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# **MAINE STATE GOVERNMENT ANNUAL REPORT 2012-2013**



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

*Published at*  
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Paul R. LePage  
**Governor of Maine**

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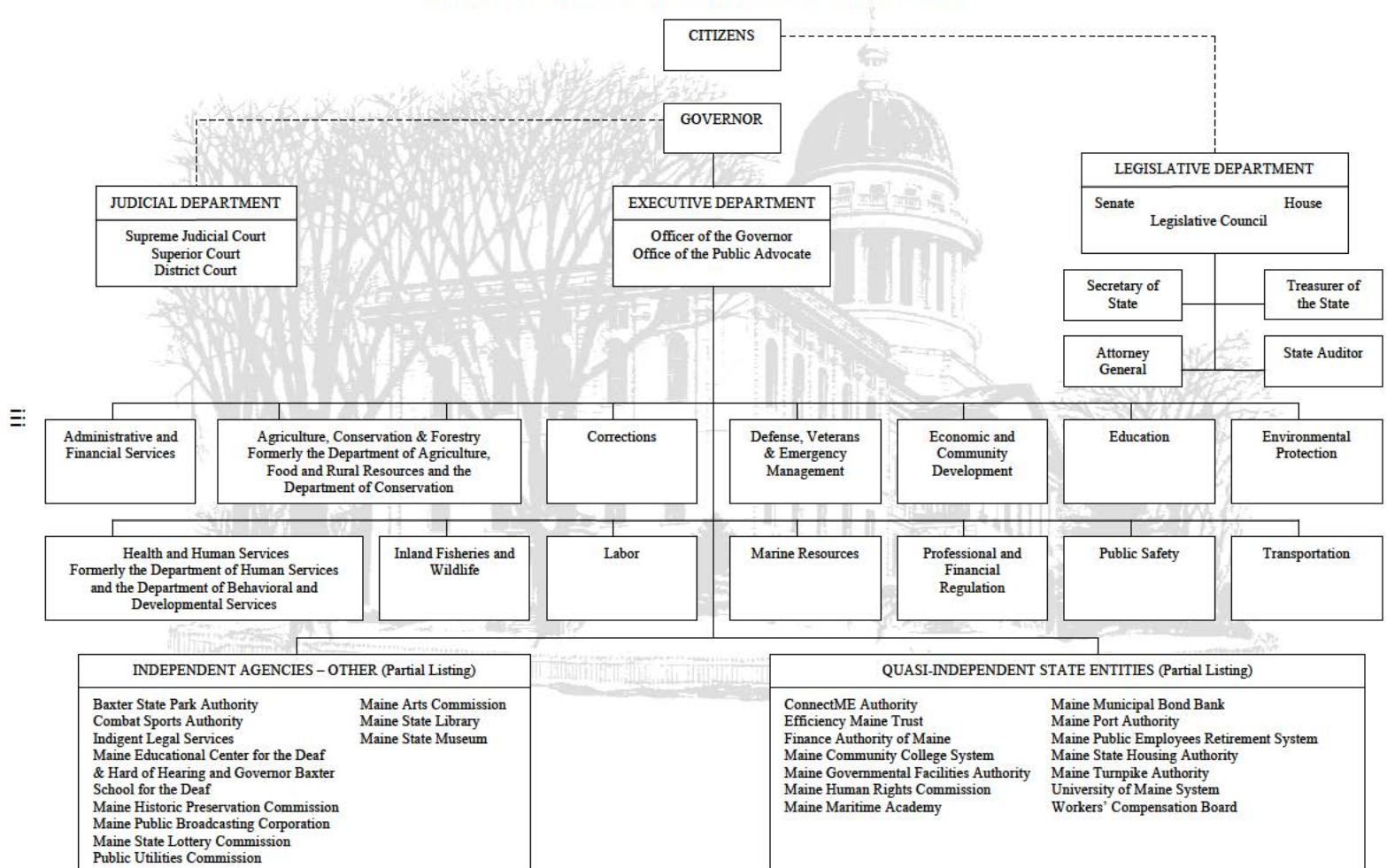
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of State Government and is not intended as legal authority either for judicial notice or legal citation.

# ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



# FOREWORD

The *Maine State Government Annual Report* is compiled by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, chapter 3, sections 43 - 46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biennial reports independently published by state departments and agencies, and it establishes accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

The *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance.

**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, Conservation & Forestry (formerly the Department of Agriculture, Food and Rural Resources)
- 02 Department of Professional and Financial Regulation
- 03 Department of Corrections
- 04 Department of Agriculture, Conservation & Forestry (formerly the 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**

**H SAWIN MILLETT, JR., COMMISSIONER**

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

*Average Counts-All Positions* 1417.000 *Legislative Count* 1417.00

**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

MAINE BOARD OF TAX APPEALS

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. Five service centers 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 2013:** 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	61,311,995	19,482,514		744,576		41,084,905
HEALTH BENEFITS	18,918,794	6,367,227		290,190		12,261,377
RETIREMENTS	9,268,793	2,946,281		106,515		6,215,997
OTHER FRINGE BENEFITS	1,143,585	365,908		15,412		762,265
COMPUTER SERVICES	23,129,557	18,626,128	2,569,241	89,934	82,200	1,762,054
CONTRACTUAL SERVICES	109,636,076	9,107,065	5,413,575	839,728	199	94,275,509
RENTS	6,033,924	1,621,830	174,790	38,602		4,198,702
COMMODITIES	4,568,998	3,476,669	197,211	472,960		422,158
GRANTS, SUBSIDIES, PENSIONS	59,072,982	32,937,007	16,432,223		359,007	9,344,745
BUILDING IMPROVEMENTS	2,409,345		2,409,345			
EQUIPMENT	3,231,205		3,231,205			
INTEREST-DEBT RETIREMENT	4,556,304	4,087,650				468,654
TRANSFER TO OTHER FUNDS	432,731,031	7,126,422	138,676	13,685	3	425,452,245
COST OF GOODS SOLD	23,263,369	13,153,037				10,110,332
<b>TOTAL EXPENDITURES</b>	<b>759,275,958</b>	<b>119,297,738</b>	<b>30,566,266</b>	<b>2,611,602</b>	<b>441,409</b>	<b>606,358,943</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	273,877	273,877				
HEALTH BENEFITS	53,961	53,961				
RETIREMENTS	43,612	43,612				
OTHER FRINGE BENEFITS	4,852	4,852				
COMPUTER SERVICES	4,940	4,940				
CONTRACTUAL SERVICES	352,000	341,022	10,978			
COMMODITIES	1,869	1,869				
GRANTS, SUBSIDIES, PENSIONS	9,768	9,768				
<b>TOTAL EXPENDITURES</b>	<b>744,879</b>	<b>733,901</b>	<b>10,978</b>			

## OFFICE OF THE STATE CONTROLLER

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*Established* 1931 *Telephone* (207) 626-8420

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

*Average Counts-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 Office is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Administrative and Financial Services, subject to the approval of the Governor.

#### PROGRAM:

The Office 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 Office staff. The Office's Financial Reporting Unit

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

prepares and publishes the state's Comprehensive Annual Financial Report (CAFR), based on Generally Accepted Accounting Principles (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 2012 received the Certificate of Excellence in Financial Reporting for the sixth straight year.

The Advantage System is the State's enterprise resource planning (ERP) system which is a hosted application under a long-term managed services agreement. Office staff work closely with the application vendor, the Office of Information Technology (OIT) application support team and state agencies to maintain and enhance Advantage. The Advantage System includes fund accounting, budget and appropriation control, general ledger and financial reporting, accounts payable, accounts receivable, cost accounting, fixed assets management, procurement management and vendor management. A data warehouse for all production systems is provided for statewide budget, accounting, human resources and payroll data. Queries to the warehouse can provide ad hoc or regular management reports, valuable data sorts, or specific data required in the course of completing fiscal work. The accounting production system is used to process more than 2 million payables and 400,000 accounting transactions annually. All payments above \$5,000 are reviewed and approved by Office staff.

The Human Resource production system keeps current personnel, payroll and position control information. This system issues over 338,000 payroll payments annually, with about 99% via direct deposit (electronic) and the balance via paper checks. The Office'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 9,700 employees.

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2013:** 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	1,324,862	1,324,862				
HEALTH BENEFITS	354,936	354,936				
RETIREMENTS	238,046	238,046				
OTHER FRINGE BENEFITS	26,607	26,607				
COMPUTER SERVICES	48,744	48,744				
CONTRACTUAL SERVICES	74,117	73,469	648			
COMMODITIES	6,451	6,451				
<b>TOTAL EXPENDITURES</b>	<b>2,073,763</b>	<b>2,073,115</b>	<b>648</b>			

## BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

### GERALD REID, 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 Counts-All Positions* 26,000 *Legislative Count* 26,00

### PURPOSE:

The purpose of the Bureau of Alcoholic Beverages and Lottery Operations is to provide for the pricing, listing, and delisting of spirits and fortified wines and the creation, distribution, and sales of Maine State Lottery and Tri-State Lotto Commission Lottery games. The Bureau is authorized, through its Director, as the Chief Administrative Officer of the State Liquor and Lottery Commission,

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 and 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 State Liquor and Lottery Commission and oversight by the Commissioner of Administrative and Financial Services.

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.

Public Law 2013, Chapter 368, Part V, moved the licensing and enforcement activities from the Department of Public Safety back to the Bureau in July, 2013.

### **PROGRAM:**

The Bureau continues to meet its goal of transferring the maximum profit to the General Fund for both the liquor and Lottery businesses of the State. For the Lottery business, the Bureau continues to investigate and implement new and innovative Lottery games that are fun and entertaining for our players, and to provide our retail agent partners with guidance on the best ways to maximize the sale of Lottery games. For the spirits business, the Bureau continues to work with the beverage alcohol industry to improve Maine's portfolio of product listings, and to provide guidance to our agency store partners on merchandising and product selection. With the addition of licensing and enforcement of all beverage alcohol, the Bureau is automating many paper driven processes to maximize its service to the regulated industry.

### **LICENSES:**

Liquor Licensing under Title 28-A

Lottery Retail Agents Licensing under Title 8, Chapters 14-A and 16

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2013:** 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	1,108,297					1,108,297
HEALTH BENEFITS	343,857					343,857
RETIREMENTS	149,987					149,987
OTHER FRINGE BENEFITS	21,855					21,855
COMPUTER SERVICES	64,392					64,392
CONTRACTUAL SERVICES	2,651,167					2,651,167
RENTS	599,885					599,885
COMMODITIES	41,442					41,442
TRANSFER TO OTHER FUNDS	171,060,364					171,060,364
<b>TOTAL EXPENDITURES</b>	<b>176,041,246</b>					<b>176,041,246</b>

## BUREAU OF THE BUDGET

### MELISSA GOTT, 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 Counts-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.

The Bureau also produces the Maine State Government Annual Report, prepares budget forecasts for financial planning and analyses and prepares General Fund

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

and Highway Fund revenue forecasts through consensus forecasting pursuant to Title 5, chapter 151-B.

### PUBLICATIONS:

Maine State Government Annual Report, available from the Office of Information Technology, Central Printing Division, 91 State House Station, Augusta ME 04333-0009 telephone (207) 287-6376

The Annual Report and other reports, including the current 4-Year Forecast are available on-line at [www.maine.gov/budget/annualreport/index.htm](http://www.maine.gov/budget/annualreport/index.htm)

**FINANCES, FISCAL YEAR 2013:** 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	661,403	633,674		27,729		
HEALTH BENEFITS	138,310	130,212		8,098		
RETIREMENTS	118,249	112,922		5,327		
OTHER FRINGE BENEFITS	10,532	9,965		567		
COMPUTER SERVICES	13,588	11,778		1,810		
CONTRACTUAL SERVICES	56,578	50,179		6,399		
RENTS	195	195				
COMMODITIES	7,509	6,944		565		
<b>TOTAL EXPENDITURES</b>	<b>1,006,364</b>	<b>955,869</b>		<b>50,495</b>		

## CAPITOL PLANNING COMMISSION

### ED DAHL, SECRETARIAT

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

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

*Established* 1967 *Telephone* (207) 624-7314

*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 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 2012-13. The Commission discussed the following:

Cross Office Building Signage and Economizer

EMS Memorial

Capitol Street Crosswalk

Kennebec Arsenal

East Campus Biomass Boiler

OIT Data Center

242 State Street Renovation

Ray Building HVAC and Windows

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West Campus Parking Lot  
Gannett House  
Blaine House Projects  
Stone Building  
Natural Gas Projects  
Sale of Department of Transportation Maintenance Building

### **LICENSES:**

Special or Temporary Use Permits  
Sign Permits  
Project Approvals

### **PUBLICATIONS:**

Capitol Planning Commission Rules and Regulations

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **CENTRAL FLEET MANAGEMENT DIVISION**

### **DWAIN MCKENNEY, DIRECTOR**

*Central Office* 15 COLUMBIA STREET, AUGUSTA, ME 04333  
*Mail Address* 106 STATE HOUSE STATION, AUGUSTA, ME 04333-0106 *FAX* (207) 287-6521  
*Established* 1991 *Telephone* (207) 287-6522  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 555 *Citation* T0005 *M.R.S.A., Sect.* 000001830  
*Average Counts-All Positions* 17.000 *Legislative Count* 17.00

### **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 2,000 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 is part of the life cycle costing for all new vehicles purchased.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2013:** 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	611,693					611,693
HEALTH BENEFITS	231,027					231,027
RETIREMENTS	90,364					90,364
OTHER FRINGE BENEFITS	15,237					15,237
COMPUTER SERVICES	20,405					20,405
CONTRACTUAL SERVICES	7,612,517					7,612,517
RENTS	3,529					3,529
COMMODITIES	109,339					109,339
INTEREST-DEBT RETIREMENT	171,148					171,148
TRANSFER TO OTHER FUNDS	131,117					131,117
<b>TOTAL EXPENDITURES</b>	<b>8,996,376</b>					<b>8,996,376</b>

## STATE CLAIMS COMMISSION

### DAVID W. AUSTIN, ESQ.

*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 Counts-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 Administrative and Financial Services.

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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE CLAIMS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	46,869			46,869		
HEALTH BENEFITS	12,563			12,563		
RETIREMENTS	5,936			5,936		
OTHER FRINGE BENEFITS	1,419			1,419		
COMPUTER SERVICES	1,482			1,482		
CONTRACTUAL SERVICES	7,196			7,196		
COMMODITIES	192			192		
TRANSFER TO OTHER FUNDS	4,313			4,313		
<b>TOTAL EXPENDITURES</b>	<b>79,970</b>			<b>79,970</b>		

## STATE EMPLOYEE HEALTH COMMISSION CHRISTINE M. BRAWN, EXECUTIVE DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 *FAX*  
*Established* 1988 *Telephone* (207) 624-7361  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 350 *Citation* T0005 *M.R.S.A., Sect.* 000000285A  
*Average Counts-All Positions* 14.500 *Legislative Count* 14.50

### PURPOSE:

The State Employee Health Commission was established to serve as trustee of the State Employee 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 Trustee, 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 the Maine Turnpike Authority employees appointed by the employee organizations authorized to represent the employees; one labor member from the Maine Community College System faculty or administrative unit; one labor member from the Maine Public Employees Retirement System employees appointed by the employee 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; one management member from the Maine Community College System appointed by the President; one management member appointed by the Executive Director of the Maine Public Employees Retirement; one management member appointed by the President of the Maine Maritime Academy; and the Executive Director of Employee Health & Benefits, ex officio.

### PROGRAM:

The Commission entered into a contract with Aetna to provide health insurance benefits to active and retiree members of the State employee group health plan effective July 1, 2012. The contract provides for a point-of-services (POS) managed care plan for active employees and non-Medicare eligible retirees. The

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Medicare Advantage Private Fee-for-Service (PFFS) plan is insured by Aetna and 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 FY 2014.

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 healthcare 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 are considered according to selected patient safety, satisfaction, and clinical quality measures and cost. Members are incentivized through more favorable deductible and co-insurance levels to seek care from preferred hospitals. The objective is to engage members in seeking efficient, high quality healthcare and to encourage providers to publicly disclose their performance. 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 co-payers are waived for members who receive care from preferred primary care practices.

Effective October 1, 2009, statutory changes were introduced to the employer contribution for individual premiums. Effective July 1, 2010, the employer contributions to individual health premiums were further reduced. The Commission was charged with implementing a health credit program that enables employees to restore a portion of the employer contribution for completing activities identified by the Commission. In 2012, more than 9,000 employees were eligible for the health credit by completing a health risk assessment. In 2013, the health credit program was expanded to include participation of adult dependents of employee subscribers. The Commission furthered its value-based purchasing strategy by engaging in negotiations with health networks to develop Accountable Care Organizations.

### PUBLICATIONS:

Summary of Benefit Coverage, HMO Choice (POS) - FREE  
 Summary of Benefit Coverage, Group Companion Plan - FREE  
 Summary of Benefit Coverage, Northeast Delta Dental - FREE  
 Employee Newsletter, AllInOne, - FREE

**FINANCES, FISCAL YEAR 2013:** 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	565,590	14,019				551,571
HEALTH BENEFITS	182,366	1,838				180,528
RETIREMENTS	103,921	1,992				101,929
OTHER FRINGE BENEFITS	11,166	295				10,871
COMPUTER SERVICES	51,468					51,468
CONTRACTUAL SERVICES	75,386,504	84				75,386,420
RENTS	47,257					47,257
COMMODITIES	16,123					16,123
TRANSFER TO OTHER FUNDS	169,852,844	770,057				169,082,787
<b>TOTAL EXPENDITURES</b>	<b>246,217,239</b>	<b>788,285</b>				<b>245,428,954</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**DIVISION OF FINANCIAL AND PERSONNEL SERVICES**

**TERRY BRANN, ACTING DEP. 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 Counts-All Positions* 300.000

*Legislative Count* 300.00

**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 using a shared services approach 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. As a result of that review and reorganization there are currently five service centers with two distinct sections: Human Resources and Finance. The service centers are: General Government, Natural Resources, Security and Employment, Corrections and Health and Human Services.

**PROGRAM:**

Assistance and support are provided to the departments and agencies through the service centers as follows: The human resources section administers human resources policies including processing of transactions in the areas of employee relations, workers' compensation, human resource management, recruitment, hiring and payroll at the departmental level meeting the needs of over 12,000 state employees. The financial section administers financial policies including the processing of transactions principally in the areas of general accounting, financial, managerial and grant reporting and analysis, and technical budget management support at the departmental level managing over 850 accounts totaling \$6.9 billion in funds.

**FINANCES, FISCAL YEAR 2013:** 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	11,709,784					11,709,784
HEALTH BENEFITS	3,782,228					3,782,228
RETIREMENTS	1,915,546					1,915,546
OTHER FRINGE BENEFITS	216,720					216,720
COMPUTER SERVICES	1,111,745					1,111,745
CONTRACTUAL SERVICES	810,856	87,822	8,784			714,250
RENTS	131,323					131,323
COMMODITIES	94,673		310			94,363
GRANTS, SUBSIDIES, PENSIONS	358,735				358,735	
INTEREST-DEBT RETIREMENT	4,087,650	4,087,650				
TRANSFER TO OTHER FUNDS	148,894	148,894				
COST OF GOODS SOLD	13,153,037	13,153,037				
<b>TOTAL EXPENDITURES</b>	<b>37,521,191</b>	<b>17,477,403</b>	<b>9,094</b>		<b>358,735</b>	<b>19,675,959</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF GENERAL SERVICES**

**ED DAHL, DIRECTOR**

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

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

*Established* 1991

*Telephone* (207) 624-7314

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

*Average Counts-All Positions* 177,000

*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 seven 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; Central Services (including Postal Operations, Central Warehouse, and Surplus Property); 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 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.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF GENERAL 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	5,667,997	3,893,593		372,603		1,401,801
HEALTH BENEFITS	2,228,453	1,499,499		168,560		560,394
RETIREMENTS	815,872	557,718		52,948		205,206
OTHER FRINGE BENEFITS	123,787	87,061		8,117		28,609
COMPUTER SERVICES	246,191	164,246				81,945
CONTRACTUAL SERVICES	5,438,611	3,733,033	416,500	822,160		466,918
RENTS	1,253,568	124,191	150,000	38,602		940,775
COMMODITIES	3,979,267	3,324,370	145,050	472,203		37,644
BUILDING IMPROVEMENTS	2,409,345		2,409,345			
EQUIPMENT	3,231,205		3,231,205			
INTEREST-DEBT RETIREMENT	3,575					3,575
TRANSFER TO OTHER FUNDS	66,611,645		5,644			66,606,001
<b>TOTAL EXPENDITURES</b>	<b>92,009,516</b>	<b>13,383,711</b>	<b>6,357,744</b>	<b>1,935,193</b>		<b>70,332,868</b>

## BUREAU OF HUMAN RESOURCES

### JOYCE A. ORESKOVICH, DIRECTOR

*Central Office* CROSS OFFICE BLDG, 4TH FLOOR, AUGUSTA, ME 04333  
*Mail Address* 4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004 *FAX* (207) 287-4414  
*Established* 1987 *Telephone* (207) 624-7368  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 389 *Citation* T0005 *M.R.S.A. Sect.* 000007033  
*Average Counts-All Positions* 32.000 *Legislative Count* 32.00

#### PURPOSE:

The statutory goals for the Bureau of Human Resources are to: 1) establish within State Government a high concern for State employees as people; 2) provide managers with the skills and knowledge needed to manage people effectively; 3) establish a civil service system that provides State Government with highly qualified and motivated employees, and to preserve the integrity of that system; 4) encourage State employees to realize their potential and thereby increase the quality of service 5) establish itself as a service agency to agencies and departments to perform their duties in an efficient and quality manner; and 6) promote effective labor relations.

The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System, the State's employee health and benefit programs, the State's development and training programs, the State's equal employment opportunity programs, and the State's labor relations responsibilities. 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 labor relations policies 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.

#### 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau was headed by a Director of Personnel who was appointed by the Governor and the Board to serve at the pleasure of the Board. In 1941, the Bureau was made an independent State agency referred to as the Office of Personnel. In 1953, the State Personnel Board was enlarged by adding a member selected by the Maine State Employees' Association and a member selected from department heads. In 1975, these two special memberships were deleted and the State Personnel Board returned to an all-public body. In 1976, the State Civil Service System experienced its first major change. The Office of Personnel was made a Cabinet-level department, headed by a Commissioner appointed to serve at the pleasure of the Governor. The Commissioner was given the authority formerly vested in the State Personnel Board and the State Personnel Board was redefined as an advisory and appellant body. In January 1981, the Governor placed the Office of Employee Relations under the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities. In 1986, the legislature significantly altered the mission and purpose of the Department of Personnel and provided a year of transition for the Department to become the Bureau of Human Resources within the newly established Department of Administration. The State Personnel Board was discontinued and replaced by the State Civil Service Appeals Board, and an advisory Policy Review Board comprised of the leadership of the larger State departments was established. The Office of Employee Relations was established as a separate Bureau, and the former training division of the Office of Employee Relations was placed under the Bureau of Human Resources. In July 1991, the State Employee Health Insurance, Workers' Compensation, and State Employee Health and Wellness programs were placed under the Bureau of Human Resources. In July 2008, the Bureau of Employee Relations became the Office of Employee Relations and was returned to the Bureau of Human Resources. In 2010, the Office of Training and Organizational Development was disbanded. In 2012, the Bureau created a Programs Unit that provides leadership training, online training, organizational development protocols and other models for statewide organizational development.

### **PROGRAM:**

The Merit Systems Division fosters an interactive relationship with Service Center and agency HR divisions. An HR Policy/Practices Manual is available and maintained on the Internet for access by managers, employees and the public. Our website provides State agencies, State employees and the public with access to workforce demographics, job class specifications, key staffing reports and other information. HR briefings with the agencies' HR staff are held monthly. The Division provides job classification audits for both employees and management initiated requests, assists agencies with reorganization efforts, and represents the Bureau at job classification arbitrations. Our recruitment services include on-line advertising, an automated application, and computer generated employment registers. Employment/Career Counseling services are provided to State employees who have experienced lay-off or displacement. The Merit Systems Division is also responsible for the management of personnel records.

The Division of Employee Health and Benefits provides centralized administration of the State's health, dental, direct reimbursement, voluntary long term care insurance, vision care, and deferred compensation 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 Employee Assistance Program guides and assists participating employees, family members and retirees with financial, family, substance abuse and other personal problems. The Division administers wellness programs.

The HR Programs Division administers the Employee Suggestion Award Program and Statewide Employee Recognition events. It develops workforce planning protocols, recruitment initiatives, and succession planning models; provides organizational development consulting services to agencies; and delivers Leadership Institute and other programs to enhance managers' skills. The Office of Employee Relations negotiates and administers collective bargaining agreements by providing advice and counsel to managers and human resource personnel, by conducting grievance hearings, and by representing all State agencies in grievance arbitrations. In addition, OER represents State agencies before the Maine Labor Relations Board in unit clarification and unfair labor practice proceedings, and it trains new supervisors and managers in the principles of discipline and other contract administration issues.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

The Office of the State Equal Employment Opportunity Coordinator has statutory responsibility to ensure statewide compliance with all federal and state regulations governing equal employment opportunity. It provides direction and support in all areas related to EEO as well as in the conduct of personnel investigations.

### 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
- Employee Handbook
- Employment Opportunities Listings (current)
- Human Resources Policy and Procedures Manual

<http://www.mainelegislature.org/legis/statutes/5/title5ch0sec0.html> for links to:  
Civil Service Law (Title 5, Chapters 65, 67, 68, 69, 71, and 372)

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
SALARIES & WAGES	1,740,825	1,053,421				687,404
HEALTH BENEFITS	515,300	275,783				239,517
RETIREMENTS	320,419	193,901				126,518
OTHER FRINGE BENEFITS	28,824	17,261				11,563
COMPUTER SERVICES	250,093	95,137				154,956
CONTRACTUAL SERVICES	6,141,168	120,045				6,021,123
RENTS	147,538	1,882				145,656
COMMODITIES	25,867	12,381				13,486
GRANTS, SUBSIDIES, PENSIONS	9,344,745					9,344,745
TRANSFER TO OTHER FUNDS	113,871					113,871
TOTAL EXPENDITURES	18,628,650	1,769,811				16,858,839

## OFFICE OF INFORMATION TECHNOLOGY

### JIM SMITH, CHIEF INFORMATION OFFICER

*Central Office* 51 COMMERCE DRIVE, 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 Counts-All Positions* 492.500 *Legislative Count* 492.50

### 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 for information technology leadership, communications, planning, financial performance management, procurement and contract management, resource management, and risk management (cyber security, disaster recovery).

### 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 with support from OIT. OIT operates as an Enterprise Fund recovering the cost of performing and delivering services from state agencies/users.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### PROGRAM:

The Office of Information Technology (OIT) is led by the Chief Information Officer with the following major functional areas:

**Core Technology Services (CTS):** CTS delivers common and shared services that include: wide area network management and support, voice services, wireless services, radio operations, enterprise data center facilities management, infrastructure services including both Windows and Unix server support, database management servers and data storage and backup services, desktop/ laptop computing services, and IT customer support for all Executive Branch agencies.

**Applications Services Management:** oversees application systems development (both in-house and third party) for all Executive Branch agencies, supporting all common and specialized computer applications used by Executive Branch agencies with a commitment to promote enterprise application systems, supporting multiple agencies and lines of business.

The Policy, Planning and Oversight area is responsible for eGov services, IT security, enterprise architecture, legislative liaison, financial management, OIT contracts, security, IT strategic planning, IT project management, agency interaction, and workforce development. OIT also supports the InforME Board and the ConnectME Authority, whose mission is to expand broadband internet access across the State of Maine.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INFORMATION TECHNOLOGY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	24,765,742					24,765,742
HEALTH BENEFITS	6,847,612					6,847,612
RETIREMENTS	3,583,859					3,583,859
OTHER FRINGE BENEFITS	452,154					452,154
COMPUTER SERVICES	10,053,992	9,868,551			82,200	103,241
CONTRACTUAL SERVICES	942,222	1,099,414				-157,192
RENTS	2,329,859					2,329,859
COMMODITIES	100,160					100,160
GRANTS, SUBSIDIES, PENSIONS	272				272	
INTEREST-DEBT RETIREMENT	293,931					293,931
TRANSFER TO OTHER FUNDS	24,613,278	6,207,471				18,405,807
COST OF GOODS SOLD	10,110,332					10,110,332
<b>TOTAL EXPENDITURES</b>	<b>84,093,413</b>	<b>17,175,436</b>			<b>82,472</b>	<b>66,835,505</b>

## INFORME

### MATTHEW DUNLAP, CHAIR

*Central Office* NASH SCHOOL, AUGUSTA, ME 04333

*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX*

*Established* 1998

*Telephone* (207) 626-8400

*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 web 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



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the Governor, 2 members of user associations appointed by the Governor, the State's Chief Technology Officer (currently serving as chair), a member from the State Library appointed by 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 General Manager of Maine Information Network, the company under contract to work as the portal manager.

The InforME Board provides direction to the InforME Portal Manager, Maine Information Network. InforME provides universal continuous access to accurate, current web-based electronic public information that may be searched to suit the user's own purposes. Services include, at a minimum: providing standardized access to customized databases and data custodians' databases; providing links to other information sources; conducting electronic business and payment transactions; assisting state agencies in electronically disseminating public information in their custody; and constantly improving access to and the utility of the public information available through InforME. InforME explores and, where appropriate, implements ways to: A. Expand the amount and kind of public information available free of charge; B. Increase the utility of the public information 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.

### PROGRAM:

InforME continues to identify and offer online services and information to citizens and business through the Maine.gov website and has been recognized as one of the top ten state websites for 12 of the past 13 years. In 2013, Maine was ranked 5th among state websites.

Additionally, Maine.gov was awarded a Sunny Award by the Sunshine Review for being one of the most transparent government websites in the country. The Sunny Awards honored less than 1% of the 5,000 government websites analyzed in 2011.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE LIQUOR AND LOTTERY COMMISSION

### GERALD REID, 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 oversight 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 the 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 the Governor, subject to confirmation by the Legislature. In 1987, the Legislature raised the membership to five. 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE BOARD OF TAX APPEALS**

### **ROBERT A. CREAMER, CHIEF APPEALS OFFICER**

*Central Office* 108 SEWALL STREET, AUGUSTA, ME 04333

*Mail Address* 134 STATE HOUSE STATION, AUGUSTA, ME 04333-0134 *FAX* (207) 287-2865

*Established* 2012

*Telephone* (207) 287-2866

*Reference Policy Area* 00 *Umbrella* 18 *Unit* 674 *Citation* T000036 *M.R.S.A. Sect.* S0000151-D

*Average Counts-All Positions* 4.000

*Legislative Count* 4.00

### **PURPOSE:**

The Maine Board of Tax Appeals, established in FY 2012, is an independent board within the Department of Administrative and Financial Services (DAFS); and is not subject to the supervision or control of the Bureau of Revenue Services. The board provides taxpayers a fair system of resolving controversies with the bureau and ensures due process.

### **ORGANIZATION:**

The Board consists of three members appointed by the Governor, subject to review by the Joint Standing Committee of the Legislature having jurisdiction over taxation matters and confirmation by the Legislature. No more than two members of the board may be members of the same political party. The Governor designates one board member to serve as chair and may remove any member for cause.

The Commissioner of the Department of Administrative and Financial Services appoints the Chief Appeals Officer to assist the board, manage the appeals office, and hire personnel, including subordinate appeals officers and professional, technical, and support personnel.

### **PROGRAM:**

Board processes and appeal procedures as detailed in the Maine Revised Statutes, Title 36, section 151-D, are available for viewing at:

<http://www.mainelegislature.org/legis/statutes/36/title36sec151-D.html>.

The address for the board's website is:

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCE - FISCAL YEAR 2013** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### MAINE BOARD OF TAX APPEALS

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	218,338	218,338				
HEALTH BENEFITS	51,998	51,998				
RETIREMENTS	39,926	39,926				
OTHER FRINGE BENEFITS	3,572	3,572				
COMPUTER SERVICES	2,240	2,240				
CONTRACTUAL SERVICES	21,202	21,202				
COMMODITIES	2,547	2,547				
<b>TOTAL EXPENDITURES</b>	<b>339,823</b>	<b>339,823</b>				

## BUREAU OF REVENUE SERVICES

### JEROME GERARD, STATE TAX ASSESSOR

*Central Office* 51 COMMERCE DRIVE, AUGUSTA, ME 04333  
*Mail Address* 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX* (207) 287-3618  
*Established* 1931 *Telephone* (207) 624-9620  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 125 *Citation* T0005 *M.R.S.A., Sect.* 000021006  
*Average Counts-All Positions* 305.000 *Legislative Count* 305.00

#### PURPOSE:

The Bureau of Revenue Services, also known as Maine Revenue Services (MRS), was established in the Department of Administrative and Financial Services 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 the state and local levels. The Bureau, through the State Tax Assessor (Executive Director), is empowered to assess and collect sales and use taxes; individual, fiduciary, and corporate income taxes; withholding taxes on employee wages, income of nonresident owners from pass-through entities, and gains from sales of real property owned by nonresidents; fuel excise taxes, estate taxes, and property taxes in the unorganized territories. The Bureau also administers service provider, railroad, commercial forestry excise, mining excise, health care provider, hospital, insurance premiums, financial institution franchise, E-911 prepaid wireless, motor vehicle oil and initiator of deposits business taxes. Special industry taxes administered include blueberry, cigarette, tobacco, potato, milk, quahog and recycling assistance fees. The Bureau exercises general supervision of local property tax assessing officials; administers the real estate and controlling interest transfer tax, approves reimbursements under the Employment Tax Increment Finance ("ETIF") program and administers property tax relief relating to the Maine resident homestead property tax exemption, Business Equipment Tax Reimbursement ("BETR") program, Business Equipment Tax Exemption ("BETE"), the tree growth tax law, veterans' exemption, veterans' organization exemption, animal waste facilities exemption and snow grooming 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 municipalities 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 and the Municipal Valuation Appeals Board was established to adjudicate State valuation appeals. The Bureau assumed administration of the cigarette tax in 1941, inheritance and estate taxes in 1947, sales and use taxes in 1951, and individual and corporate income taxes in 1969. Administration of the Elderly Householders Tax and Rent Refund Act of 1971 was assumed by the Bureau in 1972. Through subsequent statutory changes, the program was expanded

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

to what was known as the Maine Residents Property Tax and Rent Refund ("Circuitbreaker") Program until it was repealed in 2013. Also in 1972, the appointment of the State Tax Assessor was changed to include approval by both the Governor and the Executive Council. Currently, the Commissioner of Administrative and Financial Services appoints the State Tax Assessor, subject to confirmation by the Governor. On July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, but a year later, on July 1, 1975, these tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. In 1995, the Bureau was assigned the administration of the Business Equipment Tax Reimbursement ("BETR") program. Effective September 19, 1997, the Bureau of Taxation became the Bureau of Revenue Services, also known as Maine Revenue Services. In early 2012, the Econometric and Research Division was reorganized into the Office of Tax Policy which is responsible for providing economic and legal policy analysis on tax issues, oversight of tax legislation analysis, revenue forecasting analysis for the Revenue Forecasting Committee, preparation of tax expenditure reports, and the establishment of policy criteria to guide bureau regulations, advisory rulings and related public documents. The office is headed by the Associate Commissioner for Tax Policy who reports directly to the Commissioner of the Department of Administrative and Financial Services. The Taxpayer Advocate provides assistance to taxpayers regarding tax problems that have not been resolved through normal channels. The Taxpayer Advocate responds to queries from taxpayers regarding various tax issues and to those that have been referred from the offices of the Governor, state legislators and Maine's congressional delegates. The Taxpayer Advocate reports directly to the Commissioner of the Department of Administrative and Financial Services.

### PROGRAM:

The State Tax Assessor is responsible for Tax Administration, which is comprised of the following divisions and units: Income/Estate Tax Division - Administers income taxes withholding taxes, estate taxes, franchise taxes, insurance premiums taxes, the Employment Tax Increment Financing ("ETIF") program and the Business Equipment Tax Reimbursement ("BETR"). It also provides taxpayer assistance; reviews and adjusts as necessary the tax returns and tax benefit program returns administered by the Division. Sales, Fuel and Special Tax Division-Administers sales, use, service provider, healthcare provider, hospital, gasoline and special fuel, cigarette, tobacco, potato, blueberry, quahog and railroad taxes, milk handling, recycling assistance fees, abandoned bottle deposits, E-911 prepaid wireless fees and motor vehicle oil premiums. Additionally it is responsible for various tax refund programs and taxpayer assistance. Property Tax Division-Oversees municipal property tax administration; administers the commercial forestry excise tax, real estate transfer tax, telecommunications excise tax, Elderly Tax Deferral program, municipal Land Use Planning Commission ("LUPC") fee assessments, property and excise taxes in the Unorganized Territories. It establishes per acre values and reimbursements pursuant to the tree growth tax law; determines annual State valuation; provides training programs for municipal assessors and taxpayers; and administers state reimbursements for the following exemptions: veterans', veterans' organizations, homestead, business equipment tax, animal waste facility, and snow grooming. Return Processing and Quality Assurance Division-Provides mail and return processing services, deposits tax revenues, provides Bureau-wide data entry services and business analysis and quality assurance testing for planning and implementation of modernized and enhanced systems. Its Information Technology staff operates, maintains and develops the Bureau's computer network, automated systems and electronic return filing and payment applications. Accounting Unit-Prepares Bureau budget, monitors expenditures and tax revenues. Compliance Division-Collects delinquent taxes and performs office audits relative to items of income and use tax reporting. Criminal Investigation Unit-Performs criminal investigations/audits. Completed cases are reviewed by the Attorney General to determine which are to be prosecuted criminally. The Tax Compliance Unit assesses non-filers to foster compliance with state tax law. Audit Division-Conducts office and field audits of in-state and out-of-state businesses and individuals to determine tax liability; performs discovery research of non-filers. It administers a voluntary disclosure process for taxpayers to register and pay unreported taxes; meets with taxpayers to explain the reconsideration process and issues decisions; engages in outreach programs to educate and assist taxpayers; provides management with taxpayer feedback and serves as a source of expertise on all taxes administered. Appeals Division- Reviews decisions on reconsideration drafted by

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

the Divisions for quality and accuracy; coordinates and represents the Bureau in all aspects of proceedings in front of the Maine Board of Tax Appeals; and provides legal research and advisory services for the Bureau.

### LICENSES:

Sales Tax Retailer Certificate  
 Sales Tax Resale Certificate  
 Tobacco Tax: Cigarette License (annual) - Distributors  
 Tobacco Products Distributors License  
 Gasoline Tax: Distributors, Exporters and Importers Certificates  
 Special Fuel Tax: Suppliers Certificate, Users License  
 Blueberry Processors and 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 and can be downloaded from the Maine Revenue Services website: [www.maine.gov/revenue](http://www.maine.gov/revenue); for assistance, call (207) 624-9677.

Maine Tax Alert  
 Rules adopted by the Bureau  
 All tax and tax benefit program forms and instructions  
 Sales, Service Provider, and Fuel Excise tax instruction bulletins  
 Income/Estate Tax Division guidance documents  
 Property tax bulletins  
 Municipal Valuation Return Statistical Summary (property tax-annual)  
 Tax Expenditures Report Bulletins and Pamphlets of various tax statutes  
 Unorganized Territory Maps (24" x 36" sheet) \$5.00 each  
 Unorganized Territory Valuation Book; printed copies - \$0.20 per page, \$3.00 minimum  
 Maine Property Assessment Manual - \$10.00  
 Maine Property Tax Laws - \$5.00  
 Title 36 of the Maine Revised Statutes - \$19.70  
 Sales Tax Reference Guide - \$12.80

**FINANCES, FISCAL YEAR 2013:** 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	12,368,103	12,070,728		297,375		
HEALTH BENEFITS	4,099,969	3,999,000		100,969		
RETIREMENTS	1,800,468	1,758,163		42,305		
OTHER FRINGE BENEFITS	221,603	216,295		5,308		
COMPUTER SERVICES	11,235,490	8,430,491	2,569,241	86,641		149,117
CONTRACTUAL SERVICES	8,561,631	3,580,794	4,976,665	3,973	199	
RENTS	1,520,351	1,495,561	24,790			
COMMODITIES	173,958	122,107	51,851			
GRANTS, SUBSIDIES, PENSIONS	49,359,462	32,927,239	16,432,223			
TRANSFER TO OTHER FUNDS	145,009		133,032	9,372	3	2,602
<b>TOTAL EXPENDITURES</b>	<b>89,486,044</b>	<b>64,600,378</b>	<b>24,187,802</b>	<b>545,943</b>	<b>202</b>	<b>151,719</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**DIVISION OF RISK MANAGEMENT**

**DAVID FITTS, DIRECTOR**

*Central Office* 19 ELKINS LANE, AUGUSTA, ME 04333

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

*Established* 1991

*Telephone* (207) 287-3351

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

*Average Counts-All Positions* 5.000

*Legislative Count* 5.00

**PURPOSE:**

The objective of the Risk Management Division is to provide insurance advice to the state government and administer all State insurance and self-funded plans and programs excepting Workers Compensation and employee benefits. The Division annually reviews the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine 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 four insurance professionals and one clerical support person. The Division has existed in one form or another 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 Division's services.

**LICENSES:**

Not allowed by statute

**PUBLICATIONS:**

Annual compilation of property values

**FINANCES, FISCAL YEAR 2013:** 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	248,613					248,613
HEALTH BENEFITS	76,215					76,215
RETIREMENTS	42,590					42,590
OTHER FRINGE BENEFITS	5,257					5,257
COMPUTER SERVICES	24,785					24,785
CONTRACTUAL SERVICES	1,580,307					1,580,307
RENTS	418					418
COMMODITIES	9,601					9,601
TRANSFER TO OTHER FUNDS	49,695					49,695
<b>TOTAL EXPENDITURES</b>	2,037,481					2,037,481

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**WALTER E. WHITCOMB, COMMISSIONER**  
**DAVID R. LAVWAY, DEPUTY COMMISSIONER**

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

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2400

*Established* 1852

*Telephone* (207) 287-3419

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

*Average Counts-All Positions* 143.628

*Legislative Count* 120.50

### Units:

MAINE AGRICULTURAL BARGAINING BOARD  
DIVISION OF ANIMAL HEALTH AND INDUSTRY  
OFFICE OF THE COMMISSIONER  
STATE HARNESS RACING COMMISSION  
(OFFICE OF) STATE HORTICULTURIST  
DIVISION OF AGRICULTURAL RESOURCES 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, Conservation and Forestry was established to conserve, protect and enhance the land-based resources of the State of Maine, and to grow the Maine agricultural and forestry economy. 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 conserve and improve the soil and cropland of the State; to participate in coordinated land planning and management for recreational, forest production, mining and other public and private uses; to protect the public's health and well-being from the consumption of harmful or unsanitary products and food preparation practices; to provide coordinated land use planning in unorganized territories; to detect, prevent and eradicate plant and animal diseases and insects/pests; to develop, compile and disseminate scientific and practical knowledge and provide ongoing database information and mapping of natural resources; and to maximize public access while maintaining the individual natural character of Maine's public lands, State parks, and historic sites.

### ORGANIZATION:

The Department of Agriculture, Conservation and Forestry was created in 2012 by combining the former Departments of Agriculture, Food and Rural Resources and Conservation. The Department consists of seven major divisions: Animal and Plant Health, Agricultural Resource Development, Forestry, Geology and Natural Areas, Land Use Planning, Permitting and Compliance, Parks and Public Lands and Quality Assurance and Regulation, as well as the Office of the Commissioner. The Department is led by a Commissioner who is responsible for the overall executive management of the Department and whose staff oversee the information, education, safety, regulatory, legislative, budget and department planning.

### PROGRAM:

Department of Agriculture, Conservation and Forestry's operational activities, goals, objectives and plans are reflected in the reports of the individual divisions and programs.

### LICENSES:

Listed under the appropriate program units in following reports.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

**FINANCES, FISCAL YEAR 2013:** 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	5,694,785	2,231,825	2,232,079		1,230,881	
HEALTH BENEFITS	1,871,545	673,978	735,159		462,408	
RETIREMENTS	819,851	318,057	326,808		174,986	
OTHER FRINGE BENEFITS	108,256	45,723	40,197		22,336	
COMPUTER SERVICES	223,316	131,165	91,199		952	
CONTRACTUAL SERVICES	3,501,766	1,118,043	1,810,151		573,572	
RENTS	551,066	310,401	203,025		37,640	
COMMODITIES	229,954	106,203	108,812		14,939	
GRANTS, SUBSIDIES, PENSIONS	24,485,571	576,620	22,469,206		1,214,286	225,459
EQUIPMENT	29,301		9,301		20,000	
TRANSFER TO OTHER FUNDS	380,905	160,902	185,947		34,056	
<b>TOTAL EXPENDITURES</b>	<b>37,896,316</b>	<b>5,672,917</b>	<b>28,211,884</b>		<b>3,786,056</b>	<b>225,459</b>

## MAINE AGRICULTURAL BARGAINING BOARD

### DAVID R. LAVWAY, DIRECTOR

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

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2400

*Established* 1973 *Telephone* (207) 287-3419

*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.

#### **LICENSES:**

Certification of qualified associations.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



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

### **ELLIS ADDITON, DIRECTOR**

*Central Office* AMHI - DEERING BLDG, AUGUSTA, ME 04330

*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028      *FAX* (207) 287-7548  
*Established* 1980      *Telephone* (207) 287-7574

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

*Average Counts-All Positions* 14.238      *Legislative Count* 14.00

#### **PURPOSE:**

The goal of the Division of Animal Health and Industry is to prevent the introduction and spread of contagious diseases among poultry and livestock, promote public health and food safety as it relates to 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 Animal Welfare Program.

#### **ORGANIZATION:**

Professional staff is comprised of one State Veterinarian, one half-time Assistant State Veterinarian, one Livestock Specialist, one Poultry Health Technician, one Planning and Research Associate, one Animal Welfare Program Director, one Animal Welfare Program Veterinarian, and six District Humane Agents. Clerical/administrative support is comprised of two Office Associates and one Secretary Associate. The Division has oversight of the National Poultry Improvement Program Pullorum-Typhoid Testers and Salmonella enteritidis sample collectors who have been recruited, trained and certified by the Division to assist with programs and to promote animal husbandry programs.

The Division provides administrative oversight for the Animal Welfare Advisory Council.

Departmental restructuring in FY 2010 put the Dairy Inspection Program, Milk Quality Lab and the State/Federal Serology Lab under the oversight of the Division of Quality Assurance & Regulations. Operationally these units are now within that Division; however, financially the three units are seen within the Division of Animal Health and Industry through FY 2011. Department restructuring in FY 2010 also put the Nutrient Management Program and the Agricultural Compliance Program under the oversight of the Division of Market and Production Development. Operationally these units are now within that Division; however, financially the two units are seen within the Division of Animal Health and Industry.

#### **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 and works with farmers to resolve problems and to improve milk quality and production. The Division is responsible for the Animal Welfare Program; the oversight of livestock sold at auctions; the licensing of livestock dealers; the licensing of deer and elk farms and commercial large game shooting areas; the Salmonella enteritidis risk reduction program at commercial poultry farms in Maine; the regulation of livestock and poultry imported into the State; the accreditation of licensed veterinarians; the Maine cattle Health Assurance Program; the surveillance for avian influenza in Maine poultry; the prevention of introduction of foreign animal diseases into livestock and poultry in Maine; the response to and recovery from a foreign animal disease outbreak; the education of farmers, the public and Maine veterinarians on the risks associated with zoonotic diseases (those diseases transmissible from animals to humans); and, in cooperation with the Maine CDC and the Division of Quality Assurance and Regulation within the Department, the investigation of food-borne outbreaks of disease. The Animal Welfare Program ensures the humane and proper treatment of animals through communication, education, and enforcement. The training academy for Municipal Animal Control Officers and the online dog licensing are growing services to towns.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

The Division is responsible for planning, preparing and responding to all natural disasters and disease outbreaks of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to people either directly or indirectly.

### LICENSES:

- Large Game Shooting Areas
- Deer and Elk Farms
- Swine Garbage Feeders
- Livestock and Poultry Dealers
- Livestock Auctions
- Animal shelters
- Boarding kennels
- Breeding kennels
- Pet shops
- Research facilities
- Dogs

### PERMITS:

- Livestock and Poultry Importations
- Biologics
- Dairy Farms
- Livestock Operations Permits
- Pig Scrambles
- Calf Scrambles

**FINANCES, FISCAL YEAR 2013:** 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	579,731	182,607	367,312		29,812	
HEALTH BENEFITS	169,952	42,482	121,484		5,986	
RETIREMENTS	89,311	25,574	58,643		5,094	
OTHER FRINGE BENEFITS	12,828	4,909	7,397		522	
COMPUTER SERVICES	844				844	
CONTRACTUAL SERVICES	524,026	18,993	472,299		32,734	
RENTS	70,972	51,798	18,911		263	
COMMODITIES	24,850	4,590	16,488		3,772	
GRANTS, SUBSIDIES, PENSIONS	54,696				54,696	
TRANSFER TO OTHER FUNDS	52,100		48,492		3,608	
<b>TOTAL EXPENDITURES</b>	<b>1,579,310</b>	<b>330,953</b>	<b>1,111,026</b>		<b>137,331</b>	

## OFFICE OF THE COMMISSIONER

**WALTER E. WHITCOMB, COMMISSIONER**

**DAVID R. LAVWAY, DEPUTY COMMISSIONER**

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

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2400

*Established* 1919

*Telephone* (207) 287-3419

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

*Average Counts-All Positions* 5.000

*Legislative Count* 5.00

### PURPOSE:

The Office of the Commissioner provides oversight of management and planning efforts across all divisions within the Department. It coordinates department-wide technology, finance and human resources. Additionally, the Office prioritizes and reviews the legislative activity, contractual agreements and the regulatory agenda of all divisions.

The Office receives and directs inquiries for services from the general public and establishes relationships formal and informal with other agencies of State and Federal government.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

### ORGANIZATION:

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

### PROGRAM:

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

**FINANCES, FISCAL YEAR 2013:** 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	340,998	245,229	95,769			
HEALTH BENEFITS	61,215	36,218	24,997			
RETIREMENTS	53,592	36,850	16,742			
OTHER FRINGE BENEFITS	6,363	4,689	1,674			
COMPUTER SERVICES	220,810	129,611	91,199			
CONTRACTUAL SERVICES	1,045,257	715,317	329,940			
RENTS	9,824	1,583	8,241			
COMMODITIES	11,928	8,839	3,089			
GRANTS, SUBSIDIES, PENSIONS	112,725	18,600	94,125			
TRANSFER TO OTHER FUNDS	26,104		26,104			
<b>TOTAL EXPENDITURES</b>	<b>1,888,816</b>	<b>1,196,936</b>	<b>691,880</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 Counts-All Positions* 7.385 *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 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.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

### 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 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.

### 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 in 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.

### 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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL GENERAL FUNDS	FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	334,409		334,409			
HEALTH BENEFITS	97,847		97,847			
RETIREMENTS	48,851		48,851			
OTHER FRINGE BENEFITS	4,844		4,844			
CONTRACTUAL SERVICES	440,543		440,543			
RENTS	16,273		16,273			
COMMODITIES	23,303		23,303			
GRANTS, SUBSIDIES, PENSIONS	12,803,551		12,803,551			
TRANSFER TO OTHER FUNDS	17,089		17,089			
<b>TOTAL EXPENDITURES</b>	<b>13,786,710</b>		<b>13,786,710</b>			

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

**(OFFICE OF) STATE HORTICULTURIST**

**E. ANN GIBBS, STATE HORTICULTURIST**

*Central Office* AMHI DEERING BUILDING, AUGUSTA, ME 04330

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

*Established* 1910

*Telephone* (207) 287-3891

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 010 *Citation* T0007 *M.R.S.A., Sect.* 000002212

**PURPOSE:**

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

**ORGANIZATION:**

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the State Entomologist was reestablished independently in 1929). The 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.

**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).

Businesses selling rooted plant material are licensed and inspected and 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, rhododendrons for sudden oak death and tomato seedlings for late blight. It is extremely important to identify pest infested plants at the garden centers before they are sold to the public and distributed about the state.

This Office with help from the seed potato certification program, inspected and certified 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 licenses arborists to work on shade and ornamental trees in the state. Candidates must pass a written examination to be eligible for licensing.

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, plant commodity surveys and emergency pest surveys were conducted looking for exotic and regulatory-significant pests. Fortunately, none of these pests were found using the survey methodologies required by USDA.

Outreach information and assistance was provided on controlling the spread of invasive pests, particularly Asian longhorned beetle (ALB). The CAPS program coordinated the Forest Pest Outreach and Survey project, a multi-state effort designed to educate the public about two harmful, invasive tree pests, 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. The IPM program leads initiatives to develop and promote guidelines, resources

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and education to minimize reliance on pesticides and safeguard the health of Maine's people and our environment. The IPM entomologist coordinates activities of the Maine IPM Council, an eleven-member group established by the State Legislature to promote and support IPM. The IPM program provided technical guidance and outreach to schools, government agencies, institutions, businesses and citizens. The IPM program continues to provide expertise to the State of Maine's Property Management Division to implement new IPM requirements for state-managed office buildings. In addition, the IPM entomologist serves as the co-leader of a regional working group which has garnered grant funds to share IPM resources throughout schools in 12 northeastern states.

### LICENSES:

Arborist  
Nursery  
Ginseng

### Certificate:

Phytosanitary  
Maine Nursery Stock Certificate

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF AGRICULTURAL RESOURCES DEVELOPMENT CALDWELL JACKSON, 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 Counts-All Positions* 16.000

*Legislative Count* 16.00

### PURPOSE:

The Division of Agricultural Resource 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. Development of agricultural product sales, specialization, diversification and multiple marketing opportunities are various components of a vibrant sustainable Maine agricultural economy.

The Division helps to promote the sale of Maine products and to increase awareness of quality Maine products in the marketplace in many ways including the "Get Real Get Maine!" promotional program. The Division maintains data on producers, and using this information, publishes, promotes and distributes brochures, source lists, and directories.

The Division's technical services include planning assistance, farm situation assessment and supportive representation in such areas as financing, irrigation, labor and environmental regulations and land conservation. The Division is responsible for the Nutrient Management Program and the Agricultural Compliance Program.

The Division manages issues affecting agricultural production, marketing, and economic development and land conservation issues. The Division represents agricultural interests in interagency policy formulation. The Division provides information and technical support to farmland owners who want to protect their land from development, sponsors applications to the Land for Maine's Future Program and otherwise assists farmers in remaining viable.

The Division manages grant and loan programs including the USDA Specialty Crop Block Grant Program, Senior Farmshare Assistance Program, Agricultural Marketing

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Loan Fund, Potato Market Improvement Loan Fund, and oversees the Emergency Food Assistance Program (TEFAP).

### **ORGANIZATION:**

The Division of Market Development was established in 1980 as part of the Bureau of Agricultural Marketing, to expand and improve the domestic and foreign marketing of Maine agriculture and food products. The Division of Production Development was established in 1985, pursuant to C.501, as part of the reorganization of the Bureau of Agricultural Production. 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.

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. Professional staff includes a Director of Market Development, a Potato Storage Consultant, one Public Service Coordinator, Nutrient Management Coordinator, Planning and Research Assistant, Planning and Research Associate II, Public Service Coordinator, Agricultural Compliance Supervisor, TEFAP Director, and three other support staff.

Department restructuring in FY 2010 put the Nutrient Management Program and the Agricultural Compliance Program under the oversight of the Division Agricultural Resource Development. Operationally these units are now within that Division. Department restructuring in FY 2012 put the Agricultural Events Coordinator and the Agricultural Promotion Coordinator back under the Division of Agricultural Resource Development. Operationally these positions are now within that Division; through FY 2012 financially the two positions are seen within the Division of Agricultural Resource Development.

### **PROGRAM:**

Market Development and Promotion provides marketing support to Maine food and fiber producers, food processors, and agricultural associations and promotes Maine food and agricultural products to consumers worldwide plus wholesale and retail buyers.

Production Development develops and maintains programs that create and improve agricultural production by advising growers regarding new opportunities, management systems, and production facilities. Enhancing Maine's competitive position is critical to the 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 stays current with critical issues affecting industry development. Staff identifies new technology useful to Maine producers and may conduct 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 for federal funds developing opportunities to increase profitability. The Division has a supportive role in water use and land conservation issues. The Division provides staff support and technical assistance to agriculture and food marketing associations. The program also supports direct market farmers, farm to school coordination, and agriculture in the classroom coordination.

The compliance officers respond to nuisance and contamination complaints and develop agricultural best management practices. 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 utilizing composting as a waste management tool.

### **LICENSES:**

The Division is responsible for the "Get Real Get Maine!" trademark for the identification of Maine grown or processed food and farm products and the "Farm Fresh for ME" trademark for promotion of direct marketing and consumer food hub and buying club development.

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### PUBLICATIONS:

The Division produces the following directories and manages the  
 www.getrealmaine.com website:  
 -Wholesale Buyer's Guide  
 -Finding Maine Food and Farms  
 -Maine Maple Sunday  
 -Open Farm Day  
 -Finding funds for Farmers

The Division also produces the following reports and guides:  
 -Maine Specialty Crop Block Grant Program Annual and Final Reports  
 -Maine Senior Farmers Market Nutrition Program Annual Report  
 -Agricultural Water Management Program Biennial Report  
 -Agricultural Marketing Loan Fund Annual Report  
 -Potato Market Improvement Fund Annual Report  
 -Best Management Practices for Agricultural Producers  
 -Farmland Protection Series  
 -Agricultural Business Planning Templates  
 -Local Foods Buying Club Operations Manual template

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF AGRICULTURAL RESOURCES DEVELOPMENT	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	715,563	494,647	155,849		65,067	
HEALTH BENEFITS	204,608	136,273	43,731		24,604	
RETIREMENTS	106,681	75,957	21,630		9,094	
OTHER FRINGE BENEFITS	14,981	9,390	4,459		1,132	
COMPUTER SERVICES	1,554	1,554				
CONTRACTUAL SERVICES	659,527	133,392	169,275		356,860	
RENTS	75,809	61,220	14,589			
COMMODITIES	32,272	28,319	2,708		1,245	
GRANTS, SUBSIDIES, PENSIONS	1,914,207	556,726	134,250		997,772	225,459
EQUIPMENT	29,301		9,301		20,000	
TRANSFER TO OTHER FUNDS	39,734		18,822		20,912	
<b>TOTAL EXPENDITURES</b>	<b>3,794,237</b>	<b>1,497,478</b>	<b>574,614</b>		<b>1,496,686</b>	<b>225,459</b>

## 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 Counts-All Positions* 2.000 *Legislative Count* 2.00

### PURPOSE:

The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State, while taking into consideration the public health and welfare and ensuring an adequate supply of milk. It has the power to conduct hearings, subpoena and examine under oath dealers, along with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

### ORGANIZATION:

The Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed



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to the Maine Milk Commission.

Effective October 2, 1975, the law was amended requiring the Commission to be comprised of four consumer members and the Commissioner of Agriculture, ex officio. None of the four 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 two 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 it does set 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 Executive Director also administers the Maine Milk Pool, which balances prices paid to producers whether they ship milk to processors located outside the state or to processors located in Maine. The Director also administers the Maine Dairy Relief Program, which pays dairy farmers the difference between a legislatively derived "cost of production" and the actual price received when that price drops below the "cost of production."

### LICENSES:

Maine Milk Dealers and Subdealers

### PUBLICATIONS:

Laws relating to the Maine Milk Commission (free)  
Rules and Order to Effectuate Maine Milk Commission Law (free)  
Hearing Procedures for Maine Milk Commission (free)  
Rules governing operation and administrative costs of the Maine Milk Pool (free)  
Milk Processing and Distribution Costs: The Maine Model (Fee--available in Milk Commission Office)

**FINANCES, FISCAL YEAR 2013:** 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	101,989		101,989			
HEALTH BENEFITS	31,050		31,050			
RETIREMENTS	18,039		18,039			
OTHER FRINGE BENEFITS	1,694		1,694			
CONTRACTUAL SERVICES	118,197		118,197			
RENTS	2,787		2,787			
COMMODITIES	541		541			
GRANTS, SUBSIDIES, PENSIONS	9,433,779		9,433,779			
TRANSFER TO OTHER FUNDS	8,356		8,356			
<b>TOTAL EXPENDITURES</b>	<b>9,716,432</b>		<b>9,716,432</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 Counts-All Positions* 20.680      *Legislative Count* 16.00

#### PURPOSE:

The Board of Pesticides Control was established to ensure that the public has access to the benefits of pesticide use while protecting the public and environmental health. The primary responsibilities of the Board are to: (a) register and evaluate all pesticide products to be sold and used in Maine, (b) examine and license all persons involved in the commercial application of pesticides, and certain pesticide distributors and agricultural producers who use pesticides, (c) promulgate appropriate regulations regarding pesticide distribution and use, (d) investigate complaints arising from the use of pest-control chemicals, (e) ensure compliance with state and federal pesticide laws, (f) cooperate with other agencies in environmental monitoring and protection, and (g) 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 four-year terms.

Qualifications for Board members, as prescribed by statute, are: three persons must be knowledgeable about pesticide use in agriculture, forestry and commercial application; one person must have a medical background; one person must be a University of Maine scientist with expertise in pest management; and the remaining two members must represent the public and come from 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 Education Specialist, Pesticide Safety Educator and one year-round and four seasonal Pesticide Inspectors. Overall, the Director provides supervision of the staff.

#### PROGRAM:

**Product Registration:** All pesticides distributed in the state must be registered with the Board. A label and material safety data sheet are maintained for each product, and health and environmental study data is reviewed as needed. Registration fees fund normal Board operating costs, as well as the State Horticulture Program, the department's Integrated Pest Management (IPM) Program, the State Apiarist, an annual collection of obsolete pesticides, and a grant to the University of Maine Cooperative Extension for development of pesticide applicator training manuals.

**Certification and Licensing:** The Board administers a certification and licensing program to ensure that those using or distributing pesticides are competent and properly trained. The program, supported by federal grants, pesticide registration revenue, and licensing fees, includes providing training materials and information, administering exams, and working closely with Cooperative Extension to provide continuing education options.

**Compliance:** The Board, through its inspectors, monitors the sale and application of pesticides, investigates complaints of misuse, and enforces applicable laws as appropriate.

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**Public and Environmental Health:** These programs are designed to protect citizens' health and safety, in addition to the state's natural and agricultural resources, by ensuring that pesticides are properly used. Programs include administration of the federal Workers Protection Standard, where the Board provides training to agricultural workers and pesticide handlers, and the Obsolete Pesticide Program, where the Board works with the Department of Environmental Protection (DEP) to collect unusable pesticides from farmers and homeowners. The Board also monitors ground and surface water, to provide data about pesticide impacts on the state's water resources. The Board's toxicologist reviews pesticides that pose special concerns in Maine. The Pesticide Container Recycling Program helps to ensure that pesticide containers are recycled or disposed of properly.

**Outreach and Education:** The Board is committed to educating the general public on the risks of pesticide use, as well as reasons why pesticides are used in various industries, including agriculture and forestry. Central to the Board's outreach is promotion of the state policy to minimize reliance on pesticides. Information is distributed via the Board's extensive websites at [www.thinkfirstspraylast.org](http://www.thinkfirstspraylast.org), plus newsletters, press releases and occasional newspaper ads. The staff also makes presentations at public meetings and trade shows and conducts collaborative outreach programs with other state agencies and non-profit organizations.

### LICENSES:

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

### CERTIFICATES:

- Certification to Purchase Bt Corn
- Pesticide Handler
- Agricultural Worker

### PERMITS:

- Limited Use Pesticide
- Variance from Drift Standards
- Variance from Surface Water Setback

### PUBLICATIONS:

Numerous publications, on all matters relating to pesticides, can be found on the Board's website at [www.thinkfirstspraylast.org](http://www.thinkfirstspraylast.org).

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	849,474		742,082		107,392	
HEALTH BENEFITS	283,090		247,834		35,256	
RETIREMENTS	118,966		103,882		15,084	
OTHER FRINGE BENEFITS	15,371		12,921		2,450	
CONTRACTUAL SERVICES	77,253		62,140		15,113	
RENTS	30,335		15,306		15,029	
COMMODITIES	6,624		6,597		27	
GRANTS, SUBSIDIES, PENSIONS	3,500		3,500			
TRANSFER TO OTHER FUNDS	21,152		18,237		2,915	
<b>TOTAL EXPENDITURES</b>	<b>1,405,765</b>		<b>1,212,499</b>		<b>193,266</b>	

## **DIVISION OF PLANT INDUSTRY**

### **ELLIS ADDITON, DIRECTOR**

*Central Office* AMHI - DEERING BLDG, AUGUSTA, ME 04330

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

*Established* 1980

*Telephone* (207) 287-7574

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

*Average Counts-All Positions* 12.390

*Legislative Count* 10.00

#### **PURPOSE:**

The Division of Plant Industry was established to prevent the introduction and spread of plant pests into Maine crops. It is responsible for protecting the public from the sale of weak, diseased or insect infested plants; ensuring honeybees are free from pests, and testing and certifying seed potatoes and other crops that meet pest tolerances. This is accomplished by enforcing statutes related to the certification of seed potatoes; and licensing and inspecting greenhouses, nurseries, beekeepers and 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 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 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 and a state survey coordinator. Funding for this latter position is provided through a cooperative agreement with USDA to survey for exotic 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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

primarily funded through fees charged to seed potato producers.

Another major activity of the Division is the Apiary Program: The State Apiarist licensed 861 Maine beekeepers that registered 10,180 honey bee colonies in 2012. During the spring, 69,428 hives managed by 32 migratory commercial beekeepers entered Maine for blueberry, apple and cranberry pollination. Blueberry growers rented 5,200 more colonies in 2012 compared with 2011 and the number of hives used for pollination purposes set a new record for Maine. In 2012, 10,878 hives were issued health certificates for movement from Maine and 5,179 hives were surveyed at random with 2,668 opened, inspected and sampled for diseases and parasites. During 2012, the State Apiarist gave 33 presentations (lectures, workshops, field sessions and displays) to beekeepers, farmers, educators, students and civic groups.

Division staff also continue to distribute federal cost share reimbursement funds to organic producers and processors who meet the standards of USDA's National Organic Program. The Division is now able to reimburse up to 75% of an operator's organic certification costs up to a maximum of \$750.

The Division continues to update its website at <http://www.maine.gov/agriculture/pi/> to better serve the public.

### 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)

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PLANT INDUSTRY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	418,314	59,643	302,813		55,858	
HEALTH BENEFITS	135,118	10,024	103,775		21,319	
RETIREMENTS	50,571	2,252	40,470		7,849	
OTHER FRINGE BENEFITS	8,916	3,527	4,385		1,004	
COMPUTER SERVICES	108				108	
CONTRACTUAL SERVICES	211,430	12,676	150,860		47,894	
RENTS	124,304	23,669	97,651		2,984	
COMMODITIES	64,121	2,575	53,538		8,008	
GRANTS, SUBSIDIES, PENSIONS	163,112	1,294			161,818	
TRANSFER TO OTHER FUNDS	41,023		34,402		6,621	
TOTAL EXPENDITURES	1,217,017	115,660	787,894		313,463	

## SEED POTATO BOARD

### DONALD FLANNERY, EXECUTIVE DIRECTOR

Central Office 744 MAIN STREET, SUITE 1, PRESQUE ISLE, ME 04769

Mail Address , ,

Established 1945

Reference Policy Area 04 Umbrella 01 Unit 014 Citation T0007

FAX (207) 764-4148

Telephone (207) 769-5061

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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

### 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, and the last one occurred in 2009 when the Legislature voted to transfer oversight of the Board from the Department to the Maine Potato Board. The Commissioner now serves as a member and appoints two members to include a representative of the potato industry in a county other than Aroostook County and a person producing potatoes in Aroostook County primarily for processing. The Maine Potato Board appoints six members representing the potato industry in Aroostook County and to include one grower producing primarily tablestock potatoes and another grower producing potatoes primarily for processing. The Board is authorized to elect a secretary, who need not be a member of the Board.

### PROGRAM:

The Board carries out its mission through the operation of a foundation seed potato production facility known as 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 facility is equipped with tissue culture production, disease testing laboratories, seed storages with climate control systems, greenhouses and an irrigation system to support the production of nuclear and foundation seed. In 2009, the Board began producing minitubers in a state of the art greenhouse using hydroponics that allowed them to produce high quality minitubers at very competitive prices. It also enabled them to increase the volume of seed at a much faster rate to meet growing demands for new varieties.

The department transferred the assets and its oversight of the Seed Potato Board to the Maine Potato Board effective January 1, 2010 pursuant to Public Law 2009, chapter 379. Since then, the department has not had any involvement in the operation of the Board other than for the Commissioner serving on the Board and participating in its meetings.

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
TRANSFER TO OTHER FUNDS	160,902	160,902				
TOTAL EXPENDITURES	160,902	160,902				

## PULL EVENTS COMMISSION

### HENRY JACKSON,

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) 287-7634  
Reference Policy Area 04 Umbrella 01 Unit 303 Citation T0007 M.R.S.A., Sect. 000000098

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

### **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 nine member Pull Events Commission is composed of two representatives from a statewide association representing owners of draft horses and oxen; one member representing an association of owners of oxen; one member representing owners of ponies; one member representing the Maine Association of Agricultural Fairs; one member representing the state humane organizations; one member representing the general public; one member representing the animal pulling industry; and, one member representing the Animal Welfare Advisory Council.

### **PROGRAM:**

The Commission determines the qualifications for certification of pull superintendents, conducts superintendent training seminars, and conducts hearings for violations of the Commission's rules or state statutes.

### **LICENSES:**

Pull Superintendent License  
Pull Event License

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF QUALITY ASSURANCE AND REGULATION** **RON DYER, 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* 001MC*Citation* T0007 *M.R.S.A., Sect.* 000000003  
*Average Counts-All Positions* 65.935 *Legislative Count* 53.50

### **PURPOSE:**

The Division of Quality Assurance and Regulation 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. Additionally, the division maintains the State/Federal Serology Laboratory. 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, 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 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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

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, a Chemist II, a full time Lab Technician III, a part time Lab Technician III and full-time and seasonal staff consisting of Consumer Protection Inspectors, Produce 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, meat and poultry slaughtering facilities and dairy producers and processors. 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, stored and sold in sanitary and safe environments in cooperation with the Department of Health & Human Services. 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, the United States Department of Agriculture, and the Maine Centers for Disease Control 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 standards, where weighing and measuring forms the basis for payment in commercial transactions within the State of Maine, program staff test and evaluate weighing and measuring devices. The program staff 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 (Good Agricultural Practices)/GHP (Good Handling Practices) 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 centers; feed, seed, fertilizer products, including lime products and plant and soil amendment products; blueberry processors; meat and poultry processors and milk and milk derived product producers and 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



## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

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 and rules governing Maine milk and milk products.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF QUALITY ASSURANCE AND REGULATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,354,308	1,249,699	131,856		972,753	
HEALTH BENEFITS	888,664	448,981	64,440		375,243	
RETIREMENTS	333,838	177,423	18,551		137,864	
OTHER FRINGE BENEFITS	43,259	23,208	2,822		17,229	
CONTRACTUAL SERVICES	425,532	237,665	66,896		120,971	
RENTS	220,762	172,132	29,267		19,363	
COMMODITIES	66,318	61,881	2,549		1,888	
TRANSFER TO OTHER FUNDS	14,445		14,445			
<b>TOTAL EXPENDITURES</b>	<b>4,347,126</b>	<b>2,370,989</b>	<b>330,826</b>		<b>1,645,311</b>	

## (OFFICE OF) SEALER OF WEIGHTS AND MEASURES RON DYER, DIRECTOR

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

*Mail Address* 28 STATE HOUSE 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 standards where weighing and measuring forms the basis for payment in commercial transactions within the State of Maine. Program staff test and evaluate weighing and measuring devices, investigate cases of fraud, and provide training, supervision, and calibration services to municipalities which have local Weights and Measures Sealers. The Program staff 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, Conservation and Forestry 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 Regulation. This section's professional staff consists of one Metrologist, an Assistant Metrologist, and Consumer Protection Inspectors. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Quality Assurance and Regulations.

### PROGRAM:

The Division's Weights and Measures Program is responsible for all standards of weights and measures with continual certification by the National Institute of Standards and Technology. This involves inspection and calibration of all commercial large-capacity scales, liquid flow meters, LP gas meters, and small capacity scales, gas pump meters, linear measuring devices, and spot check of packages 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. 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.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR AGR)

**LICENSES:**

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

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2013:** 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**

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

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

*Established* 1820

*FAX* (207) 287-3145

*Telephone* (207) 626-8800

*Reference Policy Area* 06 *Umbrella* 26 *Unit* 239 *Citation* T0005 *M.R.S.A., Sect.* 000000191

*Average Counts-All Positions* 275.500

*Legislative Count* 275.50

**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 ten operating divisions which carry out various criminal, civil and investigative responsibilities and the Office of the Chief Medical Examiner, which is reported separately in this publication. The operating divisions are: Natural Resources, Health and Human Services, Child Support, Child Protection, Professional and Financial Regulation, Investigations, Litigation, Consumer Protection, Criminal and Administrative Services.

**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, advises the District Attorneys and represents the Department of Corrections. The Criminal Division also works with the Maine Drug Enforcement Agency (MDEA) in prosecuting drug cases across the state; oversees the prosecution of white collar and financial crimes, welfare fraud, Medicaid fraud, computer crimes, tax crimes and securities violations; and, directs enforcement actions under the Maine Civil Rights Act.

The Professional and Financial Regulation Division represents the Department of Professional & Financial Regulation, numerous professional and occupational licensing boards, and liquor and lottery regulation. 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 the use of deadly force by police officers 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 courts. This Division also represents the Departments of Labor, 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. The Consumer Protection Division handles enforcement actions in consumer fraud and antitrust matters and operates the Consumer Complaint Mediation Program.

## DEPARTMENT OF THE ATTORNEY GENERAL

The Administrative Services Division provides staff support in the areas of human resources, budget, financial management and information technology and supervises the Civil Rights program, the Sexual Assault Forensic Examiner program and the Victims Compensation program.

**FINANCES, FISCAL YEAR 2013:** 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	16,112,265	8,614,294	6,601,881		896,090	
HEALTH BENEFITS	4,230,690	2,268,362	1,740,396		221,932	
RETIREMENTS	2,552,182	1,386,885	1,022,942		142,355	
OTHER FRINGE BENEFITS	317,726	159,344	137,908		20,474	
COMPUTER SERVICES	165,287	95,599	62,291		7,397	
CONTRACTUAL SERVICES	2,014,958	766,531	862,273		386,154	
RENTS	242,828	60,966	160,230		21,632	
COMMODITIES	171,331	123,597	42,105		5,629	
GRANTS, SUBSIDIES, PENSIONS			155,910		-155,910	
TRANSFER TO OTHER FUNDS	361,914		324,494		37,420	
<b>TOTAL EXPENDITURES</b>	<b>26,169,181</b>	<b>13,475,578</b>	<b>11,110,430</b>		<b>1,583,173</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	15,344,241	8,012,036	6,436,115		896,090	
HEALTH BENEFITS	4,033,156	2,116,509	1,694,715		221,932	
RETIREMENTS	2,438,074	1,296,058	999,661		142,355	
OTHER FRINGE BENEFITS	301,831	146,854	134,503		20,474	
COMPUTER SERVICES	153,323	85,449	60,477		7,397	
CONTRACTUAL SERVICES	782,755	343,292	333,161		106,302	
RENTS	240,303	58,961	159,710		21,632	
COMMODITIES	143,187	98,498	39,060		5,629	
GRANTS, SUBSIDIES, PENSIONS			155,910		-155,910	
TRANSFER TO OTHER FUNDS	341,916		309,014		32,902	
<b>TOTAL EXPENDITURES</b>	<b>23,778,786</b>	<b>12,157,657</b>	<b>10,322,326</b>		<b>1,298,803</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 *FAX Telephone* 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 - Kathryn Slattery, District Attorney;
- Dist.2 Cumberland - Stephanie Anderson, District Attorney;
- Dist.3 Oxford, Franklin, Androscoggin - Norman Croteau, District Attorney;
- Dist.4 Kennebec, Somerset - Maeghan Maloney, District Attorney;
- Dist.5 Penobscot, Piscataquis-R. Christopher Almy, District Attorney;
- Dist.6 Sagadahoc, Knox, Lincoln, Waldo - Geoffrey Rushlau, District Attorney;
- Dist.7 Hancock, Washington - Carletta Bassano, District Attorney;
- Dist.8 Aroostook - Todd Collins, District Attorney.

## DEPARTMENT OF THE ATTORNEY GENERAL

### **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 2013:** 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 *FAX*

*Established* 1967

*Telephone* (207) 624-7180

*Reference Policy Area* 06 *Umbrella* 26 *Unit* 242 *Citation* T0022 *M.R.S.A., Sect.* 000003022

*Average Counts-All Positions* 10,000

*Legislative Count* 10.00

### **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 or hospital physicians. Medical examiner cases include deaths due to trauma or poisoning, unexplained deaths of children and deaths occurring under unusual or 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.

### **ORGANIZATION:**

The Office operates with a total full time staff of 11 employees, consisting of 1 Chief Medical Examiner, 1 Deputy Chief Medical Examiner, 2 Medical Examiner Assistants, 1 Senior Forensic Medical Technician, 1 Office Administrator, 2 Medicolegal Death Investigators and 3 administrative support staff.

### **PROGRAM:**

**CASES INVESTIGATED:** The total number of deaths investigated continues to gradually increase. In order to stay within the budget, a number of changes have been made to the statutory duties of the OCME. See Chart 1.

Investigations include extensive interactions with law enforcement officers, scene visits, review of medical records and telephone interviews with family and physicians, as well as the expected external examination, autopsy, toxicology and other laboratory tests. Unfortunately, scene visits are difficult to arrange in non-suspicious deaths. However, in any suspicious death or homicide, someone from this Office or under contract with this Office attends the scene to assist in the initial investigation. The osteoporotic fracture related deaths in older individuals and those deaths certified without views are cases that would have previously required a Medical Examiner to certify but are now investigated solely by office staff.

In 2013, the Maine State Legislature approved the addition of two additional positions at the OCME. The additional Medical Examiner Assistant position will allow us to improve the initial organization of autopsy examinations as well as specimen storage and retrieval, adding process efficiencies. The additional Medicolegal Death Investigator position will improve turnaround times on External Examination reports.

The OCME has developed uniform statewide protocols for death investigations that meet national standards and trains medical examiners and other death investigators to use the protocols consistently. The purpose of these efforts is

# DEPARTMENT OF THE ATTORNEY GENERAL

to improve the quality of the statewide medical examiner system to meet national standards. Chart 2 shows some overall numbers and compares them to the national averages.

**FINANCES, FISCAL YEAR 2013:** 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	602,258	602,258				
HEALTH BENEFITS	151,853	151,853				
RETIREMENTS	90,827	90,827				
OTHER FRINGE BENEFITS	12,490	12,490				
COMPUTER SERVICES	10,149	10,149				
CONTRACTUAL SERVICES	482,180	423,239	13,940		45,001	
RENTS	2,005	2,005				
COMMODITIES	25,099	25,099				
TRANSFER TO OTHER FUNDS	883		883			
<b>TOTAL EXPENDITURES</b>	1,377,744	1,317,920	14,823		45,001	

**CHART 1 - DEATH INVESTIGATIONS BY YEAR**

YEAR	2009	2010	2011	2012	2013 (Jan-Jun)
TOTAL CASES INVESTIGATED	2,285	2,400	2,571	2,650	1,368
AUTOPSIES	315	315	317	317	164
EXAMS ONLY	753	708	795	769	423
FRACTURE RELATED DEATHS	125	133	128	93	52
CERTIFY WITHOUT VIEWS			13	71	14

**CHART 2 - COMPARISONS TO NATIONAL STANDARDS**

	2010	2011	2012
Number of Reported Deaths	2,400	2,571	2,650
Number of OCME Autopsies	315	317	317
Ave. Number of Months to Finish Autopsies	3.0	5.0	5.0-6.0
% Deaths That Become OCME Cases (compared to Nat'l Standard of 20%)	8.50%	9.30%	10.10%
% Medical Examiner Cases Autopsied (compared to Nat'l Standard of 40%)	30.80%	28.20%	27.40%

DEPARTMENT OF THE ATTORNEY GENERAL

**SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD**  
**LARA NOMANI, CHAIR**

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

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

*Established* 2001

*Reference Policy Area* 06 *Umbrella* 26 *Unit* 616 *Citation* T0005

*FAX* (207) 626-3120

*Telephone* (207) 626-8800

*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 2013:** 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

*FAX*

*Telephone*

*M.R.S.A., Sect.* 000003360A

*Average Counts-All Positions* 3.000

*Legislative Count* 3.00

**PURPOSE:**

To assist victims of violent 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 2013, the Board received 215 new compensation cases. Additionally, Maine hospitals filed 270 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations totaled \$199,138.22. Payments on direct victim-related claims totaled \$519,057.48. Total payments were \$718,195.70.

**PUBLICATIONS:**

An informational pamphlet - free



# DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## VICTIMS' COMPENSATION BOARD

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	165,767		165,767			
HEALTH BENEFITS	45,681		45,681			
RETIREMENTS	23,282		23,282			
OTHER FRINGE BENEFITS	3,405		3,405			
COMPUTER SERVICES	1,815		1,815			
CONTRACTUAL SERVICES	750,023		515,172		234,851	
RENTS	520		520			
COMMODITIES	3,045		3,045			
TRANSFER TO OTHER FUNDS	19,114		14,596		4,518	
<b>TOTAL EXPENDITURES</b>	1,012,652		773,283		239,369	

DEPARTMENT OF AUDIT

**DEPARTMENT OF AUDIT**

**POLA BUCKLEY, CPA, STATE AUDITOR**

**MARY GINGROW-SHAW, CPA, DEPUTY STATE AUDITOR**

*Central Office* 187-189 STATE STREET, AUGUSTA, ME 04333-0066

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

*Established* 1883 *Telephone* (207) 624-6250

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

*Average Counts-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, 31 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.

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 M.R.S.A. Sec.241.

## DEPARTMENT OF AUDIT

### PROGRAM:

The programs of the Department are implemented through its Bureaus.

### PUBLICATIONS:

The following Reports can be found at [www.maine.gov/audit](http://www.maine.gov/audit)  
OMB Circular A-133 Single Audit Report  
Unorganized Territory Annual Report  
Unorganized Territory Municipal Costs Component Report  
Semi-Annual Fraud Report  
Other Reports

**FINANCES, FISCAL YEAR 2013:** 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	1,733,134	764,069	969,065			
HEALTH BENEFITS	468,326	183,667	284,659			
RETIREMENTS	280,467	126,675	153,792			
OTHER FRINGE BENEFITS	31,276	13,194	18,082			
COMPUTER SERVICES	23,215	226	22,989			
CONTRACTUAL SERVICES	115,156	5,289	109,867			
RENTS	1,672		1,672			
COMMODITIES	25,540	1,844	23,696			
GRANTS, SUBSIDIES, PENSIONS	9,966		9,966			
TRANSFER TO OTHER FUNDS	88,222		88,222			
<b>TOTAL EXPENDITURES</b>	<b>2,776,974</b>	<b>1,094,964</b>	<b>1,682,010</b>			

## DEPARTMENTAL BUREAU (AUDIT)

**MARY GINGROW-SHAW, CPA, DEPUTY STATE AUDITOR**  
**MICHAEL J. POULIN, CIA, DIRECTOR OF AUDIT & ADMIN**

*Central Office* 187-189 STATE STREET, AUGUSTA, 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 Counts-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). 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 Deputy State Auditor and the Director of Audits and Administration. The Department's auditors have in-depth knowledge of state governmental operations and many hold professional certifications including; Certified Public Accountants; Certified Information System Auditors; Certified Internal Auditors; and Certified Fraud Examiner. Several members of our staff hold dual degrees in addition to their professional certifications.

## DEPARTMENT OF AUDIT

### 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 91 percent of the \$3.3 billion received in federal financial assistance, during fiscal year 2013. 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 2013:** 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	1,640,866	764,069	876,797			
HEALTH BENEFITS	437,588	183,667	253,921			
RETIREMENTS	267,356	126,675	140,681			
OTHER FRINGE BENEFITS	29,466	13,194	16,272			
COMPUTER SERVICES	19,763	226	19,537			
CONTRACTUAL SERVICES	76,372	5,289	71,083			
RENTS	1,672		1,672			
COMMODITIES	23,018	1,844	21,174			
TRANSFER TO OTHER FUNDS	78,046		78,046			
<b>TOTAL EXPENDITURES</b>	<b>2,574,147</b>	<b>1,094,964</b>	<b>1,479,183</b>			

## UNORGANIZED TERRITORY (AUDIT)

### MARCIA MCINNIS, FISCAL ADMINISTRATOR

*Central Office* 187-189 STATE STREET, AUGUSTA, 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 Counts-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. These activities support the completeness and accuracy of the analysis submitted annually to the Legislature. In addition, the Fiscal Administrator prepares and submits the Municipal Cost Components legislation for the UT tax levy for each legislative session; attends and participates in public hearings; and, publishes and distributes the annual financial report. The Fiscal Administrator also serves as the Chair of the State Commission on Municipal Deorganization.

# DEPARTMENT OF AUDIT

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

UNORGANIZED TERRITORY (AUDIT)	<b>TOTAL</b>					
	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	92,269		92,269			
HEALTH BENEFITS	30,738		30,738			
RETIREMENTS	13,111		13,111			
OTHER FRINGE BENEFITS	1,811		1,811			
COMPUTER SERVICES	3,451		3,451			
CONTRACTUAL SERVICES	38,784		38,784			
COMMODITIES	2,522		2,522			
GRANTS, SUBSIDIES, PENSIONS	9,966		9,966			
TRANSFER TO OTHER FUNDS	10,176		10,176			
<b>TOTAL EXPENDITURES</b>	<b>202,828</b>		<b>202,828</b>			

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**DEPARTMENT OF HEALTH AND HUMAN SERVICES -  
FORMERLY BDS**

**MARY C MAYHEW, COMMISSIONER**

**WILLIAM W. BOESCHENSTEIN, JR., CHIEF OPERATING OFFICER**

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

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

*FAX* (207) 287-3005

*Established* 1939

*Telephone* (207) 287-4223

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

*Average Counts-All Positions* 891.860

*Legislative Count* 891.50

**Units:**

*CHILDREN WITH SPECIAL HEALTH NEEDS*

*OFFICE OF AGING AND DISABILITY SERVICES*

*DOROTHEA DIX PSYCHIATRIC CENTER*

*OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH  
SERVICES*

*RIVERVIEW PSYCHIATRIC CENTER*

**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 the 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.

**PROGRAM:**

The department's statutory mandate requires it to provide the following programs and services to adults, children and families: Economic assistance and employment support services; behavioral health services, including mental health and substance abuse prevention and treatment services; developmental disability and brain injury services; physical health services; and public health services.

Services targeted specifically for children, families, and adults include: Child welfare services; early childhood services, including Head Start and child care services; maternal and child health services, including home-visiting programs; paternity establishment and child support enforcement services; residential and community support services for children and adults with disabilities; adult protective services; and 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 Medicaid program funded jointly by the federal government's Centers for Medicare and Medicaid Services (CMS) and the State. MaineCare provides health care services 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>.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**FINANCES, FISCAL YEAR 2013:** 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	37,585,563	26,304,734	10,949,283		331,546	
HEALTH BENEFITS	12,011,039	4,553,772	7,357,935		99,332	
RETIREMENTS	5,823,990	2,063,527	3,712,369		48,094	
OTHER FRINGE BENEFITS	787,833	260,380	521,124		6,329	
COMPUTER SERVICES	2,046,738	1,665,234	108,819		272,685	
CONTRACTUAL SERVICES	15,347,891	10,184,469	3,909,824		1,253,598	
RENTS	1,288,905	1,080,720	137,658		70,527	
COMMODITIES	2,854,825	2,373,429	476,965		4,431	
GRANTS, SUBSIDIES, PENSIONS	273,982,218	232,474,241	27,451,289		14,056,688	
EQUIPMENT	64,007		64,007			
TRANSFER TO OTHER FUNDS	259,587		247,891		11,696	
<b>TOTAL EXPENDITURES</b>	<b>352,052,596</b>	<b>280,960,506</b>	<b>54,937,164</b>		<b>16,154,926</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	1,784,346		1,784,346			
<b>TOTAL EXPENDITURES</b>	<b>1,784,346</b>		<b>1,784,346</b>			

## CHILDREN WITH SPECIAL HEALTH NEEDS LINDSEY TWEED, MEDICAL DIRECTOR

*Central Office* 2 ANTHONY AVENUE, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX*  
*Established* 2012 *Telephone* (207) 624-7905  
*Reference Policy Area* 05 *Umbrella* 14 *Unit* 191C *Citation* *M.R.S.A., Sect.*  
*Average Counts-All Positions* 50.000 *Legislative Count* 50.00

### PURPOSE:

The Division of Children's Behavioral Health Services (CBHS) was dissolved in September 2012. The functions of the prior CBHS have been distributed among the five units of the Office of Child and Family Services. Those functions include oversight of children's services provided under MaineCare Sections 13, 28, 65, and 97, with the purpose of delivering the highest quality behavioral health services at the most affordable cost to MaineCare members age 0-21.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CHILDREN WITH SPECIAL HEALTH NEEDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,135,647	2,115,113			20,534	
HEALTH BENEFITS	686,289	683,826			2,463	
RETIREMENTS	305,463	301,563			3,900	
OTHER FRINGE BENEFITS	38,880	38,481			399	
COMPUTER SERVICES	184,723	132,399			52,324	
CONTRACTUAL SERVICES	455,351	161,885			293,466	
RENTS	54,970	54,970				
COMMODITIES	8,248	3,135			5,113	
GRANTS, SUBSIDIES, PENSIONS	50,403,192	49,457,238			945,954	
TRANSFER TO OTHER FUNDS	7,354				7,354	
<b>TOTAL EXPENDITURES</b>	<b>54,280,117</b>	<b>52,948,610</b>			<b>1,331,507</b>	

DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

**OFFICE OF AGING AND DISABILITY SERVICES**

**JAMES MARTIN, DIRECTOR**

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9230

*Established* 1971

*Telephone* (207) 287-6642

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

*Average Counts-All Positions* 230.500

*Legislative Count* 230.50

**PURPOSE:**

The mission of the Office of Aging and Disability Services is to promote the highest level of independence for older adults and adults with disabilities. The priority is to assure the safety and well-being of all adults.

**ORGANIZATION:**

The Office of Aging and Disability Services (OADS) was created by the Legislature on August 30, 2012 when it merged the former Offices of Elder Services and Adults with the Office of Cognitive and Physical Disability Services. The merger integrated the operations, programs and services of the two offices and combined district operations under one organizational structure.

**PROGRAM:**

The OADS is designated as Maine's State Unit on Aging, acts under federal requirements as the authority for intellectual disabilities, autism and other related conditions and serves as the State Office for brain injury services.

The office, subject to the direction of the Commissioner establishes the overall policy objectives for functions and activities relating to Maine's older population and to adults with disabilities. Pursuant to federal and state laws, it prepares and administers a comprehensive State Plan for older persons. It promotes independence for elders and adults with disabilities through services, including evidence-based prevention programs and comprehensive home and community based services.

The OADS also provides Adult Protective Services, including public guardianship and/or conservatorship for incapacitated adults who have no family member or other private individual able or suitable to serve in those capacities.

Programs fall within the following major categories:

Brain Injury/Other Related Conditions, including the management of two federal waivers and the development and oversight of the State Plan;

Quality Assurance and Quality Improvement which is responsible for meeting quality assurance requirements defined in the federal waiver programs;

Adult Protective Services, which is responsible for receiving and investigating reports for abuse, neglect and exploitation of incapacitated and dependent adults. It also provides public guardianship and conservatorship services.

Developmental Services, which includes community and State case management services; management of federal home and community based waiver programs; and Statewide crisis response;

Long Term Care, which includes the management of State and federal long term care programs serving elders and adults with disabilities; oversight of the medical eligibility process for long term care; policy oversight of nursing facilities and community residential settings; and the management of the Money Follows the Person program;.

Aging Services, which includes serving as the State Unit on Aging; management of social services and nutrition programs, funded by the Older American's Act; management of the State Health Insurance Program; oversight and development of the Aging and Disability Resource Centers'

Resource Development, which includes oversight of contracts, grants and federal waiver expenditures; and provision of prior authorization and utilization of



## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

intellectual and developmental disabilities services;

Information Services, which includes the management, oversight and development of multiple information technology systems across the OADS.

### PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF AGING AND DISABILITY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,674,045	7,631,196	1,042,849			
HEALTH BENEFITS	2,827,559	2,501,566	325,993			
RETIREMENTS	1,321,498	1,139,459	182,039			
OTHER FRINGE BENEFITS	149,233	131,061	18,172			
COMPUTER SERVICES	558,733	525,016	33,717			
CONTRACTUAL SERVICES	1,595,569	1,558,494	37,075			
RENTS	457,894	445,425	12,469			
COMMODITIES	46,845	45,492	1,353			
GRANTS, SUBSIDIES, PENSIONS	137,055,866	120,644,931	16,410,935			
TRANSFER TO OTHER FUNDS	14,632		14,632			
<b>TOTAL EXPENDITURES</b>	<b>152,701,874</b>	<b>134,622,640</b>	<b>18,079,234</b>			

## DOROTHEA DIX PSYCHIATRIC CENTER SHARON SPRAGUE, SUPERINTENDENT

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

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

*Established* 1985

*Reference Policy Area* 05 *Umbrella* 14 *Unit* 195

*Average Counts-All Positions* 192.500

*FAX*

*Telephone* (207) 941-4037

*M.R.S.A., Sect.* 000003201

*Legislative Count* 192.50

### PURPOSE:

The 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. 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 the State, which includes community mental health centers with multiple branch offices, private psychiatric and community hospitals and private providers.

### ORGANIZATION:

The Dorothea Dix Psychiatric Center was established by the Legislature in 2005, renaming the former Bangor Mental Health Institute. The hospital's roots in the community date back to 1901, when it was known as the Eastern Maine Insane Hospital.

### PROGRAM:

DDPC operates 54 beds, of which three beds are for patients ordered by the court to return to a treatment setting or patients in crisis needing urgent psychiatric hospital care. The hospital is organized into major clinical, administrative and support service departments. DDPC has three inpatient treatment units, admitting approximately 235 people per year. All three co-ed units provide an acute level of care.

For the past three years, the two state psychiatric hospitals have been working to create efficiencies by sharing and integrating administrative functions where feasible. Evaluating processes in all aspects of hospital functions is ongoing to maximize efficiency and offer patients treatment that is evidenced-based and focused on personal recovery.

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

### LICENSES:

DHHS  
Joint Commission  
Medicare/Medicaid

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOROTHEA DIX PSYCHIATRIC CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,031,578	4,943,873	4,087,705			
HEALTH BENEFITS	2,761,723	6,423	2,755,300			
RETIREMENTS	1,386,437		1,386,437			
OTHER FRINGE BENEFITS	206,531		206,531			
COMPUTER SERVICES	318,916	311,233	7,683			
CONTRACTUAL SERVICES	2,477,215	996,270	1,480,945			
RENTS	116,685	49,074	67,611			
COMMODITIES	845,346	843,596	1,750			
EQUIPMENT	64,007		64,007			
TRANSFER TO OTHER FUNDS	77,532		77,532			
<b>TOTAL EXPENDITURES</b>	<b>17,285,970</b>	<b>7,150,469</b>	<b>10,135,501</b>			

## OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES

### GUY COUSINS, DIRECTOR

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-4334

*Established* 2012

*Telephone* (207) 287-6484

*Reference Policy Area* 05 *Umbrella* 14 *Unit* 191A *Citation*

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

*Average Counts-All Positions* 93.000

*Legislative Count* 93.00

### PURPOSE:

The Office of Substance Abuse and Mental Health Services (SAMHS) serves as the single administrative unit responsible for creating an integrated approach to developing and implementing substance abuse and adult mental health services to focus all the varied resources of the State on developing a comprehensive and effective range of substance abuse and mental health services across a continuum.

### ORGANIZATION:

SAMHS was established by the 125th Maine Legislature and merged the Office of Substance Abuse with the Office of Adult Mental Health Services. It operates across five pillars of service: Prevention; Intervention; Treatment (which included Riverview Psychiatric Center and Dorothea Dix Psychiatric Center); Recovery; and Data/Quality Management and Resource Development. With its central administrative offices in Augusta, regional staff is also based in Portland and Bangor.

### PROGRAM:

SAMHS is responsible for developing a comprehensive plan for administering services through contracts with community service providers. It is also establishes statewide standards for substance abuse and mental health prevention, intervention, treatment and recovery services. In addition, SAMHS regularly assesses the extent of substance use and abuse, as well as severe and persistent mental illness by collecting data from a number of sources. This includes required reporting from all prevention, intervention, treatment, and recovery providers and regular surveys of a variety of populations.

SAMHS serves as the primary liaison with other DHHS agencies, departments, the Legislature, citizen's groups and service providers on issues pertaining to substance abuse and mental health. It provides information, training, consultation, technical assistance and service delivery strategies to help

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

schools and communities reduce tobacco, substance use related problems and mental health problems.

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

The Prescription Monitoring Program (PMP) is an intervention tool that was created and implemented by SAMHS to prevent, detect, and reduce prescription drug misuse and diversion. The PMP maintains a database of all transactions for controlled substances dispensed in the State of Maine. The database is available free online to prescribers and dispensers who are registered users.

SAMHS is working to transform behavioral health services to a system of recovery-oriented care and support. This collaborative process specifically defines a recovery-oriented behavioral health system and provides a foundation to determine how policy, contracts, programs and evaluation procedures can support that system.

SAMHS continues its work to meet and exceed the requirements of the Bates vs. DHHS Consent Decree and on strategies to both review and improve services. Meeting compliance has four parts - certifications, unmet needs requirements, quality management requirements, and performance measures.

SAMHS assists the Division of Licensing and Regulatory Services in promulgating regulations for substance abuse licensing that include integrated language for co-occurring behavioral health disorders.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,260,301	3,949,289			311,012	
HEALTH BENEFITS	1,332,797	1,235,928			96,869	
RETIREMENTS	604,698	560,503			44,195	
OTHER FRINGE BENEFITS	87,578	81,648			5,930	
COMPUTER SERVICES	615,924	394,029	1,534		220,361	
CONTRACTUAL SERVICES	2,872,200	1,716,301	195,768		960,131	
RENTS	448,640	370,918	7,195		70,527	
COMMODITIES	43,317	44,000			-683	
GRANTS, SUBSIDIES, PENSIONS	84,641,705	62,307,509	9,223,462		13,110,734	
TRANSFER TO OTHER FUNDS	4,442		100		4,342	
<b>TOTAL EXPENDITURES</b>	<b>94,911,602</b>	<b>70,660,125</b>	<b>9,428,059</b>		<b>14,823,418</b>	

## RIVERVIEW PSYCHIATRIC CENTER MARYLOUISE MCEWEN, SUPERINTENDENT

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

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

*Established* 1934

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

*Average Counts-All Positions* 325.860

*FAX*

*Telephone* (207) 287-7200

*Legislative Count* 325.50

### PURPOSE:

Riverview Psychiatric Center (RPC) provides state of the art care and treatment to individuals with serious and persistent mental illness. This care is provided to both voluntary and court committed patients, as well as outpatients who require such support in order to transition to, or remain in, the community.

### ORGANIZATION:

Riverview Psychiatric Center was built in 2003 and opened in June 2004. Prior to Riverview, state inpatient psychiatric care for the southern part of the state

## DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES

was provided by the Augusta Mental Health Institute (AMHI). The hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and the relationship to the medical staff.

### PROGRAM:

RPC is a 92-bed psychiatric hospital with 44 beds used for court-ordered patients and those found not criminally responsible. The remaining 48 beds are for patients who are civilly committed or voluntary patients. It is organized into clinical, administrative and support service departments. RPC has four inpatient treatment units, admitting approximately 285 people per year. All four co-ed units provide an acute level of care. The Outpatient Program includes a Dental Clinic and Community Support Services for both the adult and geriatric population. RPC is also the State's only forensic psychiatric hospital. It provides psychiatric services to clients from the criminal justice and court systems.

### LICENSES:

Riverview Psychiatric Center is licensed by the State of Maine, the Centers for Medicare and Medicaid Services, and is accredited by the Joint Commission.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

RIVERVIEW 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	13,483,992	7,665,263	5,818,729			
HEALTH BENEFITS	4,402,672	126,029	4,276,643			
RETIREMENTS	2,205,895	62,001	2,143,894			
OTHER FRINGE BENEFITS	305,610	9,189	296,421			
COMPUTER SERVICES	368,443	302,557	65,886			
CONTRACTUAL SERVICES	7,947,555	5,751,518	2,196,037			
RENTS	210,716	160,333	50,383			
COMMODITIES	1,911,069	1,437,206	473,863			
GRANTS, SUBSIDIES, PENSIONS	97,110	64,564	32,546			
TRANSFER TO OTHER FUNDS	155,628		155,628			
<b>TOTAL EXPENDITURES</b>	<b>31,088,690</b>	<b>15,578,660</b>	<b>15,510,030</b>			

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**WALTER E. WHITCOMB, COMMISSIONER**  
**DAVID R. LAVWAY, DEPUTY COMMISSIONER**

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

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2400

*Established* 1973

*Telephone* (207) 287-3419

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

*Average Counts-All Positions* 404.230

*Legislative Count* 296.00

### Units:

*COASTAL ISLAND REGISTRY*

*OFFICE OF THE COMMISSIONER*

*FOREST HEALTH AND MONITORING UNIT*

*DIVISION OF FORESTRY (AKA MAINE FOREST SERVICE)*

*FOREST PROTECTION UNIT*

*FOREST POLICY AND MANAGEMENT UNIT*

*DIVISION OF GEOLOGY AND NATURAL AREAS*

*LAND FOR MAINE'S FUTURE BOARD*

*DIVISION OF LAND USE PLANNING PERMITTING AND*

*COMPLIANCE*

*DIVISION OF PARKS AND PUBLIC LANDS*

### PURPOSE:

The Department of Agriculture, Conservation and Forestry was established to conserve, protect and enhance the land-based resources of the State of Maine, and to grow the Maine agricultural and forestry economy. 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 conserve and improve the soil and cropland of the State; to participate in coordinated land planning and management for recreational, forest production, mining and other public and private uses; to protect the public's health and well-being from the consumption of harmful or unsanitary products and food preparation practices; to provide coordinated land use planning in unorganized territories; to detect, prevent and eradicate plant and animal diseases and insects/pests; to develop, compile and disseminate scientific and practical knowledge and provide ongoing database information and mapping of natural resources; and to maximize public access while maintaining the individual natural character of Maine's public lands, state parks, and historic sites.

### ORGANIZATION:

The Department of Agriculture, Conservation and Forestry was created in 2012 by combining the former Departments of Agriculture, Food and Rural Resources and Conservation. The Department consists of seven major divisions: Animal and Plant Health, Agricultural Resource Development, Forestry, Geology and Natural Areas, Land Use Planning, Permitting and Compliance, Parks and Public Lands and Quality Assurance and Regulation, as well as the Office of the Commissioner. The Department is led by a Commissioner who is responsible for the overall executive management of the Department and whose staff oversee the information, education, safety, regulatory, legislative, budget and department planning.

### PROGRAM:

Department of Agriculture, Conservation and Forestry's operational activities, goals, objectives and plans are reflected in the reports of the individual divisions and programs.

### PUBLICATIONS:

Listed separately by the Department's organizational units.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

**FINANCES, FISCAL YEAR 2013:** 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	16,018,947	10,941,324	3,748,877		1,328,746	
HEALTH BENEFITS	5,327,887	3,579,581	1,319,395		428,911	
RETIREMENTS	2,608,303	1,878,574	548,452		181,277	
OTHER FRINGE BENEFITS	301,011	206,551	69,711		24,749	
COMPUTER SERVICES	852,084	673,486	116,574		62,024	
CONTRACTUAL SERVICES	5,677,011	2,124,605	2,751,998		800,408	
RENTS	2,315,949	1,268,802	765,581		281,566	
COMMODITIES	1,201,025	552,519	536,296		112,210	
GRANTS, SUBSIDIES, PENSIONS	10,970,550	82,577	5,079,025		5,808,948	
PURCHASE OF LAND	15,732,759		27,962		11,380,794	4,324,003
BUILDING IMPROVEMENTS	90,576		29,672		39,968	20,936
EQUIPMENT	2,542,292	141,328	2,129,683		173,426	97,855
TRANSFER TO OTHER FUNDS	403,038		318,437		84,601	
<b>TOTAL EXPENDITURES</b>	<b>64,041,432</b>	<b>21,449,347</b>	<b>17,441,663</b>		<b>20,707,628</b>	<b>4,442,794</b>

## COASTAL ISLAND REGISTRY

### DAN PRICHARD, CHIEF PLANNER

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

*Mail Address* 22 STATE HOUSE 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 Division of Parks and Public 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 Division of Parks and Public 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 Division of Parks and Public Lands).

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

**OFFICE OF THE COMMISSIONER**

**WALTER E. WHITCOMB, COMMISSIONER**

**DAVID R. LAVWAY, DEPUTY COMMISSIONER**

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

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2400

*Established* 1973

*Telephone* (207) 287-3419

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

*Average Counts-All Positions* 11.000

*Legislative Count* 11.00

**PURPOSE:**

The Office of the Commissioner provides oversight of management and planning efforts across all divisions within the Department. It coordinates department-wide technology, finance and human resources. Additionally, the Office prioritizes and reviews the legislative activity, contractual agreements and the regulatory agenda of all divisions.

The Office receives and directs inquiries for services from the general public and establishes relationships formal and informal with other agencies of State and Federal government.

**ORGANIZATION:**

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

**PROGRAM:**

The Office leads policy matters that directly affect Maine agriculture, conservation, forestry or departmental operations. It coordinates the development, tracking and response to legislative and budget issues. The Department's coordination with Natural Resource Service Center and Office of Information Technology is through this office.

**FINANCES, FISCAL YEAR 2013:** 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	499,330	110,324	268,670		120,336	
HEALTH BENEFITS	126,915	16,137	75,180		35,598	
RETIREMENTS	71,093	9,455	44,538		17,100	
OTHER FRINGE BENEFITS	11,879	4,329	5,063		2,487	
COMPUTER SERVICES	705,719	611,608	94,111			
CONTRACTUAL SERVICES	1,412,554	736,439	621,475		54,640	
RENTS	4,423	3,638	655		130	
COMMODITIES	9,096	6,944	1,122		1,030	
EQUIPMENT	420,439		303,832		116,607	
TRANSFER TO OTHER FUNDS	29,677		24,618		5,059	
<b>TOTAL EXPENDITURES</b>	<b>3,291,125</b>	<b>1,498,874</b>	<b>1,439,264</b>		<b>352,987</b>	

**FOREST HEALTH AND MONITORING UNIT**

**DAVID STRUBLE, STATE ENTOMOLOGIST**

*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* 1921

*Telephone* (207) 287-2791

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

**PURPOSE:**

The Forest Health & Monitoring Unit within the Division of Forestry was originally established to protect the forest, shade and ornamental tree resources

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

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 Maine's forest resources in healthy condition so that they can continue to support Maine's forest-dependent industries and meet public expectations. 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 Forest Health & Monitoring Unit: gathers, analyzes, and reports pest levels and trends, and similar forest inventory-based information regarding forest extent, composition, and condition; 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 Division also analyzes its forest inventory data and generates reports regarding the extent, composition, and condition of Maine's forest resource; these data and analytical capabilities are also used to respond to landowner and industry requests for spatially specific information used to make management decisions.

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

### ORGANIZATION:

The Forest Health & Monitoring Unit (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 Unit of FHM is the State Entomologist, and reports to the Director of the Division of Forestry. Operating within an administrative unit of the Division of Forestry, 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 and shade tree resources across the 17.2 million acres of commercial timberland and 488 municipalities, so that they can continue to support Maine's forest-dependent industries and meet public expectations, requires that the FHM Unit utilize its limited resources such that all operations be integrated and interactive. Although the Unit 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 Unit 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 Unit 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 promoting use of best management



## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

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 managing 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 serve 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 the annualized 5-year cyclical inventory of the condition/extent of Maine's forest resources.

This unit generates periodic reports assessing the current levels and trends of Maine's forest resources, providing a sound basis for policy discussions and a foundation for modeling potential future forest conditions; and responds to requests from landowners and industry for spatially specific information regarding forest extent and condition to enable timely informed management decisions.

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 wood processing sites outside the generally infested area in Maine.

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

Hemlock Woolly Adelgid Quarantine Compliance Agreements - issued to allow movement of regulated hemlock to wood processing sites outside the generally infested area of Maine.

Pine Shoot Beetle Compliance Agreements - issued to allow movement of regulated pine to processing 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

The Ladybugs of Maine

Checklist of the Beetles of Maine

Planting and Care of Shade Trees

Insect and Disease Information and Control Sheets - various

Pest Alerts and brochures - 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

Maine Forest Service Assessment of Sustainable Biomass Availability; 2008

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

**DIVISION OF FORESTRY (AKA MAINE FOREST SERVICE)**  
**DOUG DENICO, DIRECTOR**

*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* 1979 *Telephone* (207) 287-2791  
*Reference Policy Area* 04 *Umbrella* 04 *Unit* 058 *Citation* T007-A *M.R.S.A., Sect.* 0000205  
*Average Counts-All Positions* 138,236 *Legislative Count* 124.00

**PURPOSE:**

The Division 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 Division 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.

**ORGANIZATION:**

The Division is divided into 3 functional Units: Forest Protection, Forest Policy and Management, and Forest Health and Monitoring. Each unit is administered by a manager who is in charge of all unit activities. Field operations are administered through regional supervisors.

**PROGRAM:**

The Division of Forestry's total program is reflected in the program statements of the various Units. 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..

# DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF FORESTRY (AKA MAINE FOREST SERVICE)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,948,101	5,391,079	4,810		552,212	
HEALTH BENEFITS	2,072,903	1,857,539	1,788		213,576	
RETIREMENTS	1,176,922	1,098,148	695		78,079	
OTHER FRINGE BENEFITS	124,404	114,809	98		9,497	
COMPUTER SERVICES	98,599	47,674			50,925	
CONTRACTUAL SERVICES	1,242,292	1,036,865	-470		205,897	
RENTS	1,225,211	956,977	6,049		262,185	
COMMODITIES	436,079	341,255	4,781		90,043	
GRANTS, SUBSIDIES, PENSIONS	3,777,171	1,184	70,663		3,705,324	
BUILDING IMPROVEMENTS	39,968				39,968	
EQUIPMENT	366,323	141,328	170,000		54,995	
TRANSFER TO OTHER FUNDS	29,516		368		29,148	
<b>TOTAL EXPENDITURES</b>	<b>16,537,489</b>	<b>10,986,858</b>	<b>258,782</b>		<b>5,291,849</b>	

## FOREST PROTECTION UNIT

### BILL HAMILTON, STATE SUPERVISOR

*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* 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 Unit's primary objectives are to provide wildfire and forest resource protection at the least cost with minimum damage to Maine's 17.7 million acres of forest land, to protect high value property and to protect public safety. These objectives are accomplished by: (1) Wildfire Suppression - rapidly containing and controlling fires that do occur; (2) Wildfire Prevention - preventing fires to save time and revenue; (3) Wildfire Detection - utilizing Civil Air Patrol, Forest Protection and other state agency aircraft; (4) Wildfire Readiness - training of municipal, forest industry, and Unit employees and maintenance and development of specialized equipment; (5) Law Enforcement - enforcement of certain natural resource related laws. (6) Disaster Response - providing a nationally certified and recognized incident management team and first responder capabilities with forest rangers and forest ranger pilots who fly department owned helicopters and airplanes.

#### ORGANIZATION:

In 1891, the Legislature established the Office of Forest Commissioner and a Forest Commission to oversee the protection of Maine's forests. Before then, this office was known as the Land Office and the Land Agent. In 1909, the Legislature created the Maine Forestry District to provide forest fire protection throughout the "unorganized Towns" and some plantations. The disastrous forest fires of 1947 led to statutory changes in 1949 that made the Forest Commissioner responsible for forest fire control across the entire state. The Department of Conservation was established in 1973, and the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry within Conservation. Fire Control was assigned to the Bureau as the Division of Forest Fire Control with a subsequent name change to Forest Protection in 1999. With the merger of the Departments of Conservation and Agriculture into the Department of Agriculture, Conservation and Forestry, the Forest Protection Division is now called the Forest Protection Unit within the Division of Forestry. The Unit operates by staffing a state office that includes the Chief Forest Ranger, 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 Unit also operates an aircraft operations and aviation maintenance branch.

#### PROGRAM:

The Unit's primary goal is to keep annual acreage burned to less than .02% (3500

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

acres) of the total acreage of the State and hold annual fire occurrence to 59 fires per million acres protected (1,000 fires). In 2012, many human caused fires kept fire crews around the state busy early in the season. Lightning also caused many wildfires this season, many of which occurred in Maine's Unorganized Territories, where the Maine Forest Service is the only wildfire suppression entity.

Wildfire prevention continues to play a very important role in meeting the Unit'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 of wildfire arson, open burning and fireworks statutes, and spark arrester inspections on chainsaws, skidders, and other equipment operated near the forest.

Wildfire Preparedness - is another key to a successful wildfire program. Fire planning is a critical component in preparing for and executing wildfire suppression tactics. Many hours of training, both in-service and with volunteer and municipal groups, are conducted annually throughout the state, including advanced firefighting courses at the Maine Wildfire Training Academy. In addition, special training programs are developed for hotshot crews, scouts and prison and industry personnel in wildfire suppression techniques.

The Maine Forest Ranger Incident Management Team is recognized as statewide and national resource, with the ability to effectively manage complex wildfires and other natural disasters.

Another major goal of the Unit is to enforce all laws dealing with forest and forest preservation. These include fire laws, timber theft and trespass, logging theft and vandalism, illegal dumping, forest practices, Christmas tree theft laws, blueberry theft, all terrain vehicle and snowmobile laws to name a few. It is anticipated that the Unit will soon assume additional responsibilities in the area of enhanced water quality enforcement from DEP and the Land Use Planning Commission.

All forest rangers are trained in conservation law enforcement and must adhere to a strict code of conduct. Entry level requirements for applicants require at least an Associate of Science degree including 15 credit hours of natural science, physical fitness requirements meeting national standards, an oral board examination, an extensive background investigation and the successful completion of a rigorous field training program once hired. Newly hired rangers must also successfully complete a 14 week Forest Ranger Academy.

### **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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **FOREST POLICY AND MANAGEMENT UNIT**

### **DONALD J MANSIUS, DIRECTOR**

*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* 1947 *Telephone* (207) 287-2791  
*Reference* Policy Area 04 Umbrella 04 Unit 058MCitation T0012 M.R.S.A., Sect. 000005012

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

### **PURPOSE:**

The Forest Policy and Management Unit (Unit) promotes informed decisions about Maine's forests. Unit staff provides technical assistance, information and education services to a wide variety of publics. Staff also provides outreach and enforcement services on timber harvesting rules. The Unit anticipates and responds to forest policy issues and reports on the state of Maine's forests.

The Unit 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 Unit 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 Unit Director reports to the State Forester.

### **PROGRAM:**

During FY '13, 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 Unit'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.

Unit 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 Unit participates in the Atlantic Salmon Conservation Plan. The Unit'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

The Woods in Your Backyard: A Homeowners guide

Report of the 2003 Annual Inventory of Maine's Forests

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF GEOLOGY AND NATURAL AREAS**

### **ROBERT G MARVINNEY, DIRECTOR**

*Central Office* WILLIAMS PAVILLION, 17 ELKINS, AUGUSTA, ME 04330

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022      *FAX* (207) 287-2353  
*Established* 2000      *Telephone* (207) 287-2801

*Reference Policy Area* 04   *Umbrella* 04   *Unit* 060   *Citation* T007-A   *M.R.S.A., Sect.* 000000205

*Average Counts-All Positions* 29.000      *Legislative Count* 29.00

#### **PURPOSE:**

The Division of Geology and Natural Areas hosts the Maine Geological Survey, the Maine Natural Areas Program, the Maine Coastal Program, and the Land Use Planning program. The Division'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 Division assesses Maine's geology, ecology, and coastal resources by conducting field inventories, mapping natural features, and providing data, maps, and reports to and working with 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 Division Director. The Maine Coastal Program and Land Use Planning Programs moved from the State Planning Office to the Division in 2012.

#### **PROGRAM:**

The Division has 4 programs:

- 1) Maine Geological Survey: Geologic Mapping Program provides geologic mapping and interpretation of surficial materials, rock types and structures. Mapping provides the foundation for identifying aquifers, minerals and geologic hazards. Hydrogeology assesses ground water resources, emphasizing ground water supply, aquifer delineation and ground water quality. Marine Geology conducts mapping for shoreline stability, landslides, sea-level rise, beach nourishment, and dredge spoil disposal sites.
- 2) Natural Areas Program serves as the most comprehensive source of information on rare plant and natural communities. With landowner permission, the Program inventories lands that support rare and endangered plants, rare natural communities and outstanding examples of common natural communities. The Program works with landowners, foresters, conservation groups and state/federal agencies to provide objective information to support responsible conservation decisions.
- 3) The Maine Coastal Program is a partnership among local, regional, and state agencies for the purpose of managing Maine's coastal resources for public benefit. The Program administers the federal Coastal Zone Management Act in Maine, established by the Congress in 1972 to improve the environmental and economic health of America's coastal areas. Partnerships help ensure proper management of coastal resources.
- 4) Land Use Planning Program provides technical assistance to organized municipalities and regional planning organizations. The Program is also responsible for administering sections of the Land Use Planning and Regulation Act, Title 30-A, ch. 187, sub2(§4301, et.seq) including the review of comprehensive plans and ordinances for consistency with the Act.

2013 Accomplishments: Ground water -Conducted groundwater investigations in the Branch Brook watershed, 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 and adaptation to sea level; Publication sales -6000 digital geologic maps downloaded monthly; In Lieu Fee Wetlands Program -Worked with land trusts, state agencies, private landowners, and towns to identify wetlands that are a high priority for conservation and/or restoration. Worked with regulators, developers, municipalities on regulatory streamlining for impacts to vernal pools in municipally identified growth areas;

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

Environmental Review -Reviewed 198 development projects, 110 state interagency projects, 627 forest management plans and 55 Farm Bill applications to reduce impacts to at-risk species and habitats. Worked with state and federal agencies, power companies and consultants in reviews of energy and recreation projects; Natural Resource Inventory -Conducted ecological surveys of private lands in central and western mountain eco-regions and inventoried state-owned lands in the northern region; Forest Certification -Trained foresters and landowners on managing biodiversity. Provided ecological services to private landowners for forest certification programs; Invasive Plant Species -Provided technical assistance to private landowners on the identification and management of terrestrial invasive plants. Mapped invasives on US Fish and Wildlife Service properties in southern Maine; Comprehensive Plan Review- reviewed and found consistent, 14 plans from municipalities around the State.

### 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 Division publishes technical reports concerning surficial, groundwater, bedrock, marine geology, and natural areas. More than 20 new maps and reports were published during FY 2013. 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

Natural Landscapes of Maine - price \$20.00

Maine's Fossil Record - price \$40.00

A Guide to the Geology of Baxter State Park and Katahdin - price \$10.00

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION 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	1,455,372	673,179	180,587		601,606	
HEALTH BENEFITS	414,316	191,624	63,765		158,927	
RETIREMENTS	206,728	101,888	26,658		78,182	
OTHER FRINGE BENEFITS	24,391	9,488	3,157		11,746	
COMPUTER SERVICES	21,510	11,506	14		9,990	
CONTRACTUAL SERVICES	627,702	33,014	126,487		468,201	
RENTS	30,936	10,755	6,661		13,520	
COMMODITIES	24,129	10,891	970		12,268	
GRANTS, SUBSIDIES, PENSIONS	749,324	81,393	8,500		659,431	
PURCHASE OF LAND	4,328,004		4,001			4,324,003
TRANSFER TO OTHER FUNDS	58,590		13,571		45,019	
<b>TOTAL EXPENDITURES</b>	<b>7,941,002</b>	<b>1,123,738</b>	<b>434,371</b>		<b>2,058,890</b>	<b>4,324,003</b>

## LAND FOR MAINE'S FUTURE BOARD ED MEADOWS, ACTING DIRECTOR

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

Mail Address 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 FAX (207) 287-2353

Established 1987

Telephone (207) 287-2801

Reference Policy Area 04 Umbrella 04 Unit 682 Citation T00005 M.R.S.A., Sect. 000006202

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

### **PURPOSE:**

The Land for Maine's Future (LMF) program is the primary vehicle for funding land conservation and public land acquisition in Maine. Established in 1987 by referendum, the program administers funds to acquire land and interest in land for conservation, water access, outdoor recreation, fish and wildlife habitat, farmland preservation, archaeological sites and working waterfronts.

LMF's 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 creation of the fund, over 560,000 acres have been acquired, entirely from willing sellers. Reflecting LMF's support of traditional Maine industries, this includes about 315,000 acres in conservation easements, where the land remains in private ownership and is managed for forestry and agricultural purposes with permanent conservation agreements. Acquisitions include mountain summits, working forests and farmland, river shore, lakes, ponds, coastal islands, pristine beaches, marine fishing facilities and wildlife habitat. Permanent protection has been provided for many irreplaceable natural areas including eagle nesting sites, critical spawning habitat for Atlantic and landlocked salmon, and rare natural communities. The projects include 39 farmland protection agreements covering more than 9000 acres of prime agricultural land and 21 working water front projects which protect access to coastal waters for commercial fishing.

### **ORGANIZATION:**

The LMF Board manages the Land for Maine Future's Fund, the Public Access to Maine Waters Fund and administers the Working Waterfront program. The board consists of nine members: six are private citizens appointed by the Governor, the remaining three are the commissioners of the departments of Agriculture, Conservation and Forestry (DACF), Inland Fisheries and Wildlife, and Marine Resources. The Governor appoints the board's chairperson. The program director is a staff member of the DACF, which provides technical staff and clerical support.

The board meets regularly to provide policy direction, oversee the funds, and pursue its land conservation strategy under its legislative authority (5 MRSA Section 6202). The program works with citizens, land trusts, businesses, municipalities, nonprofit organizations, and federal and state agencies to identify special lands to accomplish the State's goals.

Funding is drawn from sale of bonds approved by voters, most recently in 2012. All currently available funds have been committed to active projects. Since 1987, there have been six bond proposals, all of which were approved by voters.

### **PROGRAM:**

In 1998, the Legislature authorized use of LMF funds for farmland protection. In 1999, it funded the Public Access to Maine Waters Fund for the first time. The Working Waterfront Access Protection Program was established in 2005. In 2006, the Legislature added additional two types of projects - "significant undeveloped archeological sites" and "public water supply protection".

The Board is responsible for reviewing funding requests for land conservation projects, to ensure these requests meet state guidelines, statutory requirements, and authorizing distribution of bond proceeds to priority projects.

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 four proposal categories: 1) Conservation and Recreation Lands; 2) Farmlands; 3) Working Waterfronts and 4) Water Access Lands. Conservation and recreation proposals are further divided into three sub-categories; those of statewide, regional, or local significance. In 2010 the Board added scoring criteria for economic benefits. For the bond approved in 2012, Chapter 696 (P.L. of 2011) stipulated that "deer wintering areas" receive preferential consideration during scoring.

The LMF Board administers the Working Waterfront Program jointly with the Department of Marine Resources.



## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

By law, the LMF program seeks matching funds at a ratio of at least \$1 of match for every \$1 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, providing a substantial return on the investment of state funds.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## DIVISION OF LAND USE PLANNING PERMITTING AND COMPLIANCE

### NICHOLAS D. LIVESAY, DIRECTOR

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

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-7439

*Established* 1969

*Telephone* (207) 287-2631

*Reference Policy Area* 04 *Umbrella* 04 *Unit* 061 *Citation* T007-A *M.R.S.A., Sect.* 00000205

*Average Counts-All Positions* 22.000

*Legislative Count* 22.00

#### **PURPOSE:**

The Maine Land Use Planning Commission (the Commission) serves as the planning and zoning authority for the unorganized and deorganized areas of the State, including townships and plantations. These areas either have no local government or have chosen not to administer land use controls at the local level. The Commission is responsible for promoting public health, safety and general welfare by extending principles of sound planning, zoning and development to the unorganized and deorganized areas of the State.

The Commission's jurisdiction includes 10.4 million acres, consisting of 420 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. The Commission's jurisdiction also includes 780 coastal islands including Monhegan and Matinicus.

The Commission's responsibilities are to designate land use districts and develop land use standards for these districts; educate the public about these standards; enforce applicable land use standards; review applications for development and issue permits and certifications for development meeting applicable standards; and prepare a comprehensive land use plan for the unorganized and deorganized areas of Maine.

#### **ORGANIZATION:**

The Maine Land Use Planning Commission is governed by a nine-member, independent decision-making body, with eight members nominated and appointed by each of the eight respective counties with the most acreage in the unorganized and deorganized areas and one member nominated and appointed by the Governor. All nominees are subject to review by the Joint Standing Committee on Agriculture, Conservation and Forestry and confirmation by the State Senate. County nominees to the Commission must have experience in commerce and industry, fisheries and wildlife, forestry or conservations issues as they relate to the Commission's jurisdiction and must reside in the Commission's jurisdiction, work in the Commission's jurisdiction, or be a former resident or be retired after having worked for a minimum of five years within the organized or deorganized areas of the State. The Governor's nominee must meet one of these three requirements or possess the experience required of a county nominee. Commissioners serve 4-year staggered terms. The Commission has a staff of approximately 20, including an Executive Director. The Commission makes decisions on permit and certification applications, enforcement actions, zoning boundaries and land use standards at regular meetings held monthly. The Commission also conducts public hearings and informational meetings at locations in or near its jurisdiction.

#### **PROGRAM:**

During the last year the Commission has: partnered with the Northern Maine

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

Development Commission to initiate community guided planning and zoning in Aroostook county; completed a stakeholder consultation process and associated rulemaking intended to assist the recreational lodging industry in Maine; implemented procedures and adopted rulemaking to facilitate Commission certification of projects now permitted by the Department of Environmental Protection; developed guidance to assist with the certification process; updated portions of its Land Use Districts and Standards; and approved a renewal of the landowner-initiated resource plan for the northern portion of Metinic Island.

There were 63 permit applications pending at the end of the fiscal year, and 609 permit applications were processed during the fiscal year. Staff reached resolution on 182 enforcement cases within this fiscal year. Commission staff made numerous site inspections, including on site pre-application meetings, public assistance visits and compliance inspections. Staff also received and processed requests for formal certificates of compliance. The Commission's staff is available in five regional field offices to assist customers firsthand for permitting, education, compliance, and enforcement needs.

### LICENSES:

Building Permits  
Development Permits  
Certifications to Department of Environmental Protection  
Subdivision Permits  
Road Construction Permits  
Bridge Construction Permits  
Zoning Petitions  
Utility Line Permits  
Hydropower Projects Permits  
Advisory Rulings  
Water Quality Certifications  
Certificates of Compliance  
Service Drops

### 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 LUPC  
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine  
Prospective Zoning for the Rangeley Lakes Region  
Land Use Districts and Standards  
Annual Report of LUPC Performance  
Compliance and Enforcement Response Policy  
Comprehensive Land Use Plan Guidance  
Site Law Certification, Land Use Standards Guidance  
Subdividing in the Wildlands of Maine  
A Guide to Creative Site Planning in the Unorganized Areas of Maine  
Guidance for Selecting Easement Holders Model Conservation Easement  
Wetland Compensation Guidelines  
A Guide to Clearing Standards  
Guidance on Receiving Public Comment

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF LAND USE PLANNING PERMITTING AND COMPLIANCE	<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	970,905	970,905				
HEALTH BENEFITS	303,568	303,568				
RETIREMENTS	135,941	135,941				
OTHER FRINGE BENEFITS	18,611	18,611				
COMPUTER SERVICES	812	812				
CONTRACTUAL SERVICES	95,398	79,938	15,460			
RENTS	36,567	35,090	1,477			
COMMODITIES	14,774	14,601	173			
TRANSFER TO OTHER FUNDS	854		854			
<b>TOTAL EXPENDITURES</b>	<b>1,577,430</b>	<b>1,559,466</b>	<b>17,964</b>			

## **DIVISION OF PARKS AND PUBLIC LANDS**

**WILLARD HARRIS, DIRECTOR**  
**VACANT , DEPUTY DIRECTOR**

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

*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-6170

*Established* 1935

*Telephone* (207) 287-3821

*Reference Policy Area* 04 *Umbrella* 04 *Unit* 059 *Citation* T007-A *M.R.S.A., Sect.* 00000205

*Average Counts-All Positions* 203.994

*Legislative Count* 110.00

### **PURPOSE:**

The Division of Parks and Public Lands was established in 2012 by the origins of the Departments of Conservation and Agriculture. The Division manages and administers programs on 616,952 acres of Public Reserved and Non-Reserved Lands, 375,063 acres 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, 85,681 acres in designated park lands including 35 state parks, the Allagash Wilderness Waterway, 13 state historic sites, 2.3 million acres of submerged lands, 1,333 coastal islands, owns or manages 310 miles of former rail bed managed as multi-use trails, and other public lands as provided by law. The Division 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 Division acquires land, designs and constructs facilities for public outdoor recreational 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.

Division 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. Division staff promote recreational tourism by providing the public with accurate information regarding the various state parks, public lands and historic sites.

### **ORGANIZATION:**

A director, who reports to the Commissioner of the Department of Agriculture, Conservation and Forestry, heads the Division and is assisted by the Director of Special Projects and Director of Operations and Maintenance. The Director of Special Projects primary responsibility is to manage the Planning, Acquisition, and Special Services Program and the Grants and Community Recreation Program, which includes the Maine Conservation Corps. 6 regional offices, 3 supervising the state park system and 3 supervising the Public Reserved Lands system, oversee operations and management activities. The 6 heads of these regions, and 3 central office programs: engineering and realty, silviculture, and administrative services all report to the Director of Operations and Maintenance. The central office includes 3 programs that report to the Division Director including Off-Road Vehicles; Boating Facilities; and Submerged Lands Programs. Park system field staff provide direct services to park and historic site visitors, maintain and repair facilities, provide information and education programs, and ensure public safety. Public Reserved Lands field staff conduct multiple use land management activities including timber, wildlife, and recreation; plan and oversee the construction of roads, trails, and bridges; and maintain campsites and other visitor amenities. The Off-Road Vehicle Program 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 Program also coordinates, funds and manages 310 miles of State-owned multi-use rail trails throughout the state. The Boating Facilities Program, 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, administers a leasing program, and maintains the Coastal Island Registry. The Planning, Acquisition, and Special Services Program oversees

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY(FR CON)

the acquisition of land and easements, secures grants, manages property records and provides GIS and mapping services, develops management plans for Division's public lands and provides technical assistance to Division land managers on wildlife, interpretation, recreation, and historic sites. It also is responsible for monitoring and enforcement of the Division's conservation easements, and administers a leasing program for camp lots, telecommunications, utility right-of-ways, and agriculture on Bureau lands. The Grants & Community Recreation Program 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, provides training and education to 6 Maine Veterans for possible future employment opportunities and engages conservation volunteers. The Engineering and Realty Program oversees the planning, design, development, disposal, appraisal, maintenance and capital improvement of Division facilities. The Administrative Services Program provides clerical support, manages bureau finances and operates the campsite reservation system and park pass programs.

### **PROGRAM:**

Parks & Historic sites provided recreation & education opportunities to more than 2,569,966 visitors, contributing \$2,796,776 in user fees (including day use, camping, reservations, and passes) and other revenue to the General Fund and \$266,634 to municipalities in fee sharing in calendar year 2012. The Division's campground reservation's program processed 17,383 reservations, for our state park campgrounds, contributing \$971,057 in revenue to the General Fund. The Maine State Park Pass Program generated \$819,900 in revenue contributed to the general fund (includes: Tax Pass Program, parks, web site, and call center) for sales of (Vehicle, Individual, Senior and Business Passes). The Division's camping reservations continued to work with the web-based reservation system for our state park campgrounds. The Division continued the Maine State Parks Passport Program to promote visitation of State Parks & Historic Sites. The Division held special events at parks throughout the year in conjunction with our Take It Outside! Program. Events included Ice Fishing Derbys, Family Fun Days, Birding Festival and interpretive programs. The First Time Campers program and fall foliage hikes continued for the sixth successful year. Capital projects continued in FY13 included improvements at Lamaine State Park, Colonial Pemaquid State Historic Site, Quoddy Head State Park and Sebago Lake State Park. The 85 mile multi-use Downeast Sunrise Trail was expanded into Perry. In calendar year 2012, the three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 10,270 acres of the Division's 400,000 acres of operable timberland yielding 128,591 cords of wood and constructed and maintained an extensive network of roads, trails, and bridges to facilitate public access. In FY 2013, the Planning, Acquisition, & Special Services Program completed one regional management plan, covering 73,434 acres and 5-year plan updates to four regional plans covering 208,786 acres, completed six land acquisitions totaling 12,278 acres in fee and 22,370 acres in easement, administered 300 camplot and 51 other leases, and monitored 30 conservation easements. In calendar year 2013 the Division's Grants & Community Recreation Program, administered \$937,156 in federal grants for 45 Recreational Trail Program projects statewide, managed \$416,735 for 6 federal Land and Water Conservation Fund projects and provided technical assistance to municipalities and the Maine Trails Advisory Committee. In calendar year 2013, the Boating Facilities Program, completed the development of the new Branch Lake Boating Facility in Ellsworth. The Program also assisted, through grants, the Towns of Sedgwick, Bucksport, Fort Kent, Greenbush, Passadumkeag, Norway, and South Portland to develop new boat sites or renovate existing ones. The Navigational Aids Program installed and maintained buoys on 38 waterbodies and worked with lake associations & municipalities to mark an additional 20 other waterbodies. The Off-Road Vehicle Program approved 417 snowmobile grants, totaling \$3,518,815 and managed four snowmobile trail systems which total 13,995 miles. The ATV Program awarded 134 club & municipal grants totaling \$974,637 and continued to develop former railroad corridors for a total of 6,453 miles of ATV trail. In calendar year 2012, the Submerged Lands Program processed 171 applications and issued 103 new leases and easements and 5 dredging leases.

### **LICENSES:**

Permits:

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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 and Snowmobile Trail Marking Techniques (free); Brochures on Club & Municipal Grant Information (free); Motorized Trail Best Management Practices Guide (free); Brochures on specific parks, historic sites, public reserved and non-reserved lands, and the campsite reservation system, and park pass programs; 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.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PARKS AND PUBLIC LANDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	7,145,240	3,795,837	3,294,810		54,593	
HEALTH BENEFITS	2,410,183	1,210,713	1,178,661		20,809	
RETIREMENTS	1,017,620	533,143	476,562		7,915	
OTHER FRINGE BENEFITS	121,726	59,314	61,394		1,018	
COMPUTER SERVICES	25,445	1,886	22,449		1,110	
CONTRACTUAL SERVICES	2,299,068	238,350	1,989,048		71,670	
RENTS	1,018,813	262,342	750,739		5,732	
COMMODITIES	716,948	178,829	529,250		8,869	
GRANTS, SUBSIDIES, PENSIONS	6,444,055		4,999,862		1,444,193	
PURCHASE OF LAND	11,404,755		23,961		11,380,794	
BUILDING IMPROVEMENTS	50,608		29,672			20,936
EQUIPMENT	1,755,530		1,655,851		1,824	97,855
TRANSFER TO OTHER FUNDS	284,401		279,026		5,375	
<b>TOTAL EXPENDITURES</b>	<b>34,694,392</b>	<b>6,280,414</b>	<b>15,291,285</b>		<b>13,003,902</b>	<b>118,791</b>

DEPARTMENT OF CORRECTIONS

**DEPARTMENT OF CORRECTIONS**

**JOSEPH PONTE, COMMISSIONER**

**JODY BRETON, ASSOCIATE COMMISSIONER**

*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 Counts-All Positions* 1329.253 *Legislative Count* 1325.50

**Units:**

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 other correctional 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, Bolduc Correctional Facility, and the Southern Maine 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 summer of 2012, the Women's Re-entry Center moved to Alfred, Maine. 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.

In 2011, the department reorganized itself again, establishing a division of quality assurance, a director of security and an industries director in order to provide more efficient and effective programs and services.

**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,

## DEPARTMENT OF CORRECTIONS

inspect and enforce standards for county jails, municipal holding 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 2013:** 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
EXPENDITURES						
SALARIES & WAGES	52,779,094	52,462,948	46,911		204,378	64,857
HEALTH BENEFITS	18,903,439	18,797,775	13,957		67,981	23,726
RETIREMENTS	11,322,766	11,263,721	10,512		35,705	12,828
OTHER FRINGE BENEFITS	1,037,858	1,031,599	939		4,178	1,142
COMPUTER SERVICES	2,656,721	2,561,619	7,368		86,105	1,629
CONTRACTUAL SERVICES	33,047,199	31,289,622	227,321		861,224	669,032
RENTS	1,784,601	1,769,403	9,084		1,447	4,667
COMMODITIES	10,823,933	10,150,881	473,546		38,652	160,854
GRANTS, SUBSIDIES, PENSIONS	2,715,563	2,249,354	1,193		465,016	
BUILDING IMPROVEMENTS	119,433	119,433				
EQUIPMENT	766,507	766,507				
INTEREST-DEBT RETIREMENT	88,375	88,375				
TRANSFER TO OTHER FUNDS	35,209		12,011		14,755	8,443
<b>TOTAL EXPENDITURES</b>	<b>136,080,698</b>	<b>132,551,237</b>	<b>802,842</b>		<b>1,779,441</b>	<b>947,178</b>

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,794,803	1,703,181			91,622	
HEALTH BENEFITS	472,138	434,781			37,357	
RETIREMENTS	323,617	308,519			15,098	
OTHER FRINGE BENEFITS	37,583	35,759			1,824	
COMPUTER SERVICES	2,534,412	2,469,492	150		64,770	
CONTRACTUAL SERVICES	24,566,287	24,277,209	78,869		210,209	
RENTS	67,153	65,706			1,447	
COMMODITIES	229,110	223,324	2,899		2,887	
GRANTS, SUBSIDIES, PENSIONS	467,566	1,550	1,000		465,016	
BUILDING IMPROVEMENTS	119,433	119,433				
EQUIPMENT	766,507	766,507				
INTEREST-DEBT RETIREMENT	88,375	88,375				
TRANSFER TO OTHER FUNDS	6,894		1,114		5,780	
<b>TOTAL EXPENDITURES</b>	<b>31,473,878</b>	<b>30,493,836</b>	<b>84,032</b>		<b>896,010</b>	

## CHARLESTON CORRECTIONAL FACILITY

**LARRY AUSTIN, SUPERINTENDENT**  
**JOSEPH PONTE, 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 Counts-All Positions 48.000

FAX (207) 285-0825

Telephone (207) 285-0880

Legislative Count 48.00

## DEPARTMENT OF CORRECTIONS

### **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 through evidenced-based practices. 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 work release.

### **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 155 male prisoners. Prisoners are received from higher security level institutions, such as the Maine State Prison in Warren and the Maine Correctional Center in Windham. 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, PLATO program, Auto CAD drafting and other basic computer skills. Substance abuse services are provided at an intensive level through the Differential Substance Abuse Treatment program known as DSAT. The facility has started a cognitive skills based program called "Thinking for a Change" which teaches prisoners new skills to deal with daily challenges. Parenting skills, life skills, career education, business classes, 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 2011-2012 the wood harvesting program produced over 1200 cords of fuel 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 180,000 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 approximately 40,000 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.



## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2013:** 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	1,813,749	1,813,749				
HEALTH BENEFITS	720,913	720,913				
RETIREMENTS	389,183	389,183				
OTHER FRINGE BENEFITS	35,839	35,839				
CONTRACTUAL SERVICES	281,308	241,619	39,689			
RENTS	55,225	55,225				
COMMODITIES	503,618	397,043	106,575			
TRANSFER TO OTHER FUNDS	1,582		1,582			
<b>TOTAL EXPENDITURES</b>	<b>3,801,417</b>	<b>3,653,571</b>	<b>147,846</b>			

## MAINE CORRECTIONAL CENTER

**SCOTT LANDRY, SUPERINTENDENT**  
**JOSEPH PONTE, COMMISSIONER**

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

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

*FAX* (207) 893-7001

*Established* 1919

*Telephone* (207) 893-7000

*Reference Policy Area 06 Umbrella 03 Unit 205 Citation T0034A M.R.S.A., Sect. 000003401*

*Average Counts-All Positions* 274.476

*Legislative Count* 273.50

### 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. 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 female 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 DOC's Responsibility Understanding Learning Experience (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

## DEPARTMENT OF CORRECTIONS

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 scheduled for their next audit in October of 2014.

### 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 Correct Care Solutions (CCS). 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 Office of Substance Abuse and Mental Health Services.

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

**FINANCES, FISCAL YEAR 2013:** 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	11,106,897	11,043,539	40,004		23,354	
HEALTH BENEFITS	3,969,609	3,950,679	13,088		5,842	
RETIREMENTS	2,444,483	2,431,225	9,197		4,061	
OTHER FRINGE BENEFITS	220,774	219,472	836		466	
COMPUTER SERVICES	13,567	4,436	7,218		1,913	
CONTRACTUAL SERVICES	1,120,725	1,013,512	65,239		41,974	
RENTS	211,712	202,823	8,889			
COMMODITIES	2,611,463	2,307,684	302,053		1,726	
TRANSFER TO OTHER FUNDS	9,691		8,229		1,462	
<b>TOTAL EXPENDITURES</b>	<b>21,708,921</b>	<b>21,173,370</b>	<b>454,753</b>		<b>80,798</b>	

## DOWNEAST CORRECTIONAL FACILITY

**SCOTT JONES, DIRECTOR**  
**JOSEPH PONTE, 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 Counts-All Positions* 64.000

*FAX* (207) 255-1176

*Telephone* (207) 255-1100

*Legislative Count* 64.00

## DEPARTMENT OF CORRECTIONS

### **PURPOSE:**

Downeast Correctional Facility was established for the confinement and rehabilitation of adult men who have been duly sentenced to the Department of Corrections (DOC). Confinement focuses on providing responsible custody and control of prisoners to ensure the safety of the public, DOC employees and the prisoners themselves. Rehabilitation of prisoners focuses on following practices and providing programs and services which are evidence-based, proven to reduce recidivism and hold the offenders accountable.

### **ORGANIZATION:**

In 1956 the Bucks Harbor Air Force Station was built and remained a joint Air Force/Federal Aviation Administration Station until 1979 when it was deactivated by the Air Force and turned over to the FAA. The FAA continues to operate the facility as a joint surveillance system (Eastern Air Defense Sector J-54). In 1984 Downeast Correctional Facility was established by the Maine Legislature and part of the Bucks Harbor Air Force Base was purchased and renovated into a medium security correctional facility for an average population of 143 to 150 prisoners. The facility began receiving prisoners in June of 1985. The correctional facility and FAA station continue to share a mutually beneficial relationship.

In 2012 Downeast Correctional Facility transitioned to an all minimum security prison. Prisoners are housed in three dorm units. Dorm I houses prisoners who have recently been transferred to the facility and are classified as level I prisoners with the least of privileges and most restrictive housing rules. Dorm II houses level II prisoners which have earned more privileges and less restrictive house rules. Prisoners in dorm II may be eligible for assignment to restitution crews and work release. Dorm III houses level III prisoners who are afforded extra privileges and less restrictive housing rules. Prisoners in dorm III are eligible for restitution crews and work release. Prisoners work up through the level system by following facility rules, complying with their case plans and avoiding any disciplinary action.

The correctional facility is located beside a rural coastal community which does not have public water services. In order to provide for its domestic water needs the facility operates a small water district with reservoir capacity and a chlorination system. The facility also operates its own water treatment facility. The facilities maintenance department oversees the operation of these plants and is responsible for maintenance and repairs throughout the facility.

Medical services for the prisoners are provided by Correct Care Solutions. The facility utilizes four nurses which provide daily medical coverage. A physician, dentist and ophthalmologist also visit the facility on regular schedules to provide appropriate medical care and treatment.

Downeast Correctional Facility is located in Bucks Harbor, Washington County Maine, ten miles south of Machias on Route 92.

### **PROGRAM:**

Downeast Correctional Facility utilizes a Unit Management system which is a multi-disciplinary team whose core members are composed of a Unit Manager, Sergeant, Correctional Officer(s), Caseworker(s) and Unit Clerk. The Unit Management team has decision making authority, as delegated by the Chief Administrative Officer. This Unit is authorized to make decisions regarding prisoner housing, case management, classification, programming, orientation, work assignments, safety and sanitation inspections, etc.

Correctional Caseworkers complete needs assessment of each prisoner to determine program needs and individual goals. A Case Plan is developed to address all need areas including education, counseling, substance abuse training, mental health treatment/counseling, job training, family relationships, etc. Case planning is a vital component in outlining and monitoring all need areas. Assessment tools are used to target high risk areas which contribute to criminogenic behaviors. Prisoners are engaged in the case planning process and expectations are made clear. Case plans are monitored for progress or lack thereof and the plan is reviewed with the prisoner.

Services available at Downeast Correctional Facility include Alcoholic Anonymous and Differential Substance Abuse Treatment to address substance abuse issues. Prisoners with mental health issues are referred to the mental health counselor for individual counseling, medication and psychiatric services. Thinking for A

## DEPARTMENT OF CORRECTIONS

Change is a 22 week cognitive/ behavioral program available at the facility which focuses on sound judgment and decision making. All services, programs and casework focus on assisting prisoners with successful reentry into society.

Vocational and work programs offered at Downeast Correctional Facility are automotive, welding, woodworking (two), public restitution and work release. In addition to the vocational and work programs the facility has a prison industries garment program. All of the programs focus on instilling personal responsibility, work ethic and basic job skills.

The public restitution program at Downeast Correctional Facility provides assistance to other state agencies, local municipalities and not for profit organizations throughout much of Washington County. Much of the work performed through the public restitution program would otherwise not be completed due to many of the agencies' limited funding. The program is a unique tool which benefits the prisoners and the agencies receiving the services.

Downeast Correctional Facility also provides work release opportunities for those prisoners who qualify. Work release provides prisoners with the opportunity to work for entities within the community. Prisoners on work release are required to pay room and board, contribute a percentage of their earnings to savings, and make payments toward restitution fees, victim fees, court ordered fines and child support if applicable. Work release is a proven program aimed at assisting prisoners with successful reintegration back into the community.

The education program at Downeast Correctional Facility includes GED coursework and testing. Prisoners can also participate in a High School Diploma program which is administered through Machias High School Adult Education Department. The library utilizes an inter-library loan program with the Bangor Public Library which provides reading material for education, research and pleasure.

**FINANCES, FISCAL YEAR 2013:** 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	2,557,693	2,557,693				
HEALTH BENEFITS	964,842	964,842				
RETIREMENTS	555,542	555,542				
OTHER FRINGE BENEFITS	50,466	50,466				
COMPUTER SERVICES	20	20				
CONTRACTUAL SERVICES	250,041	234,380	15,661			
RENTS	62,253	62,253				
COMMODITIES	562,552	514,070	48,482			
TRANSFER TO OTHER FUNDS	598		598			
<b>TOTAL EXPENDITURES</b>	<b>5,004,007</b>	<b>4,939,266</b>	<b>64,741</b>			

## JUVENILE JUSTICE ADVISORY GROUP

**PAUL VESTAL, CHAIRPERSON**  
**JOSEPH PONTE, COMMISSIONER**

*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 (JJJPA). JJJPA created 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

## DEPARTMENT OF CORRECTIONS

prisoners; 3) the detention of juveniles in places other than adult jails; and 4) the protection of minority youth from discrimination in the juvenile justice system. Maine has participated in the Act since its inception. The JJAG operates as the supervisory board for all planning, administrative, and funding functions under the Act.

### ORGANIZATION:

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

As provided by the Act, the JJAG consists of not less than 15 and not more than 33 representatives of various constituencies concerned with juvenile justice and related areas, 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 2013 was \$400,000, a cut of \$200,000 from previous years. Up to 10% of the award is available for planning and program administration, determined by need and available state matching funds, and \$20,000 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, develop a comprehensive strategy to address delinquency among Native American youth, and monitor and provide technical assistance for jails and lock-ups to maintain compliance with the Federal JJDP Act.

The JJAG was unable to support community prevention efforts with the pass-through of federal funds from the Title V Local Delinquency Prevention Program. The fiscal year 2012 allocations nationwide were cut.

The Juvenile Accountability Block Grant (JABG) is administered by the JJAG. The 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 supported a community-based diversion program in five Maine communities. The 2012 award was cut by \$187,686 to \$167,214.

### LICENSES:

None

## DEPARTMENT OF CORRECTIONS

### **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 2012 to 2014

Maine Juvenile Justice Advisory Group's 2011 Annual Report to the Governor and The 125th Legislature

Disproportionate Minority Contact Report 2010

Cumberland County Law Enforcement Interview & Case File Review

Gender Responsiveness in the Juvenile Justice System

A Survey of Maine Police Departments

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **JUVENILE COMMUNITY CORRECTIONS**

**JOSEPH FITZPATRICK, ASSOC COMM JUVENILE SERV.**  
**JOSEPH PONTE, COMMISSIONER**

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*Established* 2001

*Telephone* (207) 287-4365

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

*Average Counts-All Positions* 76.000

*Legislative Count* 76.00

### **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:**

Three 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 Correctional Managers provide case management consultation and direct supervision to JCCOs and assist them to find appropriate resources for juveniles on their caseloads. Contract Managers, through the Division of Quality Assurance, ensure 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

## DEPARTMENT OF CORRECTIONS

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.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

JUVENILE COMMUNITY CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,188,526	3,181,619	6,907			
HEALTH BENEFITS	1,202,858	1,201,989	869			
RETIREMENTS	702,850	701,535	1,315			
OTHER FRINGE BENEFITS	63,828	63,725	103			
COMPUTER SERVICES	6,842	6,842				
CONTRACTUAL SERVICES	2,056,489	1,504,427	17,153		534,909	
RENTS	327,190	327,190				
COMMODITIES	47,123	47,111	12			
GRANTS, SUBSIDIES, PENSIONS	2,247,998	2,247,805	193			
TRANSFER TO OTHER FUNDS	5,107		240		4,867	
<b>TOTAL EXPENDITURES</b>	<b>9,848,811</b>	<b>9,282,243</b>	<b>26,792</b>		<b>539,776</b>	

## LONG CREEK YOUTH DEVELOPMENT CENTER

**JEFFREY MERRILL, SUPERINTENDENT**  
**JOSEPH PONTE, 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 Counts-All Positions* 169.577

*Legislative Count* 168.00

### **PURPOSE:**

The Long Creek Youth Development Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training, and religion, as they relate to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority, or, in some cases, until their 21st birthdays. The Superintendent acts as a guardian to all children committed and may place any such child on aftercare with any suitable person or persons or public or private child care agency. The Long Creek Youth Development Center is also required by law to detain juveniles pending their court appearances.

### **ORGANIZATION:**

Long Creek Youth Development Center in South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the State School for Boys was placed under the Department of Health and Welfare and, in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, The Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, when the Stevens School for Girls closed and the girls were transferred to the Boys Training Center, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders. On July 1, 2001 the Maine Youth Center changed its name to Long Creek Youth Development Center.

## DEPARTMENT OF CORRECTIONS

### PROGRAM:

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

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LONG CREEK YOUTH DEVELOPMENT CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,925,805	6,925,805				
HEALTH BENEFITS	2,424,723	2,424,723				
RETIREMENTS	1,417,680	1,417,680				
OTHER FRINGE BENEFITS	132,741	132,741				
COMPUTER SERVICES	26,519	26,519				
CONTRACTUAL SERVICES	748,386	731,605	4,084		12,697	
RENTS	42,618	42,618				
COMMODITIES	798,331	781,694	3,494		13,143	
TRANSFER TO OTHER FUNDS	354		80		274	
<b>TOTAL EXPENDITURES</b>	<b>12,517,157</b>	<b>12,483,385</b>	<b>7,658</b>		<b>26,114</b>	

## MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

**JEFF MORIN, SUPERINTENDENT**  
**JOSEPH PONTE, COMMISIONER**

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

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

*Established* 1991

*FAX* (207) 285-0825

*Telephone* (207) 285-0880

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

*Average Counts-All Positions* 155.200

*Legislative Count* 154.00

### 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. 3. Confinement: to confine juveniles ordered detained pursuant to Title 15, section 3314, subsection 1, paragraphs F and H.

### ORGANIZATION:

The Mountain View Youth Development Center in Charleston was established to provide juvenile correctional services for the 14 northern and central counties of Aroostook, Franklin, Androscoggin, Oxford, Lincoln, Sagadahoc, Kennebec, Knox, Penobscot, Piscataquis, Somerset, Waldo, Hancock 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 a 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 Sanctions. 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% and was recognized as one



## DEPARTMENT OF CORRECTIONS

of the best in the country. Another Re-Accreditation score of 100% was received in 2012. The facility also participates in the Performance Based Standards Project (Pbs) and is recognized as a high performing facility.

### PROGRAM:

The facility offers numerous programs and services to provide all residents the opportunity to change inappropriate behaviors, attitudes and beliefs into those that are socially acceptable. These services focus on providing the youth with attainable skills and competencies that are effective and 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 2013:** 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	6,347,662	6,300,824			46,838	
HEALTH BENEFITS	2,309,851	2,297,599			12,252	
RETIREMENTS	1,327,418	1,320,670			6,748	
OTHER FRINGE BENEFITS	126,057	125,073			984	
COMPUTER SERVICES	19,422				19,422	
CONTRACTUAL SERVICES	540,622	479,187			61,435	
RENTS	48,346	48,346				
COMMODITIES	859,269	838,373			20,896	
TRANSFER TO OTHER FUNDS	1,773				1,773	
<b>TOTAL EXPENDITURES</b>	<b>11,580,420</b>	<b>11,410,072</b>			<b>170,348</b>	

## STATE PAROLE BOARD

**JOSEPH PONTE, COMMISSIONER**

**CYNTHIA BRANN, ASSOCIATE COMMISSIONER**

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

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

*Established* 1931 *Telephone* (207) 287-4360

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 208 *Citation* T0034A *M.R.S.A., Sect.* 000005201

### PURPOSE:

The State Parole Board was established to evaluate and adjudicate applications for parole as well as to provide oversight and management of offenders already admitted to parole. The two primary responsibilities of the Board are to determine the eligibility for access to parole or to sanction parolees when warranted due to rule violations. The Board also determines the time of

## DEPARTMENT OF CORRECTIONS

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 2013:** 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
EXPENDITURES						
SALARIES & WAGES	150	150				
COMPUTER SERVICES	2,592	2,592				
CONTRACTUAL SERVICES	235	235				
TOTAL EXPENDITURES	2,977	2,977				

## STATE PRISON

**RODNEY BOUFFARD, WARDEN**  
**JOSEPH PONTE, 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 Counts-All Positions 359.000

FAX (207) 273-5320

Telephone (207) 273-5310

Legislative Count 359.00

### PURPOSE:

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

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### 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, safety of 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. Capacity is being increased to approximately 1016 by adding additional bed space to several housing pods. It also houses a seven 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, 220 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 serve 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 units 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 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 Differential Substance Abuse Treatment (DSAT), education programs and Alcoholics Anonymous. 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. GED or high school diplomas are offered through prison teachers and a "live" college program through a grant. Interactive Television college courses are also available through the University of Maine at Augusta Thomaston Center. Typing, computer science, 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.

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.

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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 Literary Volunteers of America and tutors, a 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 (DOT) enables 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 2013:** 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
EXPENDITURES						
SALARIES & WAGES	14,141,151	14,076,294				64,857
HEALTH BENEFITS	5,033,401	5,009,675				23,726
RETIREMENTS	3,087,344	3,074,516				12,828
OTHER FRINGE BENEFITS	279,593	278,451				1,142
COMPUTER SERVICES	6,150	4,521				1,629
CONTRACTUAL SERVICES	3,153,719	2,479,601	5,086			669,032
RENTS	233,246	228,384	195			4,667
COMMODITIES	5,062,874	4,891,988	10,032			160,854
TRANSFER TO OTHER FUNDS	8,581		138			8,443
TOTAL EXPENDITURES	31,006,059	30,043,430	15,451			947,178

## DIVISION OF PROBATION AND PAROLE

### CYNTHIA BRANN, ASSOC COMM ADULT SERVICES

### JOSEPH PONTE, COMMISSIONER

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 Counts-All Positions 130.000 Legislative Count 130.00

#### 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 assessments, interventions, case management, treatment and program referrals, etc. Traditional duties such as pardons and commutation investigations for the Governor's office, pre-sentence investigations for the courts, post-sentence, pre-parole, furloughs and other investigations for the state's correctional institutions remain 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 been 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.

## DEPARTMENT OF CORRECTIONS

### **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 consisted of 4 regional offices, 20 sub offices and numerous reporting sites. Each regional office was administered by a Regional Correctional Administrator (RCA), and an Assistant RCA. The Assistant RCA positions were upgraded to Regional Correctional Managers in 2010. In early 2011, the division implemented a Coaching, Mentoring and Supervision model that provided more direct field supervision for the Probation Officers. Regional Managers provide direct and immediate feedback on performance, decision making and case management. This is critical to the full implementation of evidence based practices in the department. In order to maximize resources and improve continuity of practice, the division was reduced to three (3) regions each consisting of one (1) Regional Correctional Administrator, two (2) Regional Correctional Managers and approximately twenty five (25) Probation Officers. The majority of Probation Officers are assigned to a general caseload made up of offenders who have committed a wide variety of felony level offenses. A few Officers are selected to supervise a specialized caseload which consists solely of sex offenders, domestic violence offenders or severe substance abusers who are assigned to Drug Court. These Probation Officers receive specialized training in their area of expertise. In 2012, Twelve (12) Probation Officer Assistants positions were created in an effort to reduce the administrative tasks that Probation Officers were responsible for, leaving them more time to work directly with their clients on risk reduction. Each region has four (4) Probation Officer Assistants who are responsible for court intake, drug testing and supervision of administrative and low risk clients.

### **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: increased personal contact with Probation Officers and dialogue that encourages and supports behavior change; monitoring of special court ordered conditions of probation through surveillance; referrals to services that are based on the assessed risk of re-offending; and treatment intervention that target specific identified needs.

### **LICENSES:**

On October 9, 2013, all Probation Officers will be required to be certified law enforcement officers by the Maine Criminal Justice Academy.

### **PUBLICATIONS:**

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

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PROBATION AND PAROLE	<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	4,823,105	4,780,540			42,565	
HEALTH BENEFITS	1,776,981	1,764,451			12,530	
RETIREMENTS	1,061,990	1,052,192			9,798	
OTHER FRINGE BENEFITS	88,339	87,435			904	
COMPUTER SERVICES	44,000	44,000				
CONTRACTUAL SERVICES	322,310	321,460	850			
RENTS	736,859	736,859				
COMMODITIES	147,476	147,476				
TRANSFER TO OTHER FUNDS	607		8		599	
<b>TOTAL EXPENDITURES</b>	<b>9,001,667</b>	<b>8,934,413</b>	<b>858</b>		<b>66,396</b>	

## OFFICE OF VICTIM SERVICES

**TESSA MOSHER, CHIEF VICTIM SERVICES ADV**  
**JOSEPH PONTE, COMMISSIONER**

*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 Counts-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 Victim Services provides referrals to appropriate community based service providers.

### PUBLICATIONS:

After the Sentencing: A Handbook for Victims about Offenders Time in Prison

## DEPARTMENT OF CORRECTIONS

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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF VICTIM SERVICES	<b>TOTAL</b>					
	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	79,553	79,553				
HEALTH BENEFITS	28,125	28,125				
RETIREMENTS	12,658	12,658				
OTHER FRINGE BENEFITS	2,639	2,639				
COMPUTER SERVICES	3,196	3,196				
CONTRACTUAL SERVICES	7,078	6,387	691			
COMMODITIES	2,118	2,118				
TRANSFER TO OTHER FUNDS	24		24			
<b>TOTAL EXPENDITURES</b>	<b>135,391</b>	<b>134,676</b>	<b>715</b>			

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**BG JAMES D. CAMPBELL, COMMISSIONER/ADJ GENERAL  
DANIEL P. GOODHEART, 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) 430-6000

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

*Average Counts-All Positions* 193,000

*Legislative Count* 192,00

*Units:*

*ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS &*

*MILITARY BUREAU*

*EMERG MANA*

*BUREAU OF MAINE VETERANS' SERVICES*

*MAINE EMERGENCY MANAGEMENT AGENCY*

**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 150,000 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. In 2007, the position of Maine Emergency Management Agency Director was changed to become a gubernatorial appointment, recommended by the Commissioner, and subject to confirmation by the State Senate.

**PROGRAM:**

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

**PUBLICATIONS:**

The Adjutant General's Report is a biennial publication that highlights the



# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

significant events and accomplishments of the Department during the previous two years.

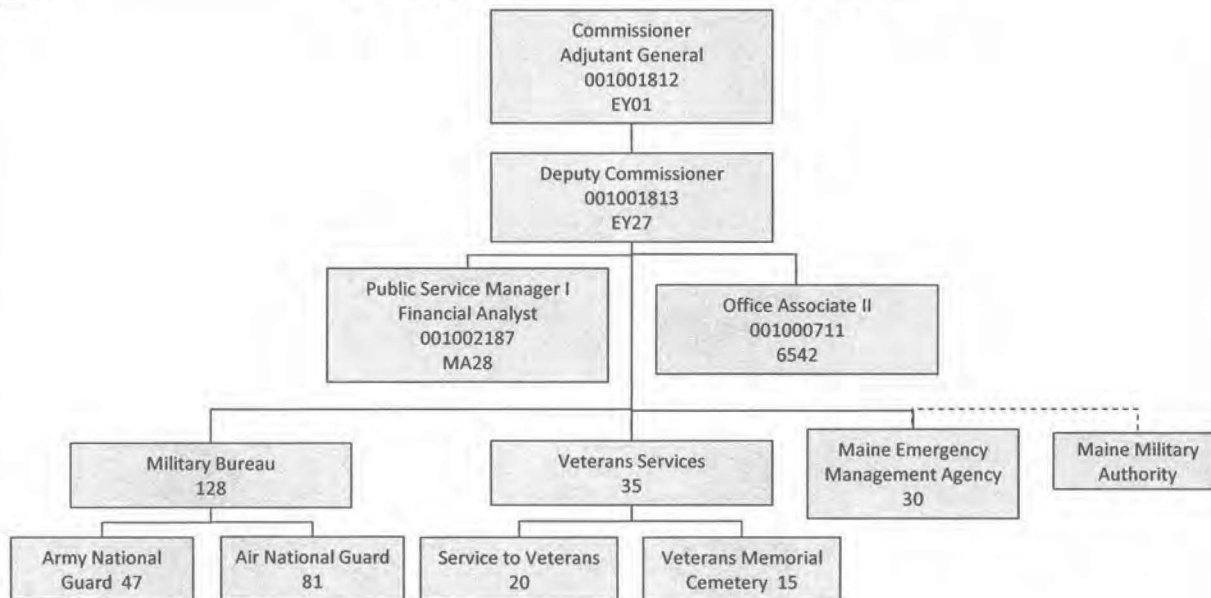
**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	18,084,309	2,566,937	208,509		5,730,569	9,578,294
HEALTH BENEFITS	6,351,049	949,330	62,946		1,724,671	3,614,102
RETIREMENTS	2,529,900	319,626	33,893		826,809	1,349,572
OTHER FRINGE BENEFITS	416,657	59,574	7,482		139,210	210,391
COMPUTER SERVICES	332,687	82,394	5,400		223,222	21,671
CONTRACTUAL SERVICES	11,629,218	985,453	227,949		8,599,533	1,816,283
RENTS	1,184,463	47,058	1,941		381,696	753,768
COMMODITIES	3,187,645	489,145	76,757		1,855,188	766,555
GRANTS, SUBSIDIES, PENSIONS	14,032,277	835,248	160,685		12,736,344	300,000
PURCHASE OF LAND	32,867				32,867	
BUILDING IMPROVEMENTS	1,498,904		2,080		1,496,824	
EQUIPMENT	157,716				106,116	51,600
TRANSFER TO OTHER FUNDS	17,728,805	40	8,494		48,047	17,672,224
<b>TOTAL EXPENDITURES</b>	<b>77,166,497</b>	<b>6,334,805</b>	<b>796,136</b>		<b>33,901,096</b>	<b>36,134,460</b>



# Organizational Chart



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**BG JAMES D. CAMPBELL, ADJ GENERAL/COMMISSIONER**  
**DANIEL P. GOODHEART, 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) 430-6000

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

*Average Counts-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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS & EMERG	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	140,282	140,282				
HEALTH BENEFITS	5,182	5,182				
OTHER FRINGE BENEFITS	9,611	9,611				
COMPUTER SERVICES	2,894	2,894				
CONTRACTUAL SERVICES	39,116	39,116				
RENTS	14,346	14,346				
COMMODITIES	359	359				
<b>TOTAL EXPENDITURES</b>	211,790	211,790				

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 Counts-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 of Maine through leadership, coordination, and support, in the four phases of emergency management: mitigation, preparedness, response and recovery. The 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. In 2005, statutory language was added to make MEMA the coordinating agency within state government for homeland security operational preparedness, response, recovery and mitigation.

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 preparedness, response and 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 State and Federal agencies, county and local governments, as well as 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 1987, chapter 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 International Emergency Assistance Compact was enacted in 1999, to provide mutual aid among northeast states and eastern Canadian provinces. The Governor, through Executive Order, created the State Emergency Response Commission in April of 1987 to coordinate 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 River Flow Advisory Commission was established in statute in 1997, having existed as an "ad hoc" organization since the early 1980s. Its purpose is to advise the Department and the Governor on matters of stream flow, and to facilitate information flow among all public and private parties with an interest in hydrologic issues. MEMA 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

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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:

The Federal Government has been granting money to the states for civil emergency preparedness (emergency management) for more than 40 years. The Emergency Management Performance Grant (EMPG) has been the instrument of FEMA/State Agreement since 1998.

MEMA receives funding from FEMA for administration and administrative services. In addition, MEMA distributes EMPG funds to 16 counties to reimburse 50% of the daily operating costs of their emergency management agencies and also offers Local Capacity Grants to eligible local governments to support their emergency management programs. In addition to EMPG funding, MEMA also distributes the following grants; State Homeland Security Grants, and Operation Stone Garden grants for border protection. Agency activities are additionally supported by the Hazardous Materials Emergency Planning Grant and FEMA Dam Safety grant.

### PUBLICATIONS:

Preparedness and Educational Brochures, including:  
General Home and Family preparedness, earthquake and tsunami preparedness  
Web-based programmatic and educational information and materials, available at:

<http://www.maine.gov/mema>  
<http://www.maineprepares.com>

**FINANCES, FISCAL YEAR 2013:** 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	1,357,859	261,451	139,418		956,990	
HEALTH BENEFITS	414,641	77,796	41,175		295,670	
RETIREMENTS	192,159	33,140	21,529		137,490	
OTHER FRINGE BENEFITS	29,493	5,706	2,930		20,857	
COMPUTER SERVICES	155,858	29,275	3,525		123,058	
CONTRACTUAL SERVICES	450,214	66,442	62,372		321,400	
RENTS	189,121		1,908		187,213	
COMMODITIES	327,822	10,519	13,116		304,187	
GRANTS, SUBSIDIES, PENSIONS	13,947,615	835,248	76,023		12,736,344	300,000
TRANSFER TO OTHER FUNDS	48,113		5,259		42,854	
<b>TOTAL EXPENDITURES</b>	<b>17,112,895</b>	<b>1,319,577</b>	<b>367,255</b>		<b>15,126,063</b>	<b>300,000</b>

## MILITARY BUREAU

**BG JAMES D. CAMPBELL, ADJUTANT GENERAL**  
**BG BRENT B. BOYLES, ASST. 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) 430-6000  
*Reference Policy Area* 06 *Umbrella* 15 *Unit* 213 *Citation* T0037B *M.R.S.A., Sect.* 000000002  
*Average Counts-All Positions* 128.000 *Legislative Count* 128.00

### 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

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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 2,186 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 eight (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 1,128 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 and when called to active duty reports to the Air Mobility Command. 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, Air National Guard and all NATO countries. The 243rd Engineering Installation Squadron and the 265th Combat Communications Squadron train for mobility. The 243rd EIS and the 265th CBCS when called to active duty report to Air Force Space Command. Their high state of readiness enables them to deploy in support of the Department of Defense worldwide. The Air Guard deployed over 164 personnel worldwide; maintained three alert aircraft and crews 24 hours a day, 7 days a week; and processed over 12 million gallons of jet fuel on fiscal year 2013. The Maine Air National Guard also stands ready to protect the lives and property of the citizens of Maine and to preserve peace, order, and public safety under the orders of the Governor.

### PUBLICATIONS:

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

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	15,397,680	976,716	69,091		4,773,579	9,578,294
HEALTH BENEFITS	5,440,637	375,763	21,771		1,429,001	3,614,102
RETIREMENTS	2,181,997	130,741	12,365		689,319	1,349,572
OTHER FRINGE BENEFITS	352,009	18,713	4,552		118,353	210,391
COMPUTER SERVICES	124,314	686	1,794		100,163	21,671
CONTRACTUAL SERVICES	10,568,139	551,122	156,566		8,044,168	1,816,283
RENTS	957,391	9,106	33		194,484	753,768
COMMODITIES	2,723,668	359,163	63,192		1,534,758	766,555
BUILDING IMPROVEMENTS	1,439,991		2,080		1,437,911	
EQUIPMENT	51,600					51,600
TRANSFER TO OTHER FUNDS	17,675,595	40	3,048		283	17,672,224
<b>TOTAL EXPENDITURES</b>	56,913,021	2,422,050	334,492		18,322,019	35,834,460

## 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 Counts-All Positions* 35,000

*FAX* (207) 626-4471

*Telephone* (207) 430-6034

*Legislative Count* 34.00

### PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine's 150,000 veterans and their dependents. These programs include, but are not limited to, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, burials and nursing homes. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the United States Department of Veterans Affairs (USDVA) claims offices at Togus and Veterans' 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 educational benefits provided 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. The Bureau administers the Honoring a Veteran from a Grateful State Program which provides recognition for the service and sacrifice of Maine's veterans.

Additionally, the Bureau 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 became the Department of Veterans Services in 1963. In the spring of 1970, the Maine Veterans' Memorial Cemetery became operational. Under reorganization legislation of 1972, the agency was placed within the new Department of Military, Civil Defense and Veterans' Services which, in 1974, was renamed the Department of Defense and Veterans' Services.

### PROGRAM:

Major Programs: CLAIMS SERVICE. The seven (7) regional offices represented 40,582 clients during the fiscal year 2013. These offices also filed 2,371 claims with

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

the US Department of Veterans Affairs. The Claims Office at Togus, that acts as the veterans advocate, filed 1,035 new Powers of Attorney on behalf of veterans or their dependents. Maine Veterans' Services representations resulted in new awards of \$56,009,462 from the US Department of Veterans Affairs. Federal funds totaling \$776,817,000 were expended by the US Department of Veterans Affairs for benefits to Maine's veterans during the federal fiscal year 2012. About \$420,454,000 of the federal funds was paid to 25,000 veterans or dependents for compensation and pension benefits and \$290,622,000 on medical care for 38,517 veterans. The Bureau also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 550,000 such records are now on file at 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 539 students enrolled in the program at a value of \$1,597,947.

MAINE VETERANS' MEMORIAL CEMETERY. The Maine Veterans Memorial Cemetery System serves veterans throughout Maine with two cemeteries in Augusta, one in Caribou, and one in Springvale. During the past year, 831 burials were conducted and a total of 21,899 persons have been buried in the cemetery since its inception. Reservation for burials registered at 299. At the end of the year total reservations for future burial on file stood at 5,519. There were 586 Certificates of Eligibility issued which brings the total to 12,500 certificates on file.

**FINANCES, FISCAL YEAR 2013:** 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	1,188,489	1,188,489				
HEALTH BENEFITS	490,590	490,590				
RETIREMENTS	155,745	155,745				
OTHER FRINGE BENEFITS	25,543	25,543				
COMPUTER SERVICES	49,620	49,538	82			
CONTRACTUAL SERVICES	571,748	328,773	9,010		233,965	
RENTS	23,605	23,605				
COMMODITIES	135,794	119,103	449		16,242	
GRANTS, SUBSIDIES, PENSIONS	84,662		84,662			
PURCHASE OF LAND	32,867				32,867	
BUILDING IMPROVEMENTS	58,913				58,913	
EQUIPMENT	106,116				106,116	
TRANSFER TO OTHER FUNDS	5,097		187		4,910	
<b>TOTAL EXPENDITURES</b>	<b>2,928,789</b>	<b>2,381,386</b>	<b>94,390</b>		<b>453,013</b>	



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY  
DEVELOPMENT**

**GEORGE GERVAIS, COMMISSIONER**

*Central Office* CROSS OFFICE BLDG, 3RD FLOOR, 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 Counts-All Positions* 32.000 *Legislative Count* 32.00

**Units:**

OFFICE OF BUSINESS DEVELOPMENT

MAINE STATE FILM COMMISSION

MAINE STATE FILM OFFICE

OFFICE OF INNOVATION

MAINE SMALL BUSINESS AND ENTREPRENEURSHIP  
COMMISSION

OFFICE OF TOURISM

OFFICE OF COMMUNITY DEVELOPMENT

**PURPOSE:**

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

The Office of 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 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 and Community Development. In 2004, the Energy Resource and Conservation programs were transferred to the Public Utilities Commission as a part of their energy 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. In 2012, after the State Planning Office was abolished, DECD acquired the Code Enforcement Training and Certification Program and oversight of the State-owned landfill properties.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### PROGRAM:

For more program information pertaining to Department of Economic & Community Development, please visit the departments' website at [www.maine.gov/dec](http://www.maine.gov/dec)

**FINANCES, FISCAL YEAR 2013:** 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	1,961,078	1,161,805	545,092		254,181	
HEALTH BENEFITS	477,223	263,466	138,165		75,592	
RETIREMENTS	268,192	154,437	73,903		39,852	
OTHER FRINGE BENEFITS	41,596	26,125	10,871		4,600	
COMPUTER SERVICES	43,664	27,513	16,151			
CONTRACTUAL SERVICES	8,432,541	710,046	7,718,571		3,924	
RENTS	62,805	5,690	57,115			
COMMODITIES	28,823	12,899	15,924			
GRANTS, SUBSIDIES, PENSIONS	33,173,230	8,801,938	2,952,952		20,488,508	929,832
TRANSFER TO OTHER FUNDS	61,715		35,563		26,152	
<b>TOTAL EXPENDITURES</b>	<b>44,550,867</b>	<b>11,163,919</b>	<b>11,564,307</b>		<b>20,892,809</b>	<b>929,832</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	398,397	398,397				
HEALTH BENEFITS	66,846	66,846				
RETIREMENTS	54,587	54,587				
OTHER FRINGE BENEFITS	8,232	8,232				
COMPUTER SERVICES	2,474	2,474				
CONTRACTUAL SERVICES	232,315	224,881	7,434			
RENTS	273	273				
COMMODITIES	4,702	4,653	49			
GRANTS, SUBSIDIES, PENSIONS	2,307,766	1,466,256	32,500			809,010
TRANSFER TO OTHER FUNDS	373		373			
<b>TOTAL EXPENDITURES</b>	<b>3,075,965</b>	<b>2,226,599</b>	<b>40,356</b>			<b>809,010</b>

## OFFICE OF BUSINESS DEVELOPMENT BRIAN WHITNEY, DIRECTOR

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

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

*Established* 1987 *Telephone* (207) 624-9800

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

*Average Counts-All Positions* 8.000 *Legislative Count* 8.00

### PURPOSE:

The Office of Business Development's (OBD) mission is to foster business start-up, growth, expansion and retention, and 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 Office of Business Development includes two major functional areas: business assistance and business development. These areas also include the administration of Tax Incentives Programs, Business Answers and the Regulatory Red Tape Hotline.

### PROGRAM:

**TAX INCENTIVES PROGRAMS:** The Tax Incentives program oversees three major tax incentives: the Pine Tree Zone program (PTZ), which offers a variety of incentives for new or expanding businesses to assist them in creating new,

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

well-paying jobs; the Employment Tax Increment Financing program (ETIF), by which employers are reimbursed a percentage of qualified, net-new employee's state withholding taxes; and the Tax Incremental Financing program (TIF), which is driven by municipalities choosing to leverage new property taxes to drive economic growth, job creation and infrastructure improvements.

**BUSINESS ASSISTANCE:** The Business Answers Program responds to approximately 2,000 telephone and e-mail inquiries per month regarding doing business in Maine. This includes a One-Stop Business License Center and the online 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:** This office facilitates business and job growth through business attraction, expansion and retention activity. Staff provides information directly to businesses on incentives programs, technical assistance and information on labor, wages, taxes, transportation, utilities and environmental regulations. Assistance is also provided for site location; financial opportunities through federal, state and local financing programs; training opportunities through federal and state training programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and reliable producers of Maine products.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	520,387	520,387				
HEALTH BENEFITS	133,609	133,609				
RETIREMENTS	74,781	74,781				
OTHER FRINGE BENEFITS	9,629	9,629				
COMPUTER SERVICES	18,013	18,013				
CONTRACTUAL SERVICES	416,254	416,254				
RENTS	3,467	3,467				
COMMODITIES	5,198	5,198				
GRANTS, SUBSIDIES, PENSIONS	242,250	121,428				120,822
<b>TOTAL EXPENDITURES</b>	<b>1,423,588</b>	<b>1,302,766</b>				<b>120,822</b>

## MAINE STATE FILM COMMISSION

### KAREN CARBERRY-WARHOLA, 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 and advises the Maine Film Office through legislative and community liaison activities. The Film Commission is a volunteer organization.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**MAINE STATE FILM OFFICE**

**KAREN CARBERRY-WARHOLA, DIRECTOR**

*Central Office*

*Mail Address* 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX* (207) 624-5701

*Established* 1996

*Telephone* (207) 624-9828

*Reference Policy Area* 01 *Umbrella* 19 *Unit* 588 *Citation* T0005 *M.R.S.A., Sect.* 0000130901

**PURPOSE:**

The Maine Film Office was created by law to serve as the official liaison for the film and video production communities in the State of Maine. The Maine Film Office enhances our economy by facilitating and promoting film, television, photography and emerging media production in Maine.

**ORGANIZATION:**

The Maine Film Office is comprised of one Director position and is a division within the Office of Tourism at the Department of Economic and Community Development. An eleven member commission appointed by the Governor serves an advisory capacity to the Film Office.

**PROGRAM:**

To accomplish its objectives, the Film Office manages a number of projects and programs. The Film Office conducts primary marketing and public relations programs that market Maine as a media production location. The Film Office provides numerous resources for production professionals including the Maine Online Production Guide, an extensive website of location photographs, production information and links to Maine based production professionals and companies. The Film Office administers the Maine Attraction Film Incentive Program, financial incentives designed to attract out-of-state production and help in-state production companies. The Film Office helps productions find needed locations, Maine-based production professionals, equipment and accommodations. Projects working with the Maine Film Office provide Maine with more than \$10 million in economic impact each year.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF INNOVATION**

**BRIAN WHITNEY, DIRECTOR**

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

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

*Established* 2004

*Telephone* (207) 624-9800

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

*Average Counts-All Positions* 2,000

*Legislative Count* 2.00

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

**ORGANIZATION:**

The Office manages the Maine Experimental Program to Stimulate Competitive

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Research (EPSCoR) (5 MRSA 13110), prepares the biennial science and technology plan (5 MRSA 13106), prepares an Innovation Index every year, coordinates the Technology Centers (5 MRSA 15322) 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 Director works with the Maine Innovation Economy Advisory Board (10 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 develops and implements the state's Science and Technology Action 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 2013:** 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	143,783	143,783				
HEALTH BENEFITS	33,491	33,491				
RETIREMENTS	10,968	10,968				
OTHER FRINGE BENEFITS	6,224	6,224				
COMPUTER SERVICES	645	645				
CONTRACTUAL SERVICES	27,493	18,638	8,855			
RENTS	1,081	1,081				
COMMODITIES	111	111				
GRANTS, SUBSIDIES, PENSIONS	6,755,887	6,701,490	54,397			
TRANSFER TO OTHER FUNDS	461		461			
<b>TOTAL EXPENDITURES</b>	<b>6,980,144</b>	<b>6,916,431</b>	<b>63,713</b>			

## MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION

### BRIAN WHITNEY, CHAIRMAN

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

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

*Established* 1990

*Reference Policy Area* 01

*Umbrella* 19

*Unit* 536

*Citation* T0005

*FAX* (207) 287-5701

*Telephone* (207) 624-9804

*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 and Community Development with respect to these programs.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### 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 Small Business Development Centers (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 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 certified business counselors, Maine SBDC services include one-to-one client counseling, research and technical assistance, as well as workshops and seminars of interest to small business owners.

The total Maine Small Business Development Centers' (Maine SBDC) program budget for calendar year 2012 was \$2,068,500, of which \$737,081 was state funding appropriated to the Maine Small Business and Entrepreneurship Commission. During CY2012, the Maine Small Business Development Centers provided business counseling to 2,035 clients. In addition to its business counseling services, the Maine SBDC program conducted 76 live workshops and seminars. For more information, contact the Maine SBDC Office at (207) 780-4420 or visit their website at [www.mainesbdc.org](http://www.mainesbdc.org)

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE SMALL BUSINESS AND  
ENTREPRENEURSHIP COMMISSION

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	512,764	512,764				
TOTAL EXPENDITURES	512,764	512,764				

## OFFICE OF TOURISM

### CAROLANN OUELLETTE, DIRECTOR

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

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

*Established* 2003

*Telephone* (207) 624-9824

*Reference Policy Area* 01 *Umbrella* 19 *Unit* 501 *Citation* T0005 *M.R.S.A., Sect.* 13090C

*Average Counts-All Positions* 8,000

*Legislative Count* 8,000

### 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;

## DEPARTMENT OF ECONOMIC AND COMMUNITY 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 four professional and one support staff, and one staff person in the Maine Film Office. Overall supervision of the Office of Tourism is provided by the Commissioner of Economic and Community Development.

### PROGRAM:

During the past year the office engaged in promotional efforts that included online, social, broadcast, out-of-home, print and electronic media advertising, editorial promotion, participation in consumer travel and trade shows and presentations before professional, consumer and media groups, and fulfillment associated with the promotional efforts. Local outreach programs continue and include seminars, and conferences with elements of the Maine tourism industry. The office oversaw the operation of eight year-round State of Maine visitor information centers.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF TOURISM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	476,843		476,843			
HEALTH BENEFITS	123,184		123,184			
RETIREMENTS	65,422		65,422			
OTHER FRINGE BENEFITS	9,768		9,768			
COMPUTER SERVICES	15,551		15,551			
CONTRACTUAL SERVICES	7,644,501		7,644,501			
RENTS	56,956		56,956			
COMMODITIES	15,621		15,621			
GRANTS, SUBSIDIES, PENSIONS	1,810,875		1,810,875			
TRANSFER TO OTHER FUNDS	23,740		23,740			
<b>TOTAL EXPENDITURES</b>	10,242,461		10,242,461			

## OFFICE OF COMMUNITY DEVELOPMENT

### DEBORAH JOHNSON, DIRECTOR

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

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

*Established* 1987 *Telephone* (207) 624-9817

*Reference Policy Area* 01 *Umbrella* 19 *Unit* 498 *Citation* T0005 *M.R.S.A., Sect.* 0000013072

*Average Counts-All Positions* 9.000 *Legislative Count* 9.00

### 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; 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 six full-time employees.

### PROGRAM:

The Community Development Block Grant (CDBG) Program distributes funds to

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

municipalities in two general areas; community development and economic development. 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, Micro Enterprise Program, Workforce Development, Downtown Revitalization, Urgent Need and Economic Development. 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 and Frye Island. 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).

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	421,666	99,237	68,248		254,181	
HEALTH BENEFITS	120,093	29,520	14,981		75,592	
RETIREMENTS	62,433	14,101	8,480		39,852	
OTHER FRINGE BENEFITS	7,744	2,041	1,103		4,600	
COMPUTER SERVICES	6,982	6,382	600			
CONTRACTUAL SERVICES	111,978	50,273	57,781		3,924	
RENTS	1,027	868	159			
COMMODITIES	3,191	2,937	254			
GRANTS, SUBSIDIES, PENSIONS	21,543,688		1,055,180		20,488,508	
TRANSFER TO OTHER FUNDS	37,140		10,988		26,152	
<b>TOTAL EXPENDITURES</b>	<b>22,315,942</b>	<b>205,359</b>	<b>1,217,774</b>		<b>20,892,809</b>	



DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

JAMES E. RIER, JR., ACTING COMMISSIONER EDUC

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

*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6601  
*Established* 1931 *Telephone* (207) 624-6600

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

*Average Counts-All Positions* 190.596 *Legislative Count* 161.50

Units:

LEADERSHIP TEAM

MAGNET SCHOOLS

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM

SCHOOL FINANCE AND OPERATIONS TEAM

SPECIAL SERVICES TEAM

LEARNING THROUGH TECHNOLOGY 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 agreed 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:

Leadership Team

School Finance and Operations Team

PK-Adult Education and Federal Programs Team (Learning Systems)

Learning Through Technology Team

Special Services Team

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 2013:** 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	7,802,884	4,408,915	395,139		2,998,830	
HEALTH BENEFITS	2,210,295	1,271,949	97,300		841,046	
RETIREMENTS	1,159,546	661,709	71,265		426,572	
OTHER FRINGE BENEFITS	142,281	78,542	6,255		57,484	
COMPUTER SERVICES	5,446,099	4,406,794	153,618		885,687	
CONTRACTUAL SERVICES	24,155,228	15,531,203	1,052,686		7,571,339	
RENTS	62,027	33,756	9,465		18,806	
COMMODITIES	332,248	215,173	20,313		96,762	
GRANTS, SUBSIDIES, PENSIONS	1,243,268,376	1,051,138,303	3,773,176		188,356,897	
BUILDING IMPROVEMENTS	101,915	101,915				
TRANSFER TO OTHER FUNDS	12,075,184	9,303,518	2,339,771		431,895	
<b>TOTAL EXPENDITURES</b>	<b>1,296,756,083</b>	<b>1,087,151,777</b>	<b>7,918,988</b>		<b>201,685,318</b>	

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	196,993				196,993	
HEALTH BENEFITS	49,858				49,858	
RETIREMENTS	18,429				18,429	
OTHER FRINGE BENEFITS	7,619				7,619	
COMPUTER SERVICES	10,524		3,868		6,656	
CONTRACTUAL SERVICES	187,658		92,338		95,320	
RENTS	205		205			
COMMODITIES	5,470		2,605		2,865	
GRANTS, SUBSIDIES, PENSIONS	926,095		8,555		917,540	
TRANSFER TO OTHER FUNDS	17,698		3,695		14,003	
<b>TOTAL EXPENDITURES</b>	<b>1,420,549</b>		<b>111,266</b>		<b>1,309,283</b>	

## LEADERSHIP TEAM

### JAMES E. RIER, JR., ACTING COMMISSIONER EDUC

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

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*Established* 1996 *Telephone* (207) 624-6600

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

*Average Counts-All Positions* 13.000 *Legislative Count* 13.00

#### PURPOSE:

This unit consists of Administrative and Policy-Making Services which support the operations of the Department of Education in the areas of state-wide educational planning; APA and Freedom of Access compliance; the Department's annual regulatory agenda; state and federal legislative activity, agency budgeting and finance, strategic planning, communications, and personnel. 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, personnel, finance and budget, state and federal legislative activities, and communications.

This team also oversees compliance with the Maine Administrative Procedures Act including rulemaking, federal compliance matters, the Freedom of Information Act and school approval.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2013:** 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	805,965	673,699	132,266			
HEALTH BENEFITS	215,586	181,692	33,894			
RETIREMENTS	143,834	118,426	25,408			
OTHER FRINGE BENEFITS	12,597	10,359	2,238			
COMPUTER SERVICES	11,514	1,789	9,516		209	
CONTRACTUAL SERVICES	1,086,110	391,689	674,965		19,456	
RENTS	11,409	2,149	9,260			
COMMODITIES	27,898	10,653	16,629		616	
GRANTS, SUBSIDIES, PENSIONS	1,505,241		1,396,170		109,071	
TRANSFER TO OTHER FUNDS	27,768		27,011		757	
<b>TOTAL EXPENDITURES</b>	<b>3,847,922</b>	<b>1,390,456</b>	<b>2,327,357</b>		<b>130,109</b>	

## MAGNET SCHOOLS

### LUKE C. SHORTY, EXECUTIVE DIRECTOR

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*Established* 1996

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

*FAX*

*Telephone* (207) 325-3340

#### 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM

### RACHELLE TOME, CHIEF ACADEMIC OFFICER

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*Established* 2008

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

*Average Counts-All Positions* 44.576

*Telephone* (207) 624-6705

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

*Legislative Count* 44.00

#### PURPOSE:

The PK-20/Adult Education and Federal Programs Team (Learning Systems) is comprised of Regional Services, Curriculum Content and Instructional support, Career and Technical Education, Teacher Quality, Professional Development

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coordination, Higher Education, state and local Assessment and Accountability, Advanced Placement, Agriculture Education, related programs and an Education Team/Policy Director. This team also administers a number of federal programs including the Adult Basic Education Grant, Carl Perkins Vocational and Neglected, Delinquent and At-Risk Programs, George Briggs Grant, ESEA federal programs including Title I-Disadvantaged, which includes Migrant Education programing and support for Neglected and Delinquent students, Title II-Improving Teacher Quality, Title III-Language Instruction for Limited English Proficient and Immigrant Students, Title VI-Rural Small Schools grants and State assessments, Title X-McKinney-Vento. The PK-20/Adult Education and Federal Programs Team (Learning Systems) 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, enter into contractual and inter-agency agreements where appropriate for the delivery of services.

This team has provided support to DHHS in their agency's oversight of Refugees grant funding. The team provides assistance to local 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 Education and Federal Programs Team (Learning Systems) 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 Education 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 Education and Federal Programs Team (Learning Systems) staff work at the district level, across districts in a region, across regions and statewide or

## DEPARTMENT OF EDUCATION

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. Work at the national level is done to reduce state costs by sharing costs with other states.

### PROGRAM:

Staff on this team provides a wide array of services to the school systems regionally 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 state's content standards; the design and construction of Maine's statewide assessment system; in the development of 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, Migrant Education Program and Language Instruction for Limited English Proficient and Immigrant Students.

The PK-20/Adult Education and Federal Programs Team (Learning Systems) develops and implements the Maine Educational Assessment, the Maine High School Assessment, the Maine Alternative Assessment for severely, cognitively delayed learners, Maine's English language proficiency assessment, scoring guide development of the state's content standards and the National Assessment of 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 Career and Technical Education (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 post-secondary education.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS 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	2,056,291	987,586	44,749		1,023,956	
HEALTH BENEFITS	565,837	273,404	11,273		281,160	
RETIREMENTS	300,847	141,316	6,359		153,172	
OTHER FRINGE BENEFITS	36,793	19,041	923		16,829	
COMPUTER SERVICES	226,820	24,321			202,499	
CONTRACTUAL SERVICES	7,646,520	3,155,970	587		4,489,963	
RENTS	28,699	17,961			10,738	
COMMODITIES	42,596	15,021	73		27,502	
GRANTS, SUBSIDIES, PENSIONS	80,039,379	5,672,595	30,000		74,336,784	
TRANSFER TO OTHER FUNDS	257,418		2,387		255,031	
<b>TOTAL EXPENDITURES</b>	<b>91,201,200</b>	<b>10,307,215</b>	<b>96,351</b>		<b>80,797,634</b>	

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**SCHOOL FINANCE AND OPERATIONS TEAM**

**SUZAN BEAUDOIN, TEAM LEADER**

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

*Average Counts-All Positions* 44.000

*Legislative Count* 44.00

**PURPOSE:**

This Team is comprised of six sub-teams, the School Funding & Governance sub-team, the School Finance & Compliance sub-team, the Maine Educational Data System (MEDMS) sub-team, the School Nutrition sub-team, the School Facilities & Transportation sub-team and the Certification sub-team and oversight of Title V support.

The School Funding & Governance sub-team administers the Essential Programs and Services Funding Act and controls distribution of state subsidies for all school administrative units. This team also provides technical assistance to school units regarding school closings, board re-apportionment, withdrawals from school units, school-based MaineCare, Postsecondary Options program, calculates the annual tuition rates for public and some private schools.

The School Finance & Compliance sub-team administers 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. This sub-team also oversees the Compliance section which reviews all audits of school administrative units and other entities receiving educational funds and compliance review of all State approved school construction projects.

The Maine Educational Data System (MEDMS) sub-team provides data management support including the collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs including Teacher Certification, Nutrition, Special Education, Career and Technical Education, and Local Staff Information as well as legislative, federal reporting, local school units, and public needs. This sub-team also oversees the Department's website and web-based communications and administers the State-wide Longitudinal Systems program.

The School Facilities & Transportation sub-team administers 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 provides nutrition education training, and technical and financial assistance for the provision of USDA breakfast, lunch, after school snack, and fresh fruits and vegetables programs to public and private school, charitable and residential child care institutions and summer camps.

The Certification sub-team certifies, authorizes, and approves educational personnel to be employed in Maine's schools. This sub-team evaluates applications for and issues certifications 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.

**ORGANIZATION:**

The Team functions organizationally in six sub-teams. The School Funding & Governance sub-team and the School Finance & Compliance sub-team consists of eight positions (six supported by General Purpose Aid for Local Schools). The Maine Educational Data System (MEDMS) sub-team consists of four positions. The School Facilities & Transportation sub-team consists of five positions (one supported by General Purpose Aid for Local Schools and four supported by special revenue funds). The Child Nutrition sub-team consists of seven positions (five supported by federal funds). The Certification sub-team consists of nine positions (one supported by federal funds).

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### **PROGRAM:**

The School Finance & Funding sub-teams annual production goals were met with completion of all programs. In the General Purpose Aid Support Services, the actual distribution of the 2012-2013 State school subsidies of \$895.1 million was processed and analysis and information were prepared and distributed for the 2012-2013 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. This team also works with the MEDMS sub-team to provide data to meet federal reporting requirements.

The Maine Educational Data System (MEDMS) sub-team provides management support and the collection, control, processing, programming, production of educational data in order to meet State and federal reporting requirements and funding allocations. This sub-team provides for the dissemination of financial and statistical data in support of most departmental programs including Teacher Certification, Nutrition, Special Education, Career and Education, and Local Staff Information as well as legislative, federal reporting, local school units, and public needs. This sub-team also oversees the administration of the State-wide Longitudinal Systems program for which federal funds will establish the necessary infrastructure to track students and their progress from early childhood to post-secondary and their jobs. This new system will allow policy-makers to make informed decisions on how to successfully provide programs to Maine's students.

The Child Nutrition sub-team reimbursed \$45,061,260 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 2012 School Year included 17,942,484 school lunches, 7,388,930 school breakfasts; 752,403 after school snacks, and 111,085 half pints of milk. The Summer Food Service Program made available \$1,386,812 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 476,380. USDA commodity foods valued for all programs at \$4,027,392 were allocated and distributed.

The School Facilities & Transportation sub-team approves all State funded school construction projects and school renovations projects in cooperation with the State Board of Education. The sub-team deals with school maintenance programs and leased space. This sub-team also provides leadership to the State School Bus Purchase and Replacement program and provides oversight and support to pupil transportation training/program capacity development, vehicle inspection and clean school bus emissions reduction programs.

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 and working with colleges.

### **PUBLICATIONS:**

Available on the World Wide Web/Internet (<http://www.maine.gov/education/>):

Accounting Handbook and Model Chart of Accounts

Administrative Calendar

Audit Guidance

Budget Guidance

Child Nutrition Data

Educational Staff Data

Educational Directory

Elementary and Secondary Tuition Rates

Essential Programs and Service Model

Expenditure by Budget Category

High School Graduation Rates

Dropout Rates

Student Demographics

Per Pupil Operating Costs, Resident

Pupil Transportation Statistics

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School Budget Information  
 School District Organization and Cost Sharing  
 Statewide Financial Data  
 Subsidy Allocations including subsidy printouts FY 06 to FY 10  
 Teacher and Administrator Certification Guidance

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SCHOOL FINANCE AND OPERATIONS TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,059,982	1,399,052	218,124		442,806	
HEALTH BENEFITS	599,462	414,481	52,134		132,847	
RETIREMENTS	317,874	215,596	39,498		62,780	
OTHER FRINGE BENEFITS	37,490	26,656	3,094		7,740	
COMPUTER SERVICES	4,486,780	3,924,410	140,235		422,135	
CONTRACTUAL SERVICES	3,911,840	1,836,013	284,796		1,791,031	
RENTS	7,642	2,816			4,826	
COMMODITIES	37,935	30,267	1,006		6,662	
GRANTS, SUBSIDIES, PENSIONS	893,644,476	835,692,743	394,510		57,557,223	
TRANSFER TO OTHER FUNDS	62,927	836	27,571		34,520	
<b>TOTAL EXPENDITURES</b>	<b>905,166,408</b>	<b>843,542,870</b>	<b>1,160,968</b>		<b>60,462,570</b>	

## SPECIAL SERVICES TEAM

### JAN BRETON, DIRECTOR, SPECIAL SVS

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*Established* 2008 *Telephone* (207) 624-6650  
*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071P *Citation* M.R.S.A., Sect.  
*Average Counts-All Positions* 32.000 *Legislative Count* 32.00

#### PURPOSE:

The Special Services Team provides leadership, management, coordination and supervision of programs and services for children with disabilities birth to 20 years old. Activities are directed at the goal of enhancing the performance of children with disabilities. It also works with contracted educational organizations, including Institutions of Higher Education as well as with private organizations and service providers.

The Special Services Team proposes, reviews and participates in the legislative process regarding education and services for children with disabilities. It develops, promulgates and enforces regulatory requirements in alignment with state statutes, federal laws and regulations. It is responsible for extensive student and school performance data that are analyzed and reported publically in conformance with federal and state obligations.

Responsibility includes administration of the federal Individuals with Disabilities Education Act, part B and part C, as well as the Assistive Technology Act of 1998, as amended (AT Act). This program includes an administrative relationship with the Kim Wallace Adaptive Equipment Loan Fund Board.

#### ORGANIZATION:

The Special Services Team was realigned in 2012. The Special Services Team is now organized under the following Team structure: Contracts/grants, fiscal monitoring, due process, general supervision, State Personnel Development Grant, data and Part B, 3-5. The work is informed by several advisory groups including: the Assistive Technology Advisory Council, the Interdepartmental Coordinating Committee and the State Advisory Panel.



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### PROGRAM:

Special Services Team personnel provide leadership and support for an array of services to schools, locally, regionally and statewide. Support is also provided to interdepartmental activities that include: the Governor's Children's Cabinet, Memoranda of Understanding with the Departments of Health and Human Services, Corrections, Public Safety and Labor. In addition, the Special Services Team collaborates with certification, ARRA fund initiatives, school approval, and assessment. Maine's Unified Special Education Regulations birth to age 20, support alignment of services birth-2 years and 3-5 years of the Child Development Services statewide service delivery and implementation of the Assistive Technology Act Program in collaboration with the University of Maine System and a network of public and private entities.

### LICENSES:

Special Services collaborates with other state agencies to ensure appropriateness of special education licensing and associated program costs.

### PUBLICATIONS:

Maine Special Education Unified Regulations and guidance documents, as well as, state and school IDEA performance indicator data.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SPECIAL SERVICES TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	1,235,351	26,533			1,208,818	
HEALTH BENEFITS	346,438	7,582			338,856	
RETIREMENTS	176,003	3,785			172,218	
OTHER FRINGE BENEFITS	23,042	425			22,617	
COMPUTER SERVICES	189,565	1,274			188,291	
CONTRACTUAL SERVICES	1,197,221	151,328			1,045,893	
RENTS	3,873	756			3,117	
COMMODITIES	31,359	4,961			26,398	
GRANTS, SUBSIDIES, PENSIONS	83,180,960	28,041,128			55,139,832	
TRANSFER TO OTHER FUNDS	112,075				112,075	
TOTAL EXPENDITURES	86,495,887	28,237,772			58,258,115	

## LEARNING THROUGH TECHNOLOGY TEAM

### JEFF MAO, POLICY DIRECTOR

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*Established* 2009

*Reference* Policy Area 02 Umbrella 05 Unit 071K Citation

*Telephone* (207) 624-6746  
*M.R.S.A., Sect.*

### PURPOSE:

This team is charged with oversight and implementation of State-led education technology programs and library/media services. These include the Maine Learning Technology Initiative (MLTI), The Maine School and Library Network (MSLN), the Maine Online Learning Programs (MOLP and AP4ALL), and Library/Media center support.

The MLTI distributes equipment, services, technical support, and professional development in support of Maine statute Title 20-A, Chapter 801, section 19101 which defines the program. Management of MLTI includes procurement, contract management, and on-going support for over 75,000 wireless laptop and tablet computers, wireless network infrastructure in each of 373 secondary schools, and professional development activities in support of over 11,000 secondary educators, administrators, and technology support specialists.

The MSLN provides advanced broadband Internet connectivity to virtually all K12 public and private schools in Maine through a cooperative effort of the Maine Department of Education, Maine State Library, Maine Office of Information

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Technology, and the University of Maine System. Together, these agencies have formed NetworkMaine which serves as the entity that procures services, manages contract relationships with telecommunications providers, and coordinates with schools and public libraries to ensure that schools and libraries have sufficient broadband Internet connectivity to support their educational and public service needs. NetworkMaine provides annual reports and recommendations to the Public Utilities Commission regarding the use of the Maine Telecommunications Education Access Fund (Maine statute Title 35-A, section 7104-B). It also provides oversight and management of Federal E-Rate funds on behalf of Maine schools and libraries which when combined with MTEAF provide funding to support all network operations and management.

### **ORGANIZATION:**

The Team is comprised of seven positions (supported by General Purpose Aid for Local Schools).

### **PROGRAM:**

Staff on this team provide a wide array of services and technical support to school systems, teachers, and other organizations across the state and the world. This is done by staff and through contracted services managed by the staff (i.e. Hewlett Packard, Apple, Inc., Maine Distinguished Educators, CEPARE, etc.) They provide direct technical assistance to schools in the form of professional development for teachers, administrators, and technology support specialists as well as project management support. The team coordinates with other professional development efforts within the Department of Education as well as with other organizations in Maine such as the Maine Mathematics and Science Alliance, Maine Council of Social Studies Educators, Association of Computer Educators of Maine, Gulf of Maine Research Institute, the University of Maine System, and many others. The team provides school and regional in-person professional development opportunities as well as online professional development opportunities (<http://www.maine121.org>). In addition, the team creates professional development content for online publication (<http://deimos3.apple.com/WebObjects/Core.woa/Browse/education-maine.gov>).

The team also coordinates and partners with organizations from outside of Maine to provide educational content and expertise that is not otherwise available in Maine. These partnerships include Common Sense Media, the United Nations World Food Program, Anytime Anywhere Learning Foundation, World Bank, Korea Education Research and Information Service, and others.

The staff manage relationships and cooperative agreements with the University of Maine System in order to provide broadband Internet connectivity to schools and libraries in Maine. These efforts also include advocacy and collaborations with Maine's Federal congressional offices, the Federal Communications Commission, and other national organizations in support of continued Federal E-Rate funding.

The team supports the creation and evaluation of Open Education Resources (OER). OER allow teachers to leverage, modify to local need, and distribute to students free, digital content in lieu of traditional media (textbooks). The team provides support to school library/media specialists with a goal of enhancing classroom instruction through the effective use of library and media services. In addition, through the approval of online providers, the team provides support to both providers and schools with making available high quality online instruction and learning opportunities to Maine students, helping to eliminate geographic isolation and local capacity issues.

The team administers the AP4ALL online course program that provides free, rigorous, online Advanced Placement (AP) courses to any Maine public school student. AP4ALL provides opportunities for all Maine students to participate in an AP course regardless of the local school's capacity to offer these courses. AP4ALL currently offers 20 different AP course offerings.

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**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEARNING THROUGH TECHNOLOGY TEAM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
COMPUTER SERVICES	452,534	452,534				
CONTRACTUAL SERVICES	267,169	267,169				
RENTS	924	924				
COMMODITIES	36,120	36,120				
GRANTS, SUBSIDIES, PENSIONS	9,032,769	6,792,380	1,943,942		296,447	
TRANSFER TO OTHER FUNDS	11,581,744	9,302,636	2,279,108			
<b>TOTAL EXPENDITURES</b>	21,371,260	16,851,763	4,223,050		296,447	

## TEACHER RETIREMENT

### SANDY MATHESON, EXECUTIVE DIRECTOR

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*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).

**FINANCES, FISCAL YEAR 2013:** 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	174,932,889	174,932,889				
<b>TOTAL EXPENDITURES</b>	174,932,889	174,932,889				

## EDUCATION UNORGANIZED TERRITORY

### SHELLEY LANE, DIR OF STATE SCHOOLS-EUT

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*Established* 1993 *Telephone* (207) 624-6892

*Reference* Policy Area 02 Umbrella 05 Unit 071U Citation T0020A M.R.S.A., Sect. Chap 119

*Average Counts-All Positions* 52.020 *Legislative Count* 23.50

#### PURPOSE:

The mission of Education in the Unorganized Territories (EUT) 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 1,008 pupils reside in the unorganized territory

#### ORGANIZATION:

Education in the Unorganized Territories consists of a Director State Schools EUT, an Education Specialist III who serves as the Director of Special Education for the unorganized territory, a Business Manager, a Secretary Associate, and a full-time Accounting Associate I. All positions except the Director of Special Education are located at the central office in Augusta.

## DEPARTMENT OF EDUCATION

**PROGRAM:**

Education in the Unorganized Territory is responsible for the operation of three elementary schools with a total enrollment of approximately 107 pupils (Connor, Edmunds, and Kingman). Employees in these schools include teacher / principal, teachers, office assistant IIs, teacher aides, janitors / bus drivers and cooks. Transportation for these schools is provided through the operation of 23 buses. In addition, 876 pupils are tuitioned to local school systems, with transportation provided through the operation of 23 buses and approximately nine 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 2013:** 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	1,448,301	1,322,044			126,257	
HEALTH BENEFITS	433,115	394,790			38,325	
RETIREMENTS	202,559	182,586			19,973	
OTHER FRINGE BENEFITS	24,740	22,061			2,679	
COMPUTER SERVICES	68,363	2,466			65,897	
CONTRACTUAL SERVICES	9,858,711	9,729,035			129,676	
RENTS	9,274	9,149			125	
COMMODITIES	150,870	118,151			32,719	
GRANTS, SUBSIDIES, PENSIONS	6,567	6,567				
BUILDING IMPROVEMENTS	101,915	101,915				
TRANSFER TO OTHER FUNDS	15,555	45			15,510	
<b>TOTAL EXPENDITURES</b>	<b>12,319,970</b>	<b>11,888,809</b>			<b>431,161</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

Average Counts-All Positions 406.558

Legislative Count 403.50

Units:

BUREAU OF AIR QUALITY

OFFICE OF THE COMMISSIONER

BOARD OF ENVIRONMENTAL PROTECTION

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 the improvement of environmental protection, administers grants, issues licenses and initiates enforcement actions. The department negotiates agreements with federal, state and municipal agencies, administer laws relating to the environment and educates the public and regulated community on environmental issues and obligations.

**ORGANIZATION:**

On July 1, 1972, the department was formally created with a broad mandate of responsibilities extending to air, land, water, waste and other environmental areas of concern.

**PROGRAM:**

The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus, programs and specific initiatives.

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 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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 2013:** 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	18,541,878	3,164,037	10,945,617		4,432,224	
HEALTH BENEFITS	5,686,800	1,017,882	3,297,731		1,371,187	
RETIREMENTS	2,818,164	456,808	1,711,174		650,182	
OTHER FRINGE BENEFITS	364,828	59,970	217,079		87,779	
COMPUTER SERVICES	890,081	358,373	412,640	7,634	111,434	
CONTRACTUAL SERVICES	11,307,196	605,652	7,849,668	11,141	2,630,639	210,096
RENTS	1,367,722	140,536	1,139,556		75,966	11,664
COMMODITIES	632,498	99,986	415,831	13,391	102,177	1,113
GRANTS, SUBSIDIES, PENSIONS	5,786,784	82,195	2,631,457		1,878,231	1,194,901
EQUIPMENT	287,178		206,742		80,436	
TRANSFER TO OTHER FUNDS	931,516		713,600	886	217,030	
<b>TOTAL EXPENDITURES</b>	<b>48,614,645</b>	<b>5,985,439</b>	<b>29,541,095</b>	<b>33,052</b>	<b>11,637,285</b>	<b>1,417,774</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	6,253,853		3,218,298		3,035,555	
HEALTH BENEFITS	1,952,615		1,007,779		944,836	
RETIREMENTS	916,815		475,999		440,816	
OTHER FRINGE BENEFITS	119,157		60,912		58,245	
COMPUTER SERVICES	135,189		25,216		109,973	
CONTRACTUAL SERVICES	1,537,904		998,471		539,433	
RENTS	211,865		143,038		68,827	
COMMODITIES	117,262		22,876		94,386	
GRANTS, SUBSIDIES, PENSIONS	2,775,894		1,836,958		938,936	
EQUIPMENT	244,468		194,032		50,436	
TRANSFER TO OTHER FUNDS	309,511		163,845		145,666	
<b>TOTAL EXPENDITURES</b>	<b>14,574,533</b>		<b>8,147,424</b>		<b>6,427,109</b>	

## BUREAU OF AIR QUALITY

### MARC CONE, DIRECTOR

*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 Counts-All Positions* 19.000

*FAX* (207) 287-7641

*Telephone* (207) 287-1932

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

*Legislative Count* 19.00

### PURPOSE:

The Bureau of Air Quality implements state air pollution laws and the federal Clean Air Act, and administers the Department of Environmental Protection's accounts and environmental data management systems. The Bureau issues air emission licenses, assesses ambient air impacts from emissions, ensures compliance with state and federal air emission regulations, monitors ambient air

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

quality, manages data systems to measure environmental impacts and program performance, and manages financial transactions for environmental protection program implementation.

### ORGANIZATION:

The Bureau consists of the Division of Licensing and Compliance, the Division of Ambient Air Assessment, and the Division of Resource Administration.

### PROGRAM:

The Licensing and Compliance Division issues air emission licenses and ensures compliance with state and federal laws for stationary sources. The Licensing Section performs technical reviews of license applications, evaluates emission control technologies, identifies applicable state and federal regulatory requirements, provides technical assistance and drafts licensing documents. The Mobile Sources Section ensures new vehicles sold in Maine meet low emission standards; and conducts inspections of trucks under the statewide heavy-duty diesel-testing program, and on-board diagnostic inspections for Cumberland County's enhanced motor vehicle inspection program. The Compliance Section provides compliance assistance, conducts facility inspections, reviews compliance reports, and investigates and responds to complaints from the public. The Enforcement Section resolves discovered or reported violations through notices of violations and Consent Agreements, and reviews facility emission testing.

The Ambient Air Assessment Division monitors ambient air quality across the state, performs air chemistry analytic work and assesses ambient air quality trends. The Monitoring Section maintains the State's air quality monitoring networks and reports all monitoring results to EPA. The Laboratory and Quality Assurance Section analyzes air toxics both ambient and stack exhaust assessments, ozone precursor and particulate matter samples collected under federal requirements for state monitoring networks; provides quality assurance support for all monitoring activities, including calibration standards and performance audits; and operates two Photochemical Assessment Monitoring Stations (PAMS). The Meteorology Section assesses ambient air quality data, issues daily state-wide ozone and particle pollution forecasts, and performs technical analyses.

The Resource Administration Division performs agency-wide functions in three areas: Environmental Data Management; Collections, Claims and Cost Recovery; and Account Management. The Environmental Data Management team manages databases and environmental data for analysis, reporting, and federal submissions. The Collections, Claims and Cost Recovery Section pursues collection of environmental and licensing fees, and processes oil contamination damage and reimbursement claims. The Account Management team reviews and tracks department expenditures; develops and administers internal controls; and supports grant, loan and contracting activities.

**FINANCES, FISCAL YEAR 2013:** 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	824,917	692,814			132,103	
HEALTH BENEFITS	265,251	236,845			28,406	
RETIREMENTS	124,778	105,928			18,850	
OTHER FRINGE BENEFITS	14,615	12,072			2,543	
COMPUTER SERVICES	13,794	6,160		7,634		
CONTRACTUAL SERVICES	60,799	20,597		11,141	29,061	
RENTS	1,826	1,826				
COMMODITIES	44,563	29,636		13,391	1,536	
GRANTS, SUBSIDIES, PENSIONS	534,983	415			534,568	
EQUIPMENT	30,000				30,000	
TRANSFER TO OTHER FUNDS	6,735			886	5,849	
<b>TOTAL EXPENDITURES</b>	<b>1,922,261</b>	<b>1,106,293</b>		<b>33,052</b>	<b>782,916</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

OFFICE OF THE COMMISSIONER  
PATRICIA AHO, COMMISSIONER

Central Office AMHI RAY BLDG, AUGUSTA, ME 04330  
Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-2814  
Established 2004 Telephone (207) 287-2812  
Reference Policy Area 04 Umbrella 06 Unit 096F Citation T0038 M.R.S.A., Sect. 000000341  
Average Counts-All Positions 32.000 Legislative Count 32.00

**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 Policy Services, Office of Innovation and Assistance and Office of Education and Outreach.

**PROGRAM:**

The Office of Policy Services oversees rule making, agency licensing, enforcement activities, legislative initiatives, coordinates strategic planning and quality assurance, 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 multi-media, innovative programs and technical assistance. The Office administers the Small Business Technical Assistance Program (SBTAP), and the state's Environmental Leader programs.

The Office of Education and Outreach develops and coordinates departmental communications and outreach initiatives. Staff provides the central point of contact for the media 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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,377,081	202,840	1,174,241			
HEALTH BENEFITS	365,283	37,720	327,563			
RETIREMENTS	184,884	18,332	166,552			
OTHER FRINGE BENEFITS	34,049	4,131	29,918			
COMPUTER SERVICES	700,905	347,319	353,586			
CONTRACTUAL SERVICES	1,692,739	133,912	1,558,827			
RENTS	183,048		183,048			
COMMODITIES	66,308		66,308			
TRANSFER TO OTHER FUNDS	106,249		106,249			
TOTAL EXPENDITURES	4,710,546	744,254	3,966,292			

BOARD OF ENVIRONMENTAL PROTECTION  
ROBERT FOLEY, CHAIR  
CYNTHIA BERTOCCL, EXECUTIVE ANALYST

Central Office AMHI RAY BLDG, AUGUSTA, ME 04330  
Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-2814  
Established 1972 Telephone (207) 287-2811  
Reference Policy Area 04 Umbrella 06 Unit 101 Citation T0038 M.R.S.A., Sect. 000000341C  
Average Counts-All Positions 2.000 Legislative Count 2.00



## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### PURPOSE:

The Board of Environmental Protection (Board) is charged with providing informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection, and with providing for credible, fair and responsible public participation in Department decisions. The Board fulfills its purpose through major substantive rulemaking, decisions on selected permit applications, decisions on appeals of the Commissioner's licensing and enforcement actions, and recommending changes in the law to the Legislature.

### ORGANIZATION:

The Board consists of seven members appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over natural resource matters and confirmation by the Senate. Members are selected to represent a broad range of professional backgrounds and experiences. At least three members must have technical or scientific backgrounds in environmental issues and no more than four members may reside in the same Congressional District. Members serve four-year terms, and a member may not serve more than two consecutive four-year terms. The Governor appoints one member to serve as chair. The Board is staffed by the Executive Analyst. 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 generally held twice monthly in Augusta; additional meetings and hearings are scheduled by the Board as needed to address pending matters. Four members of the Board constitute a quorum for the purposes of opening a meeting and for a vote of the Board.

### PROGRAM:

The Board generally meets on the first and third Thursdays of each month to undertake its work including major substantive rulemaking, appeals of licensing or enforcement actions, and review of certain applications of statewide significance. 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 Department staff level and decided by the Commissioner; however, state law provides that certain license applications will be decided by the Board including applications for certain projects of statewide significance.

### 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 2013:** 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	113,691		113,691			
HEALTH BENEFITS	28,161		28,161			
RETIREMENTS	20,747		20,747			
OTHER FRINGE BENEFITS	1,200		1,200			
COMPUTER SERVICES	340		340			
CONTRACTUAL SERVICES	14,982		14,982			
RENTS	6,825		6,825			
COMMODITIES	3,411		3,411			
TRANSFER TO OTHER FUNDS	3,448		3,448			
<b>TOTAL EXPENDITURES</b>	192,805		192,805			

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF LAND AND WATER QUALITY**

**MICK KUHNS, DIRECTOR**

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

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

*Established* 1994

*Reference* Policy Area 04 Umbrella 06 Unit 096B Citation T0038

*Average Counts-All Positions* 65.000

*FAX* (207) 287-7191

*Telephone* (207) 287-2827

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

*Legislative Count* 65.00

**PURPOSE:**

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

The Bureau administers the: Site Location of Development Act; Natural Resources Protection Act; Mandatory Shoreland Zoning Act; 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; the Maine Wind Energy Act; 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 Department of Agriculture, Conservation and Forestry.

**ORGANIZATION:**

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

**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 Division also issues licenses and water quality certifications to hydropower facilities.

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, compliance and enforcement. The Division also oversees the operation of all wastewater treatment facilities, certifies wastewater treatment operators and provides technical assistance.

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, the Overboard Discharge Removal Program, which provides grants for the removal of certain systems as obligated under current law, and the Boat Pumpout Grant Program that provides grants for boat pumpout facilities.

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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

development of the biennial Integrated Water Quality Monitoring and Assessment Report, 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 also coordinates regulatory/non-regulatory 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 assists with education and outreach and public awareness campaigns to carry out these programs.

### LICENSES:

Waste Discharge Licenses; Maine MEPDES permits; Certificates of Tax Exemptions; Site Location of Development permits; Natural Resources Protection Act permits; Stormwater Management Law permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 401 Water Quality Certifications; 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](http://www.maine.gov/dep))  
Gravel Road Maintenance Manual (2010)  
[http://www.maine.gov/dep/land/watershed/camp/road/gravel\\_road\\_manual.pdf](http://www.maine.gov/dep/land/watershed/camp/road/gravel_road_manual.pdf)  
Maine Erosion and Sedimentation Control BMPs (2003)  
<http://www.maine.gov/dep/land/erosion/index.html>  
The Buffer Handbook (1998) and associated plant list  
<http://www.maine.gov/dep/land/watershed/buffhandbook.pdf>  
[http://www.maine.gov/dep/land/watershed/buffer\\_plant\\_list.pdf](http://www.maine.gov/dep/land/watershed/buffer_plant_list.pdf)  
Maine Shoreland Zoning - A Handbook for Shoreland Owners (Spring 2008)  
<http://www.maine.gov/dep/water/lakes/publake.htm>  
Maine Stormwater BMP Manual (2010)  
<http://www.maine.gov/dep/land/stormwater/index.html>

**FINANCES, FISCAL YEAR 2013:** 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	3,245,112	2,124,464	842,420		278,228	
HEALTH BENEFITS	1,028,066	688,792	242,904		96,370	
RETIREMENTS	473,177	311,573	121,653		39,951	
OTHER FRINGE BENEFITS	60,936	40,747	15,104		5,085	
COMPUTER SERVICES	3,038	2,979	59			
CONTRACTUAL SERVICES	299,839	260,718	25,347		13,774	
RENTS	132,580	128,218	3,667		695	
COMMODITIES	71,985	66,907	4,710		368	
GRANTS, SUBSIDIES, PENSIONS	1,827,798	81,780	223,598		404,728	1,117,692
TRANSFER TO OTHER FUNDS	46,527		34,568		11,959	
<b>TOTAL EXPENDITURES</b>	<b>7,189,058</b>	<b>3,706,178</b>	<b>1,514,030</b>		<b>851,158</b>	<b>1,117,692</b>

## BUREAU OF REMEDIATION AND WASTE MANAGEMENT

### MELANIE LOYZIM, DIRECTOR

Central Office AMHI RAY BLDG, AUGUSTA, ME 04330  
Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-7826  
Established 1980 Telephone (207) 287-7890  
Reference Policy Area 04 Umbrella 06 Unit 096D Citation T0038 M.R.S.A., Sect. 000000541  
Average Counts-All Positions 143.924 Legislative Count 143.00

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### **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 aboveground 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 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; coordination with EPA on investigation and clean-up of Superfund sites; implementation of the Brownfields and Voluntary Response Action Programs; 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, Solid Waste Management, and Sustainability. The bureau has staff in Department offices in Augusta, Bangor, Portland and Presque Isle.

### **PROGRAM:**

The Division of Remediation investigates and mitigates risks posed by uncontrolled hazardous substance sites. The Division coordinates with EPA on the investigation and clean-up of federal Superfund sites and formerly used defense sites in Maine. The Division administers the lead and asbestos programs. This division is also responsible for reimbursing municipalities for the state share of closure costs at former solid waste landfills, and investigating & mitigating the risks posed by these closed landfills to adjacent landowners. The Division oversees private investigation and remediation under the Voluntary Response Action Program, and facilitates such action by administering the Brownfields Grant program.

The Division of Response Services is the lead entity 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 other divisions and programs in the areas of engineering, geology and chemistry. The division plans and implements the cleanup of long term petroleum remediation sites, provides technical assistance to the business community and the general public, 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 terminals, waste oil and hazardous waste facility licensing, and registration of biomedical waste facilities. In addition, the division conducts inspections and investigations, issues compliance determinations and requests for corrective action, provides technical assistance and educational training, processes damage claims arising from oil contamination, reviews 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 landfills, waste-to-energy incinerators, transfer and storage sites, processing facilities, septage management, composting, agronomic use of sludge and residuals, other beneficial use of solid waste, and waste transportation.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Sustainability Division merges a number of cross-media programs, including: waste reduction, recycling, composting and reuse programs; product stewardship program activities and compliance; and safer chemicals programs. Included are the mercury added product initiatives as well as the recycling of used electronics program. Chemical management programs include the toxic chemical reduction and priority chemical reporting programs. The Unit's greenhouse gas and climate adaptation role focuses on Maine's strategy for addressing potential impacts from climate change including changing water levels, species migration and related effects.

### LICENSES:

Oil Terminal Facility Licenses; Hazardous Waste Facility Licenses; Waste Transporter Licenses; Registration of Used Oil Collection Centers; Waste Oil Facility Licenses; Biomedical Facility Licenses; Registration of Underground Oil and Hazardous Substance Storage Tanks; Certification of Underground Storage Tank Operators; Solid Waste Facility Licenses; Septage Spreading Site Licenses; Licenses for Land Application of Sludge and Other Residuals; Beneficial Use Licenses, Asbestos Abatement Certification; and Lead Abatement Certification.

### 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 <http://www.maine.gov/dep/rwm/publications/index.htm>.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REMEDIATION AND WASTE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,727,224	143,919	5,596,966		986,339	
HEALTH BENEFITS	2,047,424	54,525	1,691,324		301,575	
RETIREMENTS	1,097,761	20,974	926,222		150,565	
OTHER FRINGE BENEFITS	134,871	3,020	109,945		21,906	
COMPUTER SERVICES	36,816	1,916	33,439		1,461	
CONTRACTUAL SERVICES	7,700,934	190,425	5,252,042		2,048,371	210,096
RENTS	831,578	10,492	802,978		6,444	11,664
COMMODITIES	328,970	3,444	318,525		5,888	1,113
GRANTS, SUBSIDIES, PENSIONS	648,109		570,900			77,209
EQUIPMENT	12,710		12,710			
TRANSFER TO OTHER FUNDS	459,045		405,489		53,556	
<b>TOTAL EXPENDITURES</b>	<b>20,025,442</b>	<b>428,715</b>	<b>15,720,540</b>		<b>3,576,105</b>	<b>300,082</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

*Reference Policy Area* 04 *Umbrella* 06 *Unit* 481 *Citation* T0032

*FAX* (207) 287-2651

*Telephone* (207) 287-2651

*M.R.S.A., Sect.* 000010003

### PURPOSE:

The Board of Underground Storage Tank Installers was established to safeguard 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 M.R.S.A. 10001, et seq.

### ORGANIZATION:

The Board consists of seven members appointed by the governor: one from the Department of Environmental Protection; one from the Maine Energy Marketers' Association; one underground oil storage tank installer; one from the Maine Chamber of Commerce and Industry or a certified underground tank installer or

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

inspector; one from the Fire Chiefs Association; and two public members. The DEP provides staff support to the Board and consists of seven members.

### **PROGRAM:**

The Board offers initial and final examinations for underground oil tank installers and underground tank inspectors. Approximately 275 certificates for underground oil storage tank installers or inspectors and 122 apprentices have been granted since the inception of the program (1985). There are currently 77 certified underground oil tank installers and 52 inspectors in Maine.

The Board also accredits continuing education for installers and inspectors. In the past fiscal year, the Board sponsored a continuing education workshop for four (4) hours of continuing education credits. The Board also approved various other programs offered by equipment manufacturers and trade associations.

The third major responsibility of the Board is taking disciplinary actions against underground storage tank installers and inspectors who violate statutes, and Board and Department rules. No complaints of potential violations were received in fiscal year 2012-13.

### **LICENSES:**

Underground Oil Storage Tank Installer Certificate  
Underground Oil Storage Tank Inspector Certificate

### **PUBLICATIONS:**

Annual Reports to the Commissioner of Environmental Protection; and "Tanks in Maine", a newsletter for those who install, inspect or manage underground or aboveground tanks

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**(OFFICE OF) GOVERNOR  
PAUL R. LEPAGE, 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 Counts-All Positions* 43.184      *Legislative Count* 42.50

**Units:**

GOVERNOR'S OFFICE OF COMMUNICATIONS

GOVERNOR'S ENERGY OFFICE

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL

APPOINTMENTS

(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.

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 2013:** 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	2,715,594	1,913,902	741,994		59,698	
HEALTH BENEFITS	575,884	389,037	175,784		11,063	
RETIREMENTS	324,539	186,587	128,601		9,351	
OTHER FRINGE BENEFITS	72,692	57,615	14,015		1,062	
COMPUTER SERVICES	50,104	20,271	13,776		16,057	
CONTRACTUAL SERVICES	704,416	217,796	362,113		124,507	
RENTS	58,237	16,036	41,738		463	
COMMODITIES	75,378	64,049	11,291		38	
GRANTS, SUBSIDIES, PENSIONS	5,754,932	297,329	77,465		5,380,138	
PURCHASE OF LAND	8,861					8,861
TRANSFER TO OTHER FUNDS	13,592	138	13,592		-138	
<b>TOTAL EXPENDITURES</b>	<b>10,354,229</b>	<b>3,162,760</b>	<b>1,580,369</b>		<b>5,602,239</b>	<b>8,861</b>

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,913,902	1,913,902				
HEALTH BENEFITS	389,037	389,037				
RETIREMENTS	186,587	186,587				
OTHER FRINGE BENEFITS	57,615	57,615				
COMPUTER SERVICES	20,271	20,271				
CONTRACTUAL SERVICES	217,796	217,796				
RENTS	16,036	16,036				
COMMODITIES	64,049	64,049				
GRANTS, SUBSIDIES, PENSIONS	337,434	292,215			45,219	
TRANSFER TO OTHER FUNDS		138			-138	
<b>TOTAL EXPENDITURES</b>	<b>3,202,727</b>	<b>3,157,646</b>			<b>45,081</b>	

## GOVERNOR'S OFFICE OF COMMUNICATIONS

### PETER STEELE, DIRECTOR

*Central Office* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001

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

*FAX* (207) 287-1034

*Established* 2011

*Telephone* (207) 287-5086

*Reference Policy Area* 00 *Umbrella* 07 *Unit* 662 *Citation* T0002 *M.R.S.A., Sect.* 00000010

#### PURPOSE:

The Governor's Office of Communications exists to consolidate, coordinate, and streamline communication functions in State Government. The office is administered by the Executive Department.

#### ORGANIZATION:

The Office is under the control and supervision of the Director of the Governor's Office of Communications. The Director is appointed by and serves at the pleasure of the Governor.

#### PROGRAM:

The Office provides coordinated public communication services to State departments and agencies.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



EXECUTIVE DEPARTMENT

**GOVERNOR'S ENERGY OFFICE**  
**PATRICK C. WOODCOCK, DIRECTOR**

*Central Office* 3RD FLOOR CROSS OFFICE BLDG, AUGUSTA, ME 04333  
*Mail Address* 62 STATE HOUSE STATION, AUGUSTA, ME 04333-0062 *FAX*  
*Established* 2008 *Telephone* (207) 624-7405  
*Reference* Policy Area 00 Umbrella 07 Unit 647 Citation T0002 *M.R.S.A., Sect.* 000000009  
*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

**PURPOSE:**

The Governor's Energy Office (GEO) was created to create effective public and private partnerships that advance Maine's energy security and economic development in an environmentally responsible manner. The GEO is responsible for planning and coordinating state energy policy, and serves as the primary energy policy advisor to the Governor. As the designated State Energy Office, the GEO is charged with providing leadership in the development of public and private partnerships that achieve clean, reliable, affordable, efficient, sustainable, indigenous and renewable energy resources. It is the responsibility of the GEO to work in conjunction with other departments of State government, the Legislature, and private and nonprofit sectors to advance and optimize Maine's energy security, economic development and environmental health. Maine's energy objectives are supported in part through GEO oversight and administration of the U.S. State Energy Program (SEP) funds and priorities.

**ORGANIZATION:**

The GEO 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:

Governor's Energy Office Annual Report, which includes updates on progress toward implementing the State Energy Plan, and accounts for the Office's resources devoted to its various duties and activities.

Interagency Review Panel's (IRP) report on activities and actions pertaining to the use or potential use of statutory corridors for energy infrastructure.

Activities of the office regarding the development and permitting of renewable energy generation facilities.

Every two years, the GEO is responsible for submitting an updated State Comprehensive Energy Plan, which includes identification of transmission and other infrastructure needs; energy assurance planning; an assessment of the progress made toward state wind energy goals and their tangible benefits; the association between energy planning and meeting greenhouse gas reduction goals; and, a listing of recommended actions to facilitate the development of renewable energy generation.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GOVERNOR'S ENERGY OFFICE	TOTAL FOR ALL GENERAL FUNDS	REVENUE FUNDS	SPECIAL HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES					
SALARIES & WAGES	143,511	83,813		59,698	
HEALTH BENEFITS	23,658	12,595		11,063	
RETIREMENTS	18,447	9,096		9,351	
OTHER FRINGE BENEFITS	4,990	3,928		1,062	
COMPUTER SERVICES	16,057			16,057	
CONTRACTUAL SERVICES	124,507			124,507	
RENTS	463			463	
COMMODITIES	38			38	
GRANTS, SUBSIDIES, PENSIONS	5,334,920			5,334,920	
TOTAL EXPENDITURES	5,666,591	109,432		5,557,159	

EXECUTIVE DEPARTMENT

**GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY**  
**LEONARD I. SHARON, CHAIR**

*Central Office* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001  
*Mail Address* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX*  
*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 25 FY11/12 on November 1, 2011, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice to the Governor 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. The sole power to grant clemency remains with 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS**  
**JOSH TARDY, CHAIR**

*Central Office* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001  
*Mail Address* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX*  
*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 to the Governor on all applicants for judicial appointments. The Committee meets at the call of the Chair.

**ORGANIZATION:**

The Committee consists of five or more members who represent various interests in Maine's legal community. The members are appointed by the Governor and serve at the Governor's pleasure.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**(OFFICE OF) PUBLIC ADVOCATE**

**TIMOTHY SCHNEIDER, PUBLIC ADVOCATE**

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

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

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

*FAX* (207) 287-4317

*Established* 1981

*Telephone* (207) 287-2445

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

*Average Counts-All Positions* 8.000

*Legislative Count* 8.00

**PURPOSE:**

The fundamental role of the Public Advocate is to represent and advocate for the interests of utility ratepayers in proceedings before the Maine Public Utilities Commission, the Maine Legislature, federal and regional regulatory bodies, and in relevant courts.

In 2013, the Office of Public Advocate completed its 32nd year of advocacy on behalf of utility customers before the Public Utilities Commission. During the past 32 years the Public Advocate has saved ratepayers more than \$539 million through its advocacy and negotiations.

**ORGANIZATION:**

In 1981, 35-A MRSA, § 1701 established the office as an agency of the Executive Department to represent the interests of utility consumers before regulatory bodies, the courts and the Legislature. Beginning in 1999 the office moved from a General Fund basis for its budget to a system of utility assessments. The office no longer receives any General Fund dollars. In 2009 the Legislature gave the Public Advocate a fixed term in order to provide the office greater independence from political influence.

In addition to the Public Advocate, the office currently employs seven staff people, including three support staff and four attorneys. The office also uses expert witness consultants in technically or financially complicated cases. The Public Advocate is appointed by the Governor and confirmed by the Legislature.

**PUBLICATIONS:**

Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission (no charge)

Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Legislature - August 1, 2013 (no charge)

**FINANCES, FISCAL YEAR 2013:** 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	658,181		658,181			
HEALTH BENEFITS	163,189		163,189			
RETIREMENTS	119,505		119,505			
OTHER FRINGE BENEFITS	10,087		10,087			
COMPUTER SERVICES	13,776		13,776			
CONTRACTUAL SERVICES	362,113		362,113			
RENTS	41,738		41,738			
COMMODITIES	11,291		11,291			
TRANSFER TO OTHER FUNDS	13,592		13,592			
<b>TOTAL EXPENDITURES</b>	1,393,472		1,393,472			

DEPARTMENT OF HUMAN SERVICES

**DEPARTMENT OF HEALTH AND HUMAN SERVICES -  
FORMERLY DHS**

**MARY C. MAYHEW, COMMISSIONER**

**WILLIAM W. BOESCHENSTEIN, JR., CHIEF OPERATING OFFICER**

*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) 287-4223

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

*Average Counts-All Positions* 2557.500

*Legislative Count* 2556.00

**Units:**

*OFFICE OF CHILD AND FAMILY SERVICES*

*DIVISION OF POPULATION HEALTH (HUMAN SERVICES)*

*DATA, RESEARCH AND VITAL STATISTICS*

*DIVISION OF DISABILITY DETERMINATION SERVICES*

*DIVISION OF INFECTIOUS DISEASE (HUMAN SERVICES)*

*OFFICE FOR FAMILY INDEPENDENCE*

*MAINE CENTER FOR DISEASE CONTROL AND PREVENTION*

*DIVISION OF ENVIRONMENTAL HEALTH (HUMAN SERVICES)*

*FINANCE*

*OFFICE OF MAINECARE SERVICES*

*OFFICE OF AGING AND DISABILITY SERVICES*

*MAINE PUBLIC DRINKING WATER COMMISSION*

*DISTRICT 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 the 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.

**PROGRAM:**

The department's statutory mandate requires it to provide the following programs and services to adults, children and families: Economic assistance and employment support services; behavioral health services, including mental health and substance abuse prevention and treatment services; developmental disability and brain injury services; physical health services; and public health services.

Services targeted specifically for children, families, and adults include: Child welfare services; early childhood services, including Head Start and child care services; maternal and child health services, including home-visiting programs; paternity establishment and child support enforcement services; residential and community support services for children and adults with disabilities; adult protective services; and 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 Medicaid program funded jointly by the federal government's Centers for Medicare and Medicaid Services (CMS) and the State. MaineCare provides health care services 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>.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2013:** 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	94,225,834	47,008,175	25,723,645		21,494,014	
HEALTH BENEFITS	33,387,807	16,131,117	9,775,698		7,480,992	
RETIREMENTS	13,638,959	6,585,362	3,901,086		3,152,511	
OTHER FRINGE BENEFITS	1,813,738	873,149	519,801		420,788	
COMPUTER SERVICES	27,694,389	8,271,988	8,842,084		10,580,317	
CONTRACTUAL SERVICES	112,724,068	34,983,672	20,696,869		57,043,527	
RENTS	10,142,199	5,634,694	3,378,255		1,129,250	
COMMODITIES	15,341,102	3,447,416	10,341,528		1,552,158	
GRANTS, SUBSIDIES, PENSIONS	2,715,922,675	675,899,349	329,329,955		1,710,693,371	
EQUIPMENT	12,537				12,537	
TRANSFER TO OTHER FUNDS	6,181,140	-2,720	2,630,008		3,553,852	
<b>TOTAL EXPENDITURES</b>	<b>3,031,084,448</b>	<b>798,832,202</b>	<b>415,138,929</b>		<b>1,817,113,317</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY DHS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	182,020	182,020				
HEALTH BENEFITS	56,760	56,760				
RETIREMENTS	34,797	34,797				
OTHER FRINGE BENEFITS	3,593	3,593				
COMPUTER SERVICES	38,090	38,090				
CONTRACTUAL SERVICES	1,083,139	1,083,139				
RENTS	63,609	63,609				
COMMODITIES	26,267	26,267				
GRANTS, SUBSIDIES, PENSIONS	3,200,584	3,200,584				
<b>TOTAL EXPENDITURES</b>	<b>4,688,859</b>	<b>4,688,859</b>				

## OFFICE OF CHILD AND FAMILY SERVICES

### THERESE CAHILL-LOW, DIRECTOR

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) 624-7957  
 Reference Policy Area 05 Umbrella 10 Unit 148 Citation T0022 M.R.S.A., Sect. 000005308  
 Average Counts-All Positions 87.000 Legislative Count 87.00

#### PURPOSE:

The Office of Child and Family Services (OCFS) goal is to create a seamless system of care for vulnerable children and families. The vision of OCFS is that every child is safe and healthy, every child grows up in a family, and families are connected to their communities. This vision is accomplished through our priority focus areas of promoting social and emotional well-being for children, youth and families receiving our services.

#### ORGANIZATION:

Established in 2005 and reorganized in 2012, OCFS provides for direct and community-based services throughout the state. Organized by eight District offices, the OCFS has five program units; each unit has an associate director and team leaders or program administrators. This Office has 625 staff and an annual operating budget of \$163 million.

#### PROGRAM:

Policy and Prevention: This unit is guided by promoting the health, well-being and safety of children at the policy level. This team provides reviews to policy through community stakeholder input and internal teams, training to improve OCFS understanding of policy and direct services to families to increase family resiliency. The direct services are the initial points of contacts for Maine citizens. They include child care, child protective intake and eligibility for behavioral health services.

## DEPARTMENT OF HUMAN SERVICES

**Community Partnerships:** This team is responsible for strategic planning and implementation of the use of state and federal funding through budgeting, allocation and contracting of OCFS services. This unit is focused on increasing the relationship with community providers, coordinating and managing the quality of contracted services.

**Intervention and Coordination of Care:** This unit is responsible for overseeing intervention and care management of services delivered on a statewide basis and for developing, implementing and evaluating associated program and policies. This unit assures that responses for the operation and management of programs in the area of behavioral health services to children, child protection, adoption and foster care reflect existing policies and practices.

**Accountability and Information Services:** This program area is responsible for managing and directing the OCFS quality assurance and quality improvement programs, administration of the Title IV-E program, OCFS' proprietary computer systems and the Maine automated child welfare information system. This team is the primary liaison regarding federal regulations impacting OCFS financial and practice matters.

**Director of Clinical Policies and Practice:** Led by the Medical Director, this unit is responsible for the oversight of clinical care delivered to children served by OCFS.

### **LICENSES:**

Children's Homes  
Family Foster Home for Children  
Specialized Children's Homes

### **PUBLICATIONS:**

Completed within the 2012-2013  
 " Child Welfare Services Plan  
 " Annual Progress Review (on Child Welfare Services Plan)  
 " Child Care Development Fund Plan  
 " Quality Performance Report (on Child Care Development Fund Plan)  
 " Child Care Market Rate Study  
 " Child Care Resource and Referral Packets  
 " Child and Adult Care Food Program Sponsorship list  
 " State Agency Interdepartmental Early Learning Team Work Plan  
 " Community Services Block Grant Annual Report  
 " State Plan for Independent Living Initiatives  
 " Numerous educational flyers and brochures related to child care and the child and adult care food programs

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHILD AND FAMILY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>		<b>FUNDS</b>	
SALARIES & WAGES	3,450,801	1,906,651	1,032,111		512,039	
HEALTH BENEFITS	1,234,993	636,737	339,703		258,553	
RETIREMENTS	518,706	278,171	149,386		91,149	
OTHER FRINGE BENEFITS	65,122	34,404	18,511		12,207	
COMPUTER SERVICES	1,610,224	854,148	377,876		378,200	
CONTRACTUAL SERVICES	3,622,264	2,637,336	198,222		786,706	
RENTS	441,834	245,750	84,851		111,233	
COMMODITIES	186,913	161,070	8,887		16,956	
GRANTS, SUBSIDIES, PENSIONS	103,180,925	63,773,700	5,456,459		33,950,766	
TRANSFER TO OTHER FUNDS	112,022		56,571		55,451	
<b>TOTAL EXPENDITURES</b>	<b>114,423,804</b>	<b>70,527,967</b>	<b>7,722,577</b>		<b>36,173,260</b>	

DEPARTMENT OF HUMAN SERVICES

**DIVISION OF POPULATION HEALTH (HUMAN SERVICES)**

**DEBRA WIGAND, DIRECTOR**

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

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

*Established* 1937

*Telephone* (207) 287-4624

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

*Average Counts-All Positions* 30.000

*Legislative Count* 30.00

**PURPOSE:**

The Division of Population Health (DPH) promotes health and reduces disease in three program areas: Healthy and Safe Living; Children Have a Healthy Start; and Chronic Disease Prevention and Control. The DPH provides data-informed public health planning, implementation and evaluation to decrease high- risk health behaviors and chronic diseases and improve the health of Maine residents across their life span.

**PROGRAM:**

The Healthy and Safe Living Program works to decrease health costs and reduced quality of life associated with tobacco, obesity and injuries. The Program provides information and support so people can make healthy choices about tobacco, physical activity, nutrition, and preventing injury; it does so by providing training on best-practice, public education/outreach and support of community-based partners. Data collection, analysis, and dissemination are aspects of the Program that ensure programming is based on need and emerging health trends. By focusing on support and development of healthy, safe environments the Program seeks to prevent the onset of chronic or sudden medical conditions, thus preventing diseases or disability.

The Children Have a Healthy Start Program works to improve the health of the Maternal Child Health (MCH) population (women 15 to 44 years, children birth through 21 years, and children with special health needs). The Program supports training of best-practice at the community-level and direct funding of services to community-based partners. Data collection, analysis and dissemination are aspects of the Program that ensure programming is based on need and emerging health trends. The Program collaborates with governmental and non-governmental agencies and organizations. The concept of prevention is vital. By addressing health in preconception, pregnancy, and childhood, there is opportunity to prevent chronic and costly conditions such as obesity.

The Chronic Disease Prevention and Control Program works to prevent, detect and control some of the most serious chronic health conditions (asthma, cancer, diabetes, heart disease and oral diseases). It provides training, public education and funds community based partners. Data collection, analysis and distribution ensures programming is based on need and emerging health trends.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF POPULATION HEALTH (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,269,628				1,269,628	
HEALTH BENEFITS	366,240				366,240	
RETIREMENTS	190,769				190,769	
OTHER FRINGE BENEFITS	25,376				25,376	
COMPUTER SERVICES	20,867				20,867	
CONTRACTUAL SERVICES	780,047				780,047	
RENTS	14,252				14,252	
COMMODITIES	951				951	
GRANTS, SUBSIDIES, PENSIONS	6,998,131				6,998,131	
TRANSFER TO OTHER FUNDS	97,989				97,989	
<b>TOTAL EXPENDITURES</b>	<b>9,764,250</b>				<b>9,764,250</b>	

DEPARTMENT OF HUMAN SERVICES

**DATA, RESEARCH AND VITAL STATISTICS**  
**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:**

Data, Research and Vital Statistics is now part of the Division of Public Health Systems (DPHS). The Division provides oversight and management to four programs within the Maine Center for Disease Control and Prevention (CDC). The programs are the Health and Environmental Testing Laboratory; Public Health Emergency Preparedness; Performance Improvement; and 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.

**PROGRAM:**

Health and Environmental Testing Laboratory (HETL) is a state resource in the prevention, treatment, and control of hazards that threaten the health of the community and environment. Core functions include; monitoring public and private water supplies for chemical and microbiological contaminants necessary for public health and regulatory compliance; monitoring and diagnosing infectious diseases; performing a wide range of environmental testing, including radiation, pesticides and industrial pollutants; detecting and preventing childhood lead poisoning; forensic testing for the drug enforcement agency and highway safety; and providing key alert data to support the state's emergency preparedness to chemical and biological terrorism.

Data, Research and Vital Statistics Data, Research and Vital Statistics (DRVS) administers Maine's vital records system and provides quantitative information for surveillance; planning; policy development; program management; and evaluation. DRVS 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. The office provides technical assistance and consultation on survey procedures and statistical analysis. It is an affiliate State census data center.

Public Health Emergency Preparedness (PHEP) is the lead State program responsible for the planning, coordination and response to bioterrorism and other public health emergencies. PHEP works in collaboration with multiple federal, State and local partners including public health and healthcare system agencies to protect the health and safety of all Maine people through the development and implementing of a coordinated, statewide system that assures the early detection, containment and management of public health emergency events.

Public Health Performance Improvement assures a coordinated and strategic approach to implementation, utilization and management of informatics for public health improvement. It establishes public health performance management priorities that include the implementation of a comprehensive plan for a State and district level performance improvement system for public health. Program focus includes project design, planning, implementation, programmatic capacity building and efficiency across the Maine CDC.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF HUMAN SERVICES

**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* 10 *Unit* 144Z *Citation*

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

*Average Counts-All Positions* 64.000

*Legislative Count* 64.00

**PURPOSE:**

To provide timely, accurate and fair disability decisions 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 assigned to the Office for Family Independence.

**ORGANIZATION:**

Disability Determination Services exists as a partnership between the State and federal governments. The agency has an operating budget of about \$8 million and employs approximately 75 people. The workforce includes disability claim examiners; physicians; psychologists; and various administrative and support people. Oversight and funding is provided by the Social Security Administration.

**FINANCES, FISCAL YEAR 2013:** 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	2,121,936				2,121,936	
HEALTH BENEFITS	780,022				780,022	
RETIREMENTS	304,359				304,359	
OTHER FRINGE BENEFITS	38,835				38,835	
COMPUTER SERVICES	48,774				48,774	
CONTRACTUAL SERVICES	1,860,300				1,860,300	
RENTS	264,823				264,823	
COMMODITIES	17,889				17,889	
GRANTS, SUBSIDIES, PENSIONS	2,301,526				2,301,526	
TRANSFER TO OTHER FUNDS	193,377				193,377	
<b>TOTAL EXPENDITURES</b>	<b>7,931,841</b>				<b>7,931,841</b>	

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

**LORI WOLANSKI, DIRECTOR**

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*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 Infectious Disease, (formerly known as the Division of Disease Control) promotes and protects the health of the citizens of Maine through programs focusing on the surveillance, prevention and control of infectious diseases.

**PROGRAM:**

The Division of Infectious Disease seeks to carry out its mission by program activities in four programs: Infectious Disease Epidemiology; Medical Epidemiology; HIV, Sexually Transmitted Diseases (STD) and Viral Hepatitis; and Maine Immunization.

The Infectious Disease Epidemiology Program conducts surveillance for notifiable

## DEPARTMENT OF HUMAN SERVICES

diseases and conditions 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 and control of various infectious diseases and provides public health alerts, advisories and updates to key public health stakeholders.

The Medical Epidemiology Program provides medical leadership, guidance and consultation on strategic, operational and clinical issues to all Division programs and also provides medical epidemiology guidance to other Divisions within Maine CDC. The Healthcare Associated Infections Prevention Program, within the Medical Epidemiology Program, works to reduce and prevent infections acquired in healthcare facilities. Through collaboration with hospitals and other State agencies, this program aims to establish best practices for the prevention of healthcare associated infections.

The Human Immunodeficiency Virus (HIV), Sexually Transmitted Disease (STD), and Viral Hepatitis Program works to reduce disease related morbidity and mortality. The program works with community partners, health professionals and individuals to prevent the transmission of HIV, STD and Viral Hepatitis infection. It also provides outreach and testing services targeted to populations most impacted by disease, helps to ensure medical case management for people living with HIV/AIDs, and administers the AID's Drug Assistance program (ADAP) as the payer of last resort for low income Mainer's living with HIV/AIDs.

The Maine Immunization Program strives to ensure full protection of all Maine people from vaccine preventable disease. Through cooperative partnerships with public and private health practitioners and community members, the program provides vaccine; comprehensive education and technical assistance; vaccine-preventable disease tracking and outbreak control; population-based management tools; and compassionate support services that link individuals into comprehensive healthcare systems. This program manages universal immunization for insured or underinsured children in the State, as well as the federal Vaccines for Children Program.

### LICENSES:

n/a

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF INFECTIOUS DISEASE (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	192,707		192,707			
TOTAL EXPENDITURES	192,707		192,707			

## OFFICE FOR FAMILY INDEPENDENCE

### DALE DENNO, DIRECTOR

*Central Office* 19 UNION STREET, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3455  
*Established* 1913 *Telephone* (207) 624-4101  
*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144B *Citation* T0022 *M.R.S.A., Sect.* 000003101  
*Average Counts-All Positions* 398.500 *Legislative Count* 398.50

### PURPOSE:

The Office for Family Independence (OFI) administers multiple State and Federal programs to help Maine citizens in need. There are 16 offices across the State where staff assists people who may need assistance.

In addition to policy and program functions, OFI also monitors benefit distribution through quality assurance activities, investigations and recovery through audits of municipal welfare programs and investigations and recovery through staff for public assistance programs.

## DEPARTMENT OF HUMAN SERVICES

### ORGANIZATION:

The central office unit provides staff support to the department's local offices. As an administrative unit of the Department of Health and Human Services, the office's 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:

Temporary Assistance for Needy Families (TANF) is a financial assistance and jobs preparation program that provides a cash benefit to families with children who 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. TANF programs are funded primarily through a federal block grant, with a required State maintenance of effort contribution.

The Parents as Scholars program provides financial aid to parents enrolled in a post-secondary education program. ASPIRE engages with people receiving TANF or Food Supplement benefits to support their efforts to attain employment to support themselves and their families. Transitional Services provides post-TANF assistance. 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 families who are threatened by destitution or homelessness because of emergency situations.

The Food Supplement Program (formerly Food Stamps), provides a monthly benefit via an electronic benefits card credit to be used to supplement the family's food budget. Transitional Food Supplement benefits are provided to participants based on a TANF closure. SNAP-Education provides nutrition education for Maine residents who are SNAP eligible. SNAP Education and Food Supplement benefits are 100 percent federally funded. The State pays one-half the administrative cost. Medicaid (MaineCare) and Cub Care provides payment of medical expenses, including long term care, for persons of all ages who meet financial and non-financial criteria. Medicaid is funded through state contributions with a federal match of approximately 66 percent (benefits) and 50 percent (administration).

State Supplemental Benefit provides a small state funded monthly cash benefit to recipients of federal SSI. This benefit is required as part of the maintenance of effort for Medicaid participation.

Division of Support Enforcement and Recovery (DSER) establishes and enforces child support obligations. Tasks involve the location of missing parents, establishment of paternity, and the initiation of enforcement actions to recover current and past due support. Administrative expenses of the DSER program are matched 66 percent by federal dollars; the remaining costs are borne by the state.

General Assistance provides vouchers at the municipal level for individuals who meet strict income and asset criteria. General Assistance is the program of last resort for basic life necessities. General Assistance is funded through a combination of state and municipal contributions.

The Division of Disability Determination (DDS) is responsible to provide disability decisions to Maine citizens who apply for Social Security Disability programs. DDS is funded 100 percent by federal dollars.

Refugee Cash Assistance provides a federally funded monthly cash benefit to Refugees and their families for a period of eight months.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE FOR 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	13,854,183	3,993,760	2,815,466		7,044,957	
HEALTH BENEFITS	5,142,816	1,413,228	1,060,265		2,669,323	
RETIREMENTS	1,979,204	570,636	404,392		1,004,176	
OTHER FRINGE BENEFITS	265,849	74,514	51,702		139,633	
COMPUTER SERVICES	10,632,822	2,363,126	6,595,174		1,674,522	
CONTRACTUAL SERVICES	11,737,954	4,911,889	2,675,174		4,150,891	
RENTS	20,878	6,328	8,686		5,864	
COMMODITIES	248,048	90,910	28,312		128,826	
GRANTS, SUBSIDIES, PENSIONS	208,445,919	54,510,177	87,644,083		66,291,659	
TRANSFER TO OTHER FUNDS	1,083,250		485,100		598,150	
<b>TOTAL EXPENDITURES</b>	<b>253,410,923</b>	<b>67,934,568</b>	<b>101,768,354</b>		<b>83,708,001</b>	

## MAINE CENTER FOR DISEASE CONTROL AND PREVENTION

### DR. SHEILA PINETTE, DIRECTOR

### CHRISTINE ZUKAS, DEPUTY DIRECTOR

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*Established* 1935

*Telephone* (207) 287-8016

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144A *Citation* T0022 *M.R.S.A., Sect.* 000000251

*Average Counts-All Positions* 339.000

*Legislative Count* 337.50

#### PURPOSE:

The Maine Center for Disease Control and Prevention (Maine CDC) serves as the State's public health agency. Its purpose is to preserve, protect and promote the health of all Maine people.

#### ORGANIZATION:

The Maine Board of Health was established in 1885. In 1917, the agency was renamed the Maine Department of Health, then the Bureau of Health before taking on its current name in July 2005.

The Director of the Maine CDC serves as the State's Health Officer. Maine CDC has six program areas: Environmental Health; Public Health Systems; Infectious Disease; Population Health; Local Public Health and the Office of Health Equity.

#### PROGRAM:

Maine CDC's programs, about 45 in number, cover a wide area of topics, including: collecting and monitoring vital statistics (a function since 1892); providing laboratory tests such as rabies, drinking water, and lead poisoning tests (a function since 1903); ensuring safe drinking water and food safety in public eating places; working with communities to address health issues; conducting surveillance and control measures of acute infectious diseases; and preparing for and providing expert rapid response to public health threats and emergencies.

The Office of Health Equity works to create opportunities for health and well-being for all. The Office focuses on identifying and addressing inequities in health through collaborations, optimal allocation of resources and promoting strategies to eliminate health disparities. This Office includes programs that focus on women's health, minority health and refugee health and early childhood systems.

The Division of Local Public Health within the Maine CDC delivers services on the local and regional level that are reflective of the needs of each region. Programs include District Public Health; Public Health Nursing; Women Infants and Children (WIC); and Rural Health and Primary Care.

District Public Health works to strengthen and improve delivery and accountability of public health services at local and district levels (22 MRSA §412). It includes the oversight of local health officers housed in Maine's

## DEPARTMENT OF HUMAN SERVICES

municipalities.

Public Health Nursing (PHN) provides Maine CDC's clinical infrastructure across the state. These clinicians respond to breakouts of communicable disease and prevent spread of these diseases such as tuberculosis.

The Women, Infants and Children Program (WIC) reaches more than 26,000 people in Maine through contracted local nonprofit agencies across the State. It is funded through the U.S. Department of Agriculture's Special Supplemental Nutrition Program for Women, Infants and Children. WIC provides healthy food; nutrition counseling; breastfeeding support; and referrals to health services to income-eligible women, infants and children.

Rural Health and Primary Care (RHPC) works to ensure access to primary care providers in Maine's rural communities and promotes and supports a continuum of care. RHPC manages health personnel recruitment/retention programs; provides technical assistance for communities to receive grants to improve the health care system; and leads communications regarding health care issues affecting rural and underserved communities.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CENTER FOR DISEASE CONTROL AND PREVENTION	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	14,060,945	3,593,646	3,725,336		6,741,963	
HEALTH BENEFITS	4,411,581	1,026,816	1,227,873		2,156,892	
RETIREMENTS	2,053,782	513,559	539,234		1,000,989	
OTHER FRINGE BENEFITS	266,500	64,166	69,188		133,146	
COMPUTER SERVICES	5,314,755	842,167	568,146		3,904,442	
CONTRACTUAL SERVICES	21,689,617	704,927	10,875,213		10,109,477	
RENTS	1,244,008	233,872	302,466		707,670	
COMMODITIES	11,896,211	401,797	10,139,809		1,354,605	
GRANTS, SUBSIDIES, PENSIONS	32,483,062	1,438,444	3,094,000		27,950,618	
EQUIPMENT	12,537				12,537	
TRANSFER TO OTHER FUNDS	1,572,334	-2,720	679,722		895,332	
<b>TOTAL EXPENDITURES</b>	<b>95,005,332</b>	<b>8,816,674</b>	<b>31,220,987</b>		<b>54,967,671</b>	

## DIVISION OF ENVIRONMENTAL HEALTH (HUMAN SERVICES) NANCY BEARDSLEY, DIRECTOR

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

*Established* 1917

*FAX* (207) 287-4172

*Telephone* (207) 287-5674

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144E *Citation* T0022 *M.R.S.A., Sect.* 000002491

*Average Counts-All Positions* 5.000

*Legislative Count* 5.00

### PURPOSE:

The Division of Environmental Health ensures the safety of public drinking water and food; proper disposal of subsurface wastewater; timely response to public concerns and complaints about environmental exposures or conditions; minimizes exposure to lead, radon and mercury; licenses and inspects radiation sources; oversees the storage of high-level nuclear waste; and monitors the health status of Maine people to identify health problems which may be related to the workplace or environment.

### PROGRAM:

The Division of Environmental Health consists of four programs: Drinking Water, including the Subsurface Wastewater unit; Health Inspection; Radiation Control; and Environmental and Occupational Health. Drinking Water and Health Inspection staff is located at DHHS offices throughout the State. All other staff is centrally located in Augusta.

The Drinking Water Program is responsible for ensuring that public water systems provide safe and reliable supplies of drinking water to more than half of the

## DEPARTMENT OF HUMAN SERVICES

State's population. The program regulates 1,900 public water systems. It also provides grants/low interest loans to eligible systems for infrastructure improvements through the Drinking Water State Revolving Loan Fund.

The Health Inspection Program provides statewide emergency response for public health events such as fires, floods, power failures, water and food borne disease outbreaks. The program licenses and inspects about 8,500 businesses including restaurants; mobile food vending carts; public pools/spas; campgrounds; youth camps; sports camps; mass gatherings/large festivals; lodging places; and body artists, including body piercing, tattooing, micro-pigmentation; and electrology.

The Subsurface Wastewater Unit is responsible for the proper implementation of the State's Subsurface Wastewater Disposal Rules; site evaluator licensing and the oversight of local plumbing inspectors.

The Radiation Control Program is responsible for emergency preparedness and response to radiation events, oversight of radon testers, mitigators, and labs; minimizing radiation exposure through licensing and inspection of all sources of radiation including X-Ray, mammography, radioactive materials and tanning facilities; oversight of low-level radioactive waste generators; and oversight of Maine's high-level nuclear waste storage facility.

The Environmental and Occupational Health Program (EOHP) includes the Childhood Lead Poisoning and Prevention program, environmental toxicology, environmental public health tracking and the occupational health disease registry.

### LICENSES:

The Division of Environmental Health is responsible for registering or licensing: eating places; catering; senior citizen meals; school kitchens; lodging places; cottages; campgrounds; recreational camps; youth camps; bed and breakfasts; mass gatherings; public pools and spas; retail tobacco vendors; vending machines; tattooing; electrology; body piercing; micro-pigmentation; compressed air tanks; x-ray machines; tanning machines; radioactive materials; radon testers and mitigators; radon testing labs; low-level nuclear waste generators; water treatment plant and water distribution system operators; well drillers and pump installers; site evaluators; and bulk water transporters.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ENVIRONMENTAL HEALTH (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	211,559		211,559			
HEALTH BENEFITS	62,103		62,103			
RETIREMENTS	30,021		30,021			
OTHER FRINGE BENEFITS	2,873		2,873			
COMPUTER SERVICES	6,750		6,750			
CONTRACTUAL SERVICES	23,725		23,725			
RENTS	25,743		25,743			
COMMODITIES	870		870			
GRANTS, SUBSIDIES, PENSIONS	1,600		1,600			
TRANSFER TO OTHER FUNDS	12,933					
<b>TOTAL EXPENDITURES</b>	<b>378,177</b>		<b>378,177</b>			

## FINANCE

### D. KEMERER EDWARDS, DEPUTY COMMISSIONER

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*Established* 1975 *Telephone* (207) 287-5160

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144MC*Citation* T0022 *M.R.S.A., Sect.* 000000003

*Average Counts-All Positions* 146.000 *Legislative Count* 146.00

## DEPARTMENT OF HUMAN SERVICES

### **PURPOSE:**

The Department of Health and Human Services manages \$3.4 billion and serves virtually all Maine people. Finance links program operations with fiscal and audit activities to coordinate DHHS policies, procedures, budgets and strategies. Finance is responsible for providing leadership regarding the Department's goals for managing the resources entrusted to it in an efficient and effective manner.

### **ORGANIZATION:**

DHHS Finance is composed of the Division of Audit; the Budget Unit; the Division of Contract Management; the Division of Program and Fiscal Coordination; and the Rate Setting Unit. It also receives significant support from the DHHS Service Center (Department of Administrative and Financial Services).

The Division of Audit has five units. The MaineCare Cost Settlement Unit and the Social Service Contract Unit perform compliance and cost settlement audits on approximately 600 different provider organizations and community agencies which receive more than \$1.5 billion of State and Federal funds through either the MaineCare program or from contracted services. The Program Integrity Unit conducts post-payment reviews and complaint follow-ups to identify potential MaineCare provider fraud. The Internal Audit Unit is responsible for monitoring all audit findings of the Department, as well as testing internal controls to assure compliance with state and federal regulations. The Fraud Investigation and Recovery Unit is responsible for investigating potential member fraud.

The Division of Contract Management (DCM) provides effective administration of purchased services agreements and contracts. DCM reviews, approves, and processes more than 2,000 legal agreements each year. Working collaboratively with other Divisions, administration of these agreements includes review and monitoring of financial activities including budgets; expenses; performance measurements; and payments. DCM offers technical assistance for agreement and request-for-proposal (RFP) development. It promotes best business practices in contracting to ensure consistency, accountability and cost-effectiveness so that services delivered meet the needs of consumers and the public; the mission of the Department; and requirements imposed by various funders.

The Budget Unit and Division of Program and Fiscal Coordination are responsible for the financial analysis and coordination of fiscal management activities. These groups oversee budget development and implementation, as well as budget management. They track expenditures and forecast future obligations, while also reporting budgeted and actual expenses to executive leadership, program managers, the Legislature and others. Through this work, they also provide analysis of major programs within the department to assist leadership in strategic planning and administration of the department's \$3.4 billion budget.

The Rate Setting Unit is responsible for establishing and maintaining reimbursement policy and payment rates for all providers and payment programs within the Department of Health and Human Services. The Unit determines adequate methods of reimbursement for departmental services provided by designated agencies or providers as required in Chapter 101 and Chapter 115 and by various federal agencies. The goal of the Unit is to develop rates for services that meet the needs of the service delivery system, provide value and maintain high-quality care for our members.

The Financial Service Center (Department of Administrative and Financial Services) establishes internal controls to ensure reliable financial reporting, effective and efficient operations, and compliance with applicable state and federal statutes, rules and regulations. The Service Center is also responsible for all DHHS federal grant program accounting.

## DEPARTMENT OF HUMAN SERVICES

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,459,374	3,641,712	2,704,513		113,149	
HEALTH BENEFITS	1,934,617	1,093,335	820,125		21,157	
RETIREMENTS	986,346	556,200	415,986		14,160	
OTHER FRINGE BENEFITS	123,735	69,421	52,526		1,788	
COMPUTER SERVICES	536,359	295,695	205,384		35,280	
CONTRACTUAL SERVICES	10,723,770	5,691,130	4,584,628		448,012	
RENTS	108,356	69,951	37,121		1,284	
COMMODITIES	69,840	42,283	27,557			
GRANTS, SUBSIDIES, PENSIONS	1,596,803	440,918			1,155,885	
TRANSFER TO OTHER FUNDS	323,525		314,657		8,868	
<b>TOTAL EXPENDITURES</b>	<b>22,862,725</b>	<b>11,900,645</b>	<b>9,162,497</b>		<b>1,799,583</b>	

## OFFICE OF MAINECARE SERVICES

### STEFANIE NADEAU, DIRECTOR

*Central Office* 242 STATE STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-2675

*Established* 1978

*Telephone* (207) 287-2093

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144D *Citation* T0022 *M.R.S.A., Sect.* 000003470

*Average Counts-All Positions* 265.500

*Legislative Count* 265.50

#### **PURPOSE:**

The Office of MaineCare Services (OMS) administers the Department's Medicaid services in compliance with federal and state Laws. The Office manages some programs to assure they operate according to federal policy and keep with the Department's goals and mandates. OMS works to ensure accountability so that services are administered in an effective and efficient manner.

#### **ORGANIZATION:**

The office contains the following divisions:

Health Care Management implements systems to assure continuing improvement of the health status of MaineCare members and the services they receive from providers. This unit administers the Primary Care Case Management program, pharmacy benefits, case mix and prior authorization activities. It oversees operations related to member services and inquiries, as well as the Pharmacy Help Desk.

Operations, which includes:

The Claims Unit, which processes non-pharmacy claims for reimbursement. Claims examiners manually review and troubleshoot claims if MIHMS cannot adjudicate automatically; the Adjustment Unit, which works with providers to process adjustments in response to a provider's request for review related to overpayment or underpayment of claims; and Third Party Liability, which secures reimbursement from other payers when MaineCare enrollees or their family members have other insurance coverage.

The Policy Division develops rules and regulations, defines the scope of coverage, maintains the State Medicaid Plan to incorporate administrative and legislative changes into the Medicaid program, and submits waiver requests to the federal government that supports the State's desire to adopt innovative solutions to coverage issues. This division works with the federal government's Centers for Medicare and Medicaid Services.

The Business Analytic and Data Management Unit provides stakeholders with reliable, timely and accurate program and financial information, delivering operational support and strategic insight. The group focuses on data reporting by producing ad hoc data requests and conducting analysis as requested by the Legislature, management, other agencies and external sources. The unit provides financial analysis and provides senior management with an in-depth and concise analysis of departmental finances.



## DEPARTMENT OF HUMAN SERVICES

Strategic Initiatives and Special Projects focuses on various value-based purchasing initiatives, which include: Emergency Department (ED) diversion; Health Homes; and Accountable Communities.

The ED Diversion program identifies persons that use the ED as a primary source for healthcare that would be more appropriately delivered in other settings, like a primary care office.

Health Homes, similar to Patient Centered Medical Homes (PCMH), is focused on coordination of total care of the individual through a primary care centered approach.

Accountable Care Communities (ACC) is MaineCare's version of an Accountable Care Organization (ACO). It provides a new payment opportunity for providers who organize and coordinate care to achieve high quality, lower cost of care for a defined population of MaineCare beneficiaries. This model is expected to become operational in April 2014.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MAINECARE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,757,794	3,678,796	2,788,593		3,290,405	
HEALTH BENEFITS	3,253,934	1,257,772	875,682		1,120,480	
RETIREMENTS	1,447,519	550,224	412,496		484,799	
OTHER FRINGE BENEFITS	190,111	72,001	56,505		61,605	
COMPUTER SERVICES	6,723,785	2,172,291	104,174		4,447,320	
CONTRACTUAL SERVICES	55,650,945	16,048,416	907,348		38,695,181	
RENTS	314,347	124,873	166,849		22,625	
COMMODITIES	2,289,295	2,232,979	24,531		31,785	
GRANTS, SUBSIDIES, PENSIONS	2,343,368,105	547,808,917	232,932,891		1,562,626,297	
TRANSFER TO OTHER FUNDS	1,870,506		189,792		1,680,714	
<b>TOTAL EXPENDITURES</b>	<b>2,424,866,341</b>	<b>573,946,269</b>	<b>238,458,861</b>		<b>1,612,461,211</b>	

## OFFICE OF AGING AND DISABILITY SERVICES

### JAMES MARTIN, DIRECTOR

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9230

*Established* 2012 *Telephone* (207) 287-6642

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144G *Citation* *M.R.S.A., Sect.*

*Average Counts-All Positions* 90.000 *Legislative Count* 90.00

#### PURPOSE:

The mission of the Office of Aging and Disability Services is to promote the highest level of independence for older adults and adults with disabilities. The priority is to assure the safety and well-being of all adults.

#### ORGANIZATION:

The Office of Aging and Disability Services (OADS) was created by the Legislature on August 30, 2012 when it merged the former Offices of Elder Services and Adults with the Office of Cognitive and Physical Disability Services. The merger integrated the operations, programs and services of the two offices and combined district operations under one organizational structure.

#### PROGRAM:

The OADS is designated as Maine's State Unit on Aging, acts under federal requirements as the authority for intellectual disabilities, autism and other related conditions and serves as the State Office for brain injury services.

The office, subject to the direction of the Commissioner establishes the overall policy objectives for functions and activities relating to Maine's older

## DEPARTMENT OF HUMAN SERVICES

population and to adults with disabilities. Pursuant to federal and state laws, it prepares and administers a comprehensive State Plan for older persons. It promotes independence for elders and adults with disabilities through services, including evidence-based prevention programs and comprehensive home and community based services.

The OADS also provides Adult Protective Services, including public guardianship and/or conservatorship for incapacitated adults who have no family member or other private individual able or suitable to serve in those capacities.

Programs fall within the following major categories:

Brain Injury/Other Related Conditions, including the management of two federal waivers and the development and oversight of the State Plan;

Quality Assurance and Quality Improvement, which is responsible for meeting quality assurance requirements defined in the federal waiver programs;

Adult Protective Services, which is responsible for receiving and investigating reports for abuse, neglect and exploitation of incapacitated and dependent adults. It also provides public guardianship and conservatorship services.

Developmental Services, which includes community and state case management services; management of federal home and community based waiver programs; and statewide crisis response;

Long Term Care, which includes the management of State and federal long term care programs serving elders and adults with disabilities; oversight of the medical eligibility process for long term care; policy oversight of nursing facilities and community residential settings; and the management of the Money Follows the Person program;

Aging Services, which includes serving as the State Unit on Aging; management of social services and nutrition programs, funded by the Older American's Act; management of the State Health Insurance Program; oversight and development of the Aging and Disability Resource Centers;

Resource Development, which includes oversight of contracts, grants and federal waiver expenditures; and provision of prior authorization and utilization of intellectual and developmental disabilities services; and,

Information Services, which includes the management, oversight and development of multiple information technology systems across the OADS.

### **PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF AGING AND DISABILITY SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,021,618	3,621,681			399,937	
HEALTH BENEFITS	1,310,701	1,202,377			108,324	
RETIREMENTS	589,465	527,355			62,110	
OTHER FRINGE BENEFITS	74,159	65,963			8,196	
COMPUTER SERVICES	351,025	198,535	81,577		70,913	
CONTRACTUAL SERVICES	888,621	598,186	77,521		212,914	
RENTS	118,545	116,925	121		1,499	
COMMODITIES	25,284	24,139			1,145	
GRANTS, SUBSIDIES, PENSIONS	14,151,346	4,725,546	7,312		9,418,488	
TRANSFER TO OTHER FUNDS	28,934		4,964		23,970	
<b>TOTAL EXPENDITURES</b>	<b>21,559,698</b>	<b>11,080,707</b>	<b>171,495</b>		<b>10,307,496</b>	

DEPARTMENT OF HUMAN SERVICES

MAINE PUBLIC DRINKING WATER COMMISSION

THOMAS BRENNAN, CHAIRPERSON

Central Office 161 CAPITOL STREET, AUGUSTA, ME 04333-0011

Mail Address 10 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX

Established 1993

Telephone (207) 287-5685

Reference Policy Area 05 Umbrella 10 Unit 560 Citation T0022 M.R.S.A., Sect. 00002660C

Average Counts-All Positions 4.000

Legislative Count 4.00

**PURPOSE:**

The Maine Public Drinking Water Commission serves as an advisory board to the Maine CDC Drinking Water Program. It advises on the proportion of Drinking Water Program effort dedicated to each type of public water system; evaluates Drinking Water Program workloads, staffing and resource needs; and determines funding requirements, fee formula, fee assessments and collection schedules for each type of public water system.

**ORGANIZATION:**

The Commission, created by the 116th Legislature, consists of nine members, eight who represent the interest of the regulated community and the drinking water public. The Commissioner of the Department of Health and Human Services or designee is the ninth member. Commissioners are appointed by the Governor and serve for a term of four years. The Commission meets at least quarterly.

**PROGRAM:**

The Commission provides representatives of the drinking water industry and the public with the opportunity to provide input and oversight over the Maine CDC Drinking Water Program. It meets on a quarterly basis with Drinking Water Program staff to review budgets and to discuss public water system needs. The Commission provides input on major policy setting at the Drinking Water Program and advocates on behalf of the Drinking Water Program when needed. In addition, the Commission makes annual recommendations to the Drinking Water Program on the rate and structure of the annual fee on public water systems.

**LICENSES:**

n/a

**PUBLICATIONS:**

Annual report to the Department of Health and Human Services Commissioner.

**FINANCES, FISCAL YEAR 2013:** 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	272,568		272,568			
HEALTH BENEFITS	90,372		90,372			
RETIREMENTS	38,723		38,723			
OTHER FRINGE BENEFITS	5,482		5,482			
COMPUTER SERVICES	25,443		25,443			
CONTRACTUAL SERVICES	30,808		30,808			
RENTS	26,517		26,517			
COMMODITIES	9,653		9,653			
TRANSFER TO OTHER FUNDS	8,605		8,605			
<b>TOTAL EXPENDITURES</b>	508,171		508,171			

# DEPARTMENT OF HUMAN SERVICES

## DISTRICT OPERATIONS

### MARTHA KLUZAK, DIRECTOR

*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) 287-5837

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144R *Citation* T0022 *M.R.S.A., Sect.* 000000003  
*Average Counts-All Positions* 1126.500 *Legislative Count* 1126.50

#### PURPOSE:

The Division of District Operations (Facilities) provides oversight of the state-owned and leased facilities occupied by the Department of Health and Human Services and manages the clerical and administrative support functions provided to the department's program operations housed in those offices.

#### ORGANIZATION:

District Operations (Facilities) consists of 75.5 positions which include Business Services Managers, Office Managers, Reception and Switchboard Operators, and clerical staff in the 16 district offices.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISTRICT OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	38,563,409	26,389,909	12,173,500			
HEALTH BENEFITS	14,743,664	9,444,091	5,299,573			
RETIREMENTS	5,465,268	3,554,420	1,910,848			
OTHER FRINGE BENEFITS	752,100	489,087	263,013			
COMPUTER SERVICES	2,385,495	1,507,935	877,560			
CONTRACTUAL SERVICES	4,632,880	3,308,650	1,324,230			
RENTS	7,499,287	4,773,386	2,725,901			
COMMODITIES	569,880	467,971	101,909			
GRANTS, SUBSIDIES, PENSIONS	1,964	1,062	902			
TRANSFER TO OTHER FUNDS	877,664		877,664			
<b>TOTAL EXPENDITURES</b>	<b>75,491,611</b>	<b>49,936,511</b>	<b>25,555,100</b>			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**

**CHANDLER WOODCOCK, COMMISSIONER  
ANDREA ERSKINE, 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 Counts-All Positions* 294.918

*Legislative Count* 289.00

**Units:**

*DIVISION OF LICENSING AND REGISTRATION*

*ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)*

*DIVISION OF ENGINEERING*

*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.

In 2006, a statewide reorganization removed the financial and information technology functions of the agency and placed them within the newly-created Natural Resource Service Center and the Office of Information Technology. The Bureau of Administrative Services, as it was known prior to this reorganization became the Division of Licensing, Registration and Engineering in 2009 to more accurately reflect the duties of the Division. In 2011 the Division of Engineering was established as a separate Division to oversee maintenance, contracting and repair of Department facilities.

**PROGRAM:**

The Department's program focuses on the management of the State's inland fish and wildlife, enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 2013:** 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	13,795,873	9,823,682	804,419		3,167,772	
HEALTH BENEFITS	4,772,682	3,385,420	307,264		1,079,998	
RETIREMENTS	2,447,448	1,822,917	134,044		490,487	
OTHER FRINGE BENEFITS	315,569	236,115	22,129		57,325	
COMPUTER SERVICES	830,717	674,957	142,878		12,882	
CONTRACTUAL SERVICES	5,385,888	3,348,426	975,693		1,061,769	
RENTS	2,135,471	1,581,819	102,525		451,127	
COMMODITIES	1,657,540	1,193,595	137,550		326,395	
GRANTS, SUBSIDIES, PENSIONS	1,949,361		575,502		1,373,859	
PURCHASE OF LAND	1,118,320		300,719		817,601	
BUILDING IMPROVEMENTS	218,858		155,255			63,603
EQUIPMENT	419,301	30,000	148,730		220,424	20,147
TRANSFER TO OTHER FUNDS	219,186		137,121		82,065	
<b>TOTAL EXPENDITURES</b>	<b>35,266,214</b>	<b>22,096,931</b>	<b>3,943,829</b>		<b>9,141,704</b>	<b>83,750</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	312,930	285,496	27,434			
HEALTH BENEFITS	60,399	55,838	4,561			
RETIREMENTS	48,767	43,618	5,149			
OTHER FRINGE BENEFITS	4,414	3,889	525			
COMPUTER SERVICES	22,032	22,032				
CONTRACTUAL SERVICES	101,761	56,979	44,782			
RENTS	6,025	6,025				
COMMODITIES	11,030	2,828	8,202			
TRANSFER TO OTHER FUNDS	34,088		34,088			
<b>TOTAL EXPENDITURES</b>	<b>601,446</b>	<b>476,705</b>	<b>124,741</b>			

## DIVISION OF LICENSING AND REGISTRATION

### BILL SWAN, DIR LIC & REGISTRATION

Central Office 284 STATE ST, AUGUSTA, ME  
 Mail Address 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041 FAX  
 Established 1965 Telephone (207) 287-5202  
 Reference Policy Area 04 Umbrella 09 Unit 167 Citation T0012 M.R.S.A., Sect. 000010052  
 Average Counts-All Positions 20.000 Legislative Count 20.00

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

### PURPOSE:

The purpose of the Division is to administer the issuance of department licenses, stamps and permits and the registration of snowmobiles, watercraft and all-terrain vehicles.

### ORGANIZATION:

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau was 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 fiscal year 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 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. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division. The Natural Resources 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.

### PROGRAM:

The Division of Licensing and Registration provides the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Division 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.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF LICENSING AND REGISTRATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	690,760	690,760				
HEALTH BENEFITS	277,582	277,582				
RETIREMENTS	104,560	104,560				
OTHER FRINGE BENEFITS	14,944	14,944				
COMPUTER SERVICES	737,735	604,854	132,881			
CONTRACTUAL SERVICES	1,950,793	1,568,852	331,941		50,000	
RENTS	351,425	351,425				
COMMODITIES	187,686	181,695	5,991			
GRANTS, SUBSIDIES, PENSIONS	11,659		11,659			
EQUIPMENT	30,818		19,461			11,357
<b>TOTAL EXPENDITURES</b>	<b>4,357,962</b>	<b>3,794,672</b>	<b>501,933</b>		<b>50,000</b>	<b>11,357</b>

## ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE) CATHY DEMERCHANT, CHAIRPERSON

Central Office 284 STATE ST, AUGUSTA, ME

Mail Address 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 FAX

Established 1945

Reference Policy Area 04 Umbrella 09 Unit 140 Citation T0012 Telephone (207) 287-5202

M.R.S.A., Sect. 000010151

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

### **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 three (3) years or until successors are appointed and qualified. No person shall serve more than two (2) consecutive three (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 nine (9) times during fiscal year 2013.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF ENGINEERING**

### **RON TAYLOR, DIR, DIV OF ENGINEERING**

*Central Office* 284 STATE STREET, AUGUSTA, ME 04333-0041

*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX*

*Established* 2011

*Telephone* (207) 287-5218

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 661 *Citation* T00012 *M.R.S.A., Sect.* 0001052-A

### **PURPOSE:**

The purpose of the Division is to administer contracts for work or services performed for the Department; and to coordinate the design, maintenance and report of all Department-owned facilities and infrastructure by utilization of Department staff and/or outside contractors. The Division also prepares the capital improvement plan to be printed in the budget document.

### **ORGANIZATION:**

In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau was 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 fiscal year 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 Resources Departments within State government. The licensing and registration, engineering and land



## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

acquisition functions were left in Administrative Services. In 2009, legislation was passed to change the name from the Bureau of Administrative Services, to the Division of Licensing, Registration and Engineering to more accurately reflect the responsibilities and duties of the Division. In 2011, the Engineering Division was separated from Licensing and Registration to become its own Division.

### **PROGRAM:**

The Division of Engineering oversees the design, maintenance and repair of department-owned facilities and infrastructure, including the preparation of a capital improvement plan to be printed in the budget document.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ADVISORY BOARD FOR THE LICENSING OF GUIDES CHANDLER WOODCOCK, 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.* 000010153

### **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;
- C. To review guide complaints and handle accordingly; and
- D. 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-I, subsection 23, shall consist of the following eight members:

- A. One subordinate officer of the department designated by the Commissioner;
- B. Two wardens of the department;
- C. Four representatives of the public, with no more than three holding license under this chapter 927, to be appointed by the Governor for a term of three years to reflect a wide diversity of guiding experience. At least two members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379; and
- D. One marine patrol officer of the Department of Marine Resources.

### **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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

Tidewater Guides License  
Sea Kayaking Guides License

**FINANCES, FISCAL YEAR 2013:** 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.* 000010308

### 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 Agriculture, Conservation and Forestry and the Coordinator of the Natural Areas Program are permanent members. With approval from the Legislature, the Governor appoints four citizen members to staggered four-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 administrator 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 resources agencies and organizations 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 and protection of public health.

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.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2013:** 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>						
COMPUTER SERVICES	1,741		1,741			
CONTRACTUAL SERVICES	91,767		91,767			
RENTS	83		83			
COMMODITIES	20,002		20,002			
GRANTS, SUBSIDIES, PENSIONS	356,677		356,677			
EQUIPMENT	28,552		28,552			
TRANSFER TO OTHER FUNDS	2,942		2,942			
<b>TOTAL EXPENDITURES</b>	<b>501,764</b>		<b>501,764</b>			

## DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W) DOUG RAFFERTY, DIR PUBLIC INFO & EDUC

*Central Office* 284 STATE ST, AUGUSTA, ME

*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX*

*Established* 1952

*Telephone* (207) 287-5244

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 236 *Citation* T0012 *M.R.S.A., Sect.* 000010056

*Average Counts-All Positions* 17.841

*Legislative Count* 13.00

### PURPOSE:

The main function of the Public Information and Education Division is to create and maintain public understanding and support for Department objectives and programs, including safety in the outdoors and ethical hunting and fishing practices.

### 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, educational outreach, law book publications, youth activities, the Safety Division, the Maine Wildlife Park and Swan Island.

The Information Center provides a knowledgeable staff responding to telephone inquiries and directing calls to appropriate Department divisions, as well as e-mail requests. The Information Center also maintains the Department's website. The Information Center handles an average of 1,000 phone calls and 500 e-mails per week.

Media and public relations provides press releases about the Department, its programs and the work of the Maine Warden Service to newspapers, radio and television in both written and electronic formats as well as through a media contact person. The Division publishes the "Monthly Report" each month, sent electronically to a wide e-mail distribution list. It also provides feature articles for magazines and periodicals, and utilizes social networking to expand our outreach capabilities. The Division currently maintains Facebook pages on a daily basis.

The Safety Division provides a number of programs that inform and instruct the public on how to fish, hunt, trap and operate recreational vehicles safely. 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 in Gray, Maine hosted over 100,000 visitors last year. A

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

variety of wildlife and conservation school programs and tours are offered at the Park, reaching well over 3,000 Maine 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.

Swan Island, located in the Kennebec River off the shore of Richmond, Maine provides another location for educational and outdoor recreation opportunities. An island steeped in Maine history, the buildings and land are favorite spots and the island is busy year round, with the emphasis on spring, summer and fall programs.

The Division represents the Department at sportsman shows (instate, out-of-state and Canada) and produces and distributes a variety of advertising to promote outdoor recreation in the state, including our safety instruction programs, and also supports our landowner relations program. The Division organizes the Maine Migratory Waterfowl Stamp art contest, Governor's Cup Charity Bass Tournament, and the annual Open House at the Maine Wildlife Park.

The youth activities programs are designed to expose young people to a variety of outdoor activities. Programs such as "Hooked on Fishing" are held statewide, both open water and ice fishing, and certify their instruction. The Division annually produces multiple law books covering the laws, rules and regulations for hunting and trapping, snowmobiling, ice fishing, open water fishing, boating and ATV's.

Information and Education also provides support to other Department divisions for video, photography, displays, presentations, and the design, development, and distribution of printed material.

**FINANCES, FISCAL YEAR 2013:** 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	654,787	367,079	175,065		112,643	
HEALTH BENEFITS	228,887	122,080	75,068		31,739	
RETIREMENTS	82,939	43,201	24,372		15,366	
OTHER FRINGE BENEFITS	14,354	9,793	2,302		2,259	
COMPUTER SERVICES	6,352	3,814	2,538			
CONTRACTUAL SERVICES	474,332	194,354	159,744		120,234	
RENTS	45,264	22,443	16,542		6,279	
COMMODITIES	135,507	22,117	56,248		57,142	
GRANTS, SUBSIDIES, PENSIONS	133,762		130,785		2,977	
BUILDING IMPROVEMENTS	148,253		148,253			
TRANSFER TO OTHER FUNDS	88,594		82,612		5,982	
<b>TOTAL EXPENDITURES</b>	2,013,031	784,881	873,529		354,621	

## BUREAU OF RESOURCE MANAGEMENT (IF&W)

### JAMES CONNOLLY, 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) 287-5259

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 189 *Citation* T0012 *M.R.S.A., Sect.* 000010053

*Average Counts-All Positions* 120.577 *Legislative Count* 120.00

#### PURPOSE:

The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

#### ORGANIZATION:

The Bureau of Resource Management was established by the 111th Legislature as a

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife  
Division of Fisheries and Hatcheries  
Support Services Section  
Environmental Coordination  
Beginning With Habitat  
Information and Education  
Computer Services  
Federal Aid Coordination  
Lands/Habitat

### **PROGRAM:**

Division of Wildlife Management.

Wildlife Management - The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. Wildlife management programs are implemented to accomplish the long-term goals and objectives of species management plans. Habitat improvement work is actively carried out in the Department's Wildlife Management Areas. These include approximately 100,000 acres of upland and wetland habitat strategically located throughout the State, as well as nearly 300 coastal seabird nesting islands.

Division of Fisheries and Hatcheries.

Fisheries Management - Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams that 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. From this work, management recommendations, including rulemaking proposals are developed. Some of the biologists' time has been utilized in tracking 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. Much work has been conducted on many of the state's bass waters. Additionally, biologists are involved in reclamation efforts to restore quality fishing opportunities for anglers.

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 hydro-acoustic surveys to evaluate smelt populations, habitat improvement projects on streams, radio telemetry studies associated with wild brook trout and landlocked salmon, as well as lake trout spawning and northern pike spawning. The Division is also engaged in the restoration of arctic charr populations in northern Maine. We are involved in a large scale survey of more than 2000 reaches of wild brook trout streams, as well as studies on lake whitefish and sea run brook trout.

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 Department of Environmental Protection staff in order to comply with wastewater discharge licenses.

Habitat Management - In conjunction with the Department's environmental permit review responsibilities, Division biologists assessed environmental impacts of more than 1,500 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 to the State's fisheries and wildlife resources for each project were forwarded to the permitting agencies.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2013:** 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	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	5,270,044	2,316,472	352,643		2,600,929	
HEALTH BENEFITS	1,877,744	839,799	125,718		912,227	
RETIREMENTS	755,742	329,151	50,313		376,278	
OTHER FRINGE BENEFITS	98,429	46,486	6,849		45,094	
COMPUTER SERVICES	30,816	22,064			8,752	
CONTRACTUAL SERVICES	1,610,623	622,804	287,079		700,740	
RENTS	431,452	146,164	12,962		272,326	
COMMODITIES	929,946	697,349	45,795		186,802	
GRANTS, SUBSIDIES, PENSIONS	1,377,556		6,674		1,370,882	
PURCHASE OF LAND	1,118,320		300,719		817,601	
BUILDING IMPROVEMENTS	70,605		7,002			63,603
EQUIPMENT	122,036		21,802		91,444	8,790
TRANSFER TO OTHER FUNDS	79,986		11,779		68,207	
<b>TOTAL EXPENDITURES</b>	<b>13,773,299</b>	<b>5,020,289</b>	<b>1,229,335</b>		<b>7,451,282</b>	<b>72,393</b>

### BUREAU OF WARDEN SERVICE (IF&W)

**JOEL WILKINSON, GAME WARDEN COLONEL**  
**CHRIS CLOUTIER, GAME WARDEN MAJOR**

*Central Office* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX* (207) 287-8094

*Established* 1965

*Telephone* (207) 287-2766

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 218 *Citation* T0012 *M.R.S.A., Sect.* 000010054

*Average Counts-All Positions* 131.500

*Legislative Count* 131.00

#### 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, 5 Game Warden Lieutenants, 15 Game Warden Sergeants, 4 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 91 District Game Wardens, 4 Game Warden Specialists, and 6 Deputy Game Wardens. Support services within the Maine Warden Service include a 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, and Critical Incident Stress Debrief Team.

#### PROGRAM:

**Conservation Law Enforcement:** In fiscal year 2013, the Maine Warden Service responded to 22,345 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2013, 4,248 persons were prosecuted 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 2013 Game Wardens drove 2,591,006 miles.

**Search and Rescue:** During 2013, the Maine Warden Service responded to 411 searches for persons lost in the fields and forests of Maine or presumed to be drowned on the inland waters of the State.

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

Data Collection: During 2013, Maine Warden Service was responsible for assisting with compiling the following data for management purposes: assistance with the administration of fur tagging stations, big game registration stations and tracking predation and vehicle mortality numbers of whitetail deer.

### 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

**FINANCES, FISCAL YEAR 2013:** 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	6,867,351	6,163,875	249,276		454,200	
HEALTH BENEFITS	2,328,072	2,090,122	101,918		136,032	
RETIREMENTS	1,455,443	1,302,388	54,212		98,843	
OTHER FRINGE BENEFITS	183,429	161,003	12,454		9,972	
COMPUTER SERVICES	32,044	22,195	5,719		4,130	
CONTRACTUAL SERVICES	1,156,611	905,437	60,379		190,795	
RENTS	1,301,222	1,055,761	72,938		172,523	
COMMODITIES	373,368	289,606	1,311		82,451	
GRANTS, SUBSIDIES, PENSIONS	69,706		69,706			
EQUIPMENT	237,896	30,000	78,916		128,980	
TRANSFER TO OTHER FUNDS	13,576		5,700		7,876	
<b>TOTAL EXPENDITURES</b>	<b>14,018,718</b>	<b>12,020,387</b>	<b>712,529</b>		<b>1,285,802</b>	

## JUDICIAL DEPARTMENT

### JUDICIAL DEPARTMENT

#### HON. LEIGH I. SAUFLEY, CHIEF JUSTICE

*Central Office* ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820

*Mail Address* BOX 4820, PORTLAND, ME 04112-4820

*FAX*

*Established* 1820

*Telephone* (207) 822-0792

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 274 *Citation* T0004 *M.R.S.A., Sect.* 000000001

*Average Counts-All Positions* 501.500

*Legislative Count* 501.50

#### 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 justice by providing a safe, accessible, efficient and impartial system of dispute resolution that serves the public interest, protects individual rights, and instills respect for the law.

#### ORGANIZATION:

Until the signing of the Articles of Agreement for Separation in 1820, Maine was part of Massachusetts and 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 as a trial 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 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.



## JUDICIAL DEPARTMENT

**FINANCES, FISCAL YEAR 2013:** 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	24,114,663	22,539,693	463,056		1,111,914	
HEALTH BENEFITS	7,640,773	7,193,481	146,070		301,222	
RETIREMENTS	3,272,686	3,070,882	59,746		142,058	
OTHER FRINGE BENEFITS	465,137	433,656	13,109		18,372	
COMPUTER SERVICES	1,845,797	1,522,217	162,419		161,161	
CONTRACTUAL SERVICES	13,153,890	11,311,444	1,266,498		575,948	
RENTS	1,929,187	1,926,757	63		2,367	
COMMODITIES	1,356,754	1,255,641	50,958		50,155	
GRANTS, SUBSIDIES, PENSIONS	1,497,276	20,269	1,477,007			
BUILDING IMPROVEMENTS	201,534				201,534	
EQUIPMENT	83,693	13,538	70,155			
INTEREST-DEBT RETIREMENT	7,529,386	7,529,386				
TRANSFER TO OTHER FUNDS	99,069	-208,133	20,305		286,897	
<b>TOTAL EXPENDITURES</b>	<b>63,189,845</b>	<b>56,608,831</b>	<b>3,930,920</b>		<b>2,650,094</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	24,114,663	22,539,693	463,056		1,111,914	
HEALTH BENEFITS	7,640,773	7,193,481	146,070		301,222	
RETIREMENTS	3,272,686	3,070,882	59,746		142,058	
OTHER FRINGE BENEFITS	465,137	433,656	13,109		18,372	
COMPUTER SERVICES	1,845,797	1,522,217	162,419		161,161	
CONTRACTUAL SERVICES	13,153,890	11,311,444	1,266,498		575,948	
RENTS	1,929,187	1,926,757	63		2,367	
COMMODITIES	1,356,754	1,255,641	50,958		50,155	
GRANTS, SUBSIDIES, PENSIONS	1,497,276	20,269	1,477,007			
BUILDING IMPROVEMENTS	201,534				201,534	
EQUIPMENT	83,693	13,538	70,155			
INTEREST-DEBT RETIREMENT	7,529,386	7,529,386				
TRANSFER TO OTHER FUNDS	99,069	-208,133	20,305		286,897	
<b>TOTAL EXPENDITURES</b>	<b>63,189,845</b>	<b>56,608,831</b>	<b>3,930,920</b>		<b>2,650,094</b>	

## ADMINISTRATIVE OFFICE OF THE COURTS JAMES T. GLESSNER, STATE COURT ADMINISTRATOR

Central Office ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820  
 Mail Address BOX 4820, PORTLAND, ME 04112 FAX (207) 822-0781  
 Established 1975 Telephone (207) 822-0792  
 Reference Policy Area 06 Umbrella 40 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; act as fiscal officer of the courts including the oversight of all budgetary and accounting functions; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to 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; plan and implement arrangements for court security; report

## JUDICIAL DEPARTMENT

on out-of-state travel; and prepare impact statements for executive orders and proposed legislation; perform other duties consistent with the powers delegated and assigned by the Chief Justice and the Supreme Judicial Court.

### 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, court operations, facility 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:

All publications, along with Court statistics information and helpful links, are available on-line at [www.courts.state.me.us](http://www.courts.state.me.us)

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF BAR EXAMINERS

**NATHANIEL ROSENBLATT, 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 recommendation of the Supreme Judicial Court, and hold office for terms of five (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.

## JUDICIAL DEPARTMENT

### **PROGRAM:**

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of foreign law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination and
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of the other jurisdictions in bar examination matters.

### **LICENSES:**

Certificate:

Certificate of Qualification for Admission to the Bar

### **PUBLICATIONS:**

"Rules of the Board" - (Maine Bar Admission Rules)  
Available online at [www.mainebarexaminers.org](http://www.mainebarexaminers.org)

**FINANCES, FISCAL YEAR 2013:** 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

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 447 *Citation* T0004

*FAX*

*Telephone* (207) 822-0718

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

### **PURPOSE:**

The State Court Library Committee shall govern the county law library system. It shall formulate policy and exercise control and may delegate administrative policy.

### **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 ex officio nonvoting members.

Cumberland and Penobscot serve as regional court library centers. All other law libraries must have access to the regional court library centers for resources not available locally.

### **PROGRAM:**

The State Court Administrator shall employ, subject to the approval of the State Court Library Committee, and shall supervise a professionally trained person, who shall be designated the State Court Library Supervisor. The Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of computer-assisted legal research.

## JUDICIAL DEPARTMENT

**FINANCES, FISCAL YEAR 2013:** 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

*Established* 1996

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 589 *Citation* T0004 *FAX* (207) 822-0781

*Telephone* (207) 822-0721

*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 oversees and provides court-connected Alternative Dispute Resolution (ADR) 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 oversees the work of mediators and other ADR neutrals. The neutrals provide services as required in each of the State's District and Superior Court locations.

#### **PROGRAM:**

CADRES provides ADR services - including mediation, arbitration and early neutral evaluation to the parties in court cases in Maine courts in 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 and is available in other types of cases. 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 will participate.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### DISTRICT COURT FOR THE STATE OF MAINE HON. CHARLES C. LAVERDIERE, CHIEF JUDGE

*Central Office* 65 STONE STREET, AUGUSTA, ME

*Mail Address* 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163 *FAX*

*Established* 1961

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 279 *Citation* T0004 *Telephone* (207) 287-6950

*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 substantially. In criminal matters, it has original jurisdiction in non-felony cases but may conduct initial appearance, probable cause, and bail hearings in felony cases. The District Court also has original jurisdiction over civil violations. Until March 15, 2001, the Court had concurrent jurisdiction with the Superior Court in divorce and non-equitable civil cases involving not more than

## JUDICIAL DEPARTMENT

\$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. The District Court also has exclusive jurisdiction over violations bureau matters.

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 Administrative Court was abolished, and the last remaining judge of the Administrative Court was transferred to the District Court. All District Court judges are appointed by the Governor, reviewed by the Joint Standing Committee on the Judiciary, and confirmed by the Senate for seven year terms. 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, Hancock, and Washington Counties. The Family Treatment Drug Court is operating within the Maine District Court in the Lewiston-Auburn area, the Bangor area and in Central Maine. This federally funded docket works with families in child protection proceedings when substance abuse is a major problem in the family. The District Court also operates Domestic Violence Monitoring Courts in eleven locations throughout the State. This grant funded docket provides ongoing court monitoring of individuals that have admitted to criminal acts of domestic violence. 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. The Chief Judge of the District Court also appoints all Bail Commissioners and Justices of the Peace.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY**

**ROBERT MOYER, CHAIR**

**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

*FAX*

*Telephone* (207) 780-4364

*M.R.S.A., Sect.* SJ-00109

## JUDICIAL DEPARTMENT

### **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, all 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF OVERSEERS OF THE BAR**

**GREGORY T. CASWELL, 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

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 276B *Citation* J1978

*FAX* (207) 623-4175

*Telephone* (207) 623-1121

*M.R.S.A., Sect.* 000004890

## JUDICIAL DEPARTMENT

### **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 Maine Rules of Professional Conduct 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:**

"The Grievance Process: Rules and Steps to Follow in the Grievance Process"  
(Free)

"Legal Fee Arbitration: Rules and Steps to follow in the Fee Arbitration Process"  
(Free)

"Board of Overseers of the Bar Annual Report." Posted on Board's website at [www.mebaroverseers.org](http://www.mebaroverseers.org)

**FINANCES, FISCAL YEAR 2013:** 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* 205 NEWBURY STREET, PORTLAND, ME

*Mail Address* PO BOX 412, PORTLAND, ME 04112

*Established* 1930

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 278 *Citation* T0004

*FAX*

*Telephone* (207) 822-4174

*M.R.S.A., Sect.* 000000101

### **PURPOSE:**

The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. However, since 2001, the Court no longer has jurisdiction over divorce, family matters, child protection, and protection from abuse and harassment family matters. The Superior Court has exclusive jurisdiction over all felony-level criminal proceedings, medical malpractice cases, civil and criminal jury trials, and administrative appeals from most State and local agencies and boards. It also has limited appellate jurisdiction regarding questions of law and de novo proceedings in certain District Court cases, and it has limited concurrent original jurisdiction with the Supreme Judicial Court over certain proceedings.

## JUDICIAL DEPARTMENT

### ORGANIZATION:

There are 17 justices of the Superior Court who hold sessions of the court in each of the State's 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.

The Chief Justice of the Superior Court is responsible for establishing the regular and special assignments of the justices, for specifying when the Grand Jury shall be summonsed in each county, and for assigning justices to the Single-Justice program and to other matters throughout the State. The Chief Justice also supervises the Medical Malpractice Pre-Litigation Screening Panel program for all medical malpractice cases in the Superior Court.

### PROGRAM:

In 2004, the Superior Court established a statewide Single-Justice system in which an individual justice is assigned for all purposes to each civil and criminal homicide case, including manslaughter, filed in the State. As a result, only one justice is responsible for all decisions and matters in each of those cases.

The Superior Court also conducts several types of problem-solving courts throughout the State, including the Business and Consumer Docket (aka The Business Court), the Adult Drug Treatment Court and the combined Co-occurring Disorders and Veterans Court. The Superior Court also has pioneered the use of judicially assisted settlement conferences, a highly successful form of mediation in which a judge not involved with the case being mediated serves as the neutral. This system is now used throughout the trial court system.

**FINANCES, FISCAL YEAR 2013:** 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* 205 NEWBURY STREET, PORTLAND, ME

*Mail Address* , PORTLAND, ME 04101-4125

*Established* 1920

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 276 *Citation* T0004 *M.R.S.A., Sect.* 000000001

*FAX*

*Telephone* (207) 822-4146

### 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 of the Maine



## JUDICIAL DEPARTMENT

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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF LABOR

DEPARTMENT OF LABOR

JEANNE S. PAQUETTE, COMMISSIONER  
RICHARD FREUND, DEPUTY COMMISSIONER

Central Office 45 COMMERCE CTR DR, AUGUSTA, ME 04330  
Mail Address 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 FAX  
Established 1971 Telephone (207) 621-5095  
Reference Policy Area 01 Umbrella 12 Unit 158 Citation T0026 M.R.S.A., Sect. 000001401A  
Average Counts-All Positions 526.500 Legislative Count 526.50  
Units:

OFFICE OF THE COMMISSIONER

DIVISION OF ADMINISTRATIVE HEARINGS

STATE BOARD OF ARBITRATION AND CONCILIATION

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

DIVISION FOR THE DEAF, HARD OF HEARING AND LATE

DEAFENED

COMMISSION FOR THE DEAF, HARD OF HEARING & LATE

DEAFENED

BUREAU OF EMPLOYMENT SERVICES

BUREAU OF UNEMPLOYMENT COMPENSATION

STATE WORKFORCE INVESTMENT BOARD

BUREAU OF LABOR STANDARDS

MAINE LABOR RELATIONS BOARD

PANEL OF MEDIATORS

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

BUREAU OF REHABILITATION SERVICES

MAINE UNEMPLOYMENT INSURANCE COMMISSION

CENTER FOR WORKFORCE RESEARCH AND INFORMATION

**PURPOSE:**

The Department of Labor strives to improve business and employment in Maine.

**ORGANIZATION:**

The Department of Labor is comprised of the units listed above. These units are organized around five core agencies: Employment Services; Labor Standards; Rehabilitation Services; Unemployment Compensation; and Workforce Research and Information. The Maine Labor Relations Board handles Labor Relations and functions as a quasi-independent agency within the Department.

**PROGRAM:**

The Department seeks to support Maine businesses in their growth, expansion and job creation. The Department assists Maine workers in their search for sustainable and fulfilling employment. The Department's efforts include helping match businesses with potential employees, and helping workers improve their skills to achieve their employment goals. People with disabilities can receive additional assistance in their employment search. To help foster growth in Maine, the Department provides comprehensive information on subjects such as wages, industries and workforce demographics to aid decision-makers in business, government and the general public.

Improving workplace safety for Maine workers is an important role of the Department. Reducing workplace injuries has a positive impact on both workers and business including worker health, fewer missed days and lower business costs. The Department is responsible for the enforcement of labor laws and regulations.

**LICENSES:**

None.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY

	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	20,712,043	2,147,716	2,005,053		16,335,009	224,265
HEALTH BENEFITS	7,077,314	713,792	627,979		5,655,909	79,634
RETIREMENTS	2,921,860	313,531	241,156		2,334,566	32,607
OTHER FRINGE BENEFITS	404,453	38,899	35,097		326,402	4,055
COMPUTER SERVICES	7,499,414	71,634	290,470		7,108,877	28,433
CONTRACTUAL SERVICES	10,026,843	1,050,269	2,276,454		6,665,737	34,383
RENTS	3,328,820	102,527	851,698		2,351,566	23,029
COMMODITIES	438,010	19,596	112,482		303,242	2,690
GRANTS, SUBSIDIES, PENSIONS	291,476,989	4,919,893	1,070,725		110,477,225	175,009,146
TRANSFER TO OTHER FUNDS	777,535		77,482		688,875	11,178
TOTAL EXPENDITURES	344,663,281	9,377,857	7,588,596		152,247,408	175,449,420

DEPARTMENT OF LABOR

OFFICE OF THE COMMISSIONER

JEANNE S. PAQUETTE, COMMISSIONER

RICHARD FREUND, DEPUTY COMMISSIONER

Central Office 45 COMMERCE CTR DR, AUGUSTA, ME 04330

Mail Address 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 FAX (207) 287-5292

Established 1983 Telephone (207) 621-5095

Reference Policy Area 01 Umbrella 12 Unit 168 Citation T0026 M.R.S.A., Sect. 000001401A

Average Counts-All Positions 11.000 Legislative Count 11.00

**PURPOSE:**

The Office of the Commissioner provides leadership and overall direction for the Department, and is the primary liaison with the Legislature and the public.

**ORGANIZATION:**

The Commissioner and Deputy Commissioner, along with their support staff, comprise the Office.

**PROGRAM:**

The Commissioner and the staff work closely with program directors and with both federal and state government administrators. Coordination with these entities is crucial to delivering effective services that align with federal and state policy decisions.

**FINANCES, FISCAL YEAR 2013:** 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	657,334	54,243	603,091			
HEALTH BENEFITS	160,398	13,456	146,942			
RETIREMENTS	56,959	4,662	52,297			
OTHER FRINGE BENEFITS	12,623	1,032	11,591			
COMPUTER SERVICES	29,921		29,921			
CONTRACTUAL SERVICES	2,139,304	228,180	1,911,124			
RENTS	130,073		130,073			
COMMODITIES	19,037		19,037			
<b>TOTAL EXPENDITURES</b>	<b>3,205,649</b>	<b>301,573</b>	<b>2,904,076</b>			

DIVISION OF ADMINISTRATIVE HEARINGS

LINDA ROGERS-TOMER, CHIEF HEARINGS EXAMINER

LAURA BOYETT, DIRECTOR

Central Office 45 COMMERCE CENTER DR, AUGUSTA, ME 04330-9477

Mail Address 47 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 conducts hearings on appeals of unemployment benefit eligibility determinations.

**ORGANIZATION:**

Administrative Hearings, which is led by the Chief Administrative Hearings Officer, is a division within the Bureau of Unemployment Compensation.

**PROGRAM:**

The Division conducts hearings, either by phone or in person, on benefit eligibility decisions in which one or more of the parties involved disagree with

## DEPARTMENT OF LABOR

the initial adjudicatory decision. All information is presented de novo, or from the beginning, and is intended to allow all parties to the case a second opportunity to present their concerns. Hearings are held in accordance with Maine's Administrative Procedures Act.

### **LICENSES:**

None.

### **PUBLICATIONS:**

The Division provides an informational pamphlet to all parties involved in a hearing. Information in the pamphlet can also be found at [www.maine.gov/labor/appeals](http://www.maine.gov/labor/appeals). Click on the link for "Preparing for a Hearing".

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **STATE BOARD OF ARBITRATION AND CONCILIATION**

### **MARC P. 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.

### **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 fiscal year 2013, requests for board services decreased from fiscal year 2012. In fiscal year 2013, 18 requests for services were received. 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 fiscal year 2013, there were 13 cases carried over from the prior year which required hearing and disposition by the board or other action. Of the 18 filings fiscal year FY 2013, 13 were grievance arbitration requests; there were two 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 ten formal Decisions and Awards during fiscal year 2013.

In addition to the matters proceeding to hearing and formal Decision and Award, one other dispute was conciliated with the assistance of board panel members and was settled at the hearing. The board convened to hear 13 matters, ten concluded by formal Decision and Award and one resolved at hearing. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate

## DEPARTMENT OF LABOR

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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **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 Counts-All Positions* 38.000

*Legislative Count* 38.00

### **PURPOSE:**

The Bureau of Rehabilitation Services, Division for the Blind and Visually Impaired was established to provide a broad spectrum of 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 or visually impaired from birth to age 21; provision of vocational rehabilitation services to accomplish job placement; provision of instruction in blindness specific skills in the area of independent living; 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 Division for the Blind and Visually Impaired administers four programs specific to persons in Maine who are blind or visually impaired. 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 Teachers of the Visually Impaired (TVI). This program currently serves up to 300 children per year.

The Independent Living Program provides direct blindness-specific skill instruction and 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 Vision Rehabilitation Therapists. This program serves about 400 adults each year.

The Vocational Rehabilitation Program provides blindness-specific training and other services to enable people who are blind or visually impaired to acquire or retain employment. Through vocational counseling, application of technology, direct blindness-specific instruction and skill training activities and a variety of purchased and contracted services; the Vocational Rehabilitation program

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currently serves approximately 800 transitioning youth and adult clients.

The Business Enterprise Program (BEP) was developed under federal legislation enacted in 1936 called the Randolph-Sheppard Act. Under this law, legally blind individuals are given the priority to operate "vending facilities" on federal property. The operation of BEP facilities on state and municipal property in the State of Maine is provided by state legislation which parallels the federal act. This program provides employment opportunities for persons who are blind.

### 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
7. Business Enterprise Program

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,456,460	443,451	29,635		983,374	
HEALTH BENEFITS	483,017	137,991	8,794		336,232	
RETIREMENTS	206,127	63,022	4,211		138,894	
OTHER FRINGE BENEFITS	48,210	8,895	622		38,693	
COMPUTER SERVICES	138,912	13,681	1,128		124,103	
CONTRACTUAL SERVICES	334,760	61,508	33,669		239,583	
RENTS	306,144	15,594	1,240		289,310	
COMMODITIES	106,485	9,217	23,890		73,378	
GRANTS, SUBSIDIES, PENSIONS	3,613,125	1,962,452	22,886		1,627,787	
TRANSFER TO OTHER FUNDS	40,876		1,813		39,063	
<b>TOTAL EXPENDITURES</b>	<b>6,734,116</b>	<b>2,715,811</b>	<b>127,888</b>		<b>3,890,417</b>	

## DIVISION FOR THE DEAF, HARD OF HEARING AND LATE DEAFENED

### TERRY MORRELL, DIRECTOR

*Central Office* 45 COMMERCE CTR DR, AUGUSTA, ME

*Mail Address* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0108 *FAX* (207) 287-5292

*Established* 1994

*Telephone* (207) 623-7957

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 160 *Citation* T0026 *M.R.S.A., Sect.* 000001413

### PURPOSE:

In 2012, for streamlining purposes, legislation was put in place to move the supervision of the Division for the Deaf, Hard of Hearing and Late Deafened (DDHHL) under the Division of Vocational Rehabilitation (DVR). The purpose of the DDHHL 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. By moving the DDHHL under DVR, employment services is an added service to this division. This work is accomplished through contracts that provide individual and systemic advocacy, as well as the provision of telecommunications equipment. The DDHHL consults with and offers training to state agencies to assist in making state services fully accessible. The DDHHL also provides information and referral services and periodicals to support consumers and providers. There are five specialty vocational rehabilitation counselors for the deaf and hard of hearing who are now housed within this division.

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### ORGANIZATION:

The Division for the Deaf, Hard of Hearing and Late Deafened was established on November 1, 1982, and was known as the Office of Deafness. The director of the division reports directly to the Director of the Division of Vocational Rehabilitation. The division received its present name in July of 2009 as the result of a five year plan goal to make the division more inclusive.

### PROGRAM:

The Division 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, hard-of hearing or late deafened. 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 individual's income. This program was expanded by Public Law 2003 Chapter 553 (26 MRSA subsect. 1419) to include equipment that provides or assists in providing emergency alert notification to deaf and hard of hearing persons. Supervision and oversight of five Vocational Rehabilitation Counselors for the Deaf and Hard of Hearing is provided by the director.

The division administers a state-created fund to provide for American Sign Language interpretation services for deaf persons who are subject to legal proceedings when meeting with an attorney or advocate. Also, the division 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMMISSION FOR THE DEAF, HARD OF HEARING & LATE DEAFENED

**PATTY SARCHI, CHAIR**  
**SITARA SHEIKH, VICE CHAIR**

*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) 623-7998

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 161 *Citation* T0026 *M.R.S.A., Sect.* 000001413C

### PURPOSE:

The Commission for the Deaf, Hard of Hearing and Late Deafened advises the Governor on the development and coordination of services to people who are deaf, hard of hearing and late deafened. The Commission evaluates the progress toward goals and recommendations and advises the division on implementation plans.

### ORGANIZATION:

The Commission has 24 members and three member-at-large positions. One third of the members are people who are deaf, hard of hearing or late deafened. The commission meets quarterly in Augusta on the second Thursday of January, April, June, and October. The chairperson is elected by the Commission and serves a two-year term.

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### **PROGRAM:**

Commission activities this past year focused on services for senior citizens, adult education, employment, youth leadership, support for low cost hearing aids and public accessibility for people who are deaf, hard of hearing or late deafened.

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF EMPLOYMENT SERVICES**

**PETER PARE, DIRECTOR**

**DAWN MEALEY, DEPUTY DIRECTOR**

*Central Office* 45 COMMERCE CENTER DR, AUGUSTA, ME 04330

*Mail Address* 55 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1996

*FAX* (207) 287-5933

*Telephone* (207) 623-7981

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 597 *Citation* T0026 *M.R.S.A., Sect.* 000001401A

*Average Counts-All Positions* 122,500

*Legislative Count* 122,50

### **PURPOSE:**

The Bureau of Employment Services (BES) is the state administrative and oversight entity responsible for Maine Department of Labor (MDOL) employment and training services. BES is also responsible for developing policies, programs and services for the purpose of enhancing economic success through workforce development. The BES provides services to workers and employers through the CareerCenter network statewide, in conjunction with partner organizations; services are accessible both in person and through the [www.mainecareercenter.com](http://www.mainecareercenter.com) website.

The BES works closely with other MDOL bureaus and divisions, the State Workforce Investment Board (SWIB), four Local Workforce Investment Boards, education and economic development entities, and employer and community groups to ensure that responsive and high quality services are delivered through Maine's CareerCenters. The Bureau's work 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. The Bureau offers the Maine Job Bank an internet site that matches employers with job openings to job seekers. Occupational information and training are 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 Center for Workforce Research and Information, 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 internet, 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



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self-employment possibilities, and much more. They may use a variety of electronic equipment to write, copy, e-mail and fax résumés 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, Americans with Disabilities Act, labor laws, labor market information, licensing, and more. Businesses can list their job openings on the Maine's Job Bank 24 hours a day. CareerCenter rooms are available at no charge for businesses to use for recruiting and interviewing. CareerCenter staff are available for on-site services including developing service strategies, packaging of services, referral, development of job descriptions, and writing job orders. Training assistance is available in the form of apprenticeships as well as new hire 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.

### **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 2013:** 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	4,617,956	321,754	451,447		3,620,490	224,265
HEALTH BENEFITS	1,591,236	107,772	162,051		1,241,779	79,634
RETIREMENTS	659,103	48,068	64,154		514,274	32,607
OTHER FRINGE BENEFITS	84,280	6,061	7,758		66,406	4,055
COMPUTER SERVICES	1,029,180	19,744	113,334		867,669	28,433
CONTRACTUAL SERVICES	955,272	38,903	-6,724		888,710	34,383
RENTS	1,090,380	50,209	452,051		565,091	23,029
COMMODITIES	55,792	608	37,103		15,391	2,690
GRANTS, SUBSIDIES, PENSIONS	16,547,850	852,075	807,794		12,880,688	2,007,293
TRANSFER TO OTHER FUNDS	244,912		33,375		200,359	11,178
<b>TOTAL EXPENDITURES</b>	<b>26,875,961</b>	<b>1,445,194</b>	<b>2,122,343</b>		<b>20,860,857</b>	<b>2,447,567</b>

## **BUREAU OF UNEMPLOYMENT COMPENSATION**

**LAURA BOYETT, DIRECTOR**

**PATRICIA O'BRIEN, DEPUTY DIRECTOR**

*Central Office* 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259

*Mail Address* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054

*Established* 1980

*Reference* Policy Area 01 Umbrella 12 Unit 169 Citation T0026 M.R.S.A., Sect. 000001082

*Average Counts-All Positions* 199.000

*FAX* (207) 287-2305  
*Telephone* (207) 621-5156  
*Legislative Count* 199.00

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### **PURPOSE:**

The Bureau of Unemployment Compensation administers multiple federal and state unemployment insurance benefit programs that provide an economic safety net for individuals who are out of work through no fault of their own.

### **ORGANIZATION:**

The Bureau of Unemployment Compensation is organized into four divisions. The largest is the Division of Benefit Services which includes the Unemployment Claims Centers that are responsible for making initial determinations of benefit eligibility and for processing benefit claims and payments. This division also includes the unemployment fraud investigation and benefit overpayment collections units and all processes associated with banking and the issuance of benefit payments. The Division of Employer Services incorporates all unemployment tax functions including employer registration and account management as well as the field advisor & examiner unit that provides employer technical assistance around unemployment laws and regulations and ensures Maine workers are properly classified for unemployment insurance coverage. The Administration & Program Performance Division is responsible for overall bureau administrative functions including budget oversight, contract management, program security, federal program activities and records management. The benefits accuracy measurement unit is also part of this division as well as responsibility for all program performance evaluation reviews and program integrity functions. The final division, the Division of Administrative Hearings, is described separately in this report.

### **PROGRAM:**

The Bureau administers a number of unemployment programs with varying eligibility requirements, but all pertaining to the loss of employment that was not caused by the individual. The following programs were in effect during the fiscal year: State Unemployment Insurance (UI); Unemployment Compensation for Federal Employees (UCFE); Unemployment Compensation for Ex-Service Members (UCX); the Dislocated Workers Benefit (DWB) program; and, the federal Trade Readjustment Allowances (TRA) program. Additionally, due to the high unemployment conditions resulting from the recent severe economic downturn, the Bureau also administered a temporary, multi-tiered federal benefit program, Emergency Unemployment Compensation (EUC).

The expenditure information also includes all expenses for the Center for Workforce Research and Information (Unit 594).

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2013:** 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	7,382,475		26,488		7,355,987	
HEALTH BENEFITS	2,599,117		9,915		2,589,202	
RETIREMENTS	1,071,252		3,888		1,067,364	
OTHER FRINGE BENEFITS	134,940		523		134,417	
COMPUTER SERVICES	5,720,836		67,506		5,653,330	
CONTRACTUAL SERVICES	4,936,344		25,626		4,910,718	
RENTS	806,672		5,944		800,728	
COMMODITIES	163,055		109		162,946	
GRANTS, SUBSIDIES, PENSIONS	262,877,368				89,875,516	173,001,852
TRANSFER TO OTHER FUNDS	312,198		1,963		310,235	
<b>TOTAL EXPENDITURES</b>	<b>286,004,257</b>		<b>141,962</b>		<b>112,860,443</b>	<b>173,001,852</b>

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**STATE WORKFORCE INVESTMENT BOARD**  
**GARRET OSWALD, CHAIR**

*Central Office* 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259  
*Mail Address* 120 STATE HOUSE STATION, AUGUSTA, ME 04333-0120 *FAX*  
*Established* 1998 *Telephone* (207) 612-5087  
*Reference* Policy Area 01 Umbrella 12 Unit 605 Citation T0026 *M.R.S.A., Sect.* 000002006

**PURPOSE:**

The State Workforce Investment Board, formerly known as 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 Board 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, Youth, Veterans and Program Policy. The Department of Labor and the Department of Education jointly administer the State Workforce Investment Board.

**PROGRAM:**

The board'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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BUREAU OF LABOR STANDARDS**  
**PAMELA TAYLOR, DIRECTOR**  
**VACANT, DEPUTY DIRECTOR**

*Central Office* 45 COMMERCE CTR DR, AUGUSTA, ME 04330  
*Mail Address* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX* (207) 623-7934  
*Established* 1973 *Telephone* (207) 623-7932  
*Reference* Policy Area 01 Umbrella 12 Unit 170 Citation T0026 *M.R.S.A., Sect.* 000000041  
*Average Counts-All Positions* 39.000 *Legislative Count* 39.00

**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 to be 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

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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 Technical Services Division includes both the Research and Statistics unit and the Customer Service unit. The Research and Statistics Unit collects and publishes statistical data concerning labor and industry, collects and analyzes data on 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 bureaus and departments 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 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:**

Available on-line:  
[http://www.maine.gov/labor/labor\\_stats/research.html](http://www.maine.gov/labor/labor_stats/research.html)  
<http://www.safetyworksmaine.com/>  
<http://www.maine.gov/wcb/departments/triagencypublications.htm>

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.

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**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LABOR STANDARDS	<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	1,660,753	380,830	858,817		421,106	
HEALTH BENEFITS	575,975	127,849	300,277		147,849	
RETIREMENTS	226,049	50,056	116,605		59,388	
OTHER FRINGE BENEFITS	29,410	5,730	14,602		9,078	
COMPUTER SERVICES	101,446	14,414	78,581		8,451	
CONTRACTUAL SERVICES	308,524	34,876	239,472		34,176	
RENTS	298,489	35,842	262,390		257	
COMMODITIES	35,236	266	32,342		2,628	
GRANTS, SUBSIDIES, PENSIONS	65,707		65,707			
TRANSFER TO OTHER FUNDS	43,443		31,855		11,588	
<b>TOTAL EXPENDITURES</b>	<b>3,345,032</b>	<b>649,863</b>	<b>2,000,648</b>		<b>694,521</b>	

## 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 Counts-All Positions* 5.000

*FAX* (207) 287-4416

*Telephone* (207) 287-2015

*M.R.S.A., Sect.* 000000968

*Legislative Count* 5.00

#### **PURPOSE:**

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their choosing, and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university, community college, judicial, and legislative 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 change or decertify their bargaining agent may petition the board to conduct a secret ballot 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 four labor relations statutes.

The various labor relations statutes administered by the board prohibit public 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.

#### **ORGANIZATION:**

The Maine Labor Relations Board consists of three primary members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chair. These members, and their alternates (two for each of the primary positions), are appointed by the Governor and confirmed by the Legislature, serve for terms of four years.

## DEPARTMENT OF LABOR

### 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 fiscal year 2013, 28 voluntary or joint agreements relative to bargaining units were received, up from 21 in the prior year. During fiscal year 2013, eight (8) unit determination or clarification petitions were filed, compared with 10 such filings in fiscal year 2012.

There were 18 election requests received by the board in fiscal year 2013. In addition to this, the board received three decertification/certification requests and one straight decertification election request. With respect to election activities, there were 26 election requests in all requiring attention during the fiscal year; this compares with 36 requests in fiscal year 2012 and 35 in fiscal year 2011. In all, board officials conducted 22 elections pursuant to the various petitions filed.

The Board received 15 prohibited practice complaints in fiscal year 2013. This compares to 24 in fiscal year 2012. 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.

### LICENSES:

None.

### PUBLICATIONS:

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>)

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

**FINANCES, FISCAL YEAR 2013:** 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	300,794	265,219	35,575			
HEALTH BENEFITS	83,805	83,805				
RETIREMENTS	50,872	50,872				
OTHER FRINGE BENEFITS	3,130	3,130				
COMPUTER SERVICES	4,293	4,293				
CONTRACTUAL SERVICES	24,906	10,199	14,707			
COMMODITIES	3,516	3,516				
TRANSFER TO OTHER FUNDS	7,509		7,509			
<b>TOTAL EXPENDITURES</b>	<b>478,825</b>	<b>421,034</b>	<b>57,791</b>			

## 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

## DEPARTMENT OF LABOR

State of Maine by 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. By law, mediation procedures are mandatory, 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 was established in 1951 and came under the administrative auspices of the Maine Labor Relations Board in 1973. The law provides that there be no fewer than five nor more than ten impartial mediators nominated by the Maine Labor Relations Board and appointed by the Governor for terms of three years. There are currently ten State Mediators.

### PROGRAM:

This fiscal year, the number of new requests for mediation services decreased from the level experienced last year. New mediation requests received during FY 2013 numbered 46 (69 last year). In addition, there were 40 matters carried over from FY 2012 that required mediation activity this year. Thus, the number of matters filed, pending, and requiring attention in FY 2013 reached a total of 86, down from 106 the previous year. The panel achieved a settlement rate of 60.3% for matters concluded this year, including those carried forward from FY 2012.

There were no requests for preventive mediation services in FY 2013. Upon the joint request of the parties, members of the panel train bargaining team members at the outset of negotiations and then facilitate collaborative, problem-solving bargaining for our client community.

26 MRSA, Sec. 965, Sub-section 2, paragraph C provides that expenditures of this unit are borne by the Maine Labor Relations Board and are included in its financial display.

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF OCCUPATIONAL SAFETY AND HEALTH

**MICHAEL SAUDA, CHAIR**

**PAMELA TAYLOR, DIRECTOR, LABOR STANDARDS**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME

*Mail Address* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX*

*Established* 1975

*Telephone* (207) 623-7922

*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

## DEPARTMENT OF LABOR

one member from the insurance industry. The Bureau of Labor Standards enforces the rules adopted by the board.

### PROGRAM:

The board meets 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:

Available online at:  
<http://www.safetyworksmaine.com>

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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF REHABILITATION SERVICES BETSY HOPKINS, 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) 623-7942  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 152 *Citation* T0026 *M.R.S.A., Sect.* 000001412C  
*Average Counts-All Positions* 112.000 *Legislative Count* 112.00

### PURPOSE:

The purpose of the Bureau of Rehabilitation Services (BRS) is to help Maine people with disabilities find or maintain employment and achieve full participation in the community.

Working in partnership with the Maine Department of Health and Human Services, and Department of Education, as well as other rehabilitation providers, the Division of Vocational Rehabilitation Services administers state and federal rehabilitation services for people (including students transitioning from high school) with disabilities.

### 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 Division of Vocational Rehabilitation Services was created under this legislation. The administration of the Vocational Rehabilitation Division, the Division of Eye Care and Special Services, and the Division of Disability Determination Services were consolidated under this legislation. In 1994, the Legislature moved the Division of Rehabilitation Services to the Department of Education, and in 1996, moved the Division to the Department of Labor.

### PROGRAM:

The main program within the Bureau of Rehabilitation Services is the Division of Vocational Rehabilitation. This program provides comprehensive vocational rehabilitation services and endeavors to bring about full access to employment,



## DEPARTMENT OF LABOR

independence and community integration for people with disabilities. Vocational Rehabilitation assists eligible individuals with physical or mental disabilities to prepare for and achieve an employment outcome. "Employment outcome" means entering or retaining full-time employment, or, if appropriate, part-time competitive employment in the integrated labor market, supported-employment, or any other type of employment in an integrated setting, including self-employment, telecommuting, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REHABILITATION SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,636,270	682,218			3,954,052	
HEALTH BENEFITS	1,583,767	242,919			1,340,848	
RETIREMENTS	651,497	96,851			554,646	
OTHER FRINGE BENEFITS	91,858	14,051			77,807	
COMPUTER SERVICES	474,825	19,503			455,322	
CONTRACTUAL SERVICES	1,327,736	676,604	58,580		592,552	
RENTS	697,061	881			696,180	
COMMODITIES	54,888	5,989			48,899	
GRANTS, SUBSIDIES, PENSIONS	8,372,937	2,105,367	174,337		6,093,233	
TRANSFER TO OTHER FUNDS	128,597		968		127,629	
<b>TOTAL EXPENDITURES</b>	<b>18,019,436</b>	<b>3,844,383</b>	<b>233,885</b>		<b>13,941,168</b>	

## MAINE UNEMPLOYMENT INSURANCE COMMISSION

### JENNIFER DUDDY, CHAIR

*Central Office* 45 COMMERCE DRIVE, AUGUSTA, ME  
*Mail Address* 57 STATE HOUSE STATION, AUGUSTA, ME 04332-0057 *FAX* (207) 287-4554  
*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 conducts appeal hearings or administrative reviews on determinations made by the Division of Administrative Hearings on benefit eligibility disputes and provides initial hearings on appeals of unemployment tax liability determinations.

### ORGANIZATION:

The Maine Unemployment Insurance Commission consists of three Commission members and their support staff. The three members are: a representative of labor, a representative of employers, and a representative of the general public. The general [public member serves as the Chair of the Commission, and by statute, must be an attorney admitted to practice law in Maine. The Chair must remain an impartial member. The Governor appoints the members, subject to review by the joint standing Labor, Commerce, Research & Economic Development Committee and confirmation by the Senate. Each member holds office for a term of six years, or until a successor has been duly appointed and confirmed.

While the finances for the Commission are included in those of the Bureau of Unemployment Compensation, the Commission and the Bureau are separate entities.

### PROGRAM:

The Unemployment Insurance Commission hears initial appeals on employer tax liability decisions and second-level appeals on benefit eligibility decisions. Hearings are conducted either by telephone or in person, depending on the complexity of the case. In addition, the Commission also considers requests for

## DEPARTMENT OF LABOR

waiver of benefit overpayments, for tax setoffs, and for approval of eligible training programs. The Commission also reviews the Rules Governing the Administration of the Employment Security Law for possible revision.

### **LICENSES:**

None.

### **PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **CENTER FOR WORKFORCE RESEARCH AND INFORMATION CHRISTOPHER BOUDREAU, DIRECTOR**

*Central Office* 45 COMMERCE CENTER DR, AUGUSTA, ME 04332-0259

*Mail Address* 118 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX*

*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.

### **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 provide data and analysis to cover the 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

## DEPARTMENT OF LABOR

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.

The expenditures for this program are included under the Bureau of Unemployment Compensation (Unit 169).

### **LICENSES:**

None.

### **PUBLICATIONS:**

Monthly Publication and Website: The website [www.maine.gov/labor/cwri](http://www.maine.gov/labor/cwri) contains articles and interactive data sets to provide CWRI's customers with data and analysis about Maine's Labor markets. Our publications page <http://www.maine.gov/labor/cwri/pubs.html> contains articles about Maine and National workforce issues authored by both CWRI staff and external economic journals.

**FINANCES, FISCAL YEAR 2013:** 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

*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* T00003 *M.R.S.A., Sect.* 0000000171  
*Average Counts-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 three (3) years.

#### **PROGRAM:**

The Library provides reference, interlibrary loan and circulation services by telephone and TTY, via e-mail, through the postal service 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.

#### **PUBLICATIONS:**

- \*INTERNET SITE - <http://legislature.maine.gov/lawlib/>
- \*Library Briefs (newsletter)
- \*Front Page news list and RSS feed
- \*Legislative Record Archive (online)
- \*Legisbrief Cumulative Index
- \*Maine State Law and Legislative Reference Library (pamphlet)
- \*Where to Find Our Library Online (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 1929-2008 (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 2013:** 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	658,720	658,720				
HEALTH BENEFITS	183,989	183,989				
RETIREMENTS	92,844	92,844				
OTHER FRINGE BENEFITS	11,410	11,410				
COMPUTER SERVICES	6,710	6,710				
CONTRACTUAL SERVICES	335,341	335,341				
COMMODITIES	57,686	57,686				
<b>TOTAL EXPENDITURES</b>	<b>1,346,700</b>	<b>1,346,700</b>				

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	658,720	658,720				
HEALTH BENEFITS	183,989	183,989				
RETIREMENTS	92,844	92,844				
OTHER FRINGE BENEFITS	11,410	11,410				
COMPUTER SERVICES	6,710	6,710				
CONTRACTUAL SERVICES	335,341	335,341				
COMMODITIES	57,686	57,686				
<b>TOTAL EXPENDITURES</b>	<b>1,346,700</b>	<b>1,346,700</b>				

## LEGISLATIVE DEPARTMENT

### LEGISLATURE

**JUSTIN L. ALFOND, PRESIDENT OF THE SENATE**  
**MARK W. EVES, SPEAKER OF THE HOUSE**

*Central Office* STATE HOUSE, AUGUSTA, ME

*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX*

*Established* 1820

*Telephone* (207) 287-1615

*Reference Policy Area 00 Umbrella 30 Unit 260 Citation C0004 M.R.S.A., Sect. 001-00001*

*Average Counts-All Positions* 182.198

*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 TECHNOLOGY*  
*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 three additional non-voting members who are elected by the Penobscot Indian Nation, the Passamaquoddy Tribe and the Houlton Band of Maliseet Indians, respectively, to represent their tribes at the Legislature.

The 126th Legislature is organized into 16 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 126th Legislature are: Agriculture, Conservation and Forestry; Appropriations and Financial Affairs; Criminal Justice and Public Safety; Education and Cultural Affairs; Energy, Utilities and Technology; Environment and Natural Resources; Health and Human Services; Inland Fisheries and Wildlife; Insurance and Financial Services; Judiciary; Labor, Commerce, Research and Economic Development; Marine Resources; State and Local Government; Taxation; Transportation; and Veterans and Legal Affairs. Also, by Joint Rule, the Legislature established the Joint Select Committee on Joint Rules, the Joint Select Committee on Maine's Workforce and Economic Future and the Government Oversight Committee.

#### PROGRAM:

The First Regular Session of the 126th Legislature was convened on December 5, 2012 and adjourned sine die on July 10, 2013. In the First Regular Session, the Legislature considered 1,577 legislative instruments. Four hundred forty six bills and 78 Resolves were chaptered into law. Eighty two bills were vetoed by the Governor, five of which were overridden and the rest sustained by the Legislature. The First Special Session of the 126th Legislature was convened on August 29, 2013 and adjourned the same day. The Legislature considered six legislative instruments that were carried over from the First Regular Session of the 126th Legislature. All six were chaptered into law.

#### 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

## LEGISLATIVE DEPARTMENT

floor debates. Available in proof form by mail subscription through  
Legislative Document Service. Bound copies on loan through the State Library.

\*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)

\*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - Summary of the  
Legislature's action on all legislative documents considered during  
legislative session. Compiled by the Legislative Information Office.

**FINANCES, FISCAL YEAR 2013:** 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	11,826,960	11,825,805	495	660		
HEALTH BENEFITS	4,041,800	4,041,800				
RETIREMENTS	1,272,721	1,272,721				
OTHER FRINGE BENEFITS	198,545	198,545				
COMPUTER SERVICES	449,086	449,086				
CONTRACTUAL SERVICES	3,358,533	3,355,600	1,683	1,250		
RENTS	36,644	36,644				
COMMODITIES	181,457	141,263	40,194			
GRANTS, SUBSIDIES, PENSIONS	200,270	200,270				
TRANSFER TO OTHER FUNDS	1,531		1,465	66		
<b>TOTAL EXPENDITURES</b>	<b>21,567,547</b>	<b>21,521,734</b>	<b>43,837</b>	<b>1,976</b>		



Justin L. Alfond  
*President of the Senate*



Mark Eves  
*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 30 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 activities.

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), the Joint Standing Committee on Health and Human Services (for fiscal matters only) and other legislative committees as assigned. 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF POLICY AND LEGAL ANALYSIS**  
**MARION HYLAN BARR, 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 30 Unit 263P Citation T0003 *M.R.S.A., Sect.* 000000161

**PURPOSE:**

The Office of Policy and Legal Analysis is a nonpartisan office of the Maine Legislature that provides information, policy and legal analysis and assistance in formulating and drafting legislative proposals, reports and recommendations.

The Office provides nonpartisan research, analysis and professional staffing to 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

## LEGISLATIVE DEPARTMENT

decision-making and drafting of committee amendments and committee bills. The Office also assists the Office of the Revisor of Statutes in drafting initial bills for introduction to each legislative session.

When the Legislature is not in session, the Office provides staff support for interim legislative committee meetings and legislative studies authorized by the Legislative Council or established by law or joint order. Staff support to legislative committees and study committees 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 a nominal or no charge and are available on the office website:

"Legislators' Handbook - A Guide for Maine Legislators: Procedures, Services and Facts" updated at the beginning of each legislative biennium;

"Legislative Digest of Bill Summaries and Enacted Laws", published after adjournment of each regular session of the Legislature; and

\*Legislative Study Reports on various topics, published each year.

\*INTERNET SITE - <http://www.maine.gov/legis/opla>

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF THE REVISOR OF STATUTES SUZANNE M. GRESSER, REVISOR OF STATUTES

*Central Office* STATE HOUSE - ROOM 108, AUGUSTA, ME  
*Mail Address* 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007 *FAX*  
*Established* 1928 *Telephone* (207) 287-1650  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263R *Citation* T0003 *M.R.S.A., Sect.* 000000161

### PURPOSE:

The Office of the Revisor of Statutes was originally created 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, beginning with the 117th Legislature. Available at the office's website: <http://legislature.maine.gov/ros/lom/lomdirectory.htm>. 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 (207) 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION**

### **DAVID E. BOULTER, EXECUTIVE DIRECTOR**

*Central Office* STATEHOUSE, AUGUSTA, ME

*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX*

*Established* 1978

*Telephone* (207) 287-1615

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 300 *Citation* T0003 *M.R.S.A., Sect.* 000000227

### **PURPOSE:**

The purpose of the Commission is to advise the Legislature in identifying ways to encourage increased cooperation between Maine and Canada; and, specifically, between the Maine Legislature and the legislative bodies of Canada, and to promote economic, cultural and educational exchanges between Maine and the Canadian provinces.

### **ORGANIZATION:**

Created by statute in February, 1978, the Maine-Canadian Legislative Advisory Commission consists of eight (8) members, four (4) of whom are appointed by the Speaker of the House and four (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.

3 MRSA §2227 authorizes members to be compensated as provided in Title 5, Chapter 379.

### **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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

STATE HOUSE AND CAPITOL PARK COMMISSION

DAVID E. BOULTER, EXECUTIVE DIRECTOR

EARLE G. SHETTLEWORTH, JR., CHAIR

*Central Office* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115  
*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX* (207) 287-1621  
*Established* 1988 *Telephone* (207) 287-1615  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 519 *Citation* T0003 *M.R.S.A., Sect.* 000000901A

**PURPOSE:**

The State House and Capitol Park Commission was created in 1988 (Chapter 816, P.L. 1987) to develop and recommend a plan for the preservation and development of the aesthetic and historical integrity of the State House and its immediate grounds and to work in cooperation with the Capitol Planning Commission to coordinate planning and specific projects. The Commission's jurisdiction was extended in 1989 to include Capitol Park.

**ORGANIZATION:**

The State House and Capitol Park Commission comprises 11 voting members and five ex officio members as follows: voting members include the Director of the Maine Historic Preservation Commission; six members of the public (four of whom are appointed jointly by the Speaker of the House and the President of the Senate, and two 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 a master plan for repair and restoration projects in the State House and in Capitol Park.

The projects, all of which are in keeping with the master plans for the State House and Capitol Park, including patching and re-painting of the building interior, roof maintenance and repair, repair of entry stairs, sidewalk and pavement repairs and protection, repairs to the high dome and restoration of Capitol Park by restoring paths, allées, seating and picnicking areas and installation of water control devices.

**FINANCES, FISCAL YEAR 2013:** 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	24,495	24,495				
COMMODITIES	18,925	18,925				
<b>TOTAL EXPENDITURES</b>	43,420	43,420				

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* 30 *Unit* 272 *Citation* T0003 *M.R.S.A., Sect.* 000000201

**PURPOSE:**

The Commission on Interstate Cooperation was established in 1939 to carry forward

## LEGISLATIVE DEPARTMENT

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 and provide support to state legislatures: the Council of State Governments and the National Conference of State Legislatures. The Council of State Governments/Eastern Regional Council is a bipartisan organization serving all three branches of government and provides a regional 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 legislative staff of the nation's 50 states, its commonwealths and territories with the objectives of improving the quality and effectiveness of state legislatures, fostering interstate communication and cooperation, and ensuring states a strong, cohesive voice in the federal system.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	197,615	197,615				
<b>TOTAL EXPENDITURES</b>	197,615	197,615				

## COMMISSION ON UNIFORM STATE LAWS

### BRUCE A. COGGESHALL, CHAIRPERSON

*Central Office* 254 COMMERCIAL STREET, PORTLAND, ME 04101-1110  
*Mail Address* 254 COMMERCIAL STREET, PORTLAND, ME 04101-1110 *FAX* (207) 791-1350  
*Established* 1955 *Telephone* (207) 791-1100  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 271 *Citation* T0003 *M.R.S.A., Sect.* 000000241

### PURPOSE:

The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the sustained study and research of judges, lawyers and legal scholars through the National Conference of Commissioners on Uniform State Laws.

### PROGRAM:

The Maine Commission on Uniform State Laws is a 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 examples of Acts developed and adopted by the Conference which have great value to the several states, and are among the 59 Uniform Acts adopted by the State of Maine in the last century.

The Commission, like its counterparts in other states, works through appropriate legislative committees, the Maine State Bar Association and others having an interest in the particular uniform act.

### PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request or at [NCCUSL.ORG](http://NCCUSL.ORG).

## LEGISLATIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY SCOTT W. CLARK, DIRECTOR

*Central Office* STATE HOUSE RM 262, AUGUSTA, ME 04333  
*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-115 *FAX* (207) 287-2557  
*Established* 1996 *Telephone* (207) 287-1625  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263I *Citation* T0003 *M.R.S.A., Sect.* 000000162

### **PURPOSE:**

The Legislative Council's Office of Legislative Information Technology provides support services to all legislative offices in the areas of information technology.

### **ORGANIZATION:**

The 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 2012-13, the Office of Legislative Information Technology (LIT), in the operations area, upgraded the network infrastructure increasing speed, reliability and security. More services were migrated to virtual servers to further improve reliability and resilience. With a few exceptions Windows 7 and Windows Server 2008 installations were completed. The continuing trend of bring your own device (BYOD) by legislators was addressed by increasing wireless (WIFI) coverage and services.

In the applications area, the Legislative Enterprise Application Platform was fully implemented, integrating applications and supporting databases. Pilot projects included posting all written testimony for every committee.

The Office of Information Technology also supported production offices, the House of Representatives, the Senate and individual members, resolving problems and providing instruction in the use of technology throughout the fiscal year.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## SENATE

### JUSTIN L. ALFOND, PRESIDENT OF THE SENATE DAREK GRANT, SECRETARY OF THE SENATE

*Central Office* STATE HOUSE, AUGUSTA, ME 04333-0003  
*Mail Address* 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003 *FAX*  
*Established* 1820 *Telephone* (207) 287-1500  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 261 *Citation* C0004 *M.R.S.A., Sect.* 002-00001

### **PURPOSE:**

The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor. Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue. It may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce new raising of revenue.

The Senate is the sole judge of the qualifications of its members. It maintains

## LEGISLATIVE DEPARTMENT

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 three 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 2013, the Legislature, by a vote of 2/3rds of the members in each body, apportioned the Senate and House districts.

The Senate elects a President, who presides over all its proceedings; a Secretary and Assistant Secretary, who serve as chief administrative officers. The major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 MRSA, Section 168), are permitted to hire their own staff assistants, with the approval of the presiding officer.

### PROGRAM:

Under Article IV, Part Third, Section 1 of the Constitution of Maine, the First Regular Session of the 126th Maine Legislature convened on Wednesday, December 5, 2012 and met for 68 legislative days. During this session, the Senate considered 476 Legislative Documents, 78 Senate sponsored Joint Resolution/Orders, and 55 Gubernatorial Nominations. The Senators submitted 60 proposed Amendments to the Secretary of the Senate for reproduction prior to consideration by the Senate. After completing all of its business, the Senate adjourned sine die at 12:18 a.m. on Wednesday, July 10, 2013.

The First Special Session of the 126th Maine Legislature convened on Thursday, August 29, 2013. During this session, the Senate considered six Legislative Documents, three proposed Amendments and adjourned sine die the same day at 5:35 p.m.

The Second Regular Session of the 126th Maine Legislature will convene on Wednesday, January 8, 2014.

### PUBLICATIONS:

Senate Website: [www.legislature.maine.gov/senate](http://www.legislature.maine.gov/senate)

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## HOUSE OF REPRESENTATIVES

**MARK W. EVES, SPEAKER OF THE HOUSE**

**MILLICENT M. MACFARLAND, CLERK OF THE HOUSE**

*Central Office* ROOM 303, STATE HOUSE, AUGUSTA, ME 04333

*Mail Address* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

*FAX* (207) 287-1308

*Established* 1820

*Telephone* (207) 287-1300

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 262 *Citation* C0004 *M.R.S.A., Sect.* 001-00002

## LEGISLATIVE DEPARTMENT

### **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 five 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 three months prior to the election and continue to be a resident of that district during the term, and be 21 years of age when seated as a member.

The Constitution of Maine requires that the House of Representatives be reapportioned by the Legislature itself, or, if this is not done within the required period of time, by the Supreme Judicial Court. The Legislature's reapportionment plan must be enacted by a vote of 2/3 of the Members of each House and such action is subject to the Governor's approval.

The House elects a Speaker who presides over the proceedings, a Clerk and Assistant Clerk. The individual political parties in the House elect their own leaders and assistant leaders. By House Rules (Rule 104) the leadership of the House is permitted to hire its own assistants.

### **PROGRAM:**

The House convened its First Regular Session of the 126th Maine Legislature on Wednesday, December 5, 2012 and adjourned from its First Regular Session on Wednesday, July 10, 2013. During the First Regular Session there were 1,046 House-sponsored Legislative Documents, 27 House Orders, 19 House-sponsored Joint Orders, and 29 House-sponsored Joint Resolutions considered. House members submitted 90 Floor Amendments and 492 Committee Amendments to the Clerk for reproduction.

The House convened its First Special Session of the 126th Maine Legislature on Thursday, August 29, 2013 and adjourned the same day. During the First Special Session there were 0 House-sponsored Legislative Documents, two House Orders, and zero House-sponsored Joint Resolution considered. House members submitted zero Floor Amendments and three Committee Amendment to the Clerk for reproduction.

### **PUBLICATIONS:**

\*HOUSE INTERNET SITE - <http://www.maine.gov/legis/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")



## LEGISLATIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE COUNCIL

**MARK W. EVES, CHAIR**

**DAVID E. BOULTER, EXECUTIVE DIRECTOR**

*Central Office* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

*Mail Address* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002

*FAX* (207) 287-1308

*Established* 1973

*Telephone* (207) 287-1300

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263 *Citation* T0003 *M.R.S.A., Sect.* 000000161

*Average Counts-All Positions* 182.198

*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 Technology. 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.

### **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 six 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.

## LEGISLATIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2013:** 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	11,826,960	11,825,805	495	660		
HEALTH BENEFITS	4,041,800	4,041,800				
RETIREMENTS	1,272,721	1,272,721				
OTHER FRINGE BENEFITS	198,545	198,545				
COMPUTER SERVICES	449,086	449,086				
CONTRACTUAL SERVICES	3,136,423	3,133,490	1,683	1,250		
RENTS	36,644	36,644				
COMMODITIES	162,532	122,338	40,194			
GRANTS, SUBSIDIES, PENSIONS	200,270	200,270				
TRANSFER TO OTHER FUNDS	1,531		1,465	66		
<b>TOTAL EXPENDITURES</b>	<b>21,326,512</b>	<b>21,280,699</b>	<b>43,837</b>	<b>1,976</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 30 Unit 264 Citation T0003 *M.R.S.A., Sect.* 000000162

#### **PURPOSE:**

The Executive Director is the executive officer of the Legislature and directs the activities and services of the nonpartisan staff offices consistent with policies established by the Legislative Council. Statutory functions of the office include: agenda preparation and meeting management for the Legislative Council; implementing policy decisions of the council, providing administrative support to the Legislature, including all legislative payroll and benefits administration, legislators' expense reimbursements, accounting and budgeting, and human resource management. The Executive Director has overall responsibility for improvements, renovations and maintenance of the State House, other legislative facilities and grounds, and is an ex officio member of the State House and Capitol Park Commission.

Within the Office of the Executive Director is the Legislative Information Office which is responsible for providing information to the public and legislators on legislation and other legislative matters, maintaining a computerized database of information relating to legislation considered each biennium, producing the history and final disposition of bills, scheduling committee hearings on gubernatorial nominations, and coordinating the scheduling and work of committee clerks each legislative session.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF MARINE RESOURCES

**DEPARTMENT OF MARINE RESOURCES**

**PATRICK KELIHER, COMMISSIONER**

**MEREDITH MENDELSON, 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 Counts-All Positions* 170.500 *Legislative Count* 163.00

**Units:**

ADVISORY COUNCIL (TO MARINE RESOURCES)

OFFICE OF THE COMMISSIONER

BUREAU OF MARINE PATROL

BUREAU OF RESOURCE MANAGEMENT

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, administering and enforcing marine laws and regulations, and by advising agencies of government concerned with development or activity in coastal waters.

The Department has the authority to enter into reciprocal enforcement agreements 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.

**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.

The Department currently consists of three Bureaus, including the Office of the Commissioner, the Bureau of Resource Management, and the Bureau of Marine Patrol. Advisory councils are established by statute for Lobster, Scallop, Sea Urchin, Shellfish and Sea Run Fisheries and Habitat, as well as Commercial Fishing Safety and Aquaculture. In addition, seven lobster policy management councils (Zones) are established with authority to hold referenda 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 on 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 and public health, boating safety, and marine education.

Significant fisheries management issues are addressed through the New England Fisheries Management Council and the Atlantic States Marine Fisheries Commission.

## DEPARTMENT OF MARINE RESOURCES

The fisheries involved include: lobster, herring, groundfish, shrimp, striped bass, menhaden, herring, scallops, mahogany quahogs, and others. There will be continued demands on agency time to participate in development of federal and interjurisdictional fisheries management plans. The Department has specific regulatory 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 2013:** 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	7,606,381	4,024,507	2,025,300		1,556,574	
HEALTH BENEFITS	2,594,451	1,291,303	759,697		543,451	
RETIREMENTS	1,250,175	681,320	322,228		246,627	
OTHER FRINGE BENEFITS	157,619	85,434	41,896		30,289	
COMPUTER SERVICES	484,886	379,342	39,522		66,022	
CONTRACTUAL SERVICES	2,863,616	1,228,164	973,270		662,182	
RENTS	784,001	500,046	132,228		151,727	
COMMODITIES	1,033,455	409,627	380,844		242,984	
GRANTS, SUBSIDIES, PENSIONS	862,101	5,000			857,101	
EQUIPMENT	576,776				576,776	
TRANSFER TO OTHER FUNDS	185,369		114,567		70,802	
<b>TOTAL EXPENDITURES</b>	<b>18,398,830</b>	<b>8,604,743</b>	<b>4,789,552</b>		<b>5,004,535</b>	

## ADVISORY COUNCIL (TO MARINE RESOURCES)

**JAMES MARKOS, CHAIRMAN**  
**PATRICK KELIHER, COMMISSIONER**

*Central Office* BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024

*Established* 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 and Title 12, section 6024, consists of 16 members and provides advice to the Commissioner on policy matters affecting the fishing industry, and outlines the problems and needs of the segments of the industry they represent.

### ORGANIZATION:

The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. The Advisory Council is appointed by the Governor and confirmed by the Legislature. It consists of commercial harvesters and dealers, a public member, a recreational fisherman, an aquaculture member and the chairs of the Lobster, Sea Urchin, Shellfish, and Sea Run Fisheries and Habitat Advisory Councils.

### PROGRAM:

The Council meets quarterly to provide advice to the Commissioner on policy

## DEPARTMENT OF MARINE RESOURCES

matters affecting the industry, to provide advice and consent over Department rule-making, and to outline the problems and needs of the Maine fishing industry.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF THE COMMISSIONER PATRICK KELIHER, COMMISSIONER MEREDITH MENDELSON, DEPUTY COMMISSIONER

*Central Office* BAKER BLDG, 2 BEECH STREET, HALLOWELL, ME  
*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024  
*Established* 1978 *Telephone* (207) 624-6550  
*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188A *Citation* T0012 *M.R.S.A., Sect.* 000006021  
*Average Counts-All Positions* 19.000 *Legislative Count* 19.00

### PURPOSE:

The Office of the Commissioner performs the administrative functions of the Department of Marine Resources (DMR), develops policy for the management of Maine's marine resources, and advises other governmental agencies concerned with development or activity in coastal waters. Its responsibilities include receiving fees from approximately 37 types of licenses and permits. Detailed records are maintained on all licenses, landings, management, and federal/state programs.

Duties include coordination of public hearings for regulation changes, and aquaculture leases following Administrative Procedures Act (APA) procedures; maintenance of statistics; and contact with central service agencies.

### ORGANIZATION:

The Office of the Commissioner 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 and the Atlantic States Marine Fisheries Commission is provided by Bureau personnel. The Licensing section handles license sales and eligibility, statistics, information processing, and inquiries from the public. The Bureau administers the department's financial records and provides liaison with the Legislature and various types of communications for the marine fishing industry.

### PROGRAM:

The Office carries out directives of the Commissioner of Marine Resources in performing his/her statutory responsibilities. The Office 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.

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2013:** 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	1,105,317	439,820	599,158		66,339	
HEALTH BENEFITS	343,331	114,317	214,256		14,758	
RETIREMENTS	158,308	56,756	88,808		12,744	
OTHER FRINGE BENEFITS	21,609	8,334	11,896		1,379	
COMPUTER SERVICES	412,886	373,953	38,838		95	
CONTRACTUAL SERVICES	1,099,461	741,104	357,547		810	
RENTS	16,840	16,978	-138			
COMMODITIES	27,453	26,253	1,200			
TRANSFER TO OTHER FUNDS	28,473		26,528		1,945	
<b>TOTAL EXPENDITURES</b>	<b>3,213,678</b>	<b>1,777,515</b>	<b>1,338,093</b>		<b>98,070</b>	

## BUREAU OF MARINE PATROL

**JOSEPH FESSENDEN, COLONEL**

**JON CORNISH, MAJOR**

*Central Office* 2 BEECH ST., BAKER BLDG, HALLOWELL, ME 04347

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1978

*FAX* (207) 624-6024

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188P *Citation* T0012 *M.R.S.A. Sect.* 000006025

*Average Counts-All Positions* 55.000

*Legislative Count* 55.00

### 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. Maine has over 125,000 state registered vessels. Inclusive of BMP's duties are, but are not limited to, 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. The Bureau has also 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. Marine Patrol Officers are also federally deputized to assist with enforcement of federal fishing regulations under a Joint Enforcement Agreement with the National Oceanic and Atmospheric Administration/ National Marine Fisheries Services (NOAA/NMFS) Office of Law Enforcement. Industry voluntary compliance and stringent enforcement of Marine Resources laws help to protect all natural resources.

### 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 Lamoline.

### PROGRAM:

The Bureau enforces the state's marine fisheries laws, federal regulations under a joint enforcement agreement, 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. The BMP partners with the Maine Emergency Management Agency for emergencies resulting from natural disasters, technological hazards and national security incidents.

## DEPARTMENT OF MARINE RESOURCES

### PUBLICATIONS:

A pamphlet containing marine resource laws is published biannually following adjournment of the first regular session of each legislature.

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
SALARIES & WAGES	2,616,287	2,109,669	297,992		208,626	
HEALTH BENEFITS	849,839	633,379	137,902		78,558	
RETIREMENTS	532,420	408,737	71,886		51,797	
OTHER FRINGE BENEFITS	64,504	47,807	9,681		7,016	
COMPUTER SERVICES	50,312	2,403	239		47,670	
CONTRACTUAL SERVICES	466,680	91,938	180,241		194,501	
RENTS	432,493	314,569	94,663		23,261	
COMMODITIES	544,378	90,100	346,400		107,878	
EQUIPMENT	449,631				449,631	
TRANSFER TO OTHER FUNDS	37,593		23,043		14,550	
TOTAL EXPENDITURES	6,044,137	3,698,602	1,162,047		1,183,488	

## BUREAU OF RESOURCE MANAGEMENT

**LINDA MERCER, DIRECTOR**

**MEREDITH MENDELSON, 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

*Average Counts-All Positions* 69,000

*FAX* (207) 633-9579

*Telephone* (207) 633-9500

*M.R.S.A. Sect.* 000006021

*Legislative Count* 66.00

### PURPOSE:

The Bureau of Resource Management conducts scientific research and monitoring to conserve, restore, and manage the marine and estuarine 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 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

## DEPARTMENT OF MARINE RESOURCES

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:

Detailed catch, effort, and biological data are collected from the fisheries for American lobster, Atlantic herring, northern shrimp, green sea urchin, sea scallop, and sea cucumber for use in stock assessments and management. Fishery-independent surveys are conducted for sea urchin, juvenile lobster, ocean quahog, shrimp 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 and winter flounder. Scientists participate in stock assessments and fishery management plan development through the Atlantic States Marine Fisheries Commission and New England Fishery Management Councils. Spring and fall surveys of marine resources are conducted along the coasts of Maine and New Hampshire to assess the abundance and distribution of fishery populations in coastal waters. Other programs include surveys of rainbow smelt spawning areas and development of conservation programs for finfish species of concern; aquaculture lease application review; rockweed fishery monitoring; environmental permit review; and oil spill response for natural resource damage assessment. Saltwater angler catches are sampled along the coast for the National Marine Fisheries Service Marine Recreational Fishery Information Program and Large Pelagics Survey. Long-term monitoring of atmospheric and oceanographic conditions in Boothbay Harbor is conducted.

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 manage 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.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	3,010,593	1,363,282	954,569		692,742	
HEALTH BENEFITS	1,109,472	506,446	351,213		251,813	
RETIREMENTS	434,548	199,950	135,636		98,962	
OTHER FRINGE BENEFITS	55,385	27,156	16,971		11,258	
COMPUTER SERVICES	20,568	2,986	350		17,232	
CONTRACTUAL SERVICES	1,081,294	362,186	391,668		327,440	
RENTS	233,220	122,724	32,718		77,778	
COMMODITIES	437,504	285,830	30,564		121,110	
GRANTS, SUBSIDIES, PENSIONS	719,061	5,000			714,061	
EQUIPMENT	127,145				127,145	
TRANSFER TO OTHER FUNDS	91,045		58,710		32,335	
<b>TOTAL EXPENDITURES</b>	<b>7,319,835</b>	<b>2,875,560</b>	<b>1,972,399</b>		<b>2,471,876</b>	



DEPARTMENT OF MARINE RESOURCES

**BUREAU OF SEA RUN FISHERIES AND HABITAT**

**LINDA MERCER, DIRECTOR**

**MEREDITH MENDELSON, DEPUTY COMMISSIONER**

*Central Office* MCKOWN POINT, WEST BOOTHBAY, ME 04575

*Mail Address* PO BOX 8, WEST BOOTHBAY, ME 04575

*Established* 2007

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188R *Citation*

*Average Counts-All Positions* 27.500

*FAX* (207) 633-9579

*Telephone* (207) 633-9500

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

*Legislative Count* 23.00

**PURPOSE:**

The Bureau of Sea Run Fisheries and Habitat was created in 2007 when the Maine Atlantic Salmon Commission (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.

The Bureau's overall mission is to conserve, manage restore and enhance diadromous fish populations to their historic range within the State; to secure sustainable commercial and recreational fisheries for diadromous species; and to conduct and coordinate projects involving research, planning, management, restoration or propagation of diadromous species.

Until 2010 the Maine Atlantic Salmon Commission remained as a policy board for the Management of sea-run Atlantic salmon. The Commission was ultimately abolished during the 124th Maine Legislature due to budget cuts and recognition that a single species management program had limited value within a multi-species management program. All responsibilities including policy direction and research programs were transferred to the Bureau.

The Bureau remains very active in the management of Atlantic salmon. Because this species is listed by the NOAA and the USFWS, the coordination and collaboration on projects involving research, planning, management, restoration or propagation remains a top priority. The Bureau has the sole authority to introduce Atlantic salmon into the inland waters, other than in commercial aquaculture facilities. In addition, the Bureau has management responsibility for the Atlantic Salmon Conservation Plan and has cooperative management responsibilities with the Federal Atlantic Salmon Recovery Plan and the newly developed Atlantic Salmon Management Framework.

There are 11 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 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. Much of the focus now is to restore access to historic habitat to restore these species to their fullest potential.

**ORGANIZATION:**

The Bureau's main office is in Hallowell with a field office in Bangor and another in Jonesboro. Because of Maine's larger river systems and the nature of diadromous fishes' life cycle, staff work in all counties of the state.

The Bureau Director with the oversight of the Commissioner and Deputy Commissioner oversees management activities.

**PROGRAM:**

The Bureau has several major recovery areas:

Atlantic salmon focus areas are historic salmon rivers including the Aroostook,

## DEPARTMENT OF MARINE RESOURCES

Penobscot, Kennebec, Androscoggin, Saco River, 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.

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. Beginning in 2010 the Bureau has begun a new effort on the Penobscot to restore river herring and shad. This effort is made possible by the success of the Penobscot River Restoration Program and the State of Maine's Penobscot River Multi Species Management Plan developed by DMR, IF&W, federal fisheries agencies and other NGO partners.

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 re-licensing 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 mainstem of large rivers and impact the greatest number of diadromous fishes.

Habitat restoration and access to historic habitat remains has become a higher priority focus over the past 3 years. Aside from FERC re-licensing the Bureau has also refocused on the connectivity of smaller rivers and streams. Non hydro dams as well as road crossings continue to impact the passage of fish to historic habitat. The Bureau has organized a Stream Connectivity Working Group to prioritize barriers state wide and to secure funding to address passage needs.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF SEA RUN FISHERIES AND HABITAT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	874,183	111,736	173,581		588,866	
HEALTH BENEFITS	291,809	37,162	56,326		198,321	
RETIREMENTS	124,900	15,878	25,898		83,124	
OTHER FRINGE BENEFITS	16,122	2,137	3,349		10,636	
COMPUTER SERVICES	1,119		94		1,025	
CONTRACTUAL SERVICES	216,183	32,936	43,815		139,432	
RENTS	101,448	45,775	4,985		50,688	
COMMODITIES	24,121	7,444	2,681		13,996	
GRANTS, SUBSIDIES, PENSIONS	143,040				143,040	
TRANSFER TO OTHER FUNDS	28,258		6,286		21,972	
<b>TOTAL EXPENDITURES</b>	<b>1,821,183</b>	<b>253,068</b>	<b>317,015</b>		<b>1,251,100</b>	

## MAINE MARITIME ACADEMY

### MAINE MARITIME ACADEMY

#### DR. WILLIAM J. BRENNAN, PRESIDENT

*Central Office* 1 PLEASANT ST, CASTINE, ME 04420

*Mail Address* 1 PLEASANT ST, CASTINE, ME 04420

*Established* 1941

*Reference Policy Area* 02 *Umbrella* 75 *Unit* 370 *Citation* S1941

*FAX* (207) 326-2218

*Telephone* (207) 326-4311

*M.R.S.A., Sect.* 000000037

#### **PURPOSE:**

Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean studies, as well as preparing officers for the merchant marine and the uniformed services of the United States. The mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-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 five divisions: Academic Affairs; Advancement; Enrollment Management; Finance; and Operations. Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by five 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.

## MAINE MARITIME ACADEMY

Master of Science degree.  
Associate in Science degree.

### PUBLICATIONS:

Maine Maritime Academy Catalog  
Maine Maritime Academy View Book

**FINANCES, FISCAL YEAR 2013:** 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	8,370,608	8,370,608				
<b>TOTAL EXPENDITURES</b>	8,370,608	8,370,608				
 MAINE MARITIME ACADEMY						
	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	8,370,608	8,370,608				
<b>TOTAL EXPENDITURES</b>	8,370,608	8,370,608				

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

**ANNE L. HEAD, COMMISSIONER**

*Central Office* 76 NORTHERN AVE., 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 Counts-All Positions* 213.708 *Legislative Count* 212.50

**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 PROFESSIONAL AND OCCUPATIONAL REGULATION*

*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 Professional and Occupational Regulation (OPOR). Since that time, several new state licensing programs have been created and placed within OPOR. Licensing programs have also been transferred to OPOR from other departments, and existing independent agencies have been moved into OPOR. Today, the Office oversees 31 professional and occupational licensing boards and directly administers 6 licensing programs without boards.

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), the Maine Office of Securities, and the Office of Licensing and Registration.

In addition to the 31 licensing boards and 6 licensing programs directly administered by OPOR, 6 professional licensing boards are also affiliated with 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.

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### 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 reports of component units.

### PUBLICATIONS:

See reports of component units.

**FINANCES, FISCAL YEAR 2013:** 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	9,413,088		9,413,088			
HEALTH BENEFITS	2,826,381		2,826,381			
RETIREMENTS	1,395,143		1,395,143			
OTHER FRINGE BENEFITS	177,261		177,261			
COMPUTER SERVICES	2,867,626		2,867,477		149	
CONTRACTUAL SERVICES	5,567,976		5,500,645		67,331	
RENTS	855,207		845,992		9,215	
COMMODITIES	113,141		113,141			
GRANTS, SUBSIDIES, PENSIONS	194,551		173,175		21,376	
TRANSFER TO OTHER FUNDS	257,817		256,977		840	
COST OF GOODS SOLD	25,600		25,600			
<b>TOTAL EXPENDITURES</b>	<b>23,693,791</b>		<b>23,594,880</b>		<b>98,911</b>	

## DIVISION OF ADMINISTRATIVE SERVICES

**ANNE L. HEAD, COMMISSIONER**

**RACHEL H HENDSBEE, DIRECTOR ADMIN SERVICES**

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX* (207) 624-8690

*Established* 1974 *Telephone* (207) 624-8511

*Reference* Policy Area 07 Umbrella 02 Unit 028 *Citation* T0010 *M.R.S.A., Sect.* 000008003

*Average Counts-All Positions* 8.000 *Legislative Count* 8.00

### 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.

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### 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 2013:** 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	304,416		304,416			
HEALTH BENEFITS	79,932		79,932			
RETIREMENTS	41,602		41,602			
OTHER FRINGE BENEFITS	6,265		6,265			
COMPUTER SERVICES	2,710,030		2,710,030			
CONTRACTUAL SERVICES	891,651		891,651			
RENTS	48,160		48,160			
COMMODITIES	15,114		15,114			
TRANSFER TO OTHER FUNDS	17,621		17,621			
<b>TOTAL EXPENDITURES</b>	<b>4,114,791</b>		<b>4,114,791</b>			

## BUREAU OF CONSUMER CREDIT PROTECTION

### WILLIAM N LUND, SUPERINTENDENT

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 35 STATE HOUSE STA, AUGUSTA, ME 04333-0035

*Established* 1975

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 030 *Citation* T0009A *M.R.S.A., Sect.* 006-00103

*Average Counts-All Positions* 15.500

*FAX* (207) 582-7699

*Telephone* (207) 624-8527

*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 loans, credit sales and debt collection. A primary responsibility of the agency is to protect Maine consumers through implementation of the Maine Consumer Credit Code.

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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 regulating retail creditors, mortgage companies, collection agencies, "plain language" consumer loan contracts, credit reporting agencies, loan brokers, mortgage loan originators, rent-to-own companies, pawn brokers, 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 and loan servicers, foreclosure purchasers, litigation funding companies, I.R.S. Code Section 1031 exchange facilitators, real estate transaction settlement agents, returned check diversion program providers, refund anticipation loan facilitators, insurance premium finance companies, payday lenders and employee leasing companies.

The agency is also responsible for facilitating the state's foreclosure prevention and education program, receiving information from mortgage lenders and servicers relating to consumers in default on their loans, and providing those consumers with information detailing the availability of counseling, mediation and legal defense resources. The agency administers and staffs a toll-free 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 Consumer Credit Code compliance by banks and credit unions 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 fiscal year 2013, the agency's Complaint Division responded to 769 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, \$58,647.16 was credited or refunded to consumers.

The Bureau's Compliance Examination Division conducted examinations of 46 companies, including 3 loan brokers, 13 payroll processors, 10 supervised lenders, 2 sales finance companies, 1 pawn broker, 16 debt management service providers and 1 other creditor. After reviewing 2,310 transactions, the Bureau cited creditors for 104 violations of the Maine Consumer Credit Code, and 30 Truth-in-Lending violations. Creditors and lenders violations were primarily technical in nature and the majority of disclosure violations did not require restitution to Maine consumers. Violations discovered during compliance examinations resulted in \$337.37 in refunds or credits to Maine consumers.

During FY '13 the Bureau's foreclosure prevention and outreach staff mailed informational packages to 41,141 homeowners in default on their home loans (an increase from the FY '12 total of 39,516 such mailings); received 1,139 calls on the foreclosure hotline (a decrease from the 1,525 calls received in fiscal year 2012), and completed over 1,090 referrals to housing counselors under contract with the Bureau, a decrease from the 1,212 referrals made in fiscal year 2012.

The agency licensed or registered the following number of creditors and businesses in FY '13: Supervised Lenders (265 main offices, 319 branches): 584; Other Creditors 927\*; Sales Finance Companies: 151; Insurance Premium Finance Companies: 4; Debt Collectors (577 main offices, 432 branches): 1009; Loan Brokers: (91 main office, 6 branches): 97; Mortgage Loan Originators: 2199; Credit Reporting Agencies: 32; Money Order Issuers: 60; Non-bank ATM Machine Operators: 1237; Debt Management Service Providers (debt adjusters): 57; Check



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Cashers: 3; Payday Lenders: 13; Refund Anticipation Loan Providers: 66; Exchange Facilitators: 13; Bad Check Diversion Companies: 1; Repossession Companies: 29; Litigation Funding Providers: 4; Foreclosure Purchasers: 0; Real Estate Settlement Agencies: 232; and Payroll Processors: 212. The Bureau provided regulatory oversight with respect to a total of 6,930 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: Loan Servicers: 251; Mobile Home Dealers: 9; New Car Dealers: 123; Used Car Dealers: 176; Rent-to-Own Merchants: 50; Pawnbrokers: 61; and Miscellaneous Retail Creditors: 257. 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, Foreclosure Purchasers, Bad Check Diversion Companies, Escrow Exchange Facilitators, Insurance Premium Finance Companies, Payday Lenders, Payroll Processors, Refund Anticipation Loan Facilitators and Mortgage Loan Originators.

REGISTRATIONS: Consumer Credit Code Annual Notification, Credit Reporting Agencies, Rent-to-Own Companies, Pawnbrokers, Non-bank ATM Operators, Debt Management Service Providers, Check Cashers, Foreign Currency Exchangers, Loan Servicers, Litigation Funding Companies, Mobile Home Dealers, Used Car Dealers, New Car Dealers, Sales Finance Companies, General Creditors and Real Estate Settlement Agencies.

### PUBLICATIONS:

Downeaster Common Sense Guide to Student Loans, 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: Consumer Credit 101, and Downeaster Guide to Elder Financial Protection (all free to Maine residents), and Maine Creditor Update--Periodic newsletter for businesses (free to interested parties).

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	586,822		586,822			
HEALTH BENEFITS	169,302		169,302			
RETIREMENTS	91,149		91,149			
OTHER FRINGE BENEFITS	9,830		9,830			
CONTRACTUAL SERVICES	1,064,716		1,064,716			
RENTS	33,872		33,872			
COMMODITIES	9,200		9,200			
TRANSFER TO OTHER FUNDS	18,831		18,831			
COST OF GOODS SOLD	25,600		25,600			
<b>TOTAL EXPENDITURES</b>	<b>2,009,322</b>		<b>2,009,322</b>			

## BOARD OF DENTAL EXAMINERS

### DAVID J. MOYER DDS, MD, BOARD PRESIDENT

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

*Mail Address* 143 STATE HOUSE STATION, AUGUSTA, ME 04333-0143 *FAX* (207) 287-8140

*Established* 1891

*Telephone* (207) 287-3333

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 313 *Citation* T0032 *M.R.S.A., Sect.* 000001071

*Average Counts-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

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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 Boards 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 2013, 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.

Sixty-eight dentists became newly licensed in the State of Maine for a total of 896 dentists currently registered for the biennium. Of these, 186 list an out of state residence and/or practice. The Board issued 72 new licenses to hygienists totaling 1366 licensees, 108 of which are out-of-state. The Board issued five new denturist licenses this fiscal year, making the total number of Maine licensed denturists 44. Of these, 22 list an out of state residence and/or practice. Registered dental radiographers now total 1,417. There are 109 permits issued to dentists to administer moderate sedation or general anesthesia/deep sedation in their practice(s).

The Board issued 49 new local anesthesia permits to Maine-licensed hygienists this fiscal year, which brings the total number to 509. Twenty-four new nitrous oxide permits were issued to licensed hygienists this fiscal year, which brings the total number to 230. The Board also issued fourteen new certificates to practice as an expanded function dental assistant bringing the total number to fifty-six. In addition, the Board issued fifteen independent practice dental hygiene licenses during fiscal year 2013 which now brings the total to sixty-two. The Board also employs Public Health Supervision Status for dental hygienists, which allows them to provide services in settings outside a dental office 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 Assistant (Certified Dental Assistants and/or Dental Hygienists)

### PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture

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Technology"  
Newsletter/Bulletin

**FINANCES, FISCAL YEAR 2013:** 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	104,868		104,868			
HEALTH BENEFITS	43,364		43,364			
RETIREMENTS	14,105		14,105			
OTHER FRINGE BENEFITS	2,008		2,008			
COMPUTER SERVICES	6,638		6,638			
CONTRACTUAL SERVICES	87,392		87,392			
RENTS	15,717		15,717			
COMMODITIES	4,474		4,474			
GRANTS, SUBSIDIES, PENSIONS	23,750		23,750			
TRANSFER TO OTHER FUNDS	6,361		6,361			
<b>TOTAL EXPENDITURES</b>	<b>308,677</b>		<b>308,677</b>			

## STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

### MANDY HOLWAY OLVER, PE, CHAIR

*Central Office* 295 WATER ST., STE 207, AUGUSTA, ME 04330

*Mail Address* 92 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX* (207) 287-3239

*Established* 1935

*Telephone* (207) 287-3236

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 322 *Citation* T0032 *M.R.S.A., Sect.* 000001301

*Average Counts-All Positions* 1.438

*Legislative Count* 1.00

#### PURPOSE:

The State Board of Licensure for Professional Engineers was established in 1935 to protect the public through the regulation of the practice of engineering in the State of Maine by establishing and maintaining professional standards. The Board is authorized to examine, certify, and license applicants who qualify as Professional Engineers or Engineer-Interns in Maine; to renew licenses 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; and to investigate complaints of alleged violations of such laws and rules, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

#### ORGANIZATION:

The Board is composed of seven members. The Governor appoints five Professional Engineers and one public member for five-year terms. The seventh member of the Board is the Chief Engineer of the Department of Transportation, who serves ex-officio. The Board members elect a chair and vice-chair from their membership each year.

The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES). Members participate in the activities of the Council, including serving on national committees. Individual members of the Board also maintain membership in state and national engineering societies. These efforts keep the Board informed of trends and activities in the engineering profession. The Board uses the NCEES examinations for both the Fundamentals of Engineering (FE) and Principles and Practice of Engineering (PE) examinations. Boards of all fifty states, the District of Columbia and four territorial jurisdictions use the NCEES examinations. This helps achieve uniformity in reciprocal licensing and assures minimum competence to practice.

#### PROGRAM:

During fiscal year 2013, 290 candidates were licensed as professional engineers. Of that number, 37 qualified through written examination, 252 through admission

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by comity with other jurisdictions, and 1 by oral examination. The applications of comity candidates who hold a record with NCEES are often processed more quickly because their credentials have previously been verified by NCEES.

As of June 30, 2013, a total of 6,159 professional engineers were licensed in Maine. A little more than 34% of the professional engineers licensed in Maine reside in Maine.

Written examinations are administered twice each year, in the Fall and the Spring, under an agreement between the Board and the National Council of Examiners for Engineering and Surveying (NCEES). Fall examinations were given at Orono in October, 2012 for 36 professional engineer candidates and for 136 engineer-intern candidates, as well as five individuals taking the specialized structural exams. Of those taking the PE exam, 25 passed. Of those taking the FE exam, 84 passed. None of the five structural examination candidates successfully passed all components of that exam.

Spring examinations were given in April, 2013. Forty candidates sat for the PE exam, and 29 passed; 189 candidates sat for the FE exam, and 120 passed. None of the five structural examination candidates who sat for the April exam passed all of the components of the structural exam. There was one successful oral exam candidate in FY 2013.

The Board held six meetings during fiscal year 2013: August 16, 2012, November 15, 2012, January 17, 2013, March 21, 2013, April 23, 2013, and June 20, 2013.

### LICENSES:

Professional Engineer License  
Engineer-Intern Certification

### PUBLICATIONS:

"Sixtieth Report with Roster of Professional Engineers" (\$10.00)  
"Title 32, Revised Statutes of Maine, Chapter 19, Engineers"  
"Newsletter" - Spring and Fall

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	43,211		43,211			
HEALTH BENEFITS	12,220		12,220			
RETIREMENTS	5,884		5,884			
OTHER FRINGE BENEFITS	869		869			
COMPUTER SERVICES	3,571		3,571			
CONTRACTUAL SERVICES	120,244		120,244			
RENTS	13,265		13,265			
COMMODITIES	3,495		3,495			
TRANSFER TO OTHER FUNDS	4,547		4,547			
<b>TOTAL EXPENDITURES</b>	<b>207,306</b>		<b>207,306</b>			

## BUREAU OF FINANCIAL INSTITUTIONS

### LLOYD P. LAFOUNTAIN III, SUPERINTENDENT

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 36 STATE HOUSE 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 Counts-All Positions* 20.000 *Legislative Count* 20.00

### 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

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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:**

Legislation enacted during the 1st Regular Session of the 120th Maine Legislature changed the name of the agency from the Bureau of Banking to the Bureau of Financial Institutions effective January 1, 2002.

The Bureau of Financial Institutions is 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, Administration & Legal Affairs, 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 2013, 18 safety and soundness examinations and 51 specialized examinations (i.e., trust, compliance, information technology, and visitations) were completed. In addition, two joint examinations were conducted with the federal regulators (one each with the FDIC and the FRB). A computer-based system also monitors bank performance between on-site visits.

In fFiscal year 2013, the Bureau received and processed (a) nine notifications from Maine financial institutions to establish, close or relocate one or more branches in Maine, (b) three notifications from Maine financial institutions to establish branches in New Hampshire, and (c) two notifications from Maine financial institutions related to investments in closely related activities. The Bureau also processed an application from a Maine financial institution to purchase certain assets and assume certain deposit liabilities from a Maine financial institution. The application was pending at fiscal year-end and approved on August 5, 2013.

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 2013, the Bureau responded to 270 consumer complaints and inquiries and assisted Maine consumers in obtaining 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.

### **LICENSES:**

Payroll Processors

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### PUBLICATIONS:

Annual Report from the Superintendent to the Legislature for 2012. (Back issues 1996-2011 available.)  
Consumer brochures available to the public: Bureau of Financial Institution's Consumer Outreach Program; Credit Reports and Identify Theft;  
Debit Card Holds; Save and Protect Your Money.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCIAL INSTITUTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	902,506		902,506			
HEALTH BENEFITS	252,466		252,466			
RETIREMENTS	135,575		135,575			
OTHER FRINGE BENEFITS	16,905		16,905			
CONTRACTUAL SERVICES	266,353		266,353			
RENTS	61,056		61,056			
COMMODITIES	6,949		6,949			
TRANSFER TO OTHER FUNDS	19,370		19,370			
<b>TOTAL EXPENDITURES</b>	1,661,180		1,661,180			

## BUREAU OF INSURANCE

### ERIC CIOPPA, SUPERINTENDANT

*Central Office* 76 NORTHERN AVE., GARDINER,, ME 04345

*Mail Address* 34 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1970

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 031 *Citation* T0024A *M.R.S.A., Sect.* 000000200

*Average Counts-All Positions* 78.500

*FAX* (207) 624-8599

*Telephone* (207) 624-8475

*Legislative Count* 78.50

### 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, employee leasing plans, pharmacy benefits managers and service contract providers.

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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### ORGANIZATION:

In 1868, a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not, at the same time, serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959. Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Professional and Financial Regulation, effective October 3, 1973.

### PROGRAM:

The programs of the Bureau are implemented through various work units. The Property and Casualty Unit provides consumer assistance, analyzes and regulates policy forms and rates for P and C insurance. The Unit also resolves complaints involving workers compensation rating, and reviews all workers compensation filings. The unit conducts consumer outreach throughout the year, including producing a number of brochures. 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 examines domestic insurance companies. The Alternative Risk Unit reviews and evaluates applications for self-insurers of workers' compensation, captive insurance companies, multiple employer welfare arrangements, continuing care retirement communities, health alliances and reinsurance arrangements. The Financial Analysis Unit issues licenses to domestic insurers transacting business in Maine and monitors the solvency of insurers transacting business in Maine. Insurance companies seeking licensure submit financial and operational information for review. The level of ongoing financial review and analysis is determined by the entity's status as a domestic or foreign insurance company. The Financial Analysis Unit also reviews the following applicants: HMOs, surplus lines companies, risk retention groups, risk purchasing groups, managing general agents, reinsurance intermediaries, accredited reinsurers, fraternal benefit societies, third party administrators, professional employee organizations and service contract providers. The Financial Analysis Unit also performs market analysis. The market analysis function involves reviewing complaint data and financial results to determine companies that need market reviews. The Market Analysis Unit is responsible for ongoing surveillance of the Maine insurance marketplace to identify companies that may be operating in a manner that is not consistent with Maine laws, rules and regulations. Once identified, action is taken to bring the company into compliance. The Consumer Health Care Division reviews all life and health policy forms and processes license applications for medical utilization review entities and preferred provider organizations. The division also reviews managed care networks, provides information to consumers regarding health care plans, assists enrollees in understanding their rights under health care plans, and assists consumers with complaints. The division conducts consumer outreach throughout the year, including producing a number of brochures and attending outreach events. The Life and Health Actuarial Unit reviews rates for health, long term care, and Medicare supplement. The unit also evaluates mandated benefits, maintains related databases, and is responsible for the data analysis of the individual and small group markets.

### LICENSES:

License: Insurance Producers (Resident & Nonresident); Insurance Adjusters (Resident & Nonresident); Insurance Consultants (Resident & Nonresident); Insurance Agencies (Resident & Nonresident); 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: Workers' compensation self-insurance; Surplus Lines Insurance Companies.

Approvals: Reinsurance arrangements for workers' compensation self-insured groups.

Registration: Preferred Provider Organizations; Risk Purchasing Groups; Risk Retention Groups; Third-Party Prescription Programs; Employee Leasing; Managing General Agents; Structured Settlement Transferees, Pharmacy Benefits Managers and Service Contract Providers.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PUBLICATIONS:

Consumer Guide to Long Term Care Insurance; Medicare Supplement Insurance Comparison Chart; Medicare Supplement Filed Rates Comparison Chart; Choosing a Medigap policy; Are you Eligible for or do you have Medicare?; Guide to Health Insurance for People with Medicare; Senior Brochure: Do You Have Questions With New or Existing Health Insurance; 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; Health Insurance Appeals Process Guide; Disability Insurance Guide; Consumer Guide to Auto Insurance; Auto Insurance, Making the Claims Process Easier; Consumer Guide to Youthful Drivers; Consumer Guide to Cancellation or Nonrenewal of Personal Automobile and Property Insurance; Personal Auto Insurance Complaint Comparison; Consumer Guide to Homeowners Insurance; 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; Homeowners' Inventory Checklist; Pet Insurance; 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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE	TOTAL FOR ALL GENERAL FUNDS	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
SALARIES & WAGES	3,466,586	3,466,586			
HEALTH BENEFITS	1,005,711	1,005,711			
RETIREMENTS	524,273	524,273			
OTHER FRINGE BENEFITS	64,540	64,540			
COMPUTER SERVICES	166	17		149	
CONTRACTUAL SERVICES	1,102,247	1,046,524		55,723	
RENTS	216,640	216,640			
COMMODITIES	24,007	24,007			
GRANTS, SUBSIDIES, PENSIONS	70,000	70,000			
TRANSFER TO OTHER FUNDS	61,477	60,941		536	
<b>TOTAL EXPENDITURES</b>	<b>6,535,647</b>	<b>6,479,239</b>		<b>56,408</b>	

## OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**ANNE L HEAD, DIRECTOR**

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 35 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1976

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 041 *Citation* T0010

*Average Counts-All Positions* 56.500

*FAX* (207) 624-8637

*Telephone* (207) 624-8603

*M.R.S.A., Sect.* 000008003

*Legislative Count* 56.50



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PURPOSE:

As of September 28, 2011, the Office of Licensing and Registration (OLR) changed to the Office of Professional and Occupational Regulation (OPOR).

The Office of Professional and Occupational Regulation (OPOR) administers 37 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. OPOR 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.

### ORGANIZATION:

The Office is comprised of 56.5 employees, including program administrators, investigators, 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. OPOR staff members are responsible for ensuring that licensing programs meet statutory mandates.

### PROGRAM:

Licensing: The Office of Professional and Occupational Regulation is an umbrella state agency that administers 37 licensing programs.

Complaints: During FY 13 (July 1, 2012 - June 30, 2013), 1237 complaints were active. 777 new complaints were opened, 822 were closed.

Internet Address: <http://www.maine.gov/professionallicensing>

### LICENSES:

During fiscal year 2013, the Office of Professional and Occupational Regulation maintained more than 109,000 active and inactive licenses for professions ranging from Accountancy to Veterinary Medicine.

### PUBLICATIONS:

The Office of Professional and Occupational Regulation maintains a comprehensive website that offers on-line license renewal for most 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 post newsletters on the web to convey information specific to their areas of regulation.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,279,181		2,279,181			
HEALTH BENEFITS	757,873		757,873			
RETIREMENTS	326,398		326,398			
OTHER FRINGE BENEFITS	44,490		44,490			
COMPUTER SERVICES	83,183		83,183			
CONTRACTUAL SERVICES	1,132,048		1,120,440		11,608	
RENTS	307,256		298,041		9,215	
COMMODITIES	22,287		22,287			
GRANTS, SUBSIDIES, PENSIONS						
TRANSFER TO OTHER FUNDS	72,243		71,939		304	
<b>TOTAL EXPENDITURES</b>	<b>5,024,959</b>		<b>5,003,832</b>		<b>21,127</b>	

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
BOARDS/COMMISSIONS

Board of Accountancy Catherine Carroll, 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) Jennifer Hawk	624-8617
Board of Licensing of Auctioneers Carol Leighton, Administrator	624-8520
Board of Barbering and Cosmetology Geraldine Betts, Administrator	624-8625
Board of Boilers and Pressure Vessels Catherine Carroll, Administrator	624-8605
Charities/Professional Fund Raisers (registration) Jennifer Hawk	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 Catherine Carroll, Administrator	624-8605
Board of Elevator and Tramway Safety Catherine Carroll, 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 Catherine Carroll, 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 Jennifer Hawk	624-8617
Board of Licensure for Professional Land Surveyors Carol Leighton, Administrator	624-8520
Maine Fuel Board Catherine Carroll, Administrator	624-8605

Manufactured Housing Board Robert LeClair, Executive Director	624-8678
Massage Therapists (registration) Torrey Gray, Administrator	624-8420
Nursing Home Administrators Licensing Board Torrey Gray, Administrator	624-8420
Board of Occupational Therapy Practice Torrey Gray, Administrator	624-8420
Board of Pharmacy Geraldine Betts, Administrator	624-8625
Board of Examiners in Physical Therapy Geraldine Betts, Administrator	624-8625
Plumbers' Examining Board Catherine Carroll, Administrator	624-8605
Board of Licensure of Podiatric Medicine Torrey Gray, Administrator	624-8420
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 Jennifer Hawk	624-8617
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSURE IN MEDICINE**

**MAROULLA GLEATON, MD, CHAIRMAN**

**RANDAL MANNING, EXECUTIVE DIRECTOR**

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330

*Mail Address* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 *FAX* (207) 287-6590

*Established* 1995

*Telephone* (207) 287-3601

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 373 *Citation* T0032 *M.R.S.A., Sect.* 000003263

*Average Counts-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 duty to protect the public, the Board is authorized to license, educate, monitor, and discipline physicians and physician assistants and to establish appropriate rules and standards for medical practice.

The responsibilities of the Board are to: 1) LICENSE - by determining the qualifications for licensure by examining and/or certifying candidates desiring admission to medical practice in Maine; registering physician supervision and delegation relationships with physician assistants under a written plan of supervision; biennially re-licensing physicians and surgeons based upon documentation of standards of maintenance of competency; and establishing standards for medical practice; 2) EDUCATE - by providing professional medical education programs; notifying the public of a licensee's status and of disciplines taken by the Board; 3) DISCIPLINE - by investigating complaints and allegations of non-compliance with the laws, rules, and regulations relating to physicians and physician assistants; holding hearings and taking disciplinary action as appropriate (i.e. probation, warning, reprimand, censure, fine, suspension or revocation).

Physician assistants must enter into a registered delegated relationship with a licensed Maine physician, allowing the physician to extend significantly the physician assistant's scope 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 elects a chairman and a secretary. Regular meetings as required by law are held each March, July, and November. Other meetings are held as necessary. The Board held 12 regular 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 visiting the Board's Internet Address: <http://www.maine.gov/md> or 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 years preceding appointment. Public members or an immediate household member may earn

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

no income from activities related to the practice of medicine.

A Physician Assistant Advisory Committee aids in the formulation of rules and regulations governing Physician Assistants. The Board participates in joint conference committees with several other boards. The 124th Legislature repealed a provision in the laws governing delegation to Advanced Practice Registered Nurses (APRN) thus ending physician delegation of Advanced Practice Registered Nurses.

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 five 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 and at cyclical renewals.

**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, reprimands, censures, 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 and the Federation of State Medical Boards' Databank. In 2012, the Board ordered twenty (20) disciplines.

License and discipline information is available at no cost at the Board office, by telephone, and at the Board's Internet Address: <http://www.maine.gov/md>

### LICENSES:

M.D. License to Practice Medicine and Surgery  
M.D. License to Practice Medicine and Surgery as a Camp Physician  
M.D. Temporary License to Practice Medicine and Surgery  
M.D. Emergency License  
M.D. Administrative License  
M.D. Temporary Educational Certificate  
Physician Assistant License

### 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.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF LICENSURE IN MEDICINE	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	561,067		561,067			
HEALTH BENEFITS	178,251		178,251			
RETIREMENTS	79,866		79,866			
OTHER FRINGE BENEFITS	11,621		11,621			
COMPUTER SERVICES	44,020		44,020			
CONTRACTUAL SERVICES	300,126		300,126			
RENTS	73,017		73,017			
COMMODITIES	10,161		10,161			
GRANTS, SUBSIDIES, PENSIONS	79,425		79,425			
TRANSFER TO OTHER FUNDS	15,235		15,235			
TOTAL EXPENDITURES	1,352,789		1,352,789			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**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

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 380 *Citation* T0032 *M.R.S.A., Sect.* 000002151

*Average Counts-All Positions* 7.000

*FAX* (207) 287-1149

*Telephone* (207) 287-1133

*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 registered nurses; to renew the licenses of all qualified registered nurses, practical nurses and advanced practice registered 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; 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 and meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; and to approve the credentials of registered nurses who have completed an educational program that prepares the registered nurse to function as an advanced practice registered nurse. An advanced practice registered nurse includes the following: certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist and certified clinical nurse specialist.

**ORGANIZATION:**

The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

In 1991, the Board of Nursing was affiliated with the Department of Professional and Financial Regulation. In 1995, an advanced practice registered nurse 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 2013, the Board met in four regular sessions for a total of eight days; the Board met in 9 subcommittee sessions for a total of 9 days; the Board met in 11 adjudicatory hearing sessions for a total of 5 days. In addition, Board members participated in committee meetings; 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 Nurse

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Licensure 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 professional nurses or as licensed practical nurses. Maine has 17 Board-approved nursing programs: 13 to prepare registered nurses and two to prepare practical nurses. The names of these programs follow: Baccalaureate Degree Nursing Programs: University of Southern Maine; St. Joseph's College; Husson University; University of Maine; and University of Maine at Fort Kent; University of New England. Associate Degree Nursing Programs: Central Maine Medical Center; University of Maine at Augusta; Kennebec Valley Community College; 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 approved to be 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 2013, the Board received 259 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in fiscal year 2013: revocation of license (6); suspended license (7); accepted voluntary surrender of license (20); placed license on probation (12); warned, censured, reprimanded or fined (11); terminated probation (17); took no action/denied complaint (133); license renewal denied (1); fined for unlicensed practice (171); denied licensure by endorsement (1); denied licensure by examination (0); denied reinstatement (2); letters of concern issued (75).

In November, 2005, the Board successfully launched its online licensure renewal program with an average utilization rate of 93%.

### **LICENSES:**

Nurses licensed by Endorsement during fiscal year 2013:  
Registered Professional Nurses from other states: (852), from Canada: (13), from other countries: (25) Licensed Practical Nurses: from other states: (84), from Canada: (3), from other countries (0).

Nurses licensed by Examination during fiscal year 2013:  
Registered Professional Nurses (711)  
Licensed Practical Nurses (83)

Nurses licensed by Renewal and Reinstatement during fiscal year 2013:  
Registered Professional Nurses licensed by: Renewal (9933), Reinstatement (573)  
Licensed Practical Nurses licensed by: Renewal (1044), Reinstatement (102)

### **TOTAL ACTIVE LICENSES:**

Registered Professional Nurses: 23,050 (includes 1,823 APRN)  
Licensed Practical Nurses: 2,573

### **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)

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2013:** 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	353,961		353,961			
HEALTH BENEFITS	102,232		102,232			
RETIREMENTS	53,003		53,003			
OTHER FRINGE BENEFITS	6,193		6,193			
COMPUTER SERVICES	15,323		15,323			
CONTRACTUAL SERVICES	268,407		268,407			
RENTS	36,054		36,054			
COMMODITIES	6,314		6,314			
GRANTS, SUBSIDIES, PENSIONS	21,376				21,376	
TRANSFER TO OTHER FUNDS	16,655		16,655			
<b>TOTAL EXPENDITURES</b>	<b>879,518</b>		<b>858,142</b>		<b>21,376</b>	

## STATE BOARD OF OPTOMETRY GERRARD RUDMIN, O.D., PRESIDENT

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345  
*Mail Address* 113 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 624-8692  
*Established* 1909 *Telephone* (207) 624-8691  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 382 *Citation* T0032 *M.R.S.A., Sect.* 000002415  
*Average Counts-All Positions* 1.000 *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 laws 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, secretary-treasurer, and complaint officer.

### PROGRAM:

The Board meets four times a year. The Board administers, yearly, a written exam in February, May, August, November and by appointment.

### LICENSES:

All licensees must renew their license on or before April 1st of each year. Before a license can be renewed, licensees must submit to the Board a completed renewal application, \$350 renewal fee, and attendance certificates of completing 25 hours of continuing education.

Licensees who graduated after 1996 were upgraded to the authority level of Therapeutic Advanced Glaucoma which allows them to independently treat patients with glaucoma. Licensees who graduated before 1996 and are licensed at the



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Therapeutic Advanced authority level must satisfy Section 2430-B (2) of Maine Optometry Law before their license can be upgraded to Therapeutic Advanced Glaucoma.

### COMPLAINTS:

The Board received one complaint in 2013. The Board voted to dismiss the complaint on the grounds that there was no evidence of violation of Maine Optometry Laws/Rules.

### 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 more at the Board's website:

<http://www.maine.gov/pfr/auxboards/optometry>

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	23,854		23,854			
HEALTH BENEFITS	9,232		9,232			
RETIREMENTS	3,285		3,285			
OTHER FRINGE BENEFITS	490		490			
COMPUTER SERVICES	1,000		1,000			
CONTRACTUAL SERVICES	10,672		10,672			
COMMODITIES	556		556			
TRANSFER TO OTHER FUNDS	2,481		2,481			
TOTAL EXPENDITURES	51,570		51,570			

## BOARD OF OSTEOPATHIC LICENSURE

### MARTY W. MCINTYRE, CHAIR

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330

*Mail Address* 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142 *FAX* (207) 287-3015

*Established* 1916

*Telephone* (207) 287-2480

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 383 *Citation* T0032 *M.R.S.A., Sect.* 000002561

*Average Counts-All Positions* 1.000

*Legislative Count* 1.00

### PURPOSE:

The Board of Osteopathic Licensure was established to protect the public through regulation of the practice of osteopathic medicine 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 Comprehensive Osteopathic Medical Licensing Examination-USA (COMLEX-USA) is the accepted exam for licensure in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or seek revocation of all licenses. Furthermore, the Board has the power to make rules it considers necessary for the successful enforcement of its authority and the performance of its duties. As part of the biennial renewal process, the Board prepares and distributes its rules relative to continuing medical education and its code of ethics to each osteopathic physician licensed to practice in Maine.

### ORGANIZATION:

The Board of Osteopathic Licensure, when it was established in 1919, consisted of 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 expenses. Currently, licensees renew biennially on their birth month with the renewal fee capped at \$600. Statutes specify one annual meeting with special meetings authorized by the Chair of the Board. Currently, the Board meets monthly.

Continuing medical education requirements have been increased to 100 hours biennially. The Board statute and rules require 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 remain current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the Board's December meeting in Augusta, Maine: Marty W. McIntyre, Public Member, Chair, Joseph R. D. deKay, DO, Vice Chair; Scott Thomas, DO, Board Secretary

### LICENSES:

License to Practice Osteopathic Medicine  
 License to Practice Osteopathic Medicine as Locum Tenens  
 License to Practice as Camp Physician  
 Temporary Educational Permits (Interns & Residents)  
 Physician Assistant Certificate of Registration  
 Physician Assistant Certificate of Qualification

### PUBLICATIONS:

"What You Should Know About the Licensing, Regulation and Discipline of Physicians in Maine" was co-produced with the Board of Licensure in Medicine and is available at no cost. The Pamphlet explains to members of the public the procedures and authority of both Boards in regulating each profession. It also explains the procedure for filing a complaint against a physician licensed in Maine.

**FINANCES, FISCAL YEAR 2013:** 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	48,716		48,716			
HEALTH BENEFITS	12,765		12,765			
RETIREMENTS	6,329		6,329			
OTHER FRINGE BENEFITS	636		636			
COMPUTER SERVICES	2,403		2,403			
CONTRACTUAL SERVICES	109,560		109,560			
RENTS	9,941		9,941			
COMMODITIES	2,338		2,338			
TRANSFER TO OTHER FUNDS	3,068		3,068			
<b>TOTAL EXPENDITURES</b>	<b>195,756</b>		<b>195,756</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**OFFICE OF SECURITIES**

**JUDITH M. SHAW, SECURITIES ADMINISTRATOR**

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 121 STATE HOUSE 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 Counts-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.

**PROGRAM:**

In fiscal year 2013, the Office received and processed 30,995 applications and amendments to register securities, terminations of registrations, and notice filings for federally covered securities (increase of 13% over fiscal year 2012); and 339 private placement filings and amendments (increase of 9%). As of June 2013, there were 1,269 broker-dealers licensed to do business in Maine (2% decrease over June 2012); 94,019 licensed agents of broker-dealers (decrease of 0.7%); 1022 investment adviser licensees or notice filers (increase of 3%); and 2,211 licensed investment adviser representatives (10% increase). In connection with the Office's review of licensing applications, the Office processed 68 broker-dealer applications, (15% decrease from fiscal year 2012); 19,846 agent applications (10% decrease); 15 investment adviser license applications (48% decrease); and 278 investment adviser representative applications (6% increase). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2013, the Office conducted 15 examinations of licensee offices.

In fiscal year 2013, through its enforcement efforts, the Office sanctioned 12 respondents. The Office ordered or obtained a judgment ordering the payment of restitution to investors in the amount of \$314,639.61 and assessed \$53,701.32 in penalties for violations of Maine's securities and business opportunity laws. The

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Office entered into 3 consent agreements and 7 consent orders and issued no cease and desist orders and no decision and orders. The Office referred 2 cases for civil or criminal prosecution and has no criminal cases awaiting trial. With assistance from the Office of Securities, the Office of the Attorney General successfully prosecuted 1 criminal case, which resulted in a prison sentence.

In fiscal year 2013 the Office collected \$25,413,122.31 for the General Fund 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:**

Available electronically and in hard copy: Five Keys to Investing Success; The Basics for Investing in Stocks; A Primer for Investing in Bonds; Mutual Funds and ETF's: Maybe All You'll Ever Need; Getting Help With Your Investments; Maximize Your Retirement Investments; Gold: What Every Investor Should Know; Financial Field Manual: The Personal Finance Guide for Military Families; Resources For Maine Investors Approaching or In Retirement; and The ABCs for APS Professionals: How to Identify and Report Investment Fraud.

Available in hard copy: Fighting Fraud 101: Smart Tips for Older Investors.

Available electronically: Where to Invest Your College Money.

**FINANCES, FISCAL YEAR 2013:** 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	737,900		737,900			
HEALTH BENEFITS	203,033		203,033			
RETIREMENTS	113,675		113,675			
OTHER FRINGE BENEFITS	13,415		13,415			
COMPUTER SERVICES	1,292		1,292			
CONTRACTUAL SERVICES	214,560		214,560			
RENTS	40,227		40,227			
COMMODITIES	8,245		8,245			
TRANSFER TO OTHER FUNDS	19,929		19,929			
<b>TOTAL EXPENDITURES</b>	<b>1,352,276</b>		<b>1,352,276</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 Counts-All Positions* 7.000 *Legislative Count* 7.00

**PURPOSE:**

The Office of Program Evaluation and Government Accountability (OPEGA) 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.maine.gov/legis/opegasite/>  
FAQ - General Information about the Government Oversight Committee and OPEGA  
FAQ - Requesting an OPEGA Review  
Reports and Information Briefs from Completed Reviews and Studies  
OPEGA Annual Reports for 2006 - 2013

# OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**FINANCES, FISCAL YEAR 2013:** 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	493,925	493,925				
HEALTH BENEFITS	110,910	110,910				
RETIREMENTS	68,749	68,749				
OTHER FRINGE BENEFITS	10,321	10,321				
COMPUTER SERVICES	9,424	9,424				
CONTRACTUAL SERVICES	26,279	26,279				
RENTS	66	66				
COMMODITIES	2,184	2,184				
<b>TOTAL EXPENDITURES</b>	721,858	721,858				
OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	493,925	493,925				
HEALTH BENEFITS	110,910	110,910				
RETIREMENTS	68,749	68,749				
OTHER FRINGE BENEFITS	10,321	10,321				
COMPUTER SERVICES	9,424	9,424				
CONTRACTUAL SERVICES	26,279	26,279				
RENTS	66	66				
COMMODITIES	2,184	2,184				
<b>TOTAL EXPENDITURES</b>	721,858	721,858				

DEPARTMENT OF PUBLIC SAFETY

**DEPARTMENT OF PUBLIC SAFETY**

**JOHN E. MORRIS, COMMISSIONER**  
**GREG COUTURE, ASST TO THE COMMISSIONER**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX* (207) 287-3042  
*Established* 1971 *Telephone* (207) 626-3803  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 219 *Citation* T0025 *M.R.S.A., Sect.* 000002901  
*Average Counts-All Positions* 637.000 *Legislative Count* 637.00

**Units:**

BUREAU OF BUILDING CODES AND STANDARDS  
BUREAU OF CAPITOL POLICE  
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 their ability by being dedicated and accountable and by managing resources effectively and efficiently. The Maine Department of Public Safety seeks 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 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 Police 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.

Public Law 1991, chapter 588, transferred the responsibility for Emergency Medical Services from the then 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 Maine Communications System Policy Board, as Public Law 2003, 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 State Police, but for several other 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 fiscal year 2006-07.

## DEPARTMENT OF PUBLIC SAFETY

Fifty-four existing Emergency Communications Specialist positions and six Emergency Communications Supervisor positions 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.

The 121st Legislature passed as Public Law Chapter 687, An Act to Establish the Gambling Control Board whose responsibilities are to establish rules and policies as well as licensing for slot machine operators and slot machine distributors. The 125th legislature passed as Public Law Chapter 418, An Act to Allow Table Games at a Facility Licensed to Operate Slot Machines to include the licensing of Slot Machine operators to operate table games.

The Bureau of Building Codes and Standards was established within the Department of Public Safety to provide administrative support and technical assistance to the Codes and Standards Board, established in Title 5, section 12004-G, subsection 5-A.

### PROGRAM:

Other than administration of the department, the activities during fiscal year 2012-13 are discussed in the individual reports of its bureaus. During fiscal year 2005-06, all financial and human resources functions were consolidated into the Department of Administrative and Financial Services.

**FINANCES, FISCAL YEAR 2013:** 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	34,022,385	11,810,533	5,707,635	12,306,729	986,028	3,211,460
HEALTH BENEFITS	10,239,564	3,615,732	1,591,785	3,836,580	259,391	936,076
RETIREMENTS	6,431,239	2,265,849	1,124,022	2,439,228	158,171	443,969
OTHER FRINGE BENEFITS	1,185,190	450,689	164,603	497,671	15,358	56,869
COMPUTER SERVICES	3,421,272	1,299,255	561,524	1,004,905	320,726	234,862
CONTRACTUAL SERVICES	20,372,784	8,783,058	2,130,643	6,217,013	3,135,638	106,432
RENTS	1,548,058	859,213	333,732	276,048	2,757	76,308
COMMODITIES	1,834,319	608,799	557,535	548,927	102,680	16,378
GRANTS, SUBSIDIES, PENSIONS	7,123,950	2,824	4,750,606	54,822	2,315,698	
EQUIPMENT	845,588		8,640	61,504	775,444	
INTEREST-DEBT RETIREMENT	1,794,977	915,438		879,539		
TRANSFER TO OTHER FUNDS	1,025,178	562	365,109	461,344	111,269	86,894
<b>TOTAL EXPENDITURES</b>	<b>89,844,504</b>	<b>30,611,952</b>	<b>17,295,834</b>	<b>28,584,310</b>	<b>8,183,160</b>	<b>5,169,248</b>

#### DEPARTMENT OF PUBLIC SAFETY

	<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	634,914	339,295	145,028	55,641	94,950	
HEALTH BENEFITS	160,999	69,997	37,486	19,365	34,151	
RETIREMENTS	81,537	36,096	22,326	9,623	13,492	
OTHER FRINGE BENEFITS	13,178	7,137	3,042	1,092	1,907	
COMPUTER SERVICES	114,846	55,070	52,370	1,934	5,472	
CONTRACTUAL SERVICES	2,308,719	515,241	123,275	638,492	1,031,711	
RENTS	75,990	45,206	6,315	22,312	2,157	
COMMODITIES	16,812	12,384	3,684		744	
GRANTS, SUBSIDIES, PENSIONS	1,230,107	342			1,229,765	
TRANSFER TO OTHER FUNDS	39,625		6,709	12,794	20,122	
<b>TOTAL EXPENDITURES</b>	<b>4,676,727</b>	<b>1,080,768</b>	<b>400,235</b>	<b>761,253</b>	<b>2,434,471</b>	



DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF BUILDING CODES AND STANDARDS**  
**RICHARD MCCARTHY, PS LIC/INSP SUPERVISOR**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX* (207) 287-6251

*Established* 2008

*Telephone* (207) 626-3886

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 642 *Citation* T00025 *M.R.S.A., Sect.* 000002371

**PURPOSE:**

The Bureau of Building Codes and Standards within the Office of the State Fire Marshall was established within the Department of Public Safety to provide administrative support and technical assistance to the board in executing its duties pursuant to Title 10, § 9722, subsection 6.

The Technical Building Codes and Standards Board, established in Title 5, §12004-G, subsection 5-A was established to adopt, amend and maintain the Maine Uniform Building and Energy Code, to resolve conflicts between the Maine Uniform Building and Energy Code and the fire and life safety codes in Title 25, §2452 and §2465 and to provide for training for municipal building officials, local code enforcement officers and 3rd-party inspectors.

**ORGANIZATION:**

The Board consists of 11 voting members, appointed by the Governor.

The Assistant State Fire Marshall of Inspections certified in building standards serves as the bureau director and principal administrative and supervisory employee of the board. The Assistant State Fire Marshall supervises the staff employed to carry out the duties of the board including, but not limited to, providing technical support and public outreach for the adoption of the code, amendments, conflict resolutions and interpretations. The Division and board will provide nonbinding interpretation of the code for professionals and the general public and will establish and maintain a publicly accessible website to publish general technical assistance, code updates and interpretations and post-training course schedules.

**PROGRAM:**

The Board will adopt rules necessary to carry out its duties under this chapter. The Board will adopt, amend and maintain the Maine Uniform Building and Energy Code and identify and resolve conflicts between the Maine Uniform Building and Energy Code and the fire safety codes and standards.

On January 31st of each calendar year beginning in 2011, the Board will report to the joint standing committee of the Legislature having jurisdiction over business, research and economic development matters any proposals for conflict resolutions for codes and standards, proposals to improve the efficiency and effectiveness of those codes and standards; and alternative methods of funding for the Board to create an equitable source of revenue.

The Board will develop technical advisory groups of experts and interest group representatives as needed to provide the board with detailed information and recommendations on amendments to the Maine Uniform Building and Energy Code, national model codes revisions and conflict resolution with other building-related codes and standards adopted in the State. The Board may direct the technical advisory groups to identify economic impacts on small businesses, housing affordability, construction costs, life-cycle costs or code enforcement costs of proposed changes to the code.

The Board will ensure that training and certification regarding the Maine Uniform Building and Energy Code is readily available, affordable and accessible to municipal building officials and make historic preservation a policy priority in the adoption and amendment of the Maine Uniform Building and Energy Code.

The Board will approve methods of energy performance rating for use in generating any consumer information labels that may be required in the marketing and sale of residential and commercial buildings.

## DEPARTMENT OF PUBLIC SAFETY

### **LICENSES:**

none

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF CAPITOL POLICE**

### **RUSSELL GAUVIN, CHIEF**

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

*Mail Address* 68 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 2009

*FAX* (207) 287-6212

*Telephone* (207) 287-4357

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 656 *Citation* T000025 *M.R.S.A., Sect.* 00002902

*Average Counts-All Positions* 14.500

*Legislative Count* 14.50

### **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 properties on the eastside of the river within the old Augusta Mental Health campus. The Bureau patrols the State owned or controlled property in Augusta, investigates crimes and 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 1968, and was made a branch of the Department of Public Safety in 1977, the Bureau of Capitol Security. The Legislature changed the name to the Bureau of Capitol Police in 2009 to better reflect the agency's law enforcement role. There currently is a staff of fifteen: The Capitol Police Chief, a sergeant, six police officers, two night watchpersons, four security screeners, and one part-time administrative assistant. Prior to 1977, many of the functions of the Bureau were the responsibility of the Bureau of Public Improvements.

### **PROGRAM:**

The major objectives of the Bureau are ensuring 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. A significant concern in the later part of the year was the escalating violence at Riverview Psychiatric Center. Plans are being made to try to address this rising concern as we move into fiscal year 2013-14. During fiscal year 2012-13, the employees within the Bureau found, initiated or responded to 34,114 documented events, incidents or activities. One hundred and twenty-seven of these incidents resulted in criminal investigations being initiated. These range from thefts of property to assaults, criminal trespass or criminal threatening. Officers investigated a number of threatening communications aimed at legislators or state employees and also investigated 10 motor vehicle crashes. Officers issued 734 traffic summonses or warnings, and 1,060 parking tickets. Officers kept the peace at numerous public hearings, rallies and protests during the year. In 2012, as part of our protective role, Capitol Police screeners started regularly conducting entry screening for weapons at the entrance to the State House. In fiscal year 2012-13, Security Screeners examined 101,878 items being brought into the building and prevented 1,034 dangerous items from being brought into the State House.

### **LICENSES:**

The Bureau of Capitol Police issues Capitol Area Activity Permits. Seventy-five permits were issued during fiscal year 2012-13 for activities around the State House, in Capitol Park, and in the Capitol Area.

## DEPARTMENT OF PUBLIC SAFETY

### **PUBLICATIONS:**

Capitol Area Security Regulations

Rules and Regulations Relating to Parking on State property in the Capitol Area

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CAPITOL POLICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	501,108	501,108				
HEALTH BENEFITS	202,080	202,080				
RETIREMENTS	96,703	96,703				
OTHER FRINGE BENEFITS	15,679	15,679				
COMPUTER SERVICES	18,517	18,517				
CONTRACTUAL SERVICES	25,243	25,231	12			
RENTS	16,664	16,664				
COMMODITIES	4,542	4,542				
<b>TOTAL EXPENDITURES</b>	<b>880,536</b>	<b>880,524</b>	<b>12</b>			

## **MISSING CHILDREN INFORMATION CLEARINGHOUSE**

**JOHN E. MORRIS, COMMISSIONER**

**ROBERT A. WILLIAMS, 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE CRIMINAL JUSTICE ACADEMY**

**JOHN ROGERS, DIRECTOR**

*Central Office* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Mail Address* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Established* 1973

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 228 *Citation* T0025 *FAX* (207) 877-8027

*Average Counts-All Positions* 11.000

*Telephone* (207) 877-8000

*M.R.S.A., Sect.* 000002801A

*Legislative Count* 11.00

## DEPARTMENT OF PUBLIC SAFETY

### **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 new campus has a lecture hall that seats 75 students and ten additional classrooms, extensive meeting space, on site dining facilities, and can house 130 students. The building also has a state of the art special training center, a fully equipped weight/exercise room, 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 police officers and basic corrections training for all county and state correctional officers.

The Academy also coordinates the eight Regional Training Districts across the state, which provides in-service training to officers in remote areas.

### **ORGANIZATION:**

The Academy has 11 full-time employees and operates with an annual budget of \$1.7 million from fees and other 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 2012, the Academy had 19,646 hours of donated instructor time from 109 different agencies.

### **PROGRAM:**

During the year, the MCJA Board of Trustees certified 100 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 163 corrections officers who graduated from the Basic Corrections Training Program, and 88 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. The Board awarded 69 Instructor Certificates, 2 Executive Certificates, 38 Canine Handler Certificates and many others. During the training year, 214 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 15 for criminal conduct/convictions, waived 7 for criminal conduction/convictions and gave 23 consent agreements and /or suspensions for criminal conduct/convictions. The Academy also provided four classes online during 2012 through the Justice Planning and Management Associates.

### **LICENSES:**

1. 100 - Basic Law Enforcement Officer certifications
2. 88 - Part Time Law Enforcement Officer certifications
3. 163 - Basic Correctional Officer certifications
4. 2 - Law Enforcement Executive certifications
5. 0 - Corrections Executive certifications
6. 69 - Instructor certifications
7. 11 - Law Enforcement Intermediate certifications
8. 1 - Law Enforcement Advanced certifications
9. 0 - Correction Officer Intermediate certifications
10. 0 - Correction Officer Advanced certifications
11. 0 - Municipal Ordinance Prosecutor's certifications
12. 2 - Traffic Crash Reconstruction Specialist certifications
13. 38 - Canine Handler Team certifications
14. 4 - Canine Trainer certifications
15. 19 - Drug Recognition Expert certifications
16. 0 - Federal Law Enforcement Officer Limited Authority certifications
17. 13 - Law Enforcement Chaplain certifications

## DEPARTMENT OF PUBLIC SAFETY

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety  
Annual Training Catalog

**FINANCES, FISCAL YEAR 2013:** 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	473,379		473,379			
HEALTH BENEFITS	174,831		174,831			
RETIREMENTS	70,738		70,738			
OTHER FRINGE BENEFITS	9,653		9,653			
COMPUTER SERVICES	60,562		42,695		17,867	
CONTRACTUAL SERVICES	522,205		522,205			
RENTS	22,932		22,932			
COMMODITIES	56,695		48,075		8,620	
TRANSFER TO OTHER FUNDS	203,612		203,612			
<b>TOTAL EXPENDITURES</b>	1,594,607		1,568,120		26,487	

## BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

### BRIAN MACMASTER, CHAIRPERSON

*Central Office* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Mail Address* 15 OAK GROVE ROAD, VASSALBORO, ME 04989

*Established* 1969

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 227 *Citation* T0025

*FAX* (207) 877-8027

*Telephone* (207) 877-8000

*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 Maine Criminal Justice Academy (MCJA) students and to prescribe the content of the curriculum. The Board of Trustees is empowered to certify and set standards for the certification and decertification 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 enforcement agency, three citizens, a municipal official and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve 3 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 100 full-time State, County and Municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 163 corrections officers who graduated from the Basic Corrections Training Program, and 88 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 0 corrections officer from the Basic Corrections Training Program. The Board awarded 69 Instructor Certificates, 2 Executive Certificates, 38 Canine Handler Certificates and many others. During the training year, 214 Specialized

## DEPARTMENT OF PUBLIC SAFETY

and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 15 for criminal conduct/convictions, waived 7 for criminal conduct/convictions and gave 23 consent agreements and /or suspensions for criminal conduct/convictions. The Academy also provided four classes online during 2012 through the Justice Planning and Management Associates (JPMA).

### **LICENSES:**

See the Maine Criminal Justice Academy

### **PUBLICATIONS:**

See the Maine Criminal Justice Academy

**FINANCES, FISCAL YEAR 2013:** 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 Counts-All Positions* 3.000 *Legislative Count* 3.00

### **PURPOSE:**

The purpose of the Maine Drug Enforcement Agency (MDEA) 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 MRSA, 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 The 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.

### **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 agencies focused on reducing drug abuse.

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2013:** 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	154,581	154,581				
HEALTH BENEFITS	36,639	36,639				
RETIREMENTS	10,219	10,219				
OTHER FRINGE BENEFITS	2,696	2,696				
COMPUTER SERVICES	155,950	68,741	87,209			
CONTRACTUAL SERVICES	3,093,672	2,336,178	160,314		597,180	
RENTS	603,405	455,411	147,994			
COMMODITIES	160,267	19,539	140,728			
TRANSFER TO OTHER FUNDS	4,250		2,240		2,010	
<b>TOTAL EXPENDITURES</b>	4,221,679	3,084,004	538,485		599,190	

## 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* T00025 *M.R.S.A., Sect.* 00519-00  
*Average Counts-All Positions* 70.000 *Legislative Count* 70.00

### **PURPOSE:**

The Bureau of Consolidated Emergency Communications shall carry out the policies, procedures and standards that have been established to provide cooperative use of the department's communications system for municipal, county and state governmental agencies.

### **ORGANIZATION:**

The Bureau of Consolidated Emergency Communications was established in Public Law 2013, chapter 19 which also transferred the responsibilities of the Maine Communications System Policy Board (established in Public Law 2003, chapter 678) to the newly created Bureau of Consolidated Emergency Communications.

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 called for a separate communications unit within the Department. This administrative change was achieved in fiscal year 2006-07. Fifty-four existing Emergency Communications Specialist positions and 6 Emergency Communications Supervisor positions were transferred from the Bureau of State Police into the new Bureau of Consolidated Emergency Communications. In addition, to provide the unit with a civilian director, the position of Director, Bureau of Consolidated Emergency Communications was created. The new position began on October 25, 2006.

Public Law 2003, chapter 359, An Act To Facilitate the Implementation, Maintenance and Operations of the E-9-1-1 Emergency System, 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 to be moved. Public Law 2008, chapter 622 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 its state and local partners for 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. Public Law 2009, chapter 617, in part removed the requirement that the Maine Public Utilities Commission hold a rate case for the setting of

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the Emergency Services Communications Bureau's user fees. This ability was returned to the Bureau of Consolidated Emergency Communications.

### PROGRAM:

These Communications Centers provide emergency and non-emergency call taking and dispatching for 7 state agencies, one county Sheriff's Office and 18 municipal fire and/or emergency medical services. The centers also provide backup public safety answering point (PSAP) capabilities for local and county PSAPs and receive almost all the cellular E-9-1-1 calls in the state.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU	TOTAL FOR ALL GENERAL FUNDS	REVENUE FUND	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>					
SALARIES & WAGES	3,211,460				3,211,460
HEALTH BENEFITS	936,076				936,076
RETIREMENTS	443,969				443,969
OTHER FRINGE BENEFITS	56,869				56,869
COMPUTER SERVICES	234,862				234,862
CONTRACTUAL SERVICES	106,432				106,432
RENTS	76,308				76,308
COMMODITIES	16,378				16,378
TRANSFER TO OTHER FUNDS	86,894				86,894
<b>TOTAL EXPENDITURES</b>	<b>5,169,248</b>				<b>5,169,248</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

*Established* 1981

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 163 *Citation* T0032

*FAX* (207) 287-6251

*Telephone* (207) 626-3860

*M.R.S.A., Sect.* 000000088

### PURPOSE:

The Maine Emergency Medical Services Board (MEMS) 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 emergency medical dispatch is conducted by the Emergency Services Communications Bureau at the Public Utilities Commission.

### ORGANIZATION:

The 17 member Maine Emergency Medical Services Board is the sole emergency medical services (EMS) rulemaking authority and provides policy direction for all Maine EMS. Daily responsibilities are assigned to the central office staff of seven. 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 control, and mutual aid planning.

Maine has 275 ambulance and first responder services providing emergency medical care through Paramedic levels, special air medical and rescue transportation services; 5,819 licensed EMS personnel (including Emergency Medical Dispatchers); 37 acute care hospitals (including three 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



## DEPARTMENT OF PUBLIC SAFETY

services, emergency medical services providers (4 different levels), and EMS service managers. MEMS is also responsible for management of the electronic run report data system, which brings data responsibilities within Maine EMS that were previously contracted to an outside agency.

All of the activities support a system which responded to over 265,000 calls in 2012; and over 210,000 between January 1, 2013 and September 30, 2013.

### 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 Training Center  
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  
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)  
Maine EMS "Comfort Care/Do Not Resuscitate" patient/provider information kit  
Special Circumstances Protocols  
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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF THE STATE FIRE MARSHAL JOSEPH THOMAS, 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 Counts-All Positions* 44.00 *Legislative Count* 44.00

### 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.

## DEPARTMENT OF PUBLIC SAFETY

### 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 and law enforcement.

### 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:

Fire Safety Technician Certification

Permits:

Explosive Transportation

Explosive Storage

Construction Permit and Plan Review

Explosive User

Flammable Liquids, Aboveground

Fire Sprinkler System Permit and Plan Review

Barrier-Free Construction Permit and Plan Review

Fireworks Display Permit

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 Technician

Dance Facilities

Registrations:

Fire Sprinkler Inspection Technician

### 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

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE FIRE MARSHAL	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	1,880,018	147,671	1,710,541		21,806	
HEALTH BENEFITS	580,210	55,870	516,767		7,573	
RETIREMENTS	366,299	25,341	337,859		3,099	
OTHER FRINGE BENEFITS	38,481	2,370	35,965		146	
COMPUTER SERVICES	94,970	4,188	90,782			
CONTRACTUAL SERVICES	427,141	21,792	403,704		1,645	
RENTS	120,626	4,000	116,626			
COMMODITIES	62,212	1,926	56,752		3,534	
GRANTS, SUBSIDIES, PENSIONS	50,000		50,000			
TRANSFER TO OTHER FUNDS	41,335		41,270		65	
<b>TOTAL EXPENDITURES</b>	<b>3,661,292</b>	<b>263,158</b>	<b>3,360,266</b>		<b>37,868</b>	

## GAMBLING CONTROL BOARD

### PATRICK J. FLEMING, 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 Counts-All Positions* 18.000

*Legislative Count* 18.00

#### 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 or casino facility in the State. Further, the Gambling Control Board oversees the collection of funds that are generated from the slot and casino operations.

#### 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 16 employees assigned to it. A Maine State Police detective performs the investigative functions associated with licensing and any criminal matters. Nine civilian inspectors are located at the gaming facilities to observe operations. One Inspector Supervisor supervises the activities of the Inspectors at the casinos. Two auditors insure proper accounting and distribution of funds generated from the gaming facility.

An Office Specialist I and an Office Assistant II are assigned to the unit to assist with the administrative duties of the Board and the Unit. The 17th position is located in the State Bureau of Identification but is funded by 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 and casino 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 or table 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 auditors assigned to the Gambling Control Board (unit) work with the private central monitoring system provider and the gaming licensees to insure accuracy of reports.

#### LICENSES:

Slot and Casino Operators

## DEPARTMENT OF PUBLIC SAFETY

Slot Machine and Table Game Distributors  
Gambling Services Vendors  
Slot and Casino Facility Employees

**FINANCES, FISCAL YEAR 2013:** 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	694,300	694,300				
HEALTH BENEFITS	212,369	212,369				
RETIREMENTS	99,466	99,466				
OTHER FRINGE BENEFITS	16,463	16,463				
COMPUTER SERVICES	44,547	40,347	4,200			
CONTRACTUAL SERVICES	1,048,102	861,671	186,431			
RENTS	45,021	45,021				
COMMODITIES	5,360	4,571	789			
GRANTS, SUBSIDIES, PENSIONS	4,644,886		4,644,886			
TRANSFER TO OTHER FUNDS	2,616		2,616			
<b>TOTAL EXPENDITURES</b>	<b>6,813,130</b>	<b>1,974,208</b>	<b>4,838,922</b>			

## BUREAU OF HIGHWAY SAFETY LAUREN V. STEWART, DIRECTOR

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 *FAX* (207) 287-3430  
*Established* 1980 *Telephone* (207) 626-3840  
*Reference* Policy Area 06 Umbrella 16 Unit 221 Citation T0025 *M.R.S.A., Sect.* 000002902  
*Average Counts-All Positions* 7.000 *Legislative Count* 7.00

### 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 funds and administers education and enforcement programs and countermeasures to decrease fatalities, injuries and property damage resulting from motor vehicle crashes. Such emphasis areas include: occupant restraint, child restraint, speed enforcement, enforcement training programs, distracted driving, alcohol and other drug countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, and traffic records systems.

The Bureau also directs the Defensive Driving program (MDD) and administers the Fatality Analysis Reporting System (FARS) and the Child Safety Seating Fitting Station program in Maine. The Bureau provides technical and financial assistance to agencies participating in these programs.

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HIGHWAY SAFETY	<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	272,558		16,724	35,818	220,016	
HEALTH BENEFITS	99,447		7,716	13,181	78,550	
RETIREMENTS	41,793		2,377	5,090	34,326	
OTHER FRINGE BENEFITS	5,105		350	756	3,999	
COMPUTER SERVICES	9,020		1,096	7,276	648	
CONTRACTUAL SERVICES	1,272,739		17,653	303,744	951,342	
RENTS	22,004			21,404	600	
COMMODITIES	16,195		542	2,543	13,110	
GRANTS, SUBSIDIES, PENSIONS	1,141,654		55,720		1,085,934	
EQUIPMENT	643,816				643,816	
TRANSFER TO OTHER FUNDS	44,899		1,200	10,065	33,634	
<b>TOTAL EXPENDITURES</b>	<b>3,569,230</b>		<b>103,378</b>	<b>399,877</b>	<b>3,065,975</b>	

## STATE BUREAU OF IDENTIFICATION

**ROBERT A. WILLIAMS, 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 criminal history and sex offender registry information to agencies and persons authorized by law to receive such information, serves as the repository of fingerprint images provided by local agencies, and serves as the single point of transmission to the FBI of all criminal history and fingerprint images.

### 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, and improve its biometric systems to better provide information to law enforcement agencies. This is achieved by developing and enhancing automated information sharing with local law enforcement, the prosecutorial districts, and the court system. The automated Fingerprint Identification System went on-line in August 1998. These systems serve as a major component in law enforcement information sharing, not just at the state level but on the federal level also.

The agency provides information to its law enforcement partners in a 24/7 environment through an automated response. The agency also provides public criminal history information to the public as a fee based service. Along with criminal history records information, the Bureau operates and maintains the sex offender registry. The registry staff works with local law enforcement agencies to refer new offenders and update verification information. In addition they maintain all the information that is posted on the state Sex Offender Registry website.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF STATE POLICE**

**ROBERT A. WILLIAMS, CHIEF, MAINE STATE POLICE**  
**RAYMOND A. BESSETTE, DEPUTY CHIEF**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX* (207) 287-3042  
*Established* 1925 *Telephone* (207) 624-7200  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 222 *Citation* T0025 *M.R.S.A., Sect.* 000001501  
*Average Counts-All Positions* 457.500 *Legislative Count* 457.50

**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 provides specialized response teams to support major critical incidents, manages the State's crime laboratory and Computer Crimes Unit. 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.

Today, the State Police is comprised of: eight field troops patrolling the rural areas and the Maine Turnpike, one troop focused on commercial vehicle enforcement regulations, two Major Crimes Units, seven other units and eight specialty teams organized within the Support Services Division.

**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) Investigating child abuse cases; 6) Providing specialized support, such as response teams, computer and crime laboratory services to all law enforcement agencies; 7) Providing a repository for criminal history and records information; 8) Provide specialized administrative, licensing, and enforcement services.

# DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF STATE POLICE	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	26,200,066	9,973,578	3,361,962	12,215,271	649,255	
HEALTH BENEFITS	7,836,915	3,038,777	854,985	3,804,035	139,118	
RETIREMENTS	5,220,514	1,998,023	690,722	2,424,515	107,254	
OTHER FRINGE BENEFITS	1,027,065	406,344	115,593	495,822	9,306	
COMPUTER SERVICES	2,687,997	1,112,392	283,173	995,694	296,738	
CONTRACTUAL SERVICES	11,568,534	5,022,946	717,051	5,274,777	553,760	
RENTS	565,107	292,911	39,864	232,332		
COMMODITIES	1,495,857	565,838	306,964	546,384	76,671	
GRANTS, SUBSIDIES, PENSIONS	57,305	2,483		54,822		
EQUIPMENT	201,772		8,640	61,504	131,628	
INTEREST-DEBT RETIREMENT	1,794,977	915,438		879,539		
TRANSFER TO OTHER FUNDS	601,948	562	107,464	438,484	55,438	
<b>TOTAL EXPENDITURES</b>	<b>59,258,057</b>	<b>23,329,292</b>	<b>6,486,418</b>	<b>27,423,179</b>	<b>2,019,168</b>	

PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**HARRY LANPHEAR, ADMIN DIR PUC**

**NANCY GOODWIN, ASST ADMIN DIR PUC**

*Central Office* 101 SECOND STREET, HALLOWELL, ME 04347

*Mail Address* 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 *FAX* (207) 287-1039

*Established* 1913

*Telephone* (207) 287-3831

*Reference Policy Area* 07 *Umbrella* 65 *Unit* 407 *Citation* T0035A *M.R.S.A., Sect.* 000000103

*Average Counts-All Positions* 61.250

*Legislative Count* 61.00

*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 158 water utilities, 14 electric utilities, 7 gas utilities, 24 local telephone utilities, 1 water carrier, 275 competitive electricity providers, and 221 competitive local and interchange carriers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

The ADMINISTRATIVE DIVISION is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The CONSUMER ASSISTANCE DIVISION (CAD) receives, analyzes and responds to complaints from Maine utility customers. The LEGAL DIVISION represents the Commission before Federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. The 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.

**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 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. Public Law 1987, chapter 141 conferred to the Commission jurisdiction over cable television systems providing service like telephone companies and pole attachment charges for cable television systems. Public Law 1991, chapter 342 exempted cellular telephone providers,



## PUBLIC UTILITIES COMMISSION

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. Public Law 1999, chapter 718 gave the Commission enforcement authority over the Dig Safe damage prevention statute. Public Law 2001, chapter 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. Public Law 2003, chapter 359 moved the Emergency Services Communication Bureau to the Commission giving it oversight responsibility for the E-9-1-1 program.

The present Public Utilities Commission consists of 3 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 6 years. The Governor designates one Commissioner as Chairman and all 3 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, 2013, 538 cases were filed with the Commission and the Commission closed 329 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 2012, CAD handled 8,193 consumer contacts, including 7,259 information requests and 934 complaints. The vast majority of complaints (87%) were related to the electric and telephone utilities with 15% attributable to telephone utilities and 72% attributable to electric utilities, 2% attributable to gas utilities, and 11% attributable to water utilities. In addition, the CAD ordered \$68,570 in abatements to customers. The CAD received 109 utility exemption requests during 2012. Finally, CAD received 390 requests from utilities to disconnect customers from service during the winter of 2012.

### **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)

Various consumer information publications (No Charge)

There is no charge to receive electronic 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 Commission reports, 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 2013:** 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	3,611,738		3,512,618		99,120	
HEALTH BENEFITS	908,001		878,516		29,485	
RETIREMENTS	606,750		588,343		18,407	
OTHER FRINGE BENEFITS	64,491		62,505		1,986	
COMPUTER SERVICES	823,607		823,607			
CONTRACTUAL SERVICES	8,407,448	578,018	7,829,430			
RENTS	534,722		534,722			
COMMODITIES	19,475		19,475			
GRANTS, SUBSIDIES, PENSIONS	308,167		308,167			
TRANSFER TO OTHER FUNDS	62,862		62,862			
<b>TOTAL EXPENDITURES</b>	<b>15,347,261</b>	<b>578,018</b>	<b>14,620,245</b>		<b>148,998</b>	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,350,049		3,250,929		99,120	
HEALTH BENEFITS	845,979		816,494		29,485	
RETIREMENTS	563,211		544,804		18,407	
OTHER FRINGE BENEFITS	59,832		57,846		1,986	
COMPUTER SERVICES	466,617		466,617			
CONTRACTUAL SERVICES	561,963		561,963			
RENTS	479,022		479,022			
COMMODITIES	19,183		19,183			
GRANTS, SUBSIDIES, PENSIONS	308,167		308,167			
TRANSFER TO OTHER FUNDS	53,354		53,354			
<b>TOTAL EXPENDITURES</b>	<b>6,707,377</b>		<b>6,558,379</b>		<b>148,998</b>	

## EMERGENCY SERVICES COMMUNICATION BUREAU

**HARRY LANPHEAR, ADMIN DIR PUC**

**MARIA JACQUES, DIR EMERGENCY SVCS COMMUN**

*Central Office* 101 SECOND STREET, HALLOWELL, ME 04347

*Mail Address* 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 *FAX* (207) 287-1039

*Established* 2003 *Telephone* (207) 287-3831

*Reference Policy Area* 07 *Umbrella* 65 *Unit* 625 *Citation* T0025 *M.R.S.A., Sect.* 000002926

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

### 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 E-9-1-1 Council, will develop all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E-9-1-1 system.

### PROGRAM:

In 2013, the Bureau began transitioning from its legacy E-9-1-1 system to Next Gen 9-1-1, the next step in emergency communications that will allow access to 9-1-1 from non-voice services such as text messaging, and automated crash notification systems. This dramatic change will prepare Maine's system to receive and recognize the location of 9-1-1 requests from any of these devices.

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. GIS will play a critical role within the Next Gen 9-1-1 system.

### PUBLICATIONS:

Maine Enhanced 9-1-1 Addressing Officers Manual, fourth edition

## PUBLIC UTILITIES COMMISSION

Web Page [www.maine911.com](http://www.maine911.com)  
PSAP Training Manual

**FINANCES, FISCAL YEAR 2013:** 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	261,688		261,688			
HEALTH BENEFITS	62,022		62,022			
RETIREMENTS	43,539		43,539			
OTHER FRINGE BENEFITS	4,659		4,659			
COMPUTER SERVICES	356,990		356,990			
CONTRACTUAL SERVICES	7,845,484	578,018	7,267,466			
RENTS	55,700		55,700			
COMMODITIES	292		292			
TRANSFER TO OTHER FUNDS	9,507		9,507			
<b>TOTAL EXPENDITURES</b>	<b>8,639,881</b>	<b>578,018</b>	<b>8,061,863</b>			

### E-9-1-1 COUNCIL

#### THOMAS L. WELCH, CHAIRMAN - PUC

*Central Office* 101 SECOND STREET, HALLOWELL, ME 04347  
*Mail Address* 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 *FAX* (207) 287-1039  
*Established* 2003 *Telephone* (207) 287-3831  
*Reference* Policy Area 07 Umbrella 65 Unit 634 Citation T0025 *M.R.S.A., Sect.* 000002925

#### PURPOSE:

The E-9-1-1 Council is composed of 17 members and was established to advise the Emergency Services Communication Bureau on the activities relating to the establishment of an E-9-1-1 system, review and comment on rules proposed by the Bureau, and assist the Bureau in providing public information about implementation and operation of the E-9-1-1 system.

#### ORGANIZATION:

The membership of the council is: one person appointed by the Public Utilities Commission, one person appointed by the Commissioner of Public Safety, and 15 persons appointed by the Governor from nominations as detailed in 25 MRSA, section 2925.

#### PROGRAM:

The Council shall advise and assist the Emergency Services Communication Bureau in the implementation of the E-9-1-1 system.

**FINANCES, FISCAL YEAR 2013:** 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 04330

*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 Counts-All Positions* 417.000

*Legislative Count* 417.00

**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

REGULATORY FAIRNESS BOARD

BUREAU OF THE SPECIAL ADVOCATE

DIVISION OF VEHICLE SERVICES

**PURPOSE:**

The Office of the Secretary of State provides administrative and policy oversight for the Department of the Secretary of State. 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 (Office of the Special Advocate, Regulatory Fairness Board, Address Confidentiality program, archives, notaries, boards and commissions, 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 was established in 1891 when the Secretary of State was designated responsibility 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 as a function of the Corporation Division. Also in 1963, the Department of the Secretary of State was first recognized under law with the Secretary of State designated as its executive head.

The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

**PROGRAM:**

The Department is made up of three bureaus: the Maine State Archives, the Bureau

## DEPARTMENT OF THE SECRETARY OF STATE

of Corporations, Elections and Commissions (CEC), and the Bureau of Motor Vehicles (BMV), and two offices; the Office of Information Services and the Office of Investigations. As a Constitutional Officer, the Secretary is charged with carrying out the Department's diverse responsibilities and unique mission.

Customer service and government efficiency are top priorities. The Department is recognized as a leader in the effort to enhance access to information and services through the use of technology. With more than 20 online services in place, the Department continues to identify services that can be offered electronically and made available to the public and businesses 24 hours a day, 7 days a week. Through a partnership with the Information Resource of Maine (InforME), new online services are being launched on a regular basis.

The Department takes its responsibilities in the area of elections and civic education very seriously and conducts a variety of projects designed to strengthen our democracy.

The Department's commitment to young people is evident in programs such as the Maine Student Mock Election, Maine History Day and the Eighth Grade Citizenship Awards. That commitment carries throughout the entire Department, as evidenced by improvements in teen driving laws and the Parent's Supervised Driving Program.

The Small Business Advocate conducted outreach to a wide variety of organizations, and worked to resolve regulatory issues between state agencies and small businesses.

### LICENSES:

See Bureau information for specific listings.

### PUBLICATIONS:

<http://www.maine.gov/sos/>

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
SALARIES & WAGES	14,773,332	1,543,101	127,421	13,034,551	68,259	
HEALTH BENEFITS	5,598,902	577,745	59,326	4,932,901	28,930	
RETIREMENTS	2,166,721	222,211	21,230	1,913,558	9,722	
OTHER FRINGE BENEFITS	283,264	27,607	2,512	251,783	1,362	
COMPUTER SERVICES	3,174,197	59,745	210,041	1,775,039	1,129,372	
CONTRACTUAL SERVICES	5,552,014	667,559	25,836	4,401,902	456,717	
RENTS	1,572,997	3,434	3,275	1,516,210	50,078	
COMMODITIES	1,672,150	39,024	78,321	1,548,815	5,990	
GRANTS, SUBSIDIES, PENSIONS	934,303		922,291		12,012	
EQUIPMENT	162,447			162,447		
TRANSFER TO OTHER FUNDS	1,657,420		23,280	1,568,986	65,154	
TOTAL EXPENDITURES	37,547,747	3,140,426	1,473,533	31,106,192	1,827,596	

## ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

### DAVID LACHANCE, DIRECTOR

Central Office 101 HOSPITAL STREET, AUGUSTA, ME 04330

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-A M.R.S.A., Sect. 000000151

### 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

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Archives, Information Services, Office of Investigations and the Bureau of Motor Vehicles (BMV). The divisions within the BMV consist of Driver License Services, Legal Affairs, Adjudications & Hearings, Public Services and Vehicle Services. The Administrative Services division provides financial and management support services including accounting, audit, budgeting/payroll, inventory management, personnel management, plate manufacturing, revenue collection, central stores and supply, mail handling, and facilities management for the main office, 13 branch offices, 24 Outreach locations operated by 2 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 include providing General Fund and Highway Fund revenue projections to the Revenue Forecasting Committee, federal grant management, manufacturing and issuing regular and new specialty license plates, completing contracts, monitoring encumbrances and expenditures, ongoing human resources support to employees and supervisors and facilities management. Audit services conducts reviews of municipalities and audits vendor systems to ensure software upgrades reflect recent law changes.

### PUBLICATIONS:

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE STATE ARCHIVES

### DAVID CHEEVER, STATE ARCHIVIST TAMMY MARKS, DIRECTOR OF RECORDS MGMT

*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 Counts-All Positions* 12.000 *Legislative Count* 12.00

### PURPOSE:

The powers and duties of the State Archivist include responsibility for establishing rules, standards, and procedures governing the creation, use, maintenance, retention, preservation, and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government, 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 destroy records having exhausted their value to the State; providing technical assistance in specialized fields such as files, forms, general paperwork and electronic records 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 (inventories, indexes, and guides) to record groups or series, assisting in-person users, responding to mail and electronic mail requests, publishing by microfilm, printing selected

## DEPARTMENT OF THE SECRETARY OF STATE

records in high demand by the public, and posting databases and electronic documents on the Internet.

The Division of Records Management Services audits State microfilm and other imaging applications for feasibility and economy to ensure that all State filming and other production and preservation of records meets standards of quality established by Maine State Archives rules.

### ORGANIZATION:

The Maine Legislature created the State Archives in 1965 and in 1973 designated the Archives as a central staff agency 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 responsibilities and exercises 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 or electronic copies of records to selected repositories across the state, including, vital records (births, deaths, and marriages up to 1955.)

Records management consulting is available to all government agencies including counties and municipalities.

A comprehensive database system encompassing Archival and Records Center holdings allows rapid retrieval of records by keyword searches. Special projects included photographic scanning, digitizing, and/or re-filming of vital records whose original versions or microfilm copies were in poor condition, and deploying searchable databases in the Research Room. The databases are accessible via the Internet. When funding is available, the Archives makes financial grants available for archival preservation and access projects.

### PUBLICATIONS:

The Archives has an Internet site which includes information about 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 2013:** 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	436,176	420,740			15,436	
HEALTH BENEFITS	169,490	162,669			6,821	
RETIREMENTS	61,980	59,787			2,193	
OTHER FRINGE BENEFITS	7,212	6,922			290	
COMPUTER SERVICES	12,536	12,536				
CONTRACTUAL SERVICES	42,657	39,594	663		2,400	
RENTS	2,801	2,801				
COMMODITIES	21,090	17,924	3,166			
GRANTS, SUBSIDIES, PENSIONS	12,012				12,012	
<b>TOTAL EXPENDITURES</b>	<b>765,954</b>	<b>722,973</b>	<b>3,829</b>		<b>39,152</b>	

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**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

**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 upon construction of the Maine State Archives in 1971.

The number of in-person visits by customers remains constant. With new technologies, requests for information by e-mail, regular mail and telephone increases annually. The creation of finding aids in the form of computerized indexes has continued with many now available online and further online access has become available as the agency's databases have been incorporated into the State's InforME system.

**PROGRAM:**

Service to Research Room patrons includes computers and digital microfilm reader-printers which enhance the readability of images, scan them onto disks, and make them available on the Internet.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF CORPORATIONS, UCC AND COMMISSIONS**

**CATHY BEAUDOIN, 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 85,000 business entities and nonprofit corporations operating in the State and over 180,000 liens filed on personal property under the Uniform Commercial Code. The Division also administers the appointment, renewal and continuing education of over 24,000 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 250 boards and commissions listed in Title 5, chapter 379, and processes requests for authentications, Apostilles, and other certifications on the acts of public officials.

**ORGANIZATION:**

The Director is responsible for the programs of the Division, including the selection, supervision, rating and discipline of personnel. The Director reports to the Deputy Secretary of State responsible for all programs and activities of 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



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liability companies, limited liability partnerships and reviews proposed entity names against those on file for availability prior to filing; files over 78,000 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 maintains over 3,900 active 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 50,000 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 and provides continuing education for Notaries Public.

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. Since 2000, 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 2013:** 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 Counts-All Positions* 36.000

*Legislative Count* 36.00

### **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; 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 or working supervisor 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 e-mail 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.

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### 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 Ballot Access  
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  
Corporate Filing Requirements Reminders  
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 2013:** 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	1,240,734	1,122,360	65,551		52,823	
HEALTH BENEFITS	473,633	415,075	36,449		22,109	
RETIREMENTS	179,269	162,425	9,315		7,529	
OTHER FRINGE BENEFITS	23,045	20,684	1,289		1,072	
COMPUTER SERVICES	1,152,039	47,209	210,041		894,789	
CONTRACTUAL SERVICES	715,691	627,964	21,426		66,301	
RENTS	50,711	633			50,078	
COMMODITIES	27,090	21,100			5,990	
TRANSFER TO OTHER FUNDS	64,159		15,284		48,875	
<b>TOTAL EXPENDITURES</b>	<b>3,926,371</b>	<b>2,417,450</b>	<b>359,355</b>		<b>1,149,566</b>	

## DIVISION OF DRIVER LICENSE SERVICES

### LINDA GRANT, DIRECTOR

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9339

*Established* 1920

*Telephone* (207) 624-9124

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250L *Citation* T0029-A *M.R.S.A., Sect.* 000001251

### 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

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or negligent and habitual or frequent violators of traffic laws and/or accident involvement.

### ORGANIZATION:

The Division was established as a result of reorganization within the Bureau of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained as 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 drivers are properly licensed, 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. The Division revised the Maine Point System with an effective date of 10/25/2012. The Division reviews individual report of traffic accidents and invokes 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.

In fiscal year 2008 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.

### 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  
Rules for the Suspension of Commercial Driver's 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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**DIVISION OF ELECTIONS AND APA**

**MELISSA PACKARD, DIRECTOR**

**TRACY WILLETT, 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), the Help America Vote Act (HAVA), the Uniformed Service and Overseas Citizen Absentee Voting Act (UOCAVA), and the Military and Overseas Voters Empowerment Act (MOVE), four federally mandated programs.

Additionally, the Division maintains records of approximately 2,050 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 assigned to the Bureau of Corporations, Elections and Commissions.

**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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF INFORMATION TECHNOLOGY**

**DONNA GRANT, DEP SEC. OF STATE**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9291

*Established* 2007

*Telephone* (207) 624-9279

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250I *Citation*

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

**PURPOSE:**

Information Services is made up of three units that provide services and support

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to the Bureau of Motor Vehicles, the Bureau of Corporations Elections, and Commissions, and the Maine State Archives. The three units are Server Operations, Desktop Support and Application Support.

### **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. Prior to 2006 the computer services unit was part of the Administrative Services Division at the Bureau of Motor Vehicles.

### **PROGRAM:**

In fiscal year 2013, the office continued a development project to upgrade the software for Administration Services. A project for Electronic Driver testing was completed as well as many code changes for the new Federal Commercial Driver License laws. In addition the office continued to provide support for the Central Voter Registration system, Uniform Commercial Code, and Corporations hardware and software. The office continues to provide desktop and server support for all Secretary of State users.

**FINANCES, FISCAL YEAR 2013:** 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 04330

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9258

*Established* 1980

*Telephone* (207) 624-9257

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250E *Citation* T0029-A *M.R.S.A., Sect.* 00000152

### **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. The office oversees the management and training of the Secretary of State Critical Incident Management Plan.

### **ORGANIZATION:**

The Office was established by the reorganization of the Bureau in 1999. Previous to the reorganization, the Investigations Unit was part of the Division of Enforcement & Regulation created in 1983 and dissolved in 1999 with its title and dealer functions being transferred to the Vehicle Services Division.

### **PROGRAM:**

The office continues to investigate and enforce violations of motor vehicle, criminal, and civil statutes, focusing in the areas of consumer protection and public safety.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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**DIVISION OF LEGAL AFFAIRS**

**ROBERT O'CONNELL, DIRECTOR**

**SUSAN COOKSON, ASSISTANT DIRECTOR**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

**DANIEL ONION, CHAIRMAN**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9319

*Established* 1981

*Telephone* (207) 624-9000

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 259 *Citation* T0029-A *M.R.S.A., Sect.* 000001258

**PURPOSE:**

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

**ORGANIZATION:**

The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are board members

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representing the specialties of cardiology, gerontology, internal medicine, neurology or neurological surgery, ophthalmology, psychiatry, family practice and rehabilitative medicine and may include additional members who are professionals in relevant medical fields.

### PROGRAM:

The Medical Advisory Board is required to meet at least once every two years and may hold as many meetings as necessary. Additionally the board shall advise the Secretary of State on written medical and vision standards related to operator's licensing which may be adopted as rules and it shall coordinate efforts to educate health care providers and the public in the medical aspects of motor vehicle operating licensing. The board met quarterly in 2013 with an upcoming meeting scheduled in October 2013.

### LICENSES:

Motor Vehicle Operator's License: Class A, B, & C  
Motor Vehicle Learner's Permits

### PUBLICATIONS:

Motor Vehicle Operator's License: Class A, B, & C  
Motor Vehicle Learner's Permits

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MOTOR VEHICLES

**PATTY MORNEAULT, DEPUTY SECRETARY OF STATE**  
**LESLIE SOARES, PLANNING RESEARCH ASSOC.**

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*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013  
*Established* 1905 *Telephone* (207) 624-9023  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250A *Citation* T0029-A *M.R.S.A., Sect.* 000000351  
*Average Counts-All Positions* 369.000 *Legislative Count* 369.00

### 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 various motor vehicle registration, license and title services to the residents of Maine at the main office and thirteen branch locations throughout the state.

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 fiscal year 1997 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

## DEPARTMENT OF THE SECRETARY OF STATE

Court Records Section. In 1935, the requirements for semi-annual inspection of motor vehicles became a responsibility of the Bureau and in 1939 an Examination Section was added to administer the required rule on new licenses.

In 1942, the Bureau was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Bureau was reorganized into four bureaus; Public Services, Finance and Administration, Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Bureau was reorganized into the Executive Section and three Bureaus. Duties and responsibilities were added and the Bureau evolved into an Office of the Deputy and six divisions; Administrative Services, Commercial Vehicles and Reciprocity, Driver Licensing and Control, Enforcement and Regulation, Information Services and Public Services.

In 1999, the Bureau of Motor Vehicles was reorganized once more into 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 fiscal year 2001, 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. In 2009, the Division of Driver License Services was reorganized resulting in the creation of the new Division of Legal Affairs, Adjudications, and Hearings.

### **PROGRAM:**

The Bureau provides licensing, registration, and title services through 13 branch office locations, 24 outreach stations operated by 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, organ donation, driving records, trailer registration renewals, over-limit permits and vanity plate search and order.

### **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/>



## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MOTOR VEHICLES	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>REVENUE FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	13,096,421		61,870	13,034,551		
HEALTH BENEFITS	4,955,778		22,877	4,932,901		
RETIREMENTS	1,925,473		11,915	1,913,558		
OTHER FRINGE BENEFITS	253,007		1,224	251,783		
COMPUTER SERVICES	2,009,622			1,775,039	234,583	
CONTRACTUAL SERVICES	4,793,665		3,747	4,401,902	388,016	
RENTS	1,519,485		3,275	1,516,210		
COMMODITIES	1,623,970		75,155	1,548,815		
GRANTS, SUBSIDIES, PENSIONS	922,291		922,291			
EQUIPMENT	162,447			162,447		
TRANSFER TO OTHER FUNDS	1,593,261		7,996	1,568,986	16,279	
<b>TOTAL EXPENDITURES</b>	<b>32,855,420</b>		<b>1,110,350</b>	<b>31,106,192</b>	<b>638,878</b>	

## DIVISION OF PUBLIC SERVICES

### RICHARD DESJARDINS, DIRECTOR

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013

*Established* 2007

*Telephone* (207) 624-9215

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250N *Citation*

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

#### PURPOSE:

The Division of Public Services is made up of 3 units; each strives to provide excellent customer service that supports the department's 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. Field Operations works to connect the public with 13 branch office locations statewide as well as 2 mobile units that visit 24 temporary sites throughout Maine communities on a regular basis.

The Records Management and Retention 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 statutory 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 customers on emerging technology and supports existing processes.

#### ORGANIZATION:

The Division of Public Services operates under the direction of the deputy secretary of state for Motor Vehicles. The unit is comprised of a director, senior section managers, managers, supervisors and staff that provide statewide motor vehicle services to citizens and businesses. Divisions within BMV work closely to follow changing requirements and address 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.

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **DIVISION OF RECORDS MANAGEMENT SERVICES** **TAMMY MARKS, DIRECTOR**

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0084  
*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX* (207) 287-5739  
*Established* 1971 *Telephone* (207) 287-5799  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 255R *Citation* T0005 *M.R.S.A., Sect.* 000000095

#### **PURPOSE:**

The Division of Records Management Services, established under the authority of the State Archivist, assists State Agencies in managing their records by means of retention-disposition schedules, technical assistance to improve procedures for maintaining, storing, and servicing records, and providing preservation imaging services.

#### **ORGANIZATION:**

The Division became operational upon construction of the Maine State Archives in 1971. It includes the State Records Center and Imaging Center.

During fiscal year 2013, the State Records Center provided nearly 47,000 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.

#### **PROGRAM:**

By law, the Maine State Archives furnishes copies of archival materials in its possession. The Imaging Center provides this service and photographs and microfilms paper records that are deemed too fragile to be handled. A digital and/or microfilm copy is generated for safe Research Room use and for preservation. The Imaging Center duplicates and preserves thousands of images in Archives holdings and provides large format preservation scanning and image reproduction for records such as maps, muster rolls and charts.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **REGULATORY FAIRNESS BOARD** **MATTHEW DUNLAP, SECRETARY OF STATE**

*Central Office* 103 SEWALL STREET, AUGUSTA, ME 04330  
*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX* (207) 287-8598  
*Established* 2011 *Telephone* (207) 626-8410  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 666 *Citation* T00005 *M.R.S.A., Sect.* 00000090-T

#### **PURPOSE:**

The Regulatory Fairness Board exists to hear testimony and to report to the Legislature and Governor at least annually on regulatory and statutory changes necessary to enhance the State's business climate.

#### **ORGANIZATION:**

The Regulatory Fairness Board was created in Public Law, Chapter 304 (2011) and consists of the Secretary of State, who serves as chair, and four public members appointed as follows: two members appointed by the Governor; one member appointed by the President of the Senate; and one member appointed by the Speaker of the House.

## DEPARTMENT OF THE SECRETARY OF STATE

### **PROGRAM:**

The Board held an organizational meeting at the beginning of the year, and two public hearings, receiving oral and written testimony from constituents regarding a range of statutes and rules affecting their businesses. The board issued an annual report to the Legislature with recommendations based on the work of the board over the past year.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF THE SPECIAL ADVOCATE**

### **PEGGY SCHAFFER, SPECIAL ADVOCATE**

*Central Office* 103 SEWALL STREET, AUGUSTA, ME 04330

*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX* (207) 287-8598

*Established* 2011

*Telephone* (207) 626-8410

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 665 *Citation* T00005 *M.R.S.A., Sect.* 00000090-N

### **PURPOSE:**

The Bureau of the Special Advocate exists to assist in resolving regulatory enforcement actions affecting small businesses that, if taken, are likely to result in significant economic hardship, and to advocate for small business interests in other regulatory matters.

### **ORGANIZATION:**

The Bureau of the Special Advocate was created in Public Law, Chapter 304 (2011) and reports directly to the Secretary of State.

### **PROGRAM:**

The Bureau of Special Advocate established and followed protocols to directly assist 19 businesses seeking to address a variety of regulatory actions; assisted two small businesses with legislation proposing statutory changes in workers compensation laws and dual liquor licenses. Additionally, helped at least ten businesses with referrals and other guidance; and staffed the Regulatory Fairness Board.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF VEHICLE SERVICES**

### **GARRY HINKLEY, DIRECTOR**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*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-A *M.R.S.A., Sect.* 000000101A

### **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, disability parking placards and plates, 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

## DEPARTMENT OF THE SECRETARY OF STATE

jurisdictions.

In 2012, responsibility for IFTA and IRP motor carrier audits was transferred from Maine Revenue Services to the Division.

The Division administers vehicle dealer and salvage yard licensing and 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 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 fiscal year 2001, the online service to check vanity plate availability was introduced. In fiscal year 2005, online over dimensional permits became available.

Also in fiscal year 2005, 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. The division oversees various specialty and recognition registration plate programs.

### **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

## DEPARTMENT OF THE SECRETARY OF STATE

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

**FINANCES, FISCAL YEAR 2013:** 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 sufficient funds for major repairs and renovations to the State House in accordance with 3 M.R.S.A., section 162, sub-section 12-A. After excluding projects that would be more cost effective to complete at a later date, or that were deemed to be lower priority projects, in 2013, 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, 2013 Revision. Key projects include necessary preparation for dome and roofing repairs in 2014, paver sealant, stairs and pavement inspection and repair, painting and cosmetic upgrades in public areas of the building and exterior granite inspection and repair.

**FINANCES, FISCAL YEAR 2013:** 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	657,186	657,186				
<b>TOTAL EXPENDITURES</b>	657,186	657,186				

### 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	657,186	657,186				
<b>TOTAL EXPENDITURES</b>	657,186	657,186				

DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF TRANSPORTATION

DAVID BERNHARDT, 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 Counts-All Positions 2072.393

Legislative Count 828.00

Units:

BUREAU OF FINANCE AND ADMINISTRATION

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's mission is to responsibly provide our customers the safest and most reliable transportation system possible, given available resources. MaineDOT 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. MaineDOT 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. MaineDOT, 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 contract 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 MaineDOT is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

MaineDOT Goals are:

1. MANAGE THE EXISTING SYSTEM: Effectively manage Maine's existing transportation system for safety and effectiveness within reliable funding levels.

2. SUPPORT ECONOMIC OPPORTUNITY: Wisely invest available resources to support economic opportunity for our customers.

3. BUILD TRUST: Demonstrate our core values of integrity, competence, and service, both individually and organizationally.

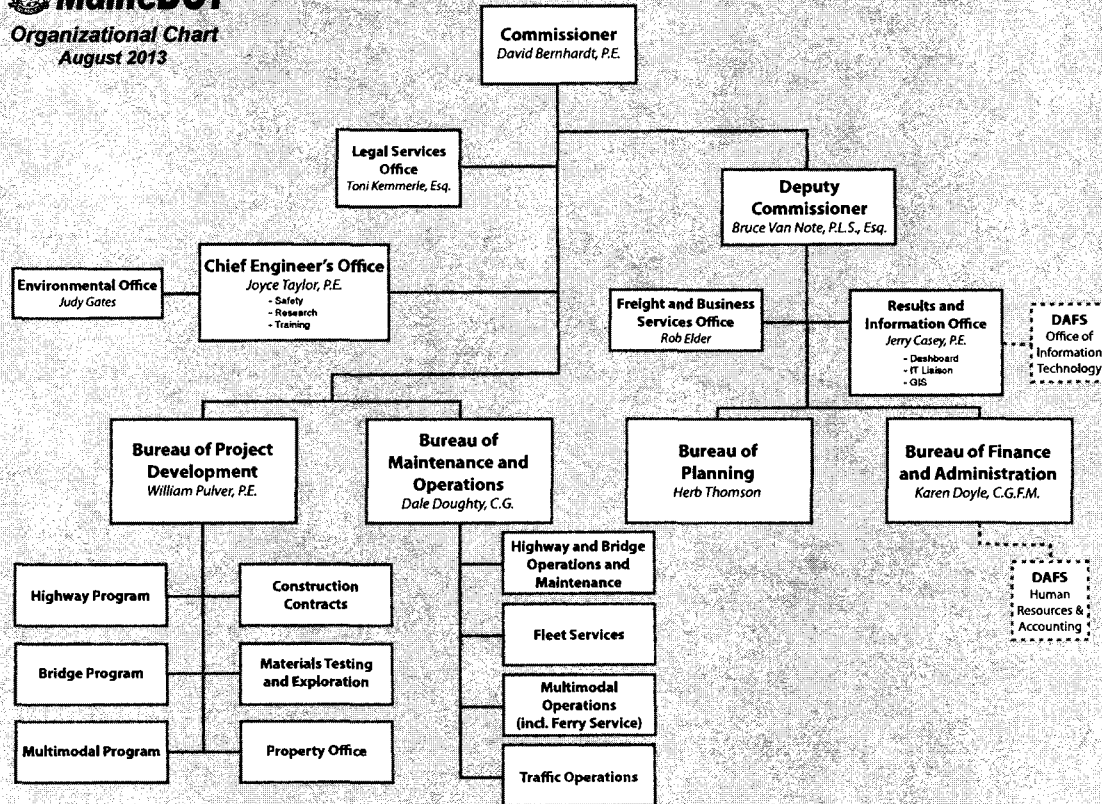
# DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2013:** 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	76,840,435		2,676,355	51,426,810	13,284,340	9,452,930
HEALTH BENEFITS	30,372,870		543,086	21,587,579	4,518,520	3,723,685
RETIREMENTS	11,206,942		260,812	7,564,557	2,038,902	1,342,671
OTHER FRINGE BENEFITS	1,730,063		27,442	1,234,890	227,269	240,462
COMPUTER SERVICES	6,340,404		362,242	5,210,148	247,903	520,111
CONTRACTUAL SERVICES	78,016,633		6,718,095	24,227,651	31,491,793	15,579,094
RENTS	28,260,280		340,817	26,341,661	742,022	835,780
COMMODITIES	26,045,887		1,423,184	17,390,580	4,247,291	2,984,832
GRANTS, SUBSIDIES, PENSIONS	37,065,281		2,970,695	24,629,134	8,647,422	818,030
EQUIPMENT	284,576,585		74,412,817	46,718,214	160,262,119	3,183,435
INTEREST-DEBT RETIREMENT	37,568,229			21,607,797	15,920,543	39,889
TRANSFER TO OTHER FUNDS	7,482,711		202,603	7,010,207	1,691	268,210
<b>TOTAL EXPENDITURES</b>	<b>625,506,320</b>		<b>89,938,148</b>	<b>254,949,228</b>	<b>241,629,815</b>	<b>38,989,129</b>



**MaineDOT**  
Organizational Chart  
August 2013



Unit No. 229

# DEPARTMENT OF TRANSPORTATION

## BUREAU OF FINANCE AND ADMINISTRATION

**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 Counts-All Positions* 84.000 *Legislative Count* 84.00

### 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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,481,847		19,441	3,462,406		
HEALTH BENEFITS	1,224,536		8,368	1,216,168		
RETIREMENTS	525,234		3,646	521,588		
OTHER FRINGE BENEFITS	62,384		466	61,918		
COMPUTER SERVICES	901,205			901,205		
CONTRACTUAL SERVICES	4,582,297		1,182,201	3,400,096		
RENTS	236,788		7,284	229,504		
COMMODITIES	446,186		18,448	427,738		
GRANTS, SUBSIDIES, PENSIONS	742			742		
EQUIPMENT	15,000			15,000		
TRANSFER TO OTHER FUNDS	659,573		195	659,378		
<b>TOTAL EXPENDITURES</b>	<b>12,135,792</b>		<b>1,240,049</b>	<b>10,895,743</b>		

## MAINE AERONAUTICAL ADVISORY BOARD

**HERB THOMSON, BUREAU DIRECTOR, BTSP**

*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

## DEPARTMENT OF TRANSPORTATION

### **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 at least 7 members; one person from an airport association in the state; one person from a pilot's association in the state; and the remaining members appointed by the Commissioner of Transportation. 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 Director of the Bureau of 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE STATE FERRY ADVISORY BOARD**

### **RICK DUBOIS, DIRECTOR, MULTIMODAL OPER**

*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 Maine State Ferry Service (MSFS) and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the Maine 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 3 members appointed by the Commissioner of the Department of Transportation.

### **PROGRAM:**

Throughout the year, the Board met bimonthly and dealt with a number of challenging issues. In fiscal year 2012-13 the Board advised MSFS management on the following key issues: Ferry Service Facility/Bridge Maintenance Items, implementation of a new parking system at the Rockland terminal; Rockland terminal parking overflow issues; capital projects at Bass Harbor, North Haven, Vinalhaven and Swan's Island; terminal telephone system queue's; communication and technology projects at terminals and on vessels; commuter passes, excursion trips and group rates; new ferry construction and design; ferry service crew shortage and overtime costs; emergency trips and crew rest periods (USCG '12 hour rule'); staff contracting services; Tariff #7 revisions; Ferry Service budget and 2013 Ferry Schedule. The Board serves a critical role in providing sound,

## DEPARTMENT OF TRANSPORTATION

well-reasoned advice to the Department.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MAINTENANCE AND OPERATIONS

### DALE DOUGHTY, 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 Counts-All Positions* 1404.881 *Legislative Count* 192.00

#### PURPOSE:

To sustain Maine's transportation network, the Bureau of Maintenance and Operations performs work in three primary areas: Maintenance, Operations, and Production support. Each of these areas has numerous work activities which are recorded by the Bureau as a measure of yearly accomplishments. The information collected is measured to the Department's established levels of service. Heavy and medium trucks, and any associated heavy equipment, are managed through an enterprise account managed by MaineDOT Fleet Services. Our work force has expertise in many diverse specialties, subject areas which are combined with the knowledge by the Bureau and its employees, of the geographic challenges. This approach allows for a streamlined delivery of projects effective utilizing the expertise of not only our state forces but contractors as well. This collaboration allows the Bureau to achieve, and sometimes exceed their goals.

#### ORGANIZATION:

The Bureau of Maintenance and Operations consists of five geographic regions, the Maine State Ferry Service and a Central Headquarters unit.

#### PROGRAM:

MaineDOT's Bureau of Maintenance and Operations (M&O) operates Maine's diverse transportation system. This includes not only the state's highways, but the management and operation of 478 miles of rail owned by the state, the Maine State Ferry Service, operations and oversight of state owned airports and the numerous bridges owned and maintained by the State of Maine.

With our states highway systems, M&O is responsible for snow and ice control on Maine's 8,300 lane miles of state highways, according to established Customer Service Levels. Six hundred of these lane miles are contracted to be maintained by both contractors and municipalities. Additionally, M & O provides emergency response services 24 hours a day, 365 days a year.

The Bureau's work also includes summer highway maintenance on 8,400 centerline miles of state and state-aid highways; inspection and maintenance of over 2,700 bridges and minor spans. The Maine State Ferry Service (MSFS) provides a vital link between the mainland and the island communities of Islesboro, North Haven, Swan's Island, Vinalhaven, Frenchboro and Matinicus. The Bureau also manages the maintenance and operations of over 478 miles of state owned railroad lines. Of these rail lines, 372.61 miles of it are active rail, assisting in the transporting of goods across the state. M&O also manages highway access, signing, and additional traffic services to state, federal and municipal projects. The Bureau of Maintenance and Operations maintains a Radio Room open 24 hours a day 365 days a year to manage emergency field operations, keep travelers informed of conditions on highways, as well as to work as a liaison with other state entities during and event. Also, the maintenance of rest areas, Visitor Information Centers, the Penobscot Narrows Bridge Observatory and Maine's 511 Traveler Information system to keep local residents as well as visitors to the state informed, safe and comfortable during travel on our highways. In order to perform this work, M&O's operating resources include:

=> Augusta headquarters, along with five regional offices and Fleet Services for

## DEPARTMENT OF TRANSPORTATION

the maintenance, purchase and upkeep of the Bureau's heavy equipment. Within the five regions, 150 smaller crew maintenance facilities;

==> 778 pieces of heavy equipment;

==> 11 cati n f 60 ull ime mployees TE's) ncluding 6 TE' responsible for the year round operation of the Maine State Ferry Service.

**FINANCES, FISCAL YEAR 2013:** 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	REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	45,602,706		35,496	37,990,881	1,504,888	6,071,441
HEALTH BENEFITS	19,524,101		274	16,509,099	571,772	2,442,956
RETIREMENTS	6,517,902		117	5,423,519	232,804	861,462
OTHER FRINGE BENEFITS	1,148,636		13	954,679	27,757	166,187
COMPUTER SERVICES	2,233,894			1,770,068	83,040	380,786
CONTRACTUAL SERVICES	24,869,924		140,027	13,116,682	384,788	11,228,427
RENTS	24,617,893		249,575	23,037,945	532,023	798,350
COMMODITIES	22,544,753		964,856	15,616,518	3,269,248	2,694,131
GRANTS, SUBSIDIES, PENSIONS	23,813,435			23,813,435		
EQUIPMENT	8,392,997			8,392,997		
INTEREST-DEBT RETIREMENT	39,889					39,889
TRANSFER TO OTHER FUNDS	1,064,912			893,889		171,023
<b>TOTAL EXPENDITURES</b>	<b>180,371,042</b>		<b>1,390,358</b>	<b>147,519,712</b>	<b>6,606,320</b>	<b>24,854,652</b>

## MAINE PILOTAGE COMMISSION

### BRIAN DOWNEY, 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) 899-7123

*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 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 that are well-qualified for the discharge of their duties in the aid of commerce and navigation.

#### ORGANIZATION:

The Maine Pilotage Commission is made up of 7 members appointed by the Governor for 3-year staggered terms. These members represent the 3 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 3 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 2012-13, one new license was issued and one 5-year renewed license was re-issued. There are 11 active and 2 inactive Maine Pilotage Commission pilots.

## DEPARTMENT OF TRANSPORTATION

### **PUBLICATIONS:**

www.maineairportage.com

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF PLANNING**

### **HERB THOMSON, DIRECTOR**

*Central Office* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3301

*Established* 1972

*Telephone* (207) 624-3300

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 232 *Citation* T0023 *M.R.S.A., Sect.* 000004206

### **PURPOSE:**

The Bureau of Planning is responsible for conducting systematic and comprehensive transportation planning, policy development, and work plan development and management, with the mission "to responsibly provide our customers the safest and most reliable transportation system possible, given available resources." The bureau fulfills various federal and state transportation planning requirements. Bureau staff provides professional and technical assistance in transportation planning and research to state and regional agencies, municipalities and the general public, and also provides guidance to the department's senior management regarding various transportation issues. Under U.S. Department of Transportation Guidance, MaineDOT must meet several planning and policy goals in order to receive federal transportation funding. In this regard, all state departments of transportation are directed to spend 2% of core Federal Highway Administration funding on planning and research; in Maine, this equates to between \$3.8 and \$4 million annually. The bureau works closely with and shares administrative support services with the department's Office of Freight and Business Services.\*

### **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, later 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 federal Clean Air Act Amendment and Maine's Sensible Transportation Policy Act. In 2013, the bureau has again undertaken a reorganization to increase efficiency and better align its work units with the department's strategic plan, and with the needs and operations of the department.

The Bureau of Planning reports to the Deputy Commissioner, and is comprised of three operating Divisions: the Outreach Division, the Scoping Division, and the Work Plan Division.

### **PROGRAM:**

#### **Outreach Division**

The focus of the Outreach Division is customer outreach and education, and efficiently meeting periodic and ongoing planning mandates. This division is responsible for the federally required Long-Range Statewide Transportation Plan; state oversight of Regional and Metropolitan Planning; modal planning including bicycle-pedestrian, transit, passenger rail, and ferry planning; competitive grant programs, federal reporting coordination, and customer satisfaction and outreach.

#### **Scoping Division**

The Scoping Division focus is on developing project purpose and need, project definition, assigning appropriate cost shares and securing project agreements. The Scoping Division is involved with high-profile, or high-cost projects, and potential economic-development opportunities. This division is responsible for enhanced project scoping, traffic analysis, the statewide transportation model, major planning studies, metropolitan planning area project scoping, competitive

## DEPARTMENT OF TRANSPORTATION

grant project scoping, the Safety Hazard Elimination project scoping, Intelligent Transportation Systems planning, scenic byways planning and coordination, and planning-project visualization.

### Work Plan Division

The Work Plan Division uses data-driven analyses to support resource allocation and project selection to manage the existing transportation system. Each year, the Work Plan Division prepares the department's calendar year-based Work Plan, including resource allocation and project selection; prepares the federally required Statewide Transportation Improvement Program (STIP); conducts the Bridge Management and Highway Management programs in support of the Work Plan; and implements the Highway Corridor Priority and Customer Service Level asset performance metrics for the department.

### Aviation Program

The Aviation Program conducts statewide aviation planning and provides aviation-related engineering services for the commercial aviation service and general aviation facilities in Maine under the direction of the State Aviation Director.

\*The Office of Freight and Business Services is responsible for motor carrier, freight rail, and marine and ports policy and planning activities. The Maine Port Authority is staffed by the Office of Freight and Business Services.

### LICENSES:

N/A

### PUBLICATIONS:

MaineDOT Work Plan for Calendar Years 2013-2014-2015 - free and online  
Long-Range Statewide Transportation Plan - free and online  
Numerous other publications and resources on a variety of technical subjects

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF PROJECT DEVELOPMENT

**WILLIAM PULVER, DIRECTOR**

**RICHARD CRAWFORD, PROGRAM MANAGER**

*Central Office* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016

*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX*

*Established* 1972

*Telephone* (207) 624-3350

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 246 *Citation* T0023 *M.R.S.A., Sect.* 00004206

*Average Counts-All Positions* 495.192

*Legislative Count* 474.50

### 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 bureau wide assistance and support for development of projects, as well as external non-project services appropriate to their expertise.

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### 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.

### LICENSES:

Standard Specifications for Construction  
Various policy & procedural manuals

### PUBLICATIONS:

Standard Specifications for Construction  
Various policy & procedural Manuals

**FINANCES, FISCAL YEAR 2013:** 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	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	23,940,511		2,481,623	9,973,522	11,485,366	
HEALTH BENEFITS	8,201,655		494,391	3,862,312	3,844,952	
RETIREMENTS	3,615,166		235,064	1,619,450	1,760,652	
OTHER FRINGE BENEFITS	437,107		24,390	218,293	194,424	
COMPUTER SERVICES	2,703,769		52	2,538,874	164,843	
CONTRACTUAL SERVICES	37,898,120		4,398,983	7,710,873	25,788,264	
RENTS	3,367,241		83,958	3,074,212	209,071	
COMMODITIES	1,848,512		193,838	1,346,325	308,349	
GRANTS, SUBSIDIES, PENSIONS	470,801		70,162	211,358	189,281	
EQUIPMENT	263,622,800		71,973,446	38,310,217	152,263,460	1,075,677
INTEREST-DEBT RETIREMENT	37,528,340			21,607,797	15,920,543	
TRANSFER TO OTHER FUNDS	985,384		92,644	892,740		
<b>TOTAL EXPENDITURES</b>	<b>384,619,406</b>		<b>80,048,551</b>	<b>91,365,973</b>	<b>212,129,205</b>	<b>1,075,677</b>

## 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 Counts-All Positions* 88.320

*Legislative Count* 77.50

### 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 now reports directly to the Executive Offices. 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.

### ORGANIZATION:

The Office of Freight and Business Services does freight planning, program



## DEPARTMENT OF TRANSPORTATION

management and manages special projects and operations, such as the Maine Port Authority and rail operations, motor carrier enforcement and development/marketing. It advocates new freight ideas and technologies and implements economic development strategies in partnership with Maine businesses.

### PROGRAM:

The OFBS is responsible for promoting freight transportation on Maine's highways, railroads, ports and harbors, and in the air. The office is involved in several initiatives, CVISN, 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) and the Freight Rail Improvement Program to extend or improve rail access to businesses in an effort to reduce congestion on highways and provide transportation options to more efficient modes.

OFBS promotes maritime commerce, and has worked to secure funding and provide project oversight for developments at the state's three commercial cargo ports. In particular, the Maine Port Authority works as an arm of the OFBS. The OFBS coordinates with Planning on 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 Strategy, provides policy and project guidelines for the office. The OFBS coordinates and develops MaineDOT initiatives with Canadian trade and foreign transportation entities.

### LICENSES:

Maine State Marine Pilots License

### PUBLICATIONS:

The Office of Freight Transportation has the following publications available:  
 Integrated Freight Strategy, 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  
 Maine State Rail Plan

**FINANCES, FISCAL YEAR 2013:** 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>	<b>FUNDS</b>					
SALARIES & WAGES	3,815,370		139,795		294,086	3,381,489
HEALTH BENEFITS	1,422,578		40,053		101,796	1,280,729
RETIREMENTS	548,640		21,985		45,446	481,209
OTHER FRINGE BENEFITS	81,935		2,573		5,087	74,275
COMPUTER SERVICES	501,536		362,190		20	139,326
CONTRACTUAL SERVICES	10,666,293		996,885		5,318,741	4,350,667
RENTS	38,359				929	37,430
COMMODITIES	1,206,436		246,041		669,694	290,701
GRANTS, SUBSIDIES, PENSIONS	12,780,304		2,900,533	603,599	8,458,142	818,030
EQUIPMENT	12,545,788		2,439,371		7,998,659	2,107,758
TRANSFER TO OTHER FUNDS	4,772,840		109,763	4,564,199	1,691	97,187
<b>TOTAL EXPENDITURES</b>	<b>48,380,079</b>		<b>7,259,189</b>	<b>5,167,798</b>	<b>22,894,291</b>	<b>13,058,801</b>

## TREASURY DEPARTMENT

### (OFFICE OF) TREASURER OF STATE

**NERIA R. DOUGLASS, TREASURER OF STATE**

**KRISTI L. CARLOW, DEPUTY TREASURER**

*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 Counts-All Positions* 15.000

*Legislative Count* 15.00

#### **PURPOSE:**

The Office of the Treasurer of State manages the State's cash and general obligation debt, unclaimed property program, municipal revenue sharing distributions and State held trust investments. The Treasurer also serves on the boards of the Maine Municipal Bond Bank, MaineHousing, Maine Public Employees Retirement System, Finance Authority of Maine, Adaptive Equipment Loan Board, Maine Health and Higher Education Facilities Authority, Maine Governmental Facilities Authority, Maine Educational Loan Authority, the Maine Public Utility Financing Bank, Dirigo Health Agency Board of Trustees, Indian Housing Mortgage Insurance Committee, Maine Vaccine Board, and chairs the NextGen College Investing Plan Advisory Committee.

#### **ORGANIZATION:**

The Office of the Treasurer of State was established by the Constitution of the State of Maine in 1820 with the Treasurer being 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 Cash Receipt Statements from all state departments. In fiscal year 2013, more than 162,216 were processed; more than 1.054 million checks were distributed, as well as 577,777 electronic funds transfer vendor payments. Banking services provided to State departments are coordinated by the Treasurer's Office--including deposit access to 36 bank accounts, check stop payments and/or reissues, wire transfer services, and more. Cash flow is monitored. Funds not needed to pay state expenses may be 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 includes 109 funds, averaged more than \$509 million in fiscal year 2013, and was managed for safety and liquidity with yield in mind. In fiscal year 2013 the Cash Pool earned more than \$1.47 million in earnings from investments, including more than \$182,000 to the General Fund.

The Office of the Treasurer of State issues all general obligation notes and bonds of the State. This responsibility includes the preparation of Official Statements, acquisition of credit ratings and the engagement of any auction processes, underwriters and other entities needed to accomplish the issuance. Transaction closing details and money transfers are also managed by the Treasurer, as are debt service payments and distribution requests. At the close of fiscal year 2013 the State of Maine's outstanding general obligation bond principal was \$369.73 million.

Four long-term investments--the Governor Baxter Trust, Lands Reserved Trust, Permanent School Trust and the Sevelar Trust--are managed by the Office of the State Treasurer through contracts with third parties. A trust investment advisory committee led by the Treasurer provides policy advice and authorization for investment transactions. At the close of fiscal year 2013 the value of the trust funds was \$31.4 million.

The Unclaimed Property Program is administered by the Office of the State Treasurer. Nearly \$21.1 million in unclaimed property was identified during FY 2013. A total of 16,018 claims were paid, reuniting citizens with over \$16.3 million of lost property.

The Office of the State Treasurer annually projects and monthly distributes

## TREASURY DEPARTMENT

Municipal Revenue Sharing monthly to 493 municipalities and territories. Revenue sharing distributions are based on a portion of the sales tax, corporate tax, and personal income tax revenues. Population, State Valuation, and Tax Assessment statistics are updated annually and used to calculate the pro rata distribution for each municipality. Approximately \$95.97 million was distributed during FY 2013.

### 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 2013:** 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	666,697	666,697				
HEALTH BENEFITS	209,968	209,968				
RETIREMENTS	99,499	99,499				
OTHER FRINGE BENEFITS	13,885	13,885				
COMPUTER SERVICES	81,373	29,172				52,201
CONTRACTUAL SERVICES	603,877	458,857	1,748			143,272
COMMODITIES	28,828	28,092				736
GRANTS, SUBSIDIES, PENSIONS	95,972,537		95,972,537			
INTEREST-DEBT RETIREMENT	98,798,428	98,515,556			282,872	
TRANSFER TO OTHER FUNDS	39		39			
<b>TOTAL EXPENDITURES</b>	196,475,131	100,021,726	95,974,324		282,872	196,209

### (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	666,697	666,697				
HEALTH BENEFITS	209,968	209,968				
RETIREMENTS	99,499	99,499				
OTHER FRINGE BENEFITS	13,885	13,885				
COMPUTER SERVICES	81,373	29,172				52,201
CONTRACTUAL SERVICES	603,877	458,857	1,748			143,272
COMMODITIES	28,828	28,092				736
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<b>TOTAL EXPENDITURES</b>	196,475,131	100,021,726	95,974,324		282,872	196,209

BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM**

**JAMES PAGE, CHANCELLOR**

**SAMUEL W. COLLINS, 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

*FAX*

*Telephone* (207) 973-3201

*M.R.S.A., Sect.* 000000229

**PURPOSE:**

The University of Maine System is the coordinating, policy, and planning entity for Maine's seven public universities and eight 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 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; establish mechanisms for review and approval of system programs; review the current method of distributing state resources in light of distinctive missions, enrollment shifts, program priorities, changing program costs, demographic patterns and emerging needs of the State; review and evaluate existing programs to identify which programs best address future educational and economic priorities of citizens of the State and ensure that the needs of the State's nontraditional students are met in a more equitable manner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor of the University System to serve as chief administrative and education officer and, on the nomination of the Chancellor, appoint university Presidents. The Board of Trustees, in consultation with the Chancellor, is the governing and planning body of the university and in addition has responsibility for preparing and approving the operating and capital budgets of the university; support and enhance the system and the mission of the system; provide sound financial management of the system; exercise prudent stewardship of the assets of the system; plan strategies for programs and allocation of resources that most effectively serve the educational needs of the citizens of the State; develop and maintain a strong system of accountability to the public for performance results of the system; visibly advocate higher education as a means to strengthen the economy and communities of the State; and authorize contracts with the State of Maine or any department or agency.

**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 system of universities operating under a single governance structure. 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 University Services (centralized statewide administrative operations)
- > University of Maine
- > University of Maine at Augusta

## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

(Includes University College, which consists of 8 academic outreach centers located around the state)

- > University of Maine at Farmington
- >University of Maine at Presque Isle
- > University of Maine at Fort Kent
- >University of Southern Maine
- > University of Maine at Machias

### 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 2012 enrollment totaled 31,012, including many part-time and adult learners. Maine's seven public universities awarded 6,054 degrees in 2011/2012.

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. State investment in research results in additional federal and private grants and creates additional jobs in Maine.

### PUBLICATIONS:

(1) Financial Report, University of Maine System:

<http://www.maine.edu/about-the-system/system-office/finances/annual-financial-reports/>

(2) UMS World-Wide Web Site: <http://www.maine.edu/>

**FINANCES, FISCAL YEAR 2013:** 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	2,891,045					2,891,045
GRANTS, SUBSIDIES, PENSIONS	195,215,851	191,573,820	3,642,031			
<b>TOTAL EXPENDITURES</b>	198,106,896	191,573,820	3,642,031			2,891,045

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	2,891,045					2,891,045
GRANTS, SUBSIDIES, PENSIONS	195,215,851	191,573,820	3,642,031			
<b>TOTAL EXPENDITURES</b>	198,106,896	191,573,820	3,642,031			2,891,045

INDEPENDENT AGENCIES - REGULATORY

**MAINE CHARTER SCHOOL COMMISSION**

**JANA LAPOINT, CHAIR**  
**BOB KAUTZ, EXEC DIRECTOR**

*Central Office* 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182  
*Mail Address* 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182 *FAX* (207) 287-2109  
*Established* 2011 *Telephone* (207) 624-6728  
*Reference Policy Area* 02 *Umbrella* 90 *Unit* 668 *Citation* T00020A.M.R.S.A., Sect. 00002405-8

**PURPOSE:**

The Maine Charter School Commission was created by Public Law 2011, chapter 414, to authorize public charter schools in Maine. The statute provides guidance on the content of applications that must be filed by charter school founders. The Commission under Maine Charter School Commission has adopted rule Chapter 2 which specifies procedures for accepting and evaluating applications, as well as, the monitoring of contracted public charter schools. As an authorizer of public charter schools, the commission may: solicit, invite, and evaluate applications from organizers of proposed public charter schools; approve applications that meet identified educational needs; deny applications that do not meet identified educational needs; create a framework to guide the development of charter schools; negotiate and execute sound charter contracts with each approved public charter school; monitor the performance and compliance of public charter schools; and determine whether each charter contract merits renewal or revocation.

**ORGANIZATION:**

The Maine Charter School Commission originated in October 2011. The commission consists of seven members appointed by the State Board for 3-year terms. Three members must be members of the State Board, and those three members shall nominate the other four members who must be approved by a majority vote of the state board.

**PROGRAM:**

In addition to fulfilling its statutory obligations, the Maine Charter School Commission provides information to organizers of proposed public charter schools.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CHARTER SCHOOL COMMISSION	TOTAL FOR ALL GENERAL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
COMPUTER SERVICES	2,654	2,654				
CONTRACTUAL SERVICES	79,767	79,767				
COMMODITIES	1,479	1,479				
<b>TOTAL EXPENDITURES</b>	<b>83,900</b>	<b>83,900</b>				

**STATE BOARD OF EDUCATION**

**NANCY S. PERKINS, CHAIR**

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6618  
*Established* 1949 *Telephone* (207) 624-6616  
*Reference Policy Area* 02 *Umbrella* 90 *Unit* 077 *Citation* T0020A M.R.S.A., Sect. 000000401

**PURPOSE:**

The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Education in matters concerning state laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to approve the formation of Community School Districts; to grant permission for administrative units to enter

## INDEPENDENT AGENCIES - REGULATORY

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, Public Law 2007, chapter 200, allowing student representation on the State Board of Education. As a result, in 2008 the Board's membership expanded from nine to eleven as it added two high school students (non-voting) who are also 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 sponsors the Maine Teacher of the Year Program.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	19,415	19,415				
COMPUTER SERVICES	1,312	1,312				
CONTRACTUAL SERVICES	67,571	67,571				
COMMODITIES	5,229	5,229				
<b>TOTAL EXPENDITURES</b>	<b>93,527</b>	<b>93,527</b>				

## INDEPENDENT AGENCIES - REGULATORY

### FUND INSURANCE REVIEW BOARD

**MICHAEL BONZAGNI, CHAIR**

**THERESA J. SCOTT, CLERK**

*Central Office* 28 TYSON DR., AUGUSTA, ME 04333

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

*Established* 1993

*Reference Policy Area* 04 *Umbrella* 90 *Unit* 564 *Citation* T0038

*FAX* (207) 287-7826

*Telephone* (207) 287-2651

*M.R.S.A., Sect.* 00000568B

#### **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: two persons representing the petroleum industry, one of whom is nominated by the Maine Oil Dealers Association, four members of the public, two of whom having expertise in biological science, earth science, engineering, insurance or law who are not employed in the petroleum industry and who do not have a direct and substantial financial interest in the petroleum industry; and two members who have expertise in oil storage facility design and installation, oil spill remediation or environmental engineering. 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE HEALTH DATA ORGANIZATION

**KARYNLEE HARRINGTON, ACTING 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 Counts-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.



## INDEPENDENT AGENCIES - REGULATORY

### **ORGANIZATION:**

The MHD0 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 MHD0 implements policies and procedures for the collection, processing, storage, and analysis of clinical, financial, restructuring, quality, and health claims data. The organization is required to exercise responsible stewardship in making this information accessible to the public.

The MHD0 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:**

MHD0 created the nation's first All Payer Claims Database (APCD), which is a database of medical, dental, and pharmacy claims that are sent to the MHD0 from commercial health insurance carriers, Third Party Administrators (TPA), Pharmacy Benefit Managers (PBM), as well as Medicare and Medicaid. There are 64 commercial payers and two public payers currently submitting data to the MHD0. In addition to collecting claims data, Maine was one of the first states to develop a database of hospital inpatient records, including all patients discharged from its acute care hospitals. The collection of hospital inpatient data since 1980 makes MHD0's hospital inpatient database one of the most useful in the country for the study of long-term trends in disease and utilization patterns. MHD0 also has a complete hospital outpatient database and has been collecting data for every visit and all services provided since 1992. MHD0 also collects emergency department, hospital quality, financial and organizational data.

The MHD0 continues its efforts in working with the National Association of Health Data Organizations to advocate for uniformity and for the implementation of national standard of health data among the states. The MHD0 releases data to the Maine CDC and the Agency for Healthcare Research and Quality as part of the Health Care Utilization Project national database, which provides information on characteristics of inpatients discharged from non-federal, short-stay hospitals in the United States.

The MHD0 website includes several tools that provide the public with information: 1.) HealthCost which enables the public to access information on the average charge and average payment across insurance carriers and medical providers to help patients and employers make more informed health care decisions on some of the more common procedures like colonoscopies and MRI's; 2.) MONAHRQ which presents information on the quality of health care and health care utilization using our hospital inpatient data. It also enables the user to identify preventable hospitalizations and rates of conditions and procedures by county and by hospital service areas.

### **PUBLICATIONS:**

Annual Report to the Maine Joint Standing Committee on Health and Human Services

## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION	TOTAL	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS					
EXPENDITURES	FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	220,066		220,066			
HEALTH BENEFITS	60,984		60,984			
RETIREMENTS	33,599		33,599			
OTHER FRINGE BENEFITS	3,708		3,708			
COMPUTER SERVICES	1,157,753		1,157,753			
CONTRACTUAL SERVICES	819,520		819,520			
RENTS	40,906		40,906			
COMMODITIES	3,508		3,508			
TRANSFER TO OTHER FUNDS	10,101		10,101			-7
<b>TOTAL EXPENDITURES</b>	<b>2,350,145</b>		<b>2,350,152</b>			<b>-7</b>

## WORKERS' COMPENSATION BOARD

**PAUL H SIGHINOLFI, EXEC DIR/CHAIR**

**TERRIE MCCLAUGHLIN, DD BUSINESS SERVICES**

*Central Office* 90 BLOSSOM LANE, AMHI, AUGUSTA, ME 04333-0027

*Mail Address* 27 STATE HOUSE STATION, AUGUSTA, ME 04333-0027 *FAX* (207) 287-7198

*Established* 1992 *Telephone* (207) 287-3751

*Reference Policy Area* 07 *Umbrella* 90 *Unit* 351 *Citation* T0039A *M.R.S.A., Sect.* 000000151

*Average Counts-All Positions* 110.000 *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 nominated 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, Commerce, Research and Economic Development with confirmation by the Legislature.

The agency is administered by the Executive Director, Paul H. Sighinolfi. Regional Offices are located in Augusta, Bangor, Caribou, Lewiston and Portland. A Central Office is in Augusta. Mediation and formal hearings are conducted at these and other offices. Some hearings are held at locations closer to the residence of the injured worker. The 118th Legislature, 1st Regular Session, enacted legislation providing for a Worker Advocate Program to assist unrepresented employees through the mediation and formal hearing phases of dispute resolution. The legislation also provides for a MAE Program to track and regulate compliance with the statute by carriers and self insurers. These programs continue to have a very positive impact on the system.

### PROGRAM:

The board exists to prevent and resolve disputes between employers and employees over work-related injuries since timely, fair and efficient resolution of disputes enhances Maine workplaces for all Maine's people and to insure compliance with the Workers' Compensation laws. To ensure the efficient implementation of the Workers' Compensation Act, the board is engaged in the promulgation of rules; 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

## INDEPENDENT AGENCIES - REGULATORY

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, the Abuse Investigation Unit and support staff.

The board meets on a monthly basis to set policy pursuant to the mandates of the Act. The board has three standing subcommittees: Budget, Personnel and Independent Medical Examiners (IME). 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 IME Committee deals with the implementation of the Independent Medical Examiner Program. 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 an employee pamphlet.

The board approved the establishment of the Monitoring, Audit and Enforcement Program as mandated under Chapter 486. The 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; Dynamic Host Configuration Protocol (DHCP) routing; late filed forms tracking; advocate case management module; abuse unit module; electronic data submission; Notice of Controversy (NOC)/Memorandum of Payment (MOP) measurement; web based Hearing Officer (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 Regular Session of the 125th Legislature, booklet, \$5.00 per copy  
 Medical Fee Schedule, booklet, \$25.00 each  
 Workers' Compensation Board Rules and Regulations, booklet, \$10.00 each  
 Workers' Compensation Board Minutes, \$100.00 per year for minutes or \$150.00 per year for minutes and cumulative index  
 Forms and Petitions Manual, \$10.00  
 Most Board publications are available at [www.maine.gov](http://www.maine.gov)

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WORKERS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,989,109		4,989,109			
HEALTH BENEFITS	1,617,656		1,617,656			
RETIREMENTS	747,981		747,981			
OTHER FRINGE BENEFITS	94,274		94,274			
COMPUTER SERVICES	439,531		439,531			
CONTRACTUAL SERVICES	567,618		567,618			
RENTS	485,434		485,434			
COMMODITIES	127,885		127,885			
GRANTS, SUBSIDIES, PENSIONS	45,493		45,493			
TRANSFER TO OTHER FUNDS	271,628		271,628			
<b>TOTAL EXPENDITURES</b>	<b>9,386,609</b>		<b>9,386,609</b>			

### First Reports of Injuries

First Reports of Injuries are filed by employers whenever an injured employee loses one or more days from work. Calendar year statistics are shown here.

<u>Year</u>	<u>Lost Time First Reports</u>
2008	14,160
2009	13,355
2010	13,929
2011	13,626
2012	13,376

\*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>
2008	8,439	8,439	676
2009	7,960	7,913	723
2010	8,558	8,362	919
2011*	13,927	13,639	631
2012	13,285	13,231	685

\*2011 began counting individual filings

	<u>Mediation</u>		
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2008	2,428	2,448	443
2009	2,220	2,239	424
2010	2,250	2,222	452
2011	2,458	2,343	567
2012	2,166	2,178	555

	<u>Formal Hearing</u>		
	<u>Assigned</u>	<u>Disposed</u>	<u>Pending as of 12/31</u>
2008	1,680	1,728	1,080
2009	1,602	1,546	1,136
2010	2,285	2,210	1,211
2011	1,819	1,450	1,206
2012	1,369	1,429	1,146

### Worker Advocate Division

The Worker Advocate Division was created by statute and charged with providing legal counsel to qualified injured workers who do not have private representation. Over the years, the Division has consistently represented about 30% of all injured employees pursuing claims before the Workers' Compensation Board. In 2012, the Division opened 1,454 cases, closed another 1,558 cases, represented injured workers at 1,008 mediations, 122 formal hearings, and lump-sum settled 171 claims. The progress of the Advocate Division since 2008 can be seen in the chart below.

	<u># Cases Opened</u>	<u># Cases Closed</u>	<u># Mediations</u>	<u># Hearings</u>	<u># Lump Sum Settlements</u>
2008	1,543	1,629	1,188	332	197
2009	1,389	1,269	1,038	270	131
2010	1,574	1,475	1,189	278	168
2011	1,513	1,441	844	185	122
2012	1,454	1,558	1,008	122	171

### **Abuse Investigation Unit**

The Abuse Investigation Unit (AIU) performs regulatory enforcement under the Maine Workers' Compensation Act. AIU investigates complaints, and handles cases, regarding fraud, illegal or improper conduct or violation of the Act relating to workers' compensation insurance, benefits or programs. Investigations and cases can involve employers, employees and insurers. The Unit consists of five (5) professional staff members and the Board's Assistant General Counsel.

The AIU's enforcement efforts focus on the Act's coverage provisions requiring employers to have workers' compensation insurance for their employees. Coverage cases include situations of employee misclassification—when workers are incorrectly treated as independent contractors instead of employees. Maine law provides AIU enforcement tools including civil penalties, suspension of licenses and other authorizations to conduct business issued by the state or local government, and in serious cases, referral to the Attorney General's Office for criminal prosecution.

The Abuse Unit is also responsible for assessing penalties regarding failure to file or late-filing of required forms, and administering proceedings for violation of the Act's payment provisions. The AIU coordinates its work with the Board's Coverage Division, and Monitoring, Audit and Enforcement Program.

### **Forms and Data Processed by Unit**

#### **Insurance Coverage Unit and Predetermination of Independent Contractors**

The coverage unit monitors workers' compensation insurance coverage of employers. Electronic Data Interchange (EDI) has been implemented for the filing of insurance coverage data. Requests for waivers of workers' compensation insurance are reviewed by this unit. Independent contractor applications are reviewed to determine if the status of a worker is that on an employee or an independent contractor.

	<b><u>Policy Updates</u></b>	<b><u>Waiver Applications Processed</u></b>	<b><u>Independent Contractor Applications Approved</u></b>
2008	45,169	1,693	5,833
2009	47,500	1,501	8,056
2010	49,408	1,849	6,252
2011	37,188	1,739	5,158
2012	37,720	1,494	5,432

### **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>MOP's &amp; Discontinuances</u></b>	<b><u>NOC's</u></b>	<b><u>Petitions</u></b>
2008	18,588	10,108	4,058
2009	17,804	9,732	3,862
2010	15,321	10,677	5,645
2011	18,604	10,452	5,504
2012	14,626	10,063	5,104

	<b><u>Interim/Final Reports</u></b>	<b><u>First Reports of Injury (combination of lost time and med only first reports)</u></b>
2008	15,096	39,989
2009	14,761	37,463
2010	14,620	37,632
2011	14,846	36,633
2012	14,841	34,682

### **Office of Medical/Rehabilitation Services**

Vocational Rehabilitation: In 2012, the Board received 49 applications for evaluation of suitability for vocational rehabilitation. Of the 49 applications, 39 were from injured workers, 6 from employers/insurers, 3 from Hearing Officers, and 1 by agreement of the parties.

Independent Medical Examiner System: Currently, the Board has 26 Independent Medical Examiners. In 2012, there were 535 requests for independent medical exams. Of the 535 requests, 329 were from injured workers, 175 from employers/insurers, 2 from Hearing Officers, and 29 by agreement of the parties.

### **Office of Monitoring, Audit and Enforcement**

The MAE Program continues to have a significant impact on compliance in the State of Maine through its monitoring and auditing efforts. The 2012 Annual Compliance Report continues to show positive performance in First Report of Injury filings, initial indemnity payments, initial Memorandum of Payment filings, and initial indemnity Notice of Controversy filings (see table below).

To date, the MAE Program has generated \$1,846,213 in penalties with over 65% of those penalties paid directly to injured employees or providers of medical or health care services.

P.L. 2010 Ch. 649 allocated funds to enhance the enforcement of laws prohibiting the misclassification of workers. To date, the MAE Program has completed 74 employee misclassification audits. The audits have covered 1,684 employees, \$26,760,477 in payroll, \$18,296,229 in "subcontractor" wages shown on 1099's, and \$362,132 in "casual labor" wages not shown on 1099's.

	<b>Benchmark</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Lost Time First Report Filings</b> Received within 7 Days	85%	89%	84%	86%	87%	85%
<b>Initial Indemnity Payments</b> Made within 14 Days	87%	89%	89%	89%	89%	90%
<b>Initial Memorandum of Payment</b> <b>Filings</b> Received within 17 Days	85%	88%	87%	86%	89%	89%
<b>Initial Indemnity Notice of Controversy</b> <b>Filings</b> Received within 14 Days	90%	90%	94%	94%	95%	95%

## INDEPENDENT AGENCIES - REGULATORY

INDEPENDENT AGENCIES - ADVISORY

**ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL**  
**FREDERICK L. DENICO, CHAIR**

*Central Office* 18 ELKINS LANE, AUGUSTA, ME 04330  
*Mail Address* 22 STATE HOUSE 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.* 00001890-A

**PURPOSE:**

The Allagash Wilderness Waterway Advisory Council was established under Public Law 2007, chapter 146 to work with the manager of the waterway in developing and maintaining a 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 Division of Parks & Public Lands, under 12 MRSA, section 1890-A. 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 Agriculture, Conservation and Forestry shall administer and manage the Allagash Wilderness Waterway as a separate region within the Division of Parks and Public Lands.

**PROGRAM:**

The Allagash Wilderness Waterway Advisory Council represents the public interest in the Allagash Wilderness Waterway and provides counsel to the superintendent of the waterway and the Director of the Division of Parks & Public Lands within the Department of Agriculture, Conservation and Forestry. It also creates an endowment fund to support capital acquisitions and improvements, historic, cultural, and educational programs and facilities. The Advisory Council reports annually to the Director of the Division of Parks and Public Lands regarding the state of the waterway and at other times, as it is determined necessary by the council.

The Council met two times in fiscal year 2013 focusing on its participation in the planning process for the AWW Management Plan. In addition, the council created the Allagash Wilderness Waterway Foundation which will play a role in the future funding of activities and projects within the Waterway. The strategic plan was completed in FY 2011.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ANIMAL WELFARE ADVISORY COUNCIL**  
**LIAM HUGHES, DIRECTOR**

*Central Office* AMHI-DEERING, AUGUSTA, ME 04333-0028  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-7548  
*Established* 1992 *Telephone* (207) 287-3846  
*Reference Policy Area* 04 *Umbrella* 92 *Unit* 651 *Citation* T0007 *M.R.S.A., Sect.* 00003906-C

**PURPOSE:**

The Animal Welfare Advisory Council, was established in 2002 in accordance with Title 5, section 12004-I, subsection 2-C. The membership of the Council, terms of office and duties are listed in Title 7, section 3906-C.

**ORGANIZATION:**

The council consists of 14 members appointed by the Governor as specified in Maine Revised Statutes, Title 7, §3906-C.

Except for initial appointees, each member serves for a term of 3 years or until



## INDEPENDENT AGENCIES - ADVISORY

the member's successor has been appointed. A member may not serve more than 2 consecutive terms. In the case of a vacancy for any reason, the Governor shall appoint a member representing the same interest to fill the unexpired term. Initially, 4 appointed members serve for one year, 4 members serve for 2 years and 3 members serve for 3 years.

The council shall elect one of its members as chair. The chair serves for a 2-year period and may not serve as chair for consecutive 2-year periods. The council shall hold regular public meetings every other month but may waive by majority vote a succeeding meeting. The chair shall call special meetings of the council whenever requested in writing by 2 or more members. The council shall send notice and minutes of the meetings to the joint standing committee of the Legislature having jurisdiction over animal welfare matters.

### PROGRAM:

The council shall perform the following duties:

- A. Review and advise the commissioner on proposed revisions to the animal welfare laws and rules; [2001, c. 399, §3 (NEW).]
  - B. Assist the commissioner in the continuing implementation and evaluation of the animal welfare laws and rules; [2001, c. 399, §3 (NEW).]
  - C. Review training programs for humane agents and animal control officers and make recommendations for training appropriate to the duties of the humane agents and animal control officers; [2001, c. 399, §3 (NEW).]
  - D. Research options for increasing revenue to the Animal Welfare Fund to ensure funding for the implementation and enforcement of the animal welfare laws and rules, periodically evaluate the adequacy of funding for those laws and rules and make recommendations to the commissioner; and [2001, c. 399, §3 (NEW).]
  - E. Advise the commissioner on other matters related to the animal welfare laws and rules. [2001, c. 399, §3 (NEW).]
- [ 2001, c. 399, §3 (NEW) .]

The council met six times during FY '13 and discussed a wide range of topics including a review of staffing and training, using volunteers for the Help Fix Me program and pending legislative initiatives.

**FINANCES, FISCAL YEAR 2013:** 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 *FAX*

*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 administering the law pertaining to archives and to perform other such duties as may be prescribed by law.

### ORGANIZATION:

The board consists of nine members approved by the Governor as advisors for overlapping terms of six 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. Per 5 MRSA, § 12004-I, subsection 8, advisors serve without compensation, but are reimbursed for expenses incurred as a result of serving on the board.

### 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

## INDEPENDENT AGENCIES - ADVISORY

administrative matters of concern. The chair and vice-chair of the board also serve on the Maine State Cultural Affairs Council.

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State and local government records having no permanent value. Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed "Request for Approval to Dispose of Records" (form MSA 2.1073) or "Request for Approval to Establish Records Disposition Schedules (form MSA 22.1073).

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

### DALE DENNO, DIRECTOR

*Central Office* 19 UNION STREET, AUGUSTA, ME 04333

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3455

*Established* 1997

*Telephone* (207) 624-4101

*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 advises the Commissioner for the Department of Health and Human Services or the Commissioner's designee regarding education, training, job opportunities, quality employment and business ownership opportunities, as well as the operation of any post-secondary education programs administered by the Department and other matters affecting TANF recipients.

#### **ORGANIZATION:**

One member of the council is appointed by the Commissioner and the others include TANF recipients; representatives of employers within the State; organized labor; women's interests; higher education; and organizations that have experience in addressing the training, education and job needs of low-income Mainers.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ACQUIRED BRAIN INJURY ADVISORY COUNCIL

### KELLEY MCTAGUE, CO-CHAIR

### RICHARD BROWN, CO-CHAIR

*Central Office* N/A, N/A,

*Mail Address* N/A, N/A,

*Established* 2007

*FAX*

*Telephone* (207) 341-1225

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 652 *Citation* T00034BM.R.S.A., Sect. 00019001

#### **PURPOSE:**

The Acquired Brain Injury Advisory Council was established by Public Law 2007, chapter 239 to provide independent oversight and advice and to make recommendations to the Commissioner of the Department of Health and Human Services.

#### **ORGANIZATION:**

The Commissioner of the Department of Health and Human Services appoints the 16-member board to two-year terms. Two members with acquired brain injuries must represent persons with acquired brain injuries; two members must represent

## INDEPENDENT AGENCIES - ADVISORY

families of persons with acquired brain injuries; two members must represent advocates for persons with acquired brain injuries; five members must represent providers of services to persons with acquired brain injuries; and five members must represent state agencies with expertise in the areas of education, employment, prevention of brain injuries, homelessness, corrections and services to veterans.

### **PROGRAM:**

The council is required to identify issues related to brain injury, including prevention and the needs of individuals with disabilities due to brain injuries and the needs of their families; recommend methods that will enhance health and well-being, promote independence and self-sufficiency; protect and care for those at risk and provide effective and efficient methods of prevention, service and support.

It seeks information from the broadest range of stakeholders, including persons with brain injuries, their families, rehabilitation experts, providers of services and the public and must hold at least two public hearings annually to gather information on unmet needs and review the status and effectiveness of the array of brain injury programs and services.

The council recommends the priorities and criteria for disbursement of available appropriations to the Commissioner. It must meet at least four times per year and submit a report of its activities and recommendations to both the Commissioner and the Legislature by January 15 each year.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE CHILDREN'S GROWTH COUNCIL

### **SHERYL PEAVEY, DIRECTOR**

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

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

*Established* 2008

*Telephone* (207) 287-3240

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 653 *Citation* T0005 *M.R.S.A., Sect.* 000024001

### **PURPOSE:**

The Maine Children's Growth Council was created in Public Law 2007, chapter 683 to develop, maintain and evaluate a plan for sustainable social and financial investment in the healthy development of the State's young children and their families. The Children's Growth Council works with a broad group of stakeholders to implement the plan for a unified, statewide early childhood services system.

### **ORGANIZATION:**

All members of the Council are appointed for three-year terms by the Governor, the Senate President, or the Speaker of the House and must have a strong interest in early learning and development. There are 34 seats representing a diverse group of legislators, business leaders, providers, parents, researchers, community leaders, and government officials. Members who are Legislators are appointed for the duration of the legislative terms in which they were appointed. Members who are not Legislators may serve beyond their designated terms until their successors are appointed.

### **PROGRAM:**

The Council is charged with reviewing and addressing recommendations of legislative studies and advisory committees regarding young children, adopting and updating a long-term plan for investment in the healthy development of young children that will achieve sustainable social and financial investment in the healthy development of young children and their families; reporting every 2 years to the leadership in the executive and legislative branches on the activities and accomplishments of the council, its long-term plan for investment in the healthy

## INDEPENDENT AGENCIES - ADVISORY

development of young children, and issuing such other relevant, data-driven reports.

### **PUBLICATIONS:**

- \* Maine Children's Growth Council 2010 Report, a statutorily required report to the Legislature on activities and priorities every two years.
- \* "Invest Early for 2020: Building the Foundation for Maine's Future", the state's early childhood systems plan (2012).
- \* Maine Children's Growth Council Report on School Readiness, a baseline data report on early childhood indicators (published 2010, 2011, 2012).
- \* "Working with Adverse Childhood Experiences: Maine's History, Present, and Future" (2011)
- \* Strong Foundations for a Prosperous Maine Future-A Public Policy Campaign (2010, 2011)
- \* Maine Policy Review: Early Childhood Special Edition (Margaret Chase Smith Policy Center, 2009)
- \* All publications, Council records, Committee records, data, and other information is available on the Council website, [www.maineecgc.org](http://www.maineecgc.org)

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **CONTINUING EDUCATION ADVISORY COMMITTEE PAMALA L ROYBALL, INSURANCE DIV. SUPERVISOR**

*Central Office* 76 NORTHERN AVE, GARDINER, ME 04345

*Mail Address* 34 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1995

*Reference Policy Area* 02 *Umbrella* 92 *Unit* 518 *Citation* T0024A *M.R.S.A., Sect.* 000001481

*FAX* (207) 624-8599

*Telephone* (207) 624-8408

### **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 the board for more than one consecutive 3-year term.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality, education and nature of the services performed by producers and consultants.

Lastly, the members of the board may serve without compensation but, with the superintendent's approval, may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

### **PROGRAM:**

During Fiscal Year 2013, 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

## INDEPENDENT AGENCIES - ADVISORY

licenses by the Bureau of Insurance.

**FINANCES, FISCAL YEAR 2013:** 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 nine 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 fiscal year 2013, the Commission met 10 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS

### JOYCE ORESKOVICH, CO-CHAIR

### AARON TURCOTTE, CO-CHAIR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333

*Mail Address* 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114

*Established* 1973

*FAX*

*Telephone* (207) 624-7380

*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 12 members consisting of 4 from MSEA, 1 from the MSLEA, 1 from the MSTA, 1 from AFSCME, 1 from the Legislative Branch, 1 from the Judicial Branch, and 3 management members. One representative each from Labor and Management 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 and human resource consulting firm, serves as a performance and educational monitor.

## INDEPENDENT AGENCIES - ADVISORY

### 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, or the Commissioner's designee as Co-Chair; the Insurance Superintendent and the Superintendent of Financial Institutions or their designees; and nine labor employees recommended to the Governor by their particular labor unions as follows: four from Maine State Employees Association (MSEA), one from the Maine State Law Enforcement Association (MSLEA), one from American Federation of State, County and Municipal Employees (AFSCME), one from the Maine State Troopers Association (MSTA), and one representative each from the Legislative and Judicial Branches. Employee representatives are appointed for terms of 3 years. The Council meets as needed, but at least three times 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 Valic.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COMMITTEE ON DENTAL EDUCATION

**ANGELA DOSTIE, CHAIR**

**JANEEN VIOLETTE, 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* 1999

*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 program of dentistry at an accredited school of dental education, which may be forgivable upon eligible employment 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 who represents Finance Authority of Maine (FAME) appointed by the Speaker of the House and one who represents an office of primary health care appointed by the President of the Senate.

## INDEPENDENT AGENCIES - ADVISORY

### **PROGRAM:**

The Maine Dental Education Loan and Loan Repayment Programs provide funds for forgivable loans to Maine residents enrolled in a program of dentistry at an accredited school of dental education which may be forgivable upon eligible employment 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE COMMISSION ON DOMESTIC AND SEXUAL ABUSE**

### **JOHN E. MORRIS, 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 and sexual 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 and sexual abuse.

### **ORGANIZATION:**

The Commission is composed of up to 28 members appointed by the Governor and eight other members designated by statute.

### **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 and sexual abuse or violence.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DOMESTIC ABUSE HOMICIDE REVIEW PANEL**

### **JOHN E. MORRIS, 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 in 1997 to review the deaths of persons who are killed by family or household members. Most Panel members have experience in providing services to victims of domestic abuse. The Panel meets monthly to review completed Maine homicide cases for the purpose of making system-based observations and recommendations for a biennial report.

## INDEPENDENT AGENCIES - ADVISORY

These observations and recommendations are directed to State and local agencies and include identification of system gaps, legislative and rule changes as well as policy and procedural changes.

### ORGANIZATION:

The Panel is an all volunteer, multidisciplinary group of individuals who attend monthly meetings to review cases with the purpose of making system-based observations and recommendations for the biennial report. Membership on the panel is set forth in 19-A MRSA sec. 4013(4)(A). The Panel is housed within the Office of the Attorney General and is staffed from a grant awarded by the Maine Department of Public Safety.

### PROGRAM:

The Panel reviews the deaths of persons killed as a result of domestic abuse homicides. These monthly reviews generate data which is collected and compiled relative to domestic abuse homicides. Additionally, the Panel issues a report biennially that reflects the case reviews and makes specific recommendations and observations for systems changes that may save lives.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ADVISORY COMM ON FAIR COMPETITION WITH PRIVATE ENTERPRISE

### JIM SMITH, CHAIRMAN

*Central Office* 111 SEWALL STREET, 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 Commissioner of the Department of Administrative and Financial Services, or their designee, serves as the Committee Chair. The Committee meets as necessary, but is required by statute to meet at least once a year.

### 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.



## INDEPENDENT AGENCIES - ADVISORY

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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 595 *Citation* T0019A *M.R.S.A., Sect.* 000000351

*FAX*

*Telephone* (207) 283-1199

#### **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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE FIRE PROTECTION SERVICES COMMISSION

### JOSEPH THOMAS, STATE FIRE MARSHAL

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX*

*Established* 2000

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 609 *Citation* T0005 *M.R.S.A., Sect.* 000003371

*Telephone* (207) 626-3870

#### **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.

## INDEPENDENT AGENCIES - ADVISORY

### 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 Emergency Management Agency or the director's designee

### PROGRAM:

The Commission has met on a regular basis and filed a report.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE FIRE PROTECTION SERVICES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	495	495				
<b>TOTAL EXPENDITURES</b>	495	495				

## 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* T000005 *M.R.S.A., Sect.* 00000098

### PURPOSE:

The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with the National Historical Publication and Records Commission (NHPRC) statutes and regulations to address historical records issues of statewide concern. In 2002, the MHRAB was established in statute in 5 MRSA, §98. The Board has responsibility for promoting 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 makes funding recommendations to the National Historical Publication and Records Commission.

The MHRAB consists of between seven and 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 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.

## INDEPENDENT AGENCIES - ADVISORY

### **PROGRAM:**

The Maine Historical Records Advisory Board applies for grants from the National Historical Publication and Records Commission to continue providing small grants to Maine repositories to preserve and provide access to valued historical records. Grants are awarded to archives, historical societies, libraries, museums and others. The MHRAB also makes recommendations to the NHPRC regarding Maine grant proposals to the Commission.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **STATEWIDE HOMELESS COUNCIL CLINTON WESLEY PHINNEY, JR., CHAIR**

*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

*FAX*

*Telephone* (207) 774-2722

### **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.

### **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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **HOMELAND SECURITY ADVISORY COUNCIL ROBERT MCALEER, CHAIRPERSON**

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

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

*Established* 2006

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 636 *Citation* T00037B *M.R.S.A., Sect.* 000000708

*FAX*

*Telephone* (207) 624-4400

## INDEPENDENT AGENCIES - ADVISORY

### **PURPOSE:**

The Homeland Security Advisory Council advises the Governor on all matters related to Homeland Security, including terrorism and bio-terrorism issues. The Council provides a forum for the top officials in the State to collaborate, share essential information, and develop a unified strategy to address Homeland Security issues in Maine.

### **ORGANIZATION:**

The Maine Homeland Security Advisory Council (HSAC) was established by Executive Order of the Governor in the summer of 2005. The HSAC was later formally adopted by the Maine State Legislature in the spring of 2006. Membership of the Council was expanded by statute in 2011. Statutory reference is 37-B MRSA §708

The HSAC is comprised of nine members including the Director of Maine Emergency Management Agency; the Commissioner of Defense, Veterans, and Emergency Management; the Commissioner of Public Safety; the Director of the Maine Center for Disease Control and Prevention within the Department of Health and Human Services; the Chief of the State Police within the Department of Public Safety; a representative of the Governor; the Commissioner or designee of Inland Fisheries and Wildlife; the Commissioner or designee of Marine Resources; and, the Commissioner or designee of Agriculture, Conservation and Forestry.

### **PROGRAM:**

The HSAC meets regularly to complete the functions identified above as well as to assist in determining spending priorities for federal homeland security grants.

### **LICENSES:**

n/a

### **PUBLICATIONS:**

n/a

**FINANCES, FISCAL YEAR 2013:** 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* T0020-A *M.R.S.A., Sect.* 000010924

### **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, access to higher education, 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 fiscal year 2013, 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, ten regional Resource Centers, and eight community-based outreach sites and through distance learning platforms.

## INDEPENDENT AGENCIES - ADVISORY

MCWWC served a total of 1,351 individuals (83% female and 17% male) 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.

### **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 for fiscal year 2013 was \$829,975 through a contract with the Maine Centers for Women, Work, and Community, UMA/UMS.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF LICENSURE OF PROFESSIONAL INVESTIGATORS SCOTT IRELAND, LIEUTENANT**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04330-0042 *FAX* (207) 624-7200

*Established* 2011 *Telephone* (207) 287-3042

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 667 *Citation* T00032 *M.R.S.A., Sect.* 00008103-A

### **PURPOSE:**

The Board of Licensure of Professional Investigators purpose is to protect the public by improving the standards relative to the practice of private investigation and to protect the public from unqualified practitioners.

### **ORGANIZATION:**

The board consists of seven members who must be residents of the State and are appointed by the Governor as follows: Two members of the State Police recommended by the Chief; one member recommended by the Attorney General; three members of the public; and one administrator from a local or county law enforcement agency. The board shall meet at least once a year.

### **PROGRAM:**

The Board of Licensure of Professional Investigators provides advice; reviews written examinations for professional investigator applicants; advises the chief on granting, suspending and revoking the licenses of professional investigators; establishes standards governing the safety and conduct of persons licensed under this chapter; and recommends investigations regarding alleged violations.

## INDEPENDENT AGENCIES - ADVISORY

### **LICENSES:**

Not applicable.

**FINANCES, FISCAL YEAR 2013:** 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 nine members appointed by the Governor as follows: three 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 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 whom the Commissioner may recommend, subject to appointment by the Governor.

### **PROGRAM:**

The Board meets four times per year. Exams are available through electronic testing in Portland and Holden. The Board also offered two paper exam sittings in state fiscal year 2013, when a total of 112 exams were taken, with 67 people passing the exam.

The Board strongly supports the professionalism of water operators. It reviews professional development courses for required training to renew licenses biennially and promotes initial and upper level training for operators.

There are 1,090 licensed operators providing public health protection to consumers of 733 public water systems statewide. The public holds high expectations for the quality of their drinking water and places a high level of trust in the professionals responsible for producing and delivering quality drinking water.

### **LICENSES:**

Very Small Water System Operator

Class I Water Treatment

Class II Water Treatment

Class III Water Treatment

Class IV Water Treatment

Class I Water Distribution

Class II Water Distribution

Class III Water Distribution

Class IV Water Distribution

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### LOBSTER ADVISORY COUNCIL

#### ROBERT BAINES, CHAIR

*Central Office* 2 BEECH ST., BAKER BLDG., HALLOWELL, ME 04347

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX* (207) 624-6024

*Established* 1979

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 340 *Citation* T0012 *M.R.S.A., Sect.* 000006462A

#### **PURPOSE:**

The Lobster Advisory Council advises the Commissioner on activities of the Department that relate to the lobster industry. The Council may investigate problems affecting the lobster industry and make recommendations to the Commissioner and the Marine Resources Advisory Council concerning its investigations. The Council may review research programs and make recommendations to the Commissioner. The Council may consider issues or disputes brought to the Council by Lobster Zone Management Councils and make recommendations to the Commissioner. The Council provides advice to the Commissioner with regard to expenditures made from the Seed Lobster Fund.

The Commissioner appoints the members of the Maine Lobster Promotion Council from among a list of nominees prepared by the Lobster Advisory Council.

#### **ORGANIZATION:**

The Lobster Advisory Council consists of: one person from each of the seven Lobster Zone Councils; two persons who hold wholesale seafood licenses that are primarily dealers in lobsters; one person who is a member of the general public and three persons who hold lobster and crab licenses that are not members of any Zone Council, each of which must be from a different county. The terms on the Lobster Advisory Council of those from the Lobster Zone Councils are coterminous with terms on the latter council. Terms of other individuals are three years. The Chair of the Lobster Advisory Council is ex-officio to the Department of Marine Resources Advisory Council.

#### **PROGRAM:**

The Lobster Advisory Council met four times during the fiscal year of 2013. They addressed a variety of topics, including effort in the Lobster Fishery, Whale Rules, Marine Stewardship Council certification, Marketing, Quality, Limited Entry and economic sustainability of Maine's lobster industry. The Lobster Advisory Council is an integral partner in Maine's lobster co-management system. The Council provides feedback on lobster related items before the Marine Resources Committee.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE WILD MUSHROOM HARVESTING ADVISORY COMMITTEE

#### LISA ROY, PROGRAM MANAGER

*Central Office* KEY BANK PLAZA, 3RD FLOOR, AUGUSTA, ME 04330

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

*FAX*

*Established* 2011

*Telephone* (207) 287-5691

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 664 *Citation* T00022 *M.R.S.A., Sect.* 00002175

#### **PURPOSE:**

The Purpose of the Maine Wild Mushroom Harvesting Advisory Committee is to establish training and certification requirements for persons who commercially harvest, broker or sell wild mushrooms in order to protect public health and the safety of the food supply.

## INDEPENDENT AGENCIES - ADVISORY

### ORGANIZATION:

The program is administered by the Department of Health and Human Services and consists of 12 members:

- (1) The director of the division of environmental health within the Department of Health and Human Services, or the director's designee, who shall serve as a co-chair of the committee;
- (2) The director of the division of quality assurance and regulation within the Department of Agriculture, Conservation and Forestry, or the director's designee, who shall serve as a cochair of the committee;
- (3) The president of a statewide mycological association, or the president's designee, appointed by the Governor;
- (4) A representative of a statewide mycological association, appointed by the Governor;
- (5) The Dean of the College of Natural Sciences, Forestry, and Agriculture at the University of Maine, or the dean's designee;
- (6) The director of a northern New England poison control center, or the director's designee, appointed by the Governor;
- (7) A health inspector from the Department of Health and Human Services appointed by the Commissioner of Health and Human Services;
- (8) A representative of a statewide restaurant association, appointed by the Governor;
- (9) One representative of the wild mushroom foragers community, appointed by the Governor;
- (10) One representative of the wild mushroom brokers community, appointed by the Governor;
- (11) A chef or other individual with experience in the commercial preparation of food, appointed by the Governor; and
- (12) A person experienced in the wholesale sale and distribution of food products, appointed by the Governor;

### PROGRAM:

The Program has the following duties:

- (1) To advise the Commissioner of Health and Human Services with respect to the certification of individuals who have completed approved training to engage in the harvesting, brokering or selling of wild mushrooms in this State; and
- (2) To advise the Commissioner of Health and Human Services with respect to wild mushroom harvesting training programs and certification;

The Commissioner of Health and Human Services, upon consultation with the Maine Wild Mushroom Harvesting Advisory Committee, shall certify persons with appropriate training in mushroom harvesting, brokering or selling to sell, transfer or otherwise deliver wild mushrooms within the State. Certification is valid for a period not to exceed 5 years, unless the Department of Health and Human Services, by rule, establishes another certification period.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OIL SPILL ADVISORY COMMITTEE

**WYMAN BRIGGS, CHAIR**

**PETER BLANCHARD, DIRECTOR OF RESPONSE SVCS**

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

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

*Established* 1992

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 567 *Citation* T0038

*FAX*

*Telephone* (207) 287-2651

*M.R.S.A., Sect.* 000000551A

### PURPOSE:

The Oil Spill Advisory Committee was established to advise the Department of Environmental Protection 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



## INDEPENDENT AGENCIES - ADVISORY

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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ORGAN DONATION ADVISORY COUNCIL

**KAREN KNOX, CHAIR**

**RICHARD DESJARDINS, DIRECTOR OF PUBLIC SERV**

*Central Office* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148

*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX*

*Established* 2011

*Telephone*

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 660 *Citation* T00029-AM.R.S.A., Sect. 00001402-B

### PURPOSE:

The Organ Donation Advisory Council was established to increase the rates of organ and tissue available to individuals with life-threatening conditions.

### ORGANIZATION:

The Organ Donation Advisory Council is comprised of 10 members. The Secretary of State and the Commissioner of Health and Human Services or their designee; a representative from the Department of the Secretary of State, Bureau of Motor Vehicles; the president of a statewide medical society, a representative of a federally designated organ procurement organization, and 5 members of the public with experience in the field of organ and tissue donation.

### PROGRAM:

The Organ Donation Advisory Council meets 4 times per year and convenes special meetings at the call of the chair.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**STATE POET LAUREATE SELECTION ADVISORY PANEL**

**JULIE A. RICHARD, DIRECTOR, ARTS COMMISSION**  
**LINDA LORD, MAINE STATE LIBRARIAN**

*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:**

27 MRSA, §532 created an honorary office of State Poet Laureate to be appointed by the Governor for a 5-year term.

**ORGANIZATION:**

The Maine Arts Commission assembles an advisory selection committee, the State Poet Laureate Selection Advisory Panel, of no more than 5 members with expertise in poetry to select the State Poet Laureate. The Advisory Panel is composed of the Director of the Maine State Library and the Director of the Maine Arts Commission or their designees and up to 3 other members with expertise in poetry. The Poet Laureate must be a poet of recognized merit.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**POLLUTION PREVENTION AND SMALL BUS ASSISTANCE  
ADVISORY PANEL**

**DEBORAH ROY, CHAIR**  
**JULIE CHURCHILL, DIRECTOR**

*Central Office* AMHI RAY BLDG, AUGUSTA, ME 04330  
*Mail Address* 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-2814  
*Established* 1992 *Telephone*  
*Reference Policy Area* 04 *Umbrella* 92 *Unit* 557 *Citation* T0038 *M.R.S.A., Sect.* 000000343D

**PURPOSE:**

The Pollution Prevention and Small Business Assistance Advisory Panel provides advice and serves as a review body to assess proposed federal and state policies, rules and statutes, compliance assistance and education and outreach efforts. Department of Environmental Protection's Small Business Ombudsman undertakes.

**ORGANIZATION:**

The panel consists of 16 voting members. The Governor appoints two representatives from the business community; two elected or appointed municipal officials who are not owners or representatives of owners of small business stationary sources, two representatives of organized labor and 2 representatives from the department.

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 stationary source. The Senate Minority Leader and House Minority Leader each appoint a member from a small business stationary source. The Commissioner of Labor and the Director of the Maine Emergency Management Agency serve as ex-officio members and do not vote on panel matters.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - ADVISORY

### RIVER FLOW ADVISORY COMMISSION

**BG JAMES D. CAMPBELL, COMMISSIONER, DVEM**  
**ROBERT MCALEER, DIRECTOR, MEMA**

*Central Office* CAMP KEYES, AUGUSTA, ME 04333

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

*Established* 1997

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 593 *Citation* T0037B *M.R.S.A., Sect.* 000001131

*FAX* (207) 626-4509

*Telephone* (207) 430-6000

#### **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 United States Geological Survey (USGS).

#### **ORGANIZATION:**

The Commission is composed of at minimum 15 members. The Director of the Maine Emergency Management Agency serves as the co-chair. The District Chief of the USGS Maine Water Science Center. Other members include the State Geologist, the Commissioners of Agriculture, Conservation and Forestry, Inland Fisheries and Wildlife, Health and Human Services and Marine Resources or their designees, the Meteorologists in Charge of the National Weather Service Forecast Offices in Maine, representatives from private commerce and industry including major hydroelectric power producers, the director of the George J. Mitchell Center for Environmental and Watershed Research at the University of Maine, and a representative of the public appointed by the Governor.

#### **PROGRAM:**

The Commission meets at least annually to discuss and issue an advisory statement on the potential for major river flooding due to hydrologic conditions prior to the spring snowmelt and runoff. The Commission has the power and duty to advise the Governor and the department on issues of flow in State rivers and streams, assist in communication of river flow data between dam operators, river basin managers, state agencies and federal agencies, and administer the State's cooperative hydrologic monitoring program in cooperation with the USGS.

#### **PUBLICATIONS:**

Annual Reports of the Commission

Cooperative Snow Survey Reports (issued weekly during snowmelt season)

All publications available online at: <http://www.maine.gov/rfac>

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### SHELLFISH ADVISORY COUNCIL

**LORI HOWELL, CHAIR**

*Central Office* BAKER BLDG, 2 BEECH ST., HALLOWELL, ME 04347

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX*

*Established* 2008

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 645 *Citation* T0012 *M.R.S.A., Sect.* 00006038

*Telephone* (207) 624-6550

#### **PURPOSE:**

The Council shall make recommendations to the commissioner and the joint standing committee of the Legislature having jurisdiction over marine resources matters

## INDEPENDENT AGENCIES - ADVISORY

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.

### ORGANIZATION:

The Shellfish Advisory Council consists of: four members who are commercial shellfish license holders, at least three of whom must be primarily soft-shell clam harvesters; two members who are shellfish aquaculture lease holders; one member who represents the interests of municipalities with wastewater treatment systems; two members who are licensed wholesale seafood dealers who have been issued a shellfish sanitation certificate; one public member with knowledge of and interest in coastal water quality; two members who are municipal shellfish wardens, and one member who has been issued a shellfish depuration certificate. Terms are for three years, and the terms of the officers are for one year. The Chair of the Shellfish Advisory Council is also a member of the Marine Resources Advisory Council.

### PROGRAM:

The Shellfish Advisory Council met three times in fiscal year 2012-2013. They addressed a variety of topics, including: municipal mussel management, shellfish dealer bulk tagging and shipping time and temperature regulations, biotoxin testing program updates, coastal municipalities adding shell to mudflats, and municipal shellfish warden regulation changes.

### PUBLICATIONS:

Minutes of the Shellfish Advisory Council meetings are available through the Department of Marine Resource's website.

**FINANCES, FISCAL YEAR 2013:** 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 Title 12, sections 10155, 10909, 12952, and 12953, 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 four residents of Maine:

- A. Two employees of the Department, appointed by the Commissioner, one of whom may be a retired employee who has experience in taxidermy; and
- B. Two licensed taxidermists with expertise in the art of taxidermy appointed by

## INDEPENDENT AGENCIES - ADVISORY

the Governor.

All members, except State employees, are entitled to receive compensation as provided in Title 5, Chapter 379.

### **LICENSES:**

General Taxidermy License  
Mammal & Head Taxidermy License  
Bird Taxidermy License  
Fish Taxidermy License

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF VISITORS - MAINE CORRECTIONAL CENTER**

**CAROL KONTOS, CHAIRMAN**

**JOSEPH PONTE, COMMISSIONER**

*Central Office* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062

*Mail Address* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062

*Established* 1982

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 449 *Citation* T0034A *M.R.S.A., Sect.* 00003002

*FAX* (207) 893-7001

*Telephone* (207) 893-7030

### **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, the Board of Visitors meets at a minimum on a quarterly basis to review programs and issues at the Maine Correctional Center. The members of the board visit the facility as a committee and also individually. The board's purpose is to study the programmatic and institutional effects associated with overcrowding and 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF VISITORS - MAINE STATE PRISON**

**JON WILSON, CHAIRPERSON**

**JOSEPH PONTE, COMMISSIONER**

*Central Office* PO BOX A, THOMASTON, ME 04861

*Mail Address* PO BOX A, THOMASTON, ME 04861

*Established* 1982

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 450 *Citation* T0034A *M.R.S.A., Sect.* 000003002

*FAX* (207) 273-5320

*Telephone* (207) 354-3000

### **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.

## INDEPENDENT AGENCIES - ADVISORY

### 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 and 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 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER

**TANYA DIMILLO, CHAIRPERSON**  
**JOSEPH PONTE, COMMISSIONER**

*Central Office* 675 WESTBROOK ST., SOUTH PORTLAND, ME 04106

*Mail Address* 674 WESTBROOK ST., SOUTH PARTLAND, ME 04106

*Established* 1982

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 448 *Citation* T0034A *M.R.S.A., Sect.* 000003002

*FAX* (207) 822-2773

*Telephone* (207) 822-2618

### 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE ARTS COMMISSION**

**JULIE A. RICHARD, EXECUTIVE DIRECTOR**

*Central Office* 193 STATE STREET, AUGUSTA, ME 04330

*Mail Address* 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025 *FAX* (207) 287-2725

*Established* 1966

*Telephone* (207) 287-2724

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 088 *Citation* T0027 *M.R.S.A., Sect.* 000000401

*Average Counts-All Positions* 9.000

*Legislative Count* 9.00

**PURPOSE:**

The Maine Arts Commission was established by the Legislature to encourage and stimulate public interest and participation in the cultural heritage and cultural programs of our state; to expand the state's cultural resources; and to encourage and assist freedom of artistic expression for the well-being of the arts, to meet the needs and aspirations of persons in all parts of the state.

**ORGANIZATION:**

The Maine Arts Commission, an independent state agency, is governed by a board appointed by the Governor for their interest in the arts and related fields. The Maine Arts Commission works to advance the arts by supplying services and results-oriented funding to artists, 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:**

**FOR COMMUNITIES:**

**CREATIVE COMMUNITIES = ECONOMIC DEVELOPMENT:** Encourages cultural, economic and governmental sectors to work together to effect community revitalization.

**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. This includes Arts and Humanities Grants, a joint program between the Maine Arts Commission and Maine Humanities Council.

**CELEBRATING TRADITIONAL ARTS:** Supports traditional arts statewide by providing presentations in a range of community settings including festivals, gatherings, fairs, museums and community events.

**FOR SCHOOLS/ARTS IN EDUCATION:**

**SMART:** Assists schools, arts organizations/institutions and community based teaching artists to collaborate on the design and delivery of high quality arts learning experiences for K-12 students.

**TICKET TO RIDE:** Provides funding to defray the cost of travel for Maine K-12 schools wishing to visit Maine arts based venues and events as a part of a well-rounded curriculum.

**MAINE YOUTH EXCELLENCE IN ARTS:** Utilizes the Maine State Capitol Complex as a gallery for exhibiting exemplary two-dimensional visual art created by K-12 students from all regions of the state.

**CONGRESSIONAL ARTS COMPETITION:** Connects student artists with congressional representatives by collecting high school student artwork from each Congressional District. The work is hung for one year in the U.S. Capitol Building.

**POETRY OUT LOUD:** Encourages the nation's youth to learn about great poetry

## INDEPENDENT AGENCIES - OTHER

through memorization and performance as part of a national contest.

### FOR ARTISTS:

ART IN THE CAPITOL: Provides exhibitions in venues throughout Maine's Capitol complex highlighting the work of contemporary Maine artists.

GOOD IDEA GRANTS: Fosters the growth of Maine's artists by supporting the creation of new works.

INDIVIDUAL ARTIST AND TRADITIONAL ARTS FELLOWSHIPS: Provides five fellowships annually in: visual arts, functional craft, performing/new media arts, literary arts and traditional arts.

PERCENT FOR ART PROGRAM: Provides funds for the acquisition of new works of art for newly constructed or renovated state-funded buildings.

TRADITIONAL ARTS APPRENTICESHIP GRANTS: Provides an opportunity for master traditional artists to pass on their skills to apprentices.

THE INNOVATIVE PRODUCTION GRANT: Supports artistic innovation in the production and presentation of media and/or performance work of artists.

### FOR ORGANIZATIONS:

GREAT WORKS: Assists professional Maine arts organizations who present significant projects such as exhibitions, performances, films or residencies.

ARTISTS IN MAINE COMMUNITIES: Assists arts organizations to develop collaborative projects with other community/civic groups to employ Maine artists and provide cultural programming for Maine citizens.

ARTS VISIBILITY: Provides Maine's artists and arts organizations the means with which to increase the visibility of specific artistic projects.

### PUBLICATIONS:

Memorandum of Understanding Phase Two Report (Between Maine and New Brunswick)  
Maine Performing Arts Festivals 2011 Economic Impact Study

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
SALARIES & WAGES	489,107	295,358			193,749	
HEALTH BENEFITS	144,316	81,562			62,754	
RETIREMENTS	82,197	47,988			34,209	
OTHER FRINGE BENEFITS	9,764	5,891			3,873	
COMPUTER SERVICES	4,215	4,215				
CONTRACTUAL SERVICES	190,719	123,502	8,626		58,591	
RENTS	5,060	1,641			3,419	
COMMODITIES	4,887	4,343	42		502	
GRANTS, SUBSIDIES, PENSIONS	405,768	58,700	33,599		313,469	
TRANSFER TO OTHER FUNDS	34,867		826		34,041	
TOTAL EXPENDITURES	1,370,900	623,200	43,093		704,607	

## BAXTER STATE PARK AUTHORITY

**DOUG DENICO, CHAIRMAN**

**D. JENSEN BISSELL, DIRECTOR**

Central Office 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Mail Address 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Established 1933

Reference Policy Area 04 Umbrella 94 Unit 293 Citation T0012 M.R.S.A., Sect. 000000901

Average Counts-All Positions 41.134

FAX (207) 723-6381

Telephone (207) 723-9616

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."



## INDEPENDENT AGENCIES - OTHER

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 209,644 acre Park; to conduct exemplary forest management operations on the 29,537 acre Scientific Forest Management Area; to receive and expend monies from the trusts and other income for 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 209,644 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 (Department of Agriculture, Conservation and Forestry (formerly 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 209,644 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. Maine Appalachian Trail Club and Maine Conservation Corp.

# INDEPENDENT AGENCIES - OTHER

## PUBLICATIONS:

Annual Report - Baxter State Park - free  
 Baxter State Park Management Plan - free  
 Baxter State Park Maps - fee  
 Numerous books and guides on Nature, Recreation, Ecology, etc. - various fees  
 Available at Baxter State Park Headquarters.  
 Baxter Park Trail Guide - fee  
 Baxter Park Newspaper "Wildnotes" - free

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK AUTHORITY	<b>TOTAL</b>					
	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	1,471,740		1,471,740			
HEALTH BENEFITS	477,554		477,554			
RETIREMENTS	240,553		240,553			
OTHER FRINGE BENEFITS	28,095		28,095			
COMPUTER SERVICES	844		844			
CONTRACTUAL SERVICES	691,846		691,846			
RENTS	2,092		2,092			
COMMODITIES	147,210		147,210			
BUILDING IMPROVEMENTS	193,733		193,733			
EQUIPMENT	8,316		8,316			
TRANSFER TO OTHER FUNDS	40,744		40,744			
<b>TOTAL EXPENDITURES</b>	<b>3,302,727</b>		<b>3,302,727</b>			

## STATISTICAL USE INFORMATION

<b><u>USE BY TYPE</u></b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Day use	43,319	43,913	42,913	40,096	37,506
Campers	20,373	20,415	20,577	19,599	17,808
Walk/bicycle	1	87	131	166	125
Total People	63,693	63,854	65,206	59,861	55,439

<b><u>MISCELLANEOUS</u></b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Camper Nights	50,649	48,915	50,902	48,731	51,105
Avg Stay (nights)	2.49	2.4	2.5	2.38	2.87
Number of vehicles	24,009	21,343	22,162	22,525	20,724
Rec. Visitor Days	115,762	111,862	115,673	107,988	109,285

### **WINTER SEASON (12/1-4/1)**

	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Campers	1420	2597	1240	1396	2741

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 Board was 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 seven 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; and, 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.

**PROGRAM:**

The Board is scheduled to meet December 2013.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**STATE CIVIL SERVICE APPEALS BOARD**

**TRACY B. BIGNEY, CHAIR**

*Central Office* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074

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

*Established* 1986

*Reference Policy Area* 00 *Umbrella* 94 *Unit* 388 *Citation* T0005

*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.

## INDEPENDENT AGENCIES - OTHER

### **PROGRAM:**

The Board meets as required to hear appeals.

### **PUBLICATIONS:**

State Civil Service Appeals Board Procedures for Appeal - Free  
May be obtained through the Office of the Commissioner of the Department of  
Administrative and Financial Services.

**FINANCES, FISCAL YEAR 2013:** 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* 111 SEWALL ST., ROOM 105, AUGUSTA, ME 04333

*Mail Address* 105 STATE HOUSE STATION, AUGUSTA, ME 04333-0105 *FAX*

*Established* 1995

*Telephone* (207) 624-7792

*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 in 1995, broadening 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 14 assigned duties are these: identify the priority needs to be met by volunteer and national service; develop triennial comprehensive plans to address issues in Maine's volunteer sector; provide technical assistance and training to Maine national service programs; and, increase collaboration among public and private sector community and volunteer service organizations.

The Commission makes sub-grants in accordance with provisions of the 1990 federal National and Community Service Act (USC 42, Section 12501 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 regional office of the Corporation for National Service which handles AmeriCorps VISTA, Senior Companions, Foster Grandparents, and Retired Senior Volunteer Programs. Together, the agencies oversaw just over \$6.1 million of National Service funds invested in Maine's local volunteer service activities.

### **ORGANIZATION:**

The Commission is comprised of 24 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. Since 1 July 2012, the Commission's fiscal agent has been the Maine Department of Education.

### **PROGRAM:**

The Commission managed \$1.5 million from the Corporation for National and Community Service and \$427,014 in non-federal resources. The Volunteer Generation Fund supported five volunteer centers and 10 volunteer manager networks in Maine. Service-learning grants to three school districts supported implementation across the district. Grants to four community agencies supported 175 AmeriCorps members. The balance supported grant administration and Commission operation. Each activity is tied to an outcome in the Commission's strategic plan.

## INDEPENDENT AGENCIES - OTHER

### PUBLICATIONS:

These reports are located on the Maine Commission for Community Service website:  
[www.maineservicecommission.gov/publications/](http://www.maineservicecommission.gov/publications/)  
-2011 Annual Report  
-MCCS Strategic Plan for 2010-2013  
-The Public's Return on Investment: National Service in Maine 2011  
-AmeriCorps Ed Awards Earned by Maine Residents: Payment to Maine Institutions  
-Volunteering in America: Profile of Maine's Volunteer Sector  
-Managing Maine Volunteers from a Legal Perspective

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE BOARD OF CORRECTIONS

### MARK WESTRUM, CHAIR PONTE JOSEPH, COMMISSIONER

*Central Office* 75 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4370  
*Established* 2008 *Telephone* (207) 287-4360  
*Reference Policy Area* 06 *Umbrella* 94 *Unit* 644 *Citation* T0034A *M.R.S.A., Sect.* 00001801  
*Average Counts-All Positions* 2.000 *Legislative Count* 2.00

### PURPOSE:

The purpose of the State Board of Corrections is to develop and implement a coordinated 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 nine 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's 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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	65,624		65,624			
HEALTH BENEFITS	5,746		5,746			
RETIREMENTS	12,606		12,606			
OTHER FRINGE BENEFITS	1,323		1,323			
COMPUTER SERVICES	2,272	1,090	1,182			
CONTRACTUAL SERVICES	67,330	13,693	53,637			
RENTS	519		519			
COMMODITIES	1,752	1,283	469			
GRANTS, SUBSIDIES, PENSIONS	15,164,568	12,129,817	3,034,751			
<b>TOTAL EXPENDITURES</b>	<b>15,321,740</b>	<b>12,145,883</b>	<b>3,175,857</b>			

INDEPENDENT AGENCIES - OTHER

**MAINE STATE CULTURAL AFFAIRS COUNCIL**  
**PETER MERRILL, CHAIRPERSON**

*Central Office* C/O MAINE STATE LIBRARY, AUGUSTA, ME 04333-0064  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX*  
*Established* 1990 *Telephone*  
*Reference* Policy Area 03 Umbrella 94 Unit 546 Citation T0027 *M.R.S.A., Sect.* 000000552

**PURPOSE:**

The Maine State Cultural Affairs Council, as established in 5 MRSA, § 12004-G, subsection 7-A, shall ensure a coordinated, integrated system of cultural resources programs and projects and shall ensure the support of cultural heritage institutions and activities of the State.

**ORGANIZATION:**

The Maine State Cultural Affairs Council was established in 1990 to coordinate the resources, programs and projects of the cultural agencies with statewide responsibilities. The Maine State Cultural Affairs Council consists of the chair of the Council, appointed by the Governor from one of the following boards and commission; and the chair and vice-chair or their designees from the Maine Arts Commission, the Maine Historic Preservation Commission, the Maine Library Commission, the Maine Humanities Council, the Maine Historical Society, the Archives Advisory Board, and the Maine State Museum Commission. Nonvoting members include a staff member from the Office of the Governor and the directors of the seven cultural agencies.

**PROGRAM:**

The Maine State Cultural Affairs Council continues to implement the charge given in 27 MRSA, section 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 fiscal year 2013, the Maine State Cultural Affairs Council worked in coordination with Maine's locally based organizations to distribute grant 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.

**PUBLICATIONS:**

Maine State Cultural Affairs Council 2012 Annual Report

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE CULTURAL AFFAIRS COUNCIL	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	8,850	1,500				7,350
GRANTS, SUBSIDIES, PENSIONS	108,012	29,072				78,940
<b>TOTAL EXPENDITURES</b>	116,862	30,572				86,290

**MAINE ECONOMIC GROWTH COUNCIL**  
**TIMOTHY HUSSEY, CO-CHAIR**

*Central Office* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330  
*Mail Address* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330 *FAX* (207) 622-6346  
*Established* 1993 *Telephone* (207) 622-6345  
*Reference* Policy Area 01 Umbrella 94 Unit 573 Citation T0010 *M.R.S.A., Sect.* 000000929A

## INDEPENDENT AGENCIES - OTHER

### **PURPOSE:**

The Maine Economic Growth Council was established to develop, maintain and evaluate a long term economic plan for the state. The Council's responsibilities include the development of a long range plan, goals, benchmarks and alternative strategies for a sustainable State economy. Additionally, the Council will monitor progress in accomplishing the State's goals and benchmarks, recommend changes in the Plan to reflect the dynamics of the international, national and state economy.

### **ORGANIZATION:**

The Council is composed of 19 members, appointed for 3-year terms. The Commissioner of the Department of Economic and Community Development is a permanent member. The remaining 18 members are jointly appointed by the Governor, President of the Senate and Speaker of the House of Representatives. Fourteen members are appointed from the public to represent a broad range of expertise in areas including labor, environment, business and education, 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. A law passed in 2013 requires that legislative membership is one senator and one representative from both the majority and minority parties.

The Council is staffed by the Maine Development Foundation, and is currently co-chaired by Timothy Hussey and a member to be determined.

### **PROGRAM:**

In fiscal year 1995, 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. 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 rose 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 Adopt-a-Benchmark program was discontinued in 2011 in favor of more comprehensive action. There were publications in 2009 and 2010. In 2011, a 25th indicator, Fourth Grade Reading Scores, was added. Additionally, the Chronic Disease indicator was replaced by a Wellness and Prevention indicator which tracks adult obesity rates. In 2013, the Conservation lands indicator was eliminated because the benchmark had been met; Air Quality and Water Quality were added; and Multiple Job Holding was eliminated as an indicator.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - OTHER

**MAINE EDUCATIONAL LOAN AUTHORITY**  
**SHIRLEY M. ERICKSON, EXECUTIVE DIRECTOR**

*Central Office* 131 PRESUMPCOT STREET, PORTLAND, ME 04103

*Mail Address* 131 PRESUMPCOT STREET, PORTLAND, ME 04103

*Established* 1988

*Reference Policy Area* 02 *Umbrella* 94 *Unit* 434 *Citation* T0020A *M.R.S.A., Sect.* 000011414

*FAX* (207) 791-3616

*Telephone* (207) 400-3011

**PURPOSE:**

The Maine Educational Loan Authority (MELA) was established to assist students and their families to achieve their goals in the area of higher education.

**ORGANIZATION:**

The Maine Educational Loan Authority is a public body, corporate and politic, and an instrumentality of the State. Established in 1988, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriation from the Legislature for its operation.

**PROGRAM:**

Immediately after being created by the 113th Legislature in late Spring of 1988, the Maine Educational Loan Authority undertook to implement its initial program. This is a supplemental educational loan program which was funded by \$35 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, MELA 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, MELA issued a \$210 million bond, which included \$152,250,000 to refund prior tax-exempt obligations of the Authority. An additional \$15.46 million and \$12.685 million of tax-exempt bonds were issued in July of 2010 and June of 2012, respectively.

The MELA 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 MELA loans disbursed beginning in August of 2010, the interest rate is fixed and borrowers may take up to 15 years to repay their loans depending on the loan program and loan amount. Borrowers must have a Maine nexus.

**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, 2010A-1, and 2012A-1.)

MELA (Maine Educational Loan Authority) 2012 Annual Report

The Maine Loan and The Maine Medical Loan Information Brochures-Free

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**BOARD OF EMERGENCY MUNICIPAL FINANCE**  
**JEROME GERARD, STATE TAX ASSESSOR**

*Central Office* 51 COMMERCE DRIVE, AUGUSTA, ME 04333  
*Mail Address* 24 STATE HOUSE STATION, AUGUSTA, ME 04333-0024 *FAX*  
*Established* 1954 *Telephone* (207) 624-9620  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 319 *Citation* T0030A *M.R.S.A., Sect.* 000006101

**PURPOSE:**

To enable municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis, and to assure the State of the collection of the taxes due from those municipalities to the State.

**ORGANIZATION:**

The Commissioner of the Department of Administrative and Financial Services, the State Treasurer 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 falls one year and six months behind in the payment of its taxes to the State, 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**STATE EMERGENCY RESPONSE COMMISSION**  
**ROBERT MCALEER, CHAIRPERSON**

*Central Office* STATE OFFICE4 BUILDING, AUGUSTA, ME 04333  
*Mail Address* 72 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-3180  
*Established* 1987 *Telephone* (207) 624-4400  
*Reference Policy Area* 06 *Umbrella* 94 *Unit* 410 *Citation* T0037B *M.R.S.A., Sect.* 000000792

**PURPOSE:**

This Commission oversees the implementation of a comprehensive program of planning and training for effective emergency response to releases of hazardous materials.

The State Emergency Response Commission (SERC) facilitates and coordinates the development of statewide plans 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, including the Commissioners of the

## INDEPENDENT AGENCIES - OTHER

departments of Environmental Protection, Health and Human Services, Labor and Transportation or designees; the Director of the Maine 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, one environmental organization representative of the general public appointed by the President of the Senate. The Director of the Maine Emergency Management Agency serves as the chair.

### PROGRAM:

The SERC in support of its vision and mission statement has developed a 3 pronged approach to its goals. First, under Federal and State law it monitors the performance of facilities that store or use large volumes of hazardous substances. This includes receiving annual inventory reports, assisting facilities in developing emergency plans, reviewing emergency plans and collecting information relating to spills of hazardous substances at facilities.

Second, the SERC provides support to Local Emergency Planning Committees (LEPCs) 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 Maine's first responders by providing training grants to communities. These programs may include Hazardous Materials Awareness, Operations and Technician level course along with a number of other specialized programs.

### PUBLICATIONS:

LEPC Guidance  
Model Plans  
Emergency Planning Guidance  
Emergency Response Guidebooks

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

**VICKI ALWARD, 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 an experienced consumer 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

## INDEPENDENT AGENCIES - OTHER

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 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 and to make physical and structural changes necessary to allow a business to hire individuals with disabilities.

**FINANCES, FISCAL YEAR 2013:** 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**  
**WALTER F. MCKEE, ESQ., CHAIR**

*Central Office* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330

*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 Counts-All Positions* 6.000

*Legislative Count* 6.00

### **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 5 MRSA, section 12004-G, §33, consists of five 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 Senate.

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

## INDEPENDENT AGENCIES - OTHER

authorized under 21-A MRSA, §1013-A(1)(B).

Pursuant to 1 MRSA, 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, and Report Audits:** During fiscal year 2013, 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 compliance reviews and limited audits of the reports of candidates, political action committees, ballot question committees, and lobbyists.

**Complaints, Late Filings, Penalties:** During fiscal year 2013, 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:

None.

### 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 2013:** 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	322,864	79,082	243,782			
HEALTH BENEFITS	91,835	25,016	66,819			
RETIREMENTS	53,313	12,958	40,355			
OTHER FRINGE BENEFITS	6,446	1,605	4,841			
COMPUTER SERVICES	215,187	1,828	213,359			
CONTRACTUAL SERVICES	82,553	2,166	80,387			
RENTS	37,467		37,467			
COMMODITIES	2,391	648	1,743			
GRANTS, SUBSIDIES, PENSIONS	99,871		99,871			
TRANSFER TO OTHER FUNDS	16,522		16,522			
<b>TOTAL EXPENDITURES</b>	<b>928,449</b>	<b>123,303</b>	<b>805,146</b>			

INDEPENDENT AGENCIES - OTHER

**FINANCE AUTHORITY OF MAINE**

**ELIZABETH BORDOWITZ, CEO**  
**SUSAN SNOWDEN, CHAIR**

*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* 1983

*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.

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, lending, 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; Maine New Markets Capital 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: Maine State

## INDEPENDENT AGENCIES - OTHER

Grant Program; Educators for Maine Program; Access to Medical Education Program; Maine College Savings Program; Dental Education Loan and Loan Repayment Program; Medical Education Program; the Harold Alfond College Challenge; the Doctors for Maine's Future Scholarship Program; and financial education.

### 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 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	13,959,387	10,651,204	3,308,183			
TOTAL EXPENDITURES	13,959,387	10,651,204	3,308,183			

## ADVISORY COMMITTEE ON MEDICAL EDUCATION

### VACANT, 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* 1992

*FAX* (207) 623-0095

*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 eighteen members. Fourteen 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; a Maine student, resident or practicing physician who has obtained a position secured by the authority at an institution of allopathic medical education; a Maine student, resident or practicing physician who has obtained a position secured by the authority at an institution of osteopathic medical education; and representatives of each Maine-based medical school at which students have received Doctors for Maine's Future scholarships.

Other committee members include: the Commissioner of the Department of Health

## INDEPENDENT AGENCIES - OTHER

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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

### MICHAEL GOODWIN, EXECUTIVE DIRECTOR

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330

*Mail Address* PO BOX 2268, AUGUSTA, ME 04330

*Established* 1971

*Reference Policy Area* 00 *Umbrella* 94 *Unit* 336 *Citation* T0022

*FAX* (207) 623-5359

*Telephone* (207) 622-9386

*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.

### ORGANIZATION:

The Authority consists of a 12-member Board of Commissioners, including the Treasurer of the State, the Commissioner of Health and Human Services, the Commissioner of Education and the Superintendent of Financial Institutions who serve as ex-officio members, and eight other members, who are residents of the State of Maine and are appointed by the Governor, for terms of five years. The Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Health and Higher Educational Facilities Authority and is responsible for the day-to-day activities of the Authority. The Executive Director also serves as both the secretary and treasurer of the Authority.

### PROGRAM:

Bonds, notes or any other obligations of the Authority while utilizing the moral obligation reserve fund make up of the State do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing or boarding home, or institution for higher education or may take a mortgage on the project. Each health-care facility or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on outstanding bonds.

The Authority does not receive any appropriation from the State. It derives its



## INDEPENDENT AGENCIES - OTHER

revenue from fees charged to 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 2013, the Authority issued \$64,035,000 in refunding bonds within the Reserve Fund Resolution. It also issued \$157,390,000 in General Resolution conduit debt on behalf of its borrowers which is not debt of the Authority or moral obligation debt of the State of Maine.

### **PUBLICATIONS:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE HISTORIC PRESERVATION COMMISSION**

### **EARLE G. SHETTLWORTH JR, EXEC DIR**

*Central Office* 55 CAPITOL ST, AUGUSTA, ME 04330

*Mail Address* 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0065 *FAX* (207) 287-2335

*Established* 1971

*Telephone* (207) 287-2132

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 089 *Citation* T0027 *M.R.S.A., Sect.* 000000502

*Average Counts-All Positions* 16.731

*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 departments of Transportation and Agriculture, Conservation and Forestry; and 9 representatives from among the citizens of Maine, one of whom must be elected chair and one of whom must be elected vice-chair. 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 the members appointment and thereafter until the members 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 fiscal year 2012-13, the Commission expanded the National Register of Historic Places by 16 individual buildings, 4 historic districts, and one site.

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

## INDEPENDENT AGENCIES - OTHER

services to countless communities, groups, and individuals with concerns in the area of historic preservation.

### LICENSES:

Per 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 Maine 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.

**FINANCES, FISCAL YEAR 2013:** 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	607,190	179,960	162,806		264,424	
HEALTH BENEFITS	186,057	45,688	48,362		92,007	
RETIREMENTS	93,030	29,983	22,002		41,045	
OTHER FRINGE BENEFITS	9,966	1,606	3,033		5,327	
COMPUTER SERVICES	4,678		627		4,051	
CONTRACTUAL SERVICES	88,333	4,409	30,013		53,911	
RENTS	1,421		655		766	
COMMODITIES	24,648		6,044		5,513	13,091
GRANTS, SUBSIDIES, PENSIONS	58,510				58,510	
TRANSFER TO OTHER FUNDS	54,968		20,303		34,665	
<b>TOTAL EXPENDITURES</b>	<b>1,128,801</b>	<b>261,646</b>	<b>293,845</b>		<b>560,219</b>	<b>13,091</b>

## MAINE HUMAN RIGHTS COMMISSION

**AMY SNEIRSON, EXECUTIVE DIRECTOR**  
**MELODY PIPER, ADMIN OFFICER**

*Central Office* 19 UNION STREET, AUGUSTA, ME 04330

*Mail Address* 51 STATE HOUSE STATION, AUGUSTA, ME 04333-0051 *FAX* (207) 624-8729

*Established* 1971

*Telephone* (207) 624-6290

*Reference Policy Area* 06 *Umbrella* 94 *Unit* 348 *Citation* T0005 *M.R.S.A., Sect.* 000004561

*Average Counts-All Positions* 12.000

*Legislative Count* 12.00

### PURPOSE:

The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine; to keep in review all practices and their causes infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, or national origin, and in employment, discrimination on account of age and genetic pre-disposition; and in housing, discrimination on account of source of income and familial status; and in extension of credit, on account of age, race, color, sex, 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

## INDEPENDENT AGENCIES - OTHER

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 2013, 651 new complaints were filed with the Maine Human Rights Commission. In addition, 746 complaints were carried over from the previous fiscal year. The Commission closed 684 cases, leaving a total of 713 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"

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	543,869	336,257			207,612	
HEALTH BENEFITS	133,913	76,547			57,366	
RETIREMENTS	70,721	35,869			34,852	
OTHER FRINGE BENEFITS	14,645	13,832			813	
COMPUTER SERVICES	4,076	1,905			2,171	
CONTRACTUAL SERVICES	66,233	19,375			46,858	
COMMODITIES	6,299	2,660			3,639	
TRANSFER TO OTHER FUNDS	9,639				9,639	
<b>TOTAL EXPENDITURES</b>	<b>849,395</b>	<b>486,445</b>			<b>362,950</b>	

## MAINE INDIAN TRIBAL-STATE COMMISSION JOHN DIEFFENBACHER-KRALL, EXECUTIVE DIRECTOR

Central Office , OLD TOWN, ME 04468

Mail Address PO BOX 241, STILLWATER, ME 04489

Established 1980

Reference Policy Area 00 Umbrella 94 Unit 409 Citation T0030

FAX

Telephone (207) 817-3799

M.R.S.A., Sect. 000006212

## INDEPENDENT AGENCIES - OTHER

### 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 Passamaquoddy Tribe and Penobscot Indian Nation.

The settlement cannot be amended unilaterally by any of the parties.

### ORGANIZATION:

The Commission is an inter-governmental entity. Six 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 thirteenth, who is the chairperson, is selected by the twelve appointees.

The Commission's budget is comprised of tribal contributions and state dollars. The Commission is staffed by a private consultant, who serves as 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 Wabanaki-Maine 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, makes recommendations on issues affecting tribal-state relations, staffs the Annual Assembly of Governors and Chiefs, sponsors meetings and workshops, presents testimony, helps to increase access by the Tribes to state and federal resources, exercises certain oversight responsibility for Public Law 2001, chapter 403, An Act to Require Teaching of Maine Native American History and Culture in Maine's Schools, and is involved in educational activities.

### PUBLICATIONS:

A Summary of the Activities of the Maine Indian Tribal-State Commission (July 1, 2009 - June 30, 2012) published July 2013

Letter Maine Indian Tribal-State Commission to UN Special Rapporteur on the Rights of Indigenous Peoples James Anaya, August 8, 2013

Letter Maine Indian Tribal-State Commission to UN Special Rapporteur on the Rights of Indigenous Peoples James Anaya, May 16, 2012

"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.

"An Analysis of the Status of Wabnaki-State Relations along with a Summary of the Activities of the Maine Indian Tribal-State Commission (July 1, 2008 - June 30, 2009)" 1/2010

**FINANCES, FISCAL YEAR 2013:** 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	89,114	89,114				
<b>TOTAL EXPENDITURES</b>	89,114	89,114				

INDEPENDENT AGENCIES - OTHER

**MAINE STATE LIBRARY**  
**LINDA HALL LORD, STATE LIBRARIAN**

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0064  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX* (207) 287-5624  
*Established* 1937 *Telephone* (207) 287-5620  
*Reference Policy Area* 03 *Umbrella* 94 *Unit* 075 *Citation* T0027 *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 43.000 *Legislative Count* 43.00

**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 (MSL) 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 and continuing education programs; Outreach Services including talking books, books by mail, and large print books; Learning and Technology Services such as video services, technology initiatives, resources and support; school library media services; federal e-rate coordination and training; grant programs, statewide licensing of electronic databases and online learning tools for librarians and Maine citizens, including job seekers. Programs in this division are funded by both a yearly federal Library Services and Technology Act (LSTA) grant and a current Broadband Technology Opportunities grant (BTOP). 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 through resource sharing. Statewide resource sharing includes the economically efficient van delivery system which transported 1.5 million items in fiscal year 2011-12.

The public services portions of the MSL web page originate within this program. Reader and Information Services also develop 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.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2013:** 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	1,452,793	1,085,057			367,736	
HEALTH BENEFITS	505,731	375,799			129,932	
RETIREMENTS	212,661	157,298			55,363	
OTHER FRINGE BENEFITS	25,594	17,957			7,637	
COMPUTER SERVICES	348,826	189,260	127,039		32,527	
CONTRACTUAL SERVICES	1,042,443	540,603	253,749		248,091	
RENTS	994				994	
COMMODITIES	135,650	107,069	4,361		24,220	
GRANTS, SUBSIDIES, PENSIONS	526,304	335,031			191,273	
TRANSFER TO OTHER FUNDS	26,605		8,527		18,078	
<b>TOTAL EXPENDITURES</b>	<b>4,277,601</b>	<b>2,808,074</b>	<b>393,676</b>		<b>1,075,851</b>	

## MAINE LIBRARY COMMISSION

### LINDA HALL LORD, STATE LIBRARIAN

### BETH EDMONDS, CHAIRPERSON

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0064

*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX* (207) 287-5624

*Established* 1973

*Telephone* (207) 287-5600

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 082 *Citation* T0027 *M.R.S.A., Sect.* 000000111

#### **PURPOSE:**

The purpose of the Maine Library Commission is to review recommendations of the State Librarian with regard to the policies and operations of the Maine State Library and the State's library program. The Commission also gives advice and makes recommendations with regard to the administration of federal funds. The Commission is also charged with the hiring of the State Librarian.

#### **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 3 representatives from the State at large, one of whom 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, rule-making authority and part of the Maine State Cultural Affairs Council.

#### **PROGRAM:**

The Maine Library Commission held six meetings during fiscal year 2012-13. The Commission has monitored progress on the Maine State Library's strategic plan. Other areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate allocations and technology planning, the expansion of the Maine InfoNet network, the sharing of resources among Maine libraries (including the expansion of a statewide interlibrary loan van delivery service), statewide licensing of electronic databases, reviewing the allocation of state and federal funds, reviewing statewide interlibrary loan policies and reviewing emerging technologies and their impact on library services statewide including electronic reference service, computer training courses, and e-books.

#### **PUBLICATIONS:**

See Maine State Library at <http://www.maine.gov/msl/>

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**LOBSTER PROMOTION COUNCIL**

**MARIANNE LACROIX, ACTING EXECUTIVE DIRECTOR**

*Central Office* 2 UNION STREET, PORTLAND, ME 04101

*Mail Address* 2 UNION STREET, PORTLAND, ME 04101

*Established* 1991

*FAX*

*Telephone* (207) 541-9310

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 097 *Citation* T0012 *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 and managed by a nine member Board of Directors composed of three harvesters, three dealers/processors, and three public members.

**PROGRAM:**

The Maine Lobster Promotion Council (MLPC) markets the Maine Lobster brand to consumer and trade audiences around the globe. The objective of the Council is to support brand awareness and premium positioning for Maine Lobster in order to maintain consumer interest and demand for Maine Lobster and thereby supporting the value of the brand for all sectors of the industry.

**INTERNET AND SOCIAL MEDIA**

The MLPC online media program utilizes state-of-the-art communications technology to reach millions of buyers and consumers worldwide through its internet presence and web site [www.lobsterfrommaine.com](http://www.lobsterfrommaine.com). The website has been ranked an unprecedented #1 by Google (out of almost 2 million sites) and the global reach continues to grow and expand. The site includes a Chinese language section to reach the second largest and fastest growing seafood market in the world.

**RETAIL AND FOODSERVICE**

The MLPC domestic Retail Program works with grocery chains to increase awareness and use of Maine Lobster products. In-store programs include point-of-sale material, retail flyer ads and incentive programs. MLPC provides foodservice operators with information needed to successfully market Maine lobster including a buyers' database, recipe database and more.

**INTERNATIONAL**

The MLPC International Program works to educate international buyer audiences to stimulate demand in international markets and to gather information about foreign markets in order to educate Maine Lobster dealers about overseas opportunities.

**PUBLIC RELATIONS**

The 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. Included in the Public Relations Program are all elements of Maine Lobster Passport Program, MLPC's in-state summer campaign, the Maine Lobster Chef of the Year Program, and the successful and growing Chef Ambassador Program. This year MLPC focused public relations efforts on gaining positive coverage of key messages in national and key regional publications.

**RESEARCH**

The MLPC Research Program focuses collecting and disseminating data about Maine Lobster, and more specifically, data related to the business of marketing Maine Lobster domestically and internationally. The program monitors market trends in the aggregate for all lobster. The MLPC has also developed and conducted several successful pilot programs involving market research to determine the positive impacts of non-price promotional programs to stimulate demand and increase market value for Maine lobster.

**BRAND STRATEGY**

This year, MLPC developed a comprehensive brand strategy. The process included in-depth interviews with foodservice buyers, retail buyers, chefs, restaurateurs,

## INDEPENDENT AGENCIES - OTHER

dealers, processors, fishermen and media. The research phase also included a market analysis to determine best geographic targets and market channels. The end result is a forward looking brand strategy designed to service as an umbrella for the marketing plan and tactics.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
LOBSTER PROMOTION COUNCIL						
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	447,038		447,038			
TOTAL EXPENDITURES	447,038		447,038			

## MOTOR CARRIER REVIEW BOARD MARK HUTCHINS, CHAIRMAN

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 622-5332  
*Established* 1995 *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 29-A MRSA, §562 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, Maine State Police 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 the Maine State Police Driver/Vehicle Inspection Reports.

In 1996, the Board developed and adopted its rules for conducting carrier reviews. In 2012, the rules were significantly revised to improve the carrier selection and review process. In fiscal year 2011-12, the Board held four meetings; conducted 80 preliminary reviews, 26 secondary reviews, and 13 full reviews; issued 24 warning letters; and recommended the suspension of two motor carriers.

### ORGANIZATION:

The Board consists of seven members appointed by the Governor. The members consist of 2 representatives from the motor carrier industry, one from the Maine Motor Transport Association, one from the Maine Forest Products Council, one from the commercial motor vehicle insurance industry, one from the Maine Professional Drivers' Association, and one from 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - OTHER

**MAINE MOTOR VEHICLE FRANCHISE BOARD**  
**JOHN MCCURRY, CHAIRMAN**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9339  
*Established* 2003 *Telephone* (207) 624-9131  
*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 fiscal year 2012-03 to consist of seven regular members and four alternate members. Six regular members and the four alternate members are appointed by the Governor. The seventh member, the chairperson, is appointed by the Secretary of State.

**PROGRAM:**

The Motor Vehicle Franchise Board hears disputes between Motor Vehicle and manufacturers and dealers.

**PUBLICATIONS:**

Rules of the Motor Vehicle Franchise Board

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE MUNICIPAL BOND BANK**  
**MICHAEL GOODWIN, EXECUTIVE DIRECTOR**

*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 (the 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 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 (the Bank), established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Financial Institutions, ex-officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank's General Bond Resolution program. The Bank pays all costs of issuance on behalf of local governmental units using the Bank's General Bond Resolution, except for local bond counsel, a pro-rated share of underwriters' sales commission and any negative arbitrage on the moral obligation reserve fund. Operating expenses are

## INDEPENDENT AGENCIES - OTHER

covered by the bond premiums and income from investment of reserve and operating funds.

The Bank does not receive any appropriations from the State to operate these programs but does receive administrative and/or loan servicing fees from participating eligible borrowers.

### PROGRAM:

In October of 2012, bonds were issued in the General Tax-Exempt Resolution totaling \$28,590,000 that assisted 28 governmental units finance their capital projects and, in December, 2012, advance refunded prior bond issues totaling \$41,975,000 that provided future debt service savings totaling \$2,371,930 to underlying borrowers. In May of 2013, bonds were issued in the amount of \$15,905,000 that assisted 16 governmental units finance their capital projects. All issues were rated AA+/Aa2 by Standard & Poor's and Moody's 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 Bank jointly administers the program with the Maine Department of Education. The Bank receives allocations from the State for deposit into the Fund. In fiscal year 2013, the Program provided two loans totaling \$257,464 to finance qualified school renovation projects.

In 1989, the State of Maine designated the Bank to serve as the administrator and financial manager of the Drinking Water State Revolving Loan Fund Program, which it jointly administers with the Maine Department of Health and Human Services and Clean Water State Revolving Loan Fund Program, which it jointly administers with the Maine Department of Environmental Protection. In fiscal year 2013, the Clean Water Program provided 20 loans totaling \$48,090,111 to finance wastewater construction projects. The Drinking Water Program provided 15 loans totaling \$9,366,759 to finance public water systems construction projects.

In 2004, the Maine Legislature established the Transportation Grant Anticipation Fund for the purpose of assisting the Maine Department of Transportation in the financing of qualified transportation projects. This Program is jointly administered with the Maine Department of Transportation. Loans are secured pursuant to a pledge and certificate issued by the Maine Department of Transportation, which pledges future Federal Transportation funds to secure payment of GARVEE bonds. No GARVEE bonds were issued in fiscal year 2013.

In 2008, the Maine Legislature established the Transportation Infrastructure Fund for the purpose of providing financial assistance for the planning, design, acquisition, reconstruction, rehabilitation and other transportation capital improvements in the State of Maine. This program is jointly administered with the Maine Department of Transportation. Loans are funded through the issuance of tax exempt revenue bonds and are secured by the TransCap Trust Fund, which is administered by the Bank. To date, the Bank has issued \$240,000,000 in Transportation Infrastructure Revenue Bonds. The issues were rated AA by Standard & Poor's and AA by Fitch Ratings.

In 2010, the Bank created a new bond resolution for the issuance of Qualified School Construction Bonds. No QSCB's were issued in fiscal year 2013.

### PUBLICATIONS:

Annual Report

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### MAINE MUNICIPAL BOND BANK

	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE			
EXPENDITURES	FUNDS	FUND	FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
GRANTS, SUBSIDIES, PENSIONS	40,060,798	69,331	39,991,467			
TOTAL EXPENDITURES	40,060,798	69,331	39,991,467			

## INDEPENDENT AGENCIES - OTHER

### MAINE STATE MUSEUM

**BERNARD FISHMAN, MUSEUM DIRECTOR**  
**SHEILA MCDONALD, DEPUTY DIRECTOR**

*Central Office* CULTURAL BUILDING, AUGUSTA, ME 04333-0083

*Mail Address* 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 *FAX* (207) 287-6633

*Established* 1966

*Telephone* (207) 287-6607

*Reference Policy Area* 03 *Umbrella* 94 *Unit* 073 *Citation* T0027 *M.R.S.A., Sect.* 00000085A

*Average Counts-All Positions* 20.840

*Legislative Count* 20.00

#### **PURPOSE:**

The mission of the Maine State Museum is to impart knowledge and understanding about Maine, in order to respect the past, inform the present, and inspire the future. The Maine State Museum pursues this mission through the selection, preservation, research, and educational use of objects and information representing the compelling significance of Maine's natural and cultural heritage.

The Maine State Museum is located in Augusta and maintains collections comprising some 800,000 items representing the full range of Maine's natural science and human history. Collections are publicly exhibited in the Cultural Building, State House, and Blaine House.

The museum staff conducts archeological field work and scientific and historical research in support of exhibits, publications, and educational programs intended to reach a wide and varied audience.

#### **ORGANIZATION:**

The Maine State Museum was initially established by the Legislature in 1836 and opened its first exhibit in the State House the following year. It was subsequently disestablished and established a number of times before becoming an independent, professionally staffed agency with the creation of the Maine State Museum Commission in 1966. It has occupied its present building since 1971. Though a museum of medium size, it has the responsibilities of a major institution and continues to be New England's most substantial state museum. It has always sought to embody the highest professional standards of museum operations and enterprise and for 39 years has achieved continuous accreditation by the national museum organization, the American Alliance of Museums. The Maine State Museum and six other cultural agencies are members of the Maine State Cultural Affairs Council, which considers cultural issues of significance to Maine and coordinates various state-wide projects.

#### **PROGRAM:**

**VISITOR SERVICES AND EDUCATION:** In fiscal year 2012-13, the museum was open Tuesdays through Saturdays and closed on state holidays. A special temporary legislative appropriation allowed the museum to open on Sundays during six months in 2012. In fiscal year 2012-13, 50,731 people visited the museum, an increase over fiscal year 2011-12 and the highest attendance in several years. The museum is the number one choice of Maine teachers for museum field trips; school and group visitation was 21,736, comprised of 1,026 groups from 226 communities. Museum educators presented 1,210 programs based on state and national learning standards. Major educational events included Maine Earth Science Day and Bug Maine-ia, Maine's largest one-day science education event that attracted over 2,000 visitors. A craft show and model train celebration enlivened the holidays. The museum offered new programs directly related to "Malaga Island Fragmented Lives," including a webcast from the exhibit gallery. The Friends of the Maine State Museum organized six public lectures on Civil War topics and held other activities to support the museum. Staff continued to refine the group scheduling system that serves the museum, State House, and Blaine House. High school and college interns conducted special projects and the museum continued to attract volunteers.

**COLLECTIONS:** Through donations, transfers, or purchases made from endowment earnings, the museum acquired 61 groups of artifacts, together including over 100,000 objects and specimens. Examples include the finest 19th century Maliseet clothing ensemble known; an outstanding collection of Lepidoptera specimens transferred from the University of Maine; a sea chest removed from the British Revolutionary War ship *Margaretta* when it was captured in Machias; a battle flag

## INDEPENDENT AGENCIES - OTHER

remnant saved by a soldier of the 16th Maine regiment; and records from the Kezar Falls Woolen Mill. Museum collections management accelerated a program to enhance collections through upgraded management processes and the deaccession of items better related to the missions of other institutions.

**EXHIBITS:** "Malaga Island, Fragmented Lives," closed in May 2012 and later won two national awards from the American Association for State and Local History. "Maine Voices from the Civil War," opened in June and featured over 200 items and images reflecting the experiences of Maine soldiers during that terrible conflict. Important additions were made to "Tourmaline and the Rich Legacy of Mining at Mt. Mica," including the loan of one of the finest tourmaline specimens ever found in Maine. Small short-term exhibits highlighted new acquisitions; the 100th anniversary of the Girl Scouts; relics from the Grand Army of the Republic, a Civil War veterans' group; and the Perry Green Kennels in Waldoboro. The museum borrowed an eleven-panel mural depicting Maine's labor history and exhibited it in the Cultural Building atrium.

**OUTREACH:** The museum's website had 46,668 visits, an increase of 24% over fiscal year 2011-12. Website visitors viewed 198,365 pages, an increase of 16%. Over 80 artifacts and specimens were lent to other institutions for exhibit, study, or educational purposes. Museum staff served on professional committees, taught at institutions of higher learning, responded to many requests for information and assistance, and spoke at state, regional, and national conferences.

### **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 must also be given by the Maine Historic Preservation Commission and the agency controlling the property).

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:**

Website address: [www.mainestatemuseum.org](http://www.mainestatemuseum.org)

The museum's curator of geology, Dr. David Work, published one peer-reviewed paper in the "Journal of Paleontology."

The year saw three book-length publications by museum staff: **THE SWORDFISH HUNTERS** (Bunker Hill Publishing) by Bruce J. Bourque is a study of one of Maine's most intriguing early cultures; **MALAGA ISLAND, FRAGMENTED LIVES** (Friends of the Maine State Museum) by Katherine A. McBrien is a companion volume to the museum exhibition "Malaga Island, Fragmented Lives;" **MAINE VOICES FROM THE CIVIL WAR** (Maine State Museum) by Laureen A. LaBar is a companion volume to the museum exhibition "Maine Voices from the Civil War."

Other publications authored by museum staff or published by the museum include:

**EVERYDAY LIVES: AN INTERIM REPORT ON ARCHAEOLOGICAL AND ENVIRONMENTAL INVESTIGATIONS OF MALAGA ISLAND, PHIPPSBURG, MAINE** (University of Southern Maine and Maine State Museum) by Nathan D. Hamilton and Robert M. Sanford, 2012  
**UNCOMMON THREADS: WABANAKI TEXTILES, CLOTHING, AND COSTUME** (Maine State Museum and University of Washington Press) by Bruce J. Bourque and Laureen A. LaBar, 2009

**FORT ST. GEORGE, ARCHAEOLOGICAL INVESTIGATION OF THE 1607-1608 POPHAM COLONY** (Maine State Museum, Maine Historic Preservation Commission, and Maine Archaeological Society) by Jeffrey Phipps Brain, 2007

**THE TURNER FARM FAUNA: 500 YEARS OF HUNTING AND FISHING IN PENOBSCOT BAY, MAINE** (Maine State Museum, Maine Historic Preservation Commission, and Maine Archaeological Society) by Arthur E. Spiess and Robert A. Lewis, 2001

**TWELVE THOUSAND YEARS: AMERICAN INDIANS IN MAINE** (University of Nebraska Press) by Bruce J. Bourque, 2001

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2013:** 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	901,031	854,413	46,618			
HEALTH BENEFITS	259,729	247,950	11,779			
RETIREMENTS	134,745	128,120	6,625			
OTHER FRINGE BENEFITS	13,915	13,036	879			
COMPUTER SERVICES	25,964	25,368	596			
CONTRACTUAL SERVICES	154,401	112,711	19,150		22,540	
RENTS	27,595	26,362	960		273	
COMMODITIES	75,034	28,827	44,207		2,000	
TRANSFER TO OTHER FUNDS	48,085		47,536		549	
<b>TOTAL EXPENDITURES</b>	<b>1,640,499</b>	<b>1,436,787</b>	<b>178,350</b>		<b>25,362</b>	

## MAINE STATE MUSEUM COMMISSION

**BERNARD FISHMAN, MUSEUM DIRECTOR**  
**CHARLES J. MICOLEAU, CHAIR**

*Central Office* CULTURAL BUILDING, AUGUSTA, ME 04333-0083

*Mail Address* 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 *FAX* (207) 287-6633

*Established* 1966 *Telephone* (207) 287-6607

*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 the Governor for terms of five years. The Commission met every other month in fiscal year 2013. Commission committees met throughout the year.

### PROGRAM:

See Maine State Museum.

### LICENSES:

See Maine State Museum.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY

**PATRICIA QUINN, EXECUTIVE DIRECTOR**

*Central Office* 75 W COMMERCIAL ST., SUITE 104, PORTLAND, ME 04101

*Mail Address* 75 W COMMERCIAL ST., SUITE 104, 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 as a result of a citizens' initiative to re-establish

## INDEPENDENT AGENCIES - OTHER

and support the provision of regularly scheduled passenger rail service to and within Maine. The authority is directed to take actions to support passenger rail service, including the acquisition, holding, use, operation, repair, construction, reconstruction, rehabilitation, modernization, rebuilding, relocation, maintenance, and disposition of railroad lines, railway facilities, rolling stock, machinery and equipment, trackage rights, and real and personal property of any kind. In addition, NNEPRA manages a contract with Amtrak, host railroad agreements, insurance liability, and marketing, and coordinates station operations.

### 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 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 in 2012, service was expanded from Portland, north to Brunswick.

### PUBLICATIONS:

Schedules and supporting materials

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE BOARD OF PROPERTY TAX REVIEW ERIC WRIGHT, CHAIR

*Central Office* BURTON CROSS OFFICE BLDG, AUGUSTA, ME 04333  
*Mail Address* 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049 *FAX* (207) 287-4032  
*Established* 1986 *Telephone* (207) 624-7410  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 391 *Citation* T0036 *M.R.S.A., Sect.* 000000271

### PURPOSE:

The Board was 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.

### PROGRAM:

Information relating to Fiscal Year 2013  
Petitions Received: 25  
Written Decisions Issued: 1  
Cases in Superior Court: 1  
Cases Stayed: 0

## INDEPENDENT AGENCIES - OTHER

### PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

**FINANCES, FISCAL YEAR 2013:** 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	3,150	3,150				
COMPUTER SERVICES	322	322				
CONTRACTUAL SERVICES	73,394	73,394				
COMMODITIES	1,932	1,932				
<b>TOTAL EXPENDITURES</b>	<b>78,798</b>	<b>78,798</b>				

## MAINE PUBLIC UTILITY FINANCING BANK MICHAEL GOODWIN, EXECUTIVE DIRECTOR

*Central Office* 127 COMMUNITY DR, AUGUSTA, ME 04330

*Mail Address* 127 COMMUNITY DR, AUGUSTA, ME 04330

*Established* 1981

*FAX*

*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 Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Public Utilities Financing Bank and is responsible for the day-to-day activities of the Bank. The Executive Director also serves as both the secretary and treasurer of the Bank.

### PROGRAM:

In April of 1991, the Maine Public Utility Financing Bank issued \$10,000,000 on behalf of the Maine Public Service Company (subsequently purchased by Maine and Maritimes Corporation) to finance their capital projects. This issue was rated Aaa by Moodys Investors' Service, Inc. In June of 1996, the Maine Public Utility Financing bank issued \$15,000,000 on behalf of the Maine Public Service Company to finance certain capital projects and to refinance its 1991 issuance. This issue was rated A+/A-1 by Standard and Poors.

In October of 2000, the Maine Public Utility Financing Bank issued \$9,000,000 on behalf of Maine Public Service Company to finance various capital improvements. This issue was rated AA-/A1 by Standard and Poors.

As of September 30, 2013 all bonds outstanding were called by the Trustee, US Bank, N.A. at the option of the borrower, Maine Maritimes Corporation.

The Bank does not receive an appropriation from the State of Maine. It derives its revenue from loan servicing fees charged to participating eligible borrowers using its financing capabilities.

### PUBLICATIONS:

Audit Report

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM**  
**SANDRA J. MATHESON, EXECUTIVE DIRECTOR**

*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 296 PLDs, and the 13 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, 2013, there are eight employers participating in the 401(a) plan with 80 participants, 49 employers participating in the 457(b) plan with 480 participants, and one employer participating in the 403(b) plan with 309 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.

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



## INDEPENDENT AGENCIES - OTHER

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, 2013, there are approximately 53,119 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, 2013, there are approximately 49,584 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, 2013, a total of 41,113 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2013 was \$63,579,228. 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 2013.

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  
"MainePERS 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 Benefits for Judicial Members"- free  
"Choosing a Benefit Payment Option When You Retire"- free  
"An Overview of Disability Benefits" - free  
"Guide to the Administrative Appeals Process" - free  
"Group Life Insurance Program Certificate of Coverage" - free  
"Group Life Insurance Program Brochure"- free  
"MaineSTART brochure" - free

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES	<b>TOTAL</b>					
RETIREMENT SYSTEM	<b>FOR</b>					
	<b>ALL</b>	<b>GENERAL</b>	<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>REVENUE</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	529,482	529,482				
<b>TOTAL EXPENDITURES</b>	529,482	529,482				

INDEPENDENT AGENCIES - OTHER

**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

*Reference Policy Area* 04 *Umbrella* 94 *Unit* 412 *Citation* T0038 *M.R.S.A., Sect.* 000000954

*FAX* (207) 625-7050

*Telephone* (207) 625-8123

**PURPOSE:**

The purpose of the Saco River Corridor Commission is best described by the legislation which created both the Commission and the Saco River Corridor Act. 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 Saco River is functionally comparable to a drinking water reservoir which requires the additional oversight and protection.

The Corridor area, totaling 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 administers regulations developed for the region because the water in our rivers functions as a drinking water reservoir for Biddeford, Saco and five adjacent communities. 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:**

The Commission applies land use planning standards to make sure that growth in the Corridor does not diminish water quality. With available resources, the Commission staff provides assistance to applicants, abutters, code enforcement officers and municipal officials. During this fiscal year, the Commission conducted 3 public hearing and 10 regular meetings. Members considered a total of 88 applications for permits and amendments to permits previously granted within the Corridor. Commission staff traveled 12,432 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

## INDEPENDENT AGENCIES - OTHER

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 3500 individual samples are taken and analyzed by staff and through a certified laboratory. In addition, Commission staff regularly coordinates program elements with area schools to assist teachers with water quality curriculum.

### LICENSES:

#### Permits:

Construction of buildings and structures - within the statutorily defined corridor along the length of three major rivers.

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
7. DVD Protecting the Saco River through water quality

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	<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	88,698	46,960	41,738			
<b>TOTAL EXPENDITURES</b>	88,698	46,960	41,738			

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS COUNCIL

### JEROME PIEH, CHAIRPERSON

Central Office

Mail Address 87 SPINNEY MILL RD, ARROWSIC, ME 04530

Established 2011

Reference Policy Area 02 Umbrella 94 Unit 663 Citation T00020AM.R.S.A., Sect. 000000011

FAX

Telephone (207) 442-7693

### PURPOSE:

The purpose of the Science, Technology, Engineering and Mathematics Council is to develop strategies for enhancing science, technology, engineering and mathematics education from pre-kindergarten through post-secondary science.

## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

The Council has 11 members, appointed by the Governor: a representative from the University of Maine, Maine Center for Research in STEM Education; a representative who teaches in elementary or middle school; a representative who teaches science or mathematics in secondary school, a representative who teaches in a technical school, a representative of public and private education partnerships, a representative of a statewide science, technology, engineering and mathematics collaborative, two representatives from the business sector who employ workers with training in science, technology, engineering or mathematics, a representative employed in an industry related to science, technology, engineering or mathematics, a representative who teaches in an equivalent instruction program that is approved as an alternative to public school as set forth in Title 20-A, section 5001-A, subsection 3; and a representative from the State Board of Education.

There are also five ex-officio members: The Commissioner of Education or the commissioner's designee; the Chancellor of the University of Maine System or the chancellor's designee; the President of the Maine Community College System or the president's designee; the President of the Maine Maritime Academy or the president's designee; and the Commissioner of Labor or the commissioner's designee.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TECHNOLOGY INSTITUTE ROBERT MARTIN, DIRECTOR

*Central Office* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*Mail Address* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*Established* 1999

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 611 *Citation* T0005

*FAX* (207) 582-4772

*Telephone* (207) 582-4790

*M.R.S.A., Sect.* 000015302

### PURPOSE:

The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activities leading to the commercialization of new products and services in the State's technology-intensive sectors; to enhance the competitive position of those sectors; and, increase the growth of clusters of industrial activity within those sectors, thereby generating new jobs for Maine people. The MTI is critical to the State's economic development strategy and a significant driver to the long-term expansion of research, development assets resulting in the creation of new ventures.

### 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, the President of the Maine Community College System and the Director of the Office of Policy and Management, or their designees, are ex-officio members. 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. Approximately 100 domain experts comprise the membership of these Tech Boards.

MTI operates from one office located in Brunswick. Its staff is composed of one full-time program director, three portfolio managers, two program assistants, a finance and administration director, a director of marketing and analytics and an office manager. The MTI Director is employed by the Maine Department of Economic and Community Development. Currently, MTI manages a portfolio of \$101 million in direct investments in approximately 200 companies and non-profit research and

## INDEPENDENT AGENCIES - OTHER

development organizations.

### **PROGRAM:**

MTI pursues its mission by direct investment in ventures pursuing promising technologies, providing targeted commercialization assistance to Maine companies and strengthening Maine's technology clusters. MTI works with organizations and individuals focused on expanding the State's entrepreneurial ecosystem to stimulate new venture formation. Regarded as the leader and dominant player in this effort, MTI programs require at least a 1:1 matching contribution from award recipients. Based on scientific or technical merit, commercial feasibility and economic impact potential to the State, MTI award programs include:

TechStart Grants, awarded up to twelve times per year, are competitive grants up to \$5,000 per project, to support business plan development, intellectual property filings, market analysis, or planning and preparation activities related to submission of Federal SBIR/STTR Phase I grants or Federal Broad Agency Announcement for technology development. In 2013, MTI received 94 TechStart Grant applications and approved 47 awards, representing \$186,000 (match of \$370,000).

Seed Grants, awarded three times per year, are competitive grants up to \$25,000 per project designed to support early activities for product development, commercialization, or business planning and development. In 2013, MTI received 75 Seed Grant applications and approved 31 awards, representing \$631,000 (match of \$1 million).

Business Accelerator Grants are available to companies that won Federal SBIR Phase I and Phase II grants or start-up/early stage companies that win Development Loans. The grants support commercialization and business development or capacity activities to establish or increase the scope and sustainability of the business enterprise. In 2013, MTI received seven Business Accelerator Grant applications and approved four awards for \$95,000 (match of \$800,000).

Development Loans (formerly Development Awards) are competitive awards up to \$500,000 per project awarded three times per year. In 2013, MTI received 23 development loan applications and funded 11 awards for \$2.8 million (match of \$4.4 million).

The Equity Capital Fund (formerly the Accelerated Commercialization Fund) provides investment capital to companies that received Development Awards or Loans to leverage venture fund and individual equity investor capital. In 2013, MTI made two investments totaling \$128,000 (match of \$6.4 million), on the same terms as lead venture capital funds and individual investors.

Cluster Initiative Program awards are competitive grants to accelerate the strength and scale of Maine's high-potential technology intensive clusters. Clusters are concentrations of companies and organizations serving similar customers or business interests, to draw on similar knowledge and workforce skills in developing innovative products and services. The program offers planning/feasibility awards up to \$50,000 and implementation awards up to \$500,000. In 2013, MTI received seven applications and approved funding for 1 award for \$68,000 (match of \$82,000).

MTI administers the Maine Technology Asset Fund, a competitive bond-funded program providing investments for facilities construction and renovation, and equipment, which advance emerging technologies on the research, development and commercialization path to help Maine companies, university centers and nonprofit research institutions secure further investment. The program was fully invested in 2011.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**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

*Reference Policy Area* 04 *Umbrella* 94 *Unit* 335 *Citation* S1989

*FAX*

*Telephone* (207) 646-1555

*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 natural resource stewardship; and providing public access.

**ORGANIZATION:**

The Wells National Estuarine Research Reserve Management Authority was established by the State Legislature in 1990. The Authority is governed by a Board of Directors composed of the Commissioner of the Department of Agriculture, Conservation and Forestry, 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 three years. In addition, the following members are ex-officio nonvoting members: The Director of the Maine Coastal Program of the 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 2,000 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, a library, an auditorium, and a research labs. 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 40,000. 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

## INDEPENDENT AGENCIES - OTHER

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

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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**DIRIGO HEALTH**

**KARYNLEE HARRINGTON, EXECUTIVE DIRECTOR**

*Central Office* 211 WATER STREET, AUGUSTA, ME 04333

*Mail Address* 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053  
*Established* 2003

*FAX* (207) 287-9922

*Telephone* (207) 287-9900

*Reference Policy Area* 05 *Umbrella* 95 *Unit* 629 *Citation* T0024A *M.R.S.A., Sect.* 000006901

*Average Counts-All Positions* 13.000

*Legislative Count* 13.00

**PURPOSE:**

Dirigo Health was 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 (MQF).

Dirigo Health operates under the supervision of a Board of Trustees consisting of nine voting members and four ex-officio, non-voting members.

**ORGANIZATION:**

Duties of the Dirigo Health Agency, as defined in Public Law 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; collect the access 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 (MQF). The MQF's responsibilities include but are not limited to: research dissemination; quality and performance measures; data coordination; reporting and consumer education.

**PROGRAM:**

In fiscal year 2013, the Dirigo Health Agency Board of Trustees met eight times to review the financial status and activities of the agency and to begin the planning for the termination of all the coverage programs. In addition, the Agency's MQF Advisory Council met four times in fiscal year 2013 to review the activities related to health care quality and provide strategic direction to the Quality Forum specifically in the areas of Patient Experience of Care; Rule Chapter 270: Uniform Reporting System for Quality Data Sets and Culture of Patient Safety.

At the close of fiscal year 2013, the DirigoChoice program has been in operation for over nine years. The total number of members served by the Dirigo Health programs since inception through the end of fiscal year 2013 is 40,395. In addition to DirigoChoice these programs include the following: Pre-Existing Condition Insurance Plan (PCIP), a federal program for uninsured individuals diagnosed with certain medical conditions; Health Coverage Tax Credit (HCTC) a federal program which helps displaced workers who have lost their jobs due to foreign trade; and the Part Time Worker Coverage Voucher Program which makes it possible for uninsured part time and seasonal workers to participate in their employer sponsored health insurance.

The MQF continues to support initiatives that have a goal of improving health care quality in the State of Maine. The MQF is one of three conveners for the States Patient Centered Medical Home Pilot and is a convener for the States Aligning Forces for Quality project. In addition, the MQF has launched a statewide effort to promote, standardize, and measure patient experiences of care through the CG-CAHPS survey instrument developed by the Agency for Healthcare Research and Quality. The MQF continues to partner with the private sector on a number of projects that are focused on improving healthcare quality and system transformation.

**PUBLICATIONS:**

2013 Annual Report on Healthcare Associated Infections (HAI) in Maine  
Landscape of Maine Patient Safety Activities, February, 2012



## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIRIGO HEALTH	<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	533,991					533,991
HEALTH BENEFITS	142,278					142,278
RETIREMENTS	90,840					90,840
OTHER FRINGE BENEFITS	9,620					9,620
COMPUTER SERVICES	223,336				1,441	221,895
CONTRACTUAL SERVICES	997,690				268,266	729,424
RENTS	120,633					120,633
COMMODITIES	7,444				1,110	6,334
GRANTS, SUBSIDIES, PENSIONS	56,982,440		1,161,647		3,236,521	52,584,272
TRANSFER TO OTHER FUNDS	23,055				2,937	20,118
<b>TOTAL EXPENDITURES</b>	<b>59,131,327</b>		<b>1,161,647</b>		<b>3,510,275</b>	<b>54,459,405</b>

## DOWNEAST INSTITUTE FOR APPLIED MARINE RESEACH AND EDUCATION

### DR. BRIAN BEAL, DIRECTOR OF RESEARCH

*Central Office* BLACK DUCK COVE, GREAT WASS IS, BEALS, ME 04611-0083

*Mail Address* PO BOX 83, BEALS, ME 04611-0083

*Established* 2003

*FAX*

*Telephone* (207) 255-1314

*Reference* Policy Area 04 Umbrella 95 Unit 624 Citation S2003 *M.R.S.A., Sect.* CHAP 29

#### **PURPOSE:**

The Downeast Institute for Applied Marine Research and Education-- formerly known as the Beals Island Regional Shellfish Hatchery -- is a private non-profit organization whose mission 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 12-member volunteer board of directors and staffed by a director of research, a senior scientist, an assistant director of the marine field station, two field and laboratory technicians, and an education center director/curriculum coordinator. Work-study students from the University of Maine at Machias assist at the Great Wass Island shellfish hatchery and running seawater laboratory during the summer months, but may also work on special projects through the year.

#### **PROGRAM:**

Since 1987, when it was known as the Beals Island Regional Shellfish Hatchery, the Downeast Institute has been conducting successful applied marine research that has been transferred to individual harvesters/fishermen, communities, and fisheries managers. The work has focused on efforts involving soft-shell clams, hard shell clams, sea scallops, European oysters, Arctic surfclams, blue mussels, and lobsters. Work has occurred at the hatchery, nursery, and growout phases of each of these species with results passed along to local shellfish committees and municipal officials. Current projects include: the production of seed soft-shell clams to increase harvests on coastal flats; a project funded by the Maine Technology Institute (MTI) to examine the hatchery, nursery, and growout phase of culturing blue mussels that is a collaboration between DEI and Cooke Aquaculture; a project funded by the National Science Foundation (NSF) to examine blue mussel culture and Arctic surfclam culture. That effort is in collaboration with Cooke Aquaculture and A.C. Inc., respectively. In addition, we are completing a three-year project funded by the National Marine Fisheries Service (Saltonstall-Kennedy fund) to pursue efforts to create a consistent supply of cultured sea scallop juveniles for public stock enhancement purposes. The director of research is working with the town of Freeport and clammers in that community to examine effects of green crab predation on wild and cultured populations of soft-shell clams. The work is funded with monies raised locally.

In the past two years, DEI has created education programs thanks in part to grant

## INDEPENDENT AGENCIES - OTHER

funding from NSF and MTI that helped us construct and equip a 1,200 square-foot marine education center. We are now able to offer marine science day camps to local K-12 schools, summer camps for K-12 youth, and workshops to K-12 teachers who are interested in enhancing STEM learning in their classrooms focused on the use of the local marine environment as a tool to engage and excite students in science using hands-on, inquiry-based projects that highlight marine science.

In May 2012, we completed construction of the first-ever 100% fiber composite pier in Maine using technology developed by Harbor Technologies (Brunswick, ME). The pier, a 30-ft x 100-ft structure, is used by local fishers, researchers, and DEI staff for hauling gear, transporting samples, and as a platform for obtaining clean seawater from the adjacent Western Bay. We are currently developing plans to erect a running seawater ecology lab, quarantine lab, two processing labs (one wet and one dry), office space, a reception center, and a conference room that will help us become the easternmost marine research laboratory and education center in the United States. 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 \$12,500 annual allocation by the Maine legislature has provided the matching funds and demonstration of state support that allowed the Institute to attract more than \$3 million in state and federal grants from 2003 through 2012. The Institute's annual operating budget is just under \$200,000.

### PUBLICATIONS:

Visit the Institute's web site at  
<http://downeastinstitute.org/published-research.htm>

**FINANCES, FISCAL YEAR 2013:** 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	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	12,389	12,389				
TOTAL EXPENDITURES	12,389	12,389				

## EFFICIENCY MAINE TRUST

### MICHAEL STODDARD, EXECUTIVE DIRECTOR

*Central Office* 151 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6262

*Mail Address* 151 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6262 *FAX* (207) 213-4153

*Established* 2009

*Telephone* (207) 213-4150

*Reference Policy Area* 07 *Umbrella* 95 *Unit* 648 *Citation* T00035AM.R.S.A., Sect. 00010101

*Average Counts-All Positions* 2.000

*Legislative Count* 2.00

### PURPOSE:

The Efficiency Maine Trust was established for the purposes set forth in the Efficiency Maine Trust Act, 35-A MRSA, section 10101, et seq., as may be amended (the "Act"), including without limitation, developing, planning, coordinating and implementing energy efficiency and alternative energy resources programs in the State of Maine (the "State") to: 1) provide uniform, integrated planning, program design and administration of energy programs; 2) reduce energy costs and improve security of the state and local economies; 3) ensure that all expenditures of the Trust are cost-effective in terms of avoided energy costs; and 4) actively promote investment in cost-effective energy efficiency measures and systems that use alternative energy resources that reduce overall energy costs for consumers in the State.

### ORGANIZATION:

The governing body is a Board of Trustees made up of nine members; seven are appointed by the Governor and two are ex-officio - the director of the Governor's

## INDEPENDENT AGENCIES - OTHER

Office of Energy Independence and Security and the director of Maine State Housing Authority. The seven members who are appointed by the Governor serve staggered three year terms. The administrative staff is overseen by the Executive Director who reports to the Board of Trustees.

### PROGRAM:

During fiscal year 2012-13 Efficiency Maine Trust implemented the third year of the programs of the Triennial Plan. These programs helped Maine businesses and homeowners purchase and install high efficiency products to lower their energy bills and reduce peak demand on the transmission and distribution system run by electric utilities. Efficiency Maine reviewed the 2014-2016 Triennial Plan with the Public Utilities Commission, receiving approval for the Plan on March 6, 2013.

### PUBLICATIONS:

Annual Report FY2012  
Financial Report with Independent Auditor's report for Period Ending 6/30/2013  
Energy Efficient Heating Options: Pilot Projects and Relevant Studies, April 18, 2013

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	<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	92,435		92,435			
HEALTH BENEFITS	38,595		38,595			
RETIREMENTS	15,633		15,633			
OTHER FRINGE BENEFITS	1,810		1,810			
GRANTS, SUBSIDIES, PENSIONS	14,322,533		14,322,533			
TRANSFER TO OTHER FUNDS	3,287		3,287			
<b>TOTAL EXPENDITURES</b>	<b>14,474,293</b>		<b>14,474,293</b>			

## MAINE HUMANITIES COUNCIL

**HAYDEN ANDERSON, EXECUTIVE DIRECTOR**

**ANNE SCHLITT, ASSISTANT 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* PL1999

*FAX* (207) 773-2416

*Telephone* (207) 773-5051

*M.R.S.A., Sect.* CH401 PLL1

### 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. The Council's programs, events, grants, and online resources encourage critical thinking and conversation across social, economic, and cultural boundaries. Primary audiences include teachers (pre-k to grade 12), low literacy adults, health care providers, public library patrons, and the general public. The Council is an independent nonprofit organization.

At present, the Council's only funding from State Government is for the New Century Program. One hundred percent (100%) of this appropriation is returned to Maine communities as grants for historical, civic, and educational activities in museums, historical societies, libraries, and other community organizations. None of these funds are retained by the Council for administration, personnel or overhead.

### ORGANIZATION:

Maine Humanities Council was founded in 1976 as a private nonprofit affiliate of

## INDEPENDENT AGENCIES - OTHER

the National Endowment for the Humanities (NEH) and is overseen by a board of trustees drawn from around the state. The budget is approximately \$1.4 million (Source: Audited Statements for fiscal year 2009-10 less in-kind contributions) derived from federal funding from the National Endowment for the Humanities 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 Library of Congress' Center for the Book.

### **PROGRAM:**

The Council reaches a wide range of audiences through book discussions, lecture programs, symposiums and other activities.

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.

New Books, New Readers is a free, facilitated book discussion program for low literacy and ELL adults offered through adult education programs around the state. This program, which serves approximately 500 Mainers each year in towns and prisons, provides books to participants to encourage making reading an integral part of life.

Literature & Medicine brings doctors, nurses, hospital trustees, and support staff together for facilitated discussions of literature that illuminates issues central to caring for people. It has taken place in more than 25 hospitals and the Veterans Assistance Maine Healthcare System at Togus (VA) in Maine and has expanded to more than 25 states nationwide, including 13 VAs. The program, evaluated by faculty from the Muskie School of Public Service, has improved participants' levels of empathy, job satisfaction, and cultural awareness.

Winter Weekend is a humanities seminar on a classic text, providing an opportunity for participants to explore, in a group setting, an important work of literature.

Maine in the Civil War is a three-year NEH-funded program offered in partnership with the Maine Historical Society. It will offer 10 communities the opportunity to engage in a local digital history project and lead reading and discussion programs, all focused on local Civil War history. It will be offered to five communities in 2013-14 and five in 2014-15. Three public symposia exploring Maine and the Civil War will also be offered, in 2013, 2014, and 2015.

What It Means to Be a Mainer is a three-year initiative that will use theater, texts, and facilitated discussion to help Maine's communities engage in civic discourse by opening conversations around urgent state and local issues.

New Century Program humanities grants (from \$500 to \$7,500) 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. Additional funding for cultural infrastructure grants (equipment and permanent improvements) has been available for the last few years through a state bond. Our collaboration with Maine Arts Commission (Arts and Humanities Grants) offers up to \$1,000 for multidisciplinary projects that include both artistic and humanities elements.

History Camp is a summer day camp for middle and high school students interested in both United States and Maine history.

Letters About Literature is a national reading and writing promotion program organized by the Center for the Book in the Library of Congress. To enter, students write a letter to the author (living or dead) of their favorite book, poem, or short story; and describe how that book moved or changed them.

## INDEPENDENT AGENCIES - OTHER

### PUBLICATIONS:

The Maine Humanities Council publishes a free newsletter, Maine Humanities twice per year (Circulation 9,000) and a monthly e-newsletter.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### MAINE HUMANITIES COUNCIL

	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	52,648	52,648				
<b>TOTAL EXPENDITURES</b>	52,648	52,648				

## MAINE COMMISSION ON INDIGENT LEGAL SERVICES

### JOHN PELLETIER, EXECUTIVE DIRECTOR

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*Established* 2009

*Telephone* (207) 287-3254

*Reference Policy Area* 06 *Umbrella* 95 *Unit* 649 *Citation* T00004 *M.R.S.A., Sect.* 00001801

*Average Counts-All Positions* 10.000

*Legislative Count* 10.00

### PURPOSE:

The Maine Commission on Indigent Legal Services is responsible for providing efficient, high-quality representation to Maine citizens who are entitled to counsel at state expense under the United States Constitution or under the Constitution or statutes of Maine.

### ORGANIZATION:

The Maine Commission on Indigent Legal Services was established through Chapter 419 of the Public Laws of 2009, effective June 17, 2009. The Commission assumed the responsibility for providing indigent legal services from the Judicial Branch on July 1, 2010.

### PROGRAM:

The Commission uses assigned private attorneys and contract counsel to provide representation to criminal defendants, juvenile defendants, parents in child protective cases, and people facing involuntary commitment to a psychiatric hospital who are indigent. The Commission is responsible for establishing minimum experience, training and other qualifications for assigned counsel and contract counsel; establishing standards for the delivery of indigent legal services; providing training and support to assigned and contract counsel; and processing and authorizing payment of assigned counsel vouchers and other indigent case related expenses.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### MAINE COMMISSION ON INDIGENT LEGAL 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	309,245	309,245				
HEALTH BENEFITS	110,775	110,775				
RETIREMENTS	49,935	49,935				
OTHER FRINGE BENEFITS	5,940	5,940				
COMPUTER SERVICES	62,280	62,280				
CONTRACTUAL SERVICES	12,411,755	11,815,862	595,893			
RENTS	1,020	1,020				
COMMODITIES	3,946	3,389	557			
GRANTS, SUBSIDIES, PENSIONS	125	125				
<b>TOTAL EXPENDITURES</b>	12,955,021	12,358,571	596,450			

INDEPENDENT AGENCIES - OTHER

**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) 832-1075

*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.

**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 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 Business Incubators, 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 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

**CENTERS FOR INNOVATION**

	<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	118,009	118,009				
<b>TOTAL EXPENDITURES</b>	118,009	118,009				

**SMALL ENTERPRISE GROWTH BOARD**

**JOHN F. BURNS, CFA, FUND MANAGER**

**TERRI WARK, ADMIN. ASSOC. & BD. CLERK**

*Central Office* , ,

*Mail Address* P.O. BOX 63, NEWPORT, ME 04953

*Established* 1996

*FAX*

*Telephone* (207) 504-1999

*Reference Policy Area* 01 *Umbrella* 95 *Unit* 592 *Citation* T0010 *M.R.S.A., Sect.* 000000384

**PURPOSE:**

The Small Enterprise Growth Fund ("SEGF" or "Fund") 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 11-member Board of Directors, the Small Enterprise Growth Board ("SEGB"), all appointed by the Governor through the gubernatorial application process, oversee the SEGF. At least five board members must have relevant experience or

## INDEPENDENT AGENCIES - OTHER

background in early-stage investing, or in managing high-growth small businesses, three board members must have experience in the development of technological innovation, one must be involved in commercial lending, one must be an attorney with experience in securities law and the ex officio member is either the Department of Economic and Community Development Commissioner or his designee.

Board member functions include determining the Fund's mission and purpose; approving investments to qualifying small businesses; providing ongoing support and guidance to the Fund Manager, as well as reviewing the performance of that individual; providing ongoing support and guidance to the portfolio companies of the Fund; and to work closely with the Fund Manager in keeping the Legislature apprised of the Fund's activities and needs.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE VACCINE BOARD PETER GORE, CHAIR

*Central Office* 125 COMMUNITY DRIVE, SUITE 101, AUGUSTA, ME 04330

*Mail Address* , ,

*FAX* (207) 622-7723

*Established* 2010

*Telephone* (207) 623-4568

*Reference Policy Area* 05 *Umbrella* 95 *Unit* 659 *Citation* T00022 *M.R.S.A., Sect.* 00001066-3

### **PURPOSE:**

In 2009, the Maine Vaccine Board (MVB) was established by the 2nd Regular Session of the 124th Maine Legislature in accordance with Public Law, Chapter 595. The board was given the authority and an outline of a mechanism to fund the purchasing of lifesaving childhood vaccines as established by rule and in accordance with the Universal Childhood Immunization Program each year. The Board is charged with (i) determining the costs of purchasing and administering the vaccines, and (ii) selecting vaccines available without charge to Maine healthcare providers for the benefit of Maine children, and (iii) assessing the costs equitably among payers for childhood vaccines provided to Maine residents. The board began raising funds for the State of Maine in August of 2011 and started funding state vaccine purchases in January 2012. Through October, 2013, the board had supplied over \$12 million to the state for the purchase of childhood vaccines since its inception (including over \$9.6 million in the fiscal year ended June 30, 2013). Universal Purchase funded by MVB was estimated to result in a savings in childhood vaccine costs of more than 23%.

### **ORGANIZATION:**

The board consists of 10 members; three representative of health insurance carriers, three representatives of providers in the State as nominated by statewide associations of providers; a representative of employers that self-insure for health coverage; a representative of the pharmaceutical manufacturing industry; and two non-voting ex officio members, the Commissioner of the Department of Health and Human Services (or the commissioner's designee) and the State Treasurer (or the treasurer's designee). The board met 6 times in fiscal year 2012-13.

### **PUBLICATIONS:**

First Annual Report of the Maine Vaccine Board, July 2011.  
Poster Presentation at the 2012 Maine Infectious Disease Conference.  
2012 MVB Cost Savings Calculation.  
MVB maintains a website which documents its activities in detail at [www.MEvaccine.org](http://www.MEvaccine.org)

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

ATLANTIC STATES MARINE FISHERIES COMMISSION

PAUL DIODATI, CHAIR

LOUIS DANIEL, III, VICE CHAIR

Central Office 2 BEECH STREET, HALLOWELL, ME 04347

Mail Address 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 FAX

Established 1942

Telephone (207) 624-6550

Reference Policy Area 04 Umbrella 98 Unit 290 Citation T0012 M.R.S.A., Sect. 000004603

**PURPOSE:**

The purpose of the Commission is to promote the better utilization of the fisheries - marine, shell and anadromous - of the Atlantic seaboard by the development of a joint program for the promotion and protection of such fisheries, and by the prevention of physical waste of the fisheries from any cause.

The Commission provides a forum for discussion and resolution of common problems amongst the 15 Atlantic coast states, 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:**

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 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



## INDEPENDENT AGENCIES - INTERSTATE COMPACT

involving Northern Shrimp, Shad, and River Herring, Sciaenid, American Lobster, Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder, the 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 2013:** 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
EXPENDITURES						
CONTRACTUAL SERVICES	28,225	28,225				
TOTAL EXPENDITURES	28,225	28,225				

## NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

### DOUG DENICO, DIRECTOR, FORESTRY

*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 Division of Forestry or designee; a legislator appointed by the Governor and a citizen appointed by the Governor for a term of three years.

### PROGRAM:

The activities of the Northeastern Interstate Forest Fire Protection Commission are designed to further promote the effectiveness of Forest Fire Protection in each of the member states and provinces within the Compact.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### ST. CROIX INTERNATIONAL WATERWAY COMMISSION ABBY POND, EXECUTIVE DIRECTOR

Central Office ST. STEPHEN, NB, CANADA,  
Mail Address PO BOX 610, CALAIS, ME 04619  
Established 1987  
Reference Policy Area 04 Umbrella 98 Unit 497 Citation T0038

FAX (506) 466-7551  
Telephone (506) 466-7550  
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 2013 were:

##### **CONSERVATION and RECREATION**

The Commission now maintains 70 St. Croix backcountry facilities for Maine and New Brunswick, with recent upgrades and additions due to increased international border enforcement. It continues to issue a waterproof recreation map for the St. Croix boundary water region. The Commission continues to promote sustainable use of the waterway, stewardship and conservation of its adjacent lands and its waters. A new website was launched in 2013, providing previously unavailable recreation information to users. As well, users can now purchase maps online.

##### **ECONOMIC DEVELOPMENT**

The Commission is working with several rural revitalization efforts in both Maine and New Brunswick such as GROWashington-Aroostook and Rural Redefined-the Georgetown Conference.

##### **FISHERIES**

The State of Maine re-opened the St. Croix River to passage of anadromous alewives in 2013. The Commission has worked as a neutral partner in finding a resolution to this issue for many years: providing assistance and factual information to interested parties, ensuring scientific studies were carried out and results made available and encouraging dialogue.

##### **WATERWAY MANAGEMENT**

The Commission continues to work with agencies, residents and users to try to minimize the impact of tighter border restrictions on the St. Croix's historic social and economic framework. It responded to more than 2,000 technical and general inquiries and delivered presentations on a variety of St. Croix and international management topics. Long- and short-term strategic planning activities are also underway to ensure better management of the waterway. Further information is available on the Commission's website [www.stcroix.org](http://www.stcroix.org).

#### **PUBLICATIONS:**

1. St. Croix International Waterway, A Heritage - A Future: Plan for long-term cooperative management of the St. Croix International Waterway. 1993.
2. St. Croix International Waterway: A Heritage to Experience (brochure/map). 1995
3. Where goes the St. Croix? Management plan review and consultation. 2007.
4. Recreation Map to the St. Croix Boundary Region of Maine and New Brunswick.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

2010.

The Commission has also produced a number of technical publications on St. Croix water quality, fisheries, recreation and development topics.

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	21,858	21,858				
TOTAL EXPENDITURES	21,858	21,858				

## 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 has four broad functions: (1) coordination of interstate water pollution control efforts in the New England states and New York, (2) training of environmental professionals, (3) research, and (4) public education.

#### 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 (NEIWPCC). Shortly thereafter, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England states) joined NEIWPCC by signing the Commission's new Compact.

#### PROGRAM:

The Commission's primary task is to coordinate the activities of its member states as they strive for water quality improvement. NEIWPCC encourages personal communication and information exchange while its professional staff provides a variety of services to member states.

Maine benefits directly from NEIWPCC's capabilities through the Commission's management of the Maine Joint Environmental Training Coordinating Committee (JETCC). Located in South Portland, JETCC was established in 1985 as part of the former 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 recertification opportunities for Maine's wastewater treatment plant operators.

In addition to 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 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 programs 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.

# INDEPENDENT AGENCIES - INTERSTATE COMPACT

## LICENSES:

n/a

## PUBLICATIONS:

NEIWPCC Annual Report (published annually in April)  
 Report on Benefits of Membership (published annually in December; separate versions created for each member state, including Maine)  
 Interstate Water Report (print newsletter, published 2x/year)  
 iWR (e-mail newsletter, distributed quarterly)  
 LUSTLine (bulletin on underground storage tank issues, published 3x/year)  
 NEIWPCC Training Catalog (published electronically 2x/year)  
 JETCC Training Catalog (published 2x/year)

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

NEW ENGLAND INTERSTATE WATER	<b>TOTAL</b>					
POLLUTION CONTROL COMMISSION	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	7,950	7,950				
<b>TOTAL EXPENDITURES</b>	7,950	7,950				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**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 or processed 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, Conservation and Forestry. 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 University of Maine 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 five year average of 19 million pounds prior to 1981 to a five year average of 86 million pounds in 2012.

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, Conservation, and Forestry.

**PUBLICATIONS:**

Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and Cooperative Extension at the University of Maine, Orono, Maine.

**FINANCES, FISCAL YEAR 2013:** 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	1,591,405		1,591,405			
<b>TOTAL EXPENDITURES</b>	1,591,405		1,591,405			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

### DARREN PROUT, CHAIRPERSON

*Central Office* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784

*Mail Address* 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 *FAX*

*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 of Maine instead of the University of Maine. In essence the Wild Blueberry Advisory Committee is a standing Committee of the Wild Blueberry Commission of Maine 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 of Maine 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 2013:** 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* 268 WHITTEN ROAD, HALLOWELL, ME 04347

*Mail Address* 268 WHITTEN ROAD, HALLOWELL, ME 04347

*Established* 1994

*FAX* (207) 213-6301

*Telephone* (207) 623-5120

*Reference Policy Area* 05 *Umbrella* 99 *Unit* 576 *Citation* T0022 *M.R.S.A., Sect.* 000003883

#### PURPOSE:

The Maine Children's Trust, Inc. was established to prevent the abuse and neglect of Maine's children and 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 including financial allocations to interested parties who respond to annual request for proposals.

#### ORGANIZATION:

Established on July 1, 1994, the Board is comprised of at least 17 members appointed as follows: one Maine State Senator, one Maine State Representative,

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

four members from the Maine Association of Child Abuse and Neglect Councils, two representatives from the Department of Human Services, three members appointed by the Governor, three appointed by the Maine Chamber of Commerce and Industry, and three 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 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	2,146		2,146			
TOTAL EXPENDITURES	2,146		2,146			

## 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

*Reference Policy Area* 06 *Umbrella* 99 *Unit* 238 *Citation* T0006

*FAX* (207) 626-7831

*Telephone* (207) 626-7830

*M.R.S.A., Sect.* 000000301

### PURPOSE:

The Civil Air Patrol (CAP) provides an organization to aid United States citizens through voluntary contribution of their efforts, services and resources for the maintenance of aerospace education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

To accomplish the purposes for which it was chartered CAP: (1) Conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2) Conducts a comprehensive cadet program, including an international Air Cadet Exchange, special activities, and supervision of cadet encampments. (3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search & rescue, disaster relief, and other support missions. (4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP. (5) Assists local, state, and other Federal agencies in emergency operations. (6) Conducts a flight management program for assigned aircrew members and manages an aircraft maintenance program for corporate owned aircraft. (7) Maintains a nationwide communications capability to support emergency services operations and conduct official CAP business.

### ORGANIZATION:

The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a non-profit corporation which functions in accordance with its constitution,

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



## CONNECTME AUTHORITY

### PHILLIP LINDLEY, EXECUTIVE DIRECTOR

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

*Mail Address* 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX*

*Established* 2006

*Telephone*

*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, un-served 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 un-served 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 five members, and an Executive Director, an Associate Executive Director, a Project Manager, and an Advisory Council.

#### **PROGRAM:**

The goal of the authority is to facilitate universal availability of broadband service in Maine and to increase the adoption or take rate of broadband to equal or greater than the national average.

For its current grant funding program, the Authority requests 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. ConnectME recently concluded the Authority's eighth round of grant awards, awarding over \$1.0 million to fifteen projects. To date the Authority has funded 114 projects with over \$9 million in grant funds for a total project value of over \$17 million. The next grant round will be announced in early spring 2014.

The Authority has also received nearly \$5 million in ARRA grant funding from the Department of Commerce, National Telecommunications and Information Administration (NTIA) to conduct a five year broadband mapping and inventory project, as well as extensive broadband planning and capacity building activities.

#### **PUBLICATIONS:**

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

Developing Broadband in Maine: Needs Assessment (no charge)

Developing Broadband in Maine: Strategic Plan (no charge)

ConnectME Highway Broadband Utilization Study (no charge)

**FINANCES, FISCAL YEAR 2013:** 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 ROAD, 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 the dietary guidelines.

#### **ORGANIZATION:**

The Council was established in 1949 as the Milk Advisory Committee, later renamed 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, Council appointments, and Council members' term limits.

The Council is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers to the Maine Dairy Promotion Board and by milk processors' fee 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 Pediatrics, Academy of Nutrition and Dietetics, National Medical Association, and the School Nutrition Association.

The nutrition and physical activities program "Fuel Up To Play 60" is a partnership between National Dairy Council® and the National Football League implemented in Maine with students and program advisors, focusing on creating healthy school environments by making healthy food choices, and stressing the importance of physical activity. Grants and incentives to accomplish Fuel Up To Play 60 goals, based on prescribed criteria, are available to schools through GenYOUth Foundation and channeled through the Maine Dairy & Nutrition Council.

Maine Dairy & Nutrition Council has at its disposable nutrition resources, research reports and findings, 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:**

Nutrition education materials, posters, and brochures.

**FINANCES, FISCAL YEAR 2013:** 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

*FAX* (207) 287-7161  
*Telephone* (207) 287-3621  
*M.R.S.A., Sect.* 000002992A

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 024 *Citation* T0007

#### **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 United Dairy Industry Association. Maine Dairy Promotion Board is also an affiliate of Dairy Management, Inc. located in Rosemont, Illinois, and as such an affiliate of National Dairy Council, Innovation Center for U.S. Dairy, Dairy Research Institute and United States Dairy Export Council.

#### **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 and federal law provides for funding. Maine law provides for Board appointments and Board members' term limits. The Board is funded under the Dairy Production Stabilization Act of 1983, the National Dairy Promotion and Research Order assessment. The Dairy Act authorized a national producer program for dairy product promotion, research, and nutrition education to increase human consumption of milk and dairy products and reduce milk surpluses. The assessment is paid by Maine dairy farmers.

#### **PROGRAM:**

The Maine Dairy Promotion Board implements the national Unified Marketing Plan in Maine, along with other United Dairy Industry Association's state and regional dairy checkoff organizations across the country, communicating, promoting and encouraging the use of milk and dairy products to the general public. A portion of the promotion budget is allocated to media messaging, and communications, supplemented by other promotions designed to call attention to dairy products, dairy ingredients, the dairy industry, and to encourage the consumption of milk and other dairy products.

The Dairy Optimization is an initiative targeted to increase the consumption of milk and other dairy products with children in Maine's and the nation's schools. Nationally, programs in some quick-serve restaurants have resulted in dramatic utilization of dairy products. 3-Every 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, and dairy industry education programs, such as "Telling Your Story". 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 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 [www.dairygood.org](http://www.dairygood.org), [www.dairycheckoff.org](http://www.dairycheckoff.org) and Maine's [www.drinkmainmilk.org](http://www.drinkmainmilk.org). and Facebook page at [drinkmainmilk.org](http://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 materials, crisis information, dairy product recipe materials.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE DEVELOPMENT FOUNDATION

**ALDO SERVELLO, CHAIR**

**CHERYL MILLER, INTERIM 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.

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 CEOs 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.

LEADERSHIP MAINE: EDUCATION LEADERS EXPERIENCE is a specialized leadership program for established readers in the K-12 education system that further develops leadership skills, builds connections between education and the economy and establishes a network between education and community and business leaders.

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 and benchmarks to measure progress. 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 supported by 26 volunteer advisors, is the leading resource for downtown revitalization statewide. The Center serves as the state coordinator in Maine for the National Trust Main Street Center utilizing a four point historic preservation-based economic development strategy to create vibrant, healthy downtowns. The Center works in 29 communities representing every county in Maine: 10 Main Street Maine communities (Saco, Biddeford, Bath, Rockland, Gardiner, Waterville, Skowhegan, Augusta, Belfast and Brunswick) and 19 Maine Downtown Network communities, a "lighter-pace" second-tier program launched in 2009.

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 provides employers with technical assistance, training and statewide recognition for taking steps to support college degree and certificate achievement for their employees.

### PUBLICATIONS:

"Measures of Growth," Maine Economic Growth Council  
Leadership Maine Alumni Directory  
Various research reports, surveys, and program and economic evaluations

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	57,666	57,666				
TOTAL EXPENDITURES	57,666	57,666				

## 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

FAX (207) 621-1419  
Telephone (207) 626-2774  
M.R.S.A., Sect. 000019501

### PURPOSE:

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, DRC provides: 1) Advocacy assistance for people with disabilities who have experienced a violation of their rights based on disability or who are seeking a reasonable accommodation for their 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 disabilities.

### PROGRAM:

DRC represents individuals with disabilities by providing information and

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

referral, individual representation, legal representation, rights training and through systemic advocacy.

### PUBLICATIONS:

"Questions and Answers on Your Rights under the AMHI Settlement Agreement"  
"Advance Health Care Directives"  
"Involuntary Hospitalization Laws"  
"Housing Discrimination"  
"Employment Discrimination"  
"A Consumer Guide to the Ticket to Work in Maine"  
"Challenging Your Guardianship- Know Your Legal Rights and How to Enforce Them"  
"How to Vote and Your Rights in the Voting Process"

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	126,045	126,045				
TOTAL EXPENDITURES	126,045	126,045				

## FOUNDATION FOR BLOOD RESEARCH

### JANE SHEEHAN, ESQ., PRESIDENT

*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

*FAX*

*Telephone*

*M.R.S.A., Sect. 00000401TT*

### PURPOSE:

The Foundation for Blood Research (FBR) is a non-profit organization that finds more effective ways to identify, manage and treat human disease through clinical and laboratory investigation, epidemiology, education, and clinical testing.

### ORGANIZATION:

The Foundation is governed by a board of trustees representing the biotechnology and professional communities, education, and business. The board consists of at least 11 trustees, but not more than 21.

### PROGRAM:

FBR's scientific mission focuses on preventive medicine. The professional staff develops alliances with other organizations for carrying out collaborative clinical research studies and takes a leadership role in developing educational activities for health professionals, pre-college science teachers, and the public. The FBR senior scientific staff also has a role in public health policy-making at a national level.

ScienceWorks, FBR's outreach education program for Maine's pre-college 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

activities are aligned with the National Science Education Standards and Maine's Learning Results.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FOUNDATION FOR BLOOD RESEARCH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	51,575	51,575				
TOTAL EXPENDITURES	51,575	51,575				

## ME ED CTR DEAF & HARD OF HEAR & GOV BAXTER SCHOOL FOR DEAF

**DAVID SHERRY, EXECUTIVE DIRECTOR**  
**TRACI DRAKE, DIR OF OPERATIONS/ HR**

*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., Sect.* 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.

### 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, Preschool Program, Academic Programs for kindergarten through 5th grade, support services for middle school students attending Lyman Moore Middle School, support services for high school students attending Portland High School, and Student Support Services which includes an After School Program. Statewide Educational programs provide outreach that serves birth through age 5 and kindergarten

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

through grade 12 statewide.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE GOVERNMENTAL FACILITIES AUTHORITY MICHAEL R. GOODWIN, EXECUTIVE DIRECTOR

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330

*Mail Address* PO BOX 2268, AUGUSTA, ME 04330

*Established* 1987

*Reference Policy Area* 00 *Umbrella* 99 *Unit* 405 *Citation* T0004

*FAX* (207) 623-5359

*Telephone* (800) 821-1113

*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:

Established in 1987 as the Maine Court Facilities Authority, the State Legislature created the Maine Governmental Facilities Authority in September, 1997 as its successor. The Authority consists of a five-member Board of Commissioners, including the Treasurer of the State and the Superintendent of Financial Institutions who serve as ex officio members, and three other members, who are residents of the State of Maine and are appointed by the Governor, for terms of five years. The Board of Commissioners shall elect one of its members as chairman and one as vice-chairman. The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Maine Governmental Facilities Authority and is responsible for the day-to-day activities of the Authority. The Executive Director also serves as both the secretary and treasurer of the Authority.

### PROGRAM:

During the fiscal year 2012, the Authority issued \$30,290,000 in new bonds to finance the second phase of construction of the Kennebec County Courthouse project.

The Authority does not receive an appropriation from the State of Maine. It derives its revenue from loan serving fees charged to participating eligible borrowers using its financing capabilities.

### PUBLICATIONS:

Annual Report - Audit

**FINANCES, FISCAL YEAR 2013:** 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

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 599 *Citation* T0008

*FAX*

*Telephone* (207) 465-3062

*M.R.S.A., Sect.* 000000285

### PURPOSE:

The Harness Racing Promotion Board was created in 1993 Public Law Chapter 388 to



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

promote harness racing activities in the State of Maine and encourage increased participation in racing and wagering.

### ORGANIZATION:

1997 Public Law, chapter 528 changed the make up of the Board and removed the oversight from the Department of Agriculture, Conservation and Forestry to the Joint Standing Committee having jurisdiction of harness racing matters, the Veterans and Legal 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, Conservation and Forestry.

### 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, Conservation and Forestry, 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 2013, the Board produced and provided 15,000 calendars providing dates, times and locations of live racing; pocket cards were also provided listing fair dates and displaying the Board's logo. The Board worked with various television stations to advertise harness racing and keep the public informed about when and where they could attend live harness racing meets. Additional coverage and advertising were provided for Breeders Stake Races, as well as the Finals.

"Whinny", the Board's mascot, appeared at many functions during fiscal year 13. Along with the "Fun to the Finish" logo, the mascot was present at all Maine agricultural fairs that participate in live harness racing and attended fairs where pari-mutuel racing is not on the program. Educational materials were available, tee shirts were presented to children and adults and coloring books, bracelets and other materials were given out.

Along with advertising in the "Maine Invites You" publication, ads were placed in two late summer and early fall issues of "Down East Magazine."

The Board continues to provide assistance in updating statistics for the industry, record keeping and website access.

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	78,632		78,632			
TOTAL EXPENDITURES	78,632		78,632			

## MAINE HISTORICAL SOCIETY

### STEPHEN BROMAGE, EXECUTIVE DIRECTOR

Central Office 489 CONGRESS ST, PORTLAND, ME 04101

Mail Address 489 CONGRESS ST, PORTLAND, ME 04101

Established 1822

Reference Policy Area 03 Umbrella 99 Unit 176 Citation S1822

FAX (207) 775-4301

Telephone (207) 774-1822

M.R.S.A., Sect. 000000118

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **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 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 16 full-time and 17 part-time employees in their 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 held its Annual Meetings coincidental to 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 was restored in June 2000. The Society's capital campaign and 1992 purchase of 489 Congress Street allowed expansion of collections storage, exhibition and program space.

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 at 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 pages 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 proprietor and town records, shipping and maritime records, account books and business records, genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. A retrospective conversion project to automate the Library's card catalogues is complete, making them accessible via the Internet. The Library is open Tuesday- Saturday and serves over 6,000 in-house researchers each year. The Brown Library, built in 1907, underwent a complete renovation in 2007, reopening in June 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 28,000 artifacts documenting Maine's material culture. The most recent exhibitions were "Wired! How Electricity Came to Maine" and "This Rebellion: Maine in the Civil War." Guided

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2012, about 18,000 visitors including nearly 3,500 school children visited the House, Gallery or took the Longfellow walking tour. Another 1,000 students received outreach programs. For information, visit the MHS websites: [www.mainehistory.org](http://www.mainehistory.org) or [www.mainememory.net](http://www.mainememory.net).

**OTHER EDUCATIONAL SERVICES.** Launched in December 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 links to digitized historical and cultural primary materials from around the state. On-line at [www.mainememory.com](http://www.mainememory.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. Through a National Leadership Grant from the Institute of Museum & Library Services, MHS, in partnership with the Maine State Library, has made available grants and training to support 21st Century skills in local libraries, historical societies, and schools. Workshops were offered regionally, partnering also with the Maine Learning Technology Initiative (the laptop program), and Maine Archives & Museums. More information is available at [http://www.mainememory.net/share\\_history/training.shtml](http://www.mainememory.net/share_history/training.shtml).

### **PUBLICATIONS:**

Maine History, "Maine Biographies," Editor, Richard Judd, Volume 47, July 2013.  
Maine History, "Land and Labor," Editor, Richard Judd, Volume 46, July 2012.  
A Maine Prodigy: The Life and Adventures of Elise Fellows White, 2011.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### **MAINE HISTORICAL SOCIETY**

	<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	44,864	44,864				
<b>TOTAL EXPENDITURES</b>	44,864	44,864				

## **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

*FAX* (207) 622-1274

*Established* 1984

*Telephone* (207) 626-0651

*Reference Policy Area* 05 *Umbrella* 99 *Unit* 516 *Citation* T0022 *M.R.S.A., Sect.* 000008611

### **PURPOSE:**

The Maine Hospice Council exists to ensure the continued development of Hospice and Palliative Care in Maine. The Council provides education and technical assistance regarding end-of-life care, as well as advocacy for terminally ill and bereaved persons throughout the state regarding quality-of-life issues.

### **ORGANIZATION:**

The Maine Hospice Council was incorporated in 1984. Funding for the Council office was made possible by state government in 1989. The Council is overseen by a volunteer Board of Directors comprised of 20 members.

The full Council is represented by members of 28 Hospices and the Board of Directors as well as an Advisory Committee. The Council 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PROGRAM:

The full Council is represented by members of 33 Hospices and the Board of Directors as well as an Advisory Committee. The Council has a full time staff that includes an executive director and an executive administrative assistant. Since 2002, MHC has also developed partnerships with the Attorney General's Office, the Veterans' Affairs Administration, and the Maine State Prison System.

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.

In 2001, the Maine Legislature directed the Bureau of Health to establish the Maine Center for End of Life Care. This responsibility was given to the Maine Hospice Council without additional financial support. The intent was to develop a wider reach that would incorporate all aspects of end-of-life care.

Recognition of the valuable services MHC provides, has led other legislative committees to ask MHC for assistance with substantive issues. In 2006, at the request of the Judiciary Committee, MHC published, "Pain Management at the End of Life: A Physician's Self-Study Packet", a continuing education course (3 Category 1 CME) for Maine physicians. This project was done in collaboration with the Maine Pain Initiative and the Muskie School of Public Service, with input from other appropriate organizations.

Partnerships and outreach to the underserved are hallmarks of the Council's work. In 2001, MHC developed a partnership with the Department of Corrections to develop a Hospice program within the Maine State Prison system. In 2004, MHC developed the first (in the US) Hospice/Veterans Partnership. This collaboration involved Togus, Maine Veterans Homes, Community Hospice Programs and other interested organizations.

### 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)

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

"Listen to Me" - (free)  
"Maine Hospice Guide" - (free)  
Hospice Resource Bibliography - (free)  
ACS & NCI booklet - "Questions & Answers About Pain Control" - (free)  
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 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	63,506	63,506				
TOTAL EXPENDITURES	63,506	63,506				

## MAINE STATE HOUSING AUTHORITY

### JOHN GALLAGHER, EXECUTIVE DIRECTOR

*Central Office* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Mail Address* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Established* 1969

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 346 *Citation* T0030A *M.R.S.A., Sect.* 000004722

*FAX* (207) 626-4678

*Telephone* (207) 626-4600

### PURPOSE:

MaineHousing (the Maine State Housing Authority) was created by the Maine Legislature in 1969 to address the problems of unsafe, unsuitable, overcrowded, and unaffordable housing. The agency's mission is to assist Maine people to obtain and maintain affordable housing and services suitable to their housing needs. In carrying out this mission, the agency provides leadership, leverages federal, state, and private resources, and promotes partnerships to develop and implement sound housing policy. On an annual basis MaineHousing's programs benefit more than 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." It functions as an administratively independent authority and receives no General Fund appropriations from the Legislature for its operations.

MaineHousing is governed by a Board of 10 commissioners, 8 of whom must be appointed by the Governor and confirmed by the Legislature upon the recommendation of the Labor, Commerce, Research and Economic Development Committee. 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.

MaineHousing couples the methods and efficiencies of the private financial markets with the federal tax incentives of tax-exempt bonds to invest in affordable housing for Maine people.

MaineHousing also is a conduit for bringing a wide range of federal and other funding to Maine, including low income housing tax credits, block grants and competitive grants.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PROGRAM:

MaineHousing's programs and services fall into the following general categories:

**HOUSING DEVELOPMENT.** MaineHousing provides financing and financial incentives for private development of affordable rental housing for families, seniors and persons with special needs. This both provides affordable rents and stimulates Maine's economy.

**HOME BUYING ASSISTANCE.** MaineHousing provides low fixed rate mortgages to first time homebuyers and other assistance to help make homeownership affordable for more Maine people.

**HOME IMPROVEMENT ASSISTANCE.** MaineHousing offers programs to help with home improvement needs, including: low or no cost loans to repair or replace failed wells or septic systems, make heating, electrical, or structural repairs, and improve home accessibility; grants to make homes lead safe; and loans to fund repair of homes damaged in a declared natural disaster.

**RENTAL ASSISTANCE.** Properties developed with MaineHousing financing offer more affordable rents to consumers. Rental assistance also is provided in the form of federal Section 8 Housing Choice Vouchers.

**ENERGY ASSISTANCE.** MaineHousing offers fuel assistance using funds from the federal Low Income Home Energy Assistance Program (LIHEAP), and also home energy improvements such as home weatherization and heating system repair or replacement that make homes more affordable for the long term.

**HOMELESS ASSISTANCE.** MaineHousing provides financing for emergency shelters and other housing options for people who are homeless. MaineHousing also works with homeless service providers and other organizations toward a shared goal of preventing and eliminating homelessness in Maine.

At the end of calendar year 2012, MaineHousing had combined assets of \$1,745,200,000 and net assets of \$318,900,000. The agency's financial strength has been recognized by the nation's two leading bond rating agencies, Moody's and Standard & Poor's.

### PUBLICATIONS:

MaineHousing.org provides general information on MaineHousing programs and services as well as access to a wide range of publications such as annual reports, program guides, and housing market research.  
[www.mainehousing.org](http://www.mainehousing.org)

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE HOUSING AUTHORITY	TOTAL FOR ALL GENERAL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	9,934,739	359,791	9,574,948			
TOTAL EXPENDITURES	9,934,739	359,791	9,574,948			

## MAINE INSURANCE GUARANTY ASSOCIATION

### PAUL M. GULKO, EXECUTIVE SECRETARY

Central Office ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Mail Address ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

Established 1970

Reference Policy Area 07 Umbrella 99 Unit 353 Citation T0024A M.R.S.A., Sect. 000004436

FAX

Telephone (617) 227-7020

### 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

insolvent property and casualty insurance companies that wrote business in Maine.

**FINANCES, FISCAL YEAR 2013:** 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

*Established* 1996

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 587 *Citation* T0010

*FAX* (207) 541-7420

*Telephone* (207) 541-7400

*M.R.S.A., Sect.* 000000945

### PURPOSE:

The Maine International Trade Center ("MITC") 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, and maintains an Orono office which is co-located with the Target Technology Center. The staff is comprised of a Vice President, an Accounting Manager, a Communications Specialist, as well as a Bangor Regional Director, and four Senior Trade Specialists, all with industry expertise. Staff works 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, MITC links the private sector with government efforts to grow Maine's economy through international commerce.

### PROGRAM:

MITC encourages and assists the growth of the State's international economic activities in the following ways:

MITC provides a forum for the exchange of expertise, ideas and innovation between the public and private sectors.

MITC offers monthly trade education seminars and technical services to businesses in the State that compete or seek to compete in worldwide markets.

MITC coordinates gubernatorial and industry missions to develop increased exports of Maine goods and services.

MITC consults with and provides market and trade assistance to international businesses concerning imports, exports, and international trade services.

MITC subscribes to international commerce data bases to assist companies in locating leads and trade opportunities and track import and export trade flows.

MITC assists the State in foreign business attraction and direct investment through international investment outreach, hosting potential investors, and encouraging foreign businesses to invest in Maine through its "Invest in Maine" program and website.

MITC assists Maine's secondary schools, colleges, and universities in their foreign student attraction programs through its "Study Maine" program.

**FINANCES, FISCAL YEAR 2013:** 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**

**BG JAMES D. CAMPBELL, 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) 430-6000  
*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 United States Departments of the Army, Air Force, Navy and Treasury, and local, state, federal agencies/departments, and foreign governments.

**ORGANIZATION:**

The Authority was implemented on January 1, 2003.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY**

**STEVEN H. LEVESQUE, EXECUTIVE DIRECTOR**  
**JEFFERY K. JORDAN, DEPUTY DIRECTOR**

*Central Office* SUITE 1, UNIT 200, 2 PEGASUS S, BRUNSWICK, ME 04011  
*Mail Address* SUITE 1, UNIT 200, 2 PEGASUS S, BRUNSWICK, ME 04011 *FAX* (207) 798-6510  
*Established* 2010 *Telephone* (207) 798-6512  
*Reference* Policy Area 01 Umbrella 99 Unit 654 Citation T00005 M.R.S.A., Sect. 00013083G

**PURPOSE:**

The Midcoast Regional Redevelopment Authority (MRRA), a component unit of the State of Maine, is a municipal corporation created by Maine law, 5 MRSA §13083-G, and charged with the responsibility to acquire and manage property at the former Naval Air Station Brunswick (NAS Brunswick) and the Topsham Annex and to facilitate the rapid redevelopment of properties in order to recover from economic and employment loss as result of base closure.

**ORGANIZATION:**

MRRA is governed by an eleven member Board of Trustees appointed by the Governor and confirmed by the Maine State Senate. Power and duties of the Board are established by statute. The by-laws direct the Board of Trustees to adopt an annual budget, provide for an annual audit, appoint various committees and hire an Executive Director. The Executive Director is the chief executive officer and is responsible for carrying out the policies of the Trustees and overseeing the daily operation of MRRA and appointing staff.

**PROGRAM:**

NAS Brunswick base was a 3,200-acre military enclave within the jurisdictional limits of the Town of Brunswick, in Cumberland County, Maine. Now known as Brunswick Landing, the base was built as a multi-purpose campus that has changed over many years to serve a variety of purposes. It has been an airport since its initial development in the late 1930s, built on the site of the State's first municipal airfield. The Brunswick Executive Airport opened as a general aviation airport on April 2, 2011.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

In total there are over 200 buildings totaling over 1.75 million square feet on the base; forty of which would be considered significant facilities that will be redeveloped by MRRA. MRRA's targeted business clusters as described in the Reuse Master Plan include composite R&D and manufacturing; aviation and aerospace research, maintenance, repair and manufacturing; information technology; and a world-renowned business complex for integrated research and development, manufacturing, testing, company incubation and productive operation of green energy technology products and services. To date thirty-one businesses or organizations call Brunswick Landing home including a satellite campus of the Southern Maine Community College.

### **LICENSES:**

None

### **PUBLICATIONS:**

BNAS Reuse Master Plan (December 2007)  
Topsham Annex Reuse Master Plan (December 2007)  
Brunswick Airport Master Plan Study (December 2009)  
BNAS Housing Disposition and Redevelopment Plan (August 2009)  
Design Guidelines (July 2010)  
Annual Reports and Audits available at MRRA website [www.mrra.us](http://www.mrra.us)

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMBAT SPORTS AUTHORITY OF MAINE

**PETER BOUCHARD, CHAIRMAN**  
**JON PINETTE, TREASURER**

*Central Office*

*Mail Address* ,, PO BOX 10525, PORTLAND, ME 04101

*Established* 2009

*Reference Policy Area* 07 *Umbrella* 99 *Unit* 650 *Citation* T00008 *M.R.S.A., Sect.* 00000521

*FAX* (207) 482-0965

*Telephone* (207) 712-6615

### **PURPOSE:**

The authority is established to regulate and promote mixed martial arts competitions, exhibitions and events in the State as set forth in Title 8 Chapter 20, sections 521 through 532. A mixed martial arts competition, exhibition or event may not be held in the State prior to the adoption of rules pursuant to this chapter.

### **ORGANIZATION:**

The authority is made up of a board of directors consisting of seven members appointed by the Governor. The board elects a chair, a secretary and a treasurer from among its members.

### **PROGRAM:**

The CSAM has spent 2012 promoting and regulating three Mixed Martial Arts events. The duties of the board consist of registering the event and working with the promoters on approving the fight card. CSAM also registers all fighters and verify that all proper medical clearance has been received, blood work done and an eye exam performed. CSAM monitors weigh-ins to make sure fighters make weight and on fight day we instruct inspectors who oversee the taping of hands, pre fight medicals, counting of tickets, escorting fighters to post fight exams, and general enforcement of Maine rules regarding MMA. CSAM holds bi-monthly board meetings where we discuss upcoming events, issues and any changes that need to be made to processes or rules. Five percent of ticket sales from these events comes back to the Authority along with fees from licensing fighters, events, managers, seconds, trainers and anyone else associated with the fight. These revenues have netted the Authority roughly \$10,000. Much of this money will be used for start-up costs and rule making for the Authority.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **LICENSES:**

The authority shall review and grant licenses to all fighters, promoters, referees, timekeepers and judges who are involved with any mixed martial arts competition, exhibition or event in the State of Maine pursuant to the rules established by the Authority.

### **PUBLICATIONS:**

There were no general publications this fiscal year. CSAM will produce an Annual Report; Codified Rules; Bylaws and a Business Plan.

**FINANCES, FISCAL YEAR 2013:** 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

*Reference* Policy Area 06 Umbrella 99 Unit 479 Citation PL 1983

*FAX* (207) 828-2300

*Telephone* (207) 774-4753

*CARTS.A., Sect.*

### **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 26 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 three 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 and a local number (207-774-4348).

### **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 2012, its area offices and special units (including Volunteer Lawyers Project) served 29,174 Mainers with civil legal matters. Its programs handled a total of 11,873 legal cases, of which 59% received legal assessment or simple advice, printed, informational materials, assistance with forms and letters, referral to another source of help or brief service, 27% received full representation before a Court or administrative hearing, and 9% are ongoing.

Because staffing shortages prevent PTLA & VLP from representing all eligible clients with legal needs, the programs accept cases based on a case acceptance priority plan. Of all cases closed by PTLA's local service offices in 2012, 53% were housing related; 13% were family law matters; 9% were consumer issues; 9% income benefits related; and the remaining 16% 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 2012, 76% were family law matters; 8% were

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

consumer law matters; 7% related to income benefits, and the remaining 9% were in the areas of education, housing, 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), [www.vlp.org](http://www.vlp.org) and [www.statesidelegal.org](http://www.statesidelegal.org), Pine Tree's website for veterans and servicemembers. The most popular brochures cover housing and family law issues.

**FINANCES, FISCAL YEAR 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	254,802	254,802				
TOTAL EXPENDITURES	254,802	254,802				

## MAINE POTATO BOARD

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**  
**JEANNIE M. TAPLEY, OFFICE MANAGER**

*Central Office* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

*Mail Address* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

*Established* 1986

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 330 *Citation* T0036

*FAX* (207) 764-4148

*Telephone* (207) 769-5061

*M.R.S.A., Sect.* 000004603

### PURPOSE:

The Maine Potato Board was established as a public instrumentality of the state to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

### ORGANIZATION:

The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director and Director of Development/Grower Relations to administer programs and policies established by the Board.

### PROGRAM:

Potato tax revenue for the twelve-month period ending June 30, 2013 was \$688,881. Maine growers harvested 75,000 acres, producing 15,675 million hundredweight of potatoes. The planted acreage was composed of 68% processing varieties, 13% table stock varieties and 19% seed varieties. Approximately 11,161 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 2012-2013 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PUBLICATIONS:

Maine Potato Recipe booklets (printed--free)  
Maine Potato News (free)

**FINANCES, FISCAL YEAR 2013:** 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	701,582		701,582			
TOTAL EXPENDITURES	701,582		701,582			

## SEED POTATO BOARD

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**  
**JEANNIE M. TAPLEY, OFFICE MANAGER**

*Central Office* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

*Mail Address* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

*Established* 2009

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 657 *Citation* T00007

*FAX* (207) 764-4148

*Telephone* (207) 769-5061

*M.R.S.A., Sect.* 00002151

### 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 Maine 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, Conservation and Forestry served as chairman. A number of changes in the Board's structure have occurred since then, and the last one occurred in 2009 when the Legislature voted to transfer oversight of the Board from the Department to the Maine Potato Board. The Commissioner now serves as a member and appoints two members to include a representative of the potato industry in a county other than Aroostook County and a person producing potatoes in Aroostook County primarily for processing. The Maine Potato Board appoints six members representing the potato industry in Aroostook County and to include one grower producing primarily tablestock potatoes and another grower producing potatoes primarily for processing. The Board is authorized to elect a secretary, who need not be a member of the Board.

### PROGRAM:

The Board carries out its mission through the operation of a foundation seed potato production facility known as 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 facility is equipped with tissue culture production, disease testing laboratories, seed storages with climate control systems, greenhouses and an irrigation system to support the production of nuclear and foundation seed. In 2009, the Board began producing minitubers in a state of the art greenhouse using hydroponics that allowed them to produce high quality minitubers at very competitive prices. It also enabled them to increase the volume of seed at a much faster rate to meet growing demands for new varieties.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE PUBLIC BROADCASTING CORPORATION MARK VOGELZANG, PRESIDENT & CEO

*Central Office* 1450 LISBON STREET, LEWISTON, ME 04240

*Mail Address* 1450 LISBON STREET, LEWISTON, ME 04240

*Established* 1992

*Reference Policy Area* 03 *Umbrella* 99 *Unit* 561 *Citation* P1991

*FAX*

*Telephone* (207) 783-9101

*M.R.S.A., Sect.* 000000848

#### **PURPOSE:**

The Maine Public Broadcasting Network (MPBN) is Maine's premier, independent media resource serving the entirety of Maine, dedicated to creating exceptional opportunities for the communities it serves to engage with critical issues, compelling stories and quality entertainment. Every day the Maine Public Broadcasting Network connects the people of Maine to each other, to the world, and the world to Maine through the open exchange of information, ideas and cultural content. MPBN is renowned for creating award-winning programs, as well as airing content from Public Broadcasting Service (PBS), National Public Radio (NPR), and other independent producers.

#### **ORGANIZATION:**

Formed in 1992, the Maine Public Broadcasting Network (MPBN) is an independently owned and operated nonprofit organization. MPBN has administrative offices and production facilities for television, radio and web services 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 88 full time and part-time people.

MPBN is governed by a volunteer Board of Trustees consisting of the President of MPBN, the Presidents of the founding organizations, (Colby College, Bates College and Bowdoin College), the Chancellor of the University of Maine system, two appointees from the Governor, and twelve public members. The Board of Trustees meets a minimum of four times a year and 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 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.

MPBN's revenues come from the voluntary contributions from over 46,000 individual supporters, as well as underwriting support from businesses and nonprofit organizations. Additional funding is received through an annual appropriation from the State of Maine and from television and radio community service grants from the Corporation for Public Broadcasting.

#### **PROGRAM:**

MPBN is the only statewide Public Media service providing local and national content on television, the radio and online to Maine residents, free of charge. MPBN is committed to bringing local, national and international news, public affairs including live coverage of Maine's State Legislature in session and cultural programming that informs, educates and enriches our citizens. In addition to providing national and international programming, the organization has concentrated its resources on identifying and bringing Maine news and stories to its airwaves to educate entertain and inform the entire state.

MPBN television productions include Maine Watch, MPBN Community Films, coverage of the Maine Principals' Association Invitational High School Basketball Tournament, the annual broadcast of the Governor's State of the State Address, and coverage of the Governor and U.S. Congressional debates - both primary and general election. MPBN has also launched the Maine Capitol Connection, a free over-the-air channel dedicated to covering the daily sessions of the State

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Legislature in Augusta.

The station's radio service carries significant international, national and local programming. MPBN's own Morning Edition and Maine Things Considered programs include content each day that explores Maine topics and issues with depth and substance.

MPBN's mid-day call in show, Maine Calling, covers a wide spectrum of topics relevant to Maine listeners. MPBN also produces other original programming, including its own regular classical, folk and jazz music programs, broadcasts of orchestra and chamber concerts and regular live classical and jazz performances from its Bangor and Portland studios.

MPBN's web-based services at [www.mpbnet.net](http://www.mpbnet.net) draw visitors from around the world. MPBN.NET serves as a portal to news and information and also to MPBN's Radio and Television content. Visitors can live stream news, music and individual television and radio programs with links to external educational and continuing education resources in Maine and beyond.

### PUBLICATIONS:

Each month MPBN publishes Experience, a radio and television program guide that doubles as an MPBN magazine. It is distributed to some 11,000 members and is available at all of MPBN's offices. Additionally, MPBN issues Audited Financial Statements, 990 Tax returns, an Annual Report, and a Strategic Plan, all of which can be found online at [www.mpbnet.net](http://www.mpbnet.net). Any member of the general public can also request either verbally or in writing a copy of these documents.

### Public Outreach

MPBN recognizes the need to engage the Maine community in both our content and mission and to ensure that we are meeting the needs and preferences of all Mainers. MPBN connects with our viewers and listeners through a variety of mechanisms including Community Advisory Board (CAB) meetings that are open to the public, Board of Trustees meetings that include opportunities for public comment, community events that include state-wide free public screenings of MPBN programs, a presence at fairs and festivals, and access to MPBN-produced events including debates and cultural performances, and an active social media presence with a continuously updated website (MPBN.NET) and a number of active Facebook properties including MPBN's main Facebook page with over 11,000+ members. MPBN partners with non-profits across the state to help promote their events and help drive the success of their efforts.

MPBN culls feedback through a number of vehicles including listener and viewer surveys, a dedicated Audience Services team to manage all incoming queries via phone and email, and a dedicated Member Services team to manage member issues and concerns.

**FINANCES, FISCAL YEAR 2013:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC BROADCASTING CORPORATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,673,997	1,673,997				
TOTAL EXPENDITURES	1,673,997	1,673,997				

## GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION

### JOAN F. COHEN, CHAIRPERSON

Central Office 10 FREE ST, PORTLAND, ME 04101

Mail Address P.O. BOX 4510, PORTLAND, ME 04112

Established 1945

Reference Policy Area 01 Umbrella 99 Unit 367 Citation S1945

FAX (207) 775-7935

Telephone (207) 775-7271

M.R.S.A., Sect. 000000123

### PURPOSE:

The Greater Portland Public Development Commission has the power, within the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 is continuing to monitor the \$375,000 installment grant made to the Greater Portland Economic Development Corporation (the "GPEDC") in 2011. The third and final installment of \$25,000 was made in June of 2013 after the Commission received and approved an update on the operations and progress of the GPEDC. The GPEDC is engaged in regional economic development efforts through the collaborative efforts of representatives from the municipal, educational and private sectors in Portland, South Portland, Westbrook, Scarborough, Falmouth and Cape Elizabeth. The GPEDC has focused on workforce development issues critical to attracting and retaining business in the region.

The Commission also made an additional grant of \$10,000 to the Creative Portland Corporation, in June of 2013. Creative Portland Corporation is involved in promoting creativity, innovation and entrepreneurship in the Greater Portland region and stewarding the region's abundant artistic and cultural assets.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE RURAL DEVELOPMENT AUTHORITY

**GEORGE GERVAIS, CHAIRMAN**  
**JANEEN VIOLETTE, CLERK, FAME**

*Central Office* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949

*Established* 2002

*Reference* Policy Area 01 Umbrella 99 Unit 626 Citation T0005 M.R.S.A., Sect. 000013120A

*FAX* (207) 623-0095

*Telephone* (800) 228-3734

### 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 with FAME for staff and project support.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **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 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.

**FINANCES, FISCAL YEAR 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM**

### **ROBERT CLARK, CHAIR**

*Central Office* 323 STATE STREET, AUGUSTA, ME 04330

*Mail Address* 323 STATE STREET, AUGUSTA, ME 04330

*Established* 1986

*Reference Policy Area* 02 *Umbrella* 99 *Unit* 480 *Citation* T0020A *M.R.S.A., Sect.* 000012702

*FAX*

*Telephone* (207) 629-4000

### **PURPOSE:**

The Board of Trustees of what is now the Maine Community College System was established in 1986 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.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

The Maine Community College System (MCCS) constitutes a "public instrumentality of the state" but not a "line" State agency included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System.

Maine law defines the basic mission of the Maine Community College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of MCCS as follows: "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and promote local, regional, and statewide economic development."

The first institute was established after World War II to provide vocational and technical training to returning veterans. The seventh and most recent college, York County Community College, was established by the 116th Legislature in 1994.

### PROGRAM:

The MCCS offers 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; computers, graphics, and multimedia; construction; education and early childhood; electrical and electronics technologies; engineering technology; heating, plumbing, air conditioning, and refrigeration; hospitality and tourism; natural resources; metals fabrication and manufacturing; public 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 and Hinckley, Northern Maine Community College in Presque Isle, Southern Maine Community College in South Portland and Brunswick, Washington County Community College in Calais, and York County Community College in Wells. Off-campus centers are located in East Millinocket, Ellsworth, South Paris, Houlton, Damariscotta, Dover-Foxcroft, Madawaska, Brunswick, 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 and their employees with customized education and training, typically free of charge. 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 2013:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	56,993,004	53,809,085	2,722,095			461,824
TOTAL EXPENDITURES	56,993,004	53,809,085	2,722,095			461,824

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE TURNPIKE AUTHORITY**

**DANIEL E. WATHEN, CHAIRMAN**

**S. PETER MILLS, EXECUTIVE DIRECTOR**

*Central Office* 2360 CONGRESS STREET, PORTLAND, ME 04102

*Mail Address* 2360 CONGRESS STREET, PORTLAND, ME 04102

*Established* 1941

*Reference Policy Area* 08 *Umbrella* 99 *Unit* 420 *Citation* T0023

*FAX*

*Telephone* (207) 871-7771

*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 6 members plus the commissioner of the Department of Transportation, or his designee, who is an ex-officio member. These 6 members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from the group of 6. The Authority is empowered to elect a secretary, a 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 that authorize loads and overlimit loads.

**PUBLICATIONS:**

"Rules Governing the use of the Maine Turnpike, Maine Turnpike Authority Annual Report"

**FINANCES, FISCAL YEAR 2013:** 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

*Established* 1977

*Reference Policy Area* 05 *Umbrella* 99 *Unit* 397 *Citation* T0037B

*FAX* (207) 623-3093

*Telephone* (207) 622-0075

*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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **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 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 2013:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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