and in 1996 became a public instrumentality of the State of Maine. Maine law provides for funding, Board appointments, 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 implements the national Unified Marketing Plan in Maine, along with United Dairy Industry Association state/regional dairy checkoff organizations across the country. The media is an effective communication tool for promoting and encouraging the use of milk and dairy products to the general public. A part of the promotion budget is allocated to media messaging, supplemented by other promotions designed to call attention to dairy products, the dairy industry, and to encourage the consumption of milk and dairy products.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The "New Look of School Milk" is one such initiative targeted to increase consumption of milk, that is cold, in a variety of flavors, and in new plastic containers with children in Maine's and the nation's schools, as well as in some quick-serve restaurants. 3-A-Day of Dairy is a consumer education initiative targeting consumers, dairy processors, dairy manufacturers and retailers. Promotion activities include consumers messaging, conference exhibits, trade shows, dairy industry events, and school cafeteria programs and promotions. Other promotions supplement media messaging and public and industry relations programs. A dairy crisis communications program in Maine is part of a national effort to protect and enhance the dairy industry. Dairy industry communications are also a key factor within the Maine Dairy Promotion Board. The website [www.dairyfarmingtoday.org](http://www.dairyfarmingtoday.org) provides access to a variety of information regarding dairy farming and related industry information as well as the website [www.drinkmainmilk.org](http://www.drinkmainmilk.org).

For the benefit of Maine dairy farmers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board, at the Board's discretion transfers a portion of their dairy checkoff income to the New England Dairy Promotion Board to help support promotion programs in the other five New England states.

### **PUBLICATIONS:**

Dairy checkoff information and brochures, dairy industry messaging and crisis information, dairy product recipe materials, dairy case temperature charts and shelf life information.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE DEVELOPMENT FOUNDATION

**JOAN SMITH, CHAIR**  
**LAURIE LACHANCE, PRESIDENT/CEO**

*Central Office:* 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330

*Mail Address:* 295 WATER STREET, SUITE 5, 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 membership and two appointed by the Governor. Of these fourteen, seven must come from the public sector members and seven from among the private sector members. The president is appointed by the other directors and is the fifteenth member.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The foundation is financed by membership dues, fee for service, contracts, and grants. Corporations, counties, cities, towns, and other organizations can become members by contributing to the foundation.

### PROGRAM:

**LEADERSHIP MAINE** is a year-long, 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 skills needed for effective leadership, and networks with others throughout the state.

**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.

**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 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 nine Main Street Maine communities: Bath, Biddeford, Eastport, Gardiner, Norway, Saco, Skowhegan, Van Buren, and Waterville. In 2006, the Center launched a pilot initiative called "Square One" with Livermore Falls.

**REALIZE!MAINE** is created by, for and of Mainers 20-40 to serve as a catalyst, a collaborator, and a convener of Maine's young people with a stake in our common future by providing professional, social, cultural, recreational, and civic opportunities in Maine. Projects that lend to these opportunities are a newly created website, virtual network and list service.

**MAINE EMPLOYERS' INITIATIVE** supports employers' efforts to increase the educational attainment levels of their workforce. The Initiative is one of the five strategies of the Maine Compact for Higher Education, whose goal is to increase the percentage of Maine's workers who have earned a degree to the New England average.

**MAINE WORKFORCE DEVELOPMENT SYSTEM MAPPING PROJECT** provides policymakers and the public with a clear picture of where Maine's workforce development resources are being expended, and enables policymakers to make better decisions about issues related to the workforce system. The map was published in September, 2006.

### PUBLICATIONS:

"Measures of Growth," Maine Economic Growth Council  
Leadership Maine Alumni Directory

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	39,113	39,113				
<b>TOTAL EXPENDITURES</b>	39,113	39,113				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**DISABILITY RIGHTS CENTER**

**KIMBERLY A. MOODY, EXEC DIR**

Central Office: 24 STONE STREET, AUGUSTA, ME 04330

Mail Address: PO BOX 2007, AUGUSTA, ME 04338-2007

Established: 1977

Reference: Policy Area: 05 ; Umbrella: 99 Unit: 475 ; Citation: T0005 M.R.S.A., Sect. 000019501

FAX: (207) 621-1419

Telephone: (207) 626-2774

**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"

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISABILITY RIGHTS CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	123,730	123,730				
<b>TOTAL EXPENDITURES</b>	123,730	123,730				

**FOUNDATION FOR BLOOD RESEARCH**

**JANE SHEEHAN, ESQ., 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.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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. *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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FOUNDATION FOR BLOOD RESEARCH	<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	56,908	56,908			
<b>TOTAL EXPENDITURES</b>	<b>56,908</b>	<b>56,908</b>			

## ME ED CTR DEAF & HARD OF HEAR & GOV BAXTER SCHOOL FOR DEAF

**LYNN SCHARDEL, DIRECTOR**  
**TRACI DRAKE, DIRECTOR HUMAN RESOURCES**

*Central Office:* MACKWORTH ISLAND, FALMOUTH, ME 04105

*Mail Address:* MACKWORTH ISLAND, FALMOUTH, ME 04105

*Established:* 1997

*FAX:* (207) 781-6296

*Telephone:* (207) 781-3165

*Reference: Policy Area:* 02 ; *Umbrella:* 99 *Unit:* 613 ; *Citation:* T0020A M.R.S.A. *Sec.* 000007401

### **PURPOSE:**

The Maine Educational Center for the Deaf and Hard of Hearing (MECDHH) /Governor Baxter School for the Deaf (GBSD), which encompasses the center school and Statewide Educational Services (SES), offers an array of quality services to all deaf and hard of hearing children, their families and the greater community. GBSD provides educational programming for deaf or hard of hearing students and SES provides early childhood programs and outreach. The vision of the MECDHH/GBSD is to expand educational opportunities, create partnerships and promote optimal communication and literacy for all children who are deaf or hard of hearing. MEDHH/GBSD will be recognized as a leader in deaf education by providing exceptional programs and services.

### **ORGANIZATION:**

The Governor Baxter School for the Deaf 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, which was left by Governor Baxter for that purpose. 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, the name was changed to The Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PROGRAM:

MECDHH/GBSD provides a wide range of services for students, families and professionals in the state. Comprehensive programming includes the Governor Baxter School for the Deaf, which provides a Parent Infant Toddler Program, Academic Programs for kindergarten through 8th grade, support services for high school students attending Portland High School, and Student Support Services which includes an After School Program. Statewide Educational provide outreach programs that serve birth through age 5 and kindergarten through grade 12 statewide.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE GOVERNMENTAL FACILITIES AUTHORITY

### ROBERT O. LENNA, EXECUTIVE DIRECTOR

*Central Office:* 127 COMMUNITY DRIVE, AUGUSTA, ME 04338

*Mail Address:* PO BOX 2268, AUGUSTA, ME 04338

*Established:* 1987

*FAX:* (207) 623-5359

*Telephone:* (207) 622-9386

*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 the fiscal year 2009, the Authority did not issue any bonds.

### PUBLICATIONS:

Annual Report - Audit

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## HARNESS RACING PROMOTIONAL BOARD

### CATHARINE DAMREN, TREASURER

*Central Office:* P O BOX 432, BELGRADE, ME 04917

*Mail Address:* P O BOX 432, BELGRADE, ME 04917

*Established:* 1997

*Telephone:* (207) 465-3062

*Reference:* Policy Area:01 : Umbrella: 99 Unit: 599 : Citation: T0008 M.R.S.A. Sect. 000000285

### PURPOSE:

The Harness Racing Promotion Board was created in 1993 Public Law Chapter 388 to promote harness racing activities in the State of Maine and encourage increased participation in racing and wagering.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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 promotional activities in accordance with its mission. The activities are focused on promoting a positive image of the industry, enlarging the fan base, educating the public on the importance of harness racing to the agricultural industry in Maine, including the breeding farms, the hay and grain farmers and dealers, the owners, trainers and drivers of the animals. The Board has maintained educational booths at equine shows, the annual Agricultural Show of the Maine Department of Agriculture, annual meeting of the Maine Association of Agricultural Fairs, Agriculture Day at the State Legislature and various trade shows. Board meetings are held monthly and are open to the public.

During fiscal year 2009, 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. The second Open Farm Days was sponsored by the board at Breeding Farms and Training Tracks. An insert in daily papers was distributed statewide and hundreds attended these events to see operations at these facilities. Television advertising and live radio coverage was also provided. The board continues to provide assistance in updating statistics for the industry, record keeping, and contributed financing to a statewide study of the equine industry and its value to the Maine economy.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

HARNESS RACING PROMOTIONAL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	109,981		109,981			
<b>TOTAL EXPENDITURES</b>	109,981		109,981			

## 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

Reference: Policy Area:03 ; Umbrella: 99 Unit: 176 ; Citation: S1822 M.R.S.A., Sect. 000000118

FAX: (207) 775-4301

Telephone: (207) 774-1822

### PURPOSE:

Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It preserves the heritage and history of Maine: the stories of Maine people, the traditions of Maine communities, and the record of Maine's place in a changing world. Because an understanding of the past is vital to a healthy society, we collect, care for, and exhibit historical treasures; facilitate research into family, local, state, and national history; provide education programs that make history meaningful, accessible and enjoyable; and empower others to preserve and interpret the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

history of their communities and our state. The Society is organized into three major areas: The Brown Library, Wadsworth-Longfellow House and Museum Gallery. A Board of Trustees, twelve standing committees and eight subcommittees advise and support the Society staff of 17 full-time and 16 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:

**BROWN LIBRARY.** The Society maintains a research library of 125,000 books, 100,000 photographs and 2 million archival items spanning the 15th to 21st centuries. The Library is widely held to be the most comprehensive resource for studying Maine's past with all aspects of the state's social, economic, political, and cultural history documented. Of particular note are the personal papers of Maine's civic and business leaders, early proprietary and town records, shipping and maritime records, account books and business records, and genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. A retrospective conversion project to computerize the Library's card catalogues is complete, making them accessible via the Internet. The Library is open five days per week and serves over 11,000 researchers each year. The Brown Library, built in 1906, opened in its renovated and expanded building in June of 2009.

**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 "Main Street, Maine: Downtown Views from the Eastern Illustrating and Publishing Company" and "Re/Collected: Great Works and New Discoveries from the Brown Library." Guided tours of the Wadsworth-Longfellow House were offered May through December. The Education Department led "Local Schools/Local History" a museum-school partnership program for Portland area 3rd and 4th grades. Over 200 students from 10 classes participated. In 2008, about 15,000 visitors including nearly 3500 school children visited the House, Gallery or took the Longfellow walking tour.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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. The Maine Community Heritage Project, funded by the Institute of Museum & Library Services, and in partnership with the Maine State Library, has allowed MHS staff to work with eight communities over the past year (Bath, Farmington, Hampden, Islesboro, Lubec, New Portland, Presque Isle, Thomaston), and eight more this current year (Bangor, Biddeford, Blue Hill, Cumberland/North Yarmouth, Guilford, Hallowell, Lincoln, Scarborough) to explore and celebrate local history. The towns' schools, historical societies, and public libraries are given the tools to accomplish goals set up by each community.

### **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, (\$5).
- \*"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, 2004 (\$15.95).
- \* "Innocent Interlude: Scenes of Life in Portland, Maine, 1940-41." video, narration by Joel W. Eastman, 2004 (\$24.95).
- \* "A City Awakes: The Arts and Artists of Early 19th Century Portland," exhibition catalog, William D. Barry and John Mayer, 2005 (\$2.00).

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	48,934	48,934				
<b>TOTAL EXPENDITURES</b>	48,934	48,934				

## **MAINE HOSPICE COUNCIL**

### **KANDYCE POWELL, EXECUTIVE DIRECTOR**

*Central Office:* 45 MEMORIAL CIRCLE, SUITE 103, AUGUSTA, ME 04330

*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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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 has a full time staff that includes a director, an office manager, a development director, administrative assistant, and an events coordinator/webmaster. Since 2002, MHC has also developed partnerships with the Attorney General's Office, the Veterans' Affairs Administration, and the Maine State Prison System.

### PROGRAM:

The Maine Hospice Council is the only statewide organization solely focused on end-of-life care. The Council's concentration is in education and program development. Examples are: technical workshops; in-services 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 the Maine 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 services remains a priority, especially as it relates to underserved populations.

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, to include the National Veterans Advisory Committee, which continues to give Maine a national voice regarding care for the terminally ill.

SUPPORT: Technical support continues for programs seeking Hospice Medicare Certification and licensure. In December, 1997, the Council partnered with over 30 other organizations to form the Maine Consortium for Palliative Care and Hospice (MCPCH). Resource materials and public education are ongoing services.

In 1999, on behalf of MCPCH, MHC was awarded a three-year Robert Wood Johnson Community/State Partnership grant, "Care at the End of Life: A Public/Private Partnership". In 2001, the Bureau of Health formally offered the Maine Hospice Council the opportunity to develop the Maine Center for End-of-Life Care.

### LICENSES:

"Certificate of Participation" (for Volunteer Trainees and/or education session participants).

"LD 1821- An Act to Develop Standards for the Licensure of Hospice Programs", enacted April 15, 1994, Chapter 692 of Public Law.

### PUBLICATIONS:

"Consumer Protection and End-of-Life Care" Report from a "Listening Conference" in partnership the Maine Attorney General's Office - (free)

"Hospice/Veterans Partnership of Maine Brochure" in partnership with Me. Veterans' Homes, Togus VA. - (free to vets)

"Physicians Self-Study Packet" continuing education credit course in pain management for Maine physicians - (\$100.00)

"Maine Center of End-of-Life Care" - (free)

"Listen to Me" - (free)

"Maine Hospice Guide" - (free)

Hospice Resource Bibliography - (free)

ACS & NCI booklet - "Questions & Answers About Pain Control" - (free)

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Other ACS booklets - various topics - (free)  
 AHCPR Guidelines for the Management of Cancer Pain (free)  
 MHC's Newsletter, MAINELINK, published quarterly - (free to members)  
 "Listen to Me" (free)  
 Six Session Interdisciplinary Team Course on "Cancer Pain Management" (Video)  
 - \$150.  
 "Hospice" - (free brochure)  
 "Maine Consortium for Palliative Care & Hospice" - booklet  
 Lending resource library includes videos and books

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HOSPICE COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	62,339	62,339				
<b>TOTAL EXPENDITURES</b>	62,339	62,339				

## 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:

MaineHousing (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. MaineHousing also has undertaken several initiatives to make housing in Maine more energy efficient and better for the environment. 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. On an annual basis MaineHousing's programs benefit about 90,000 Maine households - about one of every six households in the state.

#### ORGANIZATION:

The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no General Fund appropriations from the Legislature for its operations. MaineHousing has 10 commissioners. The Director of MaineHousing, who is appointed by the Governor and confirmed by the Legislature, serves as an ex-officio non-voting commissioner. The State Treasurer serves as an ex-officio voting commissioner. The other 8 commissioners vote and are appointed by the Governor and confirmed by the Legislature.

MaineHousing finances homes and apartments in Maine primarily through the sale of its housing bonds. These bonds are tax-exempt. The bonds are debts of MaineHousing, 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 MaineHousing receives from the loans are used to repay the bond holders. The difference between the two rates also provides MaineHousing with its operating revenue. The agency receives no state



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

funds to pay for its staff. MaineHousing receives some housing funds from the state and federal government that are used, often in conjunction with the bonds, to reduce interest rates or to finance special programs.

### PROGRAM:

During 2008, MaineHousing continued its position as one of the leading housing lenders in Maine. It provided reduced interest rate mortgages to help 1,163 Maine families purchase their first home. During the year, it completed about 400 new rental units of housing for low-income families, seniors, and people with special needs, and has nearly 750 units in its financing pipeline. MaineHousing secured state and federal funds to help Maine's homeless shelters operate and provide more than 250,000 bednights of housing to homeless households during the year. MaineHousing also secured federal and other funds for weatherization, appliance replacement, and fuel assistance to help over 52,000 low-income Maine households.

MaineHousing has participated in HUD's Section 8 program since 1974. In 2008, the agency received \$85.5 million from HUD to provide rental assistance to tenants living in about 7,800 Section 8 units developed with federal financing, plus approximately another 3,800 units of existing privately owned apartments. MaineHousing has financed several hundred affordable rental units under various other rental housing programs and oversees the management in more than 17,500 units of rental housing it has financed or that formerly were managed directly by HUD.

At the end of calendar year 2008, MaineHousing had combined assets of \$1,860,148,000 and fund balances of \$322,030,000. 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 (1973-2008 inclusive).  
Maine State Housing Authority, Official Statements (Mortgage Bonds - 1972 Series A, through 2008 Series J)  
Maine Rental Housing Guide  
Various program brochures and program guides  
[www.mainehousing.org](http://www.mainehousing.org) - Web site

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	1,217,942	414,028	803,914			
<b>TOTAL EXPENDITURES</b>	1,217,942	414,028	803,914			

## 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

business in Maine.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE INTERNATIONAL TRADE CENTER

#### JANINE BISAILLON-CARY, 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. It also facilitates foreign direct investment for the State of Maine.

#### **ORGANIZATION:**

The Trade Center is headquartered in Portland, maintains a Bangor office which is co-located with other economic development offices, and a Bangor Regional and Lewiston/Auburn Regional director. The staff is comprised of a Vice President, a part-time Accounting Manager, a Manager of Programs and Membership Development, four Senior Trade Specialists, as well as an Administrative Staff person working under the direction of the Trade Center President, who is employed by the Maine Department of Economic and Community Development. Organized as a 501(c)(3) non-profit corporation, the center links the private sector with government efforts to grow Maine's economy through international commerce.

#### **PROGRAM:**

The Trade Center encourages and assists the growth of the State's international economic activities in the following ways:

The Trade Center provides a forum for the exchange of expertise, ideas and innovation between the public and private sectors.

The Trade Center offers monthly trade education seminars and technical services to businesses in the State that compete or seek to compete in worldwide markets.

The Trade Center coordinates gubernatorial and industry missions to develop increased exports of Maine goods and services.

The Trade Center consults with and provides market and trade assistance to international businesses concerning imports, exports, and international trade services.

The Trade Center assists the State in foreign business development and direct investment through hosting potential investors and encouraging foreign businesses to invest in Maine.

The Trade Center subscribes to international commerce data bases to assist companies in locating leads and trade opportunities and track import and export trade flows.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE MILITARY AUTHORITY**

**MG JOHN W. LIBBY, ADJ GEN/COMMISSIONER**  
**HUGH T. CORBETT, EXECUTIVE DIRECTOR**

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

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

*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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**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 28 member Board of Directors composed of licensed Maine attorneys, eligible clients appointed by low income organizations, and one 'at large' member. The Administrative Office is in Portland (774-4753). Local service offices are in Augusta (622-4731), Bangor (942-8241), Portland (774-8211), Presque Isle (764-4349), Lewiston (784-1558) and Machias (255-8656). Pine Tree operates 3 special statewide units that address the legal needs of migrant farmworkers (1-800-879-7463), Native Americans (1-800-879-7463) and low income children (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 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 low income Maine residents with household incomes at or below 125% of the federal poverty guidelines.

PTLA provides direct legal services to eligible clients throughout the state. In 2008, its area offices and special units (including Volunteer Lawyers

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Project) closed 11,969 legal matters for eligible clients. Through the basic field offices, Farmworker Unit, Native American Unit, and other programs, 5,564 eligible clients received legal assessment or simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. In addition, substantial legal representation was provided in 1,581 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 closed a total of 3,788 cases in 2008.

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 2008, 50% were in the housing area; 7% were in the government benefits area; 22% were in the family law area; 9% 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 2008, 64% were in the family law area; 14% were in the consumer law area; 6% were in the housing area and the remaining 16% were in the areas of education, government benefits, individual rights, employment and other legal problems.

### PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to income eligible callers in several substantive areas of the law including consumer, family, housing, education, employment, government benefits and health care. The general public may access this information by downloading it from Pine Tree's web page at [www.ptla.org](http://www.ptla.org), as well as [www.helpmelaw.org](http://www.helpmelaw.org), [www.kidslegal.org](http://www.kidslegal.org) and [www.vlp.org](http://www.vlp.org). The most popular brochures cover landlord-tenant and family law issues. New pamphlets include a foreclosure prevention tool-kit available at <http://www.ptla.org/foreclosure/>.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

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	293,716	293,716				
<b>TOTAL EXPENDITURES</b>	293,716	293,716				

## MAINE POTATO BOARD

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**  
**CAROL A. ADAMS, ASSISTANT TO EXEC DIR**

Central Office: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Mail Address: 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

Established: 1986

Reference: Policy Area: 01 ; Umbrella: 99 Unit: 330 ; Citation: T0036

WATS: (800) 553-5516

FAX: (207) 764-4148

Telephone: (207) 769-5061

M.R.S.A., Sect. 000004603

### PURPOSE:

The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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, 2009 was \$691,093. Maine growers harvested 56,000 acres, producing 15 million hundredweight of potatoes. The planted acreage was composed of 68% processing varieties, 13% table stock varieties and 19% seed varieties. Approximately 9,423 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 2008-2009 were used as follows: 26% for Administration (Board), 18% Advertising/Marketing, 37% Research, 19% Other. The Board was represented with exhibits at trade shows.

The Maine Potato Board financed research through the Maine Agricultural Experiment Station and the Cooperative Extension. Other projects including educational, also benefited from the Maine Potato Board grants.

### PUBLICATIONS:

Maine Potato Recipe booklets (printed--free)  
Maine Potato News (free)

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	712,108		712,108			
TOTAL EXPENDITURES	712,108		712,108			

## MAINE PUBLIC BROADCASTING CORPORATION

### JIM DOWE, PRESIDENT & CEO

Central Office: 1450 LISBON STREET, LEWISTON, ME 04240

Mail Address: 1450 LISBON STREET, LEWISTON, ME 04240

Established: 1992

Telephone: (207) 783-9101

Reference: Policy Area:03 ; Umbrella: 99 Unit: 561 ; Citation: P1991 M.R.S.A., Sect. 000000848

### PURPOSE:

Every day, the Maine Public Broadcasting Network connects the people of Maine to each other and to the world through the open exchange of information, ideas, and cultural content. As Maine's premier independent media resource, we create exceptional opportunities for the communities we serve to engage with critical issues, compelling stories and quality entertainment.

### 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 112 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 four times a year and

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

its meetings are open to the public.

MPBN has a volunteer 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 needs of the communities that the station serves. The CAB meets twice a year and its meetings are also open to the public.

The majority of MPBN's annual funding is attained through the support of 27,455 television members and 24,721 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 Maine people. MPBN's local television productions include: the weekly public affairs series *Maine Watch* with Jennifer Rooks; the periodic feature segment *Conversations with Maine*; coverage of the *Maine Principals' Association Invitational High School Basketball Tournament*, with the video of every game "streamed" live over the Internet for the first time in Spring 2007; and the annual broadcast of the Governor's State of the State Address, which was also streamed live. In addition, MPBN provided live coverage of the U.S. Senate and Congressional debates - both primary and general election.

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. For the fifth consecutive year, The Maine Associated Press Broadcasters' Association has named MPBN "Station of the Year." MPBN produces a great deal of original programming, including: its own regular classical, folk and jazz music programs for radio; broadcasts of orchestra and chamber concerts on the program *Maine Stage*; a weekly series called *Speaking in Maine* featuring speeches given in Maine by acclaimed speakers on the national lecture circuit; and regular live performances from its Bangor studios of jazz and classical musicians with ties to Maine, including annual performances by high school jazz musicians from George Stevens Academy in Blue Hill as well as the three winners of the Bangor Symphony Orchestra's Maine High School Concerto Competition.

MPBN's Web-based services at [www.mpbnet.net](http://www.mpbnet.net) draw visitors from around the world. In August, for the third year in a row, MPBN "webcast" a full three days of live music from one of the five stages of the American Folk Festival on the Bangor Waterfront. MPBN has begun gathering and archiving web-exclusive content not broadcast on either its radio or television stations, such as concert audio and recorded speeches and presentations from the first ever Maine Festival of the Book in June 2007, as well as an increasingly wide array of web only services as adjuncts to its radio, television and educational programming. These include lesson plans for educators, increasing use of photos that give additional visual context to radio news stories, live streaming of news and music, and individual television and radio program site sections with links to external educational and continuing education resources in Maine and beyond.

### **PUBLICATIONS:**

For the second year, MPBN combined its separate monthly radio and television program guides mailed to members into a single publication called "Experience." The expanded magazine format of this new publication allows MPBN to communicate more information to its members than ever before.

### **Public Outreach**

In January and February 2007, MPBN conducted a total of nine open "town meetings," which were promoted through all of MPBN's services (radio, television, web and magazine) as well as with paid ads in other media, in communities all across Maine. The purpose of these meetings, at which attendance for some topped two dozen, was to solicit public feedback on the direction of

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

public broadcasting in Maine to help ensure that MPBN remains relevant in the lives and responsive to the needs of the people of Maine. This information, and similar feedback in the form of over 1,300 online survey responses, was used to formulate MPBN's just-completed 5-year Strategic Plan. MPBN continues its "town meetings" by holding quarterly events at varying venues throughout the state.

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC BROADCASTING CORPORATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	2,054,549	2,054,549				
<b>TOTAL EXPENDITURES</b>	2,054,549	2,054,549				

## GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION

### TIMOTHY O'NEIL, CHAIRPERSON

*Central Office:* 10 FREE ST, PORTLAND, ME 04101

*Mail Address:* P.O. BOX 4510, PORTLAND, ME 04112

*Established:* 1945

*Telephone:* (207) 775-7271

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 367 ; Citation: S1945 M.R.S.A., Sect. 000000123

#### PURPOSE:

The Greater Portland Public Development Commission has the power, within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough, to administer loans and grants to businesses and nonprofits for purposes of stimulating economic growth and revitalization efforts and fostering coordination between economic development entities within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough and to accept gifts thereof in trust, or otherwise.

#### ORGANIZATION:

The Commission was created by Special Act of the Legislature which provides for management by five Commissioners appointed by the Governor upon consultation with the City Councils of Portland and South Portland. The Commission's charter was recently amended pursuant to Public and Special Law 2009, chapter 23, Section 5.

#### 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 has recently made a grant to the South Portland Historical Society, and has committed to make a grant to the South Portland Public Library.

The Commission continues to monitor its investments and commitments related to North Atlantic Venture Fund II and Morpheus Technologies.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE RURAL DEVELOPMENT AUTHORITY**

**THAXTER TRAFTON, 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

*FAX:* (207) 782-3098

*Telephone:* (207) 782-3353

*Reference:* Policy Area: 01 ; Umbrella: 99 Unit: 626 ; Citation: T0005 M.R.S.A., Sect. 000013120A

**PURPOSE:**

The Maine Rural Development Authority (MRDA) was established to provide loans to communities, agencies, or businesses for the development of commercial facilities as a lender or investor in the acquisition, development, redevelopment and sale of commercial facilities or on a speculative basis in areas where economic and financial needs are not adequately supported by private investment.

MRDA's purpose is to also assist 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 commercial 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 Department of Economic and Community 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.

**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 a stimulus to private and public investment in these facilities to create more job opportunities in Maine, primarily in 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, lender 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 per project, which the MRDA can waive in cases of severe economic distress.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE RURAL DEVELOPMENT AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	1,000,000					1,000,000
<b>TOTAL EXPENDITURES</b>	1,000,000					1,000,000

## BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

### DANIEL WATHAN, CHAIRMAN

*Central Office:* 323 STATE STREET, AUGUSTA, ME 04330

*Mail Address:* 323 STATE STREET, AUGUSTA, ME 04330

*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 and the Commissioner of Labor serve ex officio. P.L. 1985 Chapter 695, "An Act to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986, setting in motion the reorganization of the statewide network of vocational-technical institutes (up until then operated as subsidiaries of the Maine Department of Education, Bureau of Vocational Education, under the governance of the State Board of Education) into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees.

In 1989 the 114th Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," which officially changed the name of the Maine Vocational-Technical Institute System to the Maine Technical College System, and clearly defined the system's role in postsecondary education.

In 2003, the 121st Maine Legislature changed the name of the Maine Technical College System to the Maine Community College System to reflect its broad mission of providing career and liberal arts transfer programs for Maine college students. The names of the seven colleges were all changed on July 1, 2003.

The Maine Community College System (MCCS) constitutes a "public instrumentality of the state" but not a "line" State agency included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System.

Maine law defines the basic mission of the Maine Community College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 nearly 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: arts and sciences; allied health and nursing; automotive and mechanical technologies; business; communications and new media; computers, graphics, and multimedia; construction; education and early childhood; electrical and electronics technologies; engineering technology; heating, plumbing, air conditioning, and refrigeration; hospitality and tourism; marine resources; metals fabrication and manufacturing; public and occupational safety; 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 York County Community College in Wells. Off-campus centers are located in East Millinocket, Ellsworth, South Paris, Augusta, Houlton, Dover-Foxcroft, South Portland, Madawaska, 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 participating firms and their 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 - free  
 Maine Community College System Brochure - free  
 Course catalogs for each campus - free  
 Maine Community College System Newsletter (issued electronically) - free  
 Maine Community College System Fact Sheet - free  
 Maine Community College System Business and Industry Newsletter (issue electronically) - free

**FINANCES, FISCAL YEAR 2009:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	62,943,816	53,247,948	1,305,622			8,390,246
<b>TOTAL EXPENDITURES</b>	62,943,816	53,247,948	1,305,622			8,390,246

## MAINE TURNPIKE AUTHORITY

### GERALD P. CONLEY, SR., CHAIRMAN

*Central Office:* 2360 CONGRESS STREET, PORTLAND, ME 04102

*Mail Address:* 2360 CONGRESS STREET, PORTLAND, ME 04102

*Established:* 1941

*Telephone:* (207) 871-7771

*Reference:* Policy Area: 08 ; Umbrella: 99 Unit: 420 ; Citation: T0023 M.R.S.A., Sect. 000001965

#### PURPOSE:

The Maine Turnpike Authority is a quasi-state agency created by the Maine Legislature in 1941, to construct, manage and operate the 109-mile, toll highway from Kittery to Augusta.

#### 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 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

### KELLEY KASH, CHIEF EXECUTIVE OFFICER

*Central Office:* 5 COMMUNITY DRIVE, STE. #3, AUGUSTA, ME 04330

*Mail Address:* 5 COMMUNITY DRIVE, STE. #3, AUGUSTA, ME 04330

*FAX:* (207) 623-3093

*Established:* 1977

*Telephone:* (207) 622-0075

*Reference:* Policy Area: 05 ; Umbrella: 99 Unit: 397 ; Citation: T0037B M.R.S.A., Sect. 000000603

#### PURPOSE:

The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage homes for Veterans, their spouses, and widowers. There are currently six State Veterans Homes with a total of 640 beds.

#### 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:

Maine Veterans' Homes has three 150-bed nursing home facilities located in Augusta, Bangor, and Scarborough. Each of these homes include a 40-bed skilled nursing and rehabilitation unit, a 40-bed long term care unit, a 40-bed secured

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

unit for Dementia and Alzheimer patients, and a 30-bed Residential Care Unit. Additionally, there is a 70-bed facility in Caribou and a 90-bed facility in South Paris. These homes focus on skilled care, long term care, and have Residential Care beds. The most recent addition to Maine Veterans' Homes is a 30-bed Residential Care facility in Machias. Seventy-five percent of all admissions are reserved for Veterans, but other candidates for admission include the spouse of the veteran, widow or widower of such veteran, and Gold Star Parents, in need of nursing home care and residential care.

**FINANCES, FISCAL YEAR 2009:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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